



Willows City Council Regular Meeting

City Council
Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Matt Busby, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

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

January 27, 2026
Willows City Hall
6:00 PM

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/87583008195>

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.

- 1. CALL TO ORDER 6:00 PM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CHANGES TO THE AGENDA**
- 5. PRESENTATION**

a. Business Support and Outreach

Recommended Action: Receive presentation on Business Support and Outreach and provide feedback and direction.

Contact: Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

6. 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 January 13, 2026, meeting minutes.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. **Public Employees' Medical and Hospital Care Act (PEMHCA) Health Insurance Contributions for Two City of Willows Retirees and Their Spouses**

Recommended Action: Adopt Resolution XX-2026 (Attachment 1) reaffirming and memorializing the continued retiree Health Insurance contributions pursuant to the Public Employees' Medical and Hospital Care Act (PEMHCA) for City of Willows retirees Michael Mistrot (retired City Manager/City Attorney), Linda Mistrot (spouse), Leroy Robinette (retired Police Sergeant), and Barbara Robinette (spouse).

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

d. **2024-25 Sewer Rehabilitation Project**

Recommended Action: Approve Resolution XX-2026 (Attachment 1) accepting the improvements associated with the 2024-25 Sewer Rehabilitation Project and authorizing the filing of the Project's Notice of Completion (Attachment 2).

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

e. **Glenn-Colusa Irrigation District (GCID) Landowner Petition**

Recommended Action: Adopt Resolution XX-2026 (Attachment 1) authorizing the conveyance of Private Lateral 26-2b and grant an exclusive easement to the Glenn-Colusa Irrigation District and authorize the City Manager or her designee to sign the Landowner Petition (Attachment 2) and to execute all documents necessary to effectuate GCID's assumption of operation and maintenance responsibility.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

7. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be 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. If you have any documentation that you would like distributed to the Council, please give it to the City Clerk for distribution.

a. **2025 Community Development Block Grant (CDBG) – Sidewalk Rehabilitation Project**

Recommended Action: Conduct a public hearing on the 2025 Community Development Block Grant (CDBG) application for the Sidewalk Rehabilitation Project, and adopt resolutions authorizing the Mayor to submit the application and execute the Standard Agreement and all related documents, including any amendments, with the California Department of Housing and Community Development (HCD).

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@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. **Finance & Measure I Committee (FMIOC) Update**

Recommended Action: Receive a verbal update on the outcome of the January 20, 2026, FMIOC meeting from Committee Members Thomas and Busby.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

b. **Finance & Measure I Oversight Committee Meetings & Membership Guidelines**

Recommended Action: To review and discuss future meeting topics and membership options for the Finance & Measure I Oversight Committee (FMIOC) and direct staff accordingly.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

9. COMMENTS & REPORTS

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

10. CLOSED SESSION

Pursuant to Government Code Sections §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. **Public Employee Performance Evaluation (§ 54957)**

Title: City Attorney

b. **Public Employee Performance Evaluation (§ 54957)**

Title: City Manager

11. ADJOURNMENT

This agenda was posted on January 16, 2026.

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.



PRESENTATION

BUSINESS SUPPORT & OUTREACH

**JANUARY 27, 2026
CITY COUNCIL MEETING**

**BASED ON DECEMBER 16, 2025, STAFF MEETING WITH THE
CITY MANAGER, COMMUNITY DEVELOPMENT & SERVICES
DIRECTOR, CITY ENGINEER, AND CITY PLANNER.**

AGENDA

- Introduction: Overview of Council's Strategic Priority
- Purpose, Why It Matters, and Potential Initiatives
- Potential Initiatives - Details
- Comments & Discussion

COUNCIL PRIORITY #2

ECONOMIC DEVELOPMENT

GOAL 1:
DEVELOP A STRATEGY
TO OFFER CLEAR
METHODOLOGY FOR
BUSINESS SUPPORT
AND OUTREACH.





PURPOSE:

To establish a clear strategy for attracting, supporting, and retaining businesses in Willows

WHY IT MATTERS:

Businesses often struggle to navigate local processes without clear support. A designated point of contact and visible support center would help position Willows as a welcoming, business-friendly city, increase private investment, and create jobs.

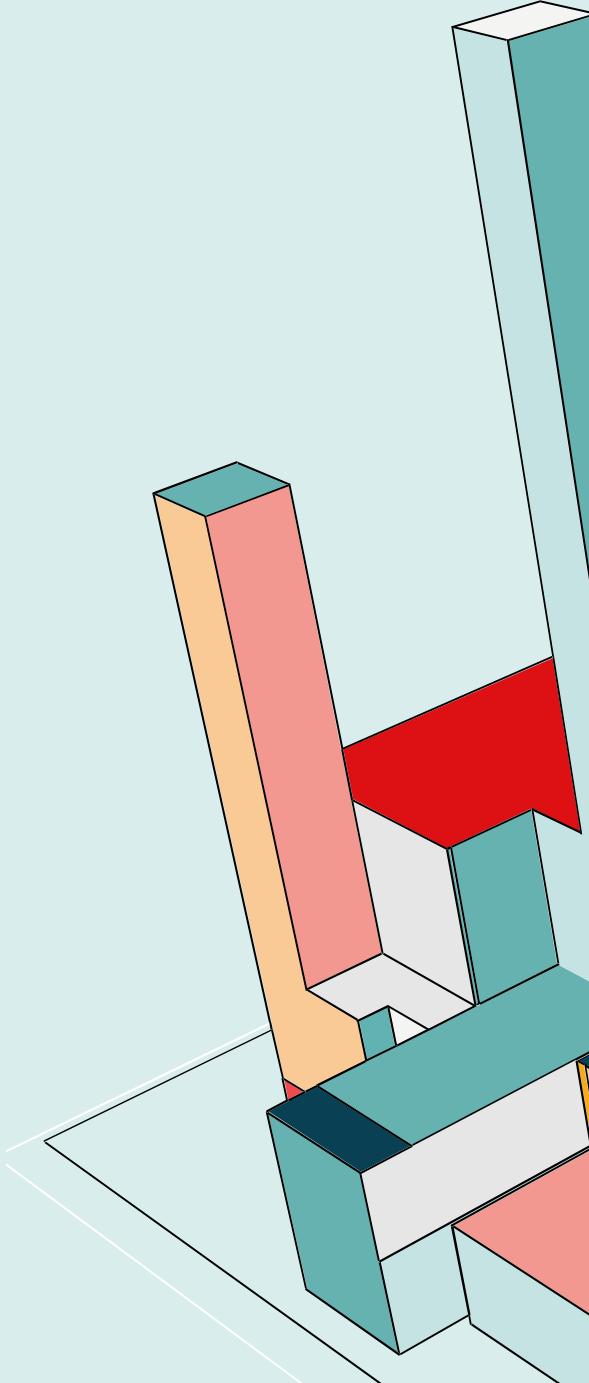
POSSIBLE INITIATIVES IDENTIFIED:

- Designate a staff member focused on economic development and business liaison responsibilities.
- Launch a business resource center (online and/or physical) with permitting guidance, licensing support, and access to regional sources.
- Offer pre-development meetings with prospective applicants that include the City Manager, CD&S Director, and Planning.

POTENTIAL INITIATIVES

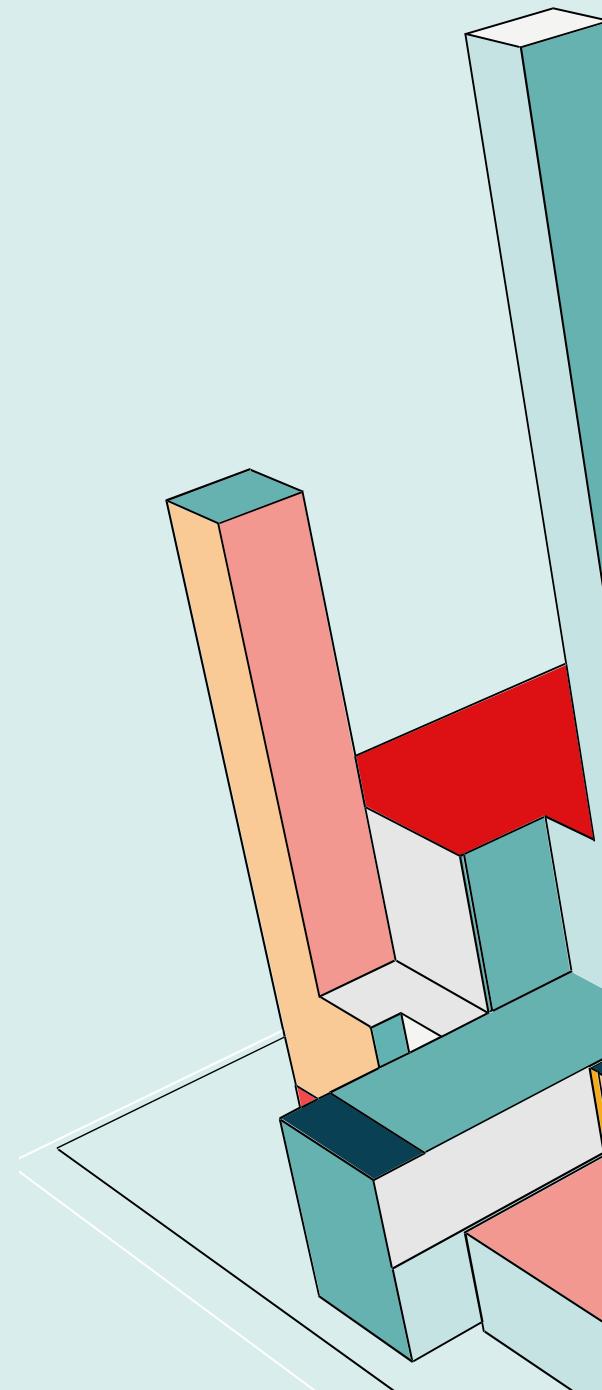
- Dedicated Staff Person to Focus on Economic Development:

- Currently, there is no existing employee who could absorb the duties of a dedicated point of contact for economic development and business.
- There is also insufficient counter contact and phone calls with business owners and investors to warrant a dedicated employee unless the duties of the new position were expanded considerably.
- A new economic development position would need to be created to take on these duties, as well as actively recruit new business and investment to the City of Willows.



POTENTIAL INITIATIVES

- Duties of New Dedicated Staff Person to Focus on Economic Development (Cont.):
 - Oversee online and in person business concierge and support services.
 - Actively recruit business and investment that is consistent with the Council's Priorities and Goals.
 - Liaison with the Chamber of Commerce, become a Board Member, and assist with business services (e.g., technical support, Welcome Wagon).
 - Develop and oversee property improvement incentive program (e.g., commercial façade grants).
 - Capacity building such as technical assistance and mentorship program to small businesses.



POTENTIAL INITIATIVES

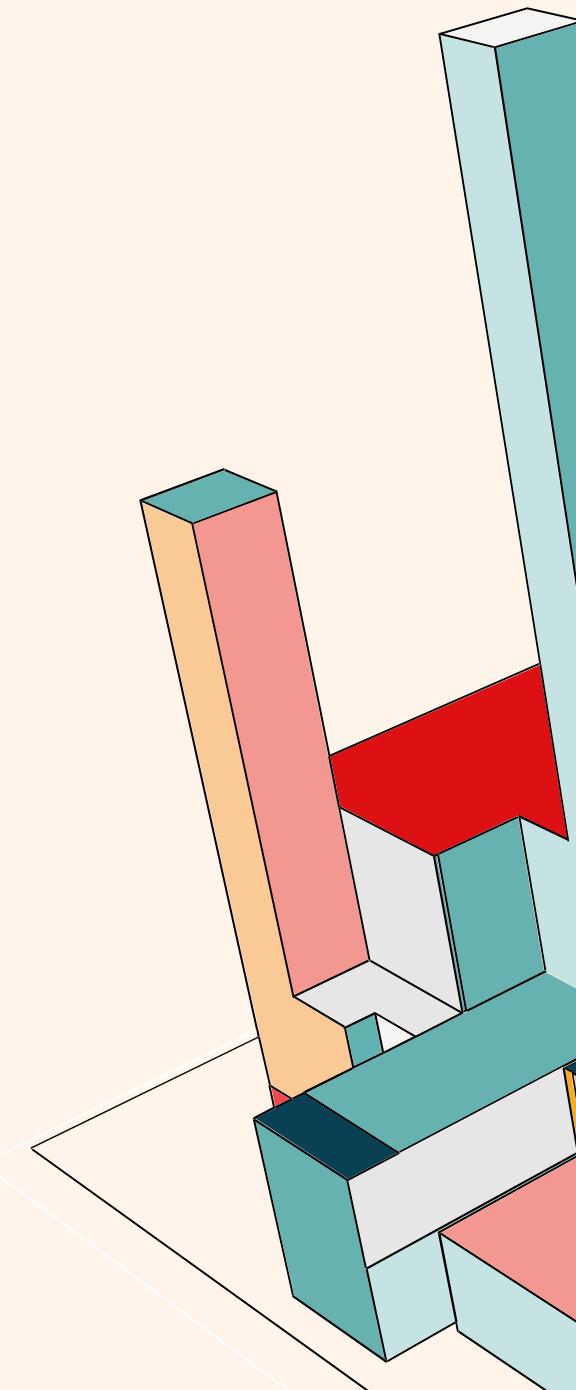
- Duties of New Dedicated Staff Person to Focus on Economic Development (Cont.):

- Develop community profile, commercial database of available properties and economic development web page.
- Market data and information about the city.
- Develop a two-year implementation plan and strategy to execute.
- Develop and manage programs and events that incentivize and promote business (e.g., farmer's market, infrastructure improvements, BID-style services).

POTENTIAL INITIATIVES

- Online Business Resource Center:

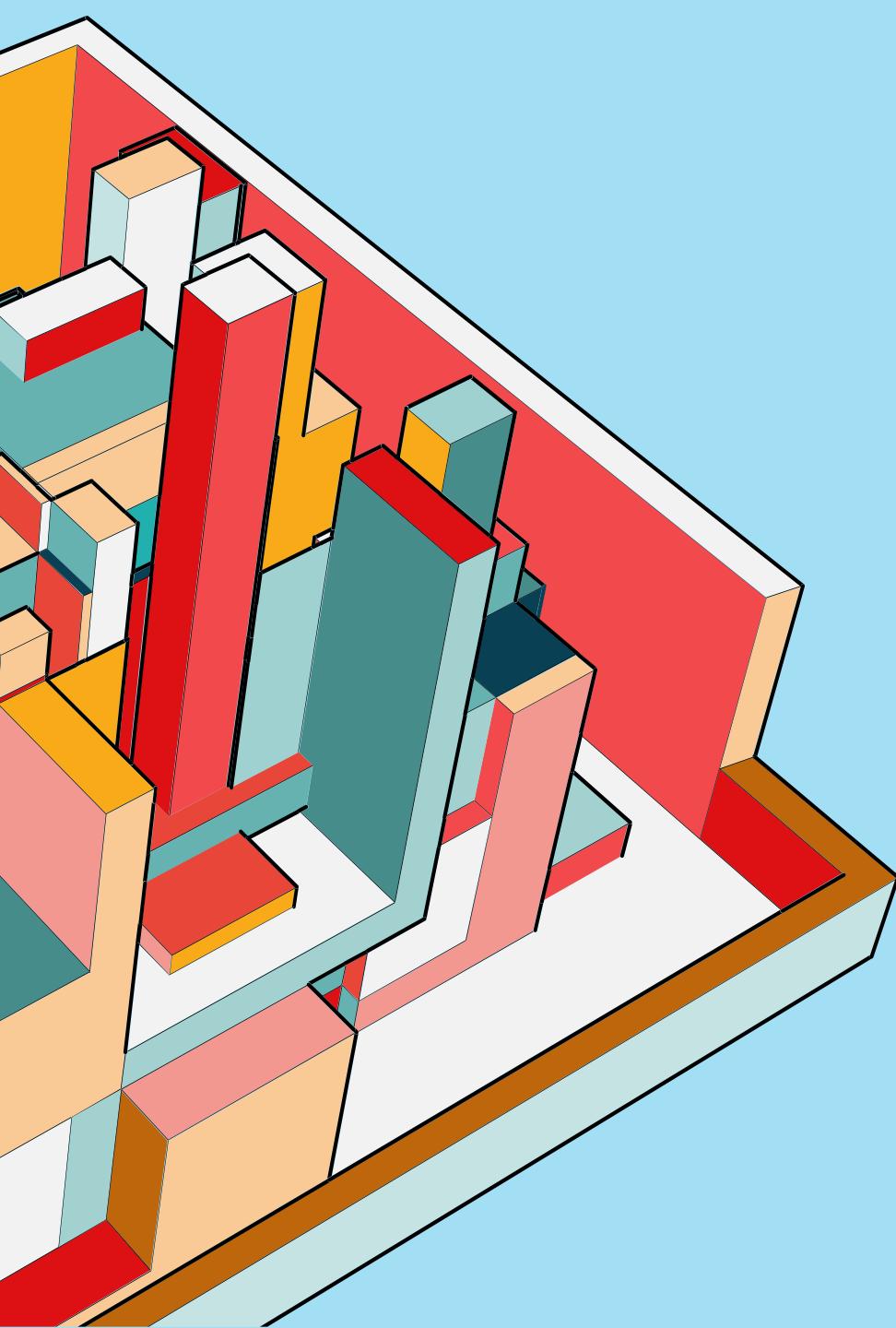
- Develop and post online “Frequently Asked Questions” (FAQs) for Planning, Engineering, and Building by topic (e.g., encroachment permits, building permits, Accessory Dwelling Units, solar panels), as well as FAQs about business licenses.
- Increase electronic engagement and posting of electronic forms, including:
 - Update applications and forms and post them on the city’s website.
 - Research the use of other user-friendly software that could interact with the city’s website and provide an easy-to-understand portal for applicants.
 - Create and post visual images explaining the permitting process (e.g., flowcharts, graphics).
- Instituted designated office hours and dedicated office for applicants to meet remotely via Zoom or by phone with the City Planner to discuss potential projects and answer questions. However, over the past 15 months since its establishment, this service has rarely been used by the public.



POTENTIAL INITIATIVES

- Pre-Development Meetings:

- Offer and market pre-development meetings more prominently on the city's website.
- Designate a schedule date and time every two weeks when pre-development meetings are available.
- Require pre-development meetings for specific types of projects (e.g., based on project budget, size and type).



THANK YOU!

**COMMENTS,
QUESTIONS &
DISCUSSION**



PUBLIC COMMENT



City of Willows

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
<u>2540</u>	KANAPA Y, LLC				6,478.24
Payment Type	Payment Number				
Check	<u>56320</u>				
Payable Number	Description	Payable Date	Due Date		
<u>1063</u>	CATERING - 140th CITY BIRTHDAY CELEBRATION	01/07/2026	01/07/2026	Discount Amount	Payable Amount
				0.00	6,478.24
Vendor Number	Vendor Name				Total Vendor Amount
<u>2541</u>	MAYRA ORTEGA				400.00
Payment Type	Payment Number				
Check	<u>56321</u>				
Payable Number	Description	Payable Date	Due Date		
<u>010726MO</u>	PHOTO BOOTH - 140th CITY BIRTHDAY CELEBRATION	01/07/2026	01/07/2026	Discount Amount	Payable Amount
				0.00	400.00
Vendor Number	Vendor Name				Total Vendor Amount
<u>2542</u>	REBECCA CONTHRAN-SMITH				1,233.00
Payment Type	Payment Number				
Check	<u>56322</u>				
Payable Number	Description	Payable Date	Due Date		
<u>010726OFF</u>	CARRIAGE RIDES - 140th CITY BIRTHDAY CELEBRATION	01/07/2026	01/07/2026	Discount Amount	Payable Amount
				0.00	1,233.00
Vendor Number	Vendor Name				Total Vendor Amount
<u>2066</u>	SECRETARY OF STATE				40.00
Payment Type	Payment Number				
Check	<u>56323</u>				
Payable Number	Description	Payable Date	Due Date		
<u>1287358</u>	NOTARY EXAM SESSION 121583-1/10/26-KARLEEN PRICE	01/07/2026	01/07/2026	Discount Amount	Payable Amount
				0.00	40.00

Payment Register

APPKT00543 - CHECK RUN 1-7-26
01 - Vendor Set 01

Payment Summary

Bank Code	Type	Payable	Payment	Discount	Payment
		Count	Count		
Gen Chk	Check	4	4	0.00	8,151.24
	Packet Totals:	4	4	0.00	8,151.24

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-8,151.24
	Packet Totals:	<hr/> -8,151.24



City of Willows

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
	Void				0.00
Payment Type	Payment Number				
**Void Check	56357	01/16/2026			0.00
**Void Check	56358	01/16/2026			0.00
**Void Check	56359	01/16/2026			0.00
Vendor Number	Vendor Name				Total Vendor Amount
1014	ACCESS				103.25
Payment Type	Payment Number				
Check	56330	01/16/2026			103.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11978474	JANUARY 2026 SHREDDING SERVICE - CW	01/13/2026	01/13/2026	0.00	103.25
Vendor Number	Vendor Name				Total Vendor Amount
1019	ACME RIGGING & SUPPLY COM				540.46
Payment Type	Payment Number				
Check	56331	01/16/2026			540.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
349670	GUTTERBROOM WIRE - STREET SWEEPER - PW	01/14/2026	01/14/2026	0.00	540.46
Vendor Number	Vendor Name				Total Vendor Amount
1023	ADAMS ASHBY GROUP INC				3,400.00
Payment Type	Payment Number				
Check	56332	01/16/2026			3,400.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7462	LONG TERM MONITORING - 2026 AUDIT PERIOD	01/16/2026	01/16/2026	0.00	3,400.00
Vendor Number	Vendor Name				Total Vendor Amount
1068	ANDY HEATH FINANCIAL SERV				2,475.00
Payment Type	Payment Number				
Check	56333	01/16/2026			2,475.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
26-01	FINANCIAL CONSULTING 12-2-25 TO 1-12-26 - FIN	01/13/2026	01/13/2026	0.00	2,475.00
Vendor Number	Vendor Name				Total Vendor Amount
1193	CALIFORNIA BUILDING STAND				43.20
Payment Type	Payment Number				
Check	56334	01/16/2026			43.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
011626BSASRF	OCTOBER - DECEMBER 2025 BSASRF FEES - BUILD	01/14/2026	01/14/2026	0.00	43.20
Vendor Number	Vendor Name				Total Vendor Amount
1261	COMCAST CABLE				433.93
Payment Type	Payment Number				
Check	56335	01/16/2026			433.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8155600290115941-122425	SERVICE TO 1-28-26 - CIVIC CENTER	01/14/2026	01/14/2026	0.00	280.77
8155600290116196-121425	SERVICE TO 1-18-26 - FIRE	01/14/2026	01/14/2026	0.00	153.16

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Vendor Number	Vendor Name						Total Vendor Amount
1278	CORNING FORD						2,233.86
Payment Type	Payment Number						
Check	56336						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
66835	MANIFOLD - UTILITY #8 - FIRE		01/14/2026	01/14/2026		0.00	946.76
66893	WIRE ASY - UTILITY #8 - FIRE		01/14/2026	01/14/2026		0.00	144.50
67085	KIT TO HARRIS TRUCK - VEHICLE #20 - PW		01/14/2026	01/14/2026		0.00	1,142.60
Vendor Number	Vendor Name						Total Vendor Amount
1277	CORNING LUMBER WILLOWS						24.36
Payment Type	Payment Number						
Check	56337						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
2601-166079	QUIKRETE READY MIX - PW		01/15/2026	01/15/2026		0.00	24.36
Vendor Number	Vendor Name						Total Vendor Amount
1334	DEPT. OF CONSERVATION						5.27
Payment Type	Payment Number						
Check	56338						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
011626SMIF	OCTOBER - DECEMBER 2025 - SMIF FEES - ENG		01/14/2026	01/14/2026		0.00	5.27
Vendor Number	Vendor Name						Total Vendor Amount
1463	GANDY & STALEY OIL CO						4,298.78
Payment Type	Payment Number						
Check	56339						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
144729	40' CONTAINER - LIBRARY ROOF PROJECT		01/14/2026	01/14/2026		0.00	144.79
144740	PICK UP OF 40' CONTAINER - LIBRARY ROOF PROJECT		01/14/2026	01/14/2026		0.00	145.00
232977	FUEL - PUBLIC WORKS & SEWER		01/14/2026	01/14/2026		0.00	1,016.08
232978	FUEL - PUBLIC WORKS & SEWER		01/14/2026	01/14/2026		0.00	419.36
233260	FUEL - PUBLIC WORKS & SEWER		01/14/2026	01/14/2026		0.00	1,542.86
233261	FUEL - PUBLIC WORKS & SEWER		01/14/2026	01/14/2026		0.00	353.38
87140-123125	FUEL - FIRE		01/14/2026	01/14/2026		0.00	677.31
Vendor Number	Vendor Name						Total Vendor Amount
2534	GEOCON CONSULTANTS, INC						460.79
Payment Type	Payment Number						
Check	56340						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
225110343	ROOF MATERIAL TESTING - CITY HALL - LIB ROOF PJT		01/14/2026	01/14/2026		0.00	460.79
Vendor Number	Vendor Name						Total Vendor Amount
2432	IMPERIAL COUNTY OFFICE OF EDUCATION						2,432.16
Payment Type	Payment Number						
Check	56341						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
INV26-00389	FY26 Q1 MRC BILLING - Q1BILLING JULY-SEPT 2025-LIB		01/14/2026	01/14/2026		0.00	2,432.16
Vendor Number	Vendor Name						Total Vendor Amount
1566	INFRAMARK LLC						56,934.14
Payment Type	Payment Number						
Check	56342						
Payable Number	Description		Payable Date	Due Date		Discount Amount	Payable Amount
166534	JANUAR 2026 SERVICE - SEWER		01/15/2026	01/15/2026		0.00	56,934.14

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Vendor Number	Vendor Name				Total Vendor Amount
1606	JEREMY'S PEST STOMPERS				45.00
Payment Type	Payment Number				
Check	56343				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
18266	JANUARY 2026 SERVICE - FIRE	01/14/2026	01/14/2026	0.00	45.00
Vendor Number	Vendor Name				Total Vendor Amount
2381	JOANNE MOORE				1,800.00
Payment Type	Payment Number				
Check	56344				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
011626JM	FINANCIAL CONSULTING THROUGH 1-16-26 - FIN	01/16/2026	01/16/2026	0.00	1,800.00
Vendor Number	Vendor Name				Total Vendor Amount
1670	L & T TOWING				625.74
Payment Type	Payment Number				
Check	56345				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
#26-58182	TOW FEE - CODE ENF -ST-2T 2025 F-450 DUALLY - FIRE	01/14/2026	01/14/2026	0.00	300.00
63696	EXHAUST/DOC & DPF CLEANING - DUMP TRUCK #12 - PW	01/14/2026	01/14/2026	0.00	325.74
Vendor Number	Vendor Name				Total Vendor Amount
1689	LEAGUE OF CA. CITIES				5,135.00
Payment Type	Payment Number				
Check	56346				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV-45349-Z8Y2C3	MEMBERSHIP DUES FOR 2026 CALENDAR YEAR - CM	01/14/2026	01/14/2026	0.00	5,135.00
Vendor Number	Vendor Name				Total Vendor Amount
1710	LIFE ASSIST				181.61
Payment Type	Payment Number				
Check	56347				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2017280	DEFIB ELECTRODES, ADULT - SUPPLIES - FIRE	01/14/2026	01/14/2026	0.00	181.61
Vendor Number	Vendor Name				Total Vendor Amount
1760	MATSON & ISOM TECHNOLOGY				9,912.00
Payment Type	Payment Number				
Check	56348				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
101135	DECEMBER 2025 IT SERVICE - CW	01/14/2026	01/14/2026	0.00	4,873.00
101479	JANUARY 2026 IT SERVICE - CW	01/14/2026	01/14/2026	0.00	5,039.00
Vendor Number	Vendor Name				Total Vendor Amount
1792	MJB WELDING SUPPLY, INC				50.84
Payment Type	Payment Number				
Check	56349				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0001553702	ACETYLENE CYL RENTAL - SHOP SUPPLIES - PW	01/14/2026	01/14/2026	0.00	50.84
Vendor Number	Vendor Name				Total Vendor Amount
2389	N & S TRACTOR				455.38
Payment Type	Payment Number				
Check	56350				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IW61147	EDGE CUT, PLOW BOLT & NUT - CASE & BACKHOE #14-PV	01/16/2026	01/16/2026	0.00	455.38

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Vendor Number	Vendor Name					Total Vendor Amount
2312	NAPA AUTO PARTS					523.83
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56351				01/16/2026	523.83
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
718965	ADHESIVE & GAUGE - E #2 - FIRE	01/15/2026	01/15/2026	0.00	101.12	
719391	COUPLER LOCK - MUD & DEBRIS - PW	01/15/2026	01/15/2026	0.00	60.78	
719539	BATTERY, OIL FILTER & CAPSULES - # 40 - PUMP - PW	01/15/2026	01/15/2026	0.00	255.65	
719664	FULTER & BULB RETAINER - # 40 - PUMP - PW	01/15/2026	01/15/2026	0.00	85.35	
719673	FUEL FILTER - # 40 - PUMP - PW	01/15/2026	01/15/2026	0.00	20.93	
Vendor Number	Vendor Name					Total Vendor Amount
1864	O'REILLY AUTO PARTS					70.45
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56352				01/16/2026	70.45
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4878-108640	DEF & BRAKE CLEANER - PW	01/14/2026	01/14/2026	0.00	70.45	
Vendor Number	Vendor Name					Total Vendor Amount
1896	PAPE' MACHINERY JOHN DEERE					2,611.87
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56353				01/16/2026	2,611.87
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
773127	NEW PUMP - JD 1600TU - PW	01/15/2026	01/15/2026	0.00	2,611.87	
Vendor Number	Vendor Name					Total Vendor Amount
2475	PAXTON FAMILY INSPECTION SERVICES					5,875.70
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56354				01/16/2026	5,875.70
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
25029	DECEMBER 2025 BUILD, PLAN, INSP, CODE ENF & MI	01/15/2026	01/15/2026	0.00	5,875.70	
Vendor Number	Vendor Name					Total Vendor Amount
1143	PEDRO BOBADILLA					576.92
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56355				01/16/2026	576.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
011626PB	RECREATIONAL SERVICE 1-3-26 TO 1-16-26 - REC	01/15/2026	01/15/2026	0.00	576.92	
Vendor Number	Vendor Name					Total Vendor Amount
1917	PG & E					12,382.18
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56356				01/16/2026	12,382.18
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0939281537-0-12312025	SERVICE TO 12-23-25	01/15/2026	01/15/2026	0.00	12,314.46	
1773553795-7-01022026	SERVICE TO 1-2-26	01/15/2026	01/15/2026	0.00	67.72	
Vendor Number	Vendor Name					Total Vendor Amount
2332	PRENTICE LONG, PC					9,165.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56360				01/16/2026	9,165.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8241	SERVICES RENDERED THROUGH 12-26-25 - CA	01/15/2026	01/15/2026	0.00	9,165.00	
Vendor Number	Vendor Name					Total Vendor Amount
1978	REGIONAL GOVERNMENT SERVI					503.31
Payment Type	Payment Number				Payment Date	Payment Amount
Check	56361				01/16/2026	503.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20497	NOVEMBER 2025-PERSONNEL RULES, STIPENDS & PJT ST.	01/15/2026	01/15/2026	0.00	503.31	

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR					Total Vendor Amount 239.20
Payment Type Check	Payment Number 56362				Payment Date 01/16/2026	Payment Amount 239.20
Payable Number 4187	Description LEGAL AD - MUNI CODE & 2025 CA BUILD CODE 12-19	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 239.20	
Vendor Number 2079	Vendor Name SIGNCO					Total Vendor Amount 168.56
Payment Type Check	Payment Number 56363				Payment Date 01/16/2026	Payment Amount 168.56
Payable Number 011626S	Description STAKE SIGN & BANNER - CITY BIRTHDAY CELEBRATION	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 168.56	
Vendor Number 2526	Vendor Name SITE WORK SOLUTIONS					Total Vendor Amount 498,077.75
Payment Type Check	Payment Number 56364				Payment Date 01/16/2026	Payment Amount 498,077.75
Payable Number WF25-26SRP-2	Description FY 2024-25 SEWER REHAB PROJECT - PAYMENT #2	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 498,077.75	
Vendor Number 2380	Vendor Name STATE WATER RESOURCES CONTROL BOARD					Total Vendor Amount 1,723.00
Payment Type Check	Payment Number 56365				Payment Date 01/16/2026	Payment Amount 1,723.00
Payable Number SW-0337166	Description ANNUAL PERMIT FEE 2026 - WWTP - SEWER	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 1,723.00	
Vendor Number 2543	Vendor Name STRADLING YOCCA CARLSON & RAUTH LLP					Total Vendor Amount 2,000.00
Payment Type Check	Payment Number 56366				Payment Date 01/16/2026	Payment Amount 2,000.00
Payable Number 202122-0001-2938	Description LEGAL SERV - BOND ENDING - 2019 LEASE FINANCING	Payable Date 01/16/2026	Due Date 01/16/2026	Discount Amount 0.00	Payable Amount 2,000.00	
Vendor Number 2334	Vendor Name STREAM IT NETWORKS LLC					Total Vendor Amount 85.00
Payment Type Check	Payment Number 56367				Payment Date 01/16/2026	Payment Amount 85.00
Payable Number 2026-01000054	Description JANUARY 2026 INTERNET - PUBLIC WORKS	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 85.00	
Vendor Number 2133	Vendor Name SUNRISE ENVIRONMENTAL					Total Vendor Amount 1,029.27
Payment Type Check	Payment Number 56368				Payment Date 01/16/2026	Payment Amount 1,029.27
Payable Number 158348	Description SOLVENT - SEWER	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 1,029.27	
Vendor Number 2509	Vendor Name TAPCO SAFE TRAVELS					Total Vendor Amount 6,434.56
Payment Type Check	Payment Number 56369				Payment Date 01/16/2026	Payment Amount 6,434.56
Payable Number C118551-01142026	Description BLINKING STOP SIGNS W/LED - STREETS	Payable Date 01/15/2026	Due Date 01/15/2026	Discount Amount 0.00	Payable Amount 6,434.56	

Payment Register

APPKT00547 - CHECK RUN 1-16-25

Vendor Number	Vendor Name				Total Vendor Amount
2172	THOMAS HYDRAULIC AND				734.82
Payment Type	Payment Number				
Check	56370				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
33057	PARTS - E #2 - FIRE	01/15/2026	01/15/2026	0.00	734.82
Vendor Number	Vendor Name				Total Vendor Amount
1798	UBEO WEST, LLC				398.36
Payment Type	Payment Number				
Check	56371				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
572030823	PRINTER USEAGE 12-20-25 TO 1-20-26 & OVERAGES - CW	01/15/2026	01/15/2026	0.00	398.36
Vendor Number	Vendor Name				Total Vendor Amount
2544	VE SOLUTIONS INC				3,900.00
Payment Type	Payment Number				
Check	56372				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7749	STRUCTURAL ENGINEER-WWTP INCESTIG-PHASE 1-SEWE	01/16/2026	01/16/2026	0.00	3,900.00
Vendor Number	Vendor Name				Total Vendor Amount
2248	VERIZON WIRELESS				428.75
Payment Type	Payment Number				
Check	56373				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6132030880	SERVICE 11-21-25 TO 12-26-25 - CW	01/15/2026	01/15/2026	0.00	428.75
Vendor Number	Vendor Name				Total Vendor Amount
2433	VESTIS				317.24
Payment Type	Payment Number				
Check	56374				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5067045463	UNIFORM SERVICE - PUBLIC WORKS	01/15/2026	01/15/2026	0.00	158.62
5067050680	UNIFORM SERVICE - PUBLIC WORKS	01/15/2026	01/15/2026	0.00	158.62
Vendor Number	Vendor Name				Total Vendor Amount
2295	WILLOWS ACE HARDWARE				368.51
Payment Type	Payment Number				
Check	56375				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
132421	SCREWS - CONEX BOX - FIRE	01/16/2026	01/16/2026	0.00	19.02
132575	STORAGE TOTE - PARK BATHROOMS - PW	01/16/2026	01/16/2026	0.00	19.55
132718	WIRE - SHOP - PW	01/16/2026	01/16/2026	0.00	10.85
132753	SUPPLIES - LIBRARY PHONE LINES - CC	01/15/2026	01/15/2026	0.00	122.39
132756	EXTENSION CORD - LIBRARY PHONE LINE - CC	01/16/2026	01/16/2026	0.00	9.78
132759	SUPPLIES - LIBRARY PHONE LINE - CC	01/16/2026	01/16/2026	0.00	23.90
132760	SUPPLIES - LIBRARY PHONE LINE - CC	01/16/2026	01/16/2026	0.00	16.28
132778	PADLOCKS - CONEX & NARC BOX - FIRE	01/16/2026	01/16/2026	0.00	59.79
132822	PAPER TOWELS - PARK SUPPLIES - PW	01/16/2026	01/16/2026	0.00	15.21
132975	ROPE GARAGE SUPPLIES - CC	01/16/2026	01/16/2026	0.00	10.86
132984	PADLOCK - SUPPLIES - PW	01/16/2026	01/16/2026	0.00	25.00
133001	HEX BIT SOCKET - STREET SIGNS - PW	01/16/2026	01/16/2026	0.00	35.88
Vendor Number	Vendor Name				Total Vendor Amount
2308	WILLOWS AUTOMOTIVE				313.75
Payment Type	Payment Number				
Check	56376				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
RO#94586	SMOG - 2005 FORD F-350 #6 - PW	01/16/2026	01/16/2026	0.00	56.75
RO#94592	SMOG - 2006 CHEVY #2 - PW	01/16/2026	01/16/2026	0.00	56.75
RO#94593	SMOG - 2011 FORD RANGER #3 - PW	01/16/2026	01/16/2026	0.00	56.75

Payment Register**APPKT00547 - CHECK RUN 1-16-25**

RO#94596	SMOG - 2008 FOR F-250 SDK #5 - PW	01/16/2026	01/16/2026	0.00	56.75
RO#94597	2011 FORD F-350 #20 - PW	01/16/2026	01/16/2026	0.00	86.75
Vendor Number	Vendor Name				Total Vendor Amount
2282	WILLOWS HARDWARE, INC.				17.25
Payment Type	Payment Number			Payment Date	Payment Amount
Check	56377			01/16/2026	17.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
371318	OFFICE KEYS - CC	01/15/2026	01/15/2026	0.00	17.25

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	30	24	0.00	538,680.39
Gen Chk	Voided **Void Check	0	2	0.00	0.00
Gen Chk	Check	47	21	0.00	100,855.66
	Packet Totals:	77	48	0.00	639,536.05

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-639,536.05
	Packet Totals:	<hr/> -639,536.05



City of Willows

Payment Register

APPKT00546 - JANUARY 2026 PAYROLL MONTLY VENDORS

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	56326	01/16/2026	0.00

Vendor Number	Vendor Name	Total Vendor Amount	
1029	AFLAC- FLEX ONE	769.90	
Payment Type	Payment Number	Payment Date	Payment Amount
Check	56324	01/16/2026	769.90

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001557	AFLAC DENTAL	01/02/2026	01/31/2026	0.00	84.90
INV0001558	AFLAC CANCER	01/02/2026	01/31/2026	0.00	113.63
INV0001559	AFLAC ACCIDENT	01/02/2026	01/02/2026	0.00	114.34
INV0001560	AFLAC STD	01/02/2026	01/31/2026	0.00	17.90
INV0001561	AFLAC EVENT/CRITICAL	01/02/2026	01/31/2026	0.00	54.18
INV0001586	AFLAC DENTAL	01/16/2026	01/31/2026	0.00	84.90
INV0001587	AFLAC CANCER	01/16/2026	01/31/2026	0.00	113.63
INV0001588	AFLAC ACCIDENT	01/16/2026	01/16/2026	0.00	114.34
INV0001589	AFLAC STD	01/16/2026	01/31/2026	0.00	17.90
INV0001590	AFLAC EVENT/CRITICAL	01/16/2026	01/31/2026	0.00	54.18

Vendor Number	Vendor Name	Total Vendor Amount	
2527	ANTHEM BLUE CROSS OF CALIFORNIA	20,396.59	
Payment Type	Payment Number	Payment Date	Payment Amount
Check	56325	01/16/2026	20,396.59

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001565	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	415.13
INV0001566	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	845.52
INV0001567	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	1,019.93
INV0001568	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	376.47
INV0001569	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	634.67
INV0001570	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	1,446.81
INV0001571	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	515.34
INV0001572	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	881.25
INV0001573	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	1,914.52
INV0001574	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	791.60
INV0001575	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	498.57
INV0001576	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	453.78
INV0001577	MEDICAL INSURANCE PREMIUM	01/02/2026	01/31/2026	0.00	404.73
INV0001594	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	415.12
INV0001595	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	845.52
INV0001596	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	1,019.92
INV0001597	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	376.47
INV0001598	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	634.66
INV0001599	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	1,446.80
INV0001600	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	515.33
INV0001601	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	881.25
INV0001602	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	1,914.52
INV0001603	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	791.60
INV0001604	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	498.57
INV0001605	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	453.78
INV0001606	MEDICAL INSURANCE PREMIUM	01/16/2026	01/31/2026	0.00	404.73

Payment Register

APPKT00546 - JANUARY 2026 PAYROLL MONTLY VENDORS

Vendor Number	Vendor Name				Total Vendor Amount
1194	CALIFORNIA STATE DISBURSE				162.92
Payment Type	Payment Number			Payment Date	Payment Amount
Check	56327			01/16/2026	162.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001591	CHILD SUPPORT	01/16/2026	01/16/2026	0.00	162.92
Vendor Number	Vendor Name				Total Vendor Amount
1551	HUMANA DENTAL/VISION				1,738.30
Payment Type	Payment Number			Payment Date	Payment Amount
Check	56328			01/16/2026	1,738.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001563	DENTAL	01/02/2026	01/31/2026	0.00	407.75
INV0001564	DENTAL	01/02/2026	01/31/2026	0.00	372.99
INV0001579	VISION	01/02/2026	01/31/2026	0.00	51.70
INV0001580	VISION	01/02/2026	01/31/2026	0.00	36.78
INV0001592	DENTAL	01/16/2026	01/31/2026	0.00	407.70
INV0001593	DENTAL	01/16/2026	01/31/2026	0.00	372.90
INV0001608	VISION	01/16/2026	01/31/2026	0.00	51.70
INV0001609	VISION	01/16/2026	01/31/2026	0.00	36.78
Vendor Number	Vendor Name				Total Vendor Amount
2223	UNITED PUBLIC EMPLOYEES A				218.07
Payment Type	Payment Number			Payment Date	Payment Amount
Check	56329			01/16/2026	218.07
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001607	UPEC DUES	01/16/2026	01/31/2026	0.00	218.07

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	46	5	0.00	23,285.78
	Packet Totals:	46	6	0.00	23,285.78

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-23,285.78
	Packet Totals:	<hr/> -23,285.78



City of Willows

Payroll Check Register

Checks

Pay Period: 12/29/2025-1/11/2026

Packet: PYPKT00554 - PAY PERIOD 12-29-25 TO 1-11-26 PAY DATE 1-16-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
ARENTE, ANTHONY	<u>ARE01</u>	Regular	01/16/2026	1,657.90	41049
BOWDEN, BRANDON	<u>BOW00</u>	Regular	01/16/2026	2,423.70	41050
MILLEN, CHRISTOPHER	<u>MIL00</u>	Regular	01/16/2026	2,731.60	41051
PERRY, HUNTER	<u>PER01</u>	Regular	01/16/2026	1,728.51	41052
TAPIA, DOMINIC	<u>TAP00</u>	Regular	01/16/2026	924.60	41053



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 12/29/2025-1/11/2026

Packet: PYPKT00554 - PAY PERIOD 12-29-25 TO 1-11-26 PAY DATE 1-16-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	BRO01	01/16/2026	3,949.45	1914
PRICE, KARLEEN	PRI01	01/16/2026	1,751.20	1915
HAZLETT, ROBIN	HAZ01	01/16/2026	1,587.40	1916
RICHARDSON, TARYN	RIC00	01/16/2026	968.07	1917
RUSTENHOVEN, TARA L	RUS01	01/16/2026	1,737.51	1918
GAMBOA, YADIRA	GAM00	01/16/2026	440.46	1919
LUNA-SARINAS, CRISTINA	LUN00	01/16/2026	476.33	1920
MYERS, KEVIN M	MYE00	01/16/2026	440.25	1921
WATKINS, COLLEEN	WAT00	01/16/2026	295.65	1922
WATSON, CHRISTINE	WAT01	01/16/2026	2,667.32	1923
CONNELLY, WILLIAM	CON00	01/16/2026	994.85	1924
ANGUS, RODERICK	ROD01	01/16/2026	924.60	1925
CHAPMAN, JUSTIN	CHA03	01/16/2026	2,796.41	1926
DANLEY, TIMOTHY	DAN00	01/16/2026	975.30	1927
ENOS, KYLE	ENO00	01/16/2026	652.09	1928
FUENTES, JAIME	FUE01	01/16/2026	4,538.83	1929
LOMBARD, TYLER JOSEPH	LOM00	01/16/2026	5,097.05	1930
LOPEZ, JOSE	LOP02	01/16/2026	2,519.85	1931
RAKESTRAW, SHANE	RAK00	01/16/2026	975.30	1932
MINGS, MICHAEL E	MIN00	01/16/2026	1,278.75	1933
RANDOLPH, MATTHEW	RAN01	01/16/2026	1,368.42	1934
REED, JOSHUA	REE00	01/16/2026	1,591.34	1935
VASQUEZ, PEDRO CEASAR	VAS01	01/16/2026	1,622.25	1936
ZOLLER-HARRIS, TRAVIS	ZOL00	01/16/2026	2,061.62	1937
BETTENCOURT, JOSEPH	BET01	01/16/2026	3,635.20	1938
MONCK, NATHANIAL T	MON00	01/16/2026	7,493.79	1939
PFYL, NATISA N	PFY00	01/16/2026	1,880.05	1940



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 12/29/2025-1/11/2026

Packet: PYPKT00554 - PAY PERIOD 12-29-25 TO 1-11-26 PAY DATE 1-16-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
ANGUS, RODERICK	ROD01	01/16/2026	1925	1,079.28	0.00	154.68	924.60
ARENKT, ANTHONY	ARE01	01/16/2026	41049	2,061.36	0.00	403.46	1,657.90
BETTENCOURT, JOSEPH	BET01	01/16/2026	1938	4,952.09	396.17	920.72	3,635.20
BOWDEN, BRANDON	BOW00	01/16/2026	41050	3,237.84	0.00	814.14	2,423.70
BROWN, MARTHA	BRO01	01/16/2026	1914	6,513.46	912.03	1,651.98	3,949.45
CHAPMAN, JUSTIN	CHA03	01/16/2026	1926	3,237.84	0.00	441.43	2,796.41
CONNELLY, WILLIAM	CON00	01/16/2026	1924	1,170.00	0.00	175.15	994.85
DANLEY, TIMOTHY	DAN00	01/16/2026	1927	1,079.28	0.00	103.98	975.30
ENOS, KYLE	ENO00	01/16/2026	1928	1,159.20	417.38	89.73	652.09
FUENTES, JAIME	FUE01	01/16/2026	1929	6,161.37	568.43	1,054.11	4,538.83
GAMBOA, YADIRA	GAM00	01/16/2026	1919	504.00	0.00	63.54	440.46
HAZLETT, ROBIN	HAZ01	01/16/2026	1916	1,997.60	242.98	167.22	1,587.40
LOMBARD, TYLER JOSEPH	LOM00	01/16/2026	1930	7,616.48	925.40	1,594.03	5,097.05
LOPEZ, JOSE	LOP02	01/16/2026	1931	3,237.84	0.00	717.99	2,519.85
LUNA-SARINAS, CRISTINA	LUN00	01/16/2026	1920	522.00	0.00	45.67	476.33
MILLEN, CHRISTOPHER	MIL00	01/16/2026	41051	3,237.84	0.00	506.24	2,731.60
MINGS, MICHAEL E	MIN00	01/16/2026	1933	2,086.40	509.87	297.78	1,278.75
MONCK, NATHANIAL T	MON00	01/16/2026	1939	13,273.02	765.10	5,014.13	7,493.79
MYERS, KEVIN M	MYE00	01/16/2026	1921	486.00	0.00	45.75	440.25
PERRY, HUNTER	PER01	01/16/2026	41052	2,158.56	0.00	430.05	1,728.51
PFYLN, NATISA N	PFY00	01/16/2026	1940	3,191.35	712.93	598.37	1,880.05
PRICE, KARLEEN	PRI01	01/16/2026	1915	2,447.53	266.48	429.85	1,751.20
RAKESTRAW, SHANE	RAK00	01/16/2026	1932	1,079.28	0.00	103.98	975.30
RANDOLPH, MATTHEW	RAN01	01/16/2026	1934	1,937.60	244.56	324.62	1,368.42
REED, JOSHUA	REE00	01/16/2026	1935	2,228.24	419.40	217.50	1,591.34
RICHARDSON, TARYN	RIC00	01/16/2026	1917	1,135.26	0.00	167.19	968.07
RUSTENHOVEN, TARA L	RUS01	01/16/2026	1918	2,406.90	294.16	375.23	1,737.51
TAPIA, DOMINIC	TAP00	01/16/2026	41053	1,079.28	0.00	154.68	924.60
VASQUEZ, PEDRO CEASAR	VAS01	01/16/2026	1936	2,333.40	409.86	301.29	1,622.25
WATKINS, COLLEEN	WAT00	01/16/2026	1922	324.00	0.00	28.35	295.65
WATSON, CHRISTINE	WAT01	01/16/2026	1923	4,007.20	310.56	1,029.32	2,667.32
ZOLLER-HARRIS, TRAVIS	ZOL00	01/16/2026	1937	2,745.60	267.09	416.89	2,061.62
Totals:				90,687.10	7,662.40	18,839.05	64,185.65



City of Willows

Payroll Check Register

Report Summary

Pay Period: 12/29/2025-1/11/2026

Packet: PYPKT00554 - PAY PERIOD 12-29-25 TO 1-11-26 PAY DATE 1-16-26

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	5	9,466.31
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	27	54,719.34
Total	32	64,185.65



Willows City Council

Regular Meeting

Action Minutes

City Council
 Evan Hutson, Mayor
 Rick Thomas, Vice Mayor
 Matt Busby, Council Member
 Gary Hansen, Council Member
 Lorri Pride, Council Member

City Manager
 Marti Brown

City Clerk
 Karleen Price

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

January 13, 2026
 Willows City Hall
 5:30 PM

1. CALL TO ORDER – 5:30 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Councilmembers Hansen, Councilmember Pride

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

5. CLOSED SESSION – 5:32 PM

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov Code §54957)

Title: City Attorney
 Report Out: Evaluation Held.

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov Code §54956.8)

Property: 145 N Lassen Street, Willows, CA
 Agency negotiator: Marti Brown, City Manager
 Negotiating parties: Bonnie Pavlovich
 Under negotiation: Price and Terms of Payment
 Report Out: Council has approved a purchase agreement for this property with an amendment that the sale shall be consummated within 30 days.

6. INTRODUCTIONS - 6:00 PM

a. Introductions – City Manager Marti Brown introduced the new Finance Director, Joei Harrison, and City Attorney, Gretchen Stuhr.

7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

b. **Minutes Approval**

Action: Approved the December 9, 2025, meeting minutes.

c. **Sale of City-Owned Real Property - 145 North Lassen Street**

Action: Adopted Resolution 01-2026 authorizing the sale of City-owned real property located at 145 North Lassen Street, Willows, California (APN 002-101-006-000), to Bonnie Pavlovich for a purchase price of \$231,500, subject to the terms and conditions of the amended Purchase and Sale Agreement.

d. **Volunteer Firefighter Assistance Grant**

Action: Adopted Resolution 02-2026 authorizing the City Manager, or her designee, to sign and accept \$8,350 of grant funding through CAL FIRE's Volunteer Firefighter Assistance (VFA) Grant.

e. **Planning Commission Appointment**

Action: Re-appointed Sherry Brott to the Willows Planning Commission for the term ending December 31, 2029.

f. **Wastewater Treatment Plant - Filter Crack Repair Structural Specifications and Plans**

Action: Authorized the City Manager, or her designee, to execute an amendment to the city's contract with VE Solutions in an amount not to exceed \$5,400 of sewer bond funds.

Motion to approve items #7a, 7b, 7c, 7d, 7e, 7f, with an amendment to item 7c that it will close within 30 days.

Moved/Seconded: Councilmember Pride/Councilmember Busby

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Busby, Hansen, and Pride

No: None

Absent: None

8. PUBLIC HEARING

a. **2025 California Fire Code and Willows Municipal Code Chapter 15.15 Amendment**

Action: Adopted Ordinance 767-2026 entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2025 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED," by title only and waived the full reading of the text.

Public Hearing Open 6:18PM, Closed 6:19PM

Roll Call

Moved/Seconded: Councilmember Hansen/Councilmember Busby

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen, and Pride

No: None

Absent: None

b. 2025 California Building Standards Code and Willows Municipal Code Title 15 - Buildings and Construction Amendment

Action: Adopted Ordinance 768-2026 entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE AND ADOPTING LOCAL AMENDMENTS THERETO IN TITLE 15 OF THE WILLOWS MUNICIPAL CODE, INCLUDING REPEALING AND RE-ENACTING CHAPTERS 15.10, 15.11, 15.20, 15.30, 15.35, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 AND 15.95.2.," by title only and waive the full reading of the text.

Public Hearing Open 6:22PM, Closed 6:22PM

Roll Call

Moved/Seconded: Councilmember Pride/Vice Mayor Thomas

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen, and Pride

No: None

Absent: None

9. DISCUSSION AND ACTION CALENDAR

a. Library Board Appointment

Action: Appointed a new Library Board of Trustees member to fill the unscheduled vacancy as a result of Lisa Kennedy's resignation effective August 28, 2025, for the remainder of her term ending June 30, 2028.

Councilmember Busby recused himself from the discussion.

Public Comment

Public Comment #1: Dan Gupton, Library Board of Trustees

Motion to appoint Matt Busby to the Library Board of Trustees

Roll Call

Moved/Seconded: Mayor Hutson/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: None

Recused: Councilmember Busby

b. **Cannabis Tax Ordinance – November 2026 Ballot**

Action: Authorized the City Manager to execute a contract with HdL to prepare a Cannabis tax ordinance for the November 2026 ballot in an amount not to exceed \$24,000, with strong oversight by the Finance & Measure I Committee and an amendment to scope of services removing objective #1.

Motion to approve the HDL contract in an amount not to exceed \$24,000 with strong oversight by the Finance & Measure I Committee, and a review before payment to keep cost controlled with direction for staff to do the same.

Mayor Hutson made a friendly amendment to remove objective #1 of the scope of services.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen, and Pride

No: None

Absent: None

c. **Vietnam Veterans Memorial Wall**

Recommended Action: Approved \$5,000 financial sponsorship of the Vietnam Veterans Memorial “Wall That Heals”.

Public the City's Moved/Seconded: Mayor Hutson/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen, and Pride

No: None

Absent: None

10. COMMENTS & REPORTS

a. **Council Correspondence**

b. **City Council Comments & Reports**

Vice Mayor Thomas noted his absence in December and later expressed his appreciation to Planning Commissioner Sherry Brott for her service and her willingness to continue serving on the Planning Commission.

Councilmember Pride expressed concern about the City's contract process and suggested

reviewing the City's procedures for contract management, project oversight, and follow-up procedures.

Councilmember Hansen expressed appreciation to the Fire Department for upstaffing and for assisting with leaf pick-up during downtime. He reported that the Regional Transit Committee meeting was cancelled. He also reported on activities from the Transportation Commission meeting and noted the State Transportation Improvement Program (STIP), noting that the City's Green and Eureka Street Reconstruction Project is slated for fiscal years 2028–29. Additionally, he reported on the December 19, 2025, Joint Special meeting of the Glenn-Colusa Groundwater Authority and the Glenn Groundwater Authority, as well as the monthly regular Glenn Groundwater Authority meeting.

Mayor Hutson reported on the City Select meeting, noting that many of the appointments remain the same due to the City's new two-year terms. Hutson expressed a desire to discuss having each city appoint its own alternate so that each city is properly represented.

Mayor Hutson also commented on his participation in the mud and debris flow response.

Future Discussion Items:

- Library Board appointments requiring City residency
- Stipends for members serving on City boards, such as the Planning Commission and Library Board

The Mayor welcomed the new City Attorney and Finance Director.

c. City Manager's Report

City Manager Marti Brown reminded the Council and the public of the upcoming celebration on Friday, January 16, 2026, from 5:30 to 9:00 PM, commemorating the City's 140th Birthday. The event will include horse-drawn carriage rides, a string trio, champagne and cake cutting with remarks from the Mayor at 7:00 PM, a photo booth, appetizers catered by Red 88, and a cash bar. Event sponsors include Master's Food Gallery, WM, CalWater, Walmart, and Thunderhill Raceway.

11. ADJOURNMENT – 7:28 PM

Karleen Price, City Clerk



Date: January 27, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Public Employees' Medical and Hospital Care Act (PEMHCA) Health Insurance Contributions for Two City of Willows Retirees and Their Spouses

Recommendation:

Adopt Resolution XX-2026 (Attachment 1) reaffirming and memorializing the continued retiree Health Insurance contributions pursuant to the Public Employees' Medical and Hospital Care Act (PEMHCA) for City of Willows retirees Michael Mistrot (retired City Manager/City Attorney), Linda Mistrot (spouse), Leroy Robinette (retired Police Sargeant), and Barbara Robinette (spouse).

Rationale for Recommendation:

Staff have been unable to find an explicit prior agreement between retired City Manager Mistrot and retired Police Sergeant Robinette between the City of Willows and these retirees for health care contributions. However, the agreement has been verbally confirmed by current and prior Councilmembers, as well as the retirees. The attached resolution will reaffirm and memorialize the City's long-standing obligation to provide health insurance contributions to both retirees and their spouses.

Background:

Pursuant to PEMHCA and as authorized by prior City Council actions, including Resolution No. 02-2018 (Attachment 2), the City of Willows established an agreement with and has a long-standing obligation to provide retiree health insurance contribution for two retired City employees and their spouses.

Historically, the City Council approved a health insurance contribution for eligible employees in the amount of \$125 per month toward enrollment in the City-sponsored CalPERS health plan. This contribution was later increased to \$128 per month in 2016 and has been increased annually based on CalPERS Consumer Price Index (CPI) calculation. These actions established the foundation of the City's retiree health benefit obligation.

In 2017, the City discontinued participation in the CalPERS health insurance program for active employees and implemented a cafeteria plan to provide health benefits going forward. This

administrative change did not eliminate or modify the City's existing retiree health insurance obligations, which had been previously approved by the City Council.

In 2018, the City Council adopted Resolution No. 02-2018 (Attachment 2), which explicitly states that all previously approved memorandums of understanding (MOUs) and resolutions remain in full force and effect. Resolution No. 02-2018 did not terminate or modify the City's existing retiree health insurance commitments but rather preserved them. As a result, the City has continued to provide retiree health insurance contributions for two remaining eligible retirees and their spouses since retirement from the city and will do so until their death. This benefit cannot be passed on to family members or relatives.

Under the agreement, the City provides the minimum monthly PEMHCA retiree health insurance contributions for the following retirees and their spouses:

- Michael and Linda Mistrot
- Leroy and Barbara Robinette

As of January 1, 2026, these individuals are no longer active participants in the City's health insurance program; however, the City remains obligated to provide the minimum PEMHCA retiree health insurance contribution pursuant to prior Council approval and agreement.

Discussion & Analysis:

Council Authorization and Continuity of Obligation

Resolution No. 02-2018 reaffirmed the City Council's prior actions by expressly providing that previously approved MOUs and resolutions remain in effect. Through this action, the City preserved its existing retiree health insurance obligations. The City's current payments are not a new or expanded benefit, but rather the continuation of an obligation that was approved by the City Council at the time and has been maintained over time.

PEMHCA Minimum Contribution

For calendar year 2026, the PEMHCA minimum retiree health insurance contribution is \$162 per month. This minimum contribution is established by statute and increases annually at the beginning of each calendar year based on the Consumer Price Index (CPI). The City's current retiree health insurance contribution meets the statutory PEMHCA minimum requirement according to CalPERS.

Duration of Obligation

The City's obligation to provide the PEMHCA retiree health insurance contribution continues until the death of both the retiree and their eligible spouses, consistent with the original Council approvals and as preserved by Resolution No. 02-2018.

Method of Payment

Because the retirees are no longer participants in the City's active health insurance program, the City does not have a mechanism to remit the PEMHCA contribution directly through payroll or a City-sponsored health insurance plan. Accordingly, the only method available to fulfill the City's obligation

is to issue direct monthly payments (e.g., checks) to the retirees in the approved contribution amount. This method ensures continued compliance with PEMHCA while honoring the City Council's approved commitment to both retirees and their spouses.

Consistency with Council Priorities and Goals:

Approval of this item is consistent with the City Council's adopted 2025 Strategic Priorities, particularly the focus on financial stability, responsible governance, and long-term fiscal planning.

Fiscal Impact:

The fiscal impact consists of the City's monthly PEMHCA contributions of \$162 per month per eligible retiree (and their spouse). The total annual cost will vary based on future CPI increase. For calendar year 2026, the total contribution will be a total of \$648 per month or \$7,776 annually.

Attachments:

- Attachment 1: Resolution XX-2026
- Attachment 2: Resolution 02-2018 Updating Cafeteria Plan Terms



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
REAFFIRMING CONTINUED RETIREE HEALTH INSURANCE CONTRIBUTIONS FOR TWO CITY OF
WILLOWS RETIREES AND THEIR SPOUSES PURSUANT TO THE PUBLIC EMPLOYEES' MEDICAL
AND HOSPITAL CARE ACT (PEMHCA)**

WHEREAS, the City of Willows ("City") has historically provided a retiree health insurance contribution for eligible retired employees and their eligible spouses pursuant to the Public Employees' Medical and Hospital Care Act (PEMHCA); and

WHEREAS, the City Council previously approved a monthly health insurance contribution for eligible employees in the amount of \$125 per month toward enrollment in the City-sponsored CalPERS health plan, which was increased to \$128 per month in 2016 and has been adjusted annually by CalPERS based on the Consumer Price Index (CPI), establishing the foundation of the City's retiree health benefit obligation; and

WHEREAS, in 2017, the City discontinued participation in the CalPERS health insurance program for active employees and implemented a cafeteria plan, and this administrative change did not terminate or modify the City's previously approved retiree health insurance obligations; and

WHEREAS, in 2018, the City Council adopted Resolution No. 02-2018, which expressly states that all previously approved memoranda of understanding (MOUs) and resolutions remain in full force and effect, thereby preserving the City's existing retiree health insurance obligations; and

WHEREAS, under this approved program, the City provides retiree health insurance contributions for the following retirees and their eligible spouses:

- Michael Mistrot, Retiree, and Linda Mistrot, Spouse; and
- Leroy Robinette, Retiree, and Barbara Robinette, Spouse.

WHEREAS, these retirees are no longer active participants in the City's health insurance program; however, the City remains obligated to provide the minimum PEMHCA retiree health insurance contribution pursuant to prior City Council approvals; and

WHEREAS, for calendar year 2026, the PEMHCA minimum retiree health insurance contribution is \$162 per month, which is established by statute and adjusted annually based on the CPI; and

WHEREAS, because the retirees are no longer participants in the City's active health insurance program, direct payment to the retirees is the only available method for the City to fulfill its retiree health insurance obligation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. Approval and Reaffirmation of Obligation

The City Council hereby approves and reaffirms the City's continued obligation to provide retiree health insurance contributions pursuant to PEMHCA for the eligible retirees and eligible spouses identified above. This action reaffirms existing obligations and does not establish a new or expanded retiree health benefit.

2. Contribution Amount

The retiree health insurance contribution shall be provided in an amount not less than the PEMHCA statutory minimum, which for calendar year 2026 is \$162 per month, and adjusted annually in accordance with state law and the CPI.

3. Duration of Obligation

The City's obligation to provide the retiree health insurance contribution shall continue until the death of both retirees and their spouses.

4. Method of Payment

The City is authorized and directed to issue direct monthly payments (checks) to the eligible retirees in order to fulfill its PEMHCA obligation, as no alternative payment mechanism is available.

5. Administrative Authority

The City Manager or designee is authorized to take all actions necessary to implement this Resolution in accordance with applicable law and prior City Council actions.

6. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 27th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Evan Hutson, Mayor

ATTESTED:

Karleen Price, City Clerk

**CITY OF WILLOWS
RESOLUTION NO. 02-2018**

Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the Willows Employees Association, the Willows Public Safety Association, Management and Confidential Employees, and Eligible, Non-Represented Employees

WHEREAS, the City endeavors to provide adequate health and welfare benefits for full-time employees and their dependents;

WHEREAS, the City and the Willows Employees Association, the Willows Public Safety Association, Management and Confidential Employees, and Eligible, Non-Represented Employees (“Full-Time Employees”) believe it to be in the best interest of the City and the full-time employees to continue to make available quality health insurance, as well as access to other flexible welfare benefits via the City’s Cafeteria Plan; and

WHEREAS, the City and the full-time employees have met and conferred to discuss the update of the cafeteria plan amounts,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve an agreement between the City and the Full-Time Employees reflecting the following:

1. **Term of Agreement:** The agreement is for the period beginning January 1, 2018 and ending December 31, 2018.
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Plan Document, the terms and conditions contained in the previously approved MOUs and resolutions between the City and the Associations will continue in effect through the duration of this agreement.
3. **Employer Contributions to Cafeteria Plan Benefits:**
The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide a contribution available for the following menu of benefits:
 - Balance of premiums for the City’s sponsored CSAC-EIA health plan
 - AFLAC supplemental insurance
 - Dental and vision insurance through Cypress Dental and Vision
 - Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

TIER 1: Eligible Employees who opt-out of enrollment in the City's CSAC-EIA sponsored health plan shall receive a Cafeteria Plan allowance of \$481 per month. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan. In order to be eligible for this benefit, the employee must provide written proof of other medical insurance coverage.

TIER 2: Eligible employees who elect to enroll in employee-only medical coverage under the City's CSAC-EIA sponsored health plan shall receive a Cafeteria Plan allowance of \$584.00 per month effective January 1, 2018. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 3: Eligible employees who elect to enroll in employee-plus-one medical coverage under the City's CSAC-EIA sponsored health plan shall receive a Cafeteria Plan allowance of \$1,169.00 per month effective January 1, 2018. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 4: Eligible employees who elect to enroll in employee-plus-two-or-more medical coverage under the City's CSAC-EIA sponsored health plan shall receive a Cafeteria Plan allowance of \$1,519.00 per month effective January 1, 2018. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

PASSED AND ADOPTED by the Willows City Council, this 23rd day of January, 2018 by the following vote:

AYES: Williams, Yoder, Hansen, Vice-Mayor Mello & Mayor Warren

NOES:

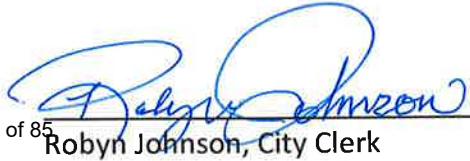
ABSENT:

APPROVED:



Kerri Warren, Mayor

ATTEST:





Date: January 27, 2026

To: Honorable Mayor and City Council

From: Joe Bettencourt, Community Development & Services Director
Laurie Loaiza, Deputy City Engineer
Marti Brown, City Manager

Subject: 2024-25 Sewer Rehabilitation Project

Recommendation:

Approve Resolution XX-2026 (Attachment 1) accepting the improvements associated with the 2024-25 Sewer Rehabilitation Project and authorizing the filing of the Project's Notice of Completion (Attachment 2).

Rationale for Recommendation:

The project was recently completed by Site Work Solutions to the City's satisfaction and, therefore, requires an approved Notice of Completion.

Background:

For bidding purposes, the project was split into three parts to provide flexibility and maximize available funding from the Sewage Enterprise Fund. The construction options included a base bid, bid alternate #1, and bid alternate #2. The base bid consisted of 1,437 linear feet of cut-and-replace, bid alternate #1 consisted of 835 linear feet of cured-in-place pipe (CIPP), and bid alternate #2 consisted of 1,273 linear feet of CIPP. Due to funding constraints, the base bid and bid alternate #2 were awarded at the July 22, 2025, City Council meeting, and bid alternate #1 was not included in the project.

CIPP is traditionally lower cost per linear foot compared to open cut trench-and-replace; however, after reviewing the unit costs, the CIPP work was bid higher than open cut trench-and-replace. This was due to the small footprint of the project and higher mobilization costs for CIPP work. At the pre-construction meeting, it was agreed that Site Work Solution would provide open cut trench-and-replace pricing for bid alternate #2, which resulted in net savings of \$233,441.93. Although the savings were not enough to add bid alternate #1 to the project, they did provide funding for other sewer bond-eligible projects.

Discussion and Analysis:

Construction for the 2024–25 Sewer Rehabilitation Project has been completed, and all work has been inspected and verified to meet contract requirements. The improvements addressed critical

operational and reliability needs in areas where the sewer main was in the greatest need of repair, and the project was completed within the approved budget. The next step is for the City Council to accept the improvements and authorize filing of the Notice of Completion, which will begin the statutory closeout period and allow the City to finalize the project. The total construction cost of the project was \$1,008,914.13.

Consistency with Council Priorities and Goals:

The completion of this project aligns with Council Priority: Infrastructure Maintenance, Goal #1: Invest in Deferred Maintenance.

Fiscal Impact:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction:	\$ 1,164,082.49	\$ 1,008,914.13
Contingency (10%):	\$ 116,408.25	\$ 0
Construction Mgmt./Inspection	<u>\$ 150,000.00</u>	<u>\$ 90,319.75</u>
Total	\$ 1,430,490.74	\$ 1,099,232.88

The funding source for this project comes from the \$3,300,000 in proceeds from financing and refinancing sewage bonds for the wastewater treatment plant and other wastewater treatment related infrastructure.

Attachment:

- Attachment 1: Resolution XX-2026
- Attachment 2: Notice of Completion



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
ACCEPTING THE IMPROVEMENTS FOR THE 2024-25 SEWER REHABILITATION PROJECT AND
AUTHORIZING THE NOTICE OF COMPLETION TO BE FILED FOR THE PROJECT**

WHEREAS, at the July 22, 2025 City Council meeting, the City Council approved a contract with Site Work Solutions for the 2024-25 Sewer Rehabilitation Project ("Project") and established an overall project budget; and

WHEREAS, the Project has been inspected and determined to have been completed in accordance with the contract requirements; and

WHEREAS, based upon the foregoing, staff recommend acceptance of the Project on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:

1. The City hereby accepts the improvements associated with the Project.
2. The City Engineer is hereby authorized and directed to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
3. This Resolution shall become effective immediately upon adoption.
4. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 27th day of January, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Evan Hutson, Mayor

ATTESTED:

Karleen Price, City Clerk

WHEN RECORDED RETURN TO:

City Clerk

City of Willows

201 Lassen Street

Willows, CA 95988

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned City of Willows, 201 N. Lassen Street, Willows, California, owners in fee of 201 N. Lassen Street within the City of Willows, California, observed certain construction work to be performed within the City of Willows, County of Glenn, which work is generally described as follows:

2024-25 Sewer Rehabilitation Project: This project includes critical upgrades to sewer mains and manholes in various locations throughout the City of Willows.

That the contractor for the performance of such work was awarded to Site Work Solutions and that said work was satisfactorily completed on December 5, 2025, in accordance with the Project Plans and Specifications. The final construction cost for the project was \$1,008,914.13.

This notice is given pursuant to Section 9204 of the Civil Code of the State of California.

<p>This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the City of Willows pursuant to Council Resolution No. _____ dated January 27, 2026, and owner consents to recordation thereof by its duly authorized officer.</p>	<p>City of Willows A Municipal Corporation</p> <p>I declare under penalty of perjury that the information is true and correct.</p> <p>By: _____, City Engineer</p> <p>Dated: _____</p>
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Date: January 27, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager
Karleen Price, City Clerk/Assistant to the City Manager

Subject: Glenn-Colusa Irrigation District (GCID) Landowner Petition

Recommendation:

Adopt Resolution XX-2026 (Attachment 1) authorizing the conveyance of Private Lateral 26-2b and grant an exclusive easement to the Glenn-Colusa Irrigation District (GCID) and authorize the City Manager or her designee to sign the Landowner Petition (Attachment 2) and to execute all documents necessary to effectuate GCID's assumption of operation and maintenance responsibility.

Rationale for Recommendation:

GCID requested that the City (along with other property owners) allow it to assume operation and maintenance (O&M) responsibility for Private Lateral 26-2B.

Background:

GCID provides irrigation water service throughout Glenn and Colusa Counties and owns and maintains an extensive system of canals and laterals. GCID policy allows for the assumption of operation and maintenance (O&M) responsibility for privately owned laterals when specific conditions are met, including the conveyance of ownership of the lateral and the grant of appropriate easements.

Private Lateral 26-2B serves multiple landowners within the GCID service area, including property owned by the City of Willows. Historically, the Lateral has been privately owned and maintained by the affected landowners.

On October 17, 2025, GCID prepared a formal petition and requested that landowners served by Private Lateral 26-2B sign and submit the petition requesting that GCID assume operation and maintenance (O&M) responsibility for the lateral. The petition requests that all participating landowners, including the City of Willows, convey all right, title, and interest in the private lateral to GCID and grant a 50-foot-wide easement (25 feet on each side of the lateral) to allow GCID permanent access for operation, maintenance, repair, and replacement.

Discussion & Analysis:

Approval of this item allows the City to formally transfer ownership, operation, and maintenance responsibility for an existing irrigation facility to the appropriate regional agency. This action reduces the City's long-term maintenance obligations and liability exposure while ensuring the continued, professional operation of irrigation infrastructure by GCID. The proposed conveyance does not involve the sale of City land and is limited to the irrigation facility and a supporting access easement.

Conveyance of the Lateral

Approval of the resolution authorizes the City to convey ownership of the physical irrigation facility (Private Lateral 26-2B) to GCID. This conveyance transfers responsibility for all future operations, maintenance, repairs, and associated liability from the City to GCID. The conveyance is limited to the irrigation facility itself and does not constitute a sale or transfer of underlying City land.

Grant of Easement

The proposed easement is 50 feet in total width, consisting of 25 feet on each side of the existing lateral centerline, consistent with GCID standards. The easement allows GCID access to the lateral for inspection, operation, maintenance, repair, and replacement activities. Ownership of the land remains with the City; the easement grants only those rights necessary to support GCID's maintenance responsibilities.

Benefits to the City

Once the conveyance and easement are completed and GCID formally assumes O&M responsibility:

- The City will no longer be responsible for maintaining or repairing the lateral;
- Liability associated with failures or damage related to the lateral will shift to GCID; and
- Irrigation service will be managed by the agency best equipped to operate and maintain the facility.

Consistency with Council Priorities and Goals:

Approval of this conveyance is consistent with the City Council's priorities related to responsible governance, infrastructure stewardship, and long-term risk management by transferring ownership and maintenance of specialized infrastructure to the appropriate regional agency.

Fiscal Impact:

There is no direct fiscal impact associated with the proposed action. Over the long term, the conveyance is expected to reduce City costs related to maintenance, repairs, and potential liability associated with Private Lateral 26-2B.

Attachments:

- Attachment 1: Resolution XX-2026
- Attachment 2: Landowner Petition for GCID to assume O&M for Private Lateral 26-2b
- Attachment 3: Map of Private Lateral 26-2b and affected Landowners



**City of Willows
Resolution XX-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AUTHORIZING THE CONVEYANCE OF PRIVATE LATERAL 26-2B
AND GRANT OF EASEMENT TO THE GLENN-COLUSA IRRIGATION DISTRICT**

WHEREAS, the Glenn-Colusa Irrigation District ("GCID") owns, operates, and maintains an extensive system of canals and laterals for the delivery of irrigation water within Glenn and Colusa Counties; and

WHEREAS, GCID policy allows for the assumption of operation and maintenance responsibility for privately owned laterals when participating landowners convey ownership of the lateral and grant appropriate easements to the District; and

WHEREAS, Private Lateral 26-2B serves multiple landowners within the GCID service area, including property owned by the City of Willows ("City"), and has historically been privately owned and maintained by the affected landowners; and

WHEREAS, on October 17, 2025, the landowners served by Private Lateral 26-2B submitted a petition requesting that GCID assume operation and maintenance responsibility for the lateral; and

WHEREAS, the petition requires participating landowners, including the City, to convey all right, title, and interest in Private Lateral 26-2B to GCID and to grant a 50-foot-wide easement (25 feet on each side of the lateral) to allow GCID access for operation, maintenance, repair, and replacement; and

WHEREAS, the conveyance of the lateral transfers ownership, operation, maintenance responsibility, and associated liability to GCID, and the proposed easement does not constitute a sale of City land but grants only those rights necessary to support irrigation infrastructure; and

WHEREAS, the City Council finds that transferring ownership and maintenance responsibility of specialized irrigation infrastructure to the appropriate regional agency is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. Approval of Conveyance

The City Council hereby approves the conveyance of all right, title, and interest in Private Lateral 26-2B from the City of Willows to the Glenn-Colusa Irrigation District.

2. Approval of Easement

The City Council hereby approves the grant of a 50-foot-wide easement, consisting of 25 feet on each side of the lateral, across City-owned property as necessary to allow GCID permanent access for operation, maintenance, repair, and replacement of Private Lateral 26-2B.

3. Authorization to Execute Documents

The City Manager or designee is authorized and directed to sign the landowner petition, and to execute all deeds, easement documents, and other instruments necessary to effectuate the conveyance and assumption of operation and maintenance responsibility by GCID, subject to final review by the City Attorney.

4. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 27th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

**LANDOWNER PETITION FOR GLENN-COLUSA IRRIGATION DISTRICT TO ASSUME OPERATION
AND MAINTENANCE RESPONSIBILITY FOR PRIVATE LATERAL 26-2b
SERVING MULTIPLE LANDOWNERS WITH HISTORY OF O&M**

We, the undersigned collective owners of lands irrigated from and underlying Private Lateral 26-2b in the Glenn-Colusa Irrigation District (GCID or District), hereinafter described, hereby acknowledge that GCID lacks any “Documented Responsibility”, as that term is defined in the District’s Water Distribution System Operation and Maintenance Policy (O&M) Policy, for O&M of the Private Lateral. Therefore, we hereby petition GCID to assume the O&M responsibility for this Private Lateral. O&M includes management and delivery of irrigation water flows in the Private Lateral, construction, refurbishment, and replacement of the Private Lateral and associated facilities and roadways, silt removal, and aquatic and terrestrial weed management.

That portion of said Private Lateral sought to be made a Documented Responsibility of GCID is shown on the attached map, which map is hereby incorporated in and made a part of this petition for the purpose of describing the location of the Private Lateral. The width of the easement that the District will be asking to acquire is 50-feet wide, 25-feet on each side of the existing canals centerline. The lands served by the Private Lateral are likewise shown upon the attached map.

We recognize that this petition initiates a process in accordance with the GCID O&M Policy and GCID Resolution No. 2024-05, *A Resolution Approving District Lateral Categories and Related Actions Under District Operation and Maintenance Policy*, for the District to assume O&M responsibility for the Private Lateral, set forth as follows:

1. Prior to March 31, 2026, all owners of land on which the Private Lateral is situated and all landowners receiving water service from the Private Lateral may submit a petition requesting that GCID assume O&M responsibility for the Private Lateral.
2. Upon approval of a petition by the GCID Board of Directors, the petitioning landowners underlying the Private Lateral shall convey all right, title and interest in and to the associated facilities and grant an exclusive easement to GCID for O&M purposes along the existing private lateral.
3. Upon final resolution by the Board, District staff will record the easements, which shall result in the recategorization of the Private Lateral to a District Lateral. Consequently, GCID shall assume said Lateral as a Document Responsibility of GCID, consistent with the O&M Policy.
4. GCID will use the District’s funds to perform operations, maintenance, replacement, etc. on these facilities based on the normal O&M evaluations and practices of the District.

We each and all agree that such O&M of said Private Lateral shall not impose upon the District any other or additional burdens or liabilities, or make said District, its directors, officers or employees liable for damages arising through the use, operation or maintenance of the Private Lateral. We further agree that the District shall be the sole judge of the character and extent of work to be done on the Private Lateral at all times.

This petition shall be effective upon execution by all the petitioning owners of lands irrigated from said Private Lateral and shall remain in full force and effect until the earliest of: (i) 12 months after submittal of the petition to GCID; or, (ii) the petitioning landowners all right, title and interest in and to the associated facilities and grant an exclusive easement to GCID for O&M purposes along the existing private lateral.

PROPERTY OWNER	AUTHORIZED AGENT SIGNATURE	DATE
Ahmad, Mukhtar & Nazara		
Montz, John D. & Patricia A.		
Ryz Farms Inc.		
Spooner Family Trust, Daryl & Donna		
Thomasson, Robert suc trs		
Willows, City of		

Legend

— Private Lateral 26-2B

— GCID Lateral

Landowner

- Ahmad, Mukhtar & Nazra
- Montz, John D. & Patricia A.
- Ryz Farms Inc.
- Spooner Family Trust, Daryl & Donna
- Thomasson, Robert suc trs
- Willows, City of





PUBLIC HEARING



Date: January 27, 2026

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager

Subject: 2025 Community Development Block Grant (CDBG) – Sidewalk Rehabilitation Project

Recommendation:

Conduct a public hearing on the 2025 Community Development Block Grant (CDBG) application for the Sidewalk Rehabilitation Project and adopt resolutions authorizing the Mayor to submit the application and execute the Standard Agreement and all related documents, including any amendments, with the California Department of Housing and Community Development (HCD).

Rationale for Recommendation:

Adoption of the proposed resolutions (Attachment 1 and Attachment 2) is required by HCD to authorize the City's application submittal and to designate the Mayor as the authorized representative to execute the application, Standard Agreement, and all related documents.

Background:

In 2024, the City of Willows submitted a CDBG application for a citywide Sidewalk Improvement Project to address deferred maintenance and improve pedestrian safety and ADA accessibility. The City was unsuccessful and not awarded funding; However, the preliminary engineering completed for the application remains applicable to future CDBG efforts. On October 14, 2025, the City Council reviewed potential projects for the 2025 CDBG cycle and directed staff to prepare and submit a new application. As part of the public participation process, the City held a public meeting on Wednesday, November 19, 2025, at 5:30 p.m. at The Ark (222 North Butte Street) to receive community input.

Discussion & Analysis:

The California Department of Housing and Community Development (HCD) released the 2025 CDBG Notice of Funding Availability (NOFA) on September 30, 2025 (amended December 15, 2025), making approximately \$27 million available statewide to eligible non-entitlement jurisdictions. The submission portal opens February 2, 2026, at 9:00 AM PST and applications are due April 3, 2026, at 3:00 PM PDT.

The 2025 NOFA does not include an Over-the-Counter (OTC) process; instead, all applications compete under a competitive application process, with certain submissions competing under defined set-asides.

Under the 2025 NOFA, Project applications (e.g., public facilities/infrastructure/housing) are limited to \$3.3 million per project. The application includes \$3,084,112 for project management and construction and \$215,000 for general administration (e.g., staff and consultancy time).

Consistency with Council Priorities and Goals:

The proposed project is consistent with the following Council Priorities and Goals:

- Priority #1: Financial Stability, Goal 2: Develop Grant Strategy to Pursue Funds.
- Priority #2: Economic Development, Goal 4: Improve City Appearance to Attract Businesses/Visitors.
- Priority #3: Public Safety
- Priority #5: Infrastructure Improvements

Fiscal Impact:

There is no general fund impact.

Attachments

- Attachment 1: Resolution XX-2026
- Attachment 2: Resolution XX-2026 State required format

**City of Willows****RESOLUTION No: XX-2026****A RESOLUTION OF THE CITY OF WILLOWS APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2025 FUNDING YEAR OF THE STATE CDBG PROGRAM**

WHEREAS, the City of Willows is eligible to apply for the Housing and Community Development- 2025 Community Development Block Grant and has over 51% low/moderate income households within its Census Tract; and

WHEREAS, the City of Willows must hold a public hearing and adopt by Resolution a list of projects that will be applied for, which must include a description of the projects and amounts of each proposed project; and

WHEREAS, the City has undergone a public process to ensure public input into the community's priorities and the project application list;

WHEREAS, the funding from the Community Development Block Grant will provide financing for the City of Willows to rehabilitate numerous sidewalks throughout the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. The City Council has reviewed and hereby approves the submission to the State of California applications in the aggregate amount, not to exceed, of \$3,300,000 for the following CDBG activities, pursuant to the 2025 CDBG NOFA:

Activity	Dollar Amount Being Requested for the Activity
Infrastructure Project- Sidewalk Rehabilitation	\$3,084,112
General Administration	\$215,000

2. The City Council hereby approves the use of Program Income in an amount not to exceed \$0 for the CDBG activities.
3. The City Council acknowledges compliance with all state and federal public participation requirements in the development of its applications.
4. The City Council hereby authorizes and directs the City Manager or designee, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

5. If an application is approved, the Mayor or designee, is authorized to enter into, execute and deliver the grant agreement, any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.
6. If an application is approved, the City Manager or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council on this 27th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Appendix C: Resolution Template of the Governing Body (Required)

Applicants are required to use the resolution form on the following page with no changes to content other than what is in the fillable fields.

When completing and preparing the Resolution, please refer to section V.D. of the 2025 NOFA.

Please note: On the next page, hidden text is used to provide instructions. Once a document is printed or converted to a pdf, the hidden text will be omitted.

To display hidden text:

1. Go to the Files Tab
2. Select Options from the bottom of the left-hand column
3. Click on the "Display" option
4. Check the "Hidden Text" box.
5. Make sure the "Print hidden text" box is not checked. This will ensure that when you convert to PDF or print the document, the instructional, hidden text is not displayed.

Note 1: The attesting officer cannot be the person identified in the Resolution as the authorized signer.

Note 2: Unless there is a city ordinance stating otherwise, the mayor must be the designated official in Section 5.

Resolution of the Governing Body

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2025 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the City Council of the **City** of Willows as follows:

SECTION 1:

The **City Council** has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of **\$3,299,112** for the following CDBG activities, pursuant to the **2025 CDBG NOFA**:

List activities and amounts

Activity (e.g. <i>Public Services, Infrastructure, etc.</i>)	Dollar Amount Being Requested for the Activity
Infrastructure- Sidewalk Rehabilitation	\$ 3,084,112
General Administration	\$ 215,000
	\$
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed **\$0** for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the **City Manager** or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the **Mayor** or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement), any recordable or

nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the **City Manager** or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the **City Council** of the **City of Willows** held on 1/27/2026 by the following vote:

AYES: Enter # of votes or names

NOES: Enter # of votes or names

ABSENT: Enter # absentees or names

ABSTAIN: Enter # of abstains or names

Evan Hutson, Mayor
City Council

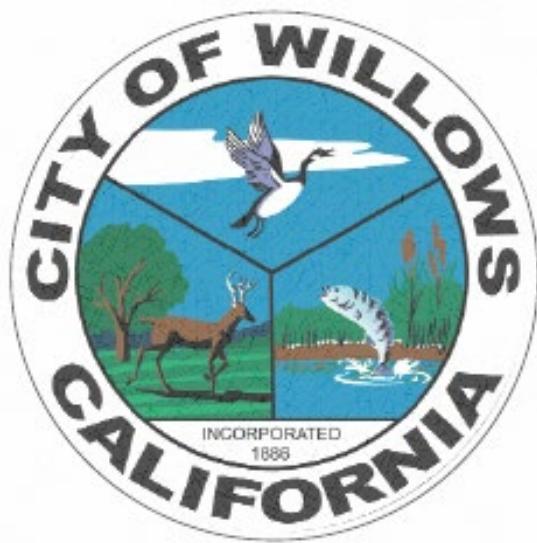
STATE OF CALIFORNIA

Choose an item. of Enter City or County Name.

I, **Karleen Price**, **City Clerk** of the **City of Willows**, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said **City Council** on this **27** day of **January**, **2026** and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Karleen Price, **City Clerk** of the **City of Willows**, State of California

By: Karleen Price, City Clerk, City of Willows, State of California



DISCUSSION & ACTION CALENDAR



Date: January 27, 2026

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Finance & Measure I Oversight Committee Structure & Membership Guidelines

Recommendation:

To review and discuss the structure and membership guidelines for the Finance & Measure I Oversight Committee (FMIOC) and direct staff accordingly.

Rationale for Recommendation:

At the November 11 City Council meeting, the mayor directed staff to bring back a formal discussion agenda item in January 2026 regarding the FMIOC's structure and membership guidelines.

Background:

At the FMIOC Special Meeting on November 4, 2025, the Committee discussed several agenda items related to city finances and the status of Measure I, the 1.5% sales tax. Although the FMIOC meeting agenda packet was distributed to the full City Council, the level of interest in the topics discussed prompted some Councilmembers to question whether this information should also be regularly shared and discussed by the entire Council. As a result, Mayor Hutson directed staff to evaluate options related to FMIOC's current structure and membership, as well as other methods for sharing city financial information with the full Council, and to present those options to the Council in January 2026.

Discussion & Analysis:

Based on the feedback of the full Council and the direction of Mayor Hutson, staff recommend that the Council consider the following options for FMIOC's structure and membership and/or to reconfigure the Committee all together:

▪ **Option A:**

Maintain the current FMIOC membership and subject matter structure as outlined in the Finance Committee Bylaws (Attachment 1). The FMIOC would only focus on the quarterly topics identified in the Council approved Bylaws. Should the FMIOC wish to explore additional finance topics, those would be presented to the full Council later subject to the FMIOC's recommendation and the mayor's approval.

- **Option B:**

Dissolve the FMIOC in its current format. Instead, the full Council would convene quarterly as the Finance Committee using the current quarterly finance topics and subject matter as a starting point; however, additional items could be added. The meetings would take place on the same dates and times as identified in the FMIOC Bylaws for the current meetings. The meetings would be separate from regular City Council meetings and start at either 5:30 or 6:00 pm on a quarterly basis.

- **Option C:**

At Council direction, staff could explore other FMIOC configurations or options such as:

- Appointing at-large members of the public with or without Councilmembers as committee members.
- Abolishing FMIOC all together and solely relying on the required reporting elements in the Council approved ordinance for Measure I (Attachment 2).

Given the Council's reported concerns, staff recommend Option B should the Council wish to continue the Finance Committee format yet concurrently ensure that the entire Council is equally informed of the City's financial situation.

Consistency with Council Priorities and Goals:

This agenda item is consistent with the Council's Cross-Cutting Priority: Community Engagement, including ensuring transparency, building trust, and fostering shared ownership of Willows' future.

Fiscal Impact:

There is no fiscal impact by reviewing and discussing this agenda item.

Attachment:

- Attachment 1: FMIOC Bylaws
- Attachment 2: Measure I Sales Tax Ordinance

BYLAWS
THE FINANCE AND MEASURE I OVERSIGHT COMMITTEE
CITY OF WILLOWS, CALIFORNIA

A. PURPOSE

1. The purpose of the Committee is to review city finances and make recommendations to the City Council. Review of the city's fiscal matters shall include but are not limited to, the City's annual independent audit, City fees, City service charges, and budgets, accounts payable, Investment, General Fund reserve and Pension Funding policies.
2. The Committee shall have an initial purview over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to the overall jurisdictional purpose of the Committee.
3. Activities of FMiOC shall include reviewing and tracking consistency between actual expenditures and the approved budget over the course of the fiscal year, quarterly review Measure i revenue progress and expenditures, and as necessary, revisiting Debt.
4. While the City Council will continue to review the detailed check register of monthly accounts payable as part of the City Council agenda, the FMiOC will review, consider and recommend to the full Council on the mid- and long-term implications of the city's revenue and expenditure trends, as well as review and recommend updates to financial policies as needed. Committee activities may include the review, discussion, and input in the following areas:
 - a. Measure i revenue and expenditures,
 - b. Annual audits and compliance reporting,
 - c. Annual and quarterly budget updates, augmentations, and forecasts, and
 - d. Long-term planning, including but not limited to:
 - City revenues and expenses, including related fee and tax studies,
 - Deferred maintenance and capital planning, and
 - Long-term liabilities, debt, and other finance planning.
5. The Committee will not have jurisdiction to discuss any budget approaches that would require good faith bargaining with labor groups.
6. While the Committee may request data and reports, FMiOC may not direct staff's day-to-day work, including assigning research projects that may undermine staff's ability to maintain daily operations, without the authority and approval of the entire Council.

B. FUNCTION

The Committee may, by a vote of the consensus of the majority of appointed Committee

Members, decide to postpone, continue, or table an item on the agenda. On any item on an agenda, the Committee may allow for an informational presentation by City staff relating to the item. With respect to an action item, and after discussion and consideration of the item, the Committee may take one of the following actions:

1. Vote by consensus of a majority of the appointed Committee Members to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.
2. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council; provided that the City Council shall have jurisdiction to place the item on the agenda for a future City Council meeting, in accordance with the requirements of the Meeting Protocols for agenda setting, if no action was taken on the item due to any one of the following reasons:
 - Due to the cancellation of a committee meeting, or
 - Due to lack of a quorum, or
 - The Committee was unable to approve any recommended action.
3. Any undecided or divided vote of the two-Council Committee shall automatically be presented to the full Council for consideration.
4. By a consensus of the Members present, may continue any item to a later meeting for further discussion and consideration.

C. **ROLE AND RESPONSIBILITIES**

The role of the Finance and Measure i Oversight Committee is to provide quarterly updates to the full City Council as part of the regular agenda to inform the City Council and the public of the City's overall fiscal management including the performance of Measure i (e.g., revenue, expenditures).

For the first three years of Measure i, these updates and reports to the City Council will occur quarterly as part of the Treasurer's Report and will include identifying sales tax revenues and expenditures. All reports will be posted on the City's website.

After the first three years, the FMiOC and City staff will produce an annual report that includes the sales tax revenues and expenditures to be presented to the Council and posted on the City's website.

For the first five years, the FMiOC will conduct one town hall meeting per fiscal year to report to the public on proposed expenditures of the transaction and use tax and to receive public input on how to expend the monies. The town hall meeting will be held in the spring before the final budget approval.

D. MEMBERSHIP GUIDELINES

1. **Membership.** The Finance Committee shall consist of two (2) City Councilmembers appointed by the entire City Council. The Mayor shall serve as the Committee alternate.
2. **Term.** Each member shall serve a one-year term; selected as part of the City Council's annual appointment process outlined in the Council's Protocol Manual.
3. **Attendance.** If a member of the Finance Committee fails to attend two (2) of the regularly scheduled and quarterly meetings in any calendar year, his or her position on the Finance Committee shall automatically become vacant. For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the next meeting.

E. QUORUM

A quorum of the Finance Committee shall consist of both appointed Members. A quorum must be present in order for the Finance Committee to hold a meeting.

Meetings of the Committees may be noticed as a Special Meeting of the City Council if a majority of the members of the Council plan to attend and participate as part of the Committee.

F. OFFICERS

1. The officers of the Finance Committee shall be:
 - a. The Chairperson and
 - b. The Vice-Chairperson.
2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.

G. DUTIES OF THE COMMITTEE

1. Review, discuss, and provide direction to facilitate the preparation and presentation of accurate, timely, and meaningful financial statements to the Council from City staff.
2. Oversee the preparation of the Annual Townhall Meeting on Measure i, as well as the preparation and presentation of the Measure i Annual Report.
3. Monitor City finances.
4. Review and update from time to time and as necessary the city's financial policies.
5. Be familiar with and review periodically the organization's annual budget; Ensuring that the financial elements of the City are in accordance with the City Council's Strategic

Priorities.

6. Develop policies and plans for financial awareness in cooperation with other public and private agencies.
7. Provide recommendations to the City Council on such matters that may be referred to the City Council by the community.

H. MEETINGS

1. Regular meetings of the FMiOC shall be held on the third Tuesday of October, January, April, and July starting at 5:30 pm.
2. If the scheduled date of a regular meeting conflicts with a holiday period, staff shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Finance Committee, by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code Sections 54950. Accordingly, all meetings shall be publicly noticed and agendas for all meetings shall be prepared and distributed in accordance with the current City Council meeting procedures and the Brown Act, including posted on the City's website and front door of the Civic Center 72 hours prior to a meeting.
5. All meetings will be recorded via video and/or audio and will be posted on the City's website after the meeting.
6. Action minutes will be produced for all meetings and posted on the City's website.
7. All meetings shall be conducted in accordance with the current City Council meeting procedures.

I. AGENDA SCHEDULE

▪ *January Meeting*

Review and track consistency of actual expenditures with the approved budget, as well as Measure i revenue progress. Meeting results and any recommendations to be presented to the entire Council within one month of the January FMiOC meeting.

▪ *April Meeting*

As required by the Measure i Ordinance, hold a Townhall Meeting to review and discuss Measure i revenues and expenditures. Before final budget approval and within one month of the April meeting, recommend to the full Council any Measure i expenditures for the next fiscal year to be included in the new budget.

▪ *July Meeting*

Review the City's finance policies for any needed updates and/or changes. Recommend

any changes to the full Council within one month of the July meeting.

- *October Meeting*
Review and track consistency of actual expenditures with the approved budget. Review year over year comparison of sales tax, property tax and Transient Occupancy Tax (TOT) comparing the most recent fiscal year to the prior fiscal year.

J. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Committees shall follow all applicable City administrative policies and procedures, as well as the Willows Municipal Code.

K. STAFF LIAISON

The Finance Committee's staff liaison will be the City Manager with support from the Finance Director.

L. ADOPTION

This document, as adopted by the City Council, October 15, 2024, by Resolution 35-2024 and shall serve as the Bylaws for the Finance and Measure i Oversight Committee.



City of Willows
Ordinance 762-2024

AN ORDINANCE OF THE CITY OF WILLOWS IMPOSING A TRANSACTIONS AND USE TAX OF ONE AND ONE-HALF PERCENT (1.5%) TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

Section 1. **TITLE.** This Ordinance shall be known as the City of Willows Transactions and Use Tax Ordinance. The City of Willows hereinafter shall be called "City." This Ordinance shall be applicable in the incorporated territory of the City.

Section 2. **OPERATIVE DATE.** "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance, the date of such adoption being as set forth below.

Section 3. **PURPOSE.** This Ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail Transactions and Use Tax in accordance with the provisions of Part 1.6 (commencing with section 7251) of Division 2 of the Revenue and Taxation Code, and section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax Ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail Transactions and Use Tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California, insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore, that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance.

Section 4. CONTRACT WITH STATE. Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax Ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 5. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City, at the rate of one and one-half percent (1.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory, on and after the operative date of this Ordinance.

Section 6. PLACE OF SALE. For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination, or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 7. USE TAX RATE. An excise tax is hereby imposed on the storage, use, or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use, or other consumption in said territory, at the rate of one and one-half percent (1.5%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

Section 8. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this Ordinance, and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this Ordinance as though fully set forth herein.

Section 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted, therefore. However, the substitution shall not be made when:

1. The word "State" issued as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California.

2. The result of that substitution would require action to be taken by or against this City, or any agency, officer, or employee thereof, rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

- a. Provide an exemption from this tax with respect to certain sales, storage, use, or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use, or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
- b. Impose this tax with respect to certain sales, storage, use, or other consumption of tangible personal property, which would not be subject to tax by the state under the said provision of that Code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code.

B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203, and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this State or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to section 267(b) of Title 26 of the United States Code and the regulations thereunder.

Section 10. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

Section 11. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax, the amount of any sales tax or use tax imposed by the State of California or by any City, County and City, or County pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax, the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made, and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with section 9840) of the Vehicle Code by registration to an out-of-City address, and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City, and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this Ordinance, the storage, use, or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience, and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City, or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this Ordinance, may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code, with respect to the sale to the person of the property the storage, use, or other consumption of which is subject to the use tax.

Section 12. AMENDMENTS. All amendments subsequent to the effective date of this Ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes, and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code,

and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this Ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

Section 13. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate, or other legal or equitable process, shall issue in any suit, action, or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 14. SEVERABILITY. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 15. EFFECTIVE DATE. This Ordinance relates to the levying and collecting of the City transactions and use taxes and shall take effect immediately.

Section 16. SALES TAX OVERSIGHT. The City shall maintain a separate Fund (including approved individual budget line items) for the sales tax revenue for budgeting and independent auditing purposes. The public audit shall include an accounting of sales tax revenues received and expenditures thereof in the audited financial statements and shall be presented annually to the City Council at a public meeting.

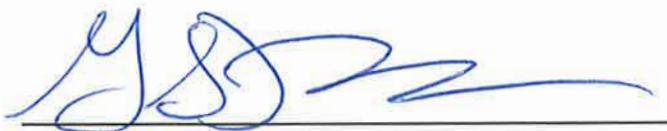
For the first three years, the City of Willows will produce quarterly reports identifying sales tax revenue and expenditures, which will be presented to the Council at a public meeting and posted on the City's website. After the first three years, the City of Willows will produce an annual report that includes the sales tax revenues and expenditures to be presented to the Council and posted on the City's website.

For the first five years, the City of Willows will conduct one town hall meeting per fiscal year to report to the public on proposed expenditures of the transaction and use tax and to receive public input on how to expend the monies. The town hall meeting will be held in the spring before the final budget approval.

The City Council will conduct a separate annual budget and allocation process of the sales tax revenue during a regular City Council meeting. The City of Willows will include a separate chapter in the annual budget explaining the Council approved revenues and expenditures of the sales tax for the fiscal year.

Section 17. TERMINATION DATE. The authority to levy the tax imposed by this Ordinance shall continue until 15 years from the effective date.

I hereby certify that the City of Willows Supplemental Transactions and Use Tax Ordinance was **PASSED, APPROVED, AND ADOPTED** by the People of the City of Willows on the 5th day of November, 2024.



Gary Hansen, Mayor of City of Willows

ATTEST:



Deputy Clerk of the City Council



COMMENTS AND REPORTS



CLOSED SESSION