



Willows City Council Regular Meeting

February 24, 2026
Willows City Hall
6:00 PM

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

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/89399061410>

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**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. Register Approval

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

b. Minutes Approval

Recommended Action: Approve the minutes of the February 10, 2026, City Council Meeting.
Contact: Karleen Price, City Clerk: kprice@cityofwillows.org

c. Policy Update: Library Rules of Conduct

Recommended Action: Approve the updated Library Policy Manual Rules of Conduct to apply to both the interior of the library and the immediate exterior areas surrounding the building.
Contact: Christine Watson, City Librarian, cwatson@cityofwillows.org

d. **Fiscal Year 2026-27 Landscaping and Lighting Special Assessment District**

Recommended Action: Adopt Resolution XX-2026 appointing DCCM, formerly Coastland Civil Engineering, as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; and direct the preparation of the Annual Engineer's Report for FY 2026-27. Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

e. **Proposition 218 Sewer Rate Study**

Recommended Action: Adopt Resolution XX-2026 authorizing the City Manager to execute a contract with LT Municipal Consultants (LTMC) in an amount not to exceed \$39,780 to provide consultant services for the city's upcoming Proposition 218 Sewer Rate Study. Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

6. 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. **Willows Little League Association: Field Use Fees for Practice**

Recommended Action: Direct staff to review the financial and precedent-setting implications of the Willows Little League Association's request to waive and/or reduce its fees for baseball field use during practice and return to Council with a recommendation at the March 10, 2026, City Council meeting. Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

b. **Draft FY 2025-2029 Five-Year Capital Improvement Program (CIP)**

Recommended Action: Review the attached draft FY 2025-2029 Five-Year Capital Improvement Program (CIP) and provide feedback. Staff will present the final version of the CIP at a future Council Public Hearing. Contact: Laurie Loaiza, City Engineer, lloaiza@cityofwillows.org

c. **802 Tamarack Street: Confirm Cost of Abatement**

Recommended Action: Review abatement costs for 802 Tamarack Street (APN 005-272-002) associated with the enforcement action completed on January 30, 2026, and adopt Resolution XX-2026 (Attachment 1) levying the abatement costs against the property as a lien if not paid by March 6, 2026. Contact: Nathan Monck, Fire Chief, nmonck@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. **Ordinance Amendment to Article III of Chapter 8.10 of the Willows Municipal Code**
Recommended Action: Conduct a public hearing for the second reading and adopt the Ordinance titled “AN ORDINANCE OF THE CITY OF WILLOWS AMENDING ARTICLE III OF CHAPTER 8.10 OF THE WILLOWS MUNICIPAL CODE RELATING TO ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES,” by title only and waive the full reading of the text. Contact: Nathan Monck, Fire Chief, nmonck@cityofwillows.org
- b. **Fiscal Year 2026-2027 Master Fee Schedule Update**
Recommended Action: Conduct a public hearing on the Fiscal Year 2026-2027 Master Fee Schedule (MFS) update and adopt a resolution (Attachment 1) approving the MFS. Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

8. COMMENTS & REPORTS

- a. **Council Correspondence**
- b. **City Council Comments & Reports**
- c. **City Manager’s Report**

9. 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. **Conference With Legal Counsel - Initiation of Litigation (54956.9(d)(4)) (one case)**

10. ADJOURNMENT

This agenda was posted on February 20, 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.



PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00556 - CHECK RUN 2-5-26

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	56389			02/05/2026	0.00	
**Void Check	56393			02/05/2026	0.00	
Vendor Number	Vendor Name					Total Vendor Amount
1008	A.T.& T.					324.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56385			02/05/2026	324.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000024693445	BAN - 9391061616 - 12-19-26 TO 1-18-26 SERVICE	01/30/2026	01/30/2026	0.00	293.93	
000024693450	BAN - 9391061624 - 12-19-26 TO 1-18-26 SERVICE	01/30/2026	01/30/2026	0.00	30.40	
Vendor Number	Vendor Name					Total Vendor Amount
1051	ALVES DOOR COMPANY, INC.					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56386			02/05/2026	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11493	DOOR REMOVAL & REINSTALL OF PANELS - FIRE	01/30/2026	01/30/2026	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
2545	BONNIE PAVLOVICH					1,097.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56387			02/05/2026	1,097.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
013026BP	REFUND - DEPOSIT & PRORATED RENT FOR JANUARY	01/30/2026	01/30/2026	0.00	1,097.71	
Vendor Number	Vendor Name					Total Vendor Amount
1172	CALIFORNIA WATER SERVICE					3,543.26
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56388			02/05/2026	3,543.26	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1053836442-010926	SERVICE TO 1-9-26 - LLAC ZONE C	01/30/2026	01/30/2026	0.00	114.31	
8491677777-011426	SERVICE TO 1-14-26 - CW	02/02/2026	02/02/2026	0.00	3,428.95	
Vendor Number	Vendor Name					Total Vendor Amount
1219	CENGAGE LEARNING INC/GALE					58.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56390			02/05/2026	58.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
999101737043	PAPERBACK BOOKS - LIBRARY	01/30/2026	01/30/2026	0.00	13.97	
999101808745	PAPERBACK BOOKS - LIBRARY	01/30/2026	01/30/2026	0.00	44.37	
Vendor Number	Vendor Name					Total Vendor Amount
1252	CLEARWAY ENERGY LLC					3,203.21
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	56391			02/05/2026	3,203.21	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1763670	DECEMBER 2025 SOLAR - SEWER	02/02/2026	02/02/2026	0.00	3,203.21	

Payment Register

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Vendor Number 1255	Vendor Name COASTLAND CIVIL ENGINEERI					Total Vendor Amount 58,271.84
Payment Type Check	Payment Number 56392			Payment Date 02/05/2026		Payment Amount 58,271.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
63537	72-5456 - FY 25-26 PAVEMENT REHAB	02/03/2026	02/03/2026	0.00	4,438.75	
63595	LIFT STATION REHAB CM	02/03/2026	02/03/2026	0.00	1,075.00	
63596	CIVIC CENTER ADA UPGRADES CM	02/03/2026	02/03/2026	0.00	53.75	
63658	725024 ENCROACHMENT PERMITS	02/03/2026	02/03/2026	0.00	2,350.00	
63660	725133 - CITY HALL ADA DOOR UPGRADES	02/03/2026	02/03/2026	0.00	57.50	
63661	72-5495 - TRAVEL PLAZA - CHEVRON DR25-05 & LM25-01	02/03/2026	02/03/2026	0.00	63.75	
63662	725158 SYCAMORE PARK CCLGP FUNDED PROJECT	02/03/2026	02/03/2026	0.00	14,998.75	
63663	SEWER REHAB 2025 CM	02/03/2026	02/03/2026	0.00	5,057.50	
63666	725445 CITY ENGINEERING FY 25-26	02/03/2026	02/03/2026	0.00	10,236.25	
63668	725150 LIFT STATION REHAB PROJECT	02/03/2026	02/03/2026	0.00	57.50	
63673	72-4441 - 505 N HUMBOLT AVE - PERMIT 5444-LIT CEAS	02/03/2026	02/03/2026	0.00	886.25	
63674	72-4441 - 1301 W WOOD ST - PERMIT 5492 - TACO BELL	02/03/2026	02/03/2026	0.00	401.25	
63675	72-4441 - 470 N AIRPORT RD - PERMIT 5449 - WALMART	02/03/2026	02/03/2026	0.00	800.00	
63690	72-4441 - 644 N SHASTA ST - PERMIT 5491 - NEW HOME	02/03/2026	02/03/2026	0.00	1,526.33	
63691	72-44441 - SYCAMORE PARK & COM POOL - PERMIT 550	02/03/2026	02/03/2026	0.00	16,269.26	

Vendor Number 1261	Vendor Name COMCAST CABLE					Total Vendor Amount 453.68
Payment Type Check	Payment Number 56394			Payment Date 02/05/2026		Payment Amount 453.68
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290115941-012926	SERVICE TO 2-28-26 - CIVIC CENTER	02/04/2026	02/04/2026	0.00	295.77	
8155600290116196-011426	SERVICE TO 2-18-26 - FIRE	01/30/2026	01/30/2026	0.00	157.91	

Vendor Number 2503	Vendor Name COMMUNITY DEVELOPMENT SERVICES					Total Vendor Amount 375.00
Payment Type Check	Payment Number 56395			Payment Date 02/05/2026		Payment Amount 375.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3	CDBG SERV OCTOBER 2025 - NOFA REQUIREMENTS	02/02/2026	02/02/2026	0.00	375.00	

Vendor Number 1278	Vendor Name CORNING FORD					Total Vendor Amount 224.14
Payment Type Check	Payment Number 56396			Payment Date 02/05/2026		Payment Amount 224.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
67167	PARTS - FORD RANGER #3 - PW	01/30/2026	01/30/2026	0.00	224.14	

Vendor Number 1288	Vendor Name CREATIVE COMPOSITION					Total Vendor Amount 332.37
Payment Type Check	Payment Number 56397			Payment Date 02/05/2026		Payment Amount 332.37
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
37486	BUSINESS CARDS - NEW EMPLOYEES - CW	02/02/2026	02/02/2026	0.00	332.37	

Vendor Number 2390	Vendor Name CULLIGAN QUENCH USA, INC					Total Vendor Amount 140.31
Payment Type Check	Payment Number 56398			Payment Date 02/05/2026		Payment Amount 140.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV10226164	FEBRUARY 2026 SERVICE	01/30/2026	01/30/2026	0.00	140.31	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
1325	DEMCO, INC.					250.65
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56399			02/05/2026		250.65
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7747087	CASTERS FOR BOOKTRUCKS - LIBRARY	02/03/2026	02/03/2026	0.00	250.65	
1388	EMPLOYERS INVESTIGATIVE S					318.75
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56400			02/05/2026		318.75
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5051232	BACKGROUND CHECK - NEW EMPLOYEE - FIRE	02/03/2026	02/03/2026	0.00	318.75	
1429	FEDEX					32.14
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56401			02/05/2026		32.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9-142-22540	US BANK PAYMENT - FIN	02/03/2026	02/03/2026	0.00	32.14	
2466	FOSTER & FOSTER INC					6,250.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56402			02/05/2026		6,250.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
38580	GASB 75 A V AT 7-1-24, UPDATES FOR FY6/25 & CALPER	02/03/2026	02/03/2026	0.00	6,250.00	
1467	GAYNOR TELESYSTEMS, INC.					589.53
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56403			02/05/2026		589.53
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV000047248	UPDATES TO EXTENSIONS - CITY HALL & LIBRARY	02/03/2026	02/03/2026	0.00	120.00	
SUB4245.0126	JANUARY 2026 SERVICE - CW	02/03/2026	02/03/2026	0.00	469.53	
1503	GLENN CO SHERIFFS DEPT					795,040.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56404			02/05/2026		795,040.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
26-000003	FALSE ALARM - CORP YARD - PUBLIC WORKS	02/03/2026	02/03/2026	0.00	40.00	
3011	GCSO NOVEMBER 2025 - POLICE/ FIRE	02/03/2026	02/03/2026	0.00	198,750.00	
3012	GCSO DECEMBER 2025 - POLICE/FIRE	02/03/2026	02/03/2026	0.00	198,750.00	
3013	GCSO - JANUARY 2026 - POLICE/FIRE	02/03/2026	02/03/2026	0.00	198,750.00	
3014	GCSO FEBRUARY 2026 - POLICE/FIRE	02/03/2026	02/03/2026	0.00	198,750.00	
2546	HHSA - VETERANS SERVICE					5,000.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56405			02/05/2026		5,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
020426HHSA-VS	DONATION - THE WALL THAT HEALS 2026	02/03/2026	02/03/2026	0.00	5,000.00	
1564	ITF - INDUSTRIAL TRUCK & FARM					34.26
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56406			02/05/2026		34.26
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
656729	1/4 CABLE - JENSEN PARK - PW	02/03/2026	02/03/2026	0.00	34.26	

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Vendor Number	Vendor Name					Total Vendor Amount
1606	JEREMY'S PEST STOMPERS					100.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56407			02/05/2026		100.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
19268	JANUARY 2026 SERVICE - CIVIC CENTER	02/03/2026	02/03/2026	0.00	55.00	
22268	FEBRUARY 2026 SERVICE - FIRE	02/03/2026	02/03/2026	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
1665	KNIFE RIVER CONSTRUCTION					479.33
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56408			02/05/2026		479.33
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
326954	WET PATCH - ALLEYS - PW	02/03/2026	02/03/2026	0.00	479.33	
Vendor Number	Vendor Name					Total Vendor Amount
1710	LIFE ASSIST					549.77
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56409			02/05/2026		549.77
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2012049	SAFETY IV CATHETER - SUPPLIES - FIRE	02/03/2026	02/03/2026	0.00	39.69	
2047339	SALINE PREFILLED, SP02/SPCO SENSOR - SUPPLIES-FIRE	02/03/2026	02/03/2026	0.00	510.08	
Vendor Number	Vendor Name					Total Vendor Amount
1770	MENDES SUPPLY COMPANY					455.06
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56410			02/05/2026		455.06
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
R083428	TOWELS, TISSUE & TRASH BAGS - PW	02/03/2026	02/03/2026	0.00	455.06	
Vendor Number	Vendor Name					Total Vendor Amount
1810	MES SERVICE COMPANY LLC					4,146.15
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56411			02/05/2026		4,146.15
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV2419730	LEATHER BOOT - FIRE	02/03/2026	02/03/2026	0.00	640.74	
INV2421479	10 PAIRS LEATHER GLOVES - FIRE	02/03/2026	02/03/2026	0.00	1,572.40	
INV2421585	10 FIRE HOODS - FIRE	02/03/2026	02/03/2026	0.00	1,933.01	
Vendor Number	Vendor Name					Total Vendor Amount
1778	MIDAMERICA ADMIN & RETIRE					1,500.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56412			02/05/2026		1,500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0500	ANNUAL CONTRIBUTION - NEW EMPLOYEES	02/03/2026	02/03/2026	0.00	1,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
2510	MODERN BUILDING INC					5,602.05
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56413			02/05/2026		5,602.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
WLBPR-4	LIBRARY ROOF PROJECT - PAYMENT #4 - CIVIC CENTER	02/03/2026	02/03/2026	0.00	5,602.05	
Vendor Number	Vendor Name					Total Vendor Amount
2312	NAPA AUTO PARTS					542.75
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56414			02/05/2026		542.75
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
720264	BATTERY - RANGER #3 - PW	02/03/2026	02/03/2026	0.00	219.49	
720287	AIR LINE COUPLING - ENGINE #5 - FIRE	02/03/2026	02/03/2026	0.00	89.15	
720594	SUPPLIES - F-350 #20 - PW	02/04/2026	02/04/2026	0.00	77.54	
720714	DISPOSABLE GLOVES - SHOP - PW	02/04/2026	02/04/2026	0.00	35.88	

Payment Register

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720823	HAND CLEANER - SHOP - PW	02/04/2026	02/04/2026	0.00	120.69		
Vendor Number	Vendor Name					Total Vendor Amount	
2514	NATIONAL AUTO FLEET GROUP					50,548.36	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56415			02/05/2026	50,548.36		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
WF15394	2025 FORD F150 XL 4WS SUPER CAB - PW & SEWER	02/04/2026	02/04/2026	0.00	50,548.36		
Vendor Number	Vendor Name					Total Vendor Amount	
1822	NATIONAL FIRE SYSTEMS, IN					662.06	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56416			02/05/2026	662.06		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
119765	4 FIRE EXTINGUISHERS - ANNUAL - FIRE	02/03/2026	02/03/2026	0.00	283.45		
605230	6 MONTH HOOD INSP - FIRE	02/03/2026	02/03/2026	0.00	378.61		
Vendor Number	Vendor Name					Total Vendor Amount	
2373	ODP BUSINESS SOLUTIONS					180.83	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56417			02/05/2026	180.83		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
454097788001	PAPER - OFFICE SUPPLIES - CW	02/03/2026	02/03/2026	0.00	180.83		
Vendor Number	Vendor Name					Total Vendor Amount	
1864	O'REILLY AUTO PARTS					595.53	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56418			02/05/2026	595.53		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4878-110960	EXCHANGE - HEX BIT SET - SUPPLIES - PW	02/03/2026	02/03/2026	0.00	-2.17		
4878-111891	FUEL PUMP - F350 #20 - PW	02/03/2026	02/03/2026	0.00	220.03		
4878-111895	TAIL LGT ADY - RANGER #3 - PW	02/03/2026	02/03/2026	0.00	45.82		
4878-111998	VAPOR CANSTR - F-350 #20 - PW	02/03/2026	02/03/2026	0.00	139.19		
4878-112053	EXCHANGE - FUEL PUMP - F-350 #20 - PW	02/03/2026	02/03/2026	0.00	154.61		
4878-113049	AA 8P BUCKET - SUPPLIES - PW	02/04/2026	02/04/2026	0.00	38.05		
Vendor Number	Vendor Name					Total Vendor Amount	
2521	PAPE' KENWORTH					828.18	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56419			02/05/2026	828.18		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
15888182	FILTERS - ENGINE #5 - FIRE	02/03/2026	03/10/2026	0.00	368.18		
78504	SMOKE CHECK FOR CARB - #4, #29, #10, #16 - PW	02/04/2026	02/04/2026	0.00	460.00		
Vendor Number	Vendor Name					Total Vendor Amount	
2475	PAXTON FAMILY INSPECTION SERVICES					6,013.16	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56420			02/05/2026	6,013.16		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
261003	JANUARY 2026 BUILD, PAN, INSP & MI	02/03/2026	02/03/2026	0.00	6,013.16		
Vendor Number	Vendor Name					Total Vendor Amount	
1143	PEDRO BOBADILLA					576.92	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	56421			02/05/2026	576.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
013026PB	RECREATIONAL SERVICES 1-17-26 TO 1-30-26 - REC	02/03/2026	02/03/2026	0.00	576.92		

Payment Register

APPKT00556 - CHECK RUN 2-5-26

Vendor Number	Vendor Name					Total Vendor Amount
1926	PLEXUS GLOBAL LLC					146.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56422			02/05/2026		146.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
19652	DOT PLUS BAT TESTING - PUBLIC WORKS	02/04/2026	02/04/2026	0.00	146.00	
Vendor Number	Vendor Name					Total Vendor Amount
1978	REGIONAL GOVERNMENT SERVI					207.86
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56423			02/05/2026		207.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20609	DECEMBER 2025-PERSONNEL RULES VACA CAP & BUY BA	02/03/2026	02/03/2026	0.00	207.86	
Vendor Number	Vendor Name					Total Vendor Amount
2342	ROBERT BURT CONSTRUCTION					15,000.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56424			02/05/2026		15,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
402	802 TAMARACK - REMOVAL GARBAGE - FIRE	02/04/2026	02/04/2026	0.00	15,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
2041	SACRAMENTO VALLEY MIRROR					74.80
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56425			02/05/2026		74.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4212	LEGAL AD - APPROPRIATIONS LIMIT - FIRE	02/04/2026	02/04/2026	0.00	74.80	
Vendor Number	Vendor Name					Total Vendor Amount
2089	SMITH & NEWELL CERTIFIED					4,150.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56426			02/05/2026		4,150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
020426S&N	ANNUAL PREP REPORT FIN TRANS FYE 6-30-25 - FIN	02/03/2026	02/03/2026	0.00	4,150.00	
Vendor Number	Vendor Name					Total Vendor Amount
1567	THE INKWELL					52.55
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56427			02/05/2026		52.55
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
020426TI	ORANGE PAPER - OFFICE SUPPLIES - CW	02/04/2026	02/04/2026	0.00	24.56	
5086	RED PENS - OFFICE SUPPLIES - FIRE	02/04/2026	02/04/2026	0.00	27.99	
Vendor Number	Vendor Name					Total Vendor Amount
2547	THE PILCROW FOUNDATION					400.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56428			02/05/2026		400.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
020426TPF	MATCHING FUNDS PILCROW GRANT - LIBRARY	02/05/2026	02/05/2026	0.00	400.00	
Vendor Number	Vendor Name					Total Vendor Amount
2447	TOP NOTCH COMMERCIAL CLEANING					1,375.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56429			02/05/2026		1,375.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12428	JANUARY 2026 - JANITORIAL SERVICE - CIVIC CENTER	02/04/2026	02/04/2026	0.00	1,375.00	

Payment Register

APPKT00556 - CHECK RUN 2-5-26

Vendor Number	Vendor Name					Total Vendor Amount
1798	UBEO WEST, LLC					316.86
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56430			02/05/2026		316.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
574196580	PRINTER USAGE 1-20-26 TO 2-20-26 & OVERAGES	02/04/2026	02/04/2026	0.00	316.86	
Vendor Number	Vendor Name					Total Vendor Amount
2248	VERIZON WIRELESS					428.75
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56431			02/05/2026		428.75
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6134534469	SERVICE 12-27-25 TO 1-26-26 - CW	02/04/2026	02/04/2026	0.00	428.75	
Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					475.86
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56432			02/05/2026		475.86
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5067055740	UNIFORM SERVICE - PUBLIC WORKS	02/04/2026	02/04/2026	0.00	158.62	
5067061133	UNIFORM SERVICE - PUBLIC WORKS	02/03/2026	02/03/2026	0.00	158.62	
5067066276	UNIFORM SERVICE - PUBLIC WORKS	02/04/2026	02/04/2026	0.00	158.62	
Vendor Number	Vendor Name					Total Vendor Amount
2295	WILLOWS ACE HARDWARE					391.33
Payment Type	Payment Number			Payment Date		Payment Amount
Check	56433			02/05/2026		391.33
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
132719	EQUIPMENT STRAP - RENTAL	02/04/2026	02/04/2026	0.00	5.43	
132973	50 PACK CUP HOOKS - CIVIC CENTER	02/04/2026	02/04/2026	0.00	18.48	
133011	4 PLUG IN GROUNDED ADAPTERS - SUPPLIES - PW	02/04/2026	02/04/2026	0.00	33.02	
133049	DOOR STOP - CIVIC CENTER	02/04/2026	02/04/2026	0.00	9.78	
133117	3 EXTENSION CORDS - CIVIC CENTER	02/04/2026	02/04/2026	0.00	65.22	
133120	SUPPLIES - ENGINE #5 - FIRE	02/04/2026	02/04/2026	0.00	33.32	
133127	PACK STAPLE COAXL - CIVIC CENTER	02/04/2026	02/04/2026	0.00	4.34	
133161	LIGHT BULBS - APP BAY - FIRE	02/04/2026	02/04/2026	0.00	71.75	
133175	BASE LAMP HOLDER - FIRE	02/04/2026	02/04/2026	0.00	6.51	
133176	EXCHANGE - BASE LAMP HOLDER - FIRE	02/04/2026	02/04/2026	0.00	15.23	
133244	FLOOR MAT 4 PC - VEHICLE MAINT - PW	02/04/2026	02/04/2026	0.00	54.36	
133257	CLEANING SUPPLIES - PW	02/04/2026	02/04/2026	0.00	30.42	
133288	TRIMMER LINE - PW	02/04/2026	02/04/2026	0.00	25.00	
133468	CLEANING SUPPLIES - GARAGE - PW	02/04/2026	02/04/2026	0.00	5.43	
133469	8 PACK AAA BATTERIES - SHOP - PW	02/04/2026	02/04/2026	0.00	13.04	

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	36	25	0.00	92,764.50
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	66	22	0.00	879,324.18
Packet Totals:		102	49	0.00	972,088.68

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-972,088.68
Packet Totals:		-972,088.68



City of Willows

Payment Register

APPKT00559 - BIWEEKLY VENDORS 2-13-26

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
1029	AFLAC- FLEX ONE					384.95
Payment Type	Payment Number					Payment Date Payment Amount
Check	56434					02/17/2026 384.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001615	AFLAC DENTAL	01/30/2026	01/31/2026	0.00	84.90	
INV0001616	AFLAC CANCER	01/30/2026	01/31/2026	0.00	113.63	
INV0001617	AFLAC ACCIDENT	01/30/2026	01/30/2026	0.00	114.34	
INV0001618	AFLAC STD	01/30/2026	01/31/2026	0.00	17.90	
INV0001619	AFLAC EVENT/CRITICAL	01/30/2026	01/31/2026	0.00	54.18	

Vendor Number	Vendor Name					Total Vendor Amount
1194	CALIFORNIA STATE DISBURSE					162.92
Payment Type	Payment Number					Payment Date Payment Amount
Check	56435					02/17/2026 162.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001632	CHILD SUPPORT	02/13/2026	02/13/2026	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
2223	UNITED PUBLIC EMPLOYEES A					218.07
Payment Type	Payment Number					Payment Date Payment Amount
Check	56436					02/17/2026 218.07
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0001648	UPEC DUES	02/13/2026	02/28/2026	0.00	218.07	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	7	3	0.00	765.94
Packet Totals:		7	3	0.00	765.94

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-765.94
Packet Totals:		-765.94



City of Willows

Payroll Check Register Checks

Pay Period: 1/26/2026-2/8/2026

Packet: PYPKT00585 - PAY PERIOD 1-26-26 TO 2-8-26 PAY DATE 2-13-26
Payroll Set: Payroll Set 01 - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
CANO, GABRIELA M	CAN01	Regular	02/13/2026	219.76	41137
GALLARDO-CANO, JOYANNY	GAL03	Regular	02/13/2026	219.76	41138
RANDOLPH, CORA	RAN02	Regular	02/13/2026	111.80	41139



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 1/26/2026-2/8/2026

Packet: PYPKT00585 - PAY PERIOD 1-26-26 TO 2-8-26 PAY DATE 2-13-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BUSBY, MATTHEW	BUS01	02/13/2026	228.12	1966
HANSEN, GARY L	HAN02	02/13/2026	228.12	1967
PRIDE, LORRI A	PRI00	02/13/2026	228.12	1968
THOMAS, RICHARD	THO00	02/13/2026	228.12	1969
BROWN, MARTHA	BRO01	02/13/2026	4,001.37	1970
PRICE, KARLEEN	PRI01	02/13/2026	1,792.16	1971
HARRISON, JOEI	HAR01	02/13/2026	2,494.57	1972
HAZLETT, ROBIN	HAZ01	02/13/2026	1,623.02	1973
BROTT, SHERRY	BRO02	02/13/2026	45.62	1974
CORUM, RAYMOND	COR02	02/13/2026	45.62	1975
MCNEIL, MICHAEL JAMES	MCN00	02/13/2026	45.62	1976
NYGARD, ROBYN	NYG00	02/13/2026	45.62	1977
OCAMPO, CRISTINA	OCA00	02/13/2026	45.62	1978
RICHARDSON, TARYN	RIC00	02/13/2026	1,508.20	1979
RUSTENHOVEN, TARA L	RUS01	02/13/2026	1,769.14	1980
GAMBOA, YADIRA	GAM00	02/13/2026	440.46	1981
LUNA-SARINAS, CRISTINA	LUN00	02/13/2026	459.90	1982
MYERS, KEVIN M	MYE00	02/13/2026	440.25	1983
WATKINS, COLLEEN	WAT00	02/13/2026	353.14	1984
WATSON, CHRISTINE	WAT01	02/13/2026	2,721.09	1985
BOBADILLA, TAVIAN	BOB02	02/13/2026	219.76	1986
GALLARDO-CANO, NATALY	GAL01	02/13/2026	219.76	1987
RAYGOZA, RODRIGO	RAY00	02/13/2026	246.37	1988
PUENTE, ANTHONY	PUE00	02/13/2026	219.76	1989
CONNELLY, WILLIAM	CON00	02/13/2026	1,198.26	1990
ENOS, KYLE	ENO00	02/13/2026	3,097.47	1991
FUENTES, JAIME	FUE01	02/13/2026	1,906.40	1992
HUTSON, EVAN C	HUT01	02/13/2026	228.12	1993
LOMBARD, TYLER JOSEPH	LOM00	02/13/2026	2,159.23	1994
LOPEZ, MATTHEW	LOP03	02/13/2026	261.48	1995
MINGS, MICHAEL E	MIN00	02/13/2026	1,477.23	1996
RANDOLPH, MATTHEW	RAN01	02/13/2026	1,398.36	1997
REED, JOSHUA	REE00	02/13/2026	1,626.96	1998
VASQUEZ, PEDRO CEASAR	VAS01	02/13/2026	1,652.11	1999
ZOLLER-HARRIS, TRAVIS	ZOL00	02/13/2026	2,211.32	2000
BETTENCOURT, JOSEPH	BET01	02/13/2026	3,701.30	2001
MONCK, NATHANIAL T	MON00	02/13/2026	3,286.11	2002
PFYL, NATISA N	PFY00	02/13/2026	1,959.14	2003



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 1/26/2026-2/8/2026

Packet: PYPKT00585 - PAY PERIOD 1-26-26 TO 2-8-26 PAY DATE 2-13-26

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	02/13/2026	2001	5,052.09	404.17	946.62	3,701.30
BOBADILLA, TAVIAN	BOB02	02/13/2026	1986	240.83	0.00	21.07	219.76
BROTT, SHERRY	BRO02	02/13/2026	1974	50.00	0.00	4.38	45.62
BROWN, MARTHA	BRO01	02/13/2026	1970	6,613.46	919.78	1,692.31	4,001.37
BUSBY, MATTHEW	BUS01	02/13/2026	1966	250.00	0.00	21.88	228.12
CANO, GABRIELA M	CAN01	02/13/2026	41137	240.83	0.00	21.07	219.76
CONNELLY, WILLIAM	CON00	02/13/2026	1990	1,440.00	0.00	241.74	1,198.26
CORUM, RAYMOND	COR02	02/13/2026	1975	50.00	0.00	4.38	45.62
ENOS, KYLE	ENO00	02/13/2026	1991	4,423.23	629.91	695.85	3,097.47
FUENTES, JAIME	FUE01	02/13/2026	1992	2,481.39	355.48	219.51	1,906.40
GALLARDO-CANO, JOYANNY	GAL03	02/13/2026	41138	240.83	0.00	21.07	219.76
GALLARDO-CANO, NATALY	GAL01	02/13/2026	1987	240.83	0.00	21.07	219.76
GAMBOA, YADIRA	GAM00	02/13/2026	1981	504.00	0.00	63.54	440.46
HANSEN, GARY L	HAN02	02/13/2026	1967	250.00	0.00	21.88	228.12
HARRISON, JOEI	HAR01	02/13/2026	1972	4,783.00	1,884.12	404.31	2,494.57
HAZLETT, ROBIN	HAZ01	02/13/2026	1973	2,037.60	242.98	171.60	1,623.02
HUTSON, EVAN C	HUT01	02/13/2026	1993	250.00	0.00	21.88	228.12
LOMBARD, TYLER JOSEPH	LOM00	02/13/2026	1994	3,329.60	906.91	263.46	2,159.23
LOPEZ, MATTHEW	LOP03	02/13/2026	1995	286.56	0.00	25.08	261.48
LUNA-SARINAS, CRISTINA	LUN00	02/13/2026	1982	504.00	0.00	44.10	459.90
MCNEIL, MICHAEL JAMES	MCN00	02/13/2026	1976	50.00	0.00	4.38	45.62
MINGS, MICHAEL E	MIN00	02/13/2026	1996	2,361.12	509.88	374.01	1,477.23
MONCK, NATHANIAL T	MON00	02/13/2026	2002	5,396.15	833.86	1,276.18	3,286.11
MYERS, KEVIN M	MYE00	02/13/2026	1983	486.00	0.00	45.75	440.25
NYGARD, ROBYN	NYG00	02/13/2026	1977	50.00	0.00	4.38	45.62
OCAMPO, CRISTINA	OCA00	02/13/2026	1978	50.00	0.00	4.38	45.62
PFYL, NATISA N	PFY00	02/13/2026	2003	3,331.35	720.93	651.28	1,959.14
PRICE, KARLEEN	PRI01	02/13/2026	1971	2,508.92	271.24	445.52	1,792.16
PRIDE, LORRI A	PRI00	02/13/2026	1968	250.00	0.00	21.88	228.12
PUENTE, ANTHONY	PUE00	02/13/2026	1989	240.83	0.00	21.07	219.76
RANDOLPH, MATTHEW	RAN01	02/13/2026	1997	1,977.60	244.56	334.68	1,398.36
RANDOLPH, CORA	RAN02	02/13/2026	41139	122.53	0.00	10.73	111.80
RAYGOZA, RODRIGO	RAY00	02/13/2026	1988	270.00	0.00	23.63	246.37
REED, JOSHUA	REE00	02/13/2026	1998	2,268.24	419.40	221.88	1,626.96
RICHARDSON, TARYN	RIC00	02/13/2026	1979	1,871.20	14.19	348.81	1,508.20
RUSTENHOVEN, TARA L	RUS01	02/13/2026	1980	2,446.92	294.17	383.61	1,769.14
THOMAS, RICHARD	THO00	02/13/2026	1969	250.00	0.00	21.88	228.12
VASQUEZ, PEDRO CEASAR	VAS01	02/13/2026	1999	2,373.40	409.86	311.43	1,652.11
WATKINS, COLLEEN	WAT00	02/13/2026	1984	387.00	0.00	33.86	353.14
WATSON, CHRISTINE	WAT01	02/13/2026	1985	4,107.20	318.31	1,067.80	2,721.09
ZOLLER-HARRIS, TRAVIS	ZOLO0	02/13/2026	2000	2,945.60	267.09	467.19	2,211.32
Totals:				67,012.31	9,646.84	11,001.13	46,364.34



City of Willows

Payroll Check Register Report Summary

Pay Period: 1/26/2026-2/8/2026

Packet: PYPKT00585 - PAY PERIOD 1-26-26 TO 2-8-26 PAY DATE 2-13-26
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	3	551.32
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	38	45,813.02
Total	41	46,364.34



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

February 10, 2026
Willows City Hall
6:00 PM

City Manager
Marti Brown

City Clerk
Karleen Price

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

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

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

Councilmembers Absent: None

4. **CHANGES TO THE AGENDA**

- a. **Item #5a was continued to a future meeting.**

5. **PRESENTATION**

- a. **Phambili Biomass Facility Project**
- b. **Community Development Block Grant (CDBG) Program Income**
Action: Received presentation on the Community Development Block Grant (CDBG) Program Income and provided direction to staff.

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

- a. **Register Approval**
Action: Approved general checking, payroll, and direct deposit check registers.
- b. **Minutes Approval**
Action: Approved the minutes of the January 27, 2026 and January 30, 2026, City Council Meetings.
- c. **Facilities Use Agreement – 2026 Summer Swim Program**
Action: Authorized the City Manager to execute a Facilities Use Agreement with the Willows Unified School District to use the School District’s swimming pool during the 2026 summer swim season for an amount not to exceed \$20,000.
- d. **Ordinance Amendment to Article III of Chapter 8.10 of the Willows Municipal Code**
Action: Introduced an ordinance entitled “AN ORDINANCE OF THE CITY OF WILLOWS

AMENDING ARTICLE III OF CHAPTER 8.10 OF THE WILLOWS MUNICIPAL CODE RELATING TO ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES,” by title only and waived the reading of the text and scheduled a public hearing for the second reading and adoption of the Ordinance at the February 24, 2026, City Council meeting.

Motion to approve items #6a, 6b, 6c, and 6d as presented.

Moved/Seconded: Councilmember Hansen/Councilmember Pride

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

No: None

Absent: None

7. COMMENTS & REPORTS

- a. **Council Correspondence**
- b. **City Council Comments & Reports**
Councilmembers reported on various community events and meetings attended.
- c. **City Manager’s Report**

8. CLOSED SESSION – 6:44 PM

- a. **Conference With Legal Counsel - Initiation of Litigation (54956.9(d)(4)) (one case)**
Report Out: Direction given; no reportable action was taken.
- b. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager
Report Out: Discussion was held; no reportable action was taken.
- c. **Liability Claims (§ 54956.95)**
Claimant: Nicole Marie Siebert
Claimed Against: City of Glenn
Report Out: Direction given to reject claim and such notice will be sent.
- d. **Public Employee Performance Evaluation (§ 54957)**
Title: City Attorney
Report Out: Discussion was held; no reportable action was taken.

9. ADJOURNMENT – 8:25 PM

Karleen Price, City Clerk



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

From: Christine Watson, City Librarian
Marti Brown, City Manager

Subject: Policy Update: Library Rules of Conduct

Recommendation:

Approve the updated Library Policy Manual Rules of Conduct to apply to both the interior of the library and the immediate exterior areas surrounding the building.

Rationale for Recommendation:

By updating the Rules to include outdoor spaces immediately adjacent to the library, library staff will be able to maintain safe, accessible, and welcoming conditions for all library users.

Background:

The Library Policy Manual Rules of Conduct, last updated in 2011, has been effective in ensuring that interior library spaces are used respectfully by patrons and staff. The proposed update expands the scope of the Rules of Conduct to include the immediate exterior of the library building, as well as the indoor spaces.

The City Librarian is concerned that there is no clear policy addressing individuals sleeping immediately outside the library in a manner that blocks walkways and building access. While no current policy explicitly addresses this issue, the 2011 Rules of Conduct includes language related to appropriate use of indoor library spaces. With a minor revision to extend the policy to the areas immediately surrounding the building, the City will encourage unhoused community members to use library resources indoors while keeping exterior walkways clear and safe for patrons and staff.

Discussion & Analysis:

The Library Board of Trustees reviewed and approved the amended Rules of Conduct language at its February 12, 2026, meeting. The revised policy is now presented to the City Council for final consideration and approval.

Consistency with Council Priorities and Goals:

The proposed amendment is consistent with Priority #3: Public Safety and Priority #6: Quality of Life.

Fiscal Impact:

There is no fiscal impact.

Attachment:

- Attachment 1: Revised Library Rules of Conduct

CITY OF WILLOWS
LIBRARY POLICY MANUAL

POLICY: 14

SUBJECT: Rules of Conduct

EFFECTIVE DATE: 2/26

**The Willows Public Library welcomes all patrons who comply with these
Rules of Conduct.**

The purpose of these rules is to ensure that all patrons of the Willows Public Library have access to and use of library facilities in a quiet, orderly, sanitary and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others.

A person will be immediately expelled and suspended for committing or attempting to commit a serious offense, including assault; battery; theft; vandalism; sexual offenses; offensive touching; harassment, stalking or threatening behavior; the use of alcohol or controlled substances; or having unsanitary bodily hygiene so offensive to other persons that it constitutes a nuisance in the Library.

A person engaged in the following behaviors will be asked to stop the behavior, and may be asked to leave the library. Failure to comply with requests may result in suspension from the Library premises. Any person who refuses to leave the library when asked to do so will be suspended from the Library premises and authorities will be notified. (California Penal Code 602)

- Disorderly behavior, loud talking, offensive language, or engaging in noisy or boisterous activities.
- Using cell phones, computers or other auditory devices in a manner that disturbs others. Loud or extended conversations should be moved outside the library.
- Leaving children unattended anywhere on the Library premises if they are under the age of 9 or if such children interfere with or disrupt other's use of the library.
- Misuse of library furniture or equipment.
- Interfering with or blocking free passage with bicycles, large backpacks, and other bulky items.
- Leaving personal belongings unattended.
- Giving speeches or handing out literature in the Library (however, such conduct may be allowed at Library programs upon receiving permission from the appropriate Library staff).
- Soliciting money on the Library premises.
- Smoking, bathing or sleeping in or around the library. Smoking within 20 feet of library entrances and windows is prohibited. (California Government Code 7597) Eating and drinking are only allowed in tiled floor area and prohibited in all other areas.
- Bringing animals, other than service animals, into the library.
- Entering or remaining in the Library without shirt and/or shoes.
- Grouping around single computer stations.
- Using someone else's identification or library card number to access computers or check out items.
- Possessing weapons of any kind on Library premises.

Approved by Library Board of Trustees on 2/12/2026. Adopted by Willows City Council 2/24/2026.

City of Willows Library

Policy Manual 2026 Edition



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Fiscal Year 2026-27 Landscaping and Lighting Special Assessment District

Recommendation:

Adopt Resolution XX-2026 appointing DCCM, formerly Coastland Civil Engineering, as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; and direct the preparation of the Annual Engineer's Report for FY 2026-27.

Rationale for Recommendation:

Per California Streets and Highways Code Section 22622, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the Annual Engineer's Report in order to levy and collect assessments on the following fiscal year.

Background:

The Willows Landscaping and Lighting Special Assessment District ("District") was initially formed by the City in 2005 in accordance with the Landscaping and Lighting Act of 1972 ("Act") to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision. This portion of the district is known as Zone A. In FY 2012-13, Zone B was created to fund the streetlights and traffic signals associated with the Walmart development. In FY 2019-20, Zone C was created to fund landscape maintenance, weed abatement, and lighting improvements associated with the South Willows Commercial and Industrial Center development.

Discussion & Analysis:

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

1. Adopt a resolution appointing the Engineer of Work and directing the preparation of the Annual Engineer's Report.

2. Approve the Engineer's Report, declare the City Council's intent to levy assessments and set a date for a public hearing.
3. Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The attached resolution starts the proceedings for FY 2026-27. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessment amounts. The City Council may make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the city no later than the end of June of each year so that the information may be transmitted to the County for inclusion on the tax rolls. The city must submit the correct information to the County no later than August 10 of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways Code for this type of Assessment District, the assessment engineering process must begin now.

Consistency with Council Priorities and Goals:

The proposed appointment of the Assessment Engineer will allow the Landscape and Lighting District to move forward in accordance with State law and will help to achieve Priority #2: Economic Development, Goal #5: Improve City Appearance to Attract Businesses and Visitors.

Fiscal Impact:

Costs associated with the Annual District Assessment Engineering Services are covered expenses within the assessments ultimately levied. Accordingly, there is no impact to the General Fund.

Attachment:

- Attachment 1: Resolution XX-2026



**City of Willows
Resolution XX-2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING DCCM AS THE ENGINEER OF WORK FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2026-2027 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

WHEREAS, on October 11, 2005, the City Council adopted Resolution #22-2005; authorizing the formation of the Assessment District to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2026-27, located in the City of Willows, Glenn County; and

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the Annual Engineer's Report in order to levy and collect assessments on any following fiscal year; and

WHEREAS, DCCM, formerly Coastland Civil Engineering, serves in the capacity of City Engineer and has demonstrated the expertise necessary to prepare the Annual Engineer's Report.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows does hereby appoint DCCM as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District and is hereby directed to prepare and to file the Annual Engineer's Report showing any changes, pursuant to Section 22622 of the Streets and Highways Code.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February 2026, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Proposition 218 Sewer Rate Study

Recommendation:

Adopt Resolution XX-2026 authorizing the City Manager to execute a contract with LT Municipal Consultants (LTMC) in an amount not to exceed \$39,780 to provide consultant services for the city's upcoming Proposition 218 Sewer Rate Study.

Rationale for Recommendation:

The City's last Proposition 218 Sewer Rate Study was completed in 2021 recommending sewer rate increases through FY 2025-26. It is standard practice to complete a sewage rate study every five years. Therefore, it is time to develop a new sewer rate structure for the next five years, which will allow the City to meet its financial obligations and ensure long-term stability of the City's Sewer Enterprise Fund.

Background:

The Sewer Enterprise Fund supporting sewer collection and treatment, is a stand-alone Fund of the City of Willows. To sustainably absorb the cost of operations, debt service, and capital and equipment needs, sufficient revenue must be collected by the Fund. In 2021, the city completed a Sewer Rate Study recommending sewer rate increases through FY 2025-26. The study must be updated to develop sewer rate structures for the next 5 years that will allow the City to meet its financial obligations and ensure long term stability of the Sewer Enterprise Fund.

An accurate and useful rate study not only identifies the total annual revenue required by a utility to conduct its normal day-to-day operations, but it also anticipates and plans for future operating and capital needs. Furthermore, a study also attempts to determine whether the projected revenue under existing rates will satisfy those needs. The primary objective of this process is to ensure that the City will be able to maintain sufficient funds to develop, construct, operate, maintain, and manage its sewer system on an ongoing basis in full compliance with Proposition 218, and any other federal, state and local requirements.

Discussion & Analysis:

The rate study scope will include the preparation of a comprehensive sewer rate study, conducting the necessary property owner mailing, and participating in the public hearing to adopt the proposed rates. The purpose of this study is to prepare a cost-of-service study, validate the appropriate rate structure, and recommend rates for the City that generate adequate revenue to cover current and future operations and maintenance costs based on established and anticipated regulations and industry best management practices, including rate stabilization, Capital Improvement project costs, an adequate reserve fund, required debt coverage and necessary studies to maintain an efficient and resilient utility. The study will analyze a 10-year period and develop a 5-Year Rate Structure compliant with California Proposition 218 requirement and any other relevant local, state and federal law.

On December 1, 2025, the City released a Request for Proposals (RFP) for consultant services due January 8, 2026. The City received two proposals from LT Municipal Consultants (LTMC) and Willdan. After reviewing both proposals, staff determined LTMC to be the most qualified consultant to perform the work, based on the project team's qualifications and experience, understanding of the project scope, and ability to complete the study within the allotted time identified in the Request for Proposals. Staff reviewed LTMC's cost proposal and found that it addressed all needed work and was in line with industry standards with respect to the cost of services.

Consistency with Council Priorities and Goals:

The proposed project is consistent with Council Priority #4: Infrastructure Improvements, Goal #2: Implement the Capital Improvement Projects and Goal #4: Implement the Sewage Repair Plan as the sewer rate study will set appropriate sewer rates that cover the City's operational and maintenance costs, allowing adequate funding for these needs.

Fiscal Impact:

Per the scope of work provided by LTMC, the budget for the Study is \$39,780 and will be funded by the Sewer Enterprise Fund.

Attachments:

- Attachment #1: Resolution XX-2026
- Attachment #2: LTMC Proposal



**City of Willows
Resolution XX-2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH LT MUNICIPAL CONSULTANTS FOR PREPARING A SEWER RATE STUDY

WHEREAS, The City last conducted a Sewer Rate Study in 2021 that recommended rate increases through FY2025; and

WHEREAS, The rate study is due to be updated to develop sewer rate structures for the next 5 years that will allow the City to meet its financial obligations and ensure long term stability for the Sewer Enterprise Fund; and

WHEREAS, On December 1, 2025 City staff solicited proposals from qualified Rate Study Consultants for consulting services for the preparation of a comprehensive sewer rate study, conducting the necessary property owner mailing, and participating in the required public hearing to adopt the proposed rates; and

WHEREAS, upon review of the proposals submitted, staff found that LT Municipal Consultants was the most qualified to perform the work; and

WHEREAS, the scope of work and fee provided by LT Municipal Consultants appears to accurately reflect the level of effort needed to provide these services to the City.

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

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The City Manager is hereby authorized and directed to execute a contract with LT Municipal Consultants for preparing a Sewer Rate Study for a not to exceed amount of \$39,780.
3. This Resolution shall become effective immediately.
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, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



January 8, 2026

CITY OF WILLOWS

Proposal for a Sewer Rate Study

909 Marina Village Parkway #135 | Alameda, CA 94501 | (510) 545-3182



January 8, 2026

Laurie Loaiza, City Engineer
City of Willows
201 N. Lassen Street
Willows, CA 95988

Dear Ms. Loaiza,

LT Municipal Consultants (LTMC) is pleased to submit this Proposal for a Sewer Rate Study to the City of Willows (City). LTMC is a woman-owned firm that focuses on financial planning, rate and fee studies, and management consulting for California public agencies. Firm Principal Alison Lechowicz has nearly 20 years of experience in municipal consulting and public finance. Our staff have completed over 150 studies compliant with Propositions 218 and 26, with a focus on agencies serving populations of 30,000 or fewer. We are currently working on multiple studies in your area including water and sewer rate studies for the Cities of Corning and Red Bluff. In 2025, we completed a sewer rate study for the City of Anderson after completing water rate studies for the City in 2021 and 2024. LTMC has also completed water rate studies for the Biggs-West Gridley Water District, Butte Water District, Butte City Community Services District, City of Live Oak, and Reclamation District 2106 and a sewer industrial permit fee study for the City of Williams. We will bring this local experience to our work with the City of Willows.

LTMC's technical approach is as follows:

- **Financial Analysis:** The City's most recent sewer rate study was conducted in 2021 and included rates through 2025. LTMC will analyze revenue streams to meet immediate cash flow needs as well as plan for future capital projects and deferred maintenance. We will provide the City with a financial roadmap that clearly illustrates how various considerations such as high vs. low capital improvement costs and various funding assumptions (such as grant vs. loan funding) will impact utility cash flows.
- **Rate Design:** We understand that the City would like to assess existing customer classifications and the cost distribution to multi-family and commercial customers. Potential rate structure adjustments could include a residential volumetric charge on excessive flow over the class average, a new accessory dwelling unit rate, and adjustments to the commercial fixed charge. LTMC will provide options to the City and describe advantages and disadvantages of any proposed changes.
- **Report:** LTMC will provide a comprehensive narrative report that explains cost-of-service principles, calculations, and final recommendations. We use our reports as part of our outreach approach by making them available to the public and by using language from the report


throughout our outreach materials. Any ratepayer should be able to read the report and follow the calculations with a handheld calculator. This approach allows the City to make future rate updates more easily and understand how different financial variables influenced our recommendations.

- **Public Outreach:** Building consensus is a key component of the rate study process. We have extensive experience working on contentious rate studies such as those that we completed for the Cities of Anderson and Live Oak. LTMC will assist Willows staff with conducting outreach to City Council members and ratepayers. Early in the rate study process, we will attend a City Council meeting to hear and consider the Council's concerns and desires for the new rate study. Our final documents and outreach materials will stress the value of the City's infrastructure, explain why costs are increasing, and describe cost saving measures. We will also coordinate the printing and mailing of Proposition 218 notice of public hearing in English and Spanish.

We would very much like to work with the City, and we hope this proposal will constitute a suitable basis for our selection. If you have any questions, please contact us.

Our firm has not been involved in litigation, bankruptcy, or reorganization, nor has any officer or employee of the company ever been disqualified, removed, or otherwise prevented from proposing on or completing any federal, state, or local government project because of a violation of law or safety regulation.

Sincerely,
LT Municipal Consultants



Alison Lechowicz, Principal and Authorized Representative
alison@LTmuniconsultants.com
(510) 545-3182

ATTACHMENT – Sample #1: Water and Sewer Rate Study for the Linda County Water District, July 2025

ATTACHMENT – Sample #2: Proposition 218 Notice sent to property owners and ratepayers (English and Spanish)

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STATEMENT OF QUALIFICATIONS

FIRM BACKGROUND

LT Municipal Consultants was built on the expertise of its female founders Alison Lechowicz and Catherine Tseng and is now owned solely by principal Alison Lechowicz.

Our objective is to provide financial consulting and management services to local governments. Alison Lechowicz has nearly 20 years of experience in municipal consulting and public finance. She also has experience working for a civil engineering firm and a background in public administration.

LTMC is committed to providing professional services with superior value and responsiveness. By utilizing a small team approach, our clients receive greater one-on-one attention and can be assured that the work is conducted by highly qualified professionals. Our clients are provided direct communication with the principal consultant who guides the project through each step.

Nature of firm: Women-owned firm founded in 2017 and organized as an LLC

Services: Impact Fee Studies, Utility Rate & Fee Studies, Financial Planning, Utility Appraisal, Expert Witness, Public Approval Process

Size of firm: Four staff members consisting of three consultants and one office manager

Location of office: Alameda, CA

Years in business: 9 years

Other languages spoken by staff: Spanish

HISTORY OF THE FIRM

LT Municipal Consultants (LTMC) was founded in 2017 as Lechowicz & Tseng Municipal Consultants. Effective July 2025, the name of the firm was changed to LT Municipal Consultants.

SERVICES

Utility Rate & Fee Studies

Utility rate studies deriving both traditional and innovative rate structures that comply with cost of service principles and Proposition 218 requirements.

Impact Fee/Capacity Charge Studies

Development impact fees and capacity charge studies that offset the cost of expanding infrastructure to serve new development without placing a burden on existing customers.

Financial Planning & Modeling

Comprehensive financial plans focused on immediate needs as well as the long-term viability of agencies. Our financial models are flexible and user-friendly to allow for cash flow sensitivity analysis and to illustrate the impacts of policy decisions.

Public Approval Process

Lead informational workshops to educate the public about municipal finance. We provide start-to-finish assistance in the rate and fee approval process, including presentations to decision makers, publication of reports, and printing and mailing of notices (as applicable).

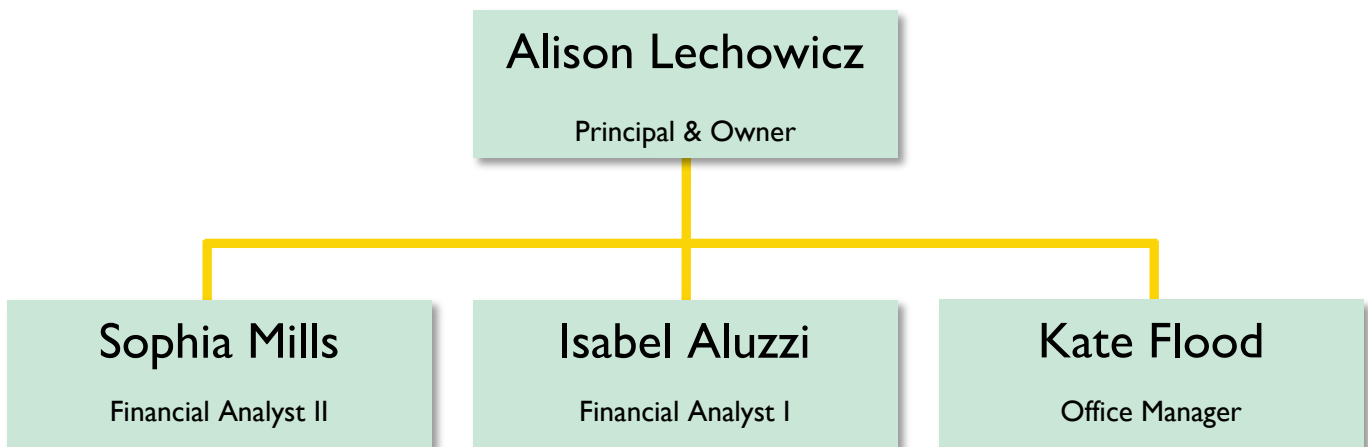
Utility Appraisal

Develop an inventory of utility assets and determine fair market value. We assist public agencies with negotiating the purchase or sale of utility property.

Expert Witness

Testify on behalf of public agencies to defend against lawsuits. We also represent public agencies as streetlight customers of California's electric utility providers in rate cases at the CA Public Utilities Commission.

ORGANIZATIONAL CHART



PROJECT TEAM

Alison Lechowicz will serve as the Principal-in-Charge and main contact person. She will manage the day-to-day aspects of the project to ensure it is within budget and on schedule. Sophia Mills will provide peer review, assist with financial modeling, and act as a substitute for Ms. Lechowicz if needed. Isabel Aluzzi will serve as financial analyst. Resumes are provided on the following pages.

Alison Lechowicz

PROJECT MANAGER, LEAD FINANCIAL ANALYST



QUALIFICATIONS

- ✓ 19 years consulting experience
- ✓ Master of Public Administration
- ✓ Testified as an expert witness at the CA Public Utilities Commission

RESPONSIBILITIES

Financing alternatives and cash flow projection
Rate recommendations
Public presentations

Sophia Mills

PEER REVIEW



QUALIFICATIONS

- ✓ 6 years consulting experience
- ✓ Bachelor of Economics and Bachelor of Spanish
- ✓ Fluent in Spanish
- ✓ Specializes in financial modeling

RESPONSIBILITIES

Methodological Review
Review of draft and final reports
Substitute as needed
Spanish translations

Isabel Aluzzi

FINANCIAL ANALYST



QUALIFICATIONS

- ✓ Master of Business Management
- ✓ Local government experience
- ✓ Specializes in financial modeling

RESPONSIBILITIES

Data gathering
Financial modeling
Draft and final report

Alison Lechowicz



alison@LTmuniconsultants.com



(510) 545-3182 (office)
(209) 747-3106 (cell)



909 Marina Village Parkway #135
Alameda, CA 94501

EXPERIENCE

- 19 years consulting experience: 9 years Co-founder and Principal at LT Municipal Consultants, 7 years as Principal and Financial Analyst at Bartle Wells Associates, 3 years as Financial Analyst at Carollo Engineers
- Testified as an expert witness at the CA Public Utilities Commission in electric rate cases of Pacific Gas & Electric, Southern California Edison, and San Diego Gas & Electric

EDUCATION

- **Columbia University**
Master of Public Administration
- **University of California, Berkeley**
Bachelor of Science
Conservation & Resource Studies

REPRESENTATIVE ASSIGNMENTS

A small sample of projects is listed below for brevity. Additional project references can be provided upon request.

Stege Sanitary District (Contra Costa County):

Sewer rate and connection fee study. Conducted extensive review of water usage patterns to determine flow rates of customer classes. Proposed a 5-year phase-in for a new multifamily rate.

City of Live Oak (Sutter County): Completed a contentious water rate study for the City. The City had not increased rates in 15 years and was facing significant financial hardship. Conducted outreach to the community, recorded a social media video, and had the Proposition 218 notice translated into two languages.

City of Gonzales (Monterey County):

Conducted a water and sewer rate study with a focus on industrial customers who use the majority of water in the City. Also completed a technical memorandum documenting best practices for addressing industrial wastewater permit violations.

Town of Discovery Bay CSD (Contra Costa County):

Long-serving financial consultant for the Town, having conducted multiple water and sewer rate studies and capacity fee studies. Met with developers at their offices to answer questions and address concerns. Assisted the Town in fee updates to accommodate new denitrification requirements.

Graton Community Services District

(Sonoma County): The District had not raised sewer rates in over 10 years and revenues had fallen behind the cost of service. Reviewed detailed property records and provided new multifamily sewer rate options to better comply with legal requirements.

Sophia Mills



sophia@LTmuniconsultants.com



(510) 529-8056



909 Marina Village Parkway #135
Alameda, CA 94501

EXPERIENCE

- 6 years at LT Municipal Consultants

EDUCATION

- **Davidson College**
Bachelor of Arts
Economics, Spanish

OTHER SKILLS

- Fluent in Spanish

REPRESENTATIVE ASSIGNMENTS

Linda County Water District (Yuba County): Water and sewer rate study. Proposed rates will modernize the District's sewer rate structure which is out of proportion with how customers use the system. Rate increases are designed to prudently use reserves to fund capital projects.

City of Anderson (Shasta County): Completed a water rate study to address depleting reserves. Also completed a wastewater rate study. Conducted extensive review of winter water usage statistics to determine typical sewer flows as well as revise the assignment of equivalent dwelling units to each customer class.

City of Rio Dell (Humboldt County): Conducted a water and sewer rate study to fund mandated capital projects and eliminate operating deficit. Analyzed impacts of alternative rate structures for each utility.

Terra Bella SMD (Tulare County): Sewer Rate Study. Rates had not been adjusted in over two decades and a comprehensive analysis was needed to review the cost allocation between customer classes and fund deferred maintenance.

City of Brisbane (San Mateo County): Conducted a water and sewer rate study. The City had not done a comprehensive cost of service analysis since 2001. The update simplified the water and sewer rate structures to reflect actual costs.

City of Wasco (Kern County): Completed a water and sewer rate study. Designed a new water rate structure and documented sewer flow and loading assumptions as the basis of the sewer rates.

Isabel Aluzzi



isabel@LTmuniconsultants.com



(925) 784-6476



909 Marina Village Parkway #135
Alameda, CA 94501

EXPERIENCE

- City of Phoenix Summer Finance Intern: Prepared standard operating procedures for the Treasury department for standardized reporting. Worked with Investment Operations team to forecast cash flow needs and make investments. Assisted in preparation of debt service reports.
- Certifications:
 - Advanced Excel (Wall Street Prep)
 - Financial Accounting (Harvard Business Publishing)

EDUCATION

- **Thunderbird School of Global Management**
Master of Business Management
- **Arizona State University**
Bachelor of Business Management

REPRESENTATIVE ASSIGNMENTS

Bear Valley CSD (Kern County): Water, Sewer, and Solid Waste Study. Assisting the District in designing new water and sewer rate structures to cover operating costs and fund needed maintenance and repairs on the District's water system.

City of Ridgecrest (Kern County): Sewer rate study for the City. Analyzing the City's sewer operating and capital costs to ensure sufficient revenue for ongoing operations and the planned construction of a new wastewater treatment plant. Also accounting for the City's largest customer, the nearby Navy base, whose rate is composed of different operating costs than other customers.

Mokelumne Hill Sanitary District (Calaveras County): Sewer rate study for the District to provide an update to current rate structure, provide compliance with legal requirements, and ensure that the District is self-sufficient. The District last completed a rate study in 2012.

Yosemite Spring Park Utility Company (Madera County): Water rate study for the company. Preparing a general rate case application to the California Public Utilities Commission. The company has not received a general rate increase since 2004 and is currently facing financial challenges. The project involves compiling detailed financial documentation, analyzing operating costs, and ensuring compliance with CPUC filing requirements.

City of Westmorland (Imperial County): Currently conducting a water and sewer rate study to support the City's financial assistance package for state funding. Transitioning the City from unmetered to metered water rates and from fixed rates to fixed + flow rates for commercial customers.

RECENT PROJECT LIST

Provided below is a selection of LTMC's recent projects for agencies similar in size to the City of Willows. We specialize in helping agencies serving populations of 30,000 or fewer.

CLIENT	ACCOUNTS	PROJECT	CONTACT PERSON
City of Gonzales	2,000	Water and Sewer Rate Study (2023)	Patrick Dobbins, Director of Public Works (831) 324-2320 pdobbins@ci.gonzales.ca.us
City of Corning	2,400	Water and Sewer Rate Study (ongoing)	Brant Mesker, City Manager (530) 824-7029 bmesker@corningca.gov
City of Live Oak	2,500	Water Rate Study (2025)	James Ramsey, Finance Director (760) 218-2347 jramsey@liveoakcity.org
City of Waterford	2,600	Sewer Rate Study (2019 & 2024) Water Rate Study (ongoing)	Tina Envia, Finance Director (209) 604-1879 finance@cityofwaterford.org
City of Fort Bragg	2,800	Impact Fee Nexus Study (2024) Water and Sewer Rate Study (ongoing)	Isaac Whippy, City Manager (707) 357-7742 iwhippy@fortbraggca.gov
Bear Valley CSD	2,900	Water, Sewer, and Solid Waste Rate Study (ongoing)	Beverli A. Marshall, General Manager (661) 821-4428 bmarshall@bvcsd.org
Root Creek Water District	3,500	Water, Sewer, and Storm Drain Rate Study (2022)	Julia Berry, General Manager (559) 255-2305 julia@rootcreekwd.com
City of Kerman	3,900	Water and Sewer Rate Study (2018) Water, Sewer, and Storm Drain Rate Study (2024)	Josefina Alvarez, Finance Director (559) 550-0714 jalvarez@cityofkerman.org
City of Anderson	4,000	Water Rate Study (2021 & 2024) Sewer Rate Study (2025)	Peter Wickenheiser, Engineering Services Manager (530) 378-6641 pwickenheiser@ci.anderson.ca.us
Northwest Regional (Lake County)	4,000	Sewer Rate Study (2024)	Jessie Salmeron, Special Districts Manager (707) 263-0119 jesus.salmeron@lakecountycga.gov
Westborough Water District	4,000	Water and Sewer Rate Study (2024)	Patricia Mairena, General Manager (650) 589-1435 pmairena@westboroughwater.org
City of Chowchilla	4,100	Water, Sewer, and Solid Waste Rate Study (2020 & 2025)	Jason Rogers, Director of Public Works (559) 665-8615, x300 jrogers@cityofchowchilla.org
City of Wasco	5,100	Water and Sewer Rate Study (2023)	Isarel Perez-Hernandez, Finance Director (661) 758-7230 isperez@cityofwasco.org
Linda County Water District	5,400	Water and Sewer Rate Study (2025)	Brian Davis, General Manager (530) 743-2043 bdavis@lindawater.com

REFERENCES

Provided below are three detailed project references for sewer rate studies. We have also included a water rate study reference from the City of Live Oak. Additional references can be provided upon request.

Linda County Water District **Water and Sewer Rate Study (2025)** **Water and Sewer Connection Fee Study (ongoing)**



The Linda County Water District (District) provides water and sewer service to a population of over 20,000 via approximately 5,400 active service connections. The District is located in Yuba County and serves the unincorporated town of Linda. July 2025, LTMC submitted a final Water and Sewer Rate Study Report to the District. A successful Proposition 218 public hearing was held in October 2025. Alison Lechowicz served as project manager for the study and Sophia Mills served as financial analyst.

Brian Davis
General Manager
1280 Scales Ave
Marysville, CA 95901
bdavis@lindawater.com
(530) 743-2043

Contract Amount: \$49,260
Date Completed: October 2025

The District last conducted a water rate study in 2019 and rate increases were adopted through 2023. Sewer rates have not been adjusted in 17 years, however, and the District's current sewer rate structure is atypical compared to industry standard practices. The focus of LTMC's rate study was to propose rate adjustments that keep up with inflationary cost increases and better align the District's rate structure with the cost of service.

For water rates, LTMC proposed only minor rate structure adjustments to align fixed fees and volume rates with recent water consumption trends based on a detailed review of the District's water billing data. For the sewer utility, LTMC proposed a new sewer rate structure that will add a new category for multi-family residential customers and redesign the non-residential sewer rates to recover costs in a manner that is more proportional to how customers use the sewer system. We consolidated the District's seven commercial customer classes into three classes: low strength, medium strength, and high strength. LTMC also restructured commercial sewer rates such that the minimum fee is reflective of the typical flow of a small business and larger businesses will pay proportionally higher rates from excessive flow charges.

LTMC is also currently engaged to update the District's water and sewer connection fees. The connection fee study is currently in progress.

City of Gonzales

Water and Sewer Utility Rate Study (2023) Sewer Rate Ongoing Support (2025)

The City of Gonzales is an agricultural-focused City of about 9,000 people located on Highway 101 in Monterey County. September 2023, LTMC submitted a final Water and Sewer Rate Study Report to the City and a successful Proposition 218 public hearing was held in November 2023. Alison Lechowicz served as project manager for the project and Sophia Mills served as Financial Analyst.



The City's existing wastewater treatment plant is at capacity and the City is facing capital funding needs of \$30 million to construct a new industrial treatment plant and make improvements to its domestic treatment stream. LTMC worked extensively with City staff, outside engineers, and State Revolving Fund loan officers to determine a financial plan and rate schedule that will meet the City's needs.

Patrick Dobbins

Director of Public Works
147 Fourth Street
Gonzales, CA 93926
pdobbins@ci.gonzales.ca.us
(831) 324-2320

Contract Amount: \$68,000
Date Completed: November 2023

Decades had passed since the City conducted a comprehensive rate study. The City had implemented inflationary increases to keep up with costs, but these increases were not sufficient to fund upcoming debt service costs for the new treatment plant. LTMC provided options to the City for increasing the cost of service as well as adjusting its rate structure. We reviewed winter water use statistics to determine typical residential sewer flows and analyzed the metered effluent records of industrial customers. As part of our study, we held two workshops with industrial customers to explain the need for rate adjustments and provide sample bill impacts.

Ms. Lechowicz provided two presentations to City Council to summarize our rate recommendations. Ms. Sophia Mills provided Spanish translations of our materials. Proposition 218 outreach was included in our scope of services. We drafted the notice of public hearing, coordinated with the City Attorney for legal review, and conducted the printing and mailing of the notices. The study was conducted November 2022 to November 2023.

In 2025, we provided ongoing support to the City. LTMC provided updated sewer cash flow projections to assist the City Council in securing bridge financing for its wastewater treatment plant expansion. We also provided a sewer industrial permitting fee memorandum.

Stege Sanitary District Sewer Rate and Connection Fee Study (2019 & 2024)



The Stege Sanitary District (District) provides sewer service to a population of about 30,000 in El Cerrito, Kensington, and portions of the City of Richmond in the San Francisco Bay Area. The District bills annually on the property tax roll. Ms. Lechowicz is the District’s long-term financial consultant and has completed rate and fee studies for the District since 2010. Most recently, LTMC provided a sewer rate and connection fee study that was completed in June 2024.

Due to development along a transit corridor, the District is facing an influx of new multifamily dwelling units. LTMC recommended adopting a new rate structure that reflects the District’s changing customer base. Ms. Lechowicz analyzed usage data from the water purveyor to estimate winter water use. Multifamily water use and corresponding sewer flows were significantly lower than single family flows which justified a new customer class. Previously, all residential customers were charged based on assumed single family usage. The study also lowered the average single family residential sewer flow estimate. This reduced the number of residential equivalents and raised the volume rate charged to commercial customers. To mitigate impacts, rate structure changes will be phased-in over five years.

The District has two types of developer fees – a Districtwide connection fee and an impact fee applicable to a special plan area. Prior to LTMC’s study, the methodologies of the two fees were inconsistent and did not reflect expected development patterns. We suggested an industry-standard methodology to more appropriately reflect the District’s total investment in its infrastructure. LTMC also considered how the new special plan area would impact services (both the conveyance of sewer flow and administrative services) in calculating the fees.

Kary Richardson

Administrative Supervisor
7500 Schmidt Lane
El Cerrito, CA 94530
Kary@StegeSan.org
(510) 524-4668

Contract Amount: \$19,715
(reflects prior work with the
District)

Date Completed: June 2024

City of Live Oak Water Rate Study (2025)



The City of Live Oak is a rural community located in northern Sutter County along the Highway 99 corridor between Yuba City and Chico. The City provides water service to about 2,500 accounts consisting primarily of single family residential homes. In 2025, LTMC completed a Water Rate Study for the City. A successful Proposition 218 hearing was held in May 2025.

The City had not raised water rates for at least 15 years, and as a result, the Water Fund was in poor financial condition. The Water Fund has been operating in a deficit for many years, and the City has exhausted its Water Fund reserves, forcing it to draw upon other City funds to cover water utility costs. The primary goal of LTMC's Water Rate Study was to reverse the deficit such that revenues are adequate to cover operating costs. To mitigate rate impacts to customers to the extent possible while balancing the need to reverse the Water Fund's deficit, LTMC proposed a phase-in of rate increases that is projected to improve the Water Fund's financial health over three years. From year three of the rate plan onward, the Water Fund will begin to repay its prior negative fund balance.

James Ramsey

Finance Director
9955 Live Oak Blvd
Live Oak, CA 95953
jramsey@liveoakcity.org
(760) 218-2347

Contract Amount: \$35,720
Date Completed: May 2025

Another critical component of the rate study was to revise the City's rate structure to recover costs more fairly from customers. The City's old rate structure included an allotment of water use that began at 20 hundred cubic feet per month for most customers with larger allotments for customers with larger meter sizes. LTMC proposed an updated rate structure which eliminated the water allotment for all customers. This change aligns with the Proposition 218 requirement that utility rates be proportional to how customers take service.

LTMC also provided comprehensive customer outreach to support our Water Rate Study for the City. We drafted Proposition 218 mailers and had them translated into two additional languages. LTMC conducted a well-attended ratepayer outreach meeting. We also recorded an outreach video for the City's website and advised the City regarding social media posts.

SPECIALIZED EXPERIENCE

This section summarizes LTMC’s understanding of the study and specialized experience relevant to the work requested by the City of Willows. We have highlighted our approach to project management, financial planning, rate design, and public outreach.

PROJECT MANAGEMENT

Our approach to our work is simple – we roll up our sleeves and get the job done. When initiating a project, it’s impossible to know every twist and turn an assignment may take. Unexpected issues may arise, out of scope tasks may be required, and political sensitivities may become uncovered. LTMC strives to be flexible and responsive. What sets us apart is that we heavily focus on providing services to smaller public agencies. We understand the challenges of having limited public agency staff and limited City budgets to accomplish policy goals. LTMC provides a high degree of administrative support to our clients. We will provide start-to-finish project management from data collection, managing the project schedule, organizing meetings and providing minutes, drafting preliminary and final documents, through conducting internal and external outreach. LT Municipal Consultants maintains high client satisfaction because we take responsibility for all aspects of our assignments.

LTMC employs a small team consisting of one principal, two staff analysts, and one office manager. Principal Alison Lechowicz will serve as the project manager and main contact person. We understand that the City would like to hold the Proposition 218 hearing on June 23, 2026 so that the proposed rates can be placed on the tax roll in time for the new fiscal year. During project initiation, we will finalize the schedule and set deliverables by working backwards from the desired Proposition 218 hearing date. We are able to handle studies on tight timelines. As an example, we were engaged by the Graton Community Services District in March 2025, completed a sewer rate study report by May 2025, held a successful Proposition 218 hearing, and assisted the District with submitting its FY2025/26 tax roll.

FINANCIAL PLANNING

The fundamental objective for this rate study is to provide compliance with legal requirements while ensuring that the City’s sewer utility is self-sufficient. Our approach is to analyze revenue streams to meet immediate cash flow needs as well as plan for future capital projects. We understand that the City’s most recent sewer rate study was completed in 2021. Like many other California utilities, the City is facing more stringent regulations and has aging infrastructure that requires increased operating expenses and capital investment.



For the City of Willows, we will provide a comprehensive review of the Sewer Enterprise Fund’s finances, including current and future operating and maintenance costs, capital improvement projects, reserve balances, and required debt coverage. We will provide the City with multiple cash flow

alternatives that will clearly illustrate how various considerations such as high vs. low inflation, high vs. low capital improvement costs, and maintaining high vs. low reserves among others will impact sewer cash flows. LTMC will work closely with the City to determine which financial parameters are most important (rate impacts, accumulating reserves, funding capital projects, etc.) and incorporate them into our alternatives.

It is key that our final deliverables are easy for the City to understand and implement. We propose to organize our cash flows based on existing budget categories to allow for the easy import or export of data between documents. LTMC also structures our reports with reader-friendly executive summaries to allow the general public to grasp key concepts.

RATE DESIGN

LTMC promotes simplicity and flexibility in rate design. If the City is happy with its current rate structure, we will not propose any major changes. LTMC will work with the City early in the process to determine policy concerns and desired rate structure changes. Ultimately, any changes that we make to the rates must be politically palatable to the City's elected officials.



We understand that the City wants to assess existing customer classifications and the cost distribution to multi-family and commercial users. Our approach to rate design analysis is to clearly document how the City's fees for each customer class are proportional to how customers in that class take service. For each customer class, we will update the underlying flow and pollutant loading (BOD and TSS) assumptions. This will provide the basis for a mass balance rate structure. A few initial considerations by customer type are listed below.

Residential Rates

The City's current residential rates are based on estimated winter water usage. This is an industry-typical approach and is reasonable. We can provide advice regarding using class average flow generation vs. individualized billing. As part of our residential rate analysis, we will provide updated flow assumptions that describe the average daily flows of single family and multifamily customers. If available, LTMC will review metered winter water usage records and/or industry standards. Our understanding is that the City's existing rates are designed based on estimated wastewater flows from winter 2020. Due to the global pandemic, this was likely an atypical water usage year and it is possible current flows are no longer in line with the estimates forming the basis of the City's existing rates.

Commercial Rates

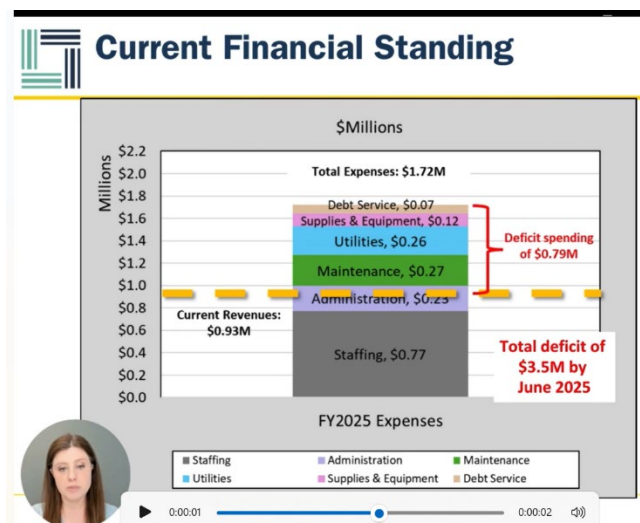
We will prepare a detailed cost allocation to determine an appropriate level of revenue recovery from the fixed fees vs. volumetric charges. The City currently has different volumetric charges for different types of commercial customers including car washes, hospitals & rest homes, laundry, markets, hotels,

restaurants, and more. If desired, LTMC can provide a simplified rate structure, classifying commercial customers into low, medium, and high strength flow. We also often recommend schools be billed sewer rates on a per student basis based on average daily attendance. This method equitably charges schools that may otherwise be overbilled under a volumetric rate structure due to high water use for outdoor irrigation.

An additional consideration is that the current commercial fixed charge is greater than the single family rate. LTMC understands the benefit of this approach as it appears equitable to the ratepayers. However, it could overcharge smaller commercial customers. The City could consider implementing a reduced customer service charge per account to recover costs of administration, billing, and overhead that is more in line with the single family rate and allocate a greater proportion of costs to the volumetric charges.

PUBLIC OUTREACH

Under Proposition 218 procedural requirements, property owners can block rate increases via a majority protest. Smaller public agencies are particularly vulnerable as it is easier for angry ratepayers to organize an opposition and gather protests. LTMC will prepare clear, informative, and visually appealing public materials to support transparency and build support from ratepayers. These materials will be tailored for distribution through the City’s website, printed handouts, presentation decks, mailers, etc. Typical public materials include Presentation Slides, Reports, Rate Surveys, Frequently Asked Questions (FAQs), Ballots, or Notices of Public Hearing.



Recorded presentation with thumbnail overlay provided by LTMC for a social media posting.

During project kickoff, we will work with the City to develop a communication plan. As requested in the RFP, we will attend a City Council meeting early in the rate study process to hear and consider the City Council’s concerns and desires for the new rate study. We will work with the City to gain an understanding of any objections to prior rate adjustments and to identify specific customer groups who have a high level of engagement with the City. LTMC will determine a list of key stakeholders including City Council members, business groups, and others. As a second step, we will determine appropriate outreach via social media, print media, community meetings and/or one-on-one meetings with City Council members. LTMC has conducted a wide range of outreach activities and will bring our experience to the City of Willows.

SCOPE OF SERVICES AND PROJECT SCHEDULE

TASKS

Provided below is our suggested scope of services based on the scope outlined in the City's Request for Proposals.



Task 1:
Kickoff and
Data Gathering



Task 2:
Financial
Plan



Task 3:
Cost
Allocation



Task 4:
Rate
Design



Task 5:
Draft & Final
Reports



Task 6:
Meetings &
Presentations



Task 7:
Proposition 218
Assistance

Task 1 – Project Kickoff and Data Gathering

Kickoff Meeting

LTMC will conduct a kickoff meeting with City staff to review study goals, milestones, identify project team members, determine roles and responsibilities, and discuss data needs.

Data Gathering

Assemble the necessary data to complete the study. Wherever possible, LTMC will aggregate available information from the City's website and other public sources. The goal is to understand the City's financial standing, current rate structure, and utility billing information. A data needs list will be provided to the City prior to the kickoff call.

Task 2 – Financial Plan

Annual Revenue Requirements

With staff input, we will estimate future operating and capital expenditures to estimate annual revenue needs. We will factor in projections of growth, repairs and replacements, cost escalation, sewer flows, regulatory compliance, and operational changes to ensure that all future expenses are included. LTMC will work with the City to determine appropriate inflationary increases.

Review Reserve Fund Targets

This subtask involves reviewing the current operating and capital reserve balances and evaluating reserve targets for emergency reserves, rate stability reserves, long term capital reserves, short term capital reserves, or other categories as appropriate. At minimum, our analysis will review the age and condition of the system, annual depreciation costs, and expenses related to emergencies.

Evaluate Debt Service Coverage

LTMC will review budgets, audits, and disclosure documents to understand existing debt obligations. We will determine current coverage ratios based on net operating revenues compared to annual debt service expenses. We will also evaluate if the utility has capacity to take on new debt at the current revenues. Our final rate recommendations will include projections to meet coverage requirements in the years to come.



Review Capital Improvement Needs

Our cash flow analysis will isolate the impacts of capital funding separate from increases needed to fund other utility expenses. Typically, LTMC suggests three capital funding scenarios: 1) bare bones: fund only critical improvements, 2) priority funding: fund critical projects plus high-priority, level of service improvements, and 3) full funding: fund all proposed projects. We will work with the City to determine project affordability and adjust

our rate recommendations accordingly. LTMC will review various financing options to fund capital needs, including pay-as-you-go/cash funding and other debt financing alternatives, such as State loans/grants, bank loans, and certificates of participation/bonds.

Cash Flow Projections

Annual revenue requirements and capital funding needs will be used to develop long-term cash flow projections summarizing the financial position of the Sewer Enterprise Fund over the next 10 years. The cash flow projections will estimate rate increases needed to meet annual revenue requirements, debt obligations, and reserve fund targets.

Sensitivity Analysis

Based on input from the project team, LTMC will incorporate rate sensitivity analysis to determine affordability. We will determine rate impacts under various scenarios, possibly including cash funding of projects, debt funding of projects, increased regulatory costs, etc. Sensitivity analysis can often become an iterative process. LTMC is flexible to run additional scenarios as needed.

Task 3 – Cost Allocation

Evaluate Customer Billing Data

We will evaluate historical and current water consumption (if available), wastewater flow, pollutant loading, and other billing data to estimate future sewer flows. We will update the pollutant loadings and strength characteristics of each customer class to determine whether modifications are warranted.

Functionalize Costs

Functionalization is the allocation of expenses by major operating activities including customer service, flow, BOD, and TSS to provide the City with a mass balanced rate structure.

Allocation to Customer Classes

After costs have been categorized by function, costs are then allocated to each customer class based on sewer flow and loading characteristics. The result produces revenue requirements for each customer class which can be recovered via fixed charges and volume rates. The allocation to customer classes will be based on industry best practices and meet the proportionality requirements of Proposition 218.

Task 4 – Rate Design

Assess Current Rate Structure and Customer Classifications

Review the current rate structure and customer classifications to assess the advantages and disadvantages of the existing system and to determine compliance with industry standards and court rulings. While compliance with Proposition 218 will guide all our recommendations, additional criteria may include: the impact on customer bills, public understanding, revenue stability, ease of implementation, compatibility with the existing billing system, and staff effort needed for administration.

Rate Alternatives

Based on the criteria developed with staff and the cost allocation, we will identify alternative rate structures or modifications to the current rate structure as appropriate. Our primary goal for this task is to ensure the City's rate structure complies with all legal requirements. We will fully document all underlying flow and pollutant estimates used in our analysis. We will evaluate whether any modifications to the rate structure such as a revision of the customer classifications are warranted.



If modifications to the current rate structure are needed or desired, we will work with the project team to minimize the impact on ratepayers and clearly explain why the changes are needed. We will outline the advantages and disadvantages of each option. Additionally, we will take into consideration staff's time and capabilities to administer any changes and will ensure the City's billing system can accommodate proposed rate structure adjustments.

This task includes a legal review of current and proposed rate design alternatives. As needed, we will coordinate with the City's legal counsel. For the final study, we will present rate structure options that both meet the City's needs and relevant legal requirements. LTMC will compare all our estimates and recommendations with those used by other local entities.

Bill Impacts and Rate Affordability

Based on the recommended rates, LTMC will calculate the bill impacts for a sample of typical customers including both residential and commercial customer classifications. If needed, LTMC will develop an implementation plan to phase-in adjustments to ease the impact on customers.

Finalize Recommendations

Our final rate recommendations will include a five-year plan of proposed rates. The final plan will show projected monthly rates for each customer class for each year.

Survey of Local Rates

We will prepare a survey comparing the City's current and proposed residential utility bills to nearby agencies. The survey will be summarized in tables and charts that can be used for outreach, presentations, and the final report. We will also prepare bill comparisons for different customer classes if requested. The final list of surveyed agencies will be determined by the City.

Task 5 – Draft & Final Reports

Submit a draft summary report for review and feedback. The report will summarize findings and recommendations and discuss key alternatives when applicable. We will then incorporate all staff comments and update recommendations accordingly. The final report will reflect input received from staff and the City Council. Our reports are intended to serve as the administrative record and will be compliant with Propositions 218 and 26. All study materials including the draft and final reports will be submitted to the City in their native format (Word, PowerPoint, etc.). LTMC does not use any specialized software.

Task 6 – Meetings, Presentations & Public Outreach

To begin the study, LTMC will hold a kickoff meeting with the project team as described in Task 1. As needed throughout the study, LTMC proposes to conduct progress meetings with the project team to review progress, answer questions, and revise the calculations. It is anticipated that one (1) kickoff meeting will be conducted in-person with remaining progress meetings conduct virtually. Additional meetings will include two (2) public meetings with the City Council to present the study to the City Council and receive feedback and one (1) public meeting to conduct the Proposition 218 hearing. Our project team will provide comprehensive meeting management including preparing agendas and submitting minutes and action items. Before each public meeting, LTMC will provide draft PowerPoint files to staff for review before our presentation materials are made public.

Task 7 – Proposition 218 Assistance

LTMC will provide comprehensive Proposition 218 procedural assistance including arranging the printing and mailing of the Proposition 218 notice. We recommend public agencies use the Proposition 218 notice as an outreach opportunity to explain why the rate adjustments are needed and to highlight what

has been done to help reduce costs. We will coordinate and conduct all deliverables associated with compliance with Proposition 218 including aggregating the ratepayer and property owner mailing lists, drafting the Proposition 218 notice, and translating the notice into Spanish. The actual cost of mailing the Proposition 218 notice will be a separate charge based on the number of mailers and printing costs.

RATE STUDY DELIVERABLES

- Data request list
- In-person kickoff meeting
- Cash flows with anticipated funding sources and cost recovery
- Ten-year Financial Plan
- Debt coverage projection and analysis of future debt capacity
- Review of prudent reserves and recommended reserve fund levels
- Evaluation of customer characteristics including winter water use, sewer flow, and number and type of accounts
- Analysis of fixed and variable operating and capital costs
- Rate design alternatives and evaluation of customer classifications
- Final five-year rate increase plan
- Sample bill impacts and rate survey of local agencies
- Preliminary and final drafts of the rate study report
- Four (4) in-person meetings/presentations with the City
- Virtual progress meetings with staff; action items distributed to the project team
- Proposition 218 notice of public hearing and/or educational materials with Spanish translations
- Printing and mailing of the Proposition 218 notice to all property owners and ratepayers

REQUESTED PARTICIPATION FROM THE CITY

LTMC understands that the rate study process can be burdensome for public agencies. Our goal is to take on as many administrative tasks as possible to streamline the study. LTMC will be responsible for all project analysis and the preparation of meeting and presentation materials for project team and City Council meetings. Expected time commitment and information required from City staff can be estimated based on the following tasks:

- Respond to LTMC's data request consisting of items such as: budgets, audits, utility billing data, and capital improvement plans
- Attend kickoff and progress meetings (agenda and materials will be provided in advance)
- Review and comment upon draft and final reports
- Review by the City's legal counsel on recommendations, reports, and procedures
- Discuss any political sensitivities or issues that may hinder fee adoption
- Coordinate and schedule meetings with the City Council and/or stakeholders
- Provide customer mailing list to facilitate mailing of public notices

PROJECT SCHEDULE

Provided below is LT Municipal Consultants’ draft schedule for the rate study. We understand that the City would like to hold the Proposition 218 Hearing on June 23, 2026. To meet this deadline, we propose to review initial draft rate options and gather feedback from the City Council in March 2026 and present the final rate study report April 28, 2026. We propose to mail the Proposition 218 notices on May 8, 2026 to allow for the required 45-day waiting period before June 23. We are flexible to adjust the schedule as needed.

PROJECT TASK	JAN	FEB	MAR	APR	MAY	JUN
1. Kickoff & Data Gathering						
2. Financial Plan						
3. Cost Allocation						
4. Rate Design						
5. Draft & Final Reports				P	F	
6/7. Meetings & Prop 218		I	V	V	2	3
						PROP 218
						4

V - virtual meeting; I-4 - in-person meetings; P - preliminary results submitted; F - final report submitted

MEETINGS

Provided below is a sample meeting schedule that will be updated with input from the project team. In addition to in-person meetings, our proposal includes virtual meetings for progress meetings with staff. Additional virtual progress meetings can be scheduled as needed throughout the project at no additional cost to the City.

Meeting #1 (In-Person)	Kickoff meeting with the Project Team
Meeting (Virtual)	Review preliminary findings with the Project Team
Meeting (Virtual)	Review revised findings with the Project Team
Meeting #2 (In-Person)	Present preliminary findings to City Council
Meeting #3 (In-Person)	Present final report to City Council; initiate Proposition 218 process
Meeting #4 (In-Person)	Proposition 218 Public Hearing to adopt the rates

PROJECT EFFORT

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Provided below is LT Municipal Consultants' budget to provide the City of Willows's Sewer Rate Study based on the estimated labor hours by personnel proposed for the project for each task identified in the scope of services. LTMC will invoice the City monthly for time and materials up to the not-to-exceed fee shown below. Four (4) in-person meetings are budgeted for this study. Additional in-person meetings can be added at a cost of \$1,800 per meeting.

PROJECT TASKS	HOURS			Total	BUDGET
	Lechowicz Project Mgr \$230/hour	Mills Financial Analyst II \$150/hour	Aluzzi Financial Analyst I \$120/hour		
1. Kickoff & Data Gathering	2	2	6	10	\$1,480
2. Financial Plan	20	2	18	40	\$7,060
3. Cost Allocation	16	0	8	24	\$4,640
4. Rate Design	20	2	10	32	\$6,100
5. Draft & Final Reports	12	10	24	46	\$7,140
6. Meetings & Presentations	24	6	12	42	\$7,860
Subtotal	94	22	78	194	\$34,280
<i>Proposition 218 Printing and Mailing of Notices</i>					\$5,500
TOTAL PROJECT BUDGET	94	22	78	194	\$39,780

BILLING RATE SCHEDULE 2025/2026

LTMC's hourly rates are \$230 for principals, \$150 for financial analyst II, and \$120 for financial analyst I. No subconsultants are needed for this assignment. The professional time rate includes all overhead and indirect costs. Direct expenses incurred on behalf of the client will be billed at cost. Direct expenses include, but are not limited to:

- Travel, meals, lodging
- Printing and report binding
- Outside computer services or software development
- Automobile mileage
- Courier services and mailing costs
- Special legal services

LTMC's hourly rate schedule is part of the quote for use in invoicing for progress payments and for any work that is requested by the City in addition to this scope of services.

STATEMENT OF EXCEPTIONS & SAMPLE WORK

EXHIBIT B – STATEMENT OF NO EXCEPTION

LT Municipal Consultants requests no modifications and takes no exception to the terms and conditions contained in the City's Service Provider Agreement.

COPY OF A RATE STUDY AND PROPOSITION 218 NOTIFICATION

The following sample work products are provided as attachments to this proposal:

ATTACHMENT – Sample #1: Water and Sewer Rate Study for the Linda County Water District, July 2025

ATTACHMENT – Sample #2: Proposition 218 Notice sent to property owners and ratepayers



THANK YOU



DISCUSSION & ACTION CALENDAR



Date: February 24, 2026
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Willows Little League Association: Field Use Fees for Practice

Recommendation:

Direct staff to review the financial and precedent-setting implications of the Willows Little League Association's request to waive and/or reduce its fees for baseball field use during practice and return to Council with a recommendation at the March 10, 2026, City Council meeting.

Rationale for Recommendation:

The Willows Little League Association approached Mayor Hutson to discuss reducing or waiving fees for the use of the east softball field in Jensen Park during practice. The Association was advised that the request would need to be reviewed and considered by the entire Council.

Background:

For several years, the City has contracted with the Willows Little League Association ('Association') to use the City's softball fields in exchange for maintaining them, as well as paying limited fees. The city is currently updating the agreement to ensure that the terms and conditions accurately reflect and align with current operations.

Discussion & Analysis:

The Willows Little League Association manages more than 20 teams with at least 10 members on each team (and some teams include as many as 14 members). Because of the Association's extensive use of the fields and high number of participants served by the League, the Association is requesting either a reduced/discounted fee to use the East Softball Field in Jensen Park for practice or, when practicing, use the field at no cost. For this calendar year, the Association has reserved the East Softball Field in Jensen Park every day from February 16 to April 1, 2026 (44 days) from 9:00 am to 6:00 pm on weekends and 3:00 pm to 6:00 pm on weekdays.

While currently the city does not have an executed agreement with the Association, past agreements included the following fees:

- \$25 per field per use for games,

- \$15 per whole hour or fraction thereof for the use of lights, and
- \$50 per field preparation for the minor and major league fields.

According to the Master Fee Schedule, softball field rentals for the public are \$40 per day to reserve.

Upon further research in preparation of this staff report, staff identified that the City currently has, and historically has had, varying financial arrangements with different user groups, including Men's Slow Pitch and Fast Pitch, Co-Ed Softball, Little League, and Girls' High School Softball. As part of the recommended review of the agreement with the Willows Little League Association, staff also recommend evaluating these other arrangements to ensure that fees are applied consistently and equitably across all user groups.

In conclusion, staff recommend that the Council provide initial feedback on the Association's proposal and direct staff to evaluate the fiscal and precedent-setting implications of reducing and/or waiving fees for use of City softball fields, as well as other user groups. Staff will return with a formal recommendation for Council consideration at the March 10 City Council meeting.

Consistency with Council Priorities and Goals:

This recommendation is consistent with Priority #1: Financial Stability and Priority #5: Quality of Life.

Fiscal Impact:

Only staff time would be required to review this request, the fiscal impact and return to the Council with a final recommendation at the March 10 City Council meeting.



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

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

Subject: Draft FY 2025-2029 Five-Year Capital Improvement Program (CIP)

Recommendation:

Review the attached draft FY 2025-2029 Five-Year Capital Improvement Program (CIP) and provide feedback. Staff will present the final version of the CIP at a future Council Public Hearing.

Rationale for Recommendation:

Per Section 66002 of the State Government Code, when a City imposes Development Impact Fees, the City should adopt a Capital Improvement Program by resolution each year. Although this is not a mandate, a CIP provides a long-range planning tool for major capital construction projects for the City and promotes a proactive approach to capital improvement project planning, while simultaneously balancing capital needs with available budgets. It also reflects the City Council and community's priorities.

Background:

The CIP is a mechanism for reflecting the City's capital project priorities and for financial planning purposes. It also provides information used in the preparation of the overall City budget.

The CIP also satisfies the requirements of Government Code Section 66002 which states that the City "may adopt a capital improvement plan, which shall indicate the approximate location, size, time of availability, and estimates of the cost for all facilities or improvements to be funded with the fees."

In 2023, the City launched its first-ever CIP with a planning horizon of FY 2023-27. Since then, the city has passed a 1.5% sales tax measure and some of the projects are underway or complete. In addition, it's standard to periodically update the CIP as the City's fiscal circumstances change, Council priorities change and/or projects are completed or get underway. To that end, staff have proactively updated the CIP (Attachment 1) with a new five-year planning and implementation horizon (FY 2025-29).

Discussion & Analysis:

The first year of the CIP is referred to as the “capital budget.” The capital budget is incorporated into the annual City operating budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation.

The overall CIP for FY 2025-2029 includes forty capital projects, some of which include projects each year (e.g., annual paving projects, sidewalk replacement program), encompassing street, sewer, storm drain, parks, city-owned buildings, fire, water and development impact fee projects.

The CIP is intended to be a living and flexible document that is updated as needed and as priorities and revenue projections change.

Consistency with Council Priorities and Goals:

The preparation and adoption of the CIP is consistent with:

- Priority #1: Financial Stability, Goal #1: Fund the General Reserve and Apparatus Replacement Plan;
- Priority #3: Public Safety, Goal #3: Improve Road and Pedestrian Safety; and
- Priority #4: Infrastructure Improvements, Goal #2: Implement Capital Improvement Projects and Goal #4: Implement the Sewage Repair Plan.

Fiscal Impact:

For FY 2025-2029, the CIP includes projects totaling slightly more than \$8.6 million. Funds for these projects come from a variety of sources and have been coordinated with the preparation of the overall City’s budget for this fiscal year. The overall estimated costs for all projects identified in the Five-Year CIP are a little more than \$52 million. Please note, \$29.7 million of the proposed \$52 million are identified in FY29 and beyond – many of which are associated with the Development Impact Fee Program. Projects associated with this Program will move to higher priority as development occurs and as the demand for those improvements increases.

Attachment:

- Attachment 1: Draft FY 2025-2029 Capital Improvement Program

CITY OF WILLOWS



FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2025-2029

Adopted: _____, 2025

City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2025-2029

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City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2025-2029

PROGRAM PURPOSE AND DESCRIPTION

Capital Improvement Program

The purpose of the capital improvement program is to provide the City of Willows with a long-range program for major municipal capital construction projects based on the systematic development of an advanced financial plan.

The Capital Improvement Program (CIP) is a five-year planning instrument used by the City to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. This plan is intended to be updated annually. As each annual budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total five-year plan.

Capital Budget

The first year of the CIP is called the capital budget. The capital budget is incorporated into the annual City "operating" budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation. This document is intended to be revised annually to update all costs.

Capital Improvements

Capital improvements are major projects undertaken by the City that are generally not recurring on a long-term, annual basis. In this sense they are differentiated from operating and maintenance (O & M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification of buildings or facilities, public infrastructure construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.

City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2025-2029

PRIMARY PROGRAM REVENUE SOURCES

DEVELOPMENT IMPACT FEES: Fees required of a developer/builder for purposes of paying a fair share of the impacts that the development will have on existing City facilities. This includes the actual or estimated costs of constructing streets/traffic, freeway interchange, wastewater, storm drainage, Parks and Recreational, library, fire and police services in the City. These funds may be used only for the construction or reimbursement for construction of facilities as identified in the 2008 Development Impact Fee Report.

STATE HIGHWAY GAS TAXES: Under Sections 2106, 2107, and 2107.5 of the California Streets and Highways Code, cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

SB-1 FUNDING: Senate Bill 1, the Road Repair and Accountability Act of 2017, was signed into law on April 28, 2017. This legislative package invests \$54 billion between 2017 and 2027 to fix roads, freeways and bridges in communities across California and puts more dollars toward transit and safety. The City receives funds annually from SB-1 that can be used for repairs to roads, curbs, gutters, sidewalks, bicycle lanes, pedestrian facilities and other improvements within the public right-of-way.

SEWER CAPITAL FUND: The Sewer Fund is used to repair/reconstruct sewer infrastructure within the City. With the adoption of new rate schedules in 2021, capital replacement monies are now a component of this fund. These monies are slated for use in replacing aged or failing infrastructure on an annual basis.

STATE REVOLVING LOAN FUND: Funds provided by the State, through a grant and/or loan, for use in upgrading infrastructure. Funds are allocated on a competitive basis. Typical uses within the City of Willows include planning studies (e.g., CCTV video studies to determine the condition of sewer lines), sewer line replacement, pump station upgrades and Wastewater Treatment Plant upgrades.

STATE AND FEDERAL TRANSPORTATION MONIES: Monies made available through Caltrans and/or FHWA and programmed through Glenn County Transportation Committee to repair streets, sidewalks, pedestrian and bicycle facilities. These monies can be used

on collector and arterial streets within the City as identified on the State's Roadway System Map. Funds are competitive throughout the State.

UNFUNDED: Projects identified in this Capital Improvement Program that do not have a specific funding source identified.

PROPOSITION 68: Funds provided by the State Department of Parks and Recreation for use in upgrading park facilities through a competitive process. Typical uses within the City of Willows are for any of the public parks and facilities therein.

GENERAL FUND: The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund. However, accurate general fund contribution forecasting is difficult and dependent on the City's ability to match costs with revenues. As such, general purpose funds may be used to finance any capital project.

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP): Under the federal Surface Transportation Program (STP), federal gas tax dollars are apportioned to states for roads, transit, non-motorized and other transportation needs. In California, these funds are administered by Caltrans. In turn, Caltrans assigns a portion of the STP funds to regional transportation agencies such as GCTA. For regions under 200,000 population, the exchange of federal STP funds for state cash is allowed. The state program is called the Regional Surface Transportation Program (RSTP). State exchange frees projects from federal requirements; however, the exchange program may be eliminated due to pending legislation or a lack of available state cash.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG): Funds allocated to local government from the federal government, usually through a local clearinghouse (County), which are sometimes competitive. The CDBG funding in this year's CIP was a competitive grant that was pursued cooperatively with the County and intended to be used for upgrading three entrances to City Hall and the Library to bring each of the doors up to current ADA standards.

CLEAN CALIFORNIA LOCAL GRANT PROGRAM (CCLGP): The Clean California Local Grant Program, administered by the California Department of Transportation (Caltrans), provides funding to beautify and improve streets and roads, tribal lands, parks, pathways, and transit centers. Its ultimate goal is to restore pride in California's public spaces. The CCLGP grant that is included in this year's CIP provides funding for many improvements associated with Sycamore Park.

COUNTY CONTRIBUTION: The Glenn County contribution included in this year's CIP is to assist in paying for the renovation of the City's pool in Sycamore Park.

CALIFORNIA STATE LIBRARY GRANT: The State Library Development Services Bureau works to strengthen and advance access, equity, and innovation through strategic collaboration, capacity building, and the careful and responsible management of the federal funds

entrusted to the State's care. This grant helps libraries across California focus on public service as they improve their work with communities. Monies from this grant included in this year's CIP include monies to replace the 3 HVAC units that serve the City Library.

SPECIAL INSURANCE FUND GRANT: The City's insurance company periodically offers grants to agencies to fund higher liability facilities (such as sidewalks), as well as any time the City experiences a loss due to a natural disaster (flood, fire, etc.) and a claim is filed, this fund is identified as the funding source for both expenditure and receipt of funds. Monies from this grant included in this year's CIP include monies to repair the library roof from its partial collapse.

LIGHTING AND LANDSCAPE ASSESSMENT DISTRICT (LLAD): City of Willows Landscaping and Lighting Special Assessment District (LLAD) is a special district formed by the City under California's Landscaping and Lighting Act of 1972, using special property assessments to fund the installation, construction, and ongoing maintenance of public streetlights, trees, and landscaping, parks, trails within defined geographic boundaries . These assessments appear as a line item on property tax bills, providing a dedicated revenue stream for specific public amenities that benefit nearby properties. The LLAD has three zones (A, B, and C).

Program Cost Summary

Fiscal Years 2025-2029

**City of Willows
Five Year Capital Improvement Program**

PROGRAM COST SUMMARY

PROGRAM	COST BY FISCAL YEAR					
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
Total Street Improvements	\$ 981,700	\$ 745,653	\$ 1,666,000	\$ 506,000	\$ 6,565,000	\$ 10,464,353
Total Sewer	\$ 4,078,414	\$ 2,602,500	\$ 1,248,672	\$ 4,136,233	\$ 650,000	\$ 12,715,819
Total Storm Drain	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
Parks	\$ 3,043,375	\$ 1,452,625	\$ -	\$ -	\$ -	\$ 4,496,000
Total City Hall	\$ 188,000	\$ -	\$ -	\$ -	\$ -	\$ 188,000
Total Corporation Yard	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total Fire	\$ 162,500	\$ 162,500	\$ 162,500	\$ 962,500	\$ 3,072,500	\$ 4,522,500
Total Development Impact Fees	\$ 35,000	\$ 229,000	\$ 3,000	\$ 3,000	\$ 19,501,544	\$ 19,771,544
Total LLAD	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Library	\$ 82,107	\$ -	\$ -	\$ -	\$ -	\$ 82,107
Grand Total	8,636,096	5,202,278	3,166,422	5,607,733	29,789,044	52,401,573

Funding Summary

Fiscal Years 2025-2029

City of Willows
Five Year Capital Improvement Program
FUND ALLOCATION SUMMARY

PROGRAM *	COST BY FISCAL YEAR					
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
Dev. Imp. Fees: Admin. Facilities	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
Dev. Imp. Fees: Fire Services	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
Dev. Imp. Fees: Park & Rec.	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
Dev. Imp. Fees: Police Services	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Development Impact Fee Improvements - Library	\$ 35,000	\$ 126,000	\$ -	\$ -	\$ 2,135,915	\$ 2,296,915
Gas Tax Fund	\$ 321,350	\$ 149,653	\$ 150,000	\$ 150,000	\$ 150,000	\$ 921,003
SB-1 Transportation Fund	\$ 265,210	\$ 403,650	\$ 159,000	\$ 159,000	\$ 159,000	\$ 1,145,860
Sewer Capital Fund	\$ 4,085,914	\$ 2,602,500	\$ 1,248,672	\$ 4,136,233	\$ 650,000	\$ 12,723,319
Sewer Oper. and Maint. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Oper. and Maint. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Revolving Fund (SRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Willows
Five Year Capital Improvement Program
FUND ALLOCATION SUMMARY

PROGRAM *	COST BY FISCAL YEAR					
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State/Federal Transportation Money	\$ -	\$ -	\$ 1,160,000	\$ -	\$ -	\$ 1,160,000
Unfunded	\$ 285,500	\$ 341,000	\$ 377,250	\$ 1,091,000	\$ 9,260,000	\$ 11,354,750
Prop 68	\$ -	\$ 177,952	\$ -	\$ -	\$ -	\$ 177,952
General Fund	\$ 92,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 142,500
RSTP Fund	\$ 100,000	\$ 11,350	\$ 56,000	\$ 56,000	\$ 56,000	\$ 279,350
CCLGP Grant Fund	\$ 2,958,375	\$ 1,074,673	\$ -	\$ -	\$ -	\$ 4,033,048
County Contribution	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
CA State Library Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Insurance Fund Grant	\$ 82,107	\$ -	\$ -	\$ -	\$ -	\$ 82,107
LLAD	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
CDBG	\$ 360,140	\$ -	\$ -	\$ -	\$ -	\$ 360,140
Grand Total	\$ 8,636,096	\$ 5,202,278	\$ 3,166,422	\$ 5,607,733	\$ 29,789,044	\$ 52,401,573

* Note: Detail for each fund can be found in Funding Source Listing

Revenue/Expense Summary

Fiscal Years 2025-2029

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>

Dev. Imp. Fees: Admin. Facilities

Beginning Fund Balance	\$ -	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
Estimated Revenue		\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
CIP Projected Expenses	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)	\$ (945,930)

Dev. Imp. Fees: Fire Services (#356)

Beginning Fund Balance	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,948
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,948
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321
Total Est. Fund Balance at End of Fiscal Year	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,948	\$ (2,754,373)

Dev. Imp. Fees: Park & Rec. (#362)

Beginning Fund Balance	\$ 324,624	\$ 326,624	\$ 326,624	\$ 326,624	\$ 326,624
Estimated Revenue	\$ 2,000				
Total Funds Available	\$ 326,624	\$ 326,624	\$ 326,624	\$ 326,624	\$ 326,624
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760
Total Est. Fund Balance at End of Fiscal Year	\$ 326,624	\$ 326,624	\$ 326,624	\$ 326,624	\$ (1,677,136)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>

Dev. Imp. Fees: Police Services (#358)

Beginning Fund Balance	\$ 64,732	\$ 65,107	\$ 65,107	\$ 65,107	\$ 65,107
Estimated Revenue	\$ 375	\$ -	\$ -	\$ -	
Total Funds Available	\$ 65,107	\$ 65,107	\$ 65,107	\$ 65,107	\$ 65,107
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638
Total Est. Fund Balance at End of Fiscal Year	\$ 65,107	\$ 65,107	\$ 65,107	\$ 65,107	\$ (1,277,531)

Dev. Imp. Fees: Storm Drain (#360)

Beginning Fund Balance	\$ 164,059	\$ 164,959	\$ 164,959	\$ 164,959	\$ 164,959
Estimated Revenue	\$ 900	\$ -	\$ -	\$ -	
Total Funds Available	\$ 164,959	\$ 164,959	\$ 164,959	\$ 164,959	\$ 164,959
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 481,019
Total Est. Fund Balance at End of Fiscal Year	\$ 164,959	\$ 164,959	\$ 164,959	\$ 164,959	\$ (316,060)

Dev. Imp. Fees: Wastewater

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ (2,322,698)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond

Dev. Imp. Fees: Streets (#361)

Beginning Fund Balance	\$ 195,313	\$ 196,313	\$ 196,313	\$ 196,313	\$ 196,313
Estimated Revenue	\$ 1,000				
Total Funds Available	\$ 196,313	\$ 196,313	\$ 196,313	\$ 196,313	\$ 196,313
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263
Total Est. Fund Balance at End of Fiscal Year	\$ 196,313	\$ 196,313	\$ 196,313	\$ 196,313	\$ (4,924,950)

Dev. Imp. Fees: Freeway Interchange (#363)

Beginning Fund Balance	\$ 411,149	\$ 413,149	\$ 413,149	\$ 413,149	\$ 413,149
Estimated Revenue	\$ 2,000	\$ -	\$ -	\$ -	
Total Funds Available	\$ 413,149	\$ 413,149	\$ 413,149	\$ 413,149	\$ 413,149
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Total Est. Fund Balance at End of Fiscal Year	\$ 413,149	\$ 413,149	\$ 413,149	\$ 413,149	\$ (2,086,851)

Dev. Imp. Fees: Library (#364)

Beginning Fund Balance	\$ 123,338	\$ 89,288	\$ (36,712)	\$ (36,712)	\$ (36,712)
Estimated Revenue	\$ 950				
Total Funds Available	\$ 124,288	\$ 89,288	\$ (36,712)	\$ (36,712)	\$ (36,712)
CIP Projected Expenses	\$ 35,000	\$ 126,000	\$ -	\$ -	\$ 2,135,915
Total Est. Fund Balance at End of Fiscal Year	\$ 89,288	\$ (36,712)	\$ (36,712)	\$ (36,712)	\$ (2,172,627)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond

Gas Tax Fund (#314-317/372)

Beginning Fund Balance	\$ 322,970	\$ 175,389	\$ 181,736	\$ 187,736	\$ 193,736
Estimated Revenue	\$ 173,769	\$ 156,000	\$ 156,000	\$ 156,000	\$ 156,000
Total Funds Available	\$ 496,739	\$ 331,389	\$ 337,736	\$ 343,736	\$ 349,736
Allocated funds for Dept. Expenses		\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
CIP Projected Expenses	\$ 321,350	\$ 149,653	\$ 150,000	\$ 150,000	\$ 150,000
Total Est. Fund Balance at End of Fiscal Year	\$ 175,389	\$ 181,736	\$ 187,736	\$ 193,736	\$ 199,736

Clean CA Local Grant Program

Beginning Fund Balance	\$ -	\$ -	\$ 952	\$ 952	\$ 952
Estimated Revenue	\$ 2,958,375	\$ 1,075,625			
Total Funds Available	\$ 2,958,375	\$ 1,075,625	\$ 952	\$ 952	\$ 952
CIP Projected Expenses	\$ 2,958,375	\$ 1,074,673	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ 952	\$ 952	\$ 952	\$ 952

RMRA SB-1 Transportation Fund (#306/311)

Beginning Fund Balance	\$ 222,088	\$ 124,662	\$ (111,204)	\$ (102,420)	\$ (93,636)
Estimated Revenue	\$ 167,784	\$ 167,784	\$ 167,784	\$ 167,784	\$ 167,784
Total Funds Available	\$ 389,872	\$ 292,446	\$ 56,580	\$ 65,364	\$ 74,148
CIP Projected Expenses	\$ 265,210	\$ 403,650	\$ 159,000	\$ 159,000	\$ 159,000
Total Est. Fund Balance at End of Fiscal Year	\$ 124,662	\$ (111,204)	\$ (102,420)	\$ (93,636)	\$ (84,852)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond

RSTP

Beginning Fund Balance	\$ 115,487	\$ 127,487	\$ 201,137	\$ 230,137	\$ 259,137
Estimated Revenue	\$ 112,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Total Funds Available	\$ 227,487	\$ 212,487	\$ 286,137	\$ 315,137	\$ 344,137
CIP Projected Expenses	\$ 100,000	\$ 11,350	\$ 56,000	\$ 56,000	\$ 56,000
Total Est. Fund Balance at End of Fiscal Year	\$ 127,487	\$ 201,137	\$ 230,137	\$ 259,137	\$ 288,137

Sewer Capital Fund (#318/321)

Beginning Fund Balance	\$ 4,013,491	\$ 1,825,077	\$ 1,120,077	\$ 1,768,905	\$ (469,828)
Estimated Revenue*	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500
Total Funds Available	\$ 5,910,991	\$ 3,722,577	\$ 3,017,577	\$ 3,666,405	\$ 1,427,672
Allocated funds for Dept. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 4,085,914	\$ 2,602,500	\$ 1,248,672	\$ 4,136,233	\$ 650,000
Total Est. Fund Balance at End of Fiscal Year	\$ 1,825,077	\$ 1,120,077	\$ 1,768,905	\$ (469,828)	\$ 777,672

Sewer Oper. and Maint. Fund (#3111)

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue					
Total Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond

State Revolving Fund

Beginning Fund Balance			\$ 198,000	\$ 396,000	\$ 396,000
Estimated Revenue	\$ -	\$ 198,000	\$ 198,000		
Total Funds Available	\$ -	\$ 198,000	\$ 396,000	\$ 396,000	\$ 396,000
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ 198,000	\$ 396,000	\$ 396,000	\$ 396,000

Fire Department Fund

Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -
Estimated Revenue					
Total Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

CA State Library Grant

Beginning Fund Balance	\$ -	\$ 47,168	\$ 47,168	\$ 47,168	\$ 47,168
Estimated Revenue	\$ 47,168	\$ -	\$ 1,160,000	\$ -	\$ -
Total Funds Available	\$ 47,168	\$ 47,168	\$ 1,207,168	\$ 47,168	\$ 47,168
CIP Projected Expenses	\$ -	\$ -	\$ 1,160,000	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 47,168	\$ 47,168	\$ 47,168	\$ 47,168	\$ 47,168

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>

Unfunded

Beginning Fund Balance	\$ -	\$ (285,500)	\$ (626,500)	\$ (1,003,750)	\$ (2,094,750)
Estimated Revenue	\$ -				
Operation & Maintenance Cost**	\$ -				
Total Funds Available	\$ -	\$ (285,500)	\$ (626,500)	\$ (1,003,750)	\$ (2,094,750)
CIP Projected Expenses	\$ 285,500	\$ 341,000	\$ 377,250	\$ 1,091,000	\$ 9,260,000
Total Est. Fund Balance at End of Fiscal Year	\$ (285,500)	\$ (626,500)	\$ (1,003,750)	\$ (2,094,750)	\$ (11,354,750)

Prop 68

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ 177,952			
Operation & Maintenance Cost**					
Total Funds Available	\$ -	\$ 177,952	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ 177,952	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

General Fund

Beginning Fund Balance	\$ -	\$ 182,500	\$ 182,500	\$ 182,500	\$ 182,500
Estimated Revenue	\$ 275,000	\$ 12,500	\$ 12,500	\$ 12,500	
Operation & Maintenance Cost**					
Total Funds Available	\$ 275,000	\$ 195,000	\$ 195,000	\$ 195,000	\$ 182,500

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>
CIP Projected Expenses	\$ 92,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Total Est. Fund Balance at End of Fiscal Year	\$ 182,500	\$ 182,500	\$ 182,500	\$ 182,500	\$ 170,000

CDBG (Fund 326)

Beginning Fund Balance	\$ 1,947,383	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121
Estimated Revenue	\$ 239,878	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 2,187,261	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121
CIP Projected Expenses	\$ 360,140	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121	\$ 1,827,121

County Contribution

Beginning Fund Balance	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 200,000	\$ -	\$ -	\$ -	\$ -

Special Insurance Grant Fund

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ 82,107	\$ -	\$ -	\$ -	\$ -

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 82,107	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 82,107	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

Lighting and Landscape Assessment District (LLAD)

Beginning Fund Balance	\$ 66,270	\$ 13,309	\$ 13,309	\$ 13,309	\$ 13,309
Estimated Revenue	\$ 31,539	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ (34,500)	\$ -	\$ -	\$ -	
Total Funds Available	\$ 63,309	\$ 13,309	\$ 13,309	\$ 13,309	\$ 13,309
CIP Projected Expenses	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 13,309	\$ 13,309	\$ 13,309	\$ 13,309	\$ 13,309

END OF FISCAL YEAR FUND BALANCE GRAND TOTAL	\$ 5,454,805	\$ 3,860,588	\$ 4,386,600	\$ 1,068,651	\$ (26,443,109)
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Project Cost Listing

Fiscal Years 2025-2029

**City of Willows
Five Year Capital Improvement Program**

PROJECT COST LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	

Street Improvements

ST-001-25	Annual Street Rehabilitation Project	\$ 742,700	\$ 460,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 2,297,700
ST-004	Annual Sidewalk Maintenance Project	\$ 123,000	\$ 131,000	\$ 91,000	\$ 91,000	\$ 5,750,000	\$ 6,186,000
ST-005	Street Tree Removal	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 450,000	\$ 600,000
ST-006	Green Street Rehabilitation	\$ -	\$ 104,653	\$ -	\$ -	\$ -	\$ 104,653
ST-007	Laurel Street Rehabilitation	\$ 116,000	\$ -	\$ 1,160,000	\$ -	\$ -	\$ 1,276,000
Total Street Improvements		\$ 981,700	\$ 745,653	\$ 1,666,000	\$ 506,000	\$ 6,565,000	\$ 10,464,353

Sewer

SS-001-25	Lift Station Rehabilitation Project	\$ 1,924,267	\$ -	\$ -	\$ -	\$ -	\$ 1,924,267
SS-002-25	FY24-25 Sewer Rehabilitation Project	\$ 1,924,267	\$ -	\$ -	\$ -	\$ -	\$ 1,924,267
SS-002-232	Annual Sewer Replacement Project	\$ -	\$ 412,500	\$ -	\$ -	\$ -	\$ 412,500
SS-002-233	Annual Sewer Replacement Project	\$ -	\$ -	\$ 191,672	\$ 2,204,233	\$ -	\$ 2,395,905
SS-003	Annual Sewer Replacement Project	\$ -	\$ -	\$ 50,000	\$ 1,150,000	\$ -	\$ 1,200,000
SS-023	WWTP - Clarifier Improvements	\$ -	\$ -	\$ 10,000	\$ 95,000	\$ 200,000	\$ 305,000
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 50,000	\$ 125,000	\$ 122,000	\$ 117,000	\$ -	\$ 414,000
SS-030	Blower Building Improvements	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
SS-031	Clarifier Improvements	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
SS-032	Tertiary Filtration Structure Repairs	\$ 10,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 60,000
SS-033	Sludge Ponds and Equalization Pond Lining	\$ 39,880	\$ 1,450,000	\$ -	\$ -	\$ -	\$ 1,489,880
SS-034	WWTP SCADA and Admin Bldg Upgrade	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
SS-036	Annual Sewer Repair Project	\$ 10,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 1,810,000
Total Sewer		\$ 4,078,414	\$ 2,602,500	\$ 1,248,672	\$ 4,136,233	\$ 650,000	\$ 12,715,819

Storm Drain

SD 001	Syphon Pump Station Upgrades	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
Total Storm Drain		\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250

**City of Willows
Five Year Capital Improvement Program**

PROJECT COST LISTING

Project Number	Project Name	COST BY FISCAL YEAR						Total
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond		
City Hall								
CTYH-001	City Hall Improvements	\$ 188,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000
Total City Hall		\$ 188,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000
Corporation Yard								
CORP-001	Corporation Yard Fencing	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total Corporation Yard		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Parks								
PARK-001	Jensen Park Upgrades	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
PARK-002	Sycamore Park Improvements	\$ 2,958,375	\$ 1,452,625	\$ -	\$ -	\$ -	\$ -	\$ 4,411,000
Total Parks		\$ 3,043,375	\$ 1,452,625	\$ -	\$ -	\$ -	\$ -	\$ 4,496,000
Fire								
FIRE-001	Equipment Upgrades	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500
FIRE-002	Fire Truck Replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ 950,000	\$ 1,350,000	\$ 1,350,000	\$ 2,750,000
FIRE-003	Fire Station Improvements	\$ -	\$ -	\$ -	\$ -	\$ 540,000	\$ 540,000	\$ 540,000
FIRE-004	Training Center	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000	\$ 1,170,000	\$ 1,170,000
Total Fire		\$ 162,500	\$ 162,500	\$ 162,500	\$ 962,500	\$ 3,072,500	\$ 3,072,500	\$ 4,522,500
Development Impact Fees								
DIF-001	Development Impact Fee Improvements - Library	\$ 35,000	\$ 126,000	\$ -	\$ -	\$ 2,135,915	\$ 2,135,915	\$ 2,296,915
DIF-002	Development Impact Fees - Parks and Recreation	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760	\$ 2,003,760
DIF-003	Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
DIF-004	Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263	\$ 5,121,263
DIF-005	Development Impact Fee Police	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638	\$ 1,342,638
DIF-006	Development Impact Fees Fire	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321	\$ 2,757,321
DIF-007	Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698	\$ 2,322,698
DIF-008	Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019	\$ 481,019
DIF-009	Development Impact Fees Admin	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 836,930	\$ 945,930
Total Development Impact Fees		\$ 35,000	\$ 229,000	\$ 3,000	\$ 3,000	\$ 19,501,544	\$ 19,501,544	\$ 19,771,544

Funding Source Listing

Fiscal Years 2025-2029

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
Dev. Imp. Fees: Admin. Facilities							
DIF - 009	Development Impact Fees Admin	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	Total Dev. Imp. Fees: Admin. Facilities	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
Dev. Imp. Fees: Fire Services							
DIF - 006	Development Impact Fees Fire	\$0	\$0	\$0	\$0	\$2,757,321	\$2,757,321
	Total Dev. Imp. Fees: Fire Services	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
Dev. Imp. Fees: Park & Rec.							
DIF-002	Development Impact Fees - Parks and Recreation	\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760
	Total Dev. Imp. Fees: Park & Rec.	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
Dev. Imp. Fees: Police Services							
DIF - 005	Development Impact Fee Police	\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638
	Total Dev. Imp. Fees: Police Services	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
Development Impact Fee Storm Drain							
DIF - 008	Development Impact Fee Storm Drain	\$0	\$0	\$0	\$0	\$481,019	\$481,019
	Total Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
Development Impact Fees Wastewater							
DIF - 007	Development Impact Fees Wastewater	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	Total Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
Development Impact Fees Streets and Traffic							
DIF- 004	Development Impact Fees Streets and Traffic	\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263
	Total Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
Development Impact Fee Freeway Interchange							
DIF-003	Development Impact Fee Freeway Interchange	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
	Total Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total

Development Impact Fee Improvements - Library

DIF-001	Development Impact Fee Improvements - Library	\$35,000	\$126,000	\$0	\$0	\$2,135,915	\$2,296,915
	Total Development Impact Fee Improvements - Library	\$ 35,000	\$ 126,000	\$ -	\$ -	\$ 2,135,915	\$ 2,296,915

Gas Tax Fund

ST-001-25	Annual Street Rehabilitation Project	\$321,350	\$45,000	\$150,000	\$150,000	\$150,000	\$816,350
ST-006	Green Street Rehabilitation	\$0	\$104,653	\$0	\$0	\$0	\$104,653
	Total Gas Tax Fund	\$321,350	\$149,653	\$150,000	\$150,000	\$150,000	\$921,003

CDBG

CTYH-001	City Hall Improvements	\$188,000	\$0	\$0	\$0	\$0	\$188,000
ST-001-25	Annual Street Rehabilitation Project	\$56,140	\$0	\$0	\$0	\$0	\$56,140
CDBG Funding	Laurel Street Rehabilitation	\$116,000	\$0	\$0	\$0	\$0	\$116,000
	Total CDBG	\$360,140	\$0	\$0	\$0	\$0	\$360,140

RSTP Fund

ST-001-25	Annual Street Rehabilitation Project	\$100,000	\$11,350	\$56,000	\$56,000	\$56,000	\$279,350
ST-004	Annual Sidewalk Maintenance Project	\$0	\$0	\$0	\$0	\$0	\$0
	Total RSTP Fund	\$100,000	\$11,350	\$56,000	\$56,000	\$56,000	\$279,350

SB-1 Transportation Fund

ST-001-25	Annual Street Rehabilitation Project	\$265,210	\$403,650	\$159,000	\$159,000	\$159,000	\$1,145,860
ST-006	Green Street Rehabilitation	\$0	\$0	\$0	\$0	\$0	\$0
	Total SB-1 Transportation Fund	\$265,210	\$403,650	\$159,000	\$159,000	\$159,000	\$1,145,860

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	

Sewer Capital Fund

SS-001-25	Lift Station Rehabilitation Project	\$ 1,924,267	\$ -	\$ -	\$ -	\$ -	\$ 1,924,267
SS-002-25	FY24-25 Sewer Rehabilitation Project	\$ 1,924,267	\$ -	\$ -	\$ -	\$ -	\$ 1,924,267
SS-002-232	Annual Sewer Replacement Project	\$ -	\$ 412,500	\$ -	\$ -	\$ -	\$ 412,500
SS-002-233	Annual Sewer Replacement Project	\$ -	\$ -	\$ 191,672	\$ 2,204,233	\$ -	\$ 2,395,905
SS-003	Annual Sewer Replacement Project	\$ -	\$ -	\$ 50,000	\$ 1,150,000	\$ -	\$ 1,200,000
SS-023	WWTP - Clarifier Improvements	\$ -	\$ -	\$ 10,000	\$ 95,000	\$ 200,000	\$ 305,000
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 50,000	\$ 125,000	\$ 122,000	\$ 117,000	\$ -	\$ 414,000
SS-030	Blower Building Improvements	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000
SS-031	Clarifier Improvements	\$ 0	\$ 0	\$ 200,000	\$ 0	\$ 0	\$ 200,000
SS-032	Tertiary Filtration Structure Repairs	\$ 10,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 60,000
SS-033	Sludge Ponds and Equalization Pond Lining	\$ 39,880	\$ 1,450,000	\$ 0	\$ 0	\$ 0	\$ 1,489,880
SS-034	WWTP SCADA and Admin Bldg Upgrade	\$ 0	\$ 45,000	\$ 0	\$ 0	\$ 0	\$ 45,000
SS-036	Annual Sewer Repair Project	\$ 10,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 1,810,000
CORP-001	Corporation Yard Fencing	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
	Total Sewer Capital Fund	\$ 4,085,914	\$ 2,602,500	\$ 1,248,672	\$ 4,136,233	\$ 650,000	\$ 12,723,319

CA State Library Grant

CTYH-001	City Hall Improvements	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Total CA State Library Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

State Revolving Fund (SRF)

SS-002-25	FY24-25 Sewer Rehabilitation Project	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Total State Revolving Fund (SRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CCLGP Grant Fund

PARK-002	Sycamore Park Improvements	\$ 2,958,375	\$ 1,074,673	\$ 0	\$ 0	\$ 0	\$ 4,033,048
	Total CCLGP Grant Fund	\$ 2,958,375	\$ 1,074,673	\$ -	\$ -	\$ -	\$ 4,033,048

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
Special Insurance Fund Grant							
LIB-001	Library Emergency Repairs	\$82,107	\$0	\$0	\$0	\$0	\$82,107
Total Special Insurance Fund Grant		\$ 82,107	\$ -	\$ -	\$ -	\$ -	\$ 82,107
State/Federal Transportation Money							
ST-007	Laurel Street Rehabilitation	\$ -	\$ -	\$ 1,160,000	\$ -	\$ -	\$ 1,160,000
Total State/Federal Transportation Money		\$ -	\$ -	\$ 1,160,000	\$ -	\$ -	\$ 1,160,000
Prop 68							
PARK-002	Sycamore Park Improvements	\$0	\$177,952	\$0	\$0	\$0	\$177,952
Total Prop 68		\$ -	\$ 177,952	\$ -	\$ -	\$ -	\$ 177,952
LLAD							
LLAD - 001	Landscape upgrades in Zones A and C	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total LLAD		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
County Contribution							
PARK-002	Sycamore Park Improvements	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Total County Contribution		\$0	\$200,000	\$0	\$0	\$0	\$200,000
General Fund							
FIRE-001	Equipment Upgrades	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
CORP-001	Corporation Yard Fencing	\$7,500	\$0	\$0	\$0	\$0	\$7,500
PARK-001	Jensen Park Upgrades	\$85,000	\$0	\$0	\$0	\$0	\$85,000
Total General Fund		\$92,500	\$12,500	\$12,500	\$12,500	\$12,500	\$142,500
Unfunded							
ST-004	Annual Sidewalk Maintenance Project	\$ 123,000	\$ 131,000	\$ 91,000	\$ 91,000	\$ 5,750,000	\$ 6,186,000
ST-005	Street Tree Removal	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
SD 001	Syphon Pump Station Upgrades	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
FIRE-001	Equipment Upgrades	\$12,500	\$0	\$0	\$0	\$0	\$12,500
FIRE-002	Fire Truck Replacement	\$150,000	\$150,000	\$150,000	\$950,000	\$1,350,000	\$2,750,000
FIRE-003	Fire Station Improvements	\$0	\$0	\$0	\$0	\$540,000	\$540,000
FIRE-004	Training Center	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
Total Unfunded		\$ 285,500	\$341,000	\$377,250	\$1,091,000	\$9,260,000	\$ 11,354,750

Project Data Forms

Fiscal Years 2025-2029

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-001-25

Project Name: Annual Street Rehabilitation Project

Location: Oak St. - Murdock to Marshal; Madrone Manor

Project Type: Street Improvements

Department: Public Works

Description: 25/26 - Rehabilitation of portions of Oak Street and Madrone Manor

Justification: Rehabilitation is consistent with the City's Pavement Management Program

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$56,140	\$28,750	\$20,000	\$20,000	\$20,000	\$144,890
	Construction		\$597,009	\$375,000	\$300,000	\$300,000	\$300,000	\$1,872,009
	CM/Inspection		\$89,551	\$56,250	\$45,000	\$45,000	\$45,000	\$280,801
	Total	\$0	\$742,700	\$460,000	\$365,000	\$365,000	\$365,000	\$2,297,700
REQUIRED PROJECT FUNDING	SB-1 Transportation Fund		\$265,210	\$403,650	\$159,000	\$159,000	\$159,000	\$1,145,860
	Gas Tax Fund (#2111)		\$321,350	\$45,000	\$150,000	\$150,000	\$150,000	\$816,350
	RSTP Fund		\$100,000	\$11,350	\$56,000	\$56,000	\$56,000	\$279,350
	CDBG Funding		\$56,140	\$0	\$0	\$0	\$0	\$56,140
	Total	\$0	\$742,700	\$460,000	\$365,000	\$365,000	\$365,000	\$2,297,700

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-004

Project Name: Annual Sidewalk Maintenance Project

Location: Various locations throughout the City

Project Type: Street Improvements

Department: Public Works

Description: Replacement of existing damage and offset sidewalk throughout the City

Justification: To provide safe pedestrian facilities throughout the community

Comments: Per the ADA evaluation of all sidewalks, over \$5.3M in sidewalk repairs have been identified as being needed. Based on the need, annual sidewalk repairs should take place.

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$15,000	\$15,000	\$10,000	\$10,000		\$50,000
	Construction		\$100,000	\$108,000	\$75,000	\$75,000	\$5,000,000	\$5,358,000
	CM/Inspection		\$8,000	\$8,000	\$6,000	\$6,000	\$750,000	\$778,000
	Total	\$0	\$123,000	\$131,000	\$91,000	\$91,000	\$5,750,000	\$6,186,000
REQUIRED PROJECT FUNDING	RSTP Fund		\$0	\$0	\$0	\$0	\$0	\$0
	Special Insurance Grant Funds			\$0				\$0
	Unfunded		\$123,000	\$131,000	\$91,000	\$91,000	\$5,750,000	\$6,186,000
	Total	\$0	\$123,000	\$131,000	\$91,000	\$91,000	\$5,750,000	\$6,186,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-005

Project Name: Street Tree Removal

Location: Various Locations

Project Type: Tree Maintenance

Department: Public Works

Description: Hundreds of trees around the City have caused significant damage to the sidewalks, curbs and gutters. Many trees are diseased and need to be removed. It is estimated that over 200 trees need to be removed.

Justification: To prevent further damage to the City's infrastructure

Comments: The City is willing to share in the cost of tree replacement by providing trees to property owners, as long as trees are replaced onto private property in a location that will not damage public infrastructure.

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Construction		\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
	Total	\$0	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
	Total	\$0	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-006		Project Name: Green Street Rehabilitation						
Location: Green Street (N. Lassen to N. Butte)		Project Type: Street Improvements			Department: Public Works			
Description: Rehabilitation of a portion of Green Street to repair damaged pavement. Project being done in conjunction with Glenn County Public Works								
Justification: Poor Pavement Condition per PMP								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design			\$0				\$0
	Construction			\$99,053				\$99,053
	CM/Inspection			\$5,600				\$5,600
	Total	\$0	\$0	\$104,653	\$0	\$0	\$0	\$104,653
REQUIRED PROJECT FUNDING	SB-1 Transportation Fund		\$0	\$0				\$0
	Gas Tax Fund 2111		\$0	\$104,653				\$104,653
	Total	\$0	\$0	\$104,653	\$0	\$0	\$0	\$104,653
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-007		Project Name: Laurel Street Rehabilitation						
Location: Laurel Street from Tehama to Lassen		Project Type: Street Improvements			Department: Public Works			
Description: ADA, sidewalk, and pavement rehabilitation project (~1,600 LF)								
Justification: Repair failing infrastructure								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$116,000					\$116,000
	Construction				\$1,160,000			\$1,160,000
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$116,000	\$0	\$1,160,000	\$0	\$0	\$1,276,000
REQUIRED PROJECT FUNDING	CDBG Funding		\$116,000					\$116,000
	STIP				\$1,160,000			\$1,160,000
								\$0
								\$0
								\$0
	Total	\$0	\$116,000	\$0	\$1,160,000	\$0	\$0	\$1,276,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-001-25

Project Name: Lift Station Rehabilitation Project

Location: Sycamore Street, Pacific Ave., N. Lassen Street, Cherry St. and Road 57

Project Type: Wastewater Collection

Department: Public Works

Description: Replacement and upgrading of old and failing equipment inside of the Sycamore Street, Pacific Ave, N. Lassen, Cherry St. and Road 57 pump stations, as well as updating of control systems

Justification: Upgrading and replacement of equipment will ensure the pump station continues to operate without issues and sewer spills can be avoided

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$0					\$0
	Construction		\$1,699,267	\$0				\$1,699,267
	CM/Inspection		\$225,000	\$0				\$225,000
	Total	\$0	\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267
	Total	\$0	\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-002-25

Project Name: FY24-25 Sewer Rehabilitation Project

Location: Sacramento - Sycamore to GCID canal; Alley between Shasta
and Butte - from Willow to Walnut; Oak to Laurel; Yolo -
Sycamore to Oak

Project Type: Wastewater Collection

Department: Public Works

Description: Replacement of aging and failing sewer collection system infrastructure via open- cut pipe replacement.

Justification: To reduce maintenance, as well as inflow and infiltration into the sewer collection system

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	CCTV Work		\$0					\$0
	Design (Eng Support)		\$40,000	\$0				\$40,000
	Construction		\$1,699,267					\$1,699,267
	CM/Inspection		\$185,000	\$0				\$185,000
	Total	\$0	\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267
	State Revolving Funds (SRF)		\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$0	\$1,924,267	\$0	\$0	\$0	\$0	\$1,924,267

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-002-232

Project Name: Annual Sewer Replacement Project

Location: Yolo - Oak to Ash

Project Type: Wastewater Collection

Department: Public Works

Description: Replacement of aging and failing sewer collection system infrastructure

Justification: To reduce maintenance, as well as inflow and infiltration into the sewer collection system

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design			\$10,000				\$10,000
	Construction			\$350,000				\$350,000
	CM/Inspection			\$52,500				\$52,500
	Total	\$0	\$0	\$412,500	\$0	\$0	\$0	\$412,500
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$412,500	\$0	\$0	\$0	\$412,500
	Total	\$0	\$0	\$412,500	\$0	\$0	\$0	\$412,500

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-002-233

Project Name: Annual Sewer Replacement Project

Location: Alley between Plumas and Shasta - from Laurel to Wood

Project Type: Wastewater Collection

Department: Public Works

Description: Replacement of aging and failing sewer collection system infrastructure

Justification: To reduce maintenance, as well as inflow and infiltration into the sewer collection system

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design				\$191,672			\$191,672
	Construction					\$1,916,724		\$1,916,724
	CM/Inspection					\$287,509		\$287,509
	Total	\$0	\$0	\$0	\$191,672	\$2,204,233	\$0	\$2,395,905
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$0	\$191,672	\$2,204,233	\$0	\$2,395,905
	Total	\$0	\$0	\$0	\$191,672	\$2,204,233	\$0	\$2,395,905

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-024		Project Name: Chlorine Contact Chamber Improvements						
Location: Wastewater Treatment Plant		Project Type: Wastewater Treatment			Department: Public Works			
Description: Repair Cracks in chlorine contact chambers, replace chlorine analyzer, replace turbidity meter, replace sulfite meter, additional covers to address algae growth								
Justification: Per recommendation of InfraMark and NexGen report								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design			\$0				\$0
	Construction - cracks, analyzer, turbidimeter		\$120,000					\$120,000
	Construction - sulfite meter, covers					\$60,000		\$60,000
	Total	\$0	\$120,000	\$0	\$0	\$60,000	\$0	\$180,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$120,000	\$0	\$0	\$60,000	\$0	\$180,000
	Total	\$0	\$120,000	\$0	\$0	\$60,000	\$0	\$180,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-025		Project Name: Chemical Storage and Pipelines						
Location: Wastewater Treatment Plant		Project Type: Wastewater Treatment			Department: Public Works			
Description: Underground existing above-ground sodium bisulfite lines, replace checkical storage tanks/level sensors, remove corrosion and recoat metal canopy structure, add tepid water system for emergency eyewash								
Justification: Per recommendation of InfraMark and for safety								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT	Design							\$0
COST	Construction - underground sodium bisulfite lines, recoat canopy structure, tepid water for eyewash				\$140,000			\$140,000
	Construction - replace storage tanks/sensors					\$60,000		\$60,000
	Total	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
	Total	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-026 **Project Name:** Sodium Bisulfite injection System Housing Structure

Location: Wastewater Treatment Plant **Project Type:** Wastewater Treatment **Department:** Public Works

Description: Install housing structure over existing sodium bisulfite injection system

Justification: Per recommendations from InfraMark

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Design				\$15,000			\$15,000
	Construction				\$70,000			\$70,000
	Total	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$0	\$85,000	\$0	\$0	\$85,000
	Total	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-029		Project Name: WWTP Upgrades						
Location:		Project Type: Wastewater Treatment			Department:			
 Description: Upgrade equipment at the well house, headworks, blower building, aeration basin, effluent pump station and tertiary filtration								
 Justification: Per NexGen report								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Construction - backwash sand replacement			\$125,000				\$125,000
	Construction - Filter crack repair		\$50,000					\$50,000
	Construction Blower Building				\$25,000			\$25,000
	Construction Aeration basin				\$29,000	\$100,000		\$129,000
	Construction - effluent pump station					\$7,000		\$7,000
	Construction - tertiary filtration				\$68,000	\$10,000		\$78,000
	Total	\$0	\$50,000	\$125,000	\$122,000	\$117,000	\$0	\$414,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$50,000	\$125,000	\$122,000	\$117,000	\$0	\$414,000
	Total	\$0	\$50,000	\$125,000	\$122,000	\$117,000	\$0	\$414,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-030		Project Name: Blower Building Improvements							
Location: WWTP		Project Type: Wastewater Treatment				Department: Public Works			
Description: Replace PLC's for Panel 1 and Blowers									
Justification: Per recommendations from NexGen Evaluation Report									
Comments:									
Prerequisite:									
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>	
PROJECT COST	Design			\$20,000					\$20,000
	Construction			\$20,000					\$20,000
									\$0
									\$0
									\$0
	Total	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund			\$40,000					\$40,000
									\$0
									\$0
									\$0
									\$0
	Total	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Annual O & M:									
Data Source:									

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-031	Project Name: Clarifier Improvements							
Location: WWTP	Project Type: Wastewater Treatment	Department: Public Works						
Description: Recoat clarifier mechanisms and service gearbox								
Justification: Per recommendations from NexGen Evaluation Report								
Comments:								
Prerequisite:								
	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Design				\$100,000			\$100,000
	Construction				\$100,000			\$100,000
								\$0
								\$0
								\$0
	Total	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund				\$200,000			\$200,000
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-032		Project Name: Tertiary Filtration Structure Repairs						
Location: WWTP		Project Type: Wastewater Treatment			Department: Public Works			
 Description: Tertiary Filtration - fix structure cracks/leakage								
 Justification: Per recommendations from NexGen Evaluation Report								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$10,000					\$10,000
	Construction			\$50,000				\$50,000
			\$0					\$0
	Total	\$0	\$10,000	\$50,000	\$0	\$0	\$0	\$60,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$10,000	\$50,000				\$60,000
								\$0
			\$0					\$0
	Total	\$0	\$10,000	\$50,000	\$0	\$0	\$0	\$60,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-033		Project Name: Sludge Ponds and Equalization Pond Lining						
Location: WWTP		Project Type: Wastewater Treatment			Department: Public Works			
 Description: Verify if liners exist in 2 sludge ponds and install bentonite liner if no liners exist. Install concrete liner in EQ basin and upgrade pump								
 Justification: State Water Quality Inspection Report Requirement								
 Comments:								
 Prerequisite:								
	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Design		\$39,880	\$50,000				\$89,880
	Construction			\$1,400,000				\$1,400,000
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$39,880	\$1,450,000	\$0	\$0	\$0	\$1,489,880
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$39,880	\$1,450,000				\$1,489,880
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$39,880	\$1,450,000	\$0	\$0	\$0	\$1,489,880
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-034		Project Name: WWTP SCADA and Admin Bldg Upgrade						
Location: WWTP		Project Type: Wastewater Treatment			Department: Public Works			
 Description: Integrate SCADA software and hardware to communicate with lift stations; instal intrusion and fire alarm systems in admin bldg.								
 Justification: Per recommendations from NexGen Evaluation Report								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design			\$15,000				\$15,000
	Construction			\$30,000				\$30,000
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund			\$45,000				\$45,000
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-036		Project Name: Annual Sewer Repair Project						
Location:		Project Type: Wastewater Improvements			Department: Public Works			
 Description: Replace aging sewer system on an annual basis.								
 Justification: Portions of the system are over 100 years old and much of the sewer system has significant inflow/infiltration issues and is in need of replacement								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$10,000	\$50,000	\$50,000	\$50,000	\$50,000	\$210,000
	Construction			\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
	Construction Management/Inspection			\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
	Total	\$0	\$10,000	\$450,000	\$450,000	\$450,000	\$450,000	\$1,810,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$10,000	\$450,000	\$450,000	\$450,000	\$450,000	\$1,810,000
								\$0
								\$0
	Total	\$0	\$10,000	\$450,000	\$450,000	\$450,000	\$450,000	\$1,810,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SD 001	Project Name: Syphon Pump Station Upgrades	
Location: Jenson Park	Project Type: Storm Drain	Department: Public Works

Description: Replace non-functioning pumps

Justification: to prevent flooding

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Design			\$10,000				\$10,000
	Construction				\$75,000			\$75,000
	CM/Inspection				\$11,250			\$11,250
	Total	\$0	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
	Total	\$0	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: PARK-001		Project Name: Jensen Park Upgrades						
Location: Jensen Park		Project Type: Park & Recreation			Department: Public Works			
 Description: Reroof the gazebo; replace siding on sheds; replace electrical connection for lights; replace lighting timer								
 Justification: Replace aging/failing facility								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$85,000					\$0
	Construction							\$85,000
	Total	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
REQUIRED PROJECT FUNDING	General Fund		\$85,000	\$0	\$0	\$0	\$0	\$85,000
	Total	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: CTYH-001

Project Name: City Hall Improvements

Location: 201 N. Lassen St.

Project Type: Administration Services

Department: Public Works

Description: Replace City Hall and Library main doors

Justification: City Hall and Library doors are out of compliance with ADA standards

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$18,000					\$18,000
	Construction - City Hall HVAC unit							\$0
	Construction - Library HVAC units							\$0
	Construction - door replacements		\$170,000					
	Total	\$0	\$188,000	\$0	\$0	\$0	\$0	\$188,000
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Library			\$0	\$0	\$0	\$0	\$0
	California State Library Grant		\$188,000					
	CDBG Funding							
	Total	\$0	\$188,000	\$0	\$0	\$0	\$0	\$188,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: FIRE-001	Project Name: Equipment Upgrades	
Location: Fire Department	Project Type: Fire Services	Department: Fire

Description: Radios - portable handheld radios are old and non-functioning. Current radios will not function with the new County Radio infrastructure; mobile radio for C-1 Command vehicle needs replacing; 3 pagers needed for volunteers; 14 Self Contained Breathing Apparatus are 20 years old, non-compliant and unsafe; existing thermal imaging camera is old and no longer serviceable - needed to search for victims and downed firefighters during structure fires; 2 new Automated External Defibrillator are needed to replace 2 old non compliant units; existing structural firefighting PPE's are old, ill fitting and in need of replacement; 2,500' of 2-1/2" hose and 5,000' of 1-3/4" hose is needed for increased fire flows at incidents allowing for quicker incident stabilization and will bring WFD in line with industry standards (current equipment cannot achieve minimum NFPA fire flows with initial attack lines.)

Justification: Fire and Life Safety

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Firefighting PPE		\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$52,500
	Hose/Nozzles		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
	Total	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500
REQUIRED PROJECT FUNDING	General Fund		\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
	Unfunded		\$12,500					\$12,500
	Total	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500

Annual O & M:

Data Source: Fire Chief

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: FIRE-003		Project Name: Fire Station Improvements						
Location: 445 S. Butte Street		Project Type: Fire Services				Department: Fire		
Description: Fire Station Improvements including: new roof; Station Alerting system; security cameras; Apparatus Bay floor resurfacing; commercial air conditioning unit; accessibility improvements; concrete apparatus aprons; kitchen remodel; Day Room and Dorm Room bathroom remodels; and Dorm Room Remodel								
Justification: Aging, worn out and outdated structure								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Re-roof						\$100,000	\$100,000
	Station Alerting System						\$50,000	\$50,000
	Security Cameras						\$10,000	\$10,000
	Apparatus Bay floor resurfacing						\$30,000	\$30,000
	Commercial air conditioning unit						\$40,000	\$40,000
	Accessibility improvements						\$100,000	\$100,000
	Concrete Apparatus aprons						\$100,000	\$100,000
	Kitchen remodel						\$40,000	\$40,000
	Bathroom remodels						\$55,000	\$55,000
	Dorm Remodel						\$15,000	\$15,000
	Total	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$0	\$0	\$0	\$540,000	\$540,000
	Total		\$0	\$0	\$0	\$0	\$540,000	\$540,000
Annual O & M:								
Data Source: Fire Chief								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: FIRE-004		Project Name: Training Center						
Location: 445 S. Butte Street		Project Type: Fire Services			Department: Fire Department			
 Description: Construction of a training center to include classrooms, a training tower, a drafting pit for pump testing and all weather surface								
 Justification: Needed training center to adequately train staff								
 Comments:								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design						\$195,000	\$195,000
	Construction						\$975,000	\$975,000
	Total	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
	Total	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
Annual O & M:								
Data Source: Fire Chief								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF-001

Project Name: Development Impact Fee Improvements - Library

Location: City Library

Project Type: Administration Services

Department:

Description: Per the 2008 Development Impact Fee Report, as the population of the City grows, Library Impact Fees are charged for expansion of the library building, purchase of library books, installation of carpet, and purchase of additional computer workstations

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Building Expansion		\$0	\$97,000			\$1,635,802	\$1,732,802
	Library Books			\$29,000			\$493,906	\$522,906
	Computer Workstations						\$6,207	\$6,207
	ADA Improvements		\$35,000					\$35,000
	Total		\$0	\$35,000	\$126,000	\$0	\$0	\$2,135,915
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Library		\$35,000	\$126,000	\$0	\$0	\$2,135,915	\$2,296,915
	Total		\$0	\$35,000	\$126,000	\$0	\$0	\$2,135,915

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF-003

Project Name: Development Impact Fee Freeway Interchange

Location: Wood Street/I-5

Project Type: Street Improvements

Department: Public Works

Description: Per the 2008 Development Impact Fee Report, as the population of the City grows, the southbound off-ramps and signalization will need to be modified.

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design/Construction						\$2,500,000	\$2,500,000
	Total	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Freeway Interchange		\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
	Total	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF- 004

Project Name: Development Impact Fees Streets and Traffic

Location: City-wide

Project Type: Street Improvements

Department: Public Works

Description: Per the 2008 Development Impact Fee Report, as the population of the City grows, certain street improvements will be needed. Improvements to Tehama intersections at Sycamore, cedar to Rd. 53, at the GCID canal (bridge), Rd. 53; Sacramento at the GCID canal (bridge)

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Tehama at Sycamore - turn lane/signal						\$284,515	\$284,515
	Tehama - Cedar to Rd. 53 - 4 lanes						\$569,029	\$569,029
	Tehama at GCID canal - bridge modif.						\$872,512	\$872,512
	Tehama at Rd. 53 rt. Turn lane						\$75,870	\$75,870
	Tehama at Rd. 53 intersection						\$94,838	\$94,838
	Road 53 westbound rt. Turn lane						\$189,677	\$189,677
	Sacramento at GCID canal - brdg. mod.						\$3,034,823	\$3,034,823
	Total	\$0	\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Streets		\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263
	Total	\$0	\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF - 005

Project Name: Development Impact Fee Police

Location: Police Department

Project Type: Police Services

Department: Police

Description: Per the 2008 Development Impact Fee Report, as the population of the City grows, certain improvements will be needed to the Police Department to support the population. These include expansion of the police station and purchase of vehicles

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Police Station Modifications						\$1,109,883	\$1,109,883
	Vehicles						\$232,755	\$232,755
	Total	\$0	\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Police		\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638
	Total	\$0	\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF - 009		Project Name: Development Impact Fees Admin						
Location: City wide		Project Type: Administration Services			Department: Public Works			
 Description: Per the 2008 Development Impact Fee Report, the Development Impact Fee program has costs associated with administering, overseeing and updating the impact fee program.								
 Justification: Per 2008 Development Impact Fee Study								
 Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index								
 Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Administrative costs for program			\$3,000	\$3,000	\$3,000	\$836,930	\$845,930
	Development Impact Fee Update			\$100,000				\$100,000
	Total	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Admin.		\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	Total	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: CORP-001		Project Name: Corporation Yard Fencing			Department: Public Works			
Location: City Corporation Yard		Project Type: Corporation Yard						
Description: Install safety fencing and gates at the Corporation Yard								
Justification: Security								
Comments:								
Prerequisite:								
	Item	Previous Appropriation	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029 & Beyond	Total
PROJECT COST	Construction		\$15,000	\$0	\$0	\$0	\$0	\$15,000
	Total	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
REQUIRED PROJECT FUNDING	General Fund		\$7,500	\$0	\$0	\$0	\$0	\$7,500
	Sewer Capital Fund		\$7,500					\$7,500
	Total	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: LIB-001		Project Name: Library Emergency Repairs			Department: Public Works			
Location: Willows Library		Project Type: Administration Services						
Description: Replace failed beam in Library								
Justification:								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027-28</i>	<i>FY 2028-29</i>	<i>FY 2029 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$82,107					\$0
	Construction							\$82,107
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$82,107	\$0	\$0	\$0	\$0	\$82,107
REQUIRED PROJECT FUNDING	Special Insurance Grant Funds		\$82,107					\$82,107
								\$0
								\$0
								\$0
								\$0
	Total	\$0	\$82,107	\$0	\$0	\$0	\$0	\$82,107
Annual O & M:								
Data Source:								



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: 802 Tamarack Street: Confirm Costs of Abatement

Recommendation:

Review abatement costs for 802 Tamarack Street (APN 005-272-002) associated with the enforcement action completed on January 30, 2026, and adopt Resolution XX-2026 (Attachment 1) levying the abatement costs against the property as a lien if not paid by March 6, 2026.

Rationale for Recommendation:

The City of Willows incurred significant costs related to code enforcement and abatement activities at 802 Tamarack street and must recuperate the funds; otherwise, the General Fund will absorb the full burden of the expense to abate.

Background:

The abatement action at 802 Tamarack Street was the result of a multi-year code enforcement process beginning in 2023. The City issued multiple progressive enforcement measures, including informal notices, three formal notices, and ultimately the preparation of an abatement warrant by City staff and the City Attorney's Office.

On January 28, 2026, the Glenn County Superior Court approved a warrant, which was posted on the property, and, on January 30, 2026, it was executed by City staff and the City's abatement contractor.

During the abatement, the contractor removed approximately 110 cubic yards of trash, garbage, and debris, and drained an in-ground swimming pool that was creating a significant vector and public health nuisance.

Discussion & Analysis:

The total cost to abate was \$30,819.33, consisting of the following fees:

- Administrative Fees: \$6,163.87,
- Contractor Costs: \$15,000.00,

- City Staff Time: \$7,405.46, and
- Attorney Fees: \$2,250.00.

An invoice for these costs was mailed to the property owner on February 4, 2026. Adoption of Resolution XX-2026 (Attachment 1) confirms the abatement costs and authorizes staff to record a lien with the Glenn County Assessor, ensuring a formal mechanism exists to recover the funds expended to bring the property into compliance should the property owner elect not to pay the invoice.

Consistency with Council Priorities and Goals:

This action is consistent with Council Priority #1 – Financial Stability, Priority #3 – Public Safety, and Priority #6 – Quality of Life.

Fiscal Impact:

Adoption of Resolution XX-2026 ensures the City has a mechanism to recover the \$30,819.33 of General Fund monies expended on abatement activities at 802 Tamarack Street.

Attachments:

- Attachment 1: Resolution XX-2026



**City of Willows
Resolution XX-2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING THE COSTS OF ABATEMENT FOR 802 TAMARACK, APN 005-272-002, AND LEVYING SAID COSTS AS A LIEN AGAINST THE PROPERTY

WHEREAS, the City of Willows has pursued ongoing code enforcement activities at the property located at 802 Tamarack, APN 005-272-002 (“the Property”), due to repeated violations of the Willows Municipal Code; and

WHEREAS, after multiple notices and progressive enforcement actions issued between 2023 and 2025, the City, in coordination with the City Attorney’s Office, obtained an abatement warrant approved by the Glenn County Superior Court; and

WHEREAS, the abatement warrant was posted on January 28, 2026, and executed by City staff and the City’s abatement contractor on January 30, 2026; and

WHEREAS, approximately 110 cubic yards of trash, garbage, and debris were removed, and a stagnant in-ground swimming pool was drained to address public health and safety conditions; and

WHEREAS, the total cost of abatement incurred by the City of Willows was \$30,819.33, consisting of administrative fees, contractor charges, City staff time, and attorney fees, as detailed in the staff report; and

WHEREAS, an invoice for the abatement costs was mailed to the property owner on February 4, 2026, with payment due by March 6, 2026; and

WHEREAS, pursuant to the Willows Municipal Code and applicable state law, the City Council may confirm abatement costs and levy those costs as a lien against the property if unpaid.

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

1. The City Council hereby confirms the abatement costs for 802 Tamarack, APN 005-272-002, in the total amount of \$30,819.33.
2. If the abatement costs remain unpaid after March 6, 2026, the City Manager or designee is authorized and directed to record a lien against the property with the Glenn County Assessor/Recorder in the amount of the confirmed costs.
3. The lien shall remain in effect until paid in full and may be collected through a lien sale, property transfer, or any other lawful collection mechanism.

4. The City Clerk shall certify the adoption of this Resolution and provide the necessary documentation for lien recording pursuant to law.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Evan Hutson, Mayor

ATTESTED:

Karleen Price, City Clerk



PUBLIC HEARING



Date: February 24, 2026

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief
Sean Cameron, Deputy City Attorney
Marti Brown, City Manager

Subject: Ordinance Amendment to Article III of Chapter 8.10 of the Willows Municipal Code

Recommendation:

Conduct a public hearing for the second reading and adopt the Ordinance titled “AN ORDINANCE OF THE CITY OF WILLOWS AMENDING ARTICLE III OF CHAPTER 8.10 OF THE WILLOWS MUNICIPAL CODE RELATING TO ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES,” by title only and waive the full reading of the text.

Rationale for Recommendation:

The proposed ordinance amendments (Attachment 1) update the City’s existing vehicle abatement code to address nuisance vehicles in a manner consistent with California Vehicle Code requirements and to align with the framework of the City of Orland and Glenn County.

Background:

Article III of Chapter 8.10 of the Willows Municipal Code regulates the abatement of abandoned, wrecked, dismantled, or inoperative vehicles that constitute public nuisances. Staff has identified areas where the ordinance would benefit from clarification and updating, including enforcement authority and procedural steps for abatement, and alignment with the City of Orland and Glenn County. The City of Willows is a member of the Glenn County Abandoned Vehicle Abatement Authority (AVA). As part of the AVA program, a standing committee consisting of the Fire Chief of Willows, City of Orland Police Chief, and the Glenn County Sherriff has been established at the pleasure of the Glenn County Board of Supervisors. This committee meets to ensure that abatements that occur under the AVA program meet California Highway Patrol (CHP) and Department of Motor Vehicles (DMV) guidelines and are eligible for agency reimbursement. By updating the WMC, the city code will now comply with DMV and CHP guidelines giving the City of Willows a legal and administratively consistent process to recover the cost of abandoned vehicle abatement.

Discussion & Analysis:

The proposed ordinance amendments make targeted revisions to Article III of Chapter 8.10, including:

- Clarifying the designation and authority of enforcement officers responsible for identifying and abating vehicle nuisances.
- Refining procedures for notice, hearing, and abatement.
- Providing clearer standards for immediate abatement in limited circumstances where public health or safety is at risk.
- Updating cross-references and terminology to improve internal consistency and enforceability.

Collectively, these changes are intended to improve the City's ability to respond efficiently to nuisance vehicles while preserving property owner rights.

Consistency with Council Priorities and Goals:

The proposed ordinance amendments support City Council priorities related to public safety, neighborhood quality, code enforcement, and blight reduction. By strengthening enforcement tools and clarifying procedures, the ordinance advances the City's goals of maintaining safe, clean, and orderly neighborhoods.

Fiscal Impact:

Adoption of the ordinance is not expected to result in a direct fiscal impact. The amendments primarily clarify and streamline existing enforcement authority and procedures. Any abatement costs incurred by the City would continue to be recoverable in accordance with existing law and City policy.

Attachment:

- Attachment 1: Ordinance XX-2026 – Amending Article III of Chapter 8.10 of the Willows Municipal Code



**City Of Willows
Ordinance XX-2026**

AN ORDINANCE OF THE CITY OF WILLOWS AMENDING ARTICLE III OF CHAPTER 8.10 OF THE WILLOWS MUNICIPAL CODE RELATING TO ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES

WHEREAS, the City Council of the City of Willows finds that the accumulation and storage of abandoned, wrecked, dismantled, and inoperative vehicles on private and public property creates conditions that reduce property values, promote blight and deterioration, invite plundering, create fire hazards, harbor rodents and insects, and are injurious to the health, safety, and general welfare of the community; and

WHEREAS, the State of California, under Section 22660 of the California Vehicle Code, has authorized local agencies to remove abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof as public nuisances; and

WHEREAS, the City of Willows, together with the City of Orland and the County of Glenn, is a member of the Abandoned Vehicle Abatement Service Authority, a joint powers authority formed pursuant to Government Code section 6500 et seq. and Vehicle Code sections 22710–22711, for the purpose of coordinating and administering a regional abandoned vehicle abatement program; and

WHEREAS, the City desires to update its ordinance to comply with current state law, establish clear procedures for the abatement of vehicle nuisances, and align its vehicle abatement ordinance to align with the City of Orland and the County of Glenn to facilitate the collection of available moneys from the DMV and efficiency of resources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1.

Chapter 8.10 (Nuisances), Article III (Abandoned, Wrecked, Dismantled or Inoperative Vehicles), of the Willows Municipal Code is hereby amended to read as follows:

ARTICLE III. ABANDONED, WRECKED, DISMANTLED, AND INOPERATIVE VEHICLES

8.10.200 - Definitions.

As used in this chapter:

- A. **"Highway"** means a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes street.
- B. **"Inoperative vehicle"** means and includes all vehicles which, through absence of or deteriorated condition of mechanical parts including but not limited to engine, transmission, driving axle, tires, and wheels, are unable to be driven upon a highway.
- C. **"Owner of the land"** means the owner of the land on which the vehicle, or parts thereof, is located, as shown on the last equalized assessment roll.
- D. **"Owner of the vehicle"** means the last registered owner and legal owner of record.
- E. **"Vehicle"** means a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved by human power or exclusively upon stationary rails or tracks.

8.10.210 - Public nuisance declared.

In addition to and in accordance with the determination made and the authority granted by the State of California under Section 22660 of the California Vehicle Code to remove abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof as public nuisances, the City Council makes the following findings and declarations:

The accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property creates a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to create a harborage for rodents and insects, and to be injurious to the health, safety, and general welfare. Therefore, the presence of an abandoned, wrecked, dismantled, or inoperative vehicle or part thereof on private or public property, except as expressly permitted in this title, is declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this title.

8.10.220 - Exceptions.

This article shall not apply to:

- A. A vehicle, or part thereof, which is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property; or
- B. A vehicle or part thereof which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler, licensed vehicle dealer, a junk dealer, or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise; or

- C. A vehicle which has remained inoperative for less than seventy-two (72) consecutive hours; provided, however, that this exception shall not apply to vehicles stored or parked in front yard areas; or
- D. A vehicle classified as a genuine antique and licensed as such under applicable state law.

Nothing in this section shall authorize the maintenance of a public or private nuisance as defined under the provisions of law other than Chapter 10 (commencing with Section 22650) of Division 11 of the California Vehicle Code and this chapter.

8.10.230- Administration of enforcement.

This article shall be administered and enforced by the Chief of Police, the City Code Enforcement Officer, Building Official, or the Fire Chief, or their respective designees, or by such other City official(s) as may be designated by the City Manager (collectively, "Enforcement Officer").

8.10.240 - Non-exclusivity of regulation.

This chapter is not the exclusive regulation of abandoned, wrecked, dismantled, or inoperative vehicles within the City. It shall supplement and be in addition to the other regulatory codes, statutes, and ordinances heretofore or hereafter enacted by the City, the County, the State, or any other legal entity or agency having jurisdiction.

8.10.250 - Administrative costs.

The Council shall, from time to time, determine and fix an amount to be assessed as administrative costs (excluding the actual cost of removal of any vehicle or part thereof) under this article. The City Council may make the determination fixing the amount to be assessed for administrative costs by resolution.

8.10.260 - Authority of vehicle abatement officer.

Upon discovering the existence of an abandoned, wrecked, dismantled, or inoperative vehicle, or parts thereof, on private property or public property within the City, the Enforcement Officer shall have the authority to cause the abatement and removal thereof in accordance with the procedures described in this article.

8.10.270 - Abatement notice of intention.

- A. A ten (10) day notice of intention to abate and remove the vehicle, or parts thereof, as a public nuisance shall be mailed by registered or certified mail to the owner of the land as shown on the last equalized assessment roll and to the last registered and legal owner of record, unless the vehicle is in such condition that identification numbers are not available to determine ownership. The notices of intention shall be in substantially the following forms:

1. Notice to Property Owner:

"NOTICE OF INTENTION TO ABATE AND REMOVE AN ABANDONED, WRECKED, DISMANTLED, OR INOPERATIVE VEHICLE OR PARTS THEREOF AS A PUBLIC NUISANCE"

(Name and address of the owner of the land)

As owner shown on the last equalized assessment roll of the land located at [address], you are hereby notified that the undersigned pursuant to Article III of Chapter 8.10 of the Willows Municipal Code has determined that there exists upon said land an (or parts of an) abandoned, wrecked, dismantled, or inoperative vehicle registered to [____], license or VIN number [____], which constitutes a public nuisance pursuant to the provisions of Willows Municipal Code Chapter 8.10.

You are hereby notified to abate said nuisance by the removal of said vehicle (or said parts of a vehicle) within ten (10) days from the date of mailing of this notice, and upon your failure to do so, the same will be abated and removed by the City and the costs thereof, together with administrative costs, assessed to you as owner of the land on which said vehicle (or said parts of a vehicle) is located.

As owner of the land on which said vehicle (or said parts of a vehicle) is located, you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing. If such a request is not received by the City Manager of the City of Willows within such ten (10) day period, the City shall have the authority to abate and remove said vehicle (or said parts of a vehicle) as a public nuisance and assess the costs as aforesaid without a public hearing.

You may submit a sworn written statement within such ten (10) day period denying responsibility for the presence of said vehicle (or said parts of a vehicle) on said land, with your reasons for denial, and such statement shall be construed as a request for a hearing at which your presence is not required. You may appear in person at any hearing requested by you or the owner of the vehicle or, in lieu thereof, may present a sworn written statement as aforesaid in time for consideration at such hearing.

NOTICE MAILED: _____

City Manager
City of Willows"

2. Notice to Vehicle Owner:

"NOTICE OF INTENTION TO ABATE AND REMOVE AN ABANDONED, WRECKED, DISMANTLED, OR INOPERATIVE VEHICLE OR PARTS THEREOF AS A PUBLIC NUISANCE"

(Name and address of last registered owner and/or legal owner of record of vehicle; notice should be given to both if different)

As the last registered (and/or legal) owner of record of (description of vehicle - make, model, license, etc.), you are hereby notified that the undersigned pursuant to Chapter 8.10 of the Willows Municipal Code has determined that said vehicle (or parts of a vehicle) exists as an abandoned, wrecked, dismantled, or inoperative vehicle at [describe location on public or private property] and constitutes a public nuisance pursuant to the provisions of Willows Municipal Code Chapter 8.10, Article III.

You are hereby notified to abate said nuisance by removing said vehicle (or said parts of a vehicle) within ten (10) days from the date of the mailing of this notice.

As the registered (and/or legal) owner of record of said vehicle (or said parts of a vehicle), you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing or may submit a sworn written statement denying responsibility for the presence of the vehicle on the land, with your reasons for such denial, in lieu of appearing. If such request is not received by the City Manager of the City of Willows within such ten (10) day period, the City shall have the authority to abate and remove said vehicle (or said parts of a vehicle) without a hearing.

NOTICE MAILED: _____

City Manager
City of Willows"

B. A notice of intention to abate shall not be required if:

1. The property owner and the owner of the vehicle have signed releases authorizing removal and waive further interest in the vehicle or part thereof; or
2. All the following conditions are satisfied:
 - a. The vehicle or part thereof is inoperable due to the absence of a motor, transmission, or wheels and is incapable of being towed;
 - b. The vehicle or part thereof is valued at less than two hundred dollars (\$200.00) by the Enforcement Officer or their designee;
 - c. The Building Department has determined that the vehicle or part thereof is a public nuisance presenting an immediate threat to public health or safety;
 - d. The property owner has signed a release authorizing removal and waiving further interest in the vehicle or part thereof; and

- e. The vehicle is located upon a parcel that is either zoned for agricultural use or is not improved with a residential structure containing one or more dwelling units.
- C. If the vehicle is removed pursuant to subsection B(2), prior to final disposition, the registered or legal owner shall be notified of the intent to dispose of the vehicle or parts thereof. If the vehicle or part thereof is not claimed and removed from the scrap yard, the automobile dismantler's yard, or public disposal area within twelve (12) days after the notice to dispose of the vehicle is mailed, final disposition may proceed.

8.10.280 - Public hearing requested.

Upon request by the owner of the vehicle or owner of the land received by the City Manager within ten (10) days after the mailing of the notices of intention to abate and remove, a public hearing shall be held before the City Manager or their designee on the question of abatement and removal of the vehicle, or parts thereof, as an abandoned, wrecked, dismantled, or inoperative vehicle, and the assessment of the administrative costs and cost of removal of the vehicle, or parts thereof, against the property on which it is located.

If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on their land within such ten (10) day period, said statement shall be construed as a request for a hearing, which does not require their presence. Notice of the hearing shall be mailed, by registered or certified mail, at least ten (10) days before the hearing to the owner of the land and to the owner of the vehicle, unless the vehicle is in such condition that identification numbers are not available to determine ownership. If such a request for hearing is not received within said ten (10) days after mailing of the notice of intention to abate and remove, the City shall have the authority to abate and remove the vehicle, or parts thereof, as a public nuisance without holding a public hearing.

8.10.290 - Public hearing - Procedure and action.

All hearings under this chapter shall be held before the City Manager or their designee, who shall be the Hearing Officer. The Hearing Officer shall hear all facts and testimony deemed pertinent. Said facts and testimony may include testimony on the condition of the vehicle, or part thereof, and the circumstances concerning the vehicle's location on the private property or public property. The Hearing Officer shall not be limited by the technical rules of evidence. The owner of the land on which the vehicle is located may appear in person at the hearing or present a written statement in time for consideration at the hearing, and deny responsibility for the presence of the vehicle on the land, with reasons for such denial.

The Hearing Officer may impose such conditions and take such other action as deemed appropriate under the circumstances to carry out the purpose of this article. This may delay the time for removal of the vehicle, or part thereof, if, in the opinion of the Hearing Officer, the circumstances justify the delay. At the conclusion of the public hearing, the Hearing Officer may find that a vehicle, or part thereof, has been abandoned, wrecked, dismantled, or is inoperative on private or public property, and may order the same removed from the property as a public nuisance and disposed of as provided in this chapter and determine the administrative costs and

the cost of removal to be charged against the owner of the parcel of land on which the vehicle, or part thereof, is located. The order requiring removal shall include a description of the vehicle, or part thereof, and the correct identification number and license number of the vehicle, if available at the site.

If it is determined at the hearing that the vehicle was placed on the land without the consent of the land owner and that they have not subsequently acquiesced in its presence, the Hearing Officer shall not assess costs of administration or removal of the vehicle against the property upon which the vehicle is located or otherwise attempt to collect such costs from such land owner.

If an interested party makes a written presentation to the Hearing Officer but does not appear, or if the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his land but does not appear, they shall be notified in writing of the decision.

The Hearing Officer's decision shall become final five (5) days after mailing of the Hearing Officer's written decision unless a timely appeal is filed pursuant to Section 8.10.300.

8.10.300 – Appeal to City Council.

Any interested party may appeal the decision of the Hearing Officer by filing a written notice of appeal with the City Manager within five (5) days after issuance of the Hearing Officer's written decision.

Such appeal shall be heard by the City Council de novo. The City Council may consider the administrative record and any additional evidence it deems relevant. In conducting the hearing, the city council shall not be limited by the technical rules of evidence.

The City Council may affirm, amend, or reverse the Hearing Officer's decision or take other action as deemed appropriate.

The City Clerk shall give written notice of the time and place of the hearing to the appellant and those provided notice in section 8.10.270 above.

8.10.310 – Disposal or removal – when to occur.

- A. **No appeal filed.** If no timely appeal is filed pursuant to Section 8.10.300, the vehicle or parts thereof may be removed and disposed of no sooner than five (5) days after the Hearing Officer's decision becomes final pursuant to Section 8.10.290.

- B. **Appeal filed.** If a timely appeal is filed pursuant to Section 8.10.300, the vehicle or parts thereof may be removed and disposed of no sooner than five (5) days after final action by the City Council. The filing of a timely appeal stays removal and disposition of the vehicle or parts thereof pending final action by the City Council.

- C. **Method of disposition; no reconstruction.** Upon removal, the vehicle or parts thereof may be disposed of by removal to a scrap yard or automobile dismantler's yard. After a vehicle has been removed, it shall not thereafter be reconstructed or made operable.

8.10.320 - Notice to Department of Motor Vehicles.

Within five (5) days after the date of removal of the vehicle or parts thereof, notice shall be given to the Department of Motor Vehicles by the persons authorized to remove the vehicle identifying the vehicle or parts thereof removed. At the same time there shall be transmitted to the Department of Motor Vehicles any evidence of registration available, including registration certificates, certificates of title, and license plates.

8.10.330 - Cost recovery.

If the administrative costs and the costs of removal which are charged against the owner of a parcel of land pursuant to this article are not paid within thirty (30) days of the date of the order, or, if an appeal is filed, within thirty (30) days after final action by the City Council, such costs shall be assessed against the parcel of land pursuant to Government Code Section 38773.5 and shall be transmitted to the tax collector for collection. Said assessment shall have the same priority as other taxes and assessments collected on the tax roll.

8.10.340 - Act of abandonment - Infraction.

It is unlawful and an infraction for any person to abandon, store, leave, or permit the abandonment, storing, or leaving of any licensed or unlicensed vehicle or parts thereof which is abandoned, wrecked, dismantled, or inoperative upon any private property or public property, including highways, within the City for a period in excess of seventy-two (72) consecutive hours unless such vehicle meets the exemptions outlined in this chapter.

8.10.350 - Refusal to abate - Infraction.

It is unlawful and an infraction for any person to fail or refuse to remove an abandoned, wrecked, dismantled, or inoperative vehicle or part thereof, or refuse to abate such nuisance when ordered to do so in accordance with the abatement provisions of this article or state law, where such state law is applicable.

SECTION 2. Environmental Determination.

The City Council finds that this ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the adoption of this ordinance will have a significant effect on the environment.

SECTION 3. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. Effective Date.

This ordinance shall take effect thirty (30) days after its adoption by the City Council and shall be published in accordance with the provisions of law.

INTRODUCED and passed first reading on the 10th day of February 2026.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California, this 24th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: February 24, 2026
To: Honorable Mayor and Councilmembers
From: Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager
Subject: Fiscal Year 2026-2027 Master Fee Schedule Update

Recommendation:

Conduct a public hearing on the Fiscal Year 2026/2027 Master Fee Schedule (MFS) update and adopt a resolution (Attachment 1) approving the MFS.

Rationale for Recommendation:

A resolution is required to approve new or increased fees as part of the MFS update. This update aligns the City’s fees with current costs and CPI adjustments to improve cost recovery for the services provided.

Background:

In 2024, the City completed a comprehensive overhaul of the Master Fee Schedule (MFS) supported by a formal User Fee Study. That effort evaluated the full cost of providing applicable City services— including staff time, salary and benefit costs, departmental operating expenses, consultancy and contract costs, and an allocation of indirect/overhead support, establishing updated fees to improve consistency and cost recovery where appropriate.

In 2025, the City did not implement significant structural changes to the MFS and instead applied a CPI-based adjustment to maintain fee levels relative to inflation.

Discussion & Analysis:

The 2026 MFS Update builds on the 2024 framework and is intended to:

1. incorporate fee activities that were not included within the scope of the 2024 User Fee Study,
2. simplify and clarify the fee table for public use and internal administration, and
3. update current cost inputs, including staff and consultant rates, and apply the applicable CPI adjustment.

Fees in California are required to conform to the statutory requirements of the California State Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any proposed fees that are more than the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no recommended fees in this staff report that are more than the cost of providing services; therefore, a public vote is not required.

Consistency with Council Priorities and Goals:

Updating the MFS is consistent with the Council's Priority #1: Financial Stability by ensuring service fees reflect current costs and provide appropriate cost recovery.

Fiscal Impact:

Updating the Master Fee Schedule will improve cost recovery for City services, and assure the General Fund is being reimbursed appropriately.

Attachment:

- Attachment 1: Resolution XX-2026



**City of Willows
Resolution xx-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES AND REPEALING
PREVIOUSLY ADOPTED FEES AND CHARGES FOR SUCH SERVICES**

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Willows is authorized to adopt and implement fees for municipal services; provided that such fees do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City Council of the City of Willows has established new fees for services; and

WHEREAS, the City has conducted an independent service cost recovery study including an evaluation of staff involved, time estimates, development of fully burdened hourly rates, citywide overhead, and the calculation of full cost recovery; and

WHEREAS, the adjusted development and other fees do not exceed the estimated reasonable cost of providing the services in accordance with California State law; and

WHEREAS, public notification in accordance with California State law was provided in advance of the public hearing at which these changes are to be considered; and

WHEREAS, oral and written presentations have been made and received, and the required public hearing has been held; and

WHEREAS, all legal prerequisites to the adoption of this resolution have occurred.

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

1. This Resolution shall take effect immediately upon adoption.
2. The fees listed in Exhibit A shall be effective July 01, 2026.
3. These fees are to be reviewed annually and adjusted based on the annual consumer price index (CPI) or time study information and made effective prior to July 1st of each year.
4. If any fee adopted or increased by this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such fee, shall be deemed separate, distinct, and independent provision of this Resolution, and such holding shall not affect the validity of the remaining fees adopted or revised herein.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

Business License Fees				
Fee Description	Unit	Term	Fee	Notes
New Business License	Flat	One Time	\$114.00	Prorated Quarterly
Soliciting/Delivery Vehicles	Flat	One Time	\$62.00	
Auctioneer	Flat	One Time	\$62.00	
Contractors/No Fixed Place of Business	Flat	One Time	\$62.00	
Renewal	Flat	Annual	\$62.00	
License Renewal Late Fee	Percentage	Monthly	5%	5% of the unpaid license tax assessed on the last day of each month past due, capped at 50% of the renewal cost
Duplicate Business License	Flat	Per Occurrence	\$25.00	

Park and Recreation Fees				
Fee Description	Unit	Term	Fee	Notes
City Park Rental	Flat	Per Day	\$40.00	A Certificate of General Liability Insurance is required in the amount of \$1 million showing the "City of Willows" as "additionally insured" for any events with over 150 attendees OR if a jump house, climbing walls or other private and potentially dangerous equipment is used.
Park Electrical Use	Hourly	Per Hour	\$5.00	
Street Use Permit	Flat	Flat	\$40.00	
Youth Sports Registration	Per Participant	Per Sport	\$50.00	
Softball Field Rental	Per Field	Per Day	\$40.00	
Softball Field Prep	Per Field	Per Day	\$50.00	
Softball Lights	Per Field	Per Hour	\$15.00	
City Pool	Per Participant	Per Day	\$3.00	
Tennis Court Reservation	Per Court	Per Day	\$50.00	

Building Permit Fees				
Fee Description	Unit	Term	Fee	Notes
New Buildings	Variable	Each Permit	Valuation Formula	See Valuation Formula
Additions	Variable	Each Permit	Valuation Formula	See Valuation Formula
Alterations	Variable	Each Permit	Valuation Formula	See Valuation Formula
Generator Installation	Variable	Each Permit	Valuation Formula	See Valuation Formula
Grading Permit	Flat	Each Permit	\$129.00	
Plumbing	Flat	Each Permit	\$129.00	
Mechanical	Flat	Each Permit	\$129.00	
Siding/Stucco	Flat	Each Permit	\$129.00	
In-Ground Pool	Flat	Each Permit	\$334.00	
Installation of Softener, Pond pump, Fountain, etc.	Flat	Each Permit	\$129.00	
Main Panel Upgrade	Flat	Each Permit	\$106.00	
Electrical			\$129.00	

Re-Roof	Flat	Each Permit	\$280.00	
Water Heater Change Out	Flat	Each Permit	\$106.00	
Fire Sprinkler Installation	Per Sprinkler	25 Sprinklers	\$217.00	
Fire Sprinkler Modifications	Per Sprinkler	25 Sprinklers	\$106.00	
Fire Alarm/Control Panel	Flat	Each Permit	\$129.00	
Demolition Permit	Flat	Each Permit	\$169.00	
Sign Permit	Flat	Each Permit	\$169.00	
Additional Inspection Fee	Flat	Each Permit	\$102.00	
Wood Stove Insert	Flat	Each Permit	\$147.00	
Window Change out Like for Like	Flat	Each Permit	\$129.00	
Electrical Vehicle Charging Station	Flat	Each Permit	\$106.00	
Commercial Solar 50 KW or Less	Flat	Each Permit	\$1,000.00	
Commercial Solar More Than 50 KW to 250KW	Flat	Each Permit	\$1,000.00 + \$7 Per KW after 50 KW up to 250 KW	
Commercial Solar More Than 250KW,	Flat	Each Permit	\$2,400.00 + \$5 per KW after 250 KW	
Residential Solar 15KW or less	Flat	Each Permit	\$450.00	
Residential Solar More Than 15KW	Flat	Each Permit	\$450 + \$15 per KW above 15KW	
Removal of Solar/Reinstall of Solar	Flat	Each Permit	\$129.00	
Other Building Fees				
Working Without a Permit	Flat	Per Occurrence	\$350.00	
Working Without a Permit (Second Offense)	Flat	Per Occurrence	\$700.00	
Additional Inspections	Flat	Per Inspection	\$99.00	
Permit Revisions	Flat	Per Revision	\$80.00	
Renewal of Expired Permit	Flat	Per Renewal	\$104.00	
General Plan Fee	Percentage	Each Permit	4% of Permit Cost	
Software Fee	Percentage	Each Permit	4% of Permit Cost	
BSASRF Fee (State Fee)	Variable	Each Permit	\$1 for every \$25,000 in valuation	
SMIP- Category 1	Variable	Select Permits	CASE WHEN [Valuation]<=\$3,850 THEN 0.50 ELSE .00013*[Valuation]	
SMIP- Category 2	Variable	Select Permits	CASE WHEN [Valuation]<=\$1,786 THEN 0.50 ELSE .00028*[Valuation]	
Building Valuation Formula				
Project Valuation	Base Cost	Plus	Per Additional Valuation	Notes
\$1.00 to \$500	\$50.23		\$0.00	
\$501 to \$2,000	\$51.32	\$6.66	\$100.00	

\$2001 to 25,000	\$151.25	\$30.58	\$1,000.00	
\$25,001 to \$50,000	\$854.49	\$22.06	\$1,000.00	
\$50,001 to \$100,000	\$1,405.94	\$15.29	\$1,000.00	
\$100,001 to \$500,000	\$2,170.34	\$12.23	\$1,000.00	
\$500,001 to \$1,000,000	\$7,062.47	\$10.37	\$1,000.00	
\$1,000,001 and up	\$12,249.45	\$6.92	\$1,000.00	
Planning Fees				
Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Certificate of Compliance	Flat + CRA	\$109.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Design Review	Flat + CRA	\$339.00	\$1,043.00	CRA amounts are estimates, actual cost may vary.
Categorical Exemption	Flat	\$234.00		
Notice of Determination (NOD)	Flat+ County Posting Fee	\$234.00		County Posting Fee in addition to Flat Fee
Initial Study w/minor Neg. Dec	Flat + CRA	\$365.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Initial Study w/MND	Flat + CRA	\$365.00	\$8,347.00	CRA amounts are estimates, actual cost may vary.
Environmental Report (EIR)	Flat + CRA	\$834.00		Deposit determined per project
Tentative Parcel Maps (4 or few lots)	Flat + CRA	\$339.00	\$1,043.00	CRA amounts are estimates, actual cost may vary.
Tentative Parcel Maps (4 or few lots) - per lot	Flat	\$33.00		
Tentative Subdivision Maps (5 or more lots)	Flat + CRA	\$339.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Tentative Subdivision Maps (5 or more lots) - per lot	Flat	\$33.00		
Vesting Tentative Map	Flat + CRA	\$365.00	\$8,347.00	CRA amounts are estimates, actual cost may vary.
Vesting Tentative Map - per lot	Flat	\$33.00		
Extensions and Revisions to Approved Plan	Flat + CRA	\$339.00	\$626.00	CRA amounts are estimates, actual cost may vary.
Final Maps	Flat + CRA	\$339.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Final Maps - per lot	Flat	\$33.00		
General Plan Amendment	Flat + CRA	\$599.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Home Occupation	Flat	\$89.00	\$0.00	
Lot Line Adjustment	Flat + CRA	\$109.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Lot Merger	Flat + CRA	\$109.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Rezone or Prezone	Flat + CRA	\$365.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Sign Permit	Flat	\$313.00		
Temporary Use Permit	Flat	\$469.00		
Land Use Maps	Flat	\$103.00		
Zoning Map	Flat	\$103.00		
Minor Use Permit	Flat + CRA	\$198.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Major Use Permit	Flat + CRA	\$599.00	\$3,338.00	CRA amounts are estimates, actual cost may vary.
Minor Variance	Flat + CRA	\$234.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Major Variance	Flat + CRA	\$339.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Zoning Clearance Letter	Flat	\$130.00		
Appeal to PC or CC	Flat	\$626.00		
Site Plan Review	Flat	\$187.00	\$187.00	CRA amounts are estimates, actual cost may vary.

2nd Pre-Development Meeting Fee	Flat	\$104.00		1st meeting is free, \$100 for each additional meeting.
CEQA filing fees	Flat	Applicants will pay current rate for filing fees		

Engineering Fees

Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Final Map Checking Fee	CRA		\$2,086.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		\$1,565.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		\$521.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		\$521.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		\$1,043.00	CRA amounts are estimates, actual cost may vary.
Building Plan Review	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Minor	CRA		2% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Field Inspection Deposit - Major	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Civil Plan Review Deposit	CRA		4% of Total Project Cost	CRA amounts are estimates, actual cost may vary.
Encroachment Permit	Flat	\$219.00		Fee includes two inspections, a cost \$79 will be charged for every additional inspection.

Fire Fees

Fee Description	Unit	Term	Fee	Notes
False Fire Alarm Activation (4th offense)	Flat	Per Offense	\$500.00	
False Fire Alarm Activation (6th offense)	Flat	Per Offense	\$750.00	
False Fire Alarm Activation (8th offense)	Flat	Per Offense	\$1,000.00	
Fireworks Stand/Booth	Flat	Each Permit	\$51.00	
Twice Failed Annual Fire Inspection Fee	Flat	Per Re-Inspection	\$104.00	
New Business Fire Inspection	Flat	First Inspection	\$104.00	
New Business Re-Inspection	Flat	Per Re-Inspection	\$104.00	

Sewer Connection Fees

Fee Description	Unit	Conversions	Fee	Notes
Residential Premises	Per Dwelling		\$1,250.00	
Motel/hotel with restaurant facilities	Per Room	1 room = 1.00	\$1,250.00	
Motel/hotel without restaurant facilities	Per Room	1 room = 0.50	\$625.00	
Convalescent hospitals	Per Room	1 bed = 0.50	\$625.00	
Hospitals	Per Bed	1 bed = 0.50	\$625.00	
Dormitory or group dwelling with food services or boarding house	Per Occupant	3 occ. = 1.00	\$416.00	Number of occupants to be determined by Director of Public Works at time of application.

Dormitory without food services; or rooming house	Per Occupant	6 occ. = 1.00	\$209.00	Number of occupants to be determined by Director of Public Works at time of application.
Schools, including but not limited to elementary, secondary, colleges and universities	Per FTE	9.2 FTE = 1.00	\$135.00	FTE equals full time equivalent student
All Other	Per Acre		\$4,601.00	Acreage - Gross acres excluding dedicated public streets.



Miscellaneous Fees

Fee Description	Unit	Term	Fee	Notes
Credit Card Convenience Fee	Percentage	Per Transaction	3% of Total	
Shipping Cost	Variable	Per Transaction	Actual Cost	
B/W Copies	Page	Per Page	\$0.25	
Color Copies	Page	Per Page	\$1.00	



COMMENTS AND REPORTS



CLOSED SESSION