Willows City Council Regular Meeting

November 10, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
John Lowe, Council Member

Interim City Manager
Joe Gorton

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

Watch the meeting via Zoom: https://us06web.zoom.us/j/81310854322 or visit CityofWillows.org and click on **Live Meetings**. Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email cityclerk@cityofwillows.org. Written public comments will be distributed to the City Council but are not required to be read aloud during the meeting. Written comments will be made available for public inspection at City Hall as required by Government Code Section 54957.5.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL**
    a. **Proclamation – Native American Heritage Month**
    b. **Proclamation – Veterans Day**
    c. **Proclamation – Small Business Saturday**
6. **PRESENTATION**
    a. **Distinguished Budget Presentation Award**
    Recommended Action: Receive the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2026-27.
    Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org
7. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**
    All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Register Approval**
Recommended Action: Approve general checking, payroll, and direct deposit check registers.
Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org

b. **Minutes Approval**
Recommended Action: Approve the minutes of the October 27, 2026, City Council Meeting.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. **Review and Reaffirmation of the Continued Existence of the Local Public Safety Emergency**
Recommended Action: Review and reaffirm the continued existence of the Local Public Safety Emergency proclaimed by the City Council in June 2026.
Contact: Joe Gorton, Interim City Manager, jgorton@cityofwillows.org

8. **DISCUSSION & ACTION CALENDAR**

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Library of Things**
Recommended Action: Authorize the City Librarian to purchase circulating items and supplies for the Library of Things using the Library Development Impact Mitigation Fee in an amount not to exceed $8,420.
Contact: Christine Watson, City Librarian, cwatson@cityofwillows.org

b. **Resolution Assigning 90% of the Police Department Budget for Future Police Department Reestablishment**
Recommended Action: Adopt a resolution establishing a funding assignment of $2,295,585, representing 90% of the Fiscal Year 2026–2027 adopted Police Department Contractual Services appropriation of $2,550,650, originally allocated for the Glenn County Sheriff's Office law enforcement services contract, for the future reestablishment of the City of Willows Police Department and authorizing investment of corresponding available funds in the State of California Local Agency Investment Fund (LAIF).
Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org

c. **Administrative Analyst Reallocation and Addition of a Community Service Officer Position**
Recommended Action: 1. Approve the revised Administrative Analyst job classification, reallocating the existing (0.50) full-time equivalent FTE assignment from the Fire Department to the Finance Department, while retaining (0.50) FTE in Community Development & Services; 2. Approve the revised Community Service Officer job classification description and position title of Community Service Officer Salary Schedule; 3. Authorize the recruitment, hiring and addition of one (1.0) FTE Community Service Officer (CSO) position to be shared between the Police and Fire Departments; and 4. Approve the associated personnel allocation and any necessary budget amendments.
Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org

9. **COMMENTS & REPORTS**

   a. **Council Correspondence**

   b. **City Council Comments & Reports**

   c. **Interim City Manager's Report**

10. **CLOSED SESSION**

Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

   a. **Conference with Real Property Negotiators (§ 54956.8)**
   Property: 139 North Lassen Street, Willows, CA 95988 / APN #002-101-009-000
   Agency Negotiator: Joe Gorton, Interim City Manager
   Negotiating Parties: Morgan Hill, Hillside Real Estate Company
   Under Negotiation: Price

   b. **Conference With Legal Counsel – Anticipated Litigation**
   Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2).
   Number of potential cases: One (1).

11. **ADJOURNMENT**

This agenda was posted on November 5, 2026.

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Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



CEREMONIAL MATTERS

City of Willows

Proclamation

Native American Heritage Month

WHEREAS, Native American Heritage Month is observed annually in November to honor and celebrate the rich histories, diverse cultures, traditions, and significant contributions of Native American peoples throughout the United States; and

WHEREAS, long before the establishment of the City of Willows, the lands of Glenn County and the surrounding Sacramento Valley were home to Native American peoples who have helped shape the history and cultural heritage of our region; and

WHEREAS, the City of Willows recognizes the enduring presence and contributions of Native American communities with ancestral ties to Glenn County, including the Grindstone Indian Rancheria of Wintun-Wailaki Indians and the Paskenta Band of Nomlaki Indians, whose members continue to preserve their languages, cultural traditions, and heritage for future generations; and

WHEREAS, Native American peoples have made invaluable contributions to our nation's history, agriculture, environmental stewardship, arts, education, government, military service, and countless other aspects of American life; and

WHEREAS, Native American Heritage Month provides an opportunity to acknowledge the resilience and enduring strength of Native American communities, recognize their historical and ongoing contributions, and reflect upon the challenges and injustices they have experienced throughout history.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **November 2026,** as **Native American Heritage Month** in the City of Willows, and encourage all residents to honor the history, resilience, cultural traditions, and lasting contributions of Native American peoples, particularly those whose ancestral roots and heritage are deeply connected to Glenn County and the Sacramento Valley.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 10th day of November, 2026.

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Evan Hutson, Mayor



Proclamation

WHEREAS, throughout our nation's history, generations of courageous Americans have answered the call to serve, placing duty above self and demonstrating an unwavering commitment to protecting the freedoms, security, and ideals of the United States; and

WHEREAS, Veterans Day, observed annually on November 11, provides a meaningful opportunity for our nation to unite in gratitude and recognition of all who have honorably served in the United States Armed Forces, in times of both war and peace; and

WHEREAS, the legacy of our veterans extends beyond their military service, as they continue to strengthen our communities through leadership, volunteerism, and service to others; and

WHEREAS, the City of Willows takes special pride in the veterans who call our community home, whose service reflects the spirit of patriotism, resilience, and dedication that strengthens our small town and our nation; and

WHEREAS, we honor the families of veterans and active-duty service members, whose unwavering love, support, and sacrifices are an essential part of their service to our nation; and

WHEREAS, it is our collective responsibility to ensure that the sacrifices of our veterans are never forgotten, their stories are shared with future generations, and our gratitude is demonstrated through continued respect, compassion, and support;

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **Wednesday, November 11, 2026,** as **VETERANS DAY** in Willows, California, and encourage all residents to join in honoring the extraordinary men and women who have served our country, recognizing their sacrifices, celebrating their contributions, and reaffirming our enduring commitment to those who have defended our nation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 10th day of November, 2026.

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Evan Hutson, Mayor



Small Business Saturday

WHEREAS, small businesses are the heart of our communities, contributing to the local economy, creating jobs, fostering innovation, and bringing character and vitality to the places we call home; and

WHEREAS, the City of Willows recognizes the dedication, hard work, and entrepreneurial spirit of our local small business owners, whose investments in our community help preserve the unique charm and welcoming atmosphere of our small town; and

WHEREAS, small businesses do more than provide goods and services; they support local schools, youth programs, charitable organizations, and community events, demonstrating a commitment to the well-being and prosperity of Willows; and

WHEREAS, Small Business Saturday, celebrated annually on the Saturday following Thanksgiving, encourages residents to shop locally, support independent businesses, and recognize the important role these establishments play in building strong and vibrant communities; and

WHEREAS, every purchase made at a local business helps support local jobs, strengthen our economy, and contribute to the continued growth and vitality of our community; and

WHEREAS, the City of Willows encourages residents and visitors to discover the many unique shops, restaurants, and services our community has to offer and to make supporting local businesses a priority throughout the year;

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **Saturday, November 28, 2026,** as **Small Business Saturday** in Willows, California, and encourage all citizens to shop small, support local entrepreneurs, and celebrate the businesses that contribute so greatly to the character, strength, and prosperity of our community.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 10th day of November, 2026.

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Evan Hutson, Mayor



PRESENTATION

Date: November 10, 2026

To: Honorable Mayor and Councilmembers

From: Joei Harrison, Finance Director
Joe Gorton, Interim City Manager

Subject: Distinguished Budget Presentation Award

Recommendation:

Receive the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2026-27.

Rationale for Recommendation:

The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting. Receiving this award acknowledges the Finance Department's dedication to meeting the highest national standards of professional financial reporting, fiscal transparency, and public accountability.

Background:

The Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program in 1984 to encourage state and local governments to prepare high-quality budget documents. These guidelines reflect the best practices established by the National Advisory Council on State and Local Budgeting and the GFOA.

To earn this recognition, a government entity must submit its adopted budget to an independent peer-review panel. The document must be rated "proficient" or higher across fourteen mandatory criteria within four fundamentally distinct categories, proving its effectiveness as:

- A Policy Document
- A Financial Plan
- An Operations Guide
- A Communications Device

The City of Willows Finance Department submitted its Fiscal Year 2026–2027 Annual Budget to the program following its formal adoption, and the independent evaluation has successfully concluded with the designation of this award.

Discussion & Analysis:

The presentation of the GFOA Distinguished Budget Presentation Award represents a milestone achievement for the City of Willows. This distinction confirms that the City's budget document successfully communicates complex financial strategies, comprehensive forecasting, and long-term organizational goals in a clear, accessible manner to the public.

This marks the first time the City of Willows has achieved this national recognition. This designation serves as an independent validation of the City Council's ongoing commitment to professional financial management and provides community members with verified assurance that public funds are being planned and documented transparently.

Because this item is presented strictly to receive and file the certificate, no regulatory or statutory adjustments are required.

Consistency with Council Priorities and Goals:

Accepting this award directly aligns with the City Council's core goals of promoting fiscal responsibility, operational transparency, and effective local governance. Maintaining an award-winning budget structure ensures the community retains absolute clarity and trust in the City's financial operations.

Fiscal Impact:

There is no fiscal impact associated with receiving, accepting, and filing this informational report**.**

Attachment:

- Attachment 1: Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Certificate

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Willows
California

For the Fiscal Year Beginning

July 01, 2026

Christopher P. Morrill

Executive Director



PUBLIC COMMENT & CONSENT CALENDAR FORUM

City of Willows

Payment Register

APPKT00662 - CHECK RUN 10-21-26

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Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
	Void	0.00

Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	57189	10/21/2026	0.00
**Void Check	57193	10/21/2026	0.00

Vendor Number	Vendor Name	Total Vendor Amount
1052	AMAZON CAPITAL SERVICES	597.53

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57186	10/21/2026	597.53

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1GNY-9NGN-NTQH	SEPTEMBER BOOK ORDER - LIBRARY	10/14/2026	10/14/2026	0.00	526.37
1L4Q-JYNV-XMMX	JULY/AUGUST BOOK ORDER - LIBRARY	10/14/2026	10/14/2026	0.00	71.16

Vendor Number	Vendor Name	Total Vendor Amount
1068	ANDY HEATH FINANCIAL SERV	6,310.03

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57187	10/21/2026	6,310.03

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
26-07	FINANCIAL CONSULTING 9-23-26 TO 10-6-26 - FIN	10/07/2026	10/07/2026	0.00	6,310.03

Vendor Number	Vendor Name	Total Vendor Amount
2527	ANTHEM BLUE CROSS OF CALIFORNIA	21,077.45

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57188	10/21/2026	21,077.45

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002140	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	415.13
INV0002141	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	845.52
INV0002142	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	1,019.93
INV0002143	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	376.47
INV0002144	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	634.67
INV0002145	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	1,446.81
INV0002146	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	515.34
INV0002147	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	881.25
INV0002148	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	1,914.52
INV0002149	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	791.60
INV0002150	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	498.57
INV0002151	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	453.78
INV0002152	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	340.42
INV0002153	MEDICAL INSURANCE PREMIUM	10/09/2026	10/31/2026	0.00	404.73
INV0002164	MEDICAL INSURANCE PREMIUM	10/16/2026	10/31/2026	0.00	845.52
INV0002182	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	415.12
INV0002183	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	1,019.92
INV0002184	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	376.47
INV0002185	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	634.66
INV0002186	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	1,446.82
INV0002187	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	515.33
INV0002188	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	881.25
INV0002189	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	1,914.52
INV0002190	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	791.60
INV0002191	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	498.57
INV0002192	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	453.78
INV0002193	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	340.42

INV0002194	MEDICAL INSURANCE PREMIUM	10/23/2026	10/31/2026	0.00	404.73	

Vendor Number 1193 **Vendor Name** CALIFORNIA BUILDING STAND **Total Vendor Amount** 78.30

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57190			10/21/2026	78.30
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
102126BSASRF	JULY - SEPTEMBER 2026 BSASRF FEES - BUILD	10/12/2026	10/12/2026	0.00	78.30

Vendor Number 1194 **Vendor Name** CALIFORNIA STATE DISBURSE **Total Vendor Amount** 162.92

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57191			10/21/2026	162.92
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
INV0002179	CHILD SUPPORT	10/23/2026	10/23/2026	0.00	162.92

Vendor Number 1172 **Vendor Name** CALIFORNIA WATER SERVICE **Total Vendor Amount** 6,128.06

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57192			10/21/2026	6,128.06
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
1053836442-100926	SERVICE TO 10-09-26 - LLAD ZONE C	10/20/2026	10/20/2026	0.00	125.41
8491677777-091426	SERVICE TO 9-14-26 - CW	10/12/2026	10/12/2026	0.00	6,002.65

Vendor Number 2588 **Vendor Name** CAPITAL RIVERS COMMERCIAL **Total Vendor Amount** 21,000.00

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57194			10/21/2026	21,000.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
INV-1001	PROJECT INITIATION & REVIEW MRKT & OPP ASSES-RDB(	10/05/2026	10/05/2026	0.00	21,000.00

Vendor Number 2591 **Vendor Name** CHICO PAPER CO **Total Vendor Amount** 2,408.42

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57195			10/21/2026	2,408.42
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
24908	W/O 32238 OLD GLENN MAPS - CW	10/06/2026	10/06/2026	0.00	2,408.42

Vendor Number 1252 **Vendor Name** CLEARWAY ENERGY LLC **Total Vendor Amount** 14,600.51

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57196			10/21/2026	14,600.51
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
1939079	AUGUST 2026 SERVICE SOLAR - SEWER	10/05/2026	10/05/2026	0.00	14,600.51

Vendor Number 1255 **Vendor Name** COASTLAND DCCM **Total Vendor Amount** 20,461.25

Payment Type	Payment Number			Payment Date	Payment Amount
Check	57197			10/21/2026	20,461.25
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
65373	72-5599 CITY ENGINEERING FY26-27	10/20/2026	10/20/2026	0.00	12,236.25
65374	CIVIC CENTER ADA UPGRADES CM	10/20/2026	10/20/2026	0.00	2,025.00
65375	72-5425 - HOTEL EXPANSION - 457 HUMBOLDT	10/20/2026	10/20/2026	0.00	306.25
65376	725158 SYCAMORE PARK CCLGP FUNDED PROJECT	10/20/2026	10/20/2026	0.00	2,941.25
65377	725024 ENCROACHMENT PERMITS	10/20/2026	10/20/2026	0.00	1,335.00
65378	725133 CITY HALL ADA DOOR UPGRADES	10/20/2026	10/20/2026	0.00	183.75
65379	72-5456 FY 25-26 PAVEMENT REHAB	10/20/2026	10/20/2026	0.00	551.25
65380	72-4441 - 130 N BUTTE ST- PERMIT #5508 - ADA RAMP	10/20/2026	10/20/2026	0.00	85.00
65427	72-4441-125 W WILLOW ST-PERMIT #5457-METAL COM	10/20/2026	10/20/2026	0.00	797.50

Vendor Number	Vendor Name	Total Vendor Amount
2583	COLANTUONO, HIGHSMITH & WHATLEY PC	1,487.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57198	10/21/2026	1,487.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
72996	GLENN CO LAW ENFORCEMENT CONTRACT	10/06/2026	10/06/2026	0.00	1,487.50

Vendor Number	Vendor Name	Total Vendor Amount
1261	COMCAST CABLE	370.63

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57199	10/21/2026	370.63

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8155600290115941-102826	SERVICE TO 10-28-26 - CIVIC CENTER	10/06/2026	10/06/2026	0.00	370.63

Vendor Number	Vendor Name	Total Vendor Amount
1334	DEPT. OF CONSERVATION	29.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57200	10/21/2026	29.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
102126SMIF	JULY - SEPTEMBER 2026 - SMIF FEES - ENG	10/12/2026	10/12/2026	0.00	29.92

Vendor Number	Vendor Name	Total Vendor Amount
1396	ENLOE MEDICAL CENTER	263.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57201	10/21/2026	263.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
102126EMC-1	MEDICAL SUPPLIES - FIRE	10/20/2026	10/20/2026	0.00	126.72
102126EMC-2	MEDICAL SUPPLIES - FIRE	10/20/2026	10/20/2026	0.00	137.20

Vendor Number	Vendor Name	Total Vendor Amount
2597	ERNESTO DELAROSA	40.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57202	10/21/2026	40.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
102126ED	REFUND - PARKS JENSEN PARK - CAR & BIKE SHOW - REC	10/20/2026	10/20/2026	0.00	40.00

Vendor Number	Vendor Name	Total Vendor Amount
1429	FEDEX	59.71

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57203	10/21/2026	59.71

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9-449-85726	US BANK PAYMENT - FIN	10/06/2026	10/06/2026	0.00	17.24
9-467-89777	CONSULTING PAYMENT - TO BE REIMBURSED - FIN	10/06/2026	10/06/2026	0.00	42.47

Vendor Number	Vendor Name	Total Vendor Amount
2466	FOSTER & FOSTER INC	2,500.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57204	10/21/2026	2,500.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
43999	PREP GASBS 68 RPT-FY END 6-30-26 CALPERS & GASB 75	10/06/2026	10/06/2026	0.00	2,500.00

Vendor Number	Vendor Name	Total Vendor Amount
1463	GANDY & STALEY OIL CO	4,225.82

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57205	10/21/2026	4,225.82

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
238722	FUEL - PUBLIC WORKS & SEWER	10/20/2026	10/20/2026	0.00	1,442.09
238723	FUEL - PUBLIC WORKS & SEWER	10/20/2026	10/20/2026	0.00	831.97
87140-093026	FUEL - FIRE	10/13/2026	10/13/2026	0.00	1,951.76

Vendor Number	Vendor Name	Total Vendor Amount
1467	GAYNOR TELESYSTEMS, INC.	470.33

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57206	10/21/2026	470.33

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
SUB4245.1026	OCTOBER 2026 SERVICE - CW	10/20/2026	10/20/2026	0.00	470.33

Vendor Number	Vendor Name	Total Vendor Amount
2458	GCS ENVIRONMENTAL EQUIPMENT SERVICES INC	661.20

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57207	10/21/2026	661.20

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
32694	CURTAIN, SPRING, & CBL ASSY-STREET SWEEPER #16-PW	10/21/2026	10/21/2026	0.00	661.20

Vendor Number	Vendor Name	Total Vendor Amount
1499	GLENN COUNTY TAX COLLECTO	1,900.89

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57208	10/21/2026	1,900.89

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
ASTM002-262-011-000	459 S BUTTE ST - TAX PAYMENT FY 26-27	10/12/2026	10/12/2026	0.00	1,900.89

Vendor Number	Vendor Name	Total Vendor Amount
2468	HARRIS & ASSOCIATES	4,923.75

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57209	10/21/2026	4,923.75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
74343	SEPTEMBER 2026 COST REC, ZONING, PLAN & DOC UPDA	10/20/2026	10/20/2026	0.00	4,923.75

Vendor Number	Vendor Name	Total Vendor Amount
1551	HUMANA DENTAL/VISION	2,724.08

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57210	10/21/2026	2,724.08

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002104	DENTAL	09/25/2026	09/30/2026	0.00	385.32
INV0002105	DENTAL	09/25/2026	09/30/2026	0.00	431.15
INV0002121	VISION	09/25/2026	09/30/2026	0.00	48.20
INV0002122	VISION	09/25/2026	09/30/2026	0.00	43.34
INV0002138	DENTAL	10/09/2026	10/31/2026	0.00	385.36
INV0002139	DENTAL	10/09/2026	10/31/2026	0.00	431.15
INV0002155	VISION	10/09/2026	10/31/2026	0.00	48.21
INV0002156	VISION	10/09/2026	10/31/2026	0.00	43.34
INV0002163	DENTAL	10/16/2026	10/31/2026	0.00	21.39
INV0002165	VISION	10/16/2026	10/31/2026	0.00	3.22
INV0002180	DENTAL	10/23/2026	10/31/2026	0.00	385.32
INV0002181	DENTAL	10/23/2026	10/31/2026	0.00	409.76
INV0002196	VISION	10/23/2026	10/31/2026	0.00	48.20
INV0002197	VISION	10/23/2026	10/31/2026	0.00	40.12

Vendor Number	Vendor Name	Total Vendor Amount
1566	INFRAMARK LLC	58,344.36

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57211	10/21/2026	58,344.36

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
189345	OCTOBER 2026 SERVICE - SEWER	10/06/2026	10/06/2026	0.00	58,344.36

Vendor Number	Vendor Name	Total Vendor Amount
2590	INTERSTATE SALES	279.25

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57212	10/21/2026	279.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20650	SPEED LIMIT SIGNS	10/06/2026	10/06/2026	0.00	279.25

Vendor Number	Vendor Name	Total Vendor Amount
1564	ITF - INDUSTRIAL TRUCK & FARM	113.48

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57213	10/21/2026	113.48

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
673553	BRASS FITTINGS - PUBLIC WORKS	10/12/2026	10/12/2026	0.00	15.16
673781	FITTINGS, TUBE & HOSE - JD BACKHOE #14 - PW	10/12/2026	10/12/2026	0.00	98.32

Vendor Number	Vendor Name	Total Vendor Amount
1606	JEREMY'S PEST STOMPERS	100.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57214	10/21/2026	100.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1052611	OCTOBER 2026 SERVICE - FIRE	10/12/2026	10/12/2026	0.00	45.00
1092614	OCTOBER 2026 SERVICE - CIVIC CENTER	10/20/2026	10/20/2026	0.00	55.00

Vendor Number	Vendor Name	Total Vendor Amount
1672	LABOR LAW POSTER SERVICE	284.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57215	10/21/2026	284.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
A13701165222	LABOR LAW POSTERS 2027 - CW	10/12/2026	10/12/2026	0.00	284.50

Vendor Number	Vendor Name	Total Vendor Amount
2473	LEAVITT COMMUNICATIONS LLC	136.81

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57216	10/21/2026	136.81

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
100008476-1	RADIO PARTS - FIRE	10/20/2026	10/20/2026	0.00	136.81

Vendor Number	Vendor Name	Total Vendor Amount
1710	LIFE ASSIST	1,597.60

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57217	10/21/2026	1,597.60

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2217493	MEDICAL SUPPLIES - FIRE	10/21/2026	10/21/2026	0.00	406.24
2226688	MEDICAL SUPPLIES - FIRE	10/21/2026	10/21/2026	0.00	1,191.36

Vendor Number	Vendor Name	Total Vendor Amount
1760	MATSON & ISOM TECHNOLOGY	11,853.53

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57218	10/21/2026	11,853.53

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
103972	5 WORK STATIONS - LIBRARY - IT	10/21/2026	10/21/2026	0.00	3,768.28
104714	CLOUDSHIFT - PLATFORM MIGRATION SP, OD, & TMS - IT	10/12/2026	10/12/2026	0.00	1,368.75
104716	LIBRARY INTERGRATIONS NETWORK UPGRADES - IT	10/12/2026	10/12/2026	0.00	237.50
104994	OCTOBER 2026 IT SERVICE - IT	10/12/2026	10/12/2026	0.00	6,479.00

Vendor Number	Vendor Name	Total Vendor Amount
1770	MENDES SUPPLY COMPANY	619.20

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57219	10/21/2026	619.20

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
R087972	TOWELS - CIVIC CENTER	10/12/2026	10/12/2026	0.00	89.06
R088521	TISSUE, TRASH BAGS & GLOVES - PW	10/20/2026	10/20/2026	0.00	530.14

Vendor Number	Vendor Name	Total Vendor Amount
1792	MJB WELDING SUPPLY, INC	52.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57220	10/21/2026	52.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0001589578	ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	10/12/2026	10/12/2026	0.00	52.80

Vendor Number	Vendor Name	Total Vendor Amount
2312	NAPA AUTO PARTS	152.25

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57221	10/21/2026	152.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
733948	RELAY - FORD F150 #1 - PW	10/20/2026	10/20/2026	0.00	20.14
734651	COOLANT - FD #7 & #8 - FIRE	10/12/2026	10/12/2026	0.00	81.50
735027	FUEL INJECTOR KIT - LEAF TRUCK #11 - PW	10/20/2026	10/20/2026	0.00	50.61

Vendor Number	Vendor Name	Total Vendor Amount
1829	NCCSIF	15,999.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57222	10/21/2026	15,999.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
3233	QUARTERLY WORKERS COMP - FY26-27 Q2 - CW & SEWE	10/12/2026	10/12/2026	0.00	15,999.50

Vendor Number	Vendor Name	Total Vendor Amount
2373	ODP BUSINESS SOLUTIONS	146.48

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57223	10/21/2026	146.48

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
479209253001	PAPER - OFFICE SUPPLIES - CW	10/12/2026	10/12/2026	0.00	146.48

Vendor Number	Vendor Name	Total Vendor Amount
1864	O'REILLY AUTO PARTS	240.40

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57224	10/21/2026	240.40

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4878-137946	FUSE HOLDER - 2025 FORD F150 #1 - PW	10/20/2026	10/20/2026	0.00	10.86
4878-139323	FILTER & OIL - 2023 F450 #4 - PW	10/20/2026	10/20/2026	0.00	229.54

Vendor Number	Vendor Name	Total Vendor Amount
1877	ORLAND SAW & MOWER	747.51

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57225	10/21/2026	747.51

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
067669	4 WHEELS & CUT CAP - TORO MOWER #32 - PW	10/20/2026	10/20/2026	0.00	747.51

Vendor Number	Vendor Name	Total Vendor Amount
2451	PACIFIC PRODUCTS & SERVICES LLC	3,671.53

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57226	10/21/2026	3,671.53

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
38857	SIGN - POSTS, BRACES, ANCH, CLAMPS & RIVETS - CW	10/20/2026	10/20/2026	0.00	3,671.53

Vendor Number	Vendor Name	Total Vendor Amount
2521	PAPE' KENWORTH	274.11

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57227	10/21/2026	274.11

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
16336322	BLEND DOOR ACTUATOR - ENGINE #5 - FIRE	10/20/2026	11/10/2026	0.00	314.55
16364795	ACTUATOR MOTOR - ENGINE #5 - FIRE	10/20/2026	11/10/2026	0.00	108.65
16366024	WIPER SWITCH - ENGINE #3 - FIRE	10/20/2026	11/10/2026	0.00	165.46
16374624	BLEND DOOR ACTUATOR - ENGINE #5 - FIRE	10/20/2026	11/10/2026	0.00	-314.55

Vendor Number	Vendor Name	Total Vendor Amount
1896	PAPE' MACHINERY JOHN DEERE	91.65

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57228	10/21/2026	91.65

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
17148748-2	FUEL FILTERS - JD MOWER #31 - PW	10/20/2026	10/20/2026	0.00	84.41
17196449	FILTERS & BUSHING - JD MOWER #31 - PW	10/20/2026	10/20/2026	0.00	78.63
17207844	FUEL FILTER - JD MOWER #31 -PW	10/20/2026	10/20/2026	0.00	-71.39

Vendor Number	Vendor Name	Total Vendor Amount
2475	PAXTON FAMILY INSPECTION SERVICES	6,508.06

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57229	10/21/2026	6,508.06

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
261026	SEPTEMBER 2026 BUILD INSP, PLAN, CODE ENF & MI -PL	10/07/2026	10/07/2026	0.00	6,508.06

Vendor Number	Vendor Name	Total Vendor Amount
1143	PEDRO BOBADILLA	1,153.84

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57230	10/21/2026	576.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
100926PB	RECREATIONAL SERVICES 9-26-26 TO 10-9-26 - REC	10/20/2026	10/20/2026	0.00	576.92

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57231	10/21/2026	576.92

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
102326PB	RECREATIONAL SERVICES 10-10-26 TO 10-23-26 - REC	10/20/2026	10/20/2026	0.00	576.92

Vendor Number	Vendor Name	Total Vendor Amount
1917	PG & E	12.25

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57232	10/21/2026	12.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1773553795-7-100126	SERVICE TO 10-01-26 - SEWER	10/14/2026	10/14/2026	0.00	12.25

Vendor Number	Vendor Name	Total Vendor Amount
2593	PONCI'S WELDING	212.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57233	10/21/2026	212.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
83677	REPAIR - LADDER TRUCK #T-4 - FIRE	10/12/2026	10/12/2026	0.00	212.80

Vendor Number	Vendor Name	Total Vendor Amount
2332	PRENTICE LONG, PC	9,165.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57234	10/21/2026	9,165.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9234	SERVICES RENDERED THROUGH 9-30-26 - CA	10/14/2026	10/14/2026	0.00	9,165.00

Vendor Number	Vendor Name	Total Vendor Amount
2556	RADIAL POWER LLC	866.16

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57235	10/21/2026	866.16

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV1035	SEPTEMBER 2026 PRODUCTION - SOLAR - FIRE	10/14/2026	10/14/2026	0.00	866.16

Vendor Number	Vendor Name	Total Vendor Amount
2595	REDDING FUEL INJECTION	738.95

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57236	10/21/2026	738.95

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10527	INJECTOR & HOSE - LEAF TRUCK #10 - PW	10/14/2026	10/14/2026	0.00	738.95

Vendor Number	Vendor Name	Total Vendor Amount
2342	ROBERT BURT CONSTRUCTION	8,902.52

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57237	10/21/2026	8,902.52

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
500	REMOVE & INSTALL GUARDRAIL - STREETS	10/14/2026	10/14/2026	0.00	8,732.52
506	HAUL ROCK BASE TO CORP YARD - STREETS	10/14/2026	10/14/2026	0.00	170.00

Vendor Number	Vendor Name	Total Vendor Amount
2044	SAFETY TIRE SERVICE	5,032.94

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57238	10/21/2026	5,032.94

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20000394	NEW TIRES - CAT GRADER #13 - PW	10/12/2026	10/12/2026	0.00	5,032.94

Vendor Number	Vendor Name	Total Vendor Amount
2372	SOLUTION CENTIC CONSULTING	1,576.43

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57239	10/21/2026	1,576.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1001	CONSULTING CM TRANSITION	10/21/2026	10/21/2026	0.00	1,576.43

Vendor Number	Vendor Name	Total Vendor Amount
2334	STREAM IT NETWORKS LLC	170.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57240	10/21/2026	170.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026-10000442	OCTOBER 2026 INTERNET - PW & FIRE	10/12/2026	10/12/2026	0.00	170.00

Vendor Number	Vendor Name	Total Vendor Amount
2535	TICE & BOLINGER ELECTRICAL	15,800.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57241	10/21/2026	15,800.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1029	UPGRADE ELEC PANEL, INSTALL TIME-CLOCK & TEST- PF	10/12/2026	10/12/2026	0.00	15,800.00

Vendor Number	Vendor Name	Total Vendor Amount
2592	TINTWERKS!	2,150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57242	10/21/2026	2,150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1650	COUNCIL CHAMBERS WINDOW TINTING - CIVIC CENTER	10/12/2026	10/12/2026	0.00	2,150.00

Vendor Number	Vendor Name	Total Vendor Amount
1798	UBEO WEST, LLC	620.60

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57243	10/21/2026	620.60

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
592033419	PRINTER USAGE 9-20-26 TO 10-20-26 & OVERAGES - CW	10/12/2026	10/12/2026	0.00	620.60

Vendor Number	Vendor Name	Total Vendor Amount
2223	UNITED PUBLIC EMPLOYEES A	266.53

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57244	10/21/2026	266.53

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0002195	UPEC DUES	10/23/2026	10/31/2026	0.00	266.53

Vendor Number	Vendor Name	Total Vendor Amount
2395	US BANK CORPORATE PAYMENT SYSTEMS	199.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57245	10/21/2026	199.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BROWN092226-01	PODBEAN.COM - AUDIO PROGRAM FOR COUNCIL MTG -	10/12/2026	10/12/2026	0.00	199.50

Vendor Number	Vendor Name	Total Vendor Amount
2238	VALLEY ROCK PRODUCTS	341.60

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57246	10/21/2026	341.60

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0101394	BASE - STREETS	10/20/2026	10/20/2026	0.00	341.60

Vendor Number	Vendor Name	Total Vendor Amount
2248	VERIZON WIRELESS	429.80

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57247	10/21/2026	429.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6154406672	SERVICE 8-27-26 TO 9-26-26 - CW	10/12/2026	10/12/2026	0.00	429.80

Vendor Number	Vendor Name	Total Vendor Amount
2433	VESTIS	938.33

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57248	10/21/2026	938.33

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5067211345	UNIFORM SERVICE - PUBLIC WORKS	10/12/2026	10/12/2026	0.00	186.49
5067235409	UNIFORM SERVICE - PUBLIC WORKS	10/12/2026	10/12/2026	0.00	187.96
5067240233	UNIFORM SERVICE - PUBLIC WORKS	10/12/2026	10/12/2026	0.00	187.96
5067245022	UNIFORM SERVICE - PUBLIC WORKS	10/20/2026	10/20/2026	0.00	187.96
5067249903	UNIFORM SERVICE - PUBLIC WORKS	10/21/2026	10/21/2026	0.00	187.96

Vendor Number	Vendor Name	Total Vendor Amount
2598	WILLIAMS FIRE PROTECTION AUTHORITY	379.68

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57249	10/21/2026	379.68

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
26-44	REIMBURSEMENT OES TRAVEL - FIRE	10/21/2026	10/21/2026	0.00	379.68

Vendor Number	Vendor Name	Total Vendor Amount
2295	WILLOWS ACE HARDWARE	591.43

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57250	10/21/2026	591.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
143110	TRASH BAGS - LITTER ABATEMENT - CCLG	10/21/2026	10/21/2026	0.00	29.35
143273	KEY STEM - SMALL TOOLS - PW	10/21/2026	10/21/2026	0.00	16.30
143479	SCREWS & CABLE CLAMP - FIRE	10/21/2026	10/21/2026	0.00	20.85
143499	ROUND LINE - GARAGE SUPPLIES - PW	10/21/2026	10/21/2026	0.00	19.56
143541	WEED & FEED - CIVIC CENTER	10/21/2026	10/21/2026	0.00	27.18
143683	BATTERIES - GARAGE SUPPLIES - PW	10/21/2026	10/21/2026	0.00	25.00
143721	SHARPIE & TAPE - SHOP - PW	10/20/2026	10/20/2026	0.00	9.77
143789	WEED & FEED - LAWNS - PW	10/21/2026	10/21/2026	0.00	97.86
143808	PVC FITTINGS & CEMENT - CIVIC CENTER	10/20/2026	10/20/2026	0.00	173.34
143820	VALVE BOX COVER - CIVIC CENTER	10/20/2026	10/20/2026	0.00	8.93
143908	KEY - CIVIC CENTER	10/20/2026	10/20/2026	0.00	2.16
143954	WINDSHILD WASH & RAINX - GARAGE SUPPLIES - PW	10/20/2026	10/20/2026	0.00	21.28
143964	20 AIR FILTERS - CIVIC CENTER	10/20/2026	10/20/2026	0.00	139.85

Vendor Number	Vendor Name	Total Vendor Amount
2282	WILLOWS HARDWARE, INC.	407.51

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57251	10/21/2026	407.51

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
377090	PRIMER - PW	10/21/2026	10/21/2026	0.00	10.36
378072	CHAIN & SHARPENING - PW	10/21/2026	10/21/2026	0.00	144.91
378396	NOZZLE - MALL AREA SPRINKLER - MALL	10/21/2026	10/21/2026	0.00	2.16
381468	MASTER LOCK - JENSEN SOFTBALL LIGHTS - PARKS	10/21/2026	10/21/2026	0.00	18.48
381469	PADLOCK & KEY - JENSEN SOFTBALL LIGHTS - PARKS	10/21/2026	10/21/2026	0.00	31.09
382838	BLADES & LABOR - POLE HEDGER - PW	10/21/2026	10/21/2026	0.00	200.51

Vendor Number	Vendor Name	Total Vendor Amount
2290	WILLOWS UNIFIED SCHOOL DISTRICT	6,250.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check	57252	10/21/2026	6,250.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV27-00019	POOL FACILITY RENTAL-JUNE 8 - AUGUST 1 ,2026 - REC	10/21/2026	10/21/2026	0.00	6,250.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	84	34	0.00	117,997.75
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	72	31	0.00	151,903.36
	Packet Totals:	**156**	**67**	**0.00**	**269,901.11**

Cash Fund Summary

Fund	Name		Amount
999	CASH CLEARING		-269,901.11
		Packet Totals:	**-269,901.11**

City of Willows

Payment Register

APPKT00664 - CHECK RUN 10-27-26

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Bank: Gen Chk - General Checking

Vendor Number	Vendor Name			Total Vendor Amount
	Void			0.00
Payment Type	**Payment Number**		**Payment Date**	**Payment Amount**
**Void Check	57254		10/27/2026	0.00
**Void Check	57255		10/27/2026	0.00
**Void Check	57256		10/27/2026	0.00
**Void Check	57257		10/27/2026	0.00
**Void Check	57258		10/27/2026	0.00

Vendor Number	Vendor Name			Total Vendor Amount
2484	COLUMBIA BANK COMMERCIAL CARD - Bin #480725			15,548.77
Payment Type	**Payment Number**		**Payment Date**	**Payment Amount**
Check	57253		10/27/2026	15,548.77

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BETTENCOURT093026-01	AMAZON - RIVET GUN - WAYFINDING SIGNS - STREETS	10/26/2026	10/26/2026	0.00	103.84
BETTENCOURT093026-02	UBER - ICSC TRIP FROM AIRPORT - RDBG	10/26/2026	10/26/2026	0.00	73.96
BETTENCOURT093026-03	AMAZON - FILE FOLDER STICKERS - CW	10/26/2026	10/26/2026	0.00	18.60
BETTENCOURT093026-04	UBER - ICSC TRIP - TO AIRPORT - RDBG	10/26/2026	10/26/2026	0.00	18.94
BETTENCOURT093026-05	HILTON HOTEL - ICSC HOTEL FEES - RDBG	10/26/2026	10/26/2026	0.00	99.89
BETTENCOURT093026-06	SAC AIRPORT PARKING - PARKING ICSC TRIP - RDBG	10/26/2026	10/26/2026	0.00	42.00
BETTENCOURT093026-07	AMAZON - ADDRESS LABELS - CW	10/26/2026	10/26/2026	0.00	39.14
BROWN093026-01	7 CHROMEBOOK PROTECTION PLAN - IT	10/27/2026	10/27/2026	0.00	503.93
BROWN093026-02	7 CHROMBOOKS FOR LIBRARY - IT	10/27/2026	10/27/2026	0.00	1,873.90
BROWN093026-03	THE COOKIE TREE - PW FOR WATER FEST HELP - CM	10/27/2026	10/27/2026	0.00	26.00
ENOS093026-01	SAKURA SUSHI HOUSE - FOOD - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	99.67
ENOS093026-02	WALMART - FOOD - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	142.61
ENOS093026-03	CHEVRON - FUEL - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	171.11
ENOS093026-04	CHEVRON - FUEL - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	175.00
ENOS093026-05	CHEVRON - FUEL - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	175.00
ENOS093026-06	TACO BELL - FOOD - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	47.70
ENOS093026-07	CHEVRON - FUEL - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	175.00
ENOS093026-08	LA CASITA - FOOD - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	126.44
ENOS093026-09	CARTE BLANCHE - FOOD - PREPO-2600086 - OES	10/26/2026	10/26/2026	0.00	217.59
FUENTES093026-01	BLACK BEAR DINER - FOOD - PREPO 260086 - OES	10/27/2026	10/27/2026	0.00	162.37
FUENTES093026-02	2026 FIRE SHOW WEST - TICKET - FIRE	10/27/2026	10/27/2026	0.00	500.00
FUENTES093026-03	GRAND SEIRRA RESORT - CHARGES - OES	10/27/2026	10/27/2026	0.00	74.35
FUENTES093026-04	2 ELEVENS SHIELDS - FIRE	10/27/2026	10/27/2026	0.00	155.00
FUENTES093026-05	GRAND SEIRRA RESORT - CHARGES - OES	10/27/2026	10/27/2026	0.00	347.06
FUENTES093026-06	SIERRA SAC VALLEY EMS - CERT - OES	10/27/2026	10/27/2026	0.00	124.00
HARRISON093026-01	CSMFO - MEMBERSHIP - FIN	10/26/2026	10/26/2026	0.00	60.00
HARRISON093026-02	CWEA MEMBERSHIP - FIN	10/26/2026	10/26/2026	0.00	82.00
HARRISON093026-03	PRICELINE - CSMFO CONFERENCE - FIN	10/26/2026	10/26/2026	0.00	406.99
LOMBARD093026-01	AMAZON - ICE CHEST PLUGS & LATCHES - FIRE	10/26/2026	10/26/2026	0.00	27.14
LOMBARD093026-02	GRAND SIERRA RESORT- CHARGES- NV-TMF-030739-OES	10/26/2026	10/26/2026	0.00	43.54
LOMBARD093026-03	GRAND SIERRA RESORT- CHARGES- NV-TMF-030739-OES	10/26/2026	10/26/2026	0.00	3.99
LOMBARD093026-04	WILLIAMS SINCLAIR - FUEL - CA-LFP-02475 - OES	10/26/2026	10/26/2026	0.00	61.68
LOMBARD093026-05	QUALITY INN- CHARGES - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	99.00
LOMBARD093026-06	INN AT MORRO BAY - CHARGES - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	79.14
LOMBARD093026-07	OAK HOTEL & SUITS - CHARGES - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	164.77
LOMBARD093026-08	STARLINK - WIFI - OES	10/26/2026	10/26/2026	0.00	43.41
LOMBARD093026-09	CAMBRIA HOTEL - CHARGES - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	180.44
LOMBARD093026-10	OAKS HOTEL & SUITES - CHARGES - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	164.77
LOMBARD093026-11	SAFEWAY - FUEL - CA-LPF-02475 - OES	10/26/2026	10/26/2026	0.00	103.41

LOMBARD093026-12	AMAZON - HOSE STRAPS - FIRE	10/26/2026	10/26/2026	0.00	264.24
LOMBARD093026-13	AMAZON - 3 CLIPBOARDS - FIRE	10/26/2026	10/26/2026	0.00	98.91
LOMBARD093026-14	STARLINK - WIFI - OES	10/26/2026	10/26/2026	0.00	305.00
LOMBARD093026-15	TRC ELECTRONICS - LED DRIVER-CANCELLED - FIRE	10/26/2026	10/26/2026	0.00	138.74
LOMBARD093026-16	WALMART - PHONE CHARGERS - ENGINES - FIRE	10/26/2026	10/26/2026	0.00	112.57
MONCK083126-01	MAJOR OUTDOOR SUPPLY - AMMO - FIRE	10/26/2026	10/26/2026	0.00	1,048.46
MONCK083126-02	WALMART - FOOD & SUPPLIES - PREPO-2600059 - OES	10/26/2026	10/26/2026	0.00	133.58
MONCK083126-03	CHEVRON - FUEL - PREPO-260059 - OES	10/26/2026	10/26/2026	0.00	124.87
MONCK083126-04	AMAZON - CHAIR MAT - FIRE	10/26/2026	10/26/2026	0.00	72.26
MONCK083126-05	FASTRAK - TOLL FEE - FIRE	10/26/2026	10/26/2026	0.00	25.00
MONCK083126-06	CHEVRON - FUEL - PREPO-2600080 - OES	10/26/2026	10/26/2026	0.00	78.99
MONCK093026-01	AVENZA SYSTEMS - 8 MAP SUBSCRIPTIONS - FIRE	10/27/2026	10/27/2026	0.00	1,165.04
MONCK093026-02	AVENZA SYSTEMS - SUBSCRIPTION - INT TRN FEE- FIRE	10/27/2026	10/27/2026	0.00	23.30
MONCK093026-03	TRACTOR SUPPLY - TOOLBOX - STATION - FIRE	10/27/2026	10/27/2026	0.00	891.73
MONCK093026-04	CHEVRON - FUEL - OES	10/27/2026	10/27/2026	0.00	162.01
MONCK093026-05	GANDY & STALEY - FUEL - FIRE	10/27/2026	10/27/2026	0.00	75.00
MONCK093026-06	WALMART - PAPER TOWELS - FIRE	10/27/2026	10/27/2026	0.00	38.67
MONCK093026-07	RADIO GAGAS - ANTENNA - FIRE	10/27/2026	10/27/2026	0.00	89.08
MONCK093026-08	RADIO GAGAS - ANTENNA - INT TRN FEE - FIRE	10/27/2026	10/27/2026	0.00	1.78
MONCK093026-09	ALLPAID - LIVE SCAN - FIRE	10/27/2026	10/27/2026	0.00	74.00
MONCK093026-10	HIGH SPEED GEAR - RADIO SUPPLIES - FIRE	10/27/2026	10/27/2026	0.00	257.49
MONCK093026-11	CA DMV - TITLE TRANSFER - PD	10/27/2026	10/27/2026	0.00	32.68
MONCK093026-12	CA DMV - TITLE TRANSFER - PD	10/27/2026	10/27/2026	0.00	32.68
MONCK093026-13	CA DMV - TITLE TRANSFER - PD	10/27/2026	10/27/2026	0.00	4.09
MONCK093026-14	WITMER PUBLIC SAFETY GROUP - BOOTS - FIRE	10/27/2026	10/27/2026	0.00	475.37
MONCK093026-15	WALMART - COFFEE - STATION - FIRE	10/27/2026	10/27/2026	0.00	19.96
PFYL093026-01	WALMART - SUPPLIES - PW	10/27/2026	10/27/2026	0.00	67.39
PFYL093026-02	WALMART - PRINTER INK - PW	10/27/2026	10/27/2026	0.00	85.91
PRICE093026-01	USPS - LETTER OF OPPOSITION TO AB1383 - CW	10/26/2026	10/26/2026	0.00	11.31
PRICE093026-02	AMAZON - SUPPLIES - WATER FEST - CM	10/26/2026	10/26/2026	0.00	107.11
PRICE093026-03	AMAZON - OFFICE CHAIR - CW	10/26/2026	10/26/2026	0.00	216.37
PRICE093026-04	DOLLAR TREE - RACE SUPPLIES - WATER FEST - CM	10/26/2026	10/26/2026	0.00	7.04
PRICE093026-05	BIG 5 - RACE SUPPLES - WATER FEST - CM	10/26/2026	10/26/2026	0.00	32.75
PRICE093026-06	GLENN CO RECORDER - SERVICE FEE - CW	10/26/2026	10/26/2026	0.00	0.36
PRICE093026-07	GLENN CO RECORDER - RECORDED DOCUMENT - CW	10/26/2026	10/26/2026	0.00	10.50
PRICE093026-08	DONUT WHEEL - DONUTS MUNI CODE MEETING - CW	10/26/2026	10/26/2026	0.00	26.78
PRICE093026-09	CHAT GPT - MEMBERSHIP - CW	10/26/2026	10/26/2026	0.00	20.00
PRICE093026-10	AMAZON - PENS - OFFICE SUPPLIES - CW	10/26/2026	10/26/2026	0.00	20.30
PRICE093026-11	CROWN AWARDS - CM SERVICE AWARD - CW	10/26/2026	10/26/2026	0.00	162.24
PRICE093026-12	AMAZON - METAL BOX & PENS - OFFICE SUPPLIES - CW	10/26/2026	10/26/2026	0.00	42.54
PRICE093026-13	QUILL - POCKET FILES - OFFICE SUPPLIES - CW	10/26/2026	10/26/2026	0.00	83.66
WATSON093026-01	CLA - CLA CONFERENCE REG TO BE REIBMBURESED - LIB	10/26/2026	10/26/2026	0.00	250.00
WATSON093026-02	SOUTHWEST AIR - CLA CONFERENCE TO BE REIMBURESEI	10/26/2026	10/26/2026	0.00	390.81
WATSON093026-03	DEMCO - BARCODES & LABEL PROTECTORS - LIBRARY	10/26/2026	10/26/2026	0.00	839.42
WATSON093026-04	WT COX - SUBSCRIPTION RENEWAL - LIBRARY	10/26/2026	10/26/2026	0.00	91.09
WATSON093026-05	WT COX - NEW SUBSRIPTIONS - LIBRARY	10/26/2026	10/26/2026	0.00	170.08
WATSON093026-06	AMAZON - CHILDRENS CRAFT SUPPLIES - LIBRARY	10/26/2026	10/26/2026	0.00	69.02
WATSON093026-07	AMAZON - CHILDRENS CRAFT SUPPLIES - LIBRARY	10/26/2026	10/26/2026	0.00	26.41
WATSON093026-08	ORIENTAL TRADING CO - HALLOWEEN INCENTIVE - LIB	10/26/2026	10/26/2026	0.00	58.80

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	5	0.00	0.00
Gen Chk	Check	88	1	0.00	15,548.77
	Packet Totals:	**88**	**6**	**0.00**	**15,548.77**

Cash Fund Summary

Fund	Name		Amount
999	CASH CLEARING		-15,548.77
		Packet Totals:	**-15,548.77**

City of Willows

Payroll Check Register

Checks

Pay Period: 10/5/2026-10/18/2026

Packet: PYPKT00744 - PAYROLL 10-5-26 TO 10-18-26 PAY DATE 10-23-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
HICKS, RYAN	HIC01	Regular	10/23/2026	1,010.76	41214

City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 10/5/2026-10/18/2026

Packet: PYPKT00744 - PAYROLL 10-5-26 TO 10-18-26 PAY DATE 10-23-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
PRICE, KARLEEN	PRI01	10/23/2026	1,787.29	2557
HARRISON, JOEI	HAR01	10/23/2026	2,383.08	2558
HAZLETT, ROBIN	HAZ01	10/23/2026	1,571.02	2559
RICHARDSON, TARYN	RIC00	10/23/2026	1,371.99	2560
RUSTENHOVEN, TARA L	RUS01	10/23/2026	1,857.09	2561
GAMBOA, YADIRA	GAM00	10/23/2026	449.66	2562
LUNA-SARINAS, CRISTINA	LUN00	10/23/2026	503.95	2563
MYERS, KEVIN M	MYE00	10/23/2026	449.13	2564
RUBALCAVA-TORRES, VIANKA	RUB01	10/23/2026	1,369.08	2565
WATKINS, COLLEEN	WAT00	10/23/2026	386.37	2566
WATSON, CHRISTINE	WAT01	10/23/2026	2,712.88	2567
CONNELLY, WILLIAM	CON00	10/23/2026	1,314.82	2568
ENOS, KYLE	ENO00	10/23/2026	2,918.73	2569
FUENTES, JAIME	FUE01	10/23/2026	2,995.77	2570
LOMBARD, TYLER JOSEPH	LOM00	10/23/2026	2,118.27	2571
LOPEZ, JOSE	LOP02	10/23/2026	1,070.17	2572
LOPEZ, MATTHEW	LOP03	10/23/2026	236.45	2573
MINGS, MICHAEL E	MIN00	10/23/2026	1,756.36	2574
RANDOLPH, MATTHEW	RAN01	10/23/2026	1,425.02	2575
REED, JOSHUA	REE00	10/23/2026	1,670.62	2576
VASQUEZ, PEDRO CEASAR	VAS01	10/23/2026	1,682.08	2577
ZOLLER-HARRIS, TRAVIS	ZOL00	10/23/2026	2,141.46	2578
BETTENCOURT, JOSEPH	BET01	10/23/2026	3,625.29	2579
MONCK, NATHANIAL T	MON00	10/23/2026	3,309.44	2580
MONCK, NATHANIAL T	MON00	10/23/2026	1,000.00	2580
PFYL, NATISA N	PFY00	10/23/2026	2,063.67	2581

City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 10/5/2026-10/18/2026

Packet: PYPKT00744 - PAYROLL 10-5-26 TO 10-18-26 PAY DATE 10-23-26
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	10/23/2026	2579	4,952.08	396.17	930.62	3,625.29
CONNELLY, WILLIAM	CON00	10/23/2026	2568	1,600.00	0.00	285.18	1,314.82
ENOS, KYLE	ENO00	10/23/2026	2569	4,188.36	629.90	639.73	2,918.73
FUENTES, JAIME	FUE01	10/23/2026	2570	3,754.32	371.65	386.90	2,995.77
GAMBOA, YADIRA	GAM00	10/23/2026	2562	516.60	0.00	66.94	449.66
HARRISON, JOEI	HAR01	10/23/2026	2558	4,759.07	1,730.58	645.41	2,383.08
HAZLETT, ROBIN	HAZ01	10/23/2026	2559	2,088.32	337.06	180.24	1,571.02
HICKS, RYAN	HIC01	10/23/2026	41214	1,193.76	0.00	183.00	1,010.76
LOMBARD, TYLER JOSEPH	LOM00	10/23/2026	2571	3,289.60	906.94	264.39	2,118.27
LOPEZ, MATTHEW	LOP03	10/23/2026	2573	259.70	0.00	23.25	236.45
LOPEZ, JOSE	LOP02	10/23/2026	2572	1,193.76	0.00	123.59	1,070.17
LUNA-SARINAS, CRISTINA	LUN00	10/23/2026	2563	553.50	0.00	49.55	503.95
MINGS, MICHAEL E	MIN00	10/23/2026	2574	2,795.18	517.24	521.58	1,756.36
MONCK, NATHANIAL T	MON00	10/23/2026	2580	7,056.46	735.79	2,011.23	4,309.44
MYERS, KEVIN M	MYE00	10/23/2026	2564	498.15	0.00	49.02	449.13
PFYL, NATISA N	PFY00	10/23/2026	2581	3,285.50	520.47	701.36	2,063.67
PRICE, KARLEEN	PRI01	10/23/2026	2557	2,508.92	271.24	450.39	1,787.29
RANDOLPH, MATTHEW	RAN01	10/23/2026	2575	2,026.13	251.43	349.68	1,425.02
REED, JOSHUA	REE00	10/23/2026	2576	2,330.05	426.47	232.96	1,670.62
RICHARDSON, TARYN	RIC00	10/23/2026	2560	1,914.41	207.60	334.82	1,371.99
RUBALCAVA-TORRES, VIANK	RUB01	10/23/2026	2565	1,867.20	168.94	329.18	1,369.08
RUSTENHOVEN, TARA L	RUS01	10/23/2026	2561	2,561.47	347.42	356.96	1,857.09
VASQUEZ, PEDRO CEASAR	VAS01	10/23/2026	2577	2,428.28	417.22	328.98	1,682.08
WATKINS, COLLEEN	WAT00	10/23/2026	2566	424.35	0.00	37.98	386.37
WATSON, CHRISTINE	WAT01	10/23/2026	2567	4,107.20	318.31	1,076.01	2,712.88
ZOLLER-HARRIS, TRAVIS	ZOL00	10/23/2026	2578	2,870.69	276.79	452.44	2,141.46
			Totals:	**65,023.06**	**8,831.22**	**11,011.39**	**45,180.45**

City of Willows

Payroll Check Register

Report Summary

Pay Period: 10/5/2026-10/18/2026

Packet: PYPKT00744 - PAYROLL 10-5-26 TO 10-18-26 PAY DATE 10-23-26
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	1	1,010.76
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	26	44,169.69
Total	**27**	**45,180.45**

Willows City Council Regular Meeting Action Minutes

October 27, 2026
Willows City Hall
6:00 PM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
John Lowe, Council Member

Interim City Manager
Joe Gorton

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. **CALL TO ORDER – 6:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

   Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, and Councilmember Lowe
   Councilmembers Absent: None
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

   Mayor Hutson pulled Item #5d for discussion

   a. **Register Approval**
   Action: Approved general checking, payroll, and direct deposit check registers.

   b. **Minutes Approval**
   Action: Approved the minutes of the October 13, 2026, City Council Meeting.

   c. **Declaration of Surplus Vehicles and Equipment and Authorization of Public Auction**
   Action: Declared the vehicles and equipment identified in Attachment 1 surplus and authorized their sale by sealed-bid auction and lawful disposal of remaining items.

   Motion to approve Items 5a, 5b, and 5c as presented.

   Moved/Seconded: Councilmember Hansen/Councilmember Pride
   Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
   No: None
   Absent: None
   5-0

   d. **Park Development Impact Fee Funding and City Engineer Task Order for SPP Round 5 Grant Application**

Public Comments
Public Comment #1: Michelle Knight

Motion to authorize the use of Park Development Impact Fee funds and authorize the City Manager to execute a task order with the City Engineer, Coastland/DCCM, in an amount not to exceed $50,000.

Moved/Seconded: Councilmember Pride/Vice Mayor Thomas
Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: None
5-0

6. **DISCUSSION & ACTION CALENDAR**

a. **Rotary Club Request to Rename 20/30 Central Park**

Public Comments
Public Comment #1: David Vodden
Public Comment #2: Michelle Knight
Public Comment #3: Lavonne Hinton
Public Comment #4: David Vodden
Public Comment #5: David Vodden

Motion to deny the renaming of Central Park.

Moved/Seconded: Mayor Hutson/Councilmember Pride
Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: None
Abstain: Vice Mayor Thomas voluntarily abstained.
4-0

Staff was directed to work with the Rotary Club to develop signage recognizing the Rotary Club and 20/30 Club, to be submitted to Planning Commission for Design Review.

b. **Children's Library Patio Project and Funding Authority**

Motion to authorize Library Development Impact Fee funding in an amount not to exceed $96,000 for design and construction of the Library Children's Patio Expansion Project, and authorize the City Manager to execute the necessary agreements.

Moved/Seconded: Councilmember Hansen/Vice Mayor Thomas
Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None

Absent: None
5-0

c. **Establish Council Economic Development Committee**

The Council recessed at 7:36 PM and reconvened at 7:42 PM.

Public Comments
Public Comment #1: Michelle Knight

By consensus, the City Council tabled the item to a future meeting in January 2027.

d. **Review and Consideration of the Planning Commission and Library Board of Trustees Interview and Appointment Procedures**

Motion to maintain the current interview and appointment process utilizing a two-member City Council subcommittee, with no changes.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen
Yes: Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: Mayor Hutson
Absent: None
4-1

Staff was directed to develop a standardized list of 30 interview questions for the Planning Commission and Library Board of Trustees.

7. **PUBLIC HEARING**

a. **City Council and Planning Commission Stipends**

Public Hearing Open: 8:20 PM, Closed 8:21 PM

Motion to adopt an ordinance of the City Council of the City of Willows amending sections 2.05.010 and 2.35.010 of the Willows Municipal Code regarding City Council and Planning Commission compensation, by title only, and waive full reading of the ordinance.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen
Roll Call
Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride, Councilmember Lowe
No: None
Absent: None
5-0

8. **COMMENTS AND REPORTS**

a. **Council Correspondence**

Mayor Hutson reported that correspondence from Forrest Sprague was received by Interim City Manager Joe Gorton and forwarded to Councilmembers. The correspondence is available at City Hall for public inspection. Mayor Hutson also acknowledged correspondence received from David Vodden.

b. **City Council Comments & Reports**

Councilmembers reported on various meetings and community events attended.

Vice Mayor Thomas provided an update on the Finance and Measure I Committee (FMiOC) meeting and recommended that the Committee review the City's contracts with M&I and HdL.

Councilmember Pride provided an update regarding the Willows Municipal Code.

Future Agenda Items:

- Consideration of establishing a restricted reserve fund for the Willows Police Department.
- Review of the Finance and Measure I Committee.

c. **Interim City Manager's Report**

Interim City Manager Joe Gorton reported meeting with representatives from the California Highway Patrol (CHP) and Glenn County Public Works to discuss flood response preparedness related to potential El Niño conditions.

He also reported meeting with Glenn County Sheriff Gibbs and characterized the meeting as positive and productive.

9. **ADJOURNMENT – 8:45 PM**

_____

Karleen Price, City Clerk

Date: November 10, 2026

To: Honorable Mayor and Councilmembers

From: Joe Gorton, Interim City Manager

Subject: Review and Reaffirmation of the Continued Existence of the Local Public Safety Emergency

Recommendation:

Review and reaffirm the continued existence of the Local Public Safety Emergency proclaimed by the City Council in June 2026.

Rationale for Recommendation:

The City's Local Public Safety Emergency Proclamation requires the City Council to review the continued need for the emergency every sixty (60) days. As the Willows Police Department is not yet operational and the City continues its efforts to restore municipal law enforcement services, the conditions that prompted the original proclamation remain a concern. Reaffirming the proclamation acknowledges the ongoing public safety challenges and maintains the emergency declaration while the City works toward establishing adequate law enforcement services.

Background:

On June 29, 2026, the City Council adopted a proclamation declaring a Local Public Safety Emergency due to the expiration of the City's Law Enforcement Services Agreement with the Glenn County Sheriff's Office on June 30, 2026, and concerns regarding the availability of adequate law enforcement services within the City.

The proclamation provides that the Local Public Safety Emergency shall remain in effect until terminated by the City Council and requires the Council to review the continued need for the emergency every sixty (60) days.

Discussion & Analysis:

Pursuant to California Government Code Section 8630(c), the City Council is required to review the need for continuing a local emergency at least once every sixty (60) days until the emergency is terminated.

Although the City Council has taken steps toward reestablishing the Willows Police Department, the Department is not yet operational, and the City continues to work toward restoring municipal law enforcement services.

The City Council has not formally reviewed the emergency proclamation since its adoption in June 2026. This item provides the Council an opportunity to review the current circumstances and determine whether the conditions warrant continuation of the Local Public Safety Emergency.

Staff recommends that the City Council reaffirm the continued existence of the Local Public Safety Emergency while efforts to establish operational law enforcement services continue.

Consistency with Council Priorities and Goals:

The proposed action is consistent with the City Council's priorities of protecting public health and safety, maintaining essential municipal services, and ensuring the welfare of residents and businesses within the City of Willows.

Fiscal Impact:

There is no direct fiscal impact associated with reviewing and reaffirming the continued existence of the Local Public Safety Emergency

Attachments:

- Attachment 1: Proclamation Declaring a Public Safety Emergency – June 29, 2026

AN EMERGENCY PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF WILLOWS PROCLAIMING A PUBLIC SAFETY EMERGENCY

WHEREAS, the City of Willows and the Glenn County Sheriff's Office have been unable to negotiate a new contract for law enforcement services, including dispatch and animal services; and

WHEREAS, the City of Willows disbanded its police department in 2017 and entered into a Law Enforcement Services Agreement with the Glenn County Sheriff's Office; and

WHEREAS, the City of Willows and the Glenn County Sheriff's Office have operated under Law Enforcement Services Agreements since 2017 in which the Glenn County Sheriff's Office has provided all law enforcement services to the City of Willows; and

WHEREAS, the current Law Enforcement Services Agreement between the City of Willows and the Glenn County Sheriff's Office expires on June 30, 2026; and

WHEREAS, the City of Willows and Glenn County Sheriff's Office have been unable to reach an agreement on new terms for a law enforcement contract beginning July 1, 2026; and

WHEREAS, the City of Willows has requested assistance from other law enforcement agencies in the region, and to date, no other agencies have agreed to provide law enforcement services to the City; and

WHEREAS, the City needs to provide for the safety and protection of its citizens within the city limits; and

WHEREAS, the California Emergency Services Act, Chapter 7, commencing with Government Code section 8550 confers upon the governing bodies of California cities the emergency powers necessary to protect health and safety and preserve lives and property; and

WHEREAS, Government Code section 8630 states that a Local Emergency may only be proclaimed by the governing body of a City or by a designated official; and

WHEREAS, City of Willows Municipal Code ("WMC") section 2.55.050(1) appoints the City Manager as the director of emergency services; and

WHEREAS, "emergency" is defined in WMC section 2.55.020 as the "actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city …"; and

WHEREAS, section 2.55.060 empowers the director of emergency services to request the City Council to proclaim the existence or threatened existence of a local emergency; and

WHEREAS, the City will be without adequate law enforcement presence within the City limits beginning at 12:00 a.m. July 1, 2026; and

WHEREAS, the lack of law enforcement presence in the City represents a circumstance of extreme peril to the safety of persons and property within the City.

NOW THEREFORE, IT IS HEREBY RESOLVED AND PROCLAIMED that a Local Public Safety Emergency now exists and shall continue throughout this City until terminated by the City Council, and shall be reviewed by the City Council every sixty (60) days to ensure that the need for the emergency still exists.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by law, ordinance, and resolution, and by the City's Emergency Operations Plan, as approved by the Council.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the City Manager, as the Director of Emergency Services, shall take all reasonable and legal steps to mitigate the increased peril to the public health, safety, and welfare of the persons and property within the City, including working with state and other local agencies to secure law enforcement services to the City.

I HEREBY CERTIFY that the foregoing Proclamation was resolved, proclaimed and adopted at a Special Meeting of the City Council of the City of Willows on the 29th day of June, 2026, by the following votes:

AYES: Mayor Hutson, Vice Mayor Thomas, Council Member Hansen, Council Member Busby
NOES: None
ABSENT: Council Member Pride
ABSTAIN: None

APPROVED:

Evan Hutson, Mayor

ATTESTED:

Karleen Price, City Clerk

FORM APPROVED:

Gretchen Stuhr, City Attorney



DISCUSSION & ACTION CALENDAR

Date: November 10, 2026

To: Honorable Mayor and Councilmembers

From: Christine Watson, City Librarian

Subject: Library of Things

Recommendation:

Authorize the City Librarian to purchase circulating items and supplies for the Library of Things using the Library Development Impact Mitigation Fee in an amount not to exceed $8,420.

Rationale for Recommendation:

Nationally, libraries have expanded their circulating collection to include irregular items patrons may borrow for a single use purpose or for projects which prohibit the patron based on the items overall cost. The library staff would like to provide residents access to a series of items to not only read but learn and grow with the installment of what is known as a Library of Things popularized in 2015 by a Sacramento library.

Background:

Upon evaluating the overall library collection, the bookshelves lack space to expand the print, audio, and film collections. Much of the current collections have not been circulated by patrons in several years, if not a longer based on ten years of available data. While adequate acquisition goals are in place to deselect and purchase traditional library media, the impact funding provides for an opportunity to invest in a new library collection which may generate more patronage and interest in the library from the surrounding community. Additionally, the vision for the Library of Things is rooted in sustainability and the encouragement to share and explore new things, which aligns well with the library's mission.

The library staff had already begun to develop a small collection of nontraditional items to circulate including energy meter, storytime kits, adventure backpacks, STEM kits, Literacy kits, and telescopes. Many of these items are not visible to patrons as they browse and often do not get checked out regularly despite marketing and promotion efforts due to where they are stored. This effort would use the available funds to make the collection more visible and encompass a wider variety of items. Items already owned by the library will be processed to circulate more easily, like puzzles and board games. The EmPOWERing access grant also provided 2 sewing machines for this purpose in the spring of 2026.

Additional items like niche baking equipment, yard games, hobby technologies, and inclusive/accessibility items.

Discussion & Analysis:

While this project is not budgeted for in the General Fund, the Library Development Impact Mitigation Fee fund currently has a balance of $104,420 and could be used to fund the purchase and supplies for the Library of Things.

In order to expend Library Development Impact Mitigation Fees (DIF), the city must comply with the 2008 Council approved Development Impact Mitigation Fee Feasibility/Nexus Study ('Nexus Study') guidelines, including the ability to:

- Identify the purpose of the fee;
- Demonstrate a reasonable relationship (nexus) between the fee and the impact of development; and
- Restrict spending to the types of capital facilities or improvements justified in the nexus study.

Frequently, the use of DIF is also tied to population growth over time and, therefore, demonstrating the need to expand city services and facilities.

Since the library serves both the City of Willows and Glenn County, it's relevant to review countywide population growth since the 2008 Nexus Study was prepared and approved. The population in Glenn County has increased by 854 residents since 2008, making it practical to increase library programs and services.

Additionally, the 2008 Nexus Study identified new library services to be borne by new residents to include increasing the building's square footage, purchasing additional library books, and adding computer workstations available to the public. In consultation with the City Engineer, the definition of library book has expanded since 2008 to include items which are checked out and returned by patrons, or circulating items. The recommendation directly aligns with the purchase of additional library items and therefore it is appropriate to use Library DIF funds for the proposed project.

Therefore, staff recommend using Library DIF to purchase circulating items and supplies for the Library of Things.

Consistency with Council Priorities and Goals:

The proposed project and expenditure are consistent with the Council's priority to "Expand youth and adult activities (e.g., children's librarian/youth role)."

Fiscal Impact:

Staff recommend using $8,420 of the Library Development Impact Mitigation Fee to purchase items and supplies for the Library of Things. Currently, there is a balance of $104,420 in the fund; $96,000 is already approved for the outdoor patio space. Should the Council approve using $8,420 for the Library

of Things, the remainder of the 2008 Mitigation Fee fund would be utilized to enhance library services and programming.

Attachment:

- Attachment 1: Development Impact Mitigation Fee Feasibility/Nexus Study

Development Impact Mitigation Fee Feasibility/Nexus Study

Prepared for the

City of Willows

Prepared by

PMC

December 2008

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EXECUTIVE SUMMARY

This report presents an analysis of the need for public facitlities to accommodate new development in the City of Willows. The report documents the maximum justified impact fee that could be imposed on new development in the following facility categories:

- Library
- Parks and Recreation
- Interchange
- Traffic
- Police
- Fire
- Wastewater
- Storm Drain

BACKGROUND AND STUDY OBJECTIVES

The City of Willows is facing increasing challenges funding public facilities to accommodate anticipated growth. Since the passage of Proposition 13, property tax revenues have been insufficient for capital funding, and federal and state assistance has not replaced the decline in local revenue sources. These funding shortfalls have caused declining facility standards (i.e., the ratio of facility capacity to service population), which have accelerated the rate of physical deterioration, increased operating costs and reduced the efficiency of many departments. Given these funding difficulties, the City desires that new development pay its fair share to fund the facilities necessary to accommodate growth.

This study documents the relationship between new development and the amount of public facilities the City must acquire to accommodate growth within the Willows sphere of influence through the year 2030. The study also determines facilities costs and calculates public facilities fees by land use type. The estimates of public facilities required to serve growth assume that new development will provide facilities adequate to maintain City facility standards.

The City will rely on its authority to levy public facilities fees under the Mitigation Fee Act, contained in Government Code Section 66000 et seq. This report provides the necessary documentation for the adoption of public facilities fees.

FEE SCHEDULES AND REVENUES

Table I-1 summarizes the schedule of impact fees based on the analysis contained in this report. Total fee revenues to 2030 (in constant 2008 dollars) for all facility categories by land use are summarized in Table I-2.

Table I-1: Summary of Fees per Unit

Fee Category	Single-Family Residential	Multifamily Residential	Commercial (per 1,000 sq. ft.)	Industrial (per 1,000 sq. ft.)
Library	$1,495	$1,434	$0	$0
Parks and Recreation	$2,139	$2,052	$0	$0
Interchange	$412	$290	$892	$276
Traffic	$768	$539	$1,662	$514
Police	$790	$758	$344	$162
Fire	$1,623	$1,556	$707	$333
Wastewater	$1,261	$1,209	$549	$258
Storm Drain	$2,035	$1,221	$1,495	$1,682
Subtotal	**$10,525**	**$9,059**	**$5,649**	**$3,224**
Administration (3% of Subtotal)	$316	$272	$169	$97
Total	**$10,840**	**$9,331**	**$5,818**	**$3,321**

Table I-2: Forecast Total Fee Revenues

Fee Category	Projected Fee Revenues through 2030 (2008 dollars)
Library	$1,376,500
Parks and Recreation	$1,969,740
Interchange	$1,477,300
Traffic	$3,088,500
Police	$865,269
Fire	$1,777,000
Wastewater	$1,380,800
Storm Drain	$5,255,800
Subtotal	**$17,190,909**
Administration (3% of Subtotal)	$515,727
Total	**$17,706,636**

1. INTRODUCTION

This report presents an analysis of the need for public facilities to accommodate new development in the City of Willows. This chapter explains the study approach and summarizes results under the following sections:

- Public facilities financing in California;
- Mitigation Fee Act;
- Organization of the report;
- Facility standards; and
- Fee schedules and revenues.

PUBLIC FACILITIES FINANCING IN CALIFORNIA

The changing fiscal landscape in California during the past couple of decades has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have had to adopt a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing rate- and taxpayers to new development. This funding shift has been partly accomplished by the imposition of development impact fees, also known as public facility fees and mitigation fees. A key advantage of this approach in an era of voter approval requirements is that impact fees need only a majority vote of the legislative body for adoption and are thus exempt from the requirements of Proposition 218.

In most jurisdictions that have implemented impact fee programs, new development pays close to the full cost required to maintain existing level of service standards as growth occurs. If cities do not collect the full amount, the effect is often a decline in facility standards, though some communities are able to increase other revenue sources to compensate. Often the scenario is that the city's current level of service for a particular facility category is less than a desired standard, creating a current deficiency. In that event, the city must remedy the deficiency using funds other than impact fee revenues – new development may not be required to raise the level of service for existing development.

MITIGATION FEE ACT

As a result of widespread imposition of public facilities fees, the State Legislature passed the Mitigation Fee Act, starting with Assembly Bill 1600 in 1988. The Act, contained in California Government Code Section 66000 et seq., establishes ground rules for the imposition and

ongoing administration of impact fee programs. The Act became law in January 1989 and requires local governments to document the following when adopting an impact fee:

1) Identify the purpose of the fee;

2) Identify the use of fee revenues;

3) Determine a reasonable relationship between the fee's use and the type of development paying the fee;

4) Determine a reasonable relationship between the need for the fee and the type of development paying the fee; and

5) Determine a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee.

In general, the fee cannot be more than the cost of the public facility needed to accommodate the development paying the fee, and fee revenues can only be used for their intended purposes. The Act also has specific annual accounting and reporting requirements and findings requirements every five years for the use and disposition of fee revenues.

In addition, the impact fee revenues may not be used for staffing, operations and maintenance of either existing or new facilities.

Organization of the Report

Chapter 2 presents the land use, population and employment assumptions used for the public facilities fee analysis. Chapters 3 through 10 are devoted to documenting the maximum justified impact fee for each of the following facility categories:

- Library
- Parks and Recreation
- Interchange
- Traffic
- Police
- Fire
- Wastewater
- Storm Drain

Each chapter is organized using the following subsections to clearly document the requirements of the Mitigation Fee Act discussed above:

- The purpose of the fee and the types of facilities that would be funded.
- The service population that defines what type of development requires this type of facility, whether (1) only residents, or (2) residents and businesses (measured by

employment). It also projects the service population growth anticipated to occur over the planning horizon.

- The facility standards or level of service that establishes a reasonable relationship between the need for the fee and the type of development paying the fee. This section also estimates the cost per capita or other appropriate unit for facilities to accommodate growth.

- The facility costs to accommodate growth that establish a reasonable relationship between the use of fee revenues and the type of development paying the fee. This section estimates the total facilities costs associated with new development over the planning horizon, equal to the revenues that would be collected through the impact fee.

- Calculation and summary of the fee schedule that establishes a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee. Using a common factor for facility costs per capita, the schedule ensures that each development project pays its fair share of total facility costs.

Chapter 11 calculates the Administrative Fee, which is a surcharge on the total impact fee that will be used to implement the fee program including funding for required reports and future updates.

The final chapter of the report, Chapter 12, provides a summary of fee implementation procedures and recommendations for the ongoing administration of the fee. The recommendations are provided to ensure compliance with the Act and to ensure that fees are updated in the future for facility cost inflation.

FACILITY STANDARDS METHODS

New development alone cannot be asked to improve facility standards that benefit both new and existing development. Additionally, new development alone cannot correct an existing facility deficiency. Either way, facility standards cannot be increased compared to existing standards solely "on the backs of new development."

For establishing facility standards, one of three approaches is selected for each fee category depending on the availability of data provided by the City. Each approach is discussed below.

- The existing facilities method uses a standard based on the ratio of existing facilities to the current service population. Under this approach, new development funds the expansion of facilities at the same standard currently serving existing development. This method is used for certain municipal facilities and equipment. For this study, this method is applied to Library, Parks and Recreation, and Fire.

- The excess capacity method determines the standard based upon the ratio of existing facilities, including recent construction, to the current and future service population. This approach is used where the facilities have been sized to accommodate the current population as well as the future population. Fees are collected from new development to reimburse the City its costs for having constructed a facility which has excess capacity sufficient to serve new development. The City is responsible for funding the share related to the existing service population. For this study, this method is applied to Wastewater.

- The level of service method is based upon standards and/or standard engineering or planning criteria. This method is used for the Traffic and Interchange facilities, as well as for Police and Storm Drainage. The standard is to maintain and forecast the appropriate level of service for all roadway segments/intersections, police facilities and drainage from surface runoff. This method could also result in "existing deficiencies" that must be funded outside the impact fee program, such as the case for police.

DATA SOURCES

The analyses in this report have been prepared using the most recent available data provided by the City. PMC worked with City management and staff to gather and review various key inputs including land use mapping and demographic assumptions, building trends, financial capitalization thresholds, and existing and planned public facilities. Where data from the City was not readily available, such as updated population and employment forecasts, we consulted outside sources such as the State Department of Finance Demographic Research Unit, the California Employment Development Department and the 2000 Federal Census. Other significant document sources consulted included the previous Willows Development Impact Fee and Nexus Study prepared in 1993, a separate Willows Development Impact Fee Study for Freeway Interchange Function also prepared in 1993, and the City's current General Plan. Certain facility costs that were escalated to current dollars utilized the Construction Cost Index adopted by the State Department of Transportation and Department of General Services.

2 . LAND USE, POPULATION AND EMPLOYMENT GROWTH PROJECTIONS

LAND USE CATEGORIES

Land use assumptions in the City's sphere of influence through the year 2030 are based on mapping prepared by the City Engineer, which determined the existing and vacant acreage by land use type, including residential, commercial, industrial and commercial/industrial combining. The land use assumptions determine the potential development over the next 20 years and drive the need for new public infrastructure and the fee.

Based on our interpretation of the mapping data, there are approximately 1.8 million square feet of currently developed commercial and industrial land uses in the City. Commercial land use comprises about 72%, or 1.3 million square feet, and industrial comprises 28%, or 0.5 million square feet. The mapping data also provided estimated acreage of vacant land uses by type. Table 2-1 below shows the vacant acreage within the City's current boundary and sphere of influence.

Table 2-1: Vacant Land Uses and Acreage

Land Uses	Total Acreage	Percentage of Total
Agriculture	1,001	31.5
Estate Density Residential	493	15.5
Light Industrial	200	6.3
General Industrial	127	4.0
Commercial/Industrial Combined	269	8.5
Low Density Residential	456	14.3
Public Facilities & Services	353	11.1
General Commercial	80	2.5
Open Space	59	1.9
Urban Reserve	99	3.1
Highway Commercial	41	1.3
Total	**3,178**	100

Based on our conversation with the City, PMC determined that the non-residential land uses most likely to develop are those within the City's current boundaries, including to the south and west, and those to the southeast and east in the sphere of influence. The land uses include General Industrial, Commercial/Industrial Combined, General Commercial, and Highway Commercial. City staff indicated that the Light Industrial zoning on the west side of the City's

sphere of influence and just adjacent to the air field would not likely be developed by 2030, given the airport safety zone restrictions on these lands. Of the non-residential land uses likely to develop, it is assumed that half of the total acreage is developed, based on historic growth of the City and taking a more conservative approach to the development forecast. In addition, based on actual building permit data provided by the City, the developable space per acre has been on average 20%, meaning for a given acre, 20% of it contains the building structure. This is expressed as a floor area ratio (FAR) of 0.20.

From these assumptions, the vacant non-residential acreage utilized for the impact fee report is shown in Table 2-2. The total vacant square footage through 2030 is calculated at 2.2 million square feet.

Table 2-2: Vacant Non-Residential Land Uses

Land Uses [1]	Total	Percentage Share	Assumed Acres Developed by 2030 Study Horizon (assumed 50% is developed by 2030)	Equivalent land sq. ft. (43,560 sq. ft. per acre)	Building sq. ft. using FAR 0.20 [2]
Light Industrial [3]	200	27.9	-	-	-
General Industrial	127	17.7	64	2,766,060	553,212
Commercial/Industrial Combined	269	37.5	135	5,858,820	1,171,764
General Commercial	80	11.2	40	1,742,400	348,480
Highway Commercial	41	5.7	21	892,980	178,596
Total	**717**	100.0	259	11,260,260	2,252,052

(1) Source: zoning maps provided by City Engineer

(2) City of Willows' General Plan allows for a FAR of 1.0 for all commercial and industrial land uses. FAR of 0.2 is average building footprint per acre occurring in the City in the last 15 years.

(3) Light industrial zoning is along flight path zone of airport on west side of City's sphere of influence, assumed not developed by 2030.

EMPLOYMENT ESTIMATES

New jobs created through 2030 are a function of the new building square footage and employment density standards for commercial and industrial land uses. Table 2-3 shows the density factors and the new employment assumed from development of the vacant land uses. Existing employment is 2,600, while new employment is calculated at 1,867, for total employment of 4,467. This growth equates to an annual rate of about 2.5%.

Table 2-3: New Employment

Employment Density Assumptions				
Commercial	800	Square feet per employee		
Industrial	1700	Square feet per employee		
Employees per 1,000 square feet				
Commercial	1.25			
Industrial	0.59			
Land Use	2030 Building Square Feet	New 2030 Employees	Existing Employees	Total Employees
Commercial	820,017	1,025		
Industrial	1,432,035	842		
	2,252,052	1,867	2,600	4,467

POPULATION AND HOUSING ESTIMATES

Between the base project year (2007) and the time horizon of this study (2030), the City is anticipated to grow in population from 6,473 to 9,116 residents, an additional 2,643 residents assuming a 1.5% growth rate. The rate is an average rate of population growth assumed in the City's existing general plan (2%) and by the California Department of Finance (1%). The existing population estimate of 6,473 is the average figure from three data sources, including the General Plan (6,400), the State Department of Finance (6,497) and ESRI Tapestry (6,521).

Using Census 2000 data, there is a total of 2,121 existing households, with 72% of the residents residing in single-family households and 28% residing in multifamily households. By dividing the population residing in each household type by the number of households, the persons per household is 2.87 for single-family and 2.75 for multifamily. Based on these data and the forecast of population, the number of additional future households is 932. Table 2-4 shows the population and housing forecast.

Table 2-4: Population and Housing Forecast

Year	Use for DIF Study	City - General Plan	Calif. Dept. of Finance	Tapestry Report
2007	6,473	6,400	6,497	6,521
2008	6,570	6,534	6,563	6,571
2009	6,668	6,672	6,630	6,622
2010	6,768	6,812	6,697	6,673
2011	6,870	6,955	6,765	6,724
2012	6,973	7,101	6,834	6,776
2013	7,078	7,250	6,904	6,828
2014	7,184	7,402	6,974	6,881
2015	7,292	7,558	7,045	6,934
2016	7,401	7,716	7,116	6,987
2017	7,512	7,878	7,188	7,041
2018	7,625	8,044	7,262	7,095
2019	7,739	8,213	7,335	7,150
2020	7,855	8,385	7,410	7,205
2021	7,973	8,561	7,485	7,260
2022	8,092	8,741	7,561	7,316
2023	8,214	8,925	7,638	7,372
2024	8,337	9,112	7,716	7,429
2025	8,462	9,303	7,794	7,486
2026	8,589	9,499	7,873	7,544
2027	8,718	9,698	7,953	7,602
2028	8,849	9,902	8,034	7,661
2029	8,981	10,110	8,116	7,720
2030	**9,116**	**10,322**	**8,198**	**7,779**
Avg. Growth	1.50%	2.10%	1.02%	0.77%

population increase from current to 2030	**2,643**
persons per dwelling unit (single-family)	2.87
percentage of population in single-family unit	72%
persons per dwelling unit (multifamily)	2.75
percentage of population in multifamily unit	28%
number of new single-family housing units required	661
number of new multifamily housing units required	271
total number of new housing units required	**932**
current housing stock	2,482
total housing stock by 2030	**3,414**

SERVICE POPULATION

Different service populations and unit factors are used to estimate impacts for different types of fees. To measure existing development and future growth, we use:

- Daytime population (residents plus workers) for public facilities such as for Police, Fire and Wastewater
- Residents for Parks and Recreation and Library facilities;
- Dwelling units and building square feet to estimate vehicle trips for transportation facilities; and
- Acreage for Storm Drain.

These measures are used because they are reasonable indicators of the level of demand for public facilities. The City builds public facilities primarily to serve these populations and, typically, the greater the population the larger the facility required to provide a given level of service.

Daytime population is the product of the resident population plus a proportion of employees, as it is assumed these public services benefit both residents and workers. It is assumed an employee works 45 hours per week (including lunch) in the City, which results in one employee being the equivalent of a 0.27 resident (45 hours/168 hours in a week). From this formula, the employee equivalent from new development is 500 (0.27 x 1,867 new employees). Together with the new residential growth of 2,643 residents, the daytime population from new development is 3,144.

3 . LIBRARY

EXISTING LIBRARY FACILITIES AND SERVICE POPULATION

The existing library is located at City Hall and occupies approximately 7,500 square feet. The library contains over 66,000 volumes and includes 6 computer workstations available to the public. The current library serves residents within the City; therefore the facility standards are based on the residential population.

LIBRARY FACILITIES STANDARDS

To ensure equity between the level of existing facilities and the facilities that new development should be responsible for, an existing per capita facility standard is used. Use of the existing facility standard in calculating the impact fee ensures that new development only pays for the facilities at the same level of service as existing development. A per capita share is calculated for each cost area (building, books and workstations) and shown in Table 3-1.

Table 3-1: Library Level of Service

Library Inventory	Existing Conditions	Existing Population (2007)	Current Level of Service (Existing Standard)	Unit
Building square footage	7,500	6,473	1.2	square feet per capita
Number of library books	66,193	6,473	10.2	volumes per capita
Computer workstations available to public	6	6,473	0.0009	workstations per capita

LIBRARY FACILITIES AND COSTS FOR NEW DEVELOPMENT

New development can be required to provide its fair share of the costs related to its impact on library facilities at the same rate per capita as existing development. The equivalent level of service that would be borne by new development is determined by multiplying the new residents by the per capita standards, as shown in Table 3-2. It is assumed that there are no significant impacts for library services from non-residential development.

Table 3-2: Library Service Borne by New Residents

Library Inventory	Existing Conditions	Existing Population (2007)	Current Level of Service (Existing Standard)	2030 Total Population	Incremental 2030 Population	New Facilities from New Growth (sq. ft.; vol.; workstations)
Building square footage	7,500	6,473	1.2	9,116	2,643	3,063
Number of library books	66,193	6,473	10.2	9,116	2,643	27,032
Computer workstations available to public	6	6,473	0.0009	9,116	2,643	2

A sampling of recently constructed public libraries was collected from the California State Library and determines an average library construction cost per square foot of $344. The cost impact from new development is shown in Table 3-3 and expressed on a per capita basis.

Table 3-3: New Development Cost per Capita

Library Inventory	2030 Total Population	Incremental 2030 Population	New Facilities Required from New Growth Using Existing Standards (sq. ft., volumes, or computer workstations)	Cost/sq. ft., per book, or per computer workstation (1)	Cost from New Growth	Cost Per New Capita
Building square footage	9,116	2,643	3,063	$ 344	$ 1,054,200	$ 399
Number of library books	9,116	2,643	27,032	$ 12	$ 318,300	$ 120
Computer workstations available to public	9,116	2,643	2.5	$ 1,500	$ 4,000	$ 2
					$ 1,376,500	$ 521

(1) Construction cost per square foot for library projects completed between 2005 and 2007. State Library website.

Cost of circulation library books is assumed valued at one-half the price of a new adult fiction hardback and children's fiction hardback. Library circulation of adult fiction hardback assumed value of $13.29, and children's fiction hardback assumed value of $10.26.

Workstation cost based on most recent lowest priced Dell Precision 390 workstation computer.

FEE SCHEDULE

The per capita cost is used as a basis, in conjunction with the persons per household, to determine the library impact fee per household (single-family and multifamily). Table 3-4 shows the Library facilities impact fee for new development. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facilities method.

Table 3-4: Library Impact Fee

Fee	Cost per Capita	Persons per Household	Fee per Unit
Single-Family	$ 521	2.87	$ 1,495
Multifamily	$ 521	2.75	$ 1,434

4. PARKS AND RECREATION

EXISTING PARKS AND RECREATION FACILITIES AND SERVICE POPULATION

The City's existing parks system comprises over 33 acres of parklands. Table 4-1 shows the existing inventory of parks and amenities. Parks and Recreation serves residents within the City; therefore the facility standards are based on the residential population.

Table 4-1: Existing Parks Inventory and Amenities

Sycamore Park	
15.07 acres	Benches, picnic tables, barbeque, playground area, skate park, walking path, tennis courts, municipal pool, vita course
Jensen Park	
15.08 acres	Benches, picnic tables, barbeque, two playground areas, two Little League fields, two softball fields, horseshoe pits, covered gazebo area, covered structure (provided by local service club)
Central Park	
3.08 acres	Picnic benches, playground equipment
S.P. Park	
0.47 acres	No amenities

PARKS AND RECREATION STANDARDS

The existing park standard is typically expressed as acreage per 1,000 residents. For Willows, the park standard is 5.2 acres per 1,000 residents, as shown in Table 4-2.

Table 4-2: Existing Park Standard

Existing Park Acreage	Acres
Sycamore Park	15.07
Jensen Park	15.08
Central Park	3.08
S.P. Park	0.47
Total	33.7
Current Population	6,473
Park Acre/1,000 Residents	5.2

Using this standard and the projected population growth, the park requirements for new growth would be an additional 13.8 acres, as shown in Table 4-3.

Table 4-3: New Park Acreage

New Park Acreage	Acres
2030 Population	9,116
Net New Population	2,643
New Acres/1,000 Residents	13.8

PARKS FACILITIES AND COSTS FOR NEW DEVELOPMENT

The City currently has a park impact fee and has collected roughly $100,000. The City indicated its intention to spend the collected revenues on park improvements related to the previous fee study. During the course of this update, City staff provided a capital list of new projects that would include park and recreation amenities similar to existing parks as well as additional facility recommendations. Table 4-4 shows the parks and recreation improvements proposed and the estimated cost of each improvement.

Table 4-4: Parks and Recreation Capital Improvements

	Cost Estimate
Park Amenities	
solar lights for park around play equipment/pathways, pedestrian walkway lighting	$120,000
2 new softball fields	$165,500
bike paths/BMX course	$30,000
warm-up areas for softball pitchers	$1,000
coin/token operated softball lights	$280,000
pathways in parks	$140,000
trees	$20,000
2 soccer fields	$145,000
land cost: 14 acres at $35,000 per acre	$490,000
Subtotal:	**$1,391,500**
Contingency @ 15%	$208,725
Engineering @ 12%	$166,980
Construction Management. & Inspection @ 10%	$139,150
City Administration @ 4% (1% design, 1% construction, 2% overhead)	$55,660
Environmental @ 3%	$41,745
Total Non-Construction	**$612,260**
Total Cost	**$2,003,760**
Cost per Acre	**$143,126**

Table 4-5 shows the total cost and cost per capita of park facilities necessary to accommodate growth based on the existing standard.

Table 4-5: Cost per Capita

New Growth Population	Park Needs	Park Cost per Acre	Facility Expansion Cost	Cost per Capita
2,643	13.8	$ 143,126	$ 1,969,740	$745

FEE SCHEDULE

Table 4-6 shows the Parks and Recreation impact fee for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facilities method.

Table 4-6: Parks and Recreation Impact Fee

Fee	Cost per Capita	Persons per Household	Fee
Single-Family	$ 745	2.87	$ 2,139
Multifamily	$ 745	2.75	$ 2,052

5. FREEWAY INTERCHANGE

INTERCHANGE FACILITIES

The City has an existing impact fee for improvements to the southbound off-ramps and signalization for the Interstate 5 interchange. The current fee program is implemented in a specific area around the Interstate 5 interchange, and the City has collected about $112,000. It is acknowledged that the impacts to the interchange are borne by all development beyond just the adjacent land uses. This update expands the fee program to include new development occurring in Willows and is based on the trip generation from the various land uses.

INTERCHANGE FACILITIES DEMAND

For purposes of this fee study, current and future trips on the interchange off-ramps are treated as if they are generated by either City residents or businesses. The distribution of the costs is through trip generation rates by land use provided by the Institute of Transportation Engineers (ITE). Table 5-1 shows the average daily trip generation by residential, commercial and industrial land use found in the ITE.

Table 5-1: Trip Generation

Land Use	Trip Basis	Average Daily Trips
Residential Uses		
Single-Family Detached	per unit	**9.57**
Apartment	per unit	**6.72**
Average		**8.15**
Commercial Uses		
Hotel	per room	**8.17**
General Office Building	per 1,000 sq. ft.	**11.01**
Retail (Shopping Center)	per 1,000 sq. ft. GLA*	**42.94**
Average		**20.71**
Industrial Uses		
General Light Industrial	per 1,000 sq. ft.	**6.97**
Truck Terminal	per 1,000 sq. ft.	**9.85**
Warehousing	per 1,000 sq. ft.	**4.96**
Manufacturing	per 1,000 sq. ft.	**3.82**
Average		**6.40**

GLA = Gross Leasable Area

Source: Institute of Transportation Engineers (ITE) *Trip Generation*, 7th Edition, 2003

The trips are determined for each land use between existing and new development, as shown in Table 5-2. Existing trips are based on the current number of households and developed square

footage of non-residential. New development trips are based on the land use forecast conducted for this study.

Table 5-2: Trips by Land Use

Land Use	Avg. Daily Trips - Existing	Avg. Daily Trips - Growth	Total Trips
Residential (in units)			
Single-Family	14,403	6,327	20,730
Multifamily	4,140	1,819	5,958
Nonresidential (per 1,000 sf)			
Commercial	27,443	16,980	44,423
Industrial	3,297	9,165	12,462
Total	49,282	34,291	83,573

INTERCHANGE COSTS FOR NEW DEVELOPMENT

The original cost of the interchange improvements in 1993 was $650,000. By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates to about $1.59 million today. By subtracting the $112,000 already collected, the remaining balance is $1.48 million.

The previous table shows that new development would generate an average daily rate of 34,291 new trips from the perspective of a single-family dwelling unit equivalent. The cost per trip is then calculated, as shown in table 5-3.

Table 5-3: Cost per New Trip

Interchange Costs	$1,477,346
Total New Trips	34,291
Cost per Trip	$43.08

FEE SCHEDULE

The per trip cost is used as a basis to determine the interchange impact fee per land use. Table 5-4 shows the interchange impact fee for new development. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

Table 5-4: Interchange Impact Fee

Land Use	Cost per Avg. Daily Trip	Avg. Daily Trip (Unit or 1000 sq. ft.)	Fee (unit or 1,000 sq. ft.)	Fee per Square Foot
Residential				
Single-Family	$43.08	9.6	$412	
Multifamily	$43.08	6.7	$290	
Nonresidential				
Commercial	$43.08	20.7	$892	$0.89
Industrial	$43.08	6.4	$276	$0.28

6. STREET AND TRAFFIC

STREET AND TRAFFIC FACILITIES

The City's pavement inventory currently consists of 26.87 centerline miles of paved streets. Of this total, 23.07 centerline miles are classified as residential, 1.26 miles as collector and 2.54 as arterial. The City currently collects impact fees for traffic for a specific area of development to the south of the Central Canal and east of Interstate 5. However, because development has not yet occurred, the City has not collected any fee revenues.

The City does not currently have a citywide capital improvements program (CIP) for traffic and streets. For purposes of developing a citywide fee for traffic, it is assumed that the improvements designed for the specific area to the south from the prior impact fee study would be similar to the needs on a citywide scale as new development occurs. These improvements include street widening, signal modification and turn lanes.

STREET AND TRAFFIC COSTS FOR NEW DEVELOPMENT

The street capital improvements for the area, as provided in the prior impact fee study, show a total cost of $1.3 million in 1993 dollars. By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates to about $3.3 million today.

The updated cost of capital improvements for the existing traffic fee program is shown in Table 6-1.

Table 6-1: Updated Street and Traffic Capital Costs

	1993 Cost	2007 Cost
Streets		
Tehama @ Sycamore (construct turn lane, modify signal)	$75,000	$183,357
Tehama - Cedar to Rd 53 (widen to 4 lanes)	$150,000	$366,713
Tehama @ GCID canal (construct bridge modification)	$230,000	$562,294
Tehama - northbound @ Rd 53 (construct right turn lane)	$20,000	$48,895
Tehama @ Rd 53 (rebuild intersection)	$25,000	$61,119
Rd 53 westbound @ Tehama (construct right turn lane)	$50,000	$122,238
Sacramento @ GCID canal (bridge modifications)	$800,000	$1,955,805
BUILDOUT TOTAL	**$1,350,000**	**$3,300,421**

Source: City of Willows 1993 Development Impact Fee and Nexus Study, Prepared by: Konrad-Rae & Assoc.

Costs increased by: Caltrans Construction Cost Index

The updated cost per trip is based on the vehicle trips modeled for the existing fee for the south area. Table 6-2 shows the cost per trip for the existing fee area using the updated capital costs.

Table 6-2: Cost per Trip Existing Fee Area

Updated Cost of Fee District	$ 3,300,421	
VTE for District	Usage Factor	VTE
Residential	10	11,310
Commercial	35.5	16,000
Industrial	8.7	13,812
		41,122
Cost per Trip	$ 80.26	
VTE=Vehicle Trip Ends per Day		
Source of VTE: City of Willows 1993 Development Impact Fee and Nexus Study		

FEE SCHEDULE

The cost per trip can then be applied to the same traffic generation rates described for the Freeway Interchange Fee. The citywide traffic impact fee is shown in Table 6-3. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

Table 6-3: Street and Traffic Impact Fee

Land Use	Cost per Avg. Daily Trip	Avg. Daily Trip (Unit or 1000 sq. ft.)	Fee (unit or 1,000 sq. ft.)	Fee per Square Foot
Residential				
Single-Family	$80.26	9.6	$768	
Multifamily	$80.26	6.7	$539	
Nonresidential				
Commercial	$80.26	20.7	$1,662	$1.66
Industrial	$80.26	6.4	$514	$0.51

7. POLICE

EXISTING POLICE FACILITIES AND SERVICE POPULATION

The City's police station is currently located in the southwest corner of City Hall and occupies about 1,340 square feet of space. Table 7-1 shows the current configuration of the station.

Table 7-1: Existing Police Station Configuration

Room Type	Square Feet
Chief's Office	144
Report File Room	84
Entrance/Administrative Services	252
Briefing/Report Writing Room	168
Evidence Room	120
Supply Storage	60
Sergeant/Detective Room	168
Unisex Locker Room	200
Property/Evidence Storage Room	144
Total	1,340

The Willows Police Department has a current staffing level of 15 personnel, although 2 are currently unfunded. Staff consists of the chief of police, two sergeants, one detective, eight officers (one unfunded), two community service officers (one unfunded) and an administrative assistant. The department currently operates seven vehicles, with one assigned to the chief of police, one assigned to Investigations/CSO, one assigned to Narcotics, and four marked vehicles assigned to patrol.

Dispatch services are currently provided by the Glenn County Sheriff's Department. There are two categories of response times: emergency response, which is approximately two minutes on average, and regular response, which is approximately five minutes on average. Given that police serves both residents and businesses, the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

POLICE STANDARDS

Our conversations with the department indicated that the current facility is severely deficient in terms of space relative to the number of personnel employed and population served. As such, a current deficiency exists which new development cannot pay for.

Future development will require additional police officers, facility space and other capital improvements, including vehicles. Table 7-2 shows the current standard for police personnel per 1,000 population and the number of new sworn officers from future population growth. Five new officers would be required to accommodate new growth, for a total of 17 sworn officer staff. Table 7-3 shows the current standard for non-sworn police personnel and the additional non-sworn personnel from future population growth. One new community service office would be required.

Table 7-2: Current Standard for Sworn Police Officers

Current Sworn Police Officer Positions	12
2007 Resident Population	6,473
Officers per 1,000 Population	1.85
2030 Resident Population	9,116
Officers Required per 1,000 Population in 2030 using same standards	17
New Officers from New Development	5

Table 7- 3: Current Standard for Non-Sworn Personnel

Current Community Services Officer Positions	2
2007 Resident Population	6,473
Officers per 1,000 Population	0.31
2030 Resident Population	9,116
Community Service Officers Required Per 1,000 Population in 2030 using same standards	3
Officers from New Development	1
Current Administrative Positions	1
2007 Resident Population	6,473
Admin. Staff per 1,000 Population	0.15
2030 Resident Population	9,116
Admin. Staff Per 1,000 Population in 2030 using same standards	1
New Admin. Staff from New Development	0

The current office space per police staff is 89 square feet (1,340 square feet divided by 15 staff, including 1 administrative assistant). Given the current deficiency of the existing police station, a new standard for office space per staff is developed using the level of service method. The new standard, which is based on the average office space from a sampling of other police stations, will cover the deficiency as well as accommodate the new officers from future growth. Table 7-4 shows the new standard of office space per police staff, which is 240 square feet on average.

Table 7-4: Standard for Office Space

Comparable Square Footage per Staff Person	
Facility	**Square Feet**
San Luis Obispo Sheriff	306
South Gate Police	245
Santa Maria Police	231
Pismo Beach Police	225
Placer Sheriff	265
LA Hollenbeck	170
Average	**240**

The improved police station would be increased in size from 1,340 square feet to 5,040 square feet using the new standards. Of the 5,040 square feet, the existing police staff would occupy 3,600 square feet, and the new officers would occupy 1,440 square feet. New development's share of the new facility would be the portion occupied by the new officers.

Police Facilities and Costs for New Development

New development can be required to pay its fair share of the cost of facilities at the proposed standard if existing development provides its proportionate share necessary to raise the overall level of service. The cost per square foot of a new police station is found to be $497, based on the construction cost of other police stations. Table 7-5 shows this comparison. The total cost of a new police station would be about $2.5 million for 5,040 square feet.

Table 7-5: Cost per Square Foot Police Station

Construction cost of new police station building	
recent example	per square foot
Los Angeles	$549
Redding	$522
Gilroy	$545
Morgan Hill	$210
Ontario	$425
Orland	$580
Yuba City	$646
Average	**$497**

Note: Excludes land acquisition cost

Table 7-6 shows the allocation of police facility costs to both existing and new development. New development's share of the facility cost would be 29%, or $715,269, based on the square feet occupied by the new officers resulting from new growth.

Table 7-6: New Development's Share of Police Station

Square Feet per Police Staff	240
Current Police Dept. Staff	15
New Level of Service (Sq. Ft.)	3,600
Current Square Feet	1,340
Current Deficiency Sq. Ft.	2,260
New Development's Share (sq. ft.)	1,440
Total Square Feet New Facility	5,040
Cost Per Square Feet (excluding land)	$497
Total Cost of New Facility	$2,503,440
New Development's Share (sq. ft.)	1,440
New Development's Cost Share	$715,269
Percentage Share	29%

In addition to facilities cost, marked vehicles for the new officers would also be included in the fee program. There is a current shortage of at least two patrol vehicles and one vehicle for the community service officer which new development cannot pay for. Using existing standards for marked cars per patrol officer, three additional new vehicles would be required by new development. At a cost of approximately $50,000 per vehicle, the cost borne by new development would be an additional $150,000. Table 7-7 shows the cost for new marked vehicles.

Table 7-7: Cost of New Vehicles

Total Current Vehicles	7
Car assigned to Chief of Police	1
Car assigned to Investigations/CSO	1
Car assigned to Narcotics	1
Marked cars assigned to patrol	4
Number of current officers to share vehicles	7
Ratio of marked cars per patrol officer	0.57
Number of new sworn officers from new development	5
Number of new vehicles from new development	3
Cost per Vehicle	$50,000
New Development's Vehicle Cost Share	$150,000

In sum, new development's share of capital cost is $865,269, including facilities and vehicles.

The total cost is divided into a cost per capita and allocated over the new service population generated by new growth from residential and non-residential development. Using the daytime population projection of 3,144 resident equivalents, the cost per capita is $275. Table 7-8 shows this calculation.

Table 7-8: Police Cost per Capita

Police Costs	$865,269
New Growth Daytime Population	3,144
Cost per Capita	$275

Fee Schedule

Table 7-9 shows the fee for police facilities for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service standard.

Table 7-9: Police Impact Fee

Fee	Per Capita	Persons per HH/1,000 sq. ft.	Fee	Fee per Square Foot
Single-Family	$ 275	2.87	$ 790	
Multifamily	$ 275	2.75	$ 758	
Commercial	$ 275	1.25	$ 344	$ 0.34
Industrial	$ 275	0.59	$ 162	$ 0.16

8. FIRE

EXISTING FIRE FACILITIES AND SERVICE POPULATION

The Fire Department is an all risk department that responds to medical emergencies, fires, hazardous materials and other public services. The fire department indicated that it strives to maintain the current response times of three minutes (meeting the NFPA standards under Chapter 4 Section 4.1.2.1), with the exception of serving the west side of the City, which takes approximately five to six minutes due to traffic conditions. The department currently consists of five fire staff and 20 volunteers. The paid staff include the fire chief, one officer and three engineers. The engineers rotate on 24-hour shifts, 56-hour work weeks.

The City's fire station is currently located at the corner of Butte Street and Birch Street in Willows. The current facility is approximately 6,394 square feet, including a dormitory (666 square feet), training room (1,702 square feet), and apparatus bays (4,026 square feet).

The Fire Department has an agreement with the Willows Rural Fire Protection District in which the district pays a portion of its property tax to the City to provide service. In return, the City houses, maintains and staffs the equipment for the rural district. The City can also use the rural district's wildland engines and support equipment for City calls for service, while the rural department can use the City's structure engines. The inventory of City-owned equipment and the Rural District equipment is shown in Table 8-1.

Table 8-1: Fire Vehicles

Department Equipment, City-Owned	
1996	HME Structure Engine
1986	GMS Structure Engine
2006	HME Ladder/Quint
2002	Chevrolet Utility
Rural District Equipment	
1996	International Wildland Engine
2004	HME Wildland Engine
1973	Freightliner Water Tender
1996	Chevrolet Support Unit
2004	Air Cascade Trailer

Given that the Fire Department serves both residents and businesses, the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

FIRE FACILITY STANDARDS

New development will require additional staff and expansion of the fire station. Because the land use development assumptions show that future development would primarily occur to the south and east, it is assumed expansion to fire would occur at the existing location. A second fire station on the west side of the city would not be required due to the airport safety zone limiting development and current agricultural zoning west of Interstate 5.

Table 8-2 shows the current standard for facility square footage per residential capita. With population growth from new development, the fire station would grow using the same standard, from 6,394 square feet to 9,005 square feet, or by 2,611 square feet.

Table 8-2: Current Facility Standard and New Square Feet

Existing Facilities	
Dormitory	666
Training Room	1,702
Apparatus Bays	4,026
Total Square Feet Existing	6,394
2007 Resident Population	6,473
2030 Resident Population	9,116
Net New Resident Population	2,643
Square Feet per Existing Population	0.99
Total Square Feet from New Development	**2,611**
Total Square Feet Fire Station	9,005

Fire Facilities and Costs for New Development

The construction cost per square foot of a fire station is $445, based on the construction cost of other fire stations. Table 8-3 shows this comparison. The total cost of an expanded fire station would be close to $1.2 million (2,611 square feet of expansion x $445/sq. ft.).

Table 8-3: Cost per Square Foot Fire Station

Construction cost of new fire station building	
recent example projects	per square foot
Higgins	$250
Yuba City	$635
Roseville	$450
Average	**$445**

Note: Excludes land acquisition cost

With this new growth in facilities, additional capital costs will be incurred including a new structure engine and capitalized equipment for new firefighters. According to the fire chief, the cost of a new structure engine is estimated at $400,000, plus an additional $200,000 to outfit the engine with equipment.

The current standard of staffing levels to population is one on-duty firefighter per 1,000 population. With a current population of 6,473, the City's staffing level would be six firefighters per 1,000, indicating a current deficiency given there are currently five departmental staff. With a future population of 9,116, the City's staffing level would increase to nine on-duty firefighters. New development's share would be three of the new firefighters. The capital cost of outfitting a new firefighter includes the Self-Contained Breathing Apparatus (SCBA), valued at $5,000 each, which is the City's capitalized threshold. To support three new firefighters, the capital cost would be $15,000.

Table 8-4 summarizes the total cost borne by new growth.

Table 8-4: Cost of Fire Facilities

	Quantity/Sq. Ft.	Cost/ Sq. Ft.	Total Capital Cost
One new structure engine	1	$400,000	$400,000
Outfit new engine	1	$200,000	$200,000
Self-Contained Breathing Apparatus	3	$5,000	$15,000
Expansion of station (dormitory, training room, apparatus bays)	2,611	$445	$1,161,968
Total Cost			$1,776,968

The total cost is divided into a cost per capita and allocated over the new service population generated by new growth from residential and non-residential development. Using the daytime population projection of 3,144 resident equivalents, the cost per capita is $565. Table 8-5 shows this calculation.

Table 8-5: Fire Cost per Capita

Fire Costs	$1,776,968
New Growth Daytime Population	3,144
Cost per Capita	$ 565

FEE SCHEDULE

Table 8-6 shows the fee for fire facilities for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facility standard.

Table 8-6: Fire Impact Fee

Fee	Per Capita	Persons per Household or 1,000 sq. ft.	Fee (Household or 1,000 sq. ft.)	Fee per Square Foot
Single-Family	$565	2.87	$1,623	
Multifamily	$565	2.75	$1,556	
Commercial	$565	1.25	$707	$0.71
Industrial	$565	0.59	$333	$0.33

9. WASTEWATER

EXISTING WASTEWATER FACILITIES AND SERVICE POPULATION

The City provides daily management of 26 miles of an underground sanitary sewer collection system within the City and five lift station structures, including the North East Willows Community Service District (N.E.W.C.S.D.). The City contracts with a private company for the day-to-day operation of the new treatment facility capable of treating 2.0 million gallons per day (mgd).

The impact fees developed for sewer through this study address only the treatment plant portion of the sewer collection system. As future information regarding additional wastewater improvements and costs to accommodate growth in the City's sphere of influence becomes available through the master planning process, these costs would be included in updates to the fee program. In addition, the City has begun development of a sewer collection and transport system capital improvement project list within the existing city limits. The improvements on the project list are designed to address existing deficiencies.

Given that the wastewater system serves City residents, businesses and customers within the N.E.W.C.S.D, the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

WASTEWATER FACILITY STANDARD

The upgraded plant capacity of 2.0 mgd is capable of handling wastewater flow from existing and future growth as forecast and assumed in this study. There also appears to be additional capacity in the plant beyond the forecast use by the future population. Due to the excess capacity of the existing plant, the excess capacity method is used to establish the facility standard. This approach is used where the facilities have been sized to accommodate the current population as well as the future population. Fees are collected from new development to reimburse the City its costs for having constructed a facility which has excess capacity sufficient to serve new development. The City is responsible for funding the share related to the existing service population.

WASTEWATER CONSUMPTION

Staff indicated that current development within the City uses a peak flow of about 0.95 mgd of the total treatment capacity. Customers within the N.E.W.C.S.D. use an additional 0.065 mgd, for a total existing peak flow of 1.015 mgd. Table 9-1 shows the usage rates by the daytime population which comprises existing residents of both the City and the N.E.W.C.S.D., plus daytime resident-equivalent workers. The average peak flow per capita is 129 gallons per day.

Table 9-1: Current Wastewater Consumption

Current peak month flow	
Existing Development (MGD)	0.95
Existing Daytime Population	7,169
Residents	6,473
Employee Equivalent	696
Peak Flow/Capita	**133**
Northeast Willows Community Services District (NEWCSD)	
Existing Development (MGD)	0.065
Connections	247
Persons per Dwelling Unit	2.87
Existing Resident Population	709
Peak Flow/Capita	**92**
Combined	
Existing Development (MGD)	1.015
Existing Total Daytime Population	7,878
Residents	7,182
Employee Equivalent	696
Peak Flow/Capita	**129**

New development's share of the use of the upgraded facility is based on the same peak flow per capita. Table 9-2 shows new development's wastewater consumption.

Table 9-2: New Development Share of Wastewater Consumption

New Resident Population	2,643
New Employee Equivalent (0.27 per resident)	500
Total Incremental Daytime Population	3,144
Wastewater Usage (gallons per day per capita)	129
Total Wastewater Gallons per Day	405,007
MGD	0.41

New development's consumption is 0.42 mgd, while existing development's consumption is 1.015 mgd, for a total of 1.42 mgd. This total falls within the capacity of the upgraded treatment facility.

WASTEWATER FACILITIES AND COSTS FOR NEW DEVELOPMENT

The City has invested in an upgraded wastewater treatment facility that is capable of treating up to 2.0 mgd. The total cost is $10.2 million, with $6.9 million financed through Certificates of Participation (COP's) held by USDA-rural development (40-year payoff at 4.125%). Principal paid has been about $70,000 (an interest only payment was made in 2006-07). The balance of the cost is paid through grant and internal funding. The loans are paid back in regular intervals through the sewer rates paid by customers. The impact fee for wastewater is based on the remaining principal amount of the plant cost and new development's share of the plant's capacity.

The allocation of the plant cost is through the consumption by existing and new development. Table 9-3 shows the allocation of the capital cost. New development's share of the cost is 20%.

Table 9-3: Allocation of Treatment Facility Cost

Development Share	Capacity (MGD)	Capacity Percentage
Existing	1.015	51
Future Growth to 2030	0.41	20
Remaining Share	0.58	29
	2.0	100

Table 9-4 shows the calculation to arrive at the cost per capita based on new development's share of the principal cost and average wastewater consumption per day.

Table 9-4: Wastewater Cost per Capita

Total Cost of Treatment Plant Upgrade	$10,256,000
Grant and Internal Funding	$3,367,000
Principal Cost of Treatment Plant Upgrade	$6,889,000
Principal Paid	$70,000
Remaining Principal Cost	$6,819,000
New Development Share of Cost	20%
New Development Cost	$1,380,871
New Development Consumption (mgd)	0.41
Cost per Gallon	$3.41
Wastewater Usage per Day per Capita	129
Cost per Capita	$439.27

FEE SCHEDULE

Table 9-5 shows the fee for new development for the sewer treatment facility based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the excess capacity standard.

Table 9-5: Wastewater Impact Fee

Fee	Per Capita	Persons per Household/1,000 sq. ft.	Fee (unit or 1,000 sq. ft.)	Per Square Foot
Single-Family	$ 439.27	2.87	$ 1,261	
Multifamily	$ 439.27	2.75	$ 1,209	
Commercial	$ 439.27	1.25	$ 549	$ 0.55
Industrial	$ 439.27	0.59	$ 258	$ 0.26

10. STORM DRAINAGE

STORM DRAINAGE FACILITIES

The City currently has a storm drain impact fee for the Humboldt Avenue commercial area northeast of the Interstate 5 interchange. The cost of the improvements contained in the 1993 impact fee study was $126,800. Revenues collected by the City from this fee area total $100,841.

The City does not currently have a master plan for drainage. However, it has begun development of a storm drain capital improvement project list within the existing city limits. The improvements on the project list are designed to address existing deficiencies. For purposes of developing a citywide impact fee, it is assumed that the improvements designed for the fee area along Humboldt Avenue from the prior impact fee study would be similar to the needs on a citywide scale as new development occurs. This implies that the cost per acre would be applicable to future new development throughout the city for similar capital improvements. Improvements include reinforced concrete pipe installation and ditch excavation.

STORM DRAINAGE FACILITIES AND COSTS FOR NEW DEVELOPMENT

By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates from $126,800 in 1993 to about $310,000 today. Table 10-1 shows this change in project costs.

Table 10-1: Updated Storm Drain Capital Costs

	1993 Cost	2007 Cost
Storm Drain		
Reinforced concrete pipe (90 ft of 39")	$14,800	$36,182
Reinforced concrete pipe (800 ft of 36")	$64,000	$156,464
Reinforced concrete pipe (50 ft of 24")	$5,000	$12,224
Pipe junction structure	$7,000	$17,113
Ditch excavation	$14,000	$34,227
Right of way acquisition	$3,000	$7,334
Admin. & design	$19,000	$46,450
BUILDOUT TOTAL	**$126,800**	**$309,995**

Source: City of Willows 1993 Development Impact Fee and Nexus Study, Prepared by: Konrad-Rae & Assoc.

Costs increased by: Caltrans Construction Cost Index

Table 10-2 shows the cost per acre by land use for the existing fee area.

Table 10-2: Cost per Acre Existing Fee Area

Current Capital Cost of Fee District		$309,995	
	Acreage of Commercial District	Impervious Coefficient	Impervious Area
General	11.0	0.8	8.8
Highway	12.8	0.8	10.24
Total	23.8		19.04
		Cost per Acre	$16,281
Source of Acres and Coefficients: City of Willows 1993 Development Impact Fee and Nexus Study			

The acreage of impervious area from new development is shown in Table 10-3. The degree of water runoff varies between land uses. For example, residential uses will have a smaller impervious land area relative to industrial, as homes will have landscaping and less impervious surfaces compared to an industrial use. The higher the amount of surface runoff, the greater the impervious coefficient. The table shows that there are 872 acres of impervious acreage from new development.

Table 10-3: New Development Impervious Area

2030 New Development	Acres	Impervious Coefficient	Impervious Area (Acres)
Residential			
Single-Family	673	0.50	337
Multifamily	276	0.75	207
Commercial	155	0.80	124
Industrial	228	0.90	205
	1,332		872

FEE SCHEDULE

The cost per acre is used to determine the fee for each land use, along with the assumed land density per acre. From the existing general plan policies, it is assumed that there are 4 single-family homes per acre and 10 multifamily homes per acre. The floor area ratio for non-residential land use is 0.20. These data are used to determine the acres per unit of land use (i.e., acres per household and acres per 1,000 square feet of non-residential). Table 10-4 shows the impact fee using these factors. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

Table 10-4: Storm Drain Impact Fee

	Cost per Impervious Acre	Acres per Unit	Impervious Factor	Fee (Unit or 1,000 sq. ft.)	Fee per Square Foot
Residential					
Single-Family	$ 16,281	0.25	0.50	$ 2,035	
Multifamily	$ 16,281	0.10	0.75	$ 1,221	
Commercial	$ 16,281	0.11	0.80	$ 1,495	$ 1.50
Industrial	$ 16,281	0.11	0.90	$ 1,682	$ 1.68

11. ADMINISTRATION

COST TO IMPLEMENT

As with most programs, there is a cost to administer, oversee and update the impact fee program. While an administrative fee is not an AB 1600 impact fee, it is standard practice to apply a surcharge to building permits to recover the costs related to implementing, administering, overseeing and updating the fee program, including the annual reporting requirements. An administrative cost of 3% of the total fee has been calculated and is shown in Table 11-1.

Table 11-1: Total Impact Fee Revenues with Administration Costs

Fee Category	Projected Fee Revenues through 2030 (2008 dollars)
Library	$1,376,500
Parks and Recreation	$1,969,740
Interchange	$1,477,300
Traffic	$3,088,500
Police	$865,269
Fire	$1,777,000
Wastewater	$1,380,800
Storm Drain	$5,255,800
Subtotal	**$17,190,909**
Administration (3% of Subtotal)	$515,727
Total	**$17,706,636**

Table 11-2 estimates the revenues generated by the impact fee program by type of land use, including for administration. The City should monitor its actual costs and adjust the 3% factor as necessary in any subsequent update to the fee program. As with each fee program, the City should create a separate account for the administration revenue.

Table 11-2: Summary of Fees and Administration Costs

Fee Category	Single-Family Residential	Multifamily Residential	Commercial (per 1,000 sq. ft.)	Industrial (per 1,000 sq. ft.)
Library	$1,495	$1,434	$0	$0
Parks and Recreation	$2,139	$2,052	$0	$0
Interchange	$412	$290	$892	$276
Traffic	$768	$539	$1,662	$514
Police	$790	$758	$344	$162
Fire	$1,623	$1,556	$707	$333
Wastewater	$1,261	$1,209	$549	$258
Storm Drain	$2,035	$1,221	$1,495	$1,682
Subtotal	**$10,525**	**$9,059**	**$5,649**	**$3,224**
Administration (3% of Subtotal)	$316	$272	$169	$97
Total	**$10,840**	**$9,331**	**$5,818**	**$3,321**

12. IMPLEMENTATION

IMPACT FEE PROGRAM ADOPTION PROCESS

Impact fee program adoption procedures are found in the California Government Code Section 66000 et seq. Adoption of an impact fee program requires the City Council to follow certain procedures including noticing and holding a public hearing. Fourteen-day mailed public notice is required for those registering for such notification. Data, such as this impact fee report, and referenced material must be made available at least 10 days prior to the public hearing. The City's legal counsel should inform the City of any other procedural requirements as well as advise regarding adoption of an enabling ordinance and/or a resolution. After adoption, there is a mandatory 60-day waiting period before the fees go into effect, unless an Urgency Ordinance valid for 30 days is adopted making certain findings regarding the urgency being claimed. The ordinance must be re-adopted at the end of the first period (and possibly at the end of the second period depending on City Council meeting dates) to cover the next 30 days and therefore the entire 60-day waiting period. Fees adopted by urgency go into effect immediately. This procedure must also be followed for fee increases.

PROGRAMMING REVENUES AND PROJECTS WITH THE CIP

The City should develop and update its Capital Improvement Plan (CIP) to identify specific projects and program fee revenues to those projects. Use of the CIP in this manner documents a reasonable relationship between new development and the use of fee revenues.

For the five-year planning period of the CIP, the City should allocate all existing fund balances and projected fee revenue to facilities projects. The City can hold funds in a project account for longer than five years if necessary to collect sufficient funds to complete a project.

INFLATION ADJUSTMENT

The project costs presented in this report are given in 2008 dollars and based on actual construction costs, where available. To ensure that the fee program stays current with costs, the City should identify appropriate inflation indexes in the fee ordinance and include an automatic annual inflation adjustment in the fee ordinance for those facilities or systems that have not been constructed or procured. A construction or building cost index can be based on the City's recent capital project experience or taken from an industry accepted source, such as the Engineering News Record.

COMPLIANCE REQUIREMENTS

The California Mitigation Fee Act (Government Code Section 66000 et seq.) mandates procedures for administration of impact fee programs, including collection, accounting, refunds, updates and reporting. The City should comply with the annual and five-year reporting requirements. For facilities to be funded with a combination of impact fees and other revenues, the City must identify the source and amount of the other revenues. The City must also identify when the other revenues are anticipated to be available to fund the project. The City's compliance obligations vis-à-vis the Act include but are not limited to the following specific requirements.

Collection of fees. Section 66007 provides for the timing of collection of the impact fees for residential projects. If the residential development contains more than one dwelling, the City may determine whether the fees shall be paid on a pro rata basis for each dwelling when it

receives its final inspection or certificate of occupancy, whichever occurs first; on a pro rata basis when a certain percentage of the dwellings have received their final inspection or certificate of occupancy, whichever occurs first; or on a lump-sum basis when the first dwelling in the development receives its final inspection or certificate of occupancy, whichever occurs first.

The City may require the payment of fees at an earlier time if (1) the City determines that the fees will be collected for public improvements for which an account has been established and funds appropriated and for which the City has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy, or (2) the fees are to reimburse the City for expenditures previously made.

Fee exemptions, reductions and waivers. In the event that a development project is found to have no impact on facilities for which fees are charged, such project must be exempted from the fees. If a project has characteristics that indicate its impacts on a particular public facility or infrastructure system will be significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly.

In some cases, the City may desire to voluntarily waive or reduce impact fees that would otherwise apply to a project to promote goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects and are allowable only if the City offsets the lost revenue from other fund sources.

Credit for improvements by developers. If the City requires a developer, as a condition of approval, to construct facilities or improvements for which impact fees have been or will be charged, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for the cost of facilities or improvements constructed by the developer. If the reimbursement would exceed the amount of the fee to be paid by the development for that type of facility the City may seek to negotiate a reimbursement agreement with the developer.

Earmarking of fee revenue. Section 66006 mandates that the City shall: "deposit …. fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the City, except for temporary investments..." Fees must be expended solely for the purpose for which they were collected. Interest earned on the fee revenues must also be placed in the capital account and used for the same purpose. The Mitigation Impact Fee Act is not clear as to whether depositing fees "for the improvements" refers to a specific capital improvement or a class of improvements (e.g., park facilities). Recommended practice is for the City to maintain separate funds or accounts for impact fee revenues by facility category but not necessarily for individual projects.

Reporting. Section 66006 requires that once each year, within 180 days of the close of the fiscal year, the City must make available to the public the following information for each account established to receive impact fee revenues:

1. The amount of the fee;
2. The beginning and ending balance of the account or fund;
3. The amount of the fees collected and interest earned;

4. Identification of each public improvement on which fee revenues were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fee revenues;
5. Identification of the approximate date by which the construction of a public improvement will commence, if the City determines sufficient funds have been collected financing of an incomplete public improvement;
6. A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvements on which the transfer or loan will be expended;
7. The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f).[1]

The above information must be reviewed by the City Council at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public.

Findings and refunds. Section 66001 requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Section 66006, and every five years thereafter, the City shall make all of the following findings for any fee revenues that remain unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put;
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged;
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which the impact fees are to be used;
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited in to the appropriate account of fund.

Annual update of Capital Improvement Program. Section 66002 provides that if a City adopts a CIP to identify the use of impact fees, that program must be adopted and annually updated by a resolution of the governing body at a noticed public hearing.

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[1] 66001 e) Except as provided in subdivision (f), when sufficient funds have been collected, as determined pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 66006, to complete financing on incomplete public improvements identified in paragraph(2) of subdivision (a), and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon. By means consistent with the intent of this section, a local agency may refund the unexpended revenues by direct payment, by providing a temporary suspension of fees, or by any other reasonable means. The determination by the governing body of the local agency of the means by which those revenues are to be refunded is a legislative act.

(f) If the administrative costs of refunding unexpended revenues pursuant to subdivision (e) exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published pursuant to Section 6061 and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected subject to this chapter and which serves the project on which the fee was originally imposed.

TRAINING AND PUBLIC INFORMATION

Administrating an impact fee program effectively requires considerable preparation and training. It is important that those responsible for applying and collecting the fee, and for explaining them to the public, understand both the details of the fee program and the basic principles upon which it is based. Before fees are imposed, a staff training workshop is highly desirable if more than a few staff will be involved in collecting or accounting for fees.

It is also useful to pay close attention to handouts that provide information to the public regarding impact fees. This is particularly important if the impact fee program is new and the public has not had experience with such fees in the past. Impact fees should be clearly distinguished from user fees, such as application and plan review fees, and the purpose and use of particular impact fees should be made clear, especially that the fees will go only to the purchase of capital facilities meant to accommodate new development.

Finally, anyone who is responsible for accounting, capital budgeting or project management for projects involving impact fees must be fully aware of the restrictions placed on the expenditure of impact fee revenues. The fees recommended in this report are associated with specific improvements and cost estimates. Fees must be expended accordingly, and the City must be able to show that funds have been properly expended. Impact fees have been used effectively in hundreds of cities and counties throughout the state to help meet the demands that growth has placed on public infrastructure. The continued acceptance of impact fee programs by both the public and the development community will be assured if these programs continue to be fairly and judiciously implemented.

APPENDIX

COMPARISON OF IMPACT FEES FROM OTHER LOCAL JURISDICTIONS

Impact fee data was collected from eleven other local jurisdictions and displayed in the following table for informational purposes. Because the fee structure varies by jurisdiction, including some that charge residential fees on a square foot basis or on a per unit basis, the rates shown have been adjusted to reflect the fees paid for a single-family dwelling unit of 1,800 square feet.

Table A-1: Comparison of Impact Fees

COMPARISON OF IMPACT FEES IN SELECTED COMMUNITIES[1]

	Jurisdiction	Population	Impact Fees [2]											Totals
			Traffic	Inter-change	Community Facilities	Parks & Rec	Library	Municipal Facilities	Storm Drain	Sewer	Police	Fire	Other (e.g. water)	
1	Anderson	10,418	$3,771			$1,897			$836	$2,803	$1,196		$1,921	$12,424
2	Colusa County	21,272	$1,528		$18		$669	$2	$286	$76	$1,420	$533	$2,291	$6,823
3	Corning	7,279	$4,819			$875			$975	$5,297			$1,307	$13,273
4	Glenn County	28,061						$1,385			$391		$520	$2,296
5	Gridley	5,912	$1,423			$3,564				$10,685	$116	$1,559	$3,237	$20,584
6	Orland	7,050	$982		$1,528	$3,220	$295	$295	$993		$1,346	$604		$9,263
7	Oroville	13,505	$604			$861			$2,567	$427	$38	$50	$78	$4,625
8	Paradise	26,389	$972						$1,080		$126	$72		$2,250
9	Red Bluff	14,005	$4,652			$1,322		$349	$357	$2,112	$675	$314	$1,480	$11,261
10	Williams	4,723				$985				$3,219	$348	$1,620	$7,000	$13,172
11	Winters	6,731	$7,732			$3,941			$299	$6,883	$1,048	$1,592	$10,229	$31,724
	Average Fee:		$2,943		$773	$2,083	$482	$508	$924	$3,938	$670	$793	$3,118	$11,609

Notes:

1 Survey of fees as adopted by each agency; a typical development assumes 3 BD/2 Ba Single-Family detached 1,800 sq. ft. Lot @ 6 units/Ac; 50 unit subdivision

2 Only fees adopted by the agency surveyed are included; Does not include fees resulting from special assessment districts for fire, sewer, school, utilities, special traffic, etc.

Date: November 10, 2026

To: Honorable Mayor and Councilmembers

From: Joei Harrison, Finance Director
Joe Gorton, Interim City Manager

Subject: Resolution Assigning 90% of the Police Department Budget for Future Police Department Reestablishment

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Recommendation:

Adopt a resolution establishing a funding assignment of $2,295,585, representing 90% of the Fiscal Year 2026–2027 adopted Police Department Contractual Services appropriation of $2,550,650, originally allocated for the Glenn County Sheriff's Office law enforcement services contract, for the future reestablishment of the City of Willows Police Department and authorizing investment of corresponding available funds in the State of California Local Agency Investment Fund (LAIF).

Rationale for Recommendation:

The City Council adopted the Fiscal Year 2026–2027 Annual Budget, which included $2,550,650 for contracted law enforcement services through the Glenn County Sheriff's Office.

Following termination of the Sheriff's contract, staff recommends preserving 90% of the original appropriation, or $2,295,585, for the future reestablishment of the City of Willows Police Department.

This recommendation honors the original intent of the adopted budget by maintaining the City's financial commitment to public safety while establishing a funding foundation for future municipal police operations.

Background:

The Fiscal Year 2026–2027 adopted budget included funding for law enforcement services through the Glenn County Sheriff's Office. Following termination of that contract, the City is evaluating the financial and operational requirements associated with reestablishing its municipal police department.

Reestablishing municipal police services will require substantial resources for personnel, recruitment, training, equipment, vehicles, facilities, and related operational needs.

Staff recommends preserving 90% of the original Sheriff's contract appropriation for this purpose, consistent with the City Council's commitment to public safety

Discussion & Analysis:

The Fiscal Year 2026–2027 adopted Police Department Contractual Services budget totaled $2,550,650. Staff recommends assigning $2,295,585, representing 90% of that appropriation, toward reestablishing the City of Willows Police Department, consistent with the City Council's original budgetary intent.

Pursuant to Governmental Accounting Standards Board (GASB) Statement No. 54, the City will establish an Assigned Fund Balance — Reestablishment of the City of Willows Police Department, subject to available General Fund resources and existing obligations.

Staff further recommends investing corresponding available cash in the State of California Local Agency Investment Fund (LAIF), pursuant to Government Code Section 16429.1, to earn investment income while maintaining liquidity. Interest earned on these investments will be recognized as General Fund revenue and will not be included in the Police Department's assigned fund balance.

The assigned resources will support future Police Department planning, recruitment, personnel, equipment, facilities, and related operational needs. Expenditures and any necessary budget amendments will require subsequent City Council approval.

Consistency with Council Priorities and Goals:

The proposed action supports the City Council's priorities of public safety, fiscal responsibility, and long-term financial sustainability.

By preserving 90% of the original Sheriff's contract appropriation for future municipal police services, the City is maintaining the intended public safety purpose of the adopted funding while establishing a financial foundation for rebuilding its Police Department.

Fiscal Impact:

The Fiscal Year 2026–2027 adopted Police Department Contractual Services appropriation totals $2,550,650. The proposed allocation is as follows:

Description	Amount
FY 2026–2027 Adopted Police Department Contractual Services Budget	$2,550,650
Proposed Assignment for Police Department Reestablishment (90%)	**$2,295,585**
Remaining Unassigned Portion (10%)	$255,065

The proposed action does not increase the adopted budget or create an additional expenditure obligation.

The $2,295,585 represents the City Council's proposed funding target. The Finance Department will determine the amount supportable as assigned General Fund balance after accounting for

expenditures incurred, outstanding obligations, other fund balance classifications, and the City's established General Fund reserve requirements.

Corresponding available cash will be invested in LAIF. Investment earnings will be recognized as General Fund revenue and will not automatically increase the Police Department assignment.

The assignment represents an intended use of existing General Fund resources and does not constitute a separate legally restricted fund.

Attachment:

- Attachment 1: Resolution Assigning Ninety Percent (90%) of the Fiscal Year 2026–2027 Sheriff's Contract Appropriation for Reestablishment of the City of Willows Police Department

City of Willows
Resolution XX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ASSIGNING NINETY PERCENT (90%) OF THE FISCAL YEAR 2026–2027 SHERIFF'S CONTRACT APPROPRIATION FOR THE REESTABLISHMENT OF THE CITY OF WILLOWS POLICE DEPARTMENT

WHEREAS, the City Council of the City of Willows adopted the Fiscal Year 2026–2027 Annual Budget, which included $2,550,650 for contractual law enforcement services through the Glenn County Sheriff's Office; and

WHEREAS, the contract for law enforcement services with the Glenn County Sheriff's Office has been terminated; and

WHEREAS, the City Council desires to assign ninety percent (90%) of the original Sheriff's contract appropriation, totaling $2,295,585, for the reestablishment of the City of Willows Police Department; and

WHEREAS, Governmental Accounting Standards Board (GASB) Statement No. 54 provides for the classification of assigned fund balance for resources intended for a specific purpose.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby designates $2,295,585, representing ninety percent (90%) of the Fiscal Year 2026–2027 Sheriff's contract appropriation, for the reestablishment of the City of Willows Police Department.

BE IT FURTHER RESOLVED as follows:

Section 1. The City Council hereby establishes an Assigned General Fund Balance — Reestablishment of the City of Willows Police Department, in accordance with GASB Statement No. 54, for the amount of the designation supported by available General Fund balance.

Section 2. The Finance Director is hereby authorized and directed to record and maintain the assigned fund balance in the City's financial records.

Section 3. The assigned resources shall be used for the reestablishment of the City of Willows Police Department. Expenditures shall be administered by the Police Chief, or other authorized City personnel, in accordance with the City's adopted budget, purchasing policies, and applicable expenditure authorization limits.

Section 4. This resolution shall take effect immediately upon adoption and remain in effect unless amended or rescinded by subsequent City Council action.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 10th day of November, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Evan Hutson, Mayor

ATTESTED:

_____
Karleen Price, City Clerk

Date: November 10, 2026

To: Honorable Mayor and Councilmembers

From: Joei Harrison, Finance Director
Joe Gorton, Interim City Manager

Subject: Administrative Analyst Reallocation and Addition of a Community Service Officer Position

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Recommendation:

1. Approve the revised Administrative Analyst job classification, reallocating the existing (0.50) full-time equivalent FTE assignment from the Fire Department to the Finance Department, while retaining (0.50) FTE in Community Development & Services;
2. Approve the revised Community Service Officer job classification description and position title of Community Service Officer Salary Schedule;
3. Authorize the recruitment, hiring and addition of one (1.0) FTE Community Service Officer (CSO) position to be shared between the Police and Fire Departments; and
4. Approve the associated personnel allocation and any necessary budget amendments

Rationale for Recommendation:

The proposed changes realign existing administrative resources with current departmental needs while providing dedicated non-sworn support for Police and Fire operations.

The Administrative Analyst will support Finance Department functions, including utility billing, business licensing, revenue collection, and compliance coordination, while continuing to serve Community Development & Services. With the re-establishment of the City of Willows Police Department, the Finance Department will also assume increased responsibilities for payroll, accounts payable, purchasing, financial reporting, and related accounting functions. Reallocating 0.50 FTE to Finance will provide additional administrative capacity to accommodate these expanding responsibilities.

The new CSO position will provide operational and administrative support to the Police and Fire Departments, allowing sworn and emergency response personnel to concentrate on their primary responsibilities.

Background:

On October 14, 2025, the City Council approved the Administrative Analyst classification to serve the Fire and Community Development & Services Departments, with an equal allocation between the two departments.

Since that time, the City's administrative needs have evolved, particularly within the Finance Department. Additionally, the re-establishment of the City of Willows Police Department creates a need for non-sworn public safety support.

Staff propose reallocating the existing Administrative Analyst position and adding one shared CSO position to address these operational requirements.

Discussion & Analysis:

Administrative Analyst — Finance and Community Development & Services

The Administrative Analyst will remain an existing 1.0 FTE position, allocated as follows:

- Finance Department: 0.50 FTE
- Community Development & Services: 0.50 FTE

The revised classification removes Fire Department responsibilities and expands the Administrative Analyst's duties to include utility billing, customer account administration, business license processing and renewals, revenue collection, delinquency follow-up, and enforcement coordination. With the re-establishment of the City of Willows Police Department, the position will also provide additional Finance Department support for increased payroll processing, accounts payable, purchasing, financial reporting, and related accounting activities.

The position will continue providing administrative and technical support for planning, building, engineering, code enforcement, recreation, and other Community Development & Services functions.

Community Service Officer — Police and Fire

Staff propose adding one new 1.0 FTE Community Service Officer position shared between the Police and Fire Departments.

The CSO will perform non-sworn public safety duties, including non-emergency service calls, report preparation, traffic and parking enforcement, evidence and property handling, community assistance, and other authorized departmental support functions.

The shared position will provide staffing flexibility and additional operational support as the City reestablishes its Police Department. Police and Fire assignments will be coordinated by departmental management, consistent with the approved job classification and operational needs.

Consistency with Council Priorities and Goals:

The proposed action supports Council Priority #1, Fiscal Stability, through the reallocation of existing personnel resources, and Priority #3, Public Safety, through additional non-sworn operational support and the reestablishment of the Willows Police Department.

Fiscal Impact:

The Administrative Analyst reallocation does not add a new position. The existing 1.0 FTE will be redistributed between Finance and Community Development & Services, with corresponding departmental budget allocations adjusted as necessary.

The proposed Community Service Officer adds one new 1.0 FTE position.

Based on the preliminary cost worksheet, the estimated annual fully burdened cost at Step 9 is $99,783. The estimate represents a full year at Step 9 and does not necessarily reflect the initial hiring step or actual costs for the remainder of Fiscal Year 2026–2027.

The net budget impact will depend on the effective hiring date, departmental allocation, and any applicable budget adjustments.

Attachments:

- Attachment 1: Revised Administrative Analyst Job Classification — Finance and Community Development & Services
- Attachment 2: Revised Community Service Officer Job Classification
- Attachment 3: Revised Name: Community Service Officer Salary Schedule

NON-EXEMPT

CITY OF WILLOWS

ADMINISTRATIVE ANALYST
FINANCE AND COMMUNITY DEVELOPMENT & SERVICES DEPARTMENTS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Administrative Analyst performs responsible administrative, technical, and clerical duties in support of the Community Development & Services and Finance Departments. The position supports planning, building, code enforcement, engineering, recreation, utility billing, business license administration, revenue collection, and related customer service functions.

DISTINGUISHING CHARACTERISTICS:

This shared position provides administrative and technical support to the Community Development & Services and Finance Departments. Duties include processing permits and records, preparing reports, maintaining databases, supporting departmental programs, administering utility customer accounts and business licenses, collecting and reconciling payments, and coordinating routine compliance follow-up. The position applies established City policies and procedures, maintains accurate and confidential records, and refers matters requiring discretionary enforcement or management decisions to authorized personnel.

Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodation so that qualified employees may perform the essential functions of the job.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction from the Community Development & Services Director and Finance Director, as applicable to assigned duties. Does not exercise regular supervisory authority.

ESSENTIAL FUNCTIONS:

- **COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT FUNCTIONS**
  - **Planning Functions:**
    Perform a variety of clerical and technical duties in support of field and office work for the professional planning staff, including:

- design and drafting of charts, exhibits, video presentations, and other graphic representations.
- Update maps, zoning and land use maps, records and other pertinent files.
- Assist in preparing the Planning Commission agenda, staff reports, and minutes.
- Research information and prepare materials for presentations at Planning Commission and City Council meetings.
- Assist professional staff members in field inspections and the collection, tabulation, and analysis of various information, including physical, social and economic characteristics of the city, statistical computations, and construction activity.
- Create and maintain corresponding computer database and map files.
- Provide general information to the public, development community and other government agencies pertaining to land use, zoning, base maps, ordinance violations, and City planning and development policies, procedures, and standards.
- Accept and forward planning permit applications to the City Planner for processing.
- Respond to general and routine Planning and zoning related questions.
- Check legal descriptions of property, section maps, and regulations for appropriateness of lot size, and setback.
- Obtain names and addresses of property owners from appropriate records for zoning hearing notices.
- Process minor planning project applications.
- Review applications and plans for completeness and route to appropriate parties for comments.
- Prepare public notices, staff reports, and public presentations.

- **Building Functions:**
  - Respond in person, via email and/or phone to general and routine Building Division related questions.
  - Advise contractors, developers, engineers, architects and the public on permit process requirements and permit status.
  - Verify contractors' licenses, City business licenses, worker's compensation, insurance and property ownership.
  - Calculate permit fees and ensure all permit fees are paid or, if deferred, that appropriate documentation is recorded.
  - Review applications for completeness and accuracy.
  - Research and update permit application status in response to inquiries from staff and the public.
  - Enter data into automated system and log permit activity.
  - Collect and compile data in preparation for reports.
  - Circulate permit submittal to other departments and consultants for review and record responses.
  - Issue permits, as directed, that are in compliance with standardized requirements, State law and the City’s Municipal Code.

- Maintain Building and property files.
- Prepare and issue bills, receipts, letters, statistical reports and other forms as directed and as necessary.

- **Code Enforcement Functions:**
  - Accept, coordinate and track code enforcement complaints.
  - Manage Code Enforcement case files.

- **Engineering Functions:**
  - Assist with issuing encroachment permits.
  - Coordinate with the City Engineer and track permits.

- **Recreation Functions**:
  - Act as the main point of contact for any issues related to park rentals and sports registration.
  - Route park rentals to appropriate staff for proper approval.
  - Assist the public in using city software to register for sports and park rentals.

- **Administrative Functions:**
  - Share City Hall front counter and phone duties with other administrative staff.
  - As needed, act as the Deputy City Clerk when the City Clerk is out of the office, including clerk City Council meetings, take minutes, and post agendas.
  - Issue and limited processing of other permit applications and fees including recreation, business license, and any other City related permits.

- **Other Job Functions:**
  - Perform other related duties as assigned.

- **FINANCE DEPARTMENT FUNCTIONS**
  - **Utility Billing and Customer Accounts:**
    - Maintain utility billing customer records, account changes, service requests, and billing information in the City's financial system.
    - Prepare and process utility bills, account adjustments, credits, refunds, and payment arrangements as authorized; research and resolve routine billing inquiries.
    - Receive, post, and reconcile utility payments; maintain accurate customer account balances and supporting records.
    - Monitor past-due utility accounts, prepare notices, coordinate collection follow-up, and refer delinquent accounts for further action under City policies and applicable law.
    - Prepare utility billing, receivables, collections, and customer account reports for Finance Department review.

- **Business License Administration and Enforcement Support:**
  - Process business license applications, renewals, updates, and closures; maintain accurate license and taxpayer records.
  - Calculate and collect applicable business license taxes, fees, penalties, and other charges under the City's adopted ordinances and fee schedules.
  - Identify delinquent or unlicensed businesses through records review and routine follow-up; issue renewal reminders and compliance notices as directed.
  - Coordinate business license compliance and enforcement with the Finance Director, Code Enforcement, and other authorized personnel, including tracking notices to businesses, tenants, and property owners.
  - Maintain documentation of compliance deadlines, payments, correspondence, and referrals; assist in preparing materials for administrative or Council proceedings when authorized.
  - Refer contested determinations, enforcement decisions, and tax-roll collection actions to officials with the required authority.

- **Revenue Collection and Finance Administration:**
  - Accept and process payments for City services, licenses, permits, and other receivables; issue receipts and safeguard funds in accordance with cash-handling procedures.
  - Balance cash drawers and daily transactions, prepare deposit documentation, and assist with accounts receivable reconciliation and audit support.
  - Respond to routine customer inquiries concerning fees, account balances, payments, and City collection procedures; protect confidential financial and customer information.
  - Prepare correspondence, reports, schedules, and records related to Finance Department operations and perform other assigned financial administrative support duties.

- **Other Job Functions:**
  - Perform other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends. Regular and consistent attendance is required.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education includes a high school diploma or equivalent; relevant college coursework or an AA/AS degree in public administration, accounting, business administration, planning, building, or a related field is desirable. Typical experience includes two (2) years of increasingly responsible administrative, permit, customer service, utility billing, business licensing, accounts receivable, or related public-facing work, preferably in local government. Familiarity with municipal codes, financial records, and department-specific software is desirable.

License/Certificate:

Possess a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Modern office procedures and practices; records management; alphabetic and numeric filing systems; modern office equipment, demonstrated competency with Microsoft Office and department-specific systems with strong attention to accuracy; specialized aspects of department/division policies, practices, and procedures; knowledge of relevant State/municipal codes and ordinances; effective customer service skills and techniques; and interpersonal communication skills. Knowledge of basic utility billing and customer account practices; business license issuance and renewal procedures; billing, cash receipts, payment processing, accounts receivable, delinquency follow-up, internal controls, confidentiality, and municipal fee schedules.

Ability to:

Communicate clearly in person, by phone, and in writing; provide accurate information to the public regarding services provided by departments; and deliver professional front-counter service. Review applications for completeness, route submittals for review, calculate and collect fees, issue permits as directed, and maintain organized electronic/physical case files. Prepare agendas, minutes, correspondence, and statistical/activity reports; process basic accounts payable/ accounts receivable documents; and research and update the public on inquiries received. Safeguard confidential customer, financial, and personnel information in accordance

with applicable laws and City policies. Prioritize multiple assignments, interpret and apply relevant codes/policies, coordinate inspections/meetings, and create/maintain databases, create and/or update materials to support staff reports and public presentations. Process utility billing adjustments and service requests within delegated authority; maintain customer accounts and payment histories; prepare delinquency notices and coordinate collections; process business license applications and renewals, verify payment and compliance documentation, and refer unresolved violations for authorized enforcement action; balance daily receipts and prepare deposits and reconciliation support.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Administrative Analyst position supporting the Community Development & Services and Finance Departments, and certify that I have the necessary education, knowledge, experience, and physical requirements to perform the essential functions of this position.

_____

Applicant Signature Date

CITY OF WILLOWS

COMMUNITY SERVICE OFFICER (CSO)

*Class specifications are only intended to present a descriptive **summary** of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs non-sworn office, field, inspection-support, prevention, and community service duties in support of the Police and Fire Departments.

DISTINGUISHING CHARACTERISTICS:

As a non-sworn, uniformed employee shared between the Police and Fire Departments, performs law enforcement support, crime and fire prevention, inspection and code-compliance support, public education, records management, and other functions that do not require peace officer powers or firefighter certification. Performs inspections and enforcement only within training, certification, and delegated legal authority.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from designated Police Department and Fire Department supervisory or management personnel, as applicable to assigned duties. Department heads coordinate assignments and priorities. Exercises no direct supervision over staff.

ESSENTIAL FUNCTIONS: (*include but are not limited to the following)*

- Responds to non-emergency calls for service; takes information from the public regarding thefts, found property, and other incidents which do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by supervisor.
- Performs required follow-up functions on crime reports, such as burglaries and thefts, including evidence work such as gathering fingerprints as needed.
- During the process of taking reports, conducts interviews of witnesses, victims, and complainants; secures statements.
- Prepares and submits reports and related documentation of incidents and investigations.
- Provides traffic direction and control during accidents, incidents, road closures, and special events, as directed and within training and authorization.
- Provides information, directions, and assistance to the public in a variety of situations and assists the public with complaints.

- Drives a marked police vehicle in the performance of duties and ensures it is in proper operating condition.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Serves departmental subpoenas as authorized.
- Performs crime prevention duties by patrolling streets to observe potential criminal activities; works with the community on programs which are designed to reduce crime in neighborhoods and business areas.
- Secures crime scenes; collects and processes evidence, ensuring the chain of custody is not compromised.
- Assists with investigations of missing persons, lost children, and runaways, frauds and forgeries.
- May assist with response to property-damage-only traffic accidents within assigned authority.
- Performs parking enforcement and coordinates abandoned-vehicle abatement, including required documentation, program reporting, and reimbursement records, in collaboration with authorized personnel.
- Maintains Police Department property and evidence records and performs assigned property and evidence functions in accordance with chain-of-custody requirements.
- Coordinates and documents the annual weed-abatement program, including field observations, authorized inspections, notices, follow-up, and case tracking; seasonal emphasis generally April through July.
- Monitors vacant parcels and prominent community entry corridors year-round; documents vegetation, nuisance, and property-maintenance concerns and coordinates corrective action and enforcement referrals.
- Supports commercial fire prevention inspections, large family daycare inspections, and state-mandated R-1/R-2 occupancy inspections; conducts independent inspections or issues notices only when appropriately trained and legally authorized.
- Prepares and tracks inspection reports, compliance notices, deadlines, reinspection’s, and applicable fees or penalties; refers citations, contested matters, and enforcement determinations to authorized officials.
- Administers Fire Recovery USA program records, including incident documentation and billing support; coordinates receivable follow-up with the Finance Department.
- Maintains Image Trend inspection and occupancy modules, inspection schedules, occupancy records, and related data; ensures completeness and accuracy.
- Assists at major emergency incidents with road closures, traffic and perimeter control, logistics, and other non-suppression support under incident command and applicable training and safety protocols.
- Schedules Fire Department meetings and prepares agendas, minutes, correspondence, draft ordinances and resolutions, and supporting reports as directed, consistent with applicable public-meeting requirements.

- Prepares and routes Fire Department accounts payable and receivable documentation to the Finance Department; does not independently authorize payments, establish charges, or make collection determinations.
- Enters and validates incident responses, training records, and related data in departmental systems; assists with timely required state and national reporting.
- Maintains electronic and physical records, records-retention schedules, databases, and departmental files; assist with projects, presentations, and operational documentation.
- Provides administrative assistance to City employees, fire district members, and volunteers; respond to routine requests and coordinate special projects.
- Assists with emergency medical services (EMS) credential tracking and renewals; accesses or transmits patient information only when authorized and in compliance with HIPAA, California CMIA, and City confidentiality procedures.
- Learns and uses applicable Fire Department software, including incident reporting, scheduling, inspection, financial, and office applications.
- Performs other related Police or Fire Department duties as assigned, consistent with the non-sworn classification and applicable authority.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees may work in an office or outside environment with varied noise levels, varied temperature conditions, and possible direct exposure to hazardous physical substances. Employees may interact with upset staff, public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may work nights, weekends or holidays.

Physical: Must maintain physical standards, including mobility to work in varied settings and use standard office equipment, including a computer; ability to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, via radio and over the telephone. Strength, stamina, and mobility to perform light to heavy physical outdoors and an office setting, and to operate a motor vehicle to respond to calls and transport property. The other assignments may involve walking through residences, businesses or outdoor areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate tools and equipment and during prisoner searches. Positions in this classification bend, stoop, kneel, reach, and climb to perform work within the temporary holding facility. Employees must possess the ability to lift, carry, push, and pull materials and objects of varying weights.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

- No experience required; experience in municipal public safety support, inspection or code enforcement, records management, or administrative services is desirable.
- Equivalent to completion of the twelfth (12^{th}) grade

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Operations and services of small municipal police and fire agencies, including non-sworn community service and fire prevention support.
- Basic functions, principles, and practices of law enforcement agencies including crime scene investigations and evidence retention practices and regulations.
- Standard operating procedures for responding to calls.
- Methods and techniques of traffic control.
- Basic functions of the criminal justice system and court processes.
- Applicable federal, state, and local laws, rules, and regulations pertaining to assigned areas of responsibility.
- A variety of local, regional, and national databases used in law enforcement agencies.
- Police radio codes.
- Civil litigation practices and procedures including the discovery process.
- Government agency and community based organizational resources serving the needs of the homeless population.
- Methods and techniques of researching and evaluating data and information.
- Principles and practices of recordkeeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Skill and Ability to:

- Perform technical and administrative duties in support of assigned programs within the Police and Fire Department.
- Interpret and apply operational procedures to resolve field situations.
- Explain department or program operations and services to the general public.
- Ensure all work performed is compliant with established or mandated processes.
- Coordinate or collaborate services with other local government or state agencies.
- Collaborate with members of the business community, civic organizations, and the general public to provide a safe and healthy environment for citizens.
- Collect, interpret, and apply data.
- Learn radio codes and procedures.
- Generate and distribute a variety of program reports and documents.
- Compose detailed incident reports including any obtained evidence and prepare correspondence if appropriate.
- Work effectively under stress and in emergency situations.
- Serve on-call and work various shifts including emergencies, nights, weekends, and holidays.
- Learn and apply City and department policies and procedures.
- Maintain an appropriate professional appearance and demeanor by following all uniform and dress code regulations.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Complete Field Training Program
- Complete required Police and Fire Department training and maintain certifications or recertifications applicable to assigned duties, including inspections and enforcement when authorized.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Community Service Officer position supporting the Police and Fire Departments and certify that I can perform these functions.

_____	_____	_____
Applicant Signature	Date	Witness

COMMUNITY SERVICE OFFICER
ANNUAL SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
$48,959	$50,183	$51,438	$52,724	$54,042	$55,393	$56,778	$58,197	$59,652

MONTHLY SALARY SCHEDULE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
$4,079.94	$4,181.93	$4,286.48	$4,393.64	$4,503.49	$4,616.07	$4,731.47	$4,849.76	$4,971.01

BI-WEEKLY

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1,883.05	1,930.12	1,978.38	2,027.84	2,078.53	2,130.49	2,183.76	2,238.35	$2,294.31



COMMENTS AND REPORTS



CLOSED SESSION