



Willows City Council Regular Meeting

September 9, 2025
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/83771048834>

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. **CEREMONIAL MATTERS**
 - a. **Proclamation** – Patriot Day
 - b. **Proclamation** – National POW/MIA Recognition Day
6. **PRESENTATION**
 - a. **Transient Occupancy Tax Audit & Monitoring, 2021 - 2024**
Recommendation: Receive and discuss results of TOT Audit by HdL.
Presenter: Keri Calloway, HdL
Contact: Marti Brown, City Manager, mbrown@cityofwillows.org
7. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

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

a. Register Approval

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

Contact: Joanne Moore, Finance Director, jmoore@cityofwillows.org

b. Minutes Approval

Recommended Action: Approve the August 26, 2025, meeting minutes.

Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. SB 707 Letter of Opposition - Open Meetings: Meeting and Teleconference Requirements

Recommended Action: Approve a letter opposing Senate Bill (SB) 707 – Open Meetings: Meeting and Teleconference Requirements.

Requested by: Mayor Hutson

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

8. DISCUSSION & ACTION CALENDAR

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

a. Mandatory Refuse and Recycling Collection Ordinance

Recommended Action: Introduce the first reading, by title only, of an ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 8.05 “GARBAGE, RUBBISH AND WEEDS” OF THE WILLOWS MUNICIPAL CODE TO ADD SECTION 8.05.060 “REQUIRED COLLECTION SERVICE” (Attachment 1) and waive the full reading of the ordinance.

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

b. Emergency Medical Services Assessment Study

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) authorizing the City Manager, or her designee, to solicit and execute a contract with an independent consultant and expert to evaluate the current Emergency Medical Services (EMS) delivery model, its strengths and weaknesses, and present options for improvement in an amount not to exceed \$15,000. Staff proposes cost sharing the total expense of the study with the City of Orland and Glenn County for a total project cost of \$45,000.

Contact: Nate Monck, Fire Chief, nmonck@cityofwillows.org

c. Harris & Associates, Municipal Code Update, Title 18 – Revised Scope of Work

Recommended Action: Adopt Harris & Associates’ revised Scope of Work (Attachment 1) to update Title 18, Zoning, of the City’s Municipal Code adding an additional \$21,526.50 to the original approved Scope of Work and cost estimate for a total of \$81,526.50.

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

9. COMMENTS & REPORTS

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

10. CLOSED SESSION

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

- a. **Conference With Legal Counsel – Anticipated Litigation**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (2 cases)
- b. **Conference With Legal Counsel – Anticipated Litigation**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

11. ADJOURNMENT

This agenda was posted on September 5, 2025.

Karleen Price, City Clerk

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

The City of Willows is an Equal Opportunity Provider.



CEREMONIAL MATTERS



City of Willows

Proclamation

WHEREAS, on September 11, 2001, the United States of America was subjected to a deliberate and tragic act of terrorism, resulting in the loss of nearly 3,000 innocent lives; and

WHEREAS, the people of the City of Willows join all Americans in remembering and honoring the men, women, and children who perished that day, as well as the families whose lives were forever changed; and

WHEREAS, we recognize the extraordinary bravery of the first responders—firefighters, law enforcement officers, emergency personnel, and ordinary citizens—who risked and, in many cases, sacrificed their lives to save others; and

WHEREAS, Patriot Day also serves as a reminder of the strength, unity, and resilience of our Nation in the face of tragedy, and of our ongoing commitment to protect freedom and democracy; and

WHEREAS, the people of the City of Willows will never forget the lives lost, the heroes who emerged, and the spirit of unity that continues to inspire us.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **September 11, 2025, as Patriot Day** in the City of Willows, and call upon all residents to observe this day with remembrance, reflection, and gratitude.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of September, 2025.

Evan Hutson, Mayor





City of Willows

Proclamation

National POW/MIA

Recognition Day

WHEREAS, since World War II, more than 500,000 members of the United States Armed Forces have been taken prisoner, and more than 81,000 are still unaccounted for; and

WHEREAS, National POW/MIA Recognition Day, observed annually on the third Friday of September, honors the extraordinary courage of American service members who were prisoners of war, those who remain missing in action, and their families; and

WHEREAS, this solemn day reminds us of our Nation's obligation to account for every service member who has not returned home, and to support the families who continue to endure the uncertainty of their loved one's fate; and

WHEREAS, the City of Willows joins communities across the country in reaffirming our commitment to ensuring that America keeps faith with those who sacrificed so much in the defense of our freedoms; and

WHEREAS, we recognize and honor the resilience, patriotism, and service of our former prisoners of war, while remembering with reverence those who have not yet returned.

NOW, THEREFORE, BE IT RESOLVED, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **September 19, 2025, as National POW/MIA Recognition Day** in the City of Willows, and encourage all residents to pause in reflection, remembrance, and gratitude for those who endured captivity, those still missing, and the families who await their return.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 9th day of September, 2025.

Evan Hutson, Mayor





PRESENTATION

HOTEL AUDIT OVERVIEW

HdL Lodging Tax

We Will Cover

The Audit Purpose

The Audit Process

Audit Letters

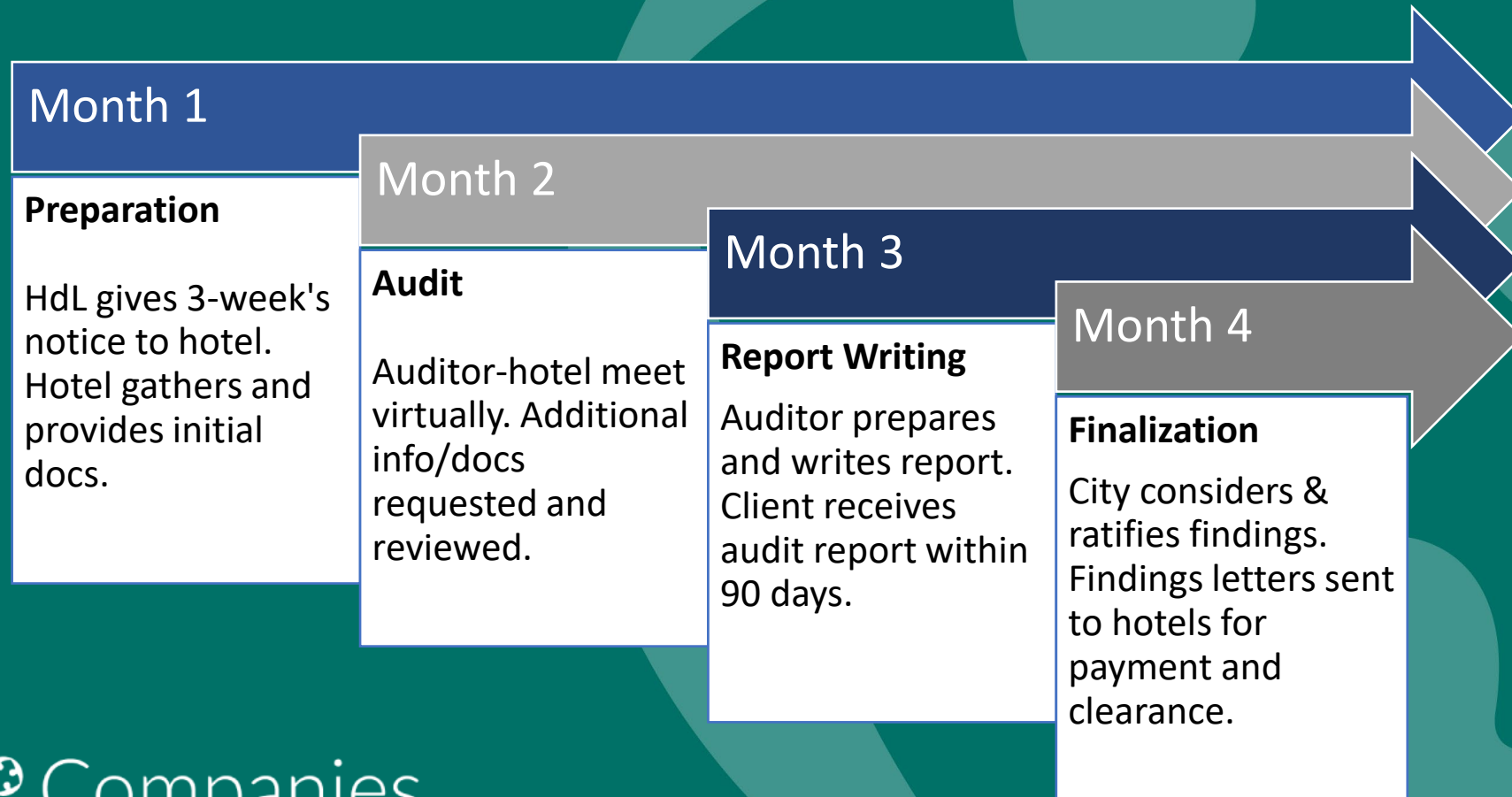
Audit Dispute Process

FAQs

The Purpose of Hotel Auditing

The purpose of auditing is to bring hotels and the City onto the same page in understanding what is taxable and not taxable, under the TOT Code. Hotels may and probably will have findings, but we hope to answer all questions so that hotels won't have findings on the next audit.

THE AUDIT PROCESS



Audit Letters

Audit Authorization Letter

Audit Announcement Letter

AUDIT METHODOLOGY

Using the data provided by the City and the lodging provider, HdL analyzes the past three years' returns for accuracy, performing reasonableness tests, and trend analysis, based on prior history, and City market trends. These high-level analysis and trend assessments were complemented by a full detail review of sample periods within each filing year.

DISPUTE PROCESS

1. **Meet with Auditor for questions and answers**
2. **Request hearing in writing**
3. **City Tax Administrator determines outcome (Section 4.08.130)**

SEPTEMBER 3, 2025



HdL[®] Lodging Tax

TOT AUDIT REPORT

CITY OF WILLOWS JAN 2021 – SEPT 2024

PRESENTED BY: HDL LODGING TAX

TRACEY PATE

AUDITOR

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OVERVIEW

As part of HdL’s service to the City of Willows, a Transient Occupancy Tax (TOT) Audit was completed for seven hotels, to ensure compliance with Chapter 3.25 of the municipal code, which outlines the laws and administration of TOT within the City

This report summarizes HdL’s methodology, findings, and recommendations for the Audit Reviews performed for the three-year period between January 2021 and September 2024.

Confidentiality Statement

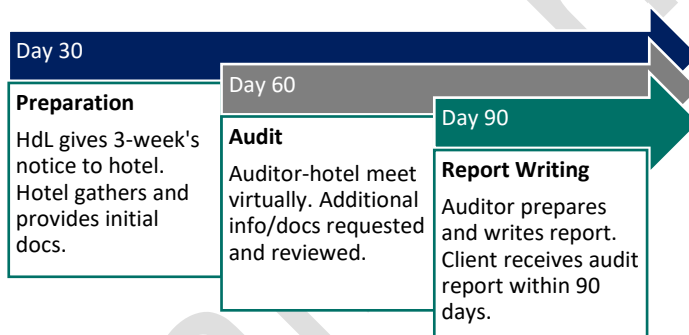
This report contains two sections: the Overview section, at the top; and the Detailed Report section, which follows. Respecting the confidentiality of this audit, the Overview section may be considered public record. However, the Detailed Report section should remain confidential to City financial employees and each hotel itself (upon request) for their own detailed section, as each hotel’s detailed section contains proprietary revenue information that has been shared by hotels with the understanding of confidentiality.

Methodology

HdL met with each property owner remotely and conducted a thorough review of the quarterly TOT returns filed during the audit period. Using the data provided by the City and the lodging provider, HdL analyzed the returns for accuracy, performing reasonableness tests, and trend analysis, based on prior history, and City market trends. These high-level analysis and trend assessments were complemented by a full detail review of sample periods within each filing year. HdL completed Audit Reviews for the following City hotel properties during January 2025.

Audit Timeliness & The Audit Process

In order to complete audits in a timely manner, provide swift and effective feedback to hotels, and help hotels get onto the same page with our clients, HdL’s goal is to complete all TOT audits within 90 days—see the breakdown below.



Accomplishing this 90-day audit goal requires HdL to set and enforce firm deadlines to receive audit information from hotels. If required information is not received by the deadline, HdL will reach out to the hotel two times with phone calls and emails. HdL will alert the client of hotels that are not cooperating. Non-responsive hotels will be assessed findings amounts, as set forth by the client’s municipal code. Assessments are estimated with a markup to ensure the amount is not below the true tax amount.

After the audit report is sent to the client, HdL meets with the client to answer questions and discuss next steps. After reviewing the audit report, clients may choose which findings to ratify. With client approval, findings letters are then sent to hotels along with a copy of each hotel’s detailed audit report, explaining each finding, where it was found, why it is taxable, and how it was calculated.

After reviewing the findings, HdL gives hotels the opportunity to connect with the auditor for questions or to dispute. Especially in cases where findings were estimated with a markup, hotels are given another opportunity to provide evidence showing the true amount. HdL will adjust the findings amount and report it to the client in the event that it is different than the original amount. While HdL endeavors to minimize the gap between the original finding and the revised finding after a dispute, clients should be aware that this gap may sometimes be substantial, especially when limited information was provided

by the hotel to estimate. In the event that the auditor and hotel cannot agree on the true amount, HdL notifies the hotel that they must request a hearing with the client to resolve the dispute. HdL provides counsel and support to the client throughout the hearing process.

Proactive Approach to Audit Challenges

Performing audits in any jurisdiction poses certain challenges for our clients, hotels, and HdL. Audits are not perceived as a pleasant activity to undergo and hotel cooperation varies. Regardless of the level of cooperation from the hotel, HdL takes a proactive approach to gathering the facts and reporting them to clients with recommendations. HdL leverages local and state laws fully to take appropriate action at the right time in order to complete the objective, verifying the accuracy of TOT filings, and bringing hotels onto the same page with the client. Although hotels will sometimes create difficulties as a result of the audit, HdL partners with the client to provide options and counsel together as to the best approach for each audit. Clients should expect difficulties to occur as a result HdL audits, but also proceed with confidence, knowing they have an experienced partner. Expecting difficulties, HdL advises clients to proactively prepare decision makers, such as council members, the city manager, and legal advisers, for audit challenges that may arise.

SUMMARY OF FINDINGS

| Property | Findings Discovered | TOT | P&I | Total |
|------------------------------|---|---------------------|--------------------|---------------------|
| Best Western Willows Inn | Taxpayer was unresponsive; Assessment was performed | 117,513.43 | 39,130.84 | 156,644.27 |
| Economy Inn | Recorded vs Reported | 105,584.54 | 33,749.39 | 139,333.93 |
| Holiday Inn & Suites Express | Reported vs Recorded | 5,761.73 | 1,929.72 | 7,691.44 |
| Motel 6 | Compliant | 0.00 | 0.00 | 0.00 |
| Quality Inn & Suites | Compliant | 0.00 | 0.00 | 0.00 |
| Super 8 | Compliant | 0.00 | 0.00 | 0.00 |
| Willows Inn | Compliant | 0.00 | 0.00 | 0.00 |
| Totals | | \$228,859.70 | \$74,809.95 | \$303,669.64 |

RECOMMENDATIONS

General Recommendations

- **Findings Letters:** HdL will draft a letter to each hotel, to be approved by the client, providing detailed instructions regarding findings, how to remit payment, and the hotel's right to a hearing/dispute.
- **Common Findings Letter to Non-Audited Hotels:** HdL will draft a letter summarizing common findings and the City's position on the findings, be sent to non-audited hotels, with client approval, to encourage them to make corrections by a certain date without penalty if their process includes the finding activity. This action will accelerate hotels coming into compliance and ensure the City receives revenue on time.
- **Tax Clearance Letter:** HdL will draft a tax-clearance letter to be sent to each property upon satisfying all findings, including paying any back TOT, TID, penalties, and interest owed.

SEPTEMBER 3, 2025



HdL[®] Lodging Tax

TOT AUDIT REPORT

CITY OF WILLOWS JAN 2021 – SEPT 2024

DETAILED
REPORT

PRESENTED BY: HDL LODGING TAX

TRACEY PATE

AUDITOR

AUDIT REPORT: BEST WESTERN WILLOWS INN

Property Address: 475 N Humboldt Ave; Willows CA 95988

Owner: B and S Hospitality, Inc

Owner Since: 12/2011

Findings Summary Table

| Label | Rent | TOT | Penalties | Interest | Total |
|------------------------|--------------|--------------|-------------|-------------|--------------|
| Finding 1 - Assessment | \$979,278.58 | \$117,513.43 | \$23,502.69 | \$15,160.20 | \$156,176.31 |

Auditor Notes

Did the hotel cooperate? No

Did the hotel provide the initial documents requested? No

Did the hotel provide additional documents requested? No

Was the hotel operator knowledgeable of TOT filing procedures? No

Finding 1: Assessment

Summary:

The property owner was unresponsive; therefore, per the City of Willows code of ordinances, *Title 3, Chapter 3.25, Section 3.25.090 Failure to collect and report taxes – Determination of tax by tax administrator*, HdL applied an additional 20% markup based on the property's rent reported to the City.

Supporting Evidence

| Interest Months | Date | Taxable Rent | MarkUp 20% | TOT Uncollected | Penalties | Interest | Total |
|-----------------|---------|----------------|---------------|-----------------|-------------|-------------|---------------|
| 48 | Q1 2021 | \$ 242,026.00 | \$ 48,405.20 | \$ 5,808.62 | \$ 1,161.72 | \$ 1,394.07 | \$ 8,364.42 |
| 45 | Q2 2021 | \$ 334,405.92 | \$ 66,881.18 | \$ 8,025.74 | \$ 1,605.15 | \$ 1,805.79 | \$ 11,436.68 |
| 42 | Q3 2021 | \$ 399,480.00 | \$ 79,896.00 | \$ 9,587.52 | \$ 1,917.50 | \$ 2,013.38 | \$ 13,518.40 |
| 39 | Q4 2021 | \$ 304,796.00 | \$ 60,959.20 | \$ 7,315.10 | \$ 1,463.02 | \$ 1,426.45 | \$ 10,204.57 |
| 36 | Q1 2022 | \$ 277,305.00 | \$ 55,461.00 | \$ 6,655.32 | \$ 1,331.06 | \$ 1,197.96 | \$ 9,184.34 |
| 33 | Q2 2022 | \$ 342,754.00 | \$ 68,550.80 | \$ 8,226.10 | \$ 1,645.22 | \$ 1,357.31 | \$ 11,228.62 |
| 30 | Q3 2022 | \$ 322,378.00 | \$ 64,475.60 | \$ 7,737.07 | \$ 1,547.41 | \$ 1,160.56 | \$ 10,445.05 |
| 27 | Q4 2022 | \$ 342,387.00 | \$ 68,477.40 | \$ 8,217.29 | \$ 1,643.46 | \$ 1,109.33 | \$ 10,970.08 |
| 24 | Q1 2023 | \$ 280,613.00 | \$ 56,122.60 | \$ 6,734.71 | \$ 1,346.94 | \$ 808.17 | \$ 8,889.82 |
| 21 | Q2 2023 | \$ 364,592.00 | \$ 72,918.40 | \$ 8,750.21 | \$ 1,750.04 | \$ 918.77 | \$ 11,419.02 |
| 18 | Q3 2023 | \$ 385,764.00 | \$ 77,152.80 | \$ 9,258.34 | \$ 1,851.67 | \$ 833.25 | \$ 11,943.25 |
| 12 | Q4 2023 | \$ 325,474.00 | \$ 65,094.80 | \$ 7,811.38 | \$ 1,562.28 | \$ 468.68 | \$ 9,842.33 |
| 9 | Q1 2024 | \$ 258,550.00 | \$ 51,710.00 | \$ 6,205.20 | \$ 1,241.04 | \$ 279.23 | \$ 7,725.47 |
| 6 | Q2 2024 | \$ 359,825.00 | \$ 71,965.00 | \$ 8,635.80 | \$ 1,727.16 | \$ 259.07 | \$ 10,622.03 |
| 3 | Q3 2024 | \$ 356,043.00 | \$ 71,208.60 | \$ 8,545.03 | \$ 1,709.01 | \$ 128.18 | \$ 10,382.21 |
| Totals | | \$4,896,392.92 | \$ 979,278.58 | \$117,513.43 | \$23,502.69 | \$15,160.20 | \$ 156,176.31 |

AUDIT REPORT: ECOMOMY INN

Property Address: 435 N Tehama St; Willows CA 95988

Owner: Subhashbhai V Solanki

Owner Since: 9/13/2016

Findings Summary Table

| Label | Rent | TOT | Penalties | Interest | Total |
|----------------------------------|--------------|--------------|-------------|-------------|--------------|
| Finding 1 - Reported vs Recorded | \$879,871.16 | \$105,584.54 | \$21,116.91 | \$12,632.48 | \$139,333.93 |

Auditor Notes

Did the hotel cooperate? Yes

Did the hotel provide the initial documents requested? Yes

Did the hotel provide additional documents requested? Yes

Was the hotel operator knowledgeable of TOT filing procedures? Yes

Finding 1: Recorded vs Reported

Summary:

Auditors found a discrepancy between the hotel's reported tax filings and the rental revenue reported in its accounting systems and/or third-party revenue reports. For example, the hotel filed \$111,536.92 in taxable rent for the 2021 audit period. However, the hotel reported \$257,133.84 in adjusted taxable room revenue, creating a discrepancy of \$145,596.92. Therefore, the \$145,596.92 discrepancy is considered taxable rent.

Where Was it Found?

Monthly Managers Report

How was it Calculated?

HdL used actuals provided by the hotel. Each quarter's taxable rent was compared to the total amount remitted to the City.

Supporting Evidence

| Period | P & L Room Revenue | Total P&L Revenue | Government Revenue - From P&L | Adjusted P/L Taxable Room Revenue | TOT Return Taxable Room Revenue | Understated Room Revenue P & L - TOT Return | Monthly |
|--------|--------------------|-------------------|-------------------------------|-----------------------------------|---------------------------------|---|--------------|
| 2021 | \$ 299,490.00 | \$ 299,490.00 | \$ 42,356.16 | \$ 257,133.84 | \$ 111,536.92 | \$ 145,596.92 | \$ 36,399.23 |

Recorded vs Reported Calculations:

| Interest Months | Date | Taxable Rent | TOT Uncollected | Penalties | Interest | Total |
|-----------------|---------|----------------------|---------------------|--------------------|--------------------|---------------------|
| 48 | Q1 2021 | \$ 36,399.23 | \$ 4,367.91 | \$ 873.58 | \$ 1,048.30 | \$ 6,289.79 |
| 45 | Q2 2021 | \$ 36,399.23 | \$ 4,367.91 | \$ 873.58 | \$ 982.78 | \$ 6,224.27 |
| 42 | Q3 2021 | \$ 36,399.23 | \$ 4,367.91 | \$ 873.58 | \$ 917.26 | \$ 6,158.75 |
| 39 | Q4 2021 | \$ 36,399.23 | \$ 4,367.91 | \$ 873.58 | \$ 851.74 | \$ 6,093.23 |
| 36 | Q1 2022 | \$ 57,500.65 | \$ 6,900.08 | \$ 1,380.02 | \$ 1,242.01 | \$ 9,522.11 |
| 33 | Q2 2022 | \$ 57,500.65 | \$ 6,900.08 | \$ 1,380.02 | \$ 1,138.51 | \$ 9,418.61 |
| 30 | Q3 2022 | \$ 57,500.65 | \$ 6,900.08 | \$ 1,380.02 | \$ 1,035.01 | \$ 9,315.11 |
| 27 | Q4 2022 | \$ 57,500.65 | \$ 6,900.08 | \$ 1,380.02 | \$ 931.51 | \$ 9,211.60 |
| 24 | Q1 2023 | \$ 69,931.84 | \$ 8,391.82 | \$ 1,678.36 | \$ 1,007.02 | \$ 11,077.20 |
| 21 | Q2 2023 | \$ 69,931.84 | \$ 8,391.82 | \$ 1,678.36 | \$ 881.14 | \$ 10,951.33 |
| 18 | Q3 2023 | \$ 69,931.84 | \$ 8,391.82 | \$ 1,678.36 | \$ 755.26 | \$ 10,825.45 |
| 15 | Q4 2023 | \$ 69,931.84 | \$ 8,391.82 | \$ 1,678.36 | \$ 629.39 | \$ 10,699.57 |
| 12 | Q1 2024 | \$ 74,848.09 | \$ 8,981.77 | \$ 1,796.35 | \$ 538.91 | \$ 11,317.03 |
| 9 | Q2 2024 | \$ 74,848.09 | \$ 8,981.77 | \$ 1,796.35 | \$ 404.18 | \$ 11,182.31 |
| 6 | Q3 2024 | \$ 74,848.09 | \$ 8,981.77 | \$ 1,796.35 | \$ 269.45 | \$ 11,047.58 |
| Totals | | \$ 879,871.16 | \$105,584.54 | \$21,116.91 | \$12,632.48 | \$139,333.93 |

AUDIT REPORT: HOLIDAY INN & SUITES EXPRESS

Property Address: Willows CA 95988
Owner: Kumas Hotels

Findings Summary Table

| Label | Rent | TOT | Penalties | Interest | Total |
|----------------------------------|-------------|------------|------------|-----------|------------|
| Finding 1 - Recorded vs Reported | \$48,014.40 | \$5,761.73 | \$1,152.35 | \$ 777.37 | \$7,691.44 |

Auditor Notes

- Did the hotel cooperate? No
- Did the hotel provide the initial documents requested? Yes
- Did the hotel provide additional documents requested? No
- Was the hotel operator knowledgeable of TOT filing procedures? Yes

Finding 1: Recorded vs Reported

Summary: Auditors found a discrepancy between the hotel’s reported tax filings and the rental revenue reported in its accounting systems and/or third-party revenue reports. For example, the hotel filed \$567,379.00 in taxable rent for the Q1 2024 period. However, the hotel reported \$570,323.07 in adjusted taxable room revenue, creating a discrepancy of \$2,944.07. Therefore, the \$2,944.07 discrepancy is considered taxable rent.

Where Was it Found? Monthly Managers Report

How was it Calculated? HdL used actuals provided by the hotel. Each quarter’s taxable rent was compared to the total amount remitted to the City. The difference was divided evenly for Q1 and Q2 of 2024. The average of the 2 Quarters were used to calculate the quarters that were not sent by the hotel.

Supporting Evidence

Folio Image: Example of the reported vs recorded differences

| Period | P & L Room Revenue | Other Reven | Total P&L Revenue | Government Revenue - From P&L | Adjusted P/L Taxable Room Revenue | TOT Return Taxable Room Revenue | Understated Room Revenue P & L - TOT Return |
|---------|--------------------|-------------|-------------------|-------------------------------|-----------------------------------|---------------------------------|---|
| Q1 2024 | \$ 562,244.09 | \$ 8,078.98 | \$ 570,323.07 | \$ - | \$ 570,323.07 | \$ 567,379.00 | \$ 2,944.07 |

Reported vs Recorded Calculations:

| Interest Months | Date | Taxable Rent | TOT Uncollected | Penalties | Interest | Total |
|-----------------|---------|---------------------|--------------------|-------------------|-----------------|-------------------|
| 48 | Q1 2021 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 92.19 | \$ 553.13 |
| 45 | Q2 2021 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 86.43 | \$ 547.36 |
| 42 | Q3 2021 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 80.66 | \$ 541.60 |
| 39 | Q4 2021 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 74.90 | \$ 535.84 |
| 36 | Q1 2022 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 69.14 | \$ 530.08 |
| 33 | Q2 2022 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 63.38 | \$ 524.32 |
| 30 | Q3 2022 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 57.62 | \$ 518.56 |
| 27 | Q4 2022 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 51.86 | \$ 512.79 |
| 24 | Q1 2023 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 46.09 | \$ 507.03 |
| 21 | Q2 2023 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 40.33 | \$ 501.27 |
| 18 | Q3 2023 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 34.57 | \$ 495.51 |
| 15 | Q4 2023 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 28.81 | \$ 489.75 |
| 12 | Q1 2024 | \$ 2,944.07 | \$ 353.29 | \$ 70.66 | \$ 21.20 | \$ 445.14 |
| 9 | Q2 2024 | \$ 3,457.85 | \$ 414.94 | \$ 82.99 | \$ 18.67 | \$ 516.60 |
| 6 | Q3 2024 | \$ 3,200.96 | \$ 384.12 | \$ 76.82 | \$ 11.52 | \$ 472.46 |
| Totals | | \$ 48,014.40 | \$ 5,761.73 | \$1,152.35 | \$777.37 | \$7,691.44 |

AUDIT REPORT: MOTEL 6

Property Address: 452 N Humboldt Ave; Willows CA 95988

Owner: Anil Patel

Owner Since: 3/2000

Auditor Notes

Did the hotel cooperate? Yes

Did the hotel provide the initial documents requested? Yes

Did the hotel provide additional documents requested? Yes

Was the hotel operator knowledgeable of TOT filing procedures? Yes

Compliant

AUDIT REPORT: QUALITY INN & SUITES

Property Address: 199 N Humboldt Ave; Willows CA 95988

Owner: Srti Kuber Hospitality LLC

Owner Since: 5/2023

Auditor Notes

Did the hotel cooperate? Yes

Did the hotel provide the initial documents requested? Yes

Did the hotel provide additional documents requested? Yes

Was the hotel operator knowledgeable of TOT filing procedures? Yes

Additional Comments: Per the taxpayer: "Since the purchase of the building, we had started the remodel of the hotel and that completed in May of 2024. So the hotel was basically a construction site during this time and minimal revenue was made."

Compliant

AUDIT REPORT: SUPER 8

Property Address: 452 N Humboldt Ave; Willows CA 95988

Owner: Anil Patel

Owner Since: 3/2000

Findings Summary Table

| Label | Rent | TOT | Penalties | Interest | Total |
|----------------------------------|--------------|-------------|------------|------------|-------------|
| Finding 1 - Recorded vs Reported | \$131,437.08 | \$15,772.45 | \$3,154.49 | \$1,492.94 | \$20,419.87 |

Auditor Notes

Did the hotel cooperate? Yes

Did the hotel provide the initial documents requested? Yes

Did the hotel provide additional documents requested? Yes

Was the hotel operator knowledgeable of TOT filing procedures? Yes

Compliant

AUDIT REPORT: WILLOWS INN

Property Address: 725 S Tehama St; Willows CA 95988

Owner: Munish Sharma

Owner Since: 3/2023

Auditor Notes

Did the hotel cooperate? Yes

Did the hotel provide the initial documents requested? Yes

Did the hotel provide additional documents requested? Yes

Was the hotel operator knowledgeable of TOT filing procedures? Yes

Additional Comments: Only rent via AirBnB. Per the taxpayer: "Please keep in mind that this property acted as an Airbnb from March 2023 to November 2024. It was under construction before March 2023 and an Apartment Complex after November 2024. Between March 2023 and November 2024 it was operated only as Airbnb."

Compliant



PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00483 - CHECK RUN 8-29-25

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 | 55898 | 08/28/2025 | 0.00 |
| **Void Check | 55912 | 08/28/2025 | 0.00 |
| **Void Check | 55913 | 08/28/2025 | 0.00 |
| **Void Check | 55914 | 08/28/2025 | 0.00 |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|------------------------------|---|--------------|------------|-----------------|----------------|---------------------|
| 1008 | A.T. & T. | | | | | 1,164.92 |
| Payment Type | Payment Number | Payment Date | | | | Payment Amount |
| Check | 55896 | 08/28/2025 | | | | 1,164.92 |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 000023942544 | BAN 9391061606 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 76.64 | |
| 000023942547 | BAN 9391061610 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 260.13 | |
| 000023942549 | BAN 9391061615 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 159.67 | |
| 000023942550 | BAN 9391061616 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 290.89 | |
| 000023942551 | BAN 9391061617 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 31.21 | |
| 000023942552 | BAN 9391061620 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 225.18 | |
| 000023942553 | BAN 9391061621 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 29.65 | |
| 000023942554 | BAN 9391061623 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 61.90 | |
| 000023942555 | BAN 9391061624 - 7-19-25 TO 8-18-25 SERVICE | 08/25/2025 | 08/25/2025 | 0.00 | 29.65 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|-----------------------------------|---------------------------------|--------------|------------|-----------------|----------------|---------------------|
| 1172 | CALIFORNIA WATER SERVICE | | | | | 5,711.15 |
| Payment Type | Payment Number | | | Payment Date | Payment Amount | |
| Check | 55897 | | | 08/28/2025 | 5,711.15 | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 1053836442-080825 | LLAD ZONE C - SERVICE TO 8-8-25 | 08/25/2025 | 08/25/2025 | 0.00 | 113.37 | |
| 8491677777-082125 | SERVICE TO 8-21-25 | 08/26/2025 | 08/26/2025 | 0.00 | 5,597.78 | |

| Vendor Number | Vendor Name | | | | | | Total Vendor Amount |
|----------------------------|--|--------------|------------|-----------------|----------------|----------------|---------------------|
| 1249 | CLEANRITE-BUILDRITE | | | | | | 3,046.11 |
| Payment Type | Payment Number | | | | Payment Date | Payment Amount | |
| Check | 55899 | | | | 08/28/2025 | 3,046.11 | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | | |
| 082525CRBR | RESTORATION/SERVICE-LIBRARY REPAIR EMERGENCY PJ1 | 08/25/2025 | 08/25/2025 | 0.00 | 3,046.11 | | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|-------------------------|---------------------------|--------------|------------|-----------------|----------------|---------------------|
| 1252 | CLEARWAY ENERGY LLC | | | | | 14,688.75 |
| Payment Type | Payment Number | | | | Payment Date | Payment Amount |
| Check | 55900 | | | | 08/28/2025 | 14,688.75 |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 1654227 | JULY 2025 - SOLAR - SEWER | 08/26/2025 | 08/26/2025 | 0.00 | 14,688.75 | |

| | | | | | | |
|----------------------------|--|--------------|------------|-----------------|----------------|---------------------|
| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
| 1275 | CORBIN WILLITS SYSTEMS | | | | | 518.96 |
| Payment Type | Payment Number | | | | Payment Date | Payment Amount |
| Check | 55901 | | | | 08/28/2025 | 518.96 |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 000C508151 | SEPTEMBER 2025 - MOM'S SOFTWARE - ADDITIONAL USI | 08/26/2025 | 08/26/2025 | 0.00 | 518.96 | |

Payment Register
APPKT00483 - CHECK RUN 8-29-25

| | | | | | | | |
|--|--|----------------------------|------------------------|-------------------------|-----------------------------|----------------------------------|-----------------------------|
| Vendor Number 1288 | Vendor Name CREATIVE COMPOSITION | | | | | Total Vendor Amount 540.72 | |
| Payment Type Check | Payment Number 55902 | | | | | Payment Date 08/28/2025 | Payment Amount 540.72 |
| Payable Number 35452 | Description BUSINESS CARDS - NIC PAXTON & CHRISTINE WATSON-C' | Payable Date 08/27/2025 | Due Date 08/27/2025 | Discount Amount 0.00 | Payable Amount 327.35 | | |
| 35453 | LABELS - CITY WIDE | 08/27/2025 | 08/27/2025 | 0.00 | 213.37 | | |
| Vendor Number 1429 | Vendor Name FEDEX | | | | | Total Vendor Amount 54.68 | |
| Payment Type Check | Payment Number 55903 | | | | | Payment Date 08/28/2025 | Payment Amount 54.68 |
| Payable Number 8-935-03322 | Description SHIPPING CHARGES - US BANK PAYMENT | Payable Date 08/25/2025 | Due Date 08/25/2025 | Discount Amount 0.00 | Payable Amount 26.04 | | |
| 8-963-42548 | SHIPPING CHARGES - COASTLAND - LLAD | 08/25/2025 | 08/25/2025 | 0.00 | 28.64 | | |
| Vendor Number 1673 | Vendor Name LACAL EQUIPMENT, INC. | | | | | Total Vendor Amount 1,825.84 | |
| Payment Type Check | Payment Number 55904 | | | | | Payment Date 08/28/2025 | Payment Amount 1,825.84 |
| Payable Number 0437135-IN | Description PARTS - LEAF TRUCK - PUBLIC WORKS | Payable Date 08/26/2025 | Due Date 08/26/2025 | Discount Amount 0.00 | Payable Amount 1,825.84 | | |
| Vendor Number 1760 | Vendor Name MATSON & ISOM TECHNOLOGY | | | | | Total Vendor Amount 26,585.93 | |
| Payment Type Check | Payment Number 55905 | | | | | Payment Date 08/28/2025 | Payment Amount 26,585.93 |
| Payable Number 99540 | Description ORDER #363 WORKSTATION REPLACEMENTS - CW | Payable Date 08/25/2025 | Due Date 08/25/2025 | Discount Amount 0.00 | Payable Amount 18,877.47 | | |
| 99541 | ORDER #398 LAPTOP REPLACEMENTS - CW | 08/25/2025 | 08/25/2025 | 0.00 | 4,576.61 | | |
| 99542 | ORDER #400 NEWWORK HW & SW - CW | 08/25/2025 | 08/25/2025 | 0.00 | 3,131.85 | | |
| Vendor Number 1829 | Vendor Name NCCSIF | | | | | Total Vendor Amount 5,000.00 | |
| Payment Type Check | Payment Number 55906 | | | | | Payment Date 08/28/2025 | Payment Amount 5,000.00 |
| Payable Number 3123 | Description 2025-26 LIABILITY BANKING LAYER 50% CW & SEWER | Payable Date 08/27/2025 | Due Date 08/27/2025 | Discount Amount 0.00 | Payable Amount 5,000.00 | | |
| Vendor Number 1832 | Vendor Name NEXGEN UTILITY MANAGEMENT | | | | | Total Vendor Amount 91,760.00 | |
| Payment Type Check | Payment Number 55907 | | | | | Payment Date 08/28/2025 | Payment Amount 91,760.00 |
| Payable Number 4726 | Description LIFT STATION REHAB PROJECT - SEWER | Payable Date 08/27/2025 | Due Date 08/27/2025 | Discount Amount 0.00 | Payable Amount 91,760.00 | | |
| Vendor Number 2373 | Vendor Name ODP BUSINESS SOLUTIONS | | | | | Total Vendor Amount 368.62 | |
| Payment Type Check | Payment Number 55908 | | | | | Payment Date 08/28/2025 | Payment Amount 368.62 |
| Payable Number 435146011001 | Description CHAIR MAT - OFFICE SUPPLIES - CW | Payable Date 08/26/2025 | Due Date 08/26/2025 | Discount Amount 0.00 | Payable Amount 87.14 | | |
| 435146568001 | LETTER TRAY - OFFICE SUPPLIES - CW | 08/26/2025 | 08/26/2025 | 0.00 | 57.75 | | |
| 436373489001 | TONER HP - OFFICE SUPPLIES - CW | 08/26/2025 | 08/26/2025 | 0.00 | 223.73 | | |
| Vendor Number 1896 | Vendor Name PAPE MACHINERY INC. | | | | | Total Vendor Amount 46.70 | |
| Payment Type Check | Payment Number 55909 | | | | | Payment Date 08/28/2025 | Payment Amount 46.70 |
| Payable Number 16295324 | Description OIL FILTER - JD MOWER 1600 - PUBLIC WORKS | Payable Date 08/26/2025 | Due Date 08/26/2025 | Discount Amount 0.00 | Payable Amount 23.86 | | |

Payment Register

APPKT00483 - CHECK RUN 8-29-25

| | | | | | |
|---------------------------------------|---|---------------------|-----------------------|------------------------|----------------------------|
| 16315005 | PIN - JD MOWER 1600 - PUBLIC WORKS | 08/26/2025 | 08/26/2025 | 0.00 | 22.84 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 1143 | PEDRO BOBADILLA | | | | 576.92 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55910 | 08/28/2025 | 576.92 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 082925PB | RECREATIONAL SERVICES 8-16-25 TO 8-29-25 | 08/26/2025 | 08/26/2025 | 0.00 | 576.92 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 1917 | PG & E | | | | 18,102.18 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55911 | 08/28/2025 | 18,102.18 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 0939281537-0-08142025 | SERVICE TO 8-14-25 | 08/26/2025 | 08/26/2025 | 0.00 | 18,102.18 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 2505 | RAMIRO FLORES | | | | 1,250.00 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55915 | 08/28/2025 | 1,250.00 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 527RF | REFUND-DENIED BY NEWCSD-APN 005-412-004-SEWER | 08/26/2025 | 08/26/2025 | 0.00 | 1,250.00 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 2495 | SNL GROUP, INC | | | | 541,101.06 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55916 | 08/28/2025 | 541,101.06 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| WLS72-5150-3 | LIFT STATION REHAB - PAYMENT 3 - SEWER | 08/27/2025 | 08/27/2025 | 0.00 | 299,833.29 |
| WLS72-5150-4 | LIFT STATION REHAB PAYMENT 4 - SEWER | 08/27/2025 | 08/27/2025 | 0.00 | 241,267.77 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 2103 | STANDARD INSURANCE CO. | | | | 1,333.92 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55917 | 08/28/2025 | 1,333.92 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 006005140001-09012025 | LIFE INSURANCE - 09012025 - EMPLOYEES - CW | 08/28/2025 | 08/28/2025 | 0.00 | 1,333.92 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 2133 | SUNRISE ENVIRONMENTAL | | | | 517.15 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55918 | 08/28/2025 | 517.15 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 155591 | CLEANING SOLVENT - SEWER | 08/26/2025 | 08/26/2025 | 0.00 | 517.15 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 1567 | THE INKWELL | | | | 505.90 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55919 | 08/28/2025 | 505.90 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 082225TI | PRINTING - OPERATING BUDGET BOOKS - CW | 08/25/2025 | 08/25/2025 | 0.00 | 505.90 |
| Vendor Number | Vendor Name | | | | Total Vendor Amount |
| 2207 | TYLER TECHNOLOGIES, INC | | | | 4,442.30 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | |
| Check | 55920 | 08/28/2025 | 4,442.30 | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount |
| 025-523113 | MOBILE INSP, LICENSE, COMM DEV, TRAINING - CW | 08/26/2025 | 08/26/2025 | 0.00 | 1,160.00 |
| 025-523736 | PARKS & RECREATION SOFTWARE RENEWAL | 08/26/2025 | 08/26/2025 | 0.00 | 3,282.30 |

Payment Register
APPKT00483 - CHECK RUN 8-29-25

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|----------------------------|--------------------------------|--------------|----------------|-----------------|----------------|---------------------|
| 2433 | VESTIS | | | | | 137.26 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55921 | 08/28/2025 | 137.26 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 5066944398 | UNIFORM SERVICE - PUBLIC WORKS | 08/27/2025 | 08/27/2025 | 0.00 | 137.26 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|--------------------------------------|----------------------------------|--------------|----------------|-----------------|----------------|---------------------|
| 2260 | WALMART COMMUNITY - CREDIT CARD | | | | | 295.76 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55922 | 08/28/2025 | 295.76 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 604234-1664520309-01 | CLEANING SUPPLIES - PUBLIC WORKS | 08/28/2025 | 08/28/2025 | 0.00 | 44.64 | |
| 604234-1664520309-02 | PRINTER INK - PUBLIC WORKS | 08/28/2025 | 08/28/2025 | 0.00 | 82.65 | |
| 604234-1664520309-03 | 52QT ICE CHEST - PUBLIC WORKS | 08/28/2025 | 08/28/2025 | 0.00 | 42.41 | |
| 604234-1664520309-04 | 72QT ICE CHEST - E-5 - FIRE | 08/28/2025 | 08/28/2025 | 0.00 | 126.06 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|------------------------|---|--------------|----------------|-----------------|----------------|---------------------|
| 2295 | WILLOWS ACE HARDWARE | | | | | 139.37 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55923 | 08/28/2025 | 139.37 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| 127716 | FASTENERS - JENSEN SOFTBALL FIELD - PW | 08/26/2025 | 08/26/2025 | 0.00 | 5.42 | |
| 127790 | FASTENERS - 2030 PARK DOOR - PW | 08/26/2025 | 08/26/2025 | 0.00 | 0.44 | |
| 127832 | SUPPLIES - SECURE OFFICE SHELF - CIVIC CENTER | 08/26/2025 | 08/26/2025 | 0.00 | 32.29 | |
| 127846 | STRAINER - PAINT - PARKS - PUBLIC WORKS | 08/26/2025 | 08/26/2025 | 0.00 | 7.17 | |
| 127874 | PVC FITTINGS & CEMENT - MALL SPRINKLER - PW | 08/26/2025 | 08/26/2025 | 0.00 | 24.89 | |
| 128025 | DEGREASER - LIFT STATION - PUBLIC WORKS | 08/26/2025 | 08/26/2025 | 0.00 | 15.21 | |
| 128210 | KEYS - EUBANK ROOM - LIBRARY | 08/26/2025 | 08/26/2025 | 0.00 | 6.49 | |
| 128296 | PAINT - 2030 PARK PUMP HOUSE - PARK - PW | 08/26/2025 | 08/26/2025 | 0.00 | 47.46 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|-----------------------------|--|--------------|----------------|-----------------|----------------|---------------------|
| 2290 | WILLOWS UNIFIED SCHOOL DISTRICT | | | | | 12,250.00 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55924 | 08/28/2025 | 12,250.00 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| INV26-00004 | POOL FACILITY RENTAL - JUNE 14-AUGUST 2, 2025 - RC | 08/26/2025 | 08/26/2025 | 0.00 | 12,250.00 | |

Payment Summary

| Bank Code | Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------------|------------------|------------------|----------|------------|
| Gen Chk | Voided **Void Check | 0 | 1 | 0.00 | 0.00 |
| Gen Chk | Check | 51 | 23 | 0.00 | 712,612.02 |
| Gen Chk | Voided **Void Check | 0 | 3 | 0.00 | 0.00 |
| Gen Chk | Check | 2 | 2 | 0.00 | 19,352.18 |
| Packet Totals: | | 53 | 29 | 0.00 | 731,964.20 |

Cash Fund Summary

| Fund | Name | Amount |
|----------------|---------------|-------------|
| 999 | CASH CLEARING | -731,964.20 |
| Packet Totals: | | -731,964.20 |



City of Willows

Payment Register

APPKT00482 - BIWEEKLY VENDORS PAY DATE 8-29-25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|----------------------------|-----------------------|--------------|----------------|-----------------|----------------|---------------------|
| 1029 | AFLAC- FLEX ONE | | | | | 499.39 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55893 | 08/27/2025 | 499.39 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| INV0001373 | AFLAC DENTAL | 08/29/2025 | 08/31/2025 | 0.00 | 140.89 | |
| INV0001374 | AFLAC CANCER | 08/29/2025 | 08/31/2025 | 0.00 | 103.33 | |
| INV0001375 | AFLAC ACCIDENT | 08/29/2025 | 08/29/2025 | 0.00 | 143.87 | |
| INV0001376 | AFLAC STD | 08/29/2025 | 08/31/2025 | 0.00 | 48.62 | |
| INV0001378 | AFLAC EVENT/CRITICAL | 08/29/2025 | 08/31/2025 | 0.00 | 21.66 | |
| INV0001379 | AFLAC HOSPITAL | 08/29/2025 | 08/31/2025 | 0.00 | 26.82 | |
| INV0001380 | AFLAC VISION | 08/29/2025 | 08/31/2025 | 0.00 | 14.20 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|----------------------------|---------------------------|--------------|----------------|-----------------|----------------|---------------------|
| 1194 | CALIFORNIA STATE DISBURSE | | | | | 162.92 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55894 | 08/27/2025 | 162.92 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| INV0001381 | CHILD SUPPORT | 08/29/2025 | 08/29/2025 | 0.00 | 162.92 | |

| Vendor Number | Vendor Name | | | | | Total Vendor Amount |
|----------------------------|---------------------------|--------------|----------------|-----------------|----------------|---------------------|
| 2223 | UNITED PUBLIC EMPLOYEES A | | | | | 190.16 |
| Payment Type | Payment Number | Payment Date | Payment Amount | | | |
| Check | 55895 | 08/27/2025 | 190.16 | | | |
| Payable Number | Description | Payable Date | Due Date | Discount Amount | Payable Amount | |
| INV0001382 | PUBLIC SAFETY DUES | 08/29/2025 | 08/31/2025 | 0.00 | 190.16 | |

Payment Summary

| Bank Code | Type | Payable Count | Payment Count | Discount | Payment |
|----------------|-------|------------------|------------------|----------|---------|
| Gen Chk | Check | 9 | 3 | 0.00 | 852.47 |
| Packet Totals: | | 9 | 3 | 0.00 | 852.47 |

Cash Fund Summary

| Fund | Name | Amount |
|----------------|---------------|---------|
| 999 | CASH CLEARING | -852.47 |
| Packet Totals: | | -852.47 |



City of Willows

Payroll Check Register

Checks

Pay Period: 8/11/2025-8/24/2025

Packet: PYPKT00473 - PAYROLL 8-11-25 TO 8-24-25 PAY DATE 8-29-25

Payroll Set: Payroll Set 01 - 01

| Employee | Employee # | Check Type | Date | Amount | Number |
|----------|------------|------------|------|--------|--------|
|----------|------------|------------|------|--------|--------|

*** No Checks Created In This Packet ***



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 8/11/2025-8/24/2025

Packet: PYPKT00473 - PAYROLL 8-11-25 TO 8-24-25 PAY DATE 8-29-25

Payroll Set: Payroll Set 01 - 01

| Employee | Employee # | Date | Amount | Number |
|------------------------|------------------------|------------|-----------|--------|
| BROWN, MARTHA | BRO01 | 08/29/2025 | 3,879.92 | 1616 |
| PRICE, KARLEEN | PRI01 | 08/29/2025 | 1,793.63 | 1617 |
| HAZLETT, ROBIN | HAZ01 | 08/29/2025 | 1,656.79 | 1618 |
| MOORE, JOANNE | MOO01 | 08/29/2025 | 2,817.37 | 1619 |
| MOORE, JOANNE | MOO01 | 08/29/2025 | 150.00 | 1619 |
| RICHARDSON, TARYN | RIC00 | 08/29/2025 | 525.60 | 1620 |
| RUSTENHOVEN, TARA L | RUS01 | 08/29/2025 | 1,526.53 | 1621 |
| GAMBOA, YADIRA | GAM00 | 08/29/2025 | 438.35 | 1622 |
| LUNA-SARINAS, CRISTINA | LUN00 | 08/29/2025 | 443.47 | 1623 |
| MEDRANO, ANJELICA | MED001 | 08/29/2025 | 388.27 | 1624 |
| MYERS, KEVIN M | MYE00 | 08/29/2025 | 450.65 | 1625 |
| WATKINS, COLLEEN | WAT00 | 08/29/2025 | 459.90 | 1626 |
| WATSON, CHRISTINE | WAT01 | 08/29/2025 | 1,481.87 | 1627 |
| CHAPMAN, LOREN | CHA02 | 08/29/2025 | 984.84 | 1628 |
| DYCK, EVAN | DYC01 | 08/29/2025 | 2,069.74 | 1629 |
| ENOS, KYLE | ENO00 | 08/29/2025 | 1,777.32 | 1630 |
| FUENTES, JAIME | FUE01 | 08/29/2025 | 4,296.71 | 1631 |
| HUTSON, EVAN C | HUT01 | 08/29/2025 | 923.77 | 1632 |
| LOMBARD, TYLER JOSEPH | LOM00 | 08/29/2025 | 10,835.50 | 1633 |
| LOPEZ, JOSE | LOP02 | 08/29/2025 | 970.33 | 1634 |
| LOPEZ, MATTHEW | LOP03 | 08/29/2025 | 392.23 | 1635 |
| PETERICH, JOHN | PET01 | 08/29/2025 | 1,190.63 | 1636 |
| SANDOVAL, CONNER | SAN01 | 08/29/2025 | 1,943.88 | 1637 |
| MINGS, MICHAEL E | MIN00 | 08/29/2025 | 1,767.25 | 1638 |
| RANDOLPH, MATTHEW | RAN01 | 08/29/2025 | 1,395.88 | 1639 |
| REED, JOSHUA | REE00 | 08/29/2025 | 1,341.10 | 1640 |
| VASQUEZ, PEDRO CEASAR | VAS01 | 08/29/2025 | 1,776.99 | 1641 |
| BETTENCOURT, JOSEPH | BET01 | 08/29/2025 | 3,524.98 | 1642 |
| MONCK, NATHANIAL T | MON00 | 08/29/2025 | 2,966.81 | 1643 |
| PFYL, NATISA N | PFY00 | 08/29/2025 | 1,793.60 | 1644 |



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 8/11/2025-8/24/2025

Packet: PYPKT00473 - PAYROLL 8-11-25 TO 8-24-25 PAY DATE 8-29-25

Payroll Set: Payroll Set 01 - 01

| Employee | Employee # | Payment Date | Number | Earnings | Deductions | Taxes | Net |
|------------------------|------------------------|--------------|--------|------------------|-----------------|------------------|------------------|
| BETTENCOURT, JOSEPH | BET01 | 08/29/2025 | 1642 | 4,808.00 | 384.64 | 898.38 | 3,524.98 |
| BROWN, MARTHA | BRO01 | 08/29/2025 | 1616 | 6,413.46 | 871.23 | 1,662.31 | 3,879.92 |
| CHAPMAN, LOREN | CHA02 | 08/29/2025 | 1628 | 1,079.28 | 0.00 | 94.44 | 984.84 |
| DYCK, EVAN | DYC01 | 08/29/2025 | 1629 | 2,473.35 | 0.00 | 403.61 | 2,069.74 |
| ENOS, KYLE | ENO00 | 08/29/2025 | 1630 | 2,204.16 | 426.84 | 0.00 | 1,777.32 |
| FUENTES, JAIME | FUE01 | 08/29/2025 | 1631 | 5,564.59 | 335.93 | 931.95 | 4,296.71 |
| GAMBOA, YADIRA | GAM00 | 08/29/2025 | 1622 | 504.00 | 0.00 | 65.65 | 438.35 |
| HAZLETT, ROBIN | HAZ01 | 08/29/2025 | 1618 | 1,997.60 | 154.81 | 186.00 | 1,656.79 |
| HUTSON, EVAN C | HUT01 | 08/29/2025 | 1632 | 1,079.28 | 0.00 | 155.51 | 923.77 |
| LOMBARD, TYLER JOSEPH | LOM00 | 08/29/2025 | 1633 | 13,584.40 | 565.23 | 2,183.67 | 10,835.50 |
| LOPEZ, MATTHEW | LOP03 | 08/29/2025 | 1635 | 429.84 | 0.00 | 37.61 | 392.23 |
| LOPEZ, JOSE | LOP02 | 08/29/2025 | 1634 | 1,079.28 | 0.00 | 108.95 | 970.33 |
| LUNA-SARINAS, CRISTINA | LUN00 | 08/29/2025 | 1623 | 486.00 | 0.00 | 42.53 | 443.47 |
| MEDRANO, ANJELICA | MED001 | 08/29/2025 | 1624 | 425.50 | 0.00 | 37.23 | 388.27 |
| MINGS, MICHAEL E | MIN00 | 08/29/2025 | 1638 | 2,570.45 | 255.68 | 547.52 | 1,767.25 |
| MONCK, NATHANIAL T | MON00 | 08/29/2025 | 1643 | 4,736.80 | 651.31 | 1,118.68 | 2,966.81 |
| MOORE, JOANNE | MOO01 | 08/29/2025 | 1619 | 4,759.07 | 468.83 | 1,322.87 | 2,967.37 |
| MYERS, KEVIN M | MYE00 | 08/29/2025 | 1625 | 504.00 | 0.00 | 53.35 | 450.65 |
| PETERICH, JOHN | PET01 | 08/29/2025 | 1636 | 1,342.76 | 0.00 | 152.13 | 1,190.63 |
| PFYL, NATISA N | PFY00 | 08/29/2025 | 1644 | 3,153.85 | 765.02 | 595.23 | 1,793.60 |
| PRICE, KARLEEN | PRI01 | 08/29/2025 | 1617 | 2,447.54 | 189.68 | 464.23 | 1,793.63 |
| RANDOLPH, MATTHEW | RAN01 | 08/29/2025 | 1639 | 1,937.60 | 199.31 | 342.41 | 1,395.88 |
| REED, JOSHUA | REE00 | 08/29/2025 | 1640 | 1,937.60 | 409.36 | 187.14 | 1,341.10 |
| RICHARDSON, TARYN | RIC00 | 08/29/2025 | 1620 | 576.00 | 0.00 | 50.40 | 525.60 |
| RUSTENHOVEN, TARA L | RUS01 | 08/29/2025 | 1621 | 2,184.92 | 327.97 | 330.42 | 1,526.53 |
| SANDOVAL, CONNER | SAN01 | 08/29/2025 | 1637 | 2,473.35 | 0.00 | 529.47 | 1,943.88 |
| VASQUEZ, PEDRO CEASAR | VAS01 | 08/29/2025 | 1641 | 2,555.84 | 407.47 | 371.38 | 1,776.99 |
| WATKINS, COLLEEN | WAT00 | 08/29/2025 | 1626 | 504.00 | 0.00 | 44.10 | 459.90 |
| WATSON, CHRISTINE | WAT01 | 08/29/2025 | 1627 | 2,003.60 | 155.28 | 366.45 | 1,481.87 |
| Totals: | | | | 75,816.12 | 6,568.59 | 13,283.62 | 55,963.91 |



City of Willows

Payroll Check Register Report Summary

Pay Period: 8/11/2025-8/24/2025

Packet: PYPKT00473 - PAYROLL 8-11-25 TO 8-24-25 PAY DATE 8-29-25

Payroll Set: Payroll Set 01 - 01

| Type | Count | Amount |
|-----------------|-----------|------------------|
| Regular Checks | 0 | 0.00 |
| Manual Checks | 0 | 0.00 |
| Reversals | 0 | 0.00 |
| Voided Checks | 0 | 0.00 |
| Direct Deposits | 30 | 55,963.91 |
| Total | 30 | 55,963.91 |



Willows City Council Regular Meeting Action Minutes

August 26, 2025
Willows City Hall
Closed Session: 5:00 PM
Regular Session: 6:00 PM

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

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

City Manager
Marti Brown

City Clerk
Karleen Price

1. CALL TO ORDER – 5:07 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

- Continued Items #9a & 10a to a future regularly scheduled Council Meeting.
- Moved Item #10c to be heard immediately following the Consent Calendar.

5. CLOSED SESSION – 5:10 PM

a. Public Employee Performance Evaluation

Title: City Manager

The City Council recessed to closed session at 5:10 PM.

The Council reconvened in open session at 5:46 PM.

Report Out: Evaluation held.

6. INTRODUCTION – NEW CITY LIBRARIAN – 5:46 PM

The regular meeting was reconvened at 6:02PM

7. CEREMONIAL MATTERS

- Proclamation** – Library Card Sign-Up Month - received by Christine Watson, City Librarian.
- Proclamation** – National Suicide Prevention Awareness Month - received by Elise Garrison, Glenn County Behavioral Health.

- c. **Proclamation** – National Recovery Month - received by Bella Bowdrie, Community Outreach Advocate.

8. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comments

Public Comment #1: Lauren Still, Glenn Medical Center

Public Comment #2: Scott Candell, NativeI

Public Comment #3: Jim Yoder, County Supervisor

- a. **Register Approval**

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

- b. **Minutes Approval**

Action: Approved the July 22, 2025 meeting minutes.

- c. **Spyglass Contract**

Action: Authorized the City Manager to execute an agreement with SpyGlass for Technology Expense Management Audits.

- d. **UPDATED: City Mechanic Salary Schedule**

Action: Increased the City Mechanic salary from a top step of \$62,000 to \$75,000 annually as part of the nine-step salary schedule for this position.

Motion to approve the consent calendar Items #8a, 8b, 8c, and 8d.

Moved/Seconded: Councilmember Busby/Councilmember Pride

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

No: None

Absent: None

9. PUBLIC HEARING

- a. **Appeal of Conditional Use Permit Denial (File# CUP 25-02)**

Action: Continued to a future City Council Meeting.

10. DISCUSSION AND ACTION CALENDAR

- a. **WWCRS Inc. Retail/Dispensary Cannabis Business License, 130 North Butte Street**

Action: Continued to a future City Council Meeting.

b. **Joint City Council & Library Board of Trustees Meeting**

Action: Directed staff to coordinate with the Library Board of Trustees to schedule a joint meeting.

c. **Cali Love Willows, LLC. Retail/Dispensary Cannabis Business License, 157 North Butte Street**

Public Comments

Public Comment #1: Steve Sutton, Cali Love Willows, LLC.

Motion to approve a resolution approving a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC. for the property located at 157 N. Butte Street, Assessor's Parcel Number 002-162-006 within the Central Commercial Zone.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby

Roll Call Vote

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

No: Councilmember Hansen

Absent: None

Motion Passed: 4-1

d. **General Fund & Apparatus Replacement Reserve Fund & Finance Committee Update**

Action: Approved changes and updates to the General Fund Reserve policy and add the previously Council approved Apparatus Replacement Reserve Fund.

Vice Mayor Thomas provided an update on the Finance and Measure I Committee Meeting of July 14, 2025.

Motion to approve the recommendations as presented.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

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

No: None

Absent: None

e. **Sale of City Owned Properties**

Motion to adopt resolution declaring certain City-owned properties as Exempt Surplus Land, declaring the City's intent to sell said properties (Assessor Parcel Numbers 002-101-009, 002-101-006, and 003-113-006) in accordance with California law, and fixing the time and place for receiving oral or written protests to such sale, with amendments to resolution correcting parcel numbers.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby
Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride
No: None
Absent: None

11. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Vice Mayor Thomas announced his marriage on August 8, 2025. He noted that the Council chamber chairs had been repainted by City Clerk Karleen Price and thanked the Car & Bike Show Committee and Public Works for the successful event at Jensen Park.

Councilmember Hansen congratulated Vice Mayor Thomas on his recent marriage. He then commended the Car & Bike Show Committee and Tony Wagenman for a fantastic event. Hansen also provided updates on the activities of the Glenn County Groundwater Authority, Glenn County Transportation Commission, and the Public Safety Committee.

Councilmember Busby reported that he was unable to attend the Library Board meeting.

Mayor Hutson reported the Library Board meeting was rescheduled to August 28, 2025. He also provided updates on several community matters, including the activities of the Regional Transit Committee, the closure of Glenn Medical Center, and the success of the recent Car & Bike Show. In addition, he requested that staff present a Park Update.

City Manager Marti Brown confirmed that the Park Update presentation is scheduled for September 9, 2025.

Community Development & Services Director Joe Bettencourt provided a brief update on the City Pool budget and timeline, and reported that Little Caesars will open in the Starbucks Plaza, while Jack in the Box is awaiting an encroachment permit from Caltrans

Mayor Hutson further informed the Council and public about the Gifford and Pickett fires.

c. City Manager's Report

12. ADJOURNMENT – 7:35 PM

Karleen Price, City Clerk



Date: September 9, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: SB 707 Letter of Opposition - Open Meetings: Meeting and Teleconference Requirements

Recommendation:

Approve a letter opposing Senate Bill (SB) 707 – Open Meetings: Meeting and Teleconference Requirements.

Rationale for Recommendation:

While well-intentioned in its effort to expand transparency and public access, SB 707 places a disproportionate burden on smaller rural cities like the City of Willows by requiring such onerous activities as continuous two-way telephonic and audiovisual access and multilingual agenda translations and webpages resulting in significant technological upgrades and ongoing staff support without financial assistance.

Background:

SB 707, authored by Senator María Elena Durazo, proposes significant changes to the Ralph M. Brown Act regarding open meetings and teleconference requirements. While the bill seeks to modernize public access, it would impose substantial unfunded mandates on smaller cities, including the City of Willows.

Key provisions of SB 707 include:

- Mandatory two-way telephonic and/or audiovisual access for all meetings, with proceedings halted during service disruptions.
- Translation of agendas into all “applicable languages” spoken by 20% or more of residents with limited English proficiency.
- Creation of multi-language webpages for agendas, meeting instructions, and procedures.
- Expanded outreach and technological upgrades for remote participation.

Discussion & Analysis:

For the City of Willows, SB 707 compliance is projected to cost up to \$80,000–\$90,000 in startup expenses and \$25,000–\$30,000 annually. Because Proposition 42 (2014) precludes reimbursement, these costs would be absorbed entirely by the City’s General Fund, thereby diverting resources from essential public services such as police, fire protection, and road maintenance.

Moreover, the legislation imposes a “one size fits all” approach that does not reflect the realities of smaller jurisdictions. Local officials are in the best position to determine whether remote participation is feasible and practical in their communities. Imposing unfunded state mandates risks creating inequities between wealthier cities, which can afford to comply with the bill. While smaller communities, which may face technical failures and service disruptions, are forced to fund more expensive solutions.

The proposed amendments to the Ralph M. Brown Act would significantly impact the City of Willows by requiring unfunded upgrades to meeting technology, staffing, and translation services. While intended to improve transparency, these provisions would challenge smaller rural cities with limited budgets and staffing.

The City of Willows strongly supports public participation and currently provides accessible in-person opportunities for residents to engage with elected officials. Maintaining local flexibility allows the City to offer remote participation when feasible, such as during emergencies or major projects, without being forced into costly mandates at every meeting.

For these reasons, staff recommend adopting an “Oppose Unless Amended” position on SB 707 and approving the attached letter of opposition.

Consistency with Council Priorities and Goals:

This action is consistent with the City Council’s adopted priorities:

- Priority #1: Financial Stability – Protects limited General Fund resources from unfunded mandates.
- Priority #3: Public Safety – Ensures that funding for police, fire, and emergency services is not diverted to meet costly state requirements.

Fiscal Impact:

There is no fiscal impact to the City’s General Fund by submitting the attached letter of opposition.

Attachment:

- Attachment 1: Draft SB 707 Letter of Opposition



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



September 9, 2025

María Elena Durazo
California State Senate
1021 O Street, Room 7530
Sacramento, CA 95814

RE: SB 707 (Durazo) Open Meetings: Meeting and Teleconference Requirements

Oppose Unless Amended

Dear Senator Durazo,

The City of Willows must respectfully oppose SB 707 unless it is amended. While our city strongly supports public transparency and accessibility, SB 707, as currently drafted, would impose costly and inequitable new mandates on cities like ours without providing the resources or flexibility needed for implementation.

SB 707 contains positive elements that recognize the need to modernize the Ralph M. Brown Act. However, its prescriptive requirements would create significant fiscal and operational challenges for our city, including:

- Providing two-way telephonic or audiovisual access for all meetings, halting proceedings during any service disruption.
- Translating agendas into all “applicable languages” spoken by 20% or more of residents with limited English proficiency.
- Designating a public space for community-submitted translations, even if inaccurate or misleading.
- Creating and maintaining multi-language webpages for agendas, instructions, and meeting procedures.
- Expanding outreach efforts and electronic systems for agenda access.

For the City of Willows, compliance with SB 707 would require major new investments in technology and staffing. Our Council Chambers lack the infrastructure for a reliable, user friendly two-way remote access, and upgrading with cameras, microphones, and conferencing software is estimated to cost \$55,000–\$65,000 upfront, plus \$8,000–\$10,000 annually for maintenance and support. Additional staff time to operate the system would add about

\$15,000 per year, while translation and multilingual web requirements could cost another \$17,000–\$20,000 annually. In total, Willows would face \$80,000–\$90,000 in startup costs and \$25,000–\$30,000 in ongoing costs, a significant unfunded mandate that would reduce resources for essential services like police, fire, and street maintenance. Because of Proposition 42 (2014), none of these requirements would be reimbursable, forcing our city to absorb all costs.

Why local discretion should be retained:

- **One Size Does Not Fit All**
Larger cities may have the resources to run robust hybrid meetings, but smaller rural cities like Willows do not. Local officials are best positioned to determine whether remote public comment is feasible, practical, and cost-effective for their community.
- **Risk of Inequity**
Requiring remote participation without funding would result in **service disparities**: wealthier cities could offer high-quality hybrid access, while smaller cities may struggle with technical failures that frustrate residents instead of helping them.
- **Local Flexibility Enhances Access**
Willows already provides in-person opportunities for the public to engage with elected officials in an accessible location. Having discretion over whether and how to provide remote participation allows the city to expand access when possible — for example, during emergencies or major projects — without being forced into expensive mandates at every meeting.
- **Avoiding Unintended Consequences**
If meetings are required to stop whenever internet or phone service fails, small rural communities with **less reliable broadband infrastructure** will experience more interruptions, undermining the very goal of transparency and public access.

The bill also applies unevenly across California. Cities of similar size would be treated differently depending solely on county population. Adding to the imbalance, the state itself is not required to comply with the very rules being imposed on cities.

Finally, the January 1, 2026, implementation date does not give local governments sufficient time to budget, procure, and train for compliance. A minimum extension to **January 1, 2027** is essential to ensure cities can meet these requirements responsibly.

The City of Willows remains committed to transparency and engaging the public in meaningful ways. We respectfully urge you to amend SB 707 to remove the most burdensome mandates, ensure equitable treatment of cities, and provide sufficient time and resources for compliance.

For these reasons the City of Willows respectfully opposes SB 707 unless it is amended to address our concerns.

Sincerely,

Evan Hutson, Mayor
City of Willows

cc. Megan Dahle, State Senator District 1
James Gallagher, Assembly Member District 3
Charles Anderson, Regional Public Affairs Manager, canderson@calcities.org
League of California Cities, cityletters@cacities.org



DISCUSSION & ACTION CALENDAR



Date: September 9, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Mandatory Refuse and Recycling Collection Ordinance

Recommendation:

Introduce the first reading, by title only, of an ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 8.05 "GARBAGE, RUBBISH AND WEEDS" OF THE WILLOWS MUNICIPAL CODE TO ADD SECTION 8.05.060 "REQUIRED COLLECTION SERVICE" (Attachment 1) and waive the full reading of the ordinance.

Rationale for Recommendation:

Regular and mandatory collection of refuse helps to prevent vector-borne disease risks (e.g., rodents, flies), odor and nuisance conditions, and may elevate fire hazards from accumulated combustibles.

Background:

It recently came to the attention of staff that the City of Willows Municipal Code is absent of a mandatory refuse collection ordinance. Upon reviewing nearby jurisdictions, staff realized that it is standard for municipalities to implement mandatory collections, including the City of Orland, Anderson, Shasta Lake and others. While some jurisdictions mandate collection through the Franchise Agreement, others mandate it via the Municipal Code or use both methods for enforcement.

In the case of the City of Willows, staff recommend adoption of the proposed ordinance through the Willows Municipal Code as it codifies the language. If the ordinance is adopted, staff will work with Waste Management to include complimentary and consistent language in the Franchise Agreement. Attachment 2 shows the redline version of the proposed code amendment.

Discussion & Analysis:

There are two very important reasons to consider and adopt a mandatory refuse collection ordinance: 1.) health and safety, and 2.) cost.

1. Health & Safety

Disease & vectors:

The Center for Disease Control and Prevention (CDC) notes rodents carry multiple diseases that are transmissible to humans; prevention focuses on eliminating food sources and ensuring garbage is sealed and promptly removed. Mandatory collection helps achieve both goals citywide.

Sanitation & cleanup safety:

CDC cleanup guidance warns that disturbing rodent-contaminated waste can aerosolize pathogens, underscoring the value of routine, professional collection that minimizes uncontrolled accumulations.

Illegal dumping:

The Environmental Protection Agency's 2025 Illegal Dumping Prevention Guide highlights that communities may reduce illegal dumping by combining mandatory refuse collection service with active enforcement. CalRecycle states that local ordinances, outreach, and enforcement are best practices to curtail illegal dumping (showing documented reductions in illegal dumping where adopted).

Fire safety:

Safety standards advise keeping areas free from accumulated rubbish and combustibles because such storage increases fire spread potential.

2. Cost Comparison

When comparing Glenn County Transfer Station costs with standard household door to door collections, door-to-door collection is more affordable:

- a. Glenn County Transfer Station: Weekly use of the Glenn County Transfer Station is approximately \$1,300 annually (\$25 minimum charge x 52 weeks).
- b. Waste Management: Weekly collection of a 64-gallon refuse container and bi-weekly collection of a 64-gallon recycle container is approximately \$300 annually (\$25 a month).

Even if a household visits the Transfer Station once every two weeks, there would still be savings of \$350 per year by moving to mandatory collection with WM. Mandating refuse and recycling collection will not increase costs for existing or new customers and will not have any effect on services provided.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Council Priority, Economic Development, Goal #5: Improve City Appearance to Attract Businesses and Visitors; and Priority, Public Safety by reducing disease and fire hazard.

Fiscal Impact:

Minor outreach and public noticing costs are expected to be absorbed within the Code Enforcement Division's Budget.

Attachments:

- Attachment 1: XX-2025 Ordinance
- Attachment 2: Redline Municipal Code



**City of Willows
Ordinance XX-2025**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 8.05
"GARBAGE, RUBBISH AND WEEDS" OF THE WILLOWS MUNICIPAL CODE TO ADD SECTION
8.05.060 "REQUIRED COLLECTION SERVICE"**

WHEREAS, the City exercises its police power to protect public health, safety, and welfare, including adopting sanitary regulations, as authorized by California Constitution, Article XI, Section 7; and

WHEREAS, unmanaged household refuse attracts rodents and other vectors, creating risks of disease transmission and public nuisances, and public-health guidance emphasizes keeping garbage tightly covered and promptly removing food sources to prevent infestations; and

WHEREAS, illegal dumping and open accumulation of solid waste degrade neighborhoods, threaten health and safety, and impose significant cleanup costs, and federal guidance identifies universal service combined with strong local enforcement as elements of effective dumping prevention.

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

SECTION 1. FINDINGS

The City Council finds and determines as follows:

1. Routine removal of refuse and recyclable materials from all improved premises is necessary to protect public health and safety, including preventing conditions that attract rodents and spread disease when garbage is left accessible or unmanaged. Rodents carry multiple diseases transmissible to people (directly and via fleas/ticks) and that controlling food sources and harborage, such as exposed garbage, is essential to prevention.
2. Illegal dumping and open storage of solid waste threaten public health, safety, property values, and quality of life, and impose significant cleanup costs on local government and private property owners.
3. California law expressly authorizes cities to determine all aspects of solid waste handling as local concerns, including whether service is mandatory and whether it is provided by exclusive franchise. This ordinance is adopted pursuant to that authority.

SECTION 2. AMENDMENT BY REFERENCE; EXHIBIT A INCORPORATED

1. Adoption. Chapter 8.05 of the Willows Municipal Code is amended as set forth in Exhibit A (New and Amended Chapter 8.05 Language), which is incorporated herein by reference as though set forth in full.

2. Scope. Exhibit A includes, without limitation, the addition of Section 8.05.060 (Required collection service) and conforming amendments and renumbering within Chapter 8.05 necessary for consistency and clarity.
3. Availability. A copy of Exhibit A is filed with the City Clerk and available for public inspection and copying during normal business hours and on the City's website.

SECTION 3. CEQA

The City Council finds the adoption of this ordinance is exempt from CEQA under the common sense exemption (CEQA Guidelines § 15061(b)(3)) because there is no possibility that the activity may have a significant effect on the environment; and/or as a regulatory action to protect health and safety (CEQA Guidelines § 15308). The ordinance is administrative and codifies a mandate that supports orderly collection of refuse and recyclables.

SECTION 4. SEVERABILITY

If any provision of this ordinance or its application is held invalid, the remainder, and its application to other persons or circumstances, shall not be affected.

SECTION 5. EFFECTIVE DATE

This ordinance shall take effect 30 days after its adoption, in accordance with California Government Code.

SECTION 6. LEGAL AUTHORITY

This ordinance is adopted pursuant to the City's police power under California Constitution, Article XI, Section 7; Public Resources Code § 40059 (local authority over solid waste handling, including mandatory service and exclusive franchise)

PASSED AND ADOPTED by the City Council of the City of Willows this XX day of XXXXX 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Exhibit A

Chapter 8.05 GARBAGE, RUBBISH AND WEEDS

Sections:

Article I. In General

- [8.05.010 Definitions.](#)
- [8.05.020 Unlawful accumulations – Regulations for accumulations.](#)
- [8.05.030 Burning garbage and rubbish.](#)
- [8.05.040 Burying garbage.](#)
- [8.05.050 Enforcement of chapter – Right of entry.](#)

Article II. Collection and Transportation

- [8.05.060 Required collection service.](#)
- [8.05.070 Transporting garbage.](#)
- [8.05.080 Vehicle specifications – Dust and spillage preventions – Covers.](#)
- [8.05.090 Contract and insurance requirements.](#)
- [8.05.100 Unlawful collections.](#)
- [8.05.110 Interfering with collection.](#)
- [8.05.120 Unlawful opening or damaging of garbage containers for purposes of collection, inspection, interference, or disturbance by individuals.](#)

Article III. Weeds and Rubbish Removal

- [8.05.130 Provisions adopted by reference.](#)

Article IV. Waste Disposal Sites

- [8.05.190 Definition of dwelling unit.](#)
- [8.05.200 Determination of factors relating waste disposal fee to land classification.](#)
- [8.05.210 Fees for acquisition and operation of waste disposal site.](#)
- [8.05.220 Billing by tax collector.](#)
- [8.05.230 Payment of waste disposal fees.](#)
- [8.05.240 Collection of delinquent fees.](#)

Article I. In General¹

8.05.010 Definitions.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Contractor” means any corporation, partnership, person, or employee thereof, with whom the city shall, as authorized by Public Resource Code Section 49300, have duly contracted under the terms of this chapter to collect within, transport through the streets, alleys or public ways of the city, and dispose of garbage and rubbish produced within the city.

“Garbage” means kitchen and table refuse, offal, swill and all putrescible substances which shall include but not be limited to every accumulation of animal and vegetable refuse and other matter that attends the preparation, consumption, decay or dealing in or storage of meats, fish, fowl, birds, fruits or vegetables.

“Rubbish” means all combustible, noncombustible and nonputrescible substances, matter and materials which are rejected by owners or producers thereof as offensive or useless, and which by their presence or accumulation may injuriously affect the health, comfort or safety of the community by increasing pests, disease or hazard by fire, excepting therefrom garbage, which ordinarily accumulates in and about residences, buildings, apartment houses, hotels, motels, restaurants, cafes, stores, shops, offices, and any commercial, industrial, or other public buildings. Among other things, it shall include tree and shrubbery trimmings cut in length not to exceed three feet, grass, weeds, leaves, chips, paper, pasteboard, magazines, books, rags, rubber, carpets, clothing, straw, packing boxes, cartons, crates, packing material, broken crockery, broken glass, ashes, cinders, shells, bottles, tin cans, metal, and all other kinds of waste and refuse, but excluding discarded automobile or truck bodies, or other bulky or heavy objects, that cannot be deposited and contained within receptacles as hereinafter set forth, and dirt, brick, mortar or other debris incident to building construction or demolition operations. [Ord. 551-79, 6-26-79. Prior code § 8-1].

8.05.020 Unlawful accumulations – Regulations for accumulations.

(1) Compliance with Sections. It shall be unlawful for any person to deposit, keep, accumulate or permit, cause or suffer any garbage or rubbish to be accumulated upon any lot or parcel of land, or on any public or private place, street, lane, alley, or drive, unless the same shall be kept, deposited, or allowed to accumulate as provided by this section; provided, with a building permit so to do, it shall not be unlawful for any person to deposit, or cause to be deposited, any brick, brickbats, cement, plaster, stones and gravel in any place authorized in said permit.

(2) Receptacles. It shall be unlawful for any person to keep, accumulate or permit to be accumulated any garbage for a period in excess of seven days, upon any lot or parcel of land or on any public or private land, place, street, alley or drive, unless the same shall be maintained in a container of a size, type and construction hereinafter set forth or approved in writing by the director of public works of the city of Willows. Unless otherwise authorized, such receptacles shall have a capacity of not less than 15 gallons nor more than 96 gallons and the receptacle shall be constructed of galvanized metal or substantial plastic provided with handles and close fitting metal or substantial plastic lids or covers. Said lids or covers shall be kept closed at all times except when necessarily opened to permit garbage to be taken therefrom or deposited therein.

(3) Rubbish. It shall be unlawful for any person to keep, accumulate or permit to be kept or accumulated any rubbish, for a period in excess of 30 days, unless the same be kept in receptacles of the size, type and construction hereinabove set forth for the containment of garbage or as otherwise approved, in writing, by the director of public works of the city of Willows.

(4) Deposits in Streets, etc. It shall be unlawful for any person to deposit, except as herein provided, any garbage or rubbish in or upon any public or private lane, place, street, alley or drive or any gutters or any drain facilities connected therewith. [Ord. 551-79, 6-26-79. Prior code § 8-2].

8.05.030 Burning garbage and rubbish.

It shall be unlawful to burn or cause to be burned in the city any garbage. Combustible rubbish may be burned, subject to federal, state and city regulations. [Ord. 551-79, 6-26-79. Prior code § 8-3].

8.05.040 Burying garbage.

It shall be unlawful for any person to bury garbage in any place within the city without a permit. [Ord. 551-79, 6-26-79. Prior code § 8-4].

8.05.050 Enforcement of chapter – Right of entry.

The director of public works, the city/county health officer and their designated representatives are specifically required to enforce the provisions of this chapter and have the right to enter any or all premises for the purpose of determining whether the provisions of this chapter are being conformed with, and any person denying or obstructing such entry shall be subject to the penalty provided in WMC [1.05.080](#). [Ord. 551-79, 6-26-79. Prior code § 8-5].

Article II. Collection and Transportation

8.05.060 Required collection service.

(1) Use of the City's Franchise Collection/Hauler Service is Required.

(a) The periodic collection of garbage, recyclable items and other solid waste materials from improved properties in the city benefits occupants of places and premises in the city, and promotes and protects the health, safety and welfare of all residents of the city. Therefore, collection services provided by the city's contractor are required for all owners of improved property within the city in or from which solid waste is created, accumulated or produced.

(b) Solid waste must be regulated to the extent necessary to protect the health, safety, and welfare of the public, to conserve disposal capacity, to meet state laws and to

ensure cost effective public service. To this end, the city council finds that to give practical effect to this policy, a universal collection ordinance to regulate the collection of waste, and a comprehensive system for the storage, collection, removal, transport, recovery of marketable and recyclable materials, and disposal of solid waste in the city is essential.

(2) Applicability.

(a) Solid waste collection service is required for garbage, recyclable items and other solid waste materials generated on all occupied properties within the city, as identified in this section.

(b) No provision herein contained shall be construed to conflict with any provision of the Integrated Waste Management Act, the Medical Waste Management Act, or any other state or federal law. In the event such a conflict exists, or shall exist in the future, state or federal law shall be controlling. This section is not intended, nor shall it apply to transfer stations or other solid waste disposal facilities.

(c) Subscription to Collection Service. The property owner of each occupied premises shall assume responsibility for subscribing to collection service within seven days of either written notification from the city or occupancy of the premises, whichever is sooner

(d) Nothing in this chapter limits the right of any person to donate or sell Recyclable Materials, or the ability of businesses to arrange for recycling services that may include self-hauling recyclables to a permitted recycling facility. The City may require reasonable documentation of such recycling activity.

(3) Property Owner Responsible for Securing Collection Service. The owner of any improved property in or from which solid waste and recyclable materials is created, accumulated or produced is responsible for subscribing to the collection service to be rendered to such property by the city's franchised collection service. It is the property owner's responsibility, not the tenant's, to secure and maintain collection services.

(4) Payments on Behalf of Owner Permitted. Nothing in this section is intended to prevent an arrangement, or the continuance of an existing arrangement, under which payments for collection service are made by a tenant or tenants, or any agent on behalf of the owner. However any such arrangement will not affect the owner's obligation to the city or to the contractor for payment for such service.

(5) Initial Notification of Required Collection Service. Within 90 days of adoption of an ordinance by the city requiring curbside collection service, the city shall notify by mail all affected property

owners of the ordinance and the requirement for such property owners to subscribe to the collection service. This mailing list will then be provided to the city's contractor to monitor service subscriptions. Upon completion of the notification process, the city's contractor will deliver the appropriate service bins/carts to each property. The city will also attempt to notify landlords and property managers.

(6) Written Notice Required for Non-Use. The city's contractor shall give written notice to the city manager or designated representative of the address of any occupied premises within the city which is not subscribing to the collection and disposal service provided by the collection service franchised by the city.

(7) Failure to Subscribe.

(a) If the city manager has reason to believe that any property owner required to subscribe for service has failed to subscribe or failed to maintain a subscription for service, the city manager may cause written notice to be mailed to the owner of the real property so affected directing the owner to subscribe for such service within ten days after the date of the notice.

(b) Any such notice shall state that if the person to whom it is directed fails within the ten-day period to subscribe for such collection service, or fails to appear and show sufficient cause why such person should not be required to subscribe, the city manager may authorize such service and the charges therefore will be assessed against the real property upon which the premises served are located.

(c) After notice and a public hearing, confirmed unpaid delinquent accounts shall constitute a lien on the property. The lien shall continue until the amount of the charges and interest thereon at the legal rate, computed from the date of confirmation of the charge, is paid in full or until it is discharged of record.

(d) Alternatively or in addition, the confirmed amount may be made a personal obligation of the property owner of record. Alternatively, or in addition, the confirmed amount may be specially assessed against the real property involved, and collected at the same time and in the same manner as ordinary real property taxes.

8.05.070 Transporting garbage.

No garbage shall be removed or carried on or along any street or any alley of the city, except in water-tight containers with proper coverage so that the garbage shall not be offensive. Every such container shall be kept clean and the garbage shall be so loaded that none of it shall fall, drip or spill to or on the ground, sidewalk or pavement. [Ord. 551-79, 6-26-79. Prior code § 8-27].

8.05.080 Vehicle specifications – Dust and spillage prevention – Covers.

No garbage or rubbish shall be removed and carried on and along the streets and alleys of the city, except in conveyances so constructed and arranged as not to permit dust or other matter to sift through or fall upon the streets and alleys or drift or blow into the air. The contents of such conveyances must be further protected with appropriate covers so as to prevent the same from being blown on the streets, alleys and adjacent lands. [Ord. 551-79, 6-26-79. Prior code § 8-28].

8.05.090 Contract and insurance requirements.

(1) Contract Authorized Maximum Period. The city may enter into a contract for the collection and disposal of garbage and rubbish for a period not to exceed 10 years in accordance with, and under the terms and conditions that are consistent with, the provisions of this chapter.

(2) Scope of Contract. Such contract shall provide that the contractor shall collect and dispose of the garbage and rubbish in the city in the manner as in this chapter provided.

(3) Fee Limitation. The contract shall provide that the contractor shall not charge any amounts in excess of the rates to be agreed upon between the contractor and the city, and set by a resolution passed and adopted by the city council of the city at the time of the making of the contract or as thereafter modified.

(4) Bond. The contractor shall be required to furnish a cash or surety bond to the city in the sum of \$10,000 conditioned upon the faithful performance of the contract and the provisions of this chapter.

(5) Worker's Compensation Required. Such contract shall also require that the contractor procure, for the period covered by the proposed contract, full compensation insurance with an "industrial carrier" as defined by and in accordance with the provisions of Division 4 (Section 3200 et seq.) of the California Labor Code, entitled Workmen's Compensation and Insurance.

(6) Liability Insurance. Such contract shall also require that the contractor carry public liability insurance in the minimum amount of \$100,000 for loss from an accident resulting in bodily injury to or death of one person; \$500,000 for the death or injury of more than one person; and property damage insurance to the extent of \$25,000 upon each of the trucks or other vehicles used by contractor in carrying out the work called for in the contract; such insurance to cover both the city and the contractor. The contractor shall deliver a certificate of each such policy to the employer. [Ord. 551-79, 6-26-79. Prior code § 8-29].

8.05.100 Unlawful collections.

(1) It shall be unlawful for any person, for a charge or fee, other than the city or such contractor as may be designated by the city under contract therefor, to collect, dispose of, transport, carry

or convey through the streets, alleys, or public ways of the city, any garbage, or to collect or dispose of same.

(2) Nothing in this chapter shall be deemed to prohibit the removal and hauling by an unlicensed person of materials considered by the health officer or police to constitute a health menace of such nature as necessary to be ordered by either of such officers to be promptly removed. [Ord. 551-79, 6-26-79. Prior code § 8-30].

8.05.110 Interfering with collection.

It shall be unlawful for any person in any manner to interfere with the collection or disposal of garbage or rubbish by any person authorized by license or contract to collect and dispose of same. [Ord. 551-79, 6-26-79. Prior code § 8-31].

8.05.120 Unlawful opening or damaging of garbage containers for purposes of collection, inspection, interference, or disturbance by individuals.

(1) It shall be unlawful for any unauthorized individual(s) to open or damage any garbage, refuse or recycling bin or can container or to inspect, collect, interfere with, disturb or scatter any refuse, including, but not limited to, written documents or recyclable refuse stored in such bin or can container, while awaiting collection on the public right-of-way.

(2) Nothing in this section shall prohibit the collection of recycling materials from containers located on public lands.

(3) Any violation of those actions described in subsection (1) of this section shall be a misdemeanor. [Ord. 677-07, 10-9-07. Prior code § 8-32].

Article III. Weeds and Rubbish Removal²

8.05.130 Provisions adopted by reference.

For the purpose of providing regulations covering the control of weeds as defined by Section 39561.5 of the Government Code, within the city of Willows, there is hereby adopted by reference and incorporated herein as part of this code, Article 2, entitled "Alternative Procedures," of Chapter 13, entitled "Weed and Rubbish Abatement," of Title IV, Division 3, Part 2, of the Government Code, as the same now exists or as hereafter amended, except wherein the provisions thereof are specifically changed or amended by the provisions of this title; establishing and adopting by reference California Government Code Sections 39560 through 39588. [Ord. 692-11 § 1, 2-22-11; Ord. 481-71, 3-8-71. Prior code § 8-47].

Article IV. Waste Disposal Sites

8.05.190 Definition of dwelling unit.

For the purposes of this article, a “dwelling unit” is defined to be, mean and designate a building, structure or enclosure, or a portion thereof, whether or not affixed to the land by a permanent type of foundation or footing, consisting of one or more habitable rooms which are occupied or which are intended or designated to be occupied by one or more persons as a family for living, sleeping, cooking and eating. A “mobile home,” as defined in Section 18008 of the Health and Safety Code, is a “dwelling unit” for the purposes of this article. A “recreational vehicle,” a “commercial coach,” and a “travel trailer,” as defined in Sections 18011.5, 18012, and 18013 of the Health and Safety Code, are not deemed to be “dwelling units” for the purposes of this article. A hotel, motel, rooming house, lodging house, or boardinghouse having only one kitchen or cooking facility shall be deemed to be a single dwelling unit. Two or more dwelling units may be located in a single building or structure commonly designated as a flat, duplex, triplex, multiplex, motel, apartment house or apartment building. Two or more units may be located on a single parcel of land. [Ord. 488-72, 8-31-72. Prior code § 8-61].

8.05.200 Determination of factors relating waste disposal fee to land classification.

This city council determined that in the city of Willows solid waste materials are primarily created by people who are residents of the city and not by particular business, industries, commercial enterprises, agricultural pursuits or land uses. In other words, it is found by the city council that there is a direct relationship between the volume of solid wastes generated within the city and the number of families permanently residing in the city. It is further determined that the cost and expense of acquiring, operating and maintaining solid waste disposal sites for the city of Willows, in a manner compatible with good public health and environmental practices, should be borne directly by those who create the waste disposal problem. Therefore, for the purposes of solid waste disposal, all lands within the city are classified according to those parcels upon which dwelling units are situated and those parcels upon which dwelling units are not situated without regard to other land use, zoning, assessed valuation or other criteria. [Ord. 488-72, 8-31-72. Prior code § 8-62].

8.05.210 Fees for acquisition and operation of waste disposal site.

Each year the city council, by resolution, shall impose an annual fee for the ensuing fiscal year upon each dwelling unit, whether or not inhabited, occupied or tenanted, located on land within the city, the revenue from which shall be used only for the acquisition, operation and maintenance of city waste disposal sites and for financing waste collection, processing, reclamation, and disposal services. [Ord. 488-72, 8-31-72. Prior code § 8-63].

8.05.220 Billing by tax collector.

The tax collector shall prepare a bill or statement in appropriate form for each such parcel which will indicate the amount of the annual waste disposal fee, computed by multiplying the dwelling unit fee, as fixed by the city of Willows, by the number of dwelling units located on the parcel, and enclose such statement with the regular property tax bill for such parcel for that fiscal year. [Ord. 488-72, 8-31-72. Prior code § 8-64].

8.05.230 Payment of waste disposal fees.

Waste disposal fees shall be payable to the city tax collector on or before the date fixed for the payment of the first installment of city property taxes. [Ord. 488-72, 8-31-72. Prior code § 8-65].

8.05.240 Collection of delinquent fees.

Not less than 60 days after the date fixed for the payment of the first installment of city property taxes, the city council shall initiate the procedures provided for in Section 25831 of the Government Code for the collection of delinquent fees. [Ord. 488-72, 8-31-72. Prior code § 8-66].

1

Cross references—Abandoned vehicles and machinery constitute nuisances, Chapter [8.10](#) WMC, Article II.

State law references—Consent by city to formation of garbage and waste disposal districts, § 49005 et seq., Public Resources Code; authority to contract for disposal, § 49300, Public Resources Code.

2

Prior legislation: Code 1959 §§ 9.17 – 9.21 and prior code §§ 8-48 – 8-53.

Cross reference—Removal along sidewalks, WMC [12.05.070](#).

State law references—Removal may be required, § 39500 et seq., Gov. Code; abatement by counties, § 14857 et seq., Health and Safety Code; definitions, same section.

Chapter 8.05

GARBAGE, RUBBISH AND WEEDS

Sections:

Article I. In General

- [8.05.010 Definitions.](#)
- [8.05.020 Unlawful accumulations – Regulations for accumulations.](#)
- [8.05.030 Burning garbage and rubbish.](#)
- [8.05.040 Burying garbage.](#)
- [8.05.050 Enforcement of chapter – Right of entry.](#)

Article II. Collection and Transportation

- [8.05.060 Required collection service.](#)
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- [8.05.080 Vehicle specifications – Dust and spillage preventions – Covers.](#)
- [8.05.090 Contract and insurance requirements.](#)
- [8.05.100 Unlawful collections.](#)
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Article III. Weeds and Rubbish Removal

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Article IV. Waste Disposal Sites

- [8.05.190 Definition of dwelling unit.](#)
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- [8.05.230 Payment of waste disposal fees.](#)
- [8.05.240 Collection of delinquent fees.](#)

Article I. In General¹

8.05.010 Definitions.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

"Contractor" means any corporation, partnership, person, or employee thereof, with whom the city shall, as authorized by [Public Resource Code Section](#)~~California Health and Safety Code Section~~ 49300, have duly contracted under the terms of this chapter to collect within, transport through the streets, alleys or public ways of the city, and dispose of garbage and rubbish produced within the city.

"Garbage" means kitchen and table refuse, offal, swill and all putrescible substances which shall include but not be limited to every accumulation of animal and vegetable refuse and other matter that attends the preparation, consumption, decay or dealing in or storage of meats, fish, fowl, birds, fruits or vegetables.

"Rubbish" means all combustible, noncombustible and nonputrescible substances, matter and materials which are rejected by owners or producers thereof as offensive or useless, and which by their presence or accumulation may injuriously affect the health, comfort or safety of the community by increasing pests, disease or hazard by fire, excepting therefrom garbage, which ordinarily accumulates in and about residences, buildings, apartment houses, hotels, motels, restaurants, cafes, stores, shops, offices, and any commercial, industrial, or other public buildings. Among other things, it shall include tree and shrubbery trimmings cut in length not to exceed three feet, grass, weeds, leaves, chips, paper, pasteboard, magazines, books, rags, rubber, carpets, clothing, straw, packing boxes, cartons, crates, packing material, broken crockery, broken glass, ashes, cinders, shells, bottles, tin cans, metal, and all other kinds of waste and refuse, but excluding discarded automobile or truck bodies, or other bulky or heavy objects, that cannot be deposited and contained within receptacles as hereinafter set forth, and dirt, brick, mortar or other debris incident to building construction or demolition operations. [Ord. 551-79, 6-26-79. Prior code § 8-1].

8.05.020 Unlawful accumulations – Regulations for accumulations.

(1) Compliance with Sections. It shall be unlawful for any person to deposit, keep, accumulate or permit, cause or suffer any garbage or rubbish to be accumulated upon any lot or parcel of land, or on any public or private place, street, lane, alley, or drive, unless the same shall be kept, deposited, or allowed to accumulate as provided by this section; provided, with a building permit so to do, it shall not be unlawful for any person to deposit, or cause to be deposited, any brick, brickbats, cement, plaster, stones and gravel in any place authorized in said permit.

(2) Receptacles. It shall be unlawful for any person to keep, accumulate or permit to be accumulated any garbage for a period in excess of seven days, upon any lot or parcel of land or on any public or private land, place, street, alley or drive, unless the same shall be maintained in a container of a size, type and construction hereinafter set forth or approved in writing by the director of public works of the city of Willows. Unless otherwise authorized, such receptacles shall have a capacity of not less than 15 gallons nor more than ~~9630~~ gallons and the receptacle shall be constructed of galvanized metal or substantial plastic provided with handles and close fitting metal or substantial plastic lids or covers. Said lids or covers shall be kept

closed at all times except when necessarily opened to permit garbage to be taken therefrom or deposited therein.

(3) Rubbish. It shall be unlawful for any person to keep, accumulate or permit to be kept or accumulated any rubbish, for a period in excess of 30 days, unless the same be kept in receptacles of the size, type and construction hereinabove set forth for the containment of garbage or as otherwise approved, in writing, by the director of public works of the city of Willows.

(4) Deposits in Streets, etc. It shall be unlawful for any person to deposit, except as herein provided, any garbage or rubbish in or upon any public or private lane, place, street, alley or drive or any gutters or any drain facilities connected therewith. [Ord. 551-79, 6-26-79. Prior code § 8-2].

8.05.030 Burning garbage and rubbish.

It shall be unlawful to burn or cause to be burned in the city any garbage. Combustible rubbish may be burned, subject to federal, state and city regulations. [Ord. 551-79, 6-26-79. Prior code § 8-3].

8.05.040 Burying garbage.

It shall be unlawful for any person to bury garbage in any place within the city without a permit. [Ord. 551-79, 6-26-79. Prior code § 8-4].

8.05.050 Enforcement of chapter – Right of entry.

The director of public works, the city/county health officer and their designated representatives are specifically required to enforce the provisions of this chapter and have the right to enter any or all premises for the purpose of determining whether the provisions of this chapter are being conformed with, and any person denying or obstructing such entry shall be subject to the penalty provided in WMC [1.05.080](#). [Ord. 551-79, 6-26-79. Prior code § 8-5].

Article II. Collection and Transportation

8.05.060 Required collection service.

(1) Use of the City's Franchise Collection/Hauler Service is Required.

(a) The periodic collection of garbage, recyclable items and other solid waste materials from improved properties in the city benefits occupants of places and premises in the city, and promotes and protects the health, safety and welfare of all residents of the city. Therefore, collection services provided by the city's contractor are required for all

owners of improved property within the city in or from which solid waste is created, accumulated or produced.

(b) Solid waste must be regulated to the extent necessary to protect the health, safety, and welfare of the public, to conserve disposal capacity, to meet state laws and to ensure cost effective public service. To this end, the city council finds that to give practical effect to this policy, a universal collection ordinance to regulate the collection of waste, and a comprehensive system for the storage, collection, removal, transport, recovery of marketable and recyclable materials, and disposal of solid waste in the city is essential.

(2) Applicability.

(a) Solid waste collection service is required for garbage, recyclable items and other solid waste materials generated on all occupied properties within the city, as identified in this section.

(b) No provision herein contained shall be construed to conflict with any provision of the Integrated Waste Management Act, the Medical Waste Management Act, or any other state or federal law. In the event such a conflict exists, or shall exist in the future, state or federal law shall be controlling. This section is not intended, nor shall it apply to transfer stations or other solid waste disposal facilities.

(c) Subscription to Collection Service. The property owner of each occupied premises shall assume responsibility for subscribing to collection service within seven days of either written notification from the city or occupancy of the premises, whichever is sooner

(d) Nothing in this chapter limits the right of any person to donate or sell Recyclable Materials, or the ability of businesses to arrange for recycling services that may include self-hauling recyclables to a permitted recycling facility. The City may require reasonable documentation of such recycling activity.

(3) Property Owner Responsible for Securing Collection Service. The owner of any improved property in or from which solid waste and recyclable materials is created, accumulated or produced is responsible for subscribing to the collection service to be rendered to such property by the city's franchised collection service. It is the property owner's responsibility, not the tenant's, to secure and maintain collection services.

(4) Payments on Behalf of Owner Permitted. Nothing in this section is intended to prevent an arrangement, or the continuance of an existing arrangement, under which payments for collection service are made by a tenant or tenants, or any agent on behalf of the owner. However any such arrangement will not affect the owner's obligation to the city or to the contractor for payment for such service.

(5) Initial Notification of Required Collection Service. Within 90 days of adoption of an ordinance by the city requiring curbside collection service, the city shall notify by mail all affected property owners of the ordinance and the requirement for such property owners to subscribe to the collection service. This mailing list will then be provided to the city's contractor to monitor service subscriptions. Upon completion of the notification process, the city's contractor will deliver the appropriate service bins/carts to each property. The city will also attempt to notify landlords and property managers.

(6) Written Notice Required for Non-Use. The city's contractor shall give written notice to the city manager or designated representative of the address of any occupied premises within the city which is not subscribing to the collection and disposal service provided by the collection service franchised by the city.

(7) Failure to Subscribe.

(a) If the city manager has reason to believe that any property owner required to subscribe for service has failed to subscribe or failed to maintain a subscription for service, the city manager may cause written notice to be mailed to the owner of the real property so affected directing the owner to subscribe for such service within ten days after the date of the notice.

(b) Any such notice shall state that if the person to whom it is directed fails within the ten-day period to subscribe for such collection service, or fails to appear and show sufficient cause why such person should not be required to subscribe, the city manager may authorize such service and the charges therefore will be assessed against the real property upon which the premises served are located.

(c) After notice and a public hearing, confirmed unpaid delinquent accounts shall constitute a lien on the property. The lien shall continue until the amount of the charges and interest thereon at the legal rate, computed from the date of confirmation of the charge, is paid in full or until it is discharged of record.

(d) Alternatively or in addition, the confirmed amount may be made a personal obligation of the property owner of record. Alternatively, or in addition, the confirmed

amount may be specially assessed against the real property involved, and collected at the same time and in the same manner as ordinary real property taxes.

8.05.0760 Transporting garbage.

No garbage shall be removed or carried on or along any street or any alley of the city, except in water-tight containers with proper coverage so that the garbage shall not be offensive. Every such container shall be kept clean and the garbage shall be so loaded that none of it shall fall, drip or spill to or on the ground, sidewalk or pavement. [Ord. 551-79, 6-26-79. Prior code § 8-27].

8.05.0870 Vehicle specifications – Dust and spillage preventions – Covers.

No garbage or rubbish shall be removed and carried on and along the streets and alleys of the city, except in conveyances so constructed and arranged as not to permit dust or other matter to sift through or fall upon the streets and alleys or drift or blow into the air. The contents of such conveyances must be further protected with appropriate covers so as to prevent the same from being blown on the streets, alleys and adjacent lands. [Ord. 551-79, 6-26-79. Prior code § 8-28].

8.05.0980 Contract and insurance requirements.

(1) Contract Authorized Maximum Period. The city may enter into a contract for the collection and disposal of garbage and rubbish for a period not to exceed 10 years in accordance with, and under the terms and conditions that are consistent with, the provisions of this chapter.

(2) Scope of Contract. Such contract shall provide that the contractor shall collect and dispose of the garbage and rubbish in the city in the manner as in this chapter provided.

(3) Fee Limitation. The contract shall provide that the contractor shall not charge any amounts in excess of the rates to be agreed upon between the contractor and the city, and set by a resolution passed and adopted by the city council of the city at the time of the making of the contract or as thereafter modified.

(4) Bond. The contractor shall be required to furnish a cash or surety bond to the city in the sum of \$10,000 conditioned upon the faithful performance of the contract and the provisions of this chapter.

(5) Worker's Compensation Required. Such contract shall also require that the contractor procure, for the period covered by the proposed contract, full compensation insurance with an

“industrial carrier” as defined by and in accordance with the provisions of Division 4 (Section 3200 et seq.) of the California Labor Code, entitled Workmen’s Compensation and Insurance.

(6) Liability Insurance. Such contract shall also require that the contractor carry public liability insurance in the minimum amount of \$100,000 for loss from an accident resulting in bodily injury to or death of one person; \$500,000 for the death or injury of more than one person; and property damage insurance to the extent of \$25,000 upon each of the trucks or other vehicles used by contractor in carrying out the work called for in the contract; such insurance to cover both the city and the contractor. The contractor shall deliver a certificate of each such policy to the employer. [Ord. 551-79, 6-26-79. Prior code § 8-29].

8.05.1090 Unlawful collections.

(1) It shall be unlawful for any person, for a charge or fee, other than the city or such contractor as may be designated by the city under contract therefor, to collect, dispose of, transport, carry or convey through the streets, alleys, or public ways of the city, any garbage, or to collect or dispose of same.

(2) Nothing in this chapter shall be deemed to prohibit the removal and hauling by an unlicensed person of materials considered by the health officer or police to constitute a health menace of such nature as necessary to be ordered by either of such officers to be promptly removed. [Ord. 551-79, 6-26-79. Prior code § 8-30].

8.05.1100 Interfering with collection.

It shall be unlawful for any person in any manner to interfere with the collection or disposal of garbage or rubbish by any person authorized by license or contract to collect and dispose of same. [Ord. 551-79, 6-26-79. Prior code § 8-31].

8.05.1240 Unlawful opening or damaging of garbage containers for purposes of collection, inspection, interference, or disturbance by individuals.

(1) It shall be unlawful for any unauthorized individual(s) to open or damage any garbage, refuse or recycling bin or can container or to inspect, collect, interfere with, disturb or scatter any refuse, including, but not limited to, written documents or recyclable refuse stored in such bin or can container, while awaiting collection on the public right-of-way.

(2) Nothing in this section shall prohibit the collection of recycling materials from containers located on public lands.

(3) Any violation of those actions described in subsection (1) of this section shall be a misdemeanor. [Ord. 677-07, 10-9-07. Prior code § 8-32].

Article III. Weeds and Rubbish Removal²

8.05.1~~320~~ Provisions adopted by reference.

For the purpose of providing regulations covering the control of weeds as defined by Section 39561.5 of the Government Code, within the city of Willows, there is hereby adopted by reference and incorporated herein as part of this code, Article 2, entitled "Alternative Procedures," of Chapter 13, entitled "Weed and Rubbish Abatement," of Title IV, Division 3, Part 2, of the Government Code, as the same now exists or as hereafter amended, except wherein the provisions thereof are specifically changed or amended by the provisions of this title; establishing and adopting by reference California Government Code Sections 39560 through 39588. [Ord. 692-11 § 1, 2-22-11; Ord. 481-71, 3-8-71. Prior code § 8-47].

Article IV. Waste Disposal Sites

8.05.190 Definition of dwelling unit.

For the purposes of this article, a "dwelling unit" is defined to be, mean and designate a building, structure or enclosure, or a portion thereof, whether or not affixed to the land by a permanent type of foundation or footing, consisting of one or more habitable rooms which are occupied or which are intended or designated to be occupied by one or more persons as a family for living, sleeping, cooking and eating. A "mobile home," as defined in Section 18008 of the Health and Safety Code, is a "dwelling unit" for the purposes of this article. A "recreational vehicle," a "commercial coach," and a "travel trailer," as defined in Sections 18011.5, 18012, and 18013 of the Health and Safety Code, are not deemed to be "dwelling units" for the purposes of this article. A hotel, motel, rooming house, lodging house, or boardinghouse having only one kitchen or cooking facility shall be deemed to be a single dwelling unit. Two or more dwelling units may be located in a single building or structure commonly designated as a flat, duplex, triplex, multiplex, motel, apartment house or apartment building. Two or more units may be located on a single parcel of land. [Ord. 488-72, 8-31-72. Prior code § 8-61].

8.05.200 Determination of factors relating waste disposal fee to land classification.

This city council determined that in the city of Willows solid waste materials are primarily created by people who are residents of the city and not by particular business, industries, commercial enterprises, agricultural pursuits or land uses. In other words, it is found by the city council that there is a direct relationship between the volume of solid wastes generated within the city and the number of families permanently residing in the city. It is further determined that the cost and expense of acquiring, operating and maintaining solid waste disposal sites for the city of Willows, in a manner compatible with good public health and environmental practices, should be borne directly by those who create the waste disposal problem. Therefore, for the purposes of solid waste disposal, all lands within the city are classified according to those parcels upon which dwelling units are situated and those parcels upon which dwelling

units are not situated without regard to other land use, zoning, assessed valuation or other criteria. [Ord. 488-72, 8-31-72. Prior code § 8-62].

8.05.210 Fees for acquisition and operation of waste disposal site.

Each year the city council, by resolution, shall impose an annual fee for the ensuing fiscal year upon each dwelling unit, whether or not inhabited, occupied or tenanted, located on land within the city, the revenue from which shall be used only for the acquisition, operation and maintenance of city waste disposal sites and for financing waste collection, processing, reclamation, and disposal services. [Ord. 488-72, 8-31-72. Prior code § 8-63].

8.05.220 Billing by tax collector.

The tax collector shall prepare a bill or statement in appropriate form for each such parcel which will indicate the amount of the annual waste disposal fee, computed by multiplying the dwelling unit fee, as fixed by the city of Willows, by the number of dwelling units located on the parcel, and enclose such statement with the regular property tax bill for such parcel for that fiscal year. [Ord. 488-72, 8-31-72. Prior code § 8-64].

8.05.230 Payment of waste disposal fees.

Waste disposal fees shall be payable to the city tax collector on or before the date fixed for the payment of the first installment of city property taxes. [Ord. 488-72, 8-31-72. Prior code § 8-65].

8.05.240 Collection of delinquent fees.

Not less than 60 days after the date fixed for the payment of the first installment of city property taxes, the city council shall initiate the procedures provided for in Section 25831 of the Government Code for the collection of delinquent fees. [Ord. 488-72, 8-31-72. Prior code § 8-66].

Cross references—Abandoned vehicles and machinery constitute nuisances, Chapter [8.10](#) WMC, Article II.

State law references—Consent by city to formation of garbage and waste disposal districts, § 49005 et seq., Public Resources Code; authority to contract for disposal, § 49300, Public Resources Code.

Prior legislation: Code 1959 §§ 9.17 – 9.21 and prior code §§ 8-48 – 8-53.

Cross reference—Removal along sidewalks, WMC [12.05.070](#).

State law references—Removal may be required, § 39500 et seq., Gov. Code; abatement by counties, § 14857 et seq., Health and Safety Code; definitions, same section.



Date: September 9, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Emergency Medical Services Assessment Study

Recommendation:

Adopt Resolution XX-2025 (Attachment 1) authorizing the City Manager, or her designee, to solicit and execute a contract with an independent consultant and expert to evaluate the current Emergency Medical Services (EMS) delivery model, its strengths and weaknesses, and present options for improvement in an amount not to exceed \$15,000. Staff proposes cost sharing the total expense of the study with the City of Orland and Glenn County for a total project cost of \$45,000.

Rationale for Recommendation:

The current EMS delivery model is unsustainable and requires hundreds of thousands of dollars of subsidy each year to be maintained, as well as placing strain on other critical municipal and county services. With the closure of Glenn Medical Center in October of 2025, emergency services that have already been weakened over the years will be further strained and burdened resulting in greater risk to public health and safety.

Background:

Recently, Glenn Medical Center announced its closure effective October 21, 2025, due to federal funding cuts to its budget. Currently, the facility accepts approximately 1,000 Glenn County EMS transport calls annually. Following its closure, Enloe and Westside paramedic units will be required to transport patients to out-of-county hospitals such as Enloe Medical Center in Chico or St. Elizabeth Community Hospital in Red Bluff. These longer transport times will increase ambulance unavailability, as well as adversely impact other emergency services (e.g., Fire, law enforcement), leading to extended response times and placing additional strain on already understaffed and under-resourced volunteer fire departments and law enforcement agencies.

The loss of hospital-based emergency medical services at Glenn Medical Center will have countywide impacts, affecting not only EMS delivery but nearly every aspect of local government operations.

Discussion & Analysis:

Glenn County has operated under essentially the same Emergency Medical Services (EMS) model for the past 35 years, with only minor exceptions. Currently, two ambulance providers serve the county. Westside Ambulance operates under exclusive “201 rights” from the Tehama County line south to County Road 33, while Enloe Ambulance covers the southern portion of the county from County Road 33 to the Colusa County line.

Enloe Ambulance staffs one Advanced Life Support (ALS) ambulance 24 hours a day. More recently, this unit has operated at a financial loss, a situation expected to worsen with the loss of interfacility transports. While final FY 2024 figures are not yet available, the estimated deficit is approximately \$300,000.

Westside Ambulance operates the equivalent of 1.5 ALS units. Its 24-hour ambulance is subsidized by the City of Orland at \$17,000 per month, or \$204,000 annually. The additional 12-hour ambulance is jointly subsidized by the City of Orland and the County of Glenn at approximately \$27,000 per month, or \$324,000 annually. In total, Westside receives an estimated \$528,000 per year in subsidy. With the closure of Emergency Medical Services at Glenn Medical Center, the delivery of EMS in the county will be significantly and adversely impacted.

The proposed study will engage the three largest stakeholders—the Cities of Orland and Willows, and the County of Glenn—to pursue a unified approach. The study will provide an objective, fact-based analysis to guide future decision-making.

The City of Orland approved a similar item at its September 2 City Council Meeting, and the County of Glenn will consider this item at the September 9 Board of Supervisors meeting.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Priority #1, Fiscal Stability and Priority #3, Public Safety.

Fiscal Impact:

The recommended action authorizes \$15,000 of unplanned General Fund expenditure. However, staff is exploring potential funding streams to cover all or part of the study from an already awarded grant amendment (yet to be determined).

Attachments:

- Attachment 1: Resolution XX-2025



**City of Willows
Resolution XX-2025**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR AN INDEPENDENT EMERGENCY MEDICAL SERVICES ASSESSMENT STUDY

WHEREAS, Glenn County has operated under essentially the same Emergency Medical Services (EMS) model for the past 35 years, with only minor exceptions; and

WHEREAS, the EMS system is currently subsidized at significant cost to the City of Orland and the County of Glenn, creating an unsustainable burden on local governments; and

WHEREAS, Glenn Medical Center has announced its closure effective October 21, 2025, which will eliminate hospital-based EMS within the county and increase transport times, ambulance unavailability, and reliance on understaffed volunteer fire departments; and

WHEREAS, the Cities of Orland and Willows, along with the County of Glenn, recognize the need to evaluate the current EMS delivery model, identify strengths and weaknesses, and develop sustainable options for the future; and

WHEREAS, an independent, objective, and fact-based study will assist elected officials and staff in making informed decisions regarding the long-term provision of EMS within Glenn County; and

WHEREAS, the City of Orland approved a similar item on September 2, 2025, and the County of Glenn Board of Supervisors is considering this matter on September 9, 2025; and

WHEREAS, the City Council finds that entering into an agreement for such a study is consistent with Council priorities, including Priority #1 Fiscal Stability and Priority #3 Public Safety.

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

1. The City Manager, or her designee, is hereby authorized to enter into an agreement with an outside independent expert to conduct an EMS Assessment Study at a cost not to exceed Fifteen Thousand Dollars (\$15,000).
2. The City Council directs staff to seek cost-sharing agreements with the City of Orland and the County of Glenn, with the goal of dividing the total cost of the study among the three jurisdictions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 9th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: September 9, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Harris & Associates, Municipal Code Update, Title 18 – Revised Scope of Work

Recommendation:

Adopt Harris & Associates' revised Scope of Work (Attachment 1) to update Title 18, Zoning, of the City's Municipal Code adding an additional \$21,526.50 to the original approved Scope of Work and cost estimate for a total of \$81,526.50.

Rationale for Recommendation:

Based on input and feedback at the July 10, 2025, Joint City Council-Planning Commission meeting, Harris & Associates ('Harris') revised the proposed Scope of Work and cost estimate resulting in project budget increase of approximately \$21,000.

Background:

On June 13, 2023, the Council approved contracting with Prentice Long to update the City's entire Municipal Code, including Title 18. For 18 months, staff worked with Prentice Long to update all sections of the Municipal Code, except Title 18.

In the fall of 2024 and before starting updates to Title 18, staff recommended to the Council that Harris, the City's new contract Planner, update Title 18, Zoning, as Prentice Long does not have urban planning expertise. However, the city's financial crisis in Fiscal Year 2024-25 demanded that the city postpone any new projects until Fiscal Year 2025-26. As a result, work was delayed until July 2025 after the project budget was included in the FY 2025-26 budget and approved by Council.

After budget approval and on July 10, 2025, the Council and Planning Commission held a joint meeting to discuss and provide feedback on the City's existing Title 18 Municipal Code. Since the July joint meeting, Harris updated its scope of work and cost estimate resulting in a \$21,000 cost increase and requiring staff to return to the Council for budget authority to increase the projects budget.

Discussion & Analysis:

As has been previously noted, the City's Municipal Code, including Title 18, has not been updated in more than a decade. In order to institute best practices in zoning and nurture a business-friendly environment, Title 18, Zoning needs to be updated to promote economic development and more opportunities for private investment and private-public partnerships.

To that end, staff recommend moving forward with Harris's adjusted Scope of Work and revised budget (Attachment 1). While the originally approved \$60,000 budget for this project (for FY 2025-26) will be funded with General Fund monies, staff recommend using either Community Development Block Grant Program Income funds or Rural Business Development Grant funds to provide the gap funding for the remaining \$21,000 needed for the project budget.

Option A: Community Development Block Grant (CDBG) Program Income (PI) Grant:

A Title 18 zoning update is eligible for CDBG PI for planning purposes in which planning is the only activity, or in which the planning activity is unrelated to any other activity funded as part of the grant. These are often referred to as "planning-only grants" or "planning-only activities." An eligible activity under a planning only grant is "Functional Plans," which include plans for Land Use and Economic Development. Currently, \$1,759,383 is available in the City's PI fund. In order to be awarded, a project application to the State's Housing & Community Development Department is required. Staff are confident of a successful application award; however, the timeline from application completion to award of the project could take three to six months.

Option B: Rural Business Development Grant (RBDG):

A Title 18 zoning update is eligible under the City's USDA Rural Business Development Grant as "technical assistance," which includes studies and planning work to remove barriers to business siting and expansion, and specifically identifies "Technical Assistance – Zoning/Planning, Mapping of City Services Available for Development." The approved RBDG project budget would allocate \$19,000 in funds for this activity leaving a \$2,000 shortfall that could be absorbed by the General Fund. These funds have already been awarded to the City and funding is available immediately.

As there are already long-time plans for the RBDG grant, staff recommend using the CDBG PI Planning Grant process to procure the unfunded portion of the Title 18 Municipal Code Update project. CDBG funds will cover the entire amount needed, the application will be written specifically for this project, and internal staff time will be eligible for reimbursement up to approximately \$2,500. RBDG funding is being considered for use in GIS mapping of city infrastructure (e.g., sewer, storm drain) if it is not selected for this project.

Consistency with Council Priorities and Goals:

The proposed project is consistent with the Council's priority to "complete and refine the municipal code update to support business growth."

Fiscal Impact:

Staff recommend using CDBG Program Income funds to offset the cost estimate increase of \$21,526.50 for the revised scope of work to update Title 18 of the Municipal Code. The other \$60,000 of the project budget was already budgeted for and approved in the Fiscal Year 2025-26 budget.

Attachment:

- Attachment 1: Revised Scope of Work & Cost Estimate



August 21, 2025

Marti Brown
City Manager
City of Willows
201 North Lassen Street
Willows, California 95988

PROPOSAL – WILLOWS ZONING CODE UPDATE

Dear Marti Brown:

Harris & Associates (Harris) appreciates and is excited for the opportunity to assist the City of Willows with the requested Zoning Code Update. The Harris team is composed of professionals and specialists with 15–35 years of relevant planning, permitting, and environmental review experience.

STATEMENT OF UNDERSTANDING

Harris understands the City of Willows desires to undertake an effort to accomplish a Major Zoning Code Update. Harris understands that the City desires to resolve significant issues within the Zoning Code, including but not limited to the five specific tasks:

- Reformat and Restructure of the Zoning Code Layout/Appearance
- Identify Application Process Improvements (i.e., Objective Design Standards, Clarify/Review Permitted Uses)
- Clarify Use Specific Standard (i.e., Mobile Food Trucks, Signs/Banners, Cargo Containers, etc.)
- Clean Up Inconsistencies (i.e., Definitions, Alignment with General Plan, General Plan vs. Zoning Code Conflicts)
- CEQA Consistency/Review Determination

Harris has provided comprehensive professional planning services for several local jurisdictions, as listed under References and Project Experience below. Our approach to the performance of the services requested, knowledge of municipal planning functions and needs, and understanding of the nature of the work being requested are demonstrated in the sections below.

PROPOSED TEAM MEMBERS

The Harris Team. Our Planning Manager and Contract Manager for this effort is David Mack, AICP (Planning Manager), a land use planning specialist with over 17 years of experience working for cities and counties. Prior to joining Harris, he worked for the City of Marina and Monterey County, providing him with a deep understanding of local agency needs.

Delanie Garlick (Principal Planner), who has over 10 years of experience preparing and managing planning projects including a Zoning Code Update (City of Boise, ID), will serve as the Project Manager for this effort, and will be supported by Amy Rossig (Planner IV) and Amy DeNinno (Planner II) to ensure timely and cost-efficient completion of the Update.

| Staff Member | Qualifications | Areas of Expertise |
|---|--|---|
| David Mack, AICP  <i>Planning Manager</i> | <ul style="list-style-type: none"> • 18 years of experience • BA, Environmental Studies • Certified Planner (AICP) | <ul style="list-style-type: none"> • Project Management • Land Use Planning • Quality Assurance/Quality Control (QA/QC) • CEQA / Environmental Analysis |
| Delanie Garlick  <i>Principal Planner</i> | <ul style="list-style-type: none"> • 10 years of experience • BA, Human Geography • MS, Geography | <ul style="list-style-type: none"> • Project Management • Land Use Planning • Zoning Code Compliance • CEQA / Environmental Analysis |
| Amy Rossig <i>Planner IV</i> | <ul style="list-style-type: none"> • 10 years of experience • BA, Public and Urban Affairs | <ul style="list-style-type: none"> • Land Use Planning • Zoning Code Compliance • CEQA / Environmental Analysis |
| Amy DeNinno <i>Planner III</i> | <ul style="list-style-type: none"> • 6 years of experience • MS, Public Policy • BA, Urban Studies, Planning, Design, Management. | <ul style="list-style-type: none"> • Land Use Planning • Zoning Code Compliance • CEQA / Environmental Analysis |

TASKS

Task 1 – Summary of Proposed Changes.

Harris staff will review the existing Zoning Code, review and categorize information and comments received from the prior Planning Commission/City Council joint meeting (held in July 2025), and develop an outline of anticipated sections and changes that would need to be required.

This review and summary will include:

- 1) Examples of a more user-friendly layout/formats.
- 2) Identification of process improvements that could be made (i.e., review of currently permitted use for streamlining, adjustments to required decision maker(s), and object design standard developments).
- 3) Clarification of Specific Use Standards (i.e., Mobile Food Truck regulations, Sign/Banner regulations, and Cargo Containers).
- 4) Identification of Clean-ups of Inconsistencies within the current Zoning Code; and
- 5) Determine the anticipated of required CEQA review (Exemption, Initial Study, EIR)

This summary document will form the basis and direction of the proposed Zoning Code Update.

Task 2 – Community Engagement.

Harris staff is proposing to coordinate a Community Engagement Workshop, within the Board Chambers, to allow members of the public to come and provide input to what they would like to see incorporated into the proposed Zoning Code, and provide insight on what could be improvement from a user-interface point of view. Harris staff would travel to Willows, set up boards within the Board Chambers, ask topic specific questions, and allow time for community members to submit insights that will help ensure the Zoning Code Update is functional and user-friendly.

Task 3 – DRAFT Zoning Code Update.

Harris staff will incorporate changes outlined in Task 1 and input received in Task 2 into a DRAFT Zoning Code Update document, utilizing strikethrough/underline format, to show changes throughout. The main topic areas included in Task 1 will be the primary focus of this effort, including reorganizing the entire Code into a new layout/format (consisting of 5-6 Chapters). This will involve a thorough review of the existing Zoning Code and sections which are not updated (due to being outside of direction provided for the five main topic areas) will be identified for future updates/revisions.

Task 4 – Joint Planning Commission/City Council Workshop

Upon the Conclusion of Task 3, Harris staff will present a summary of DRAFT Zoning Code Update document (strikethrough/underline) to the Planning Commission and City Council during a Joint Meeting. This meeting will include a summary of change and allow the PC/CC group to provide additional input on the formation and ask specific topic related questions, before Finalization of the DRAFT Document. *This meeting should not include major new tasks or requests from the PC/CC group but may include direction and clarification on requested revisions to the Zoning Code.*

Harris staff anticipates one joint Planning Commission / City Council meeting consisting of no more than 3 hours. If additional meetings are required, or major revisions and new direction is provided during this meeting, additional budget may need to be discussed prior to moving forward in the Update process.

Task 5 – Finalized Code Update Document

Harris staff will take the directions and revisions received during Task 4 and incorporate clarifications into the DRAFT Zoning Code Update Document. Upon completion, Harris will provide one version of the Update document in strikethrough/underline format and one “clean” version of the Update document for comparison and clarity.

Task 6 – Public Hearings/Municipal Code Adoption


Harris staff will prepare a summary staff report, with the Final Zoning Code Update document as an exhibit, for the Planning Commission to consider recommendation to the City Council. The Staff Report will highlight the major changes, including to permitted uses, hearing authority changes, and other alternations. Harris staff anticipate that one (1) Planning Commission hearing will be required. Hearing attendance will be in person and will include a PowerPoint presentation from Harris staff.

Harris staff will prepare a summary staff report, with the Final Zoning Code Update document as an exhibit, for the City Council, including the recommendation(s) from the Planning Commission for the City Council to consider approval/adoption of the Updated Code. Again the staff report will highlight the major changes made throughout the document. Harris staff anticipated two (2) City Council meetings; one for adoption and one for a “second reading”. The first City Council meeting will include a PowerPoint presentation from Harris staff; the second meeting will be a “consent” meeting and Harris staff will be available to answer any questions (if the item is pulled).

Additional public hearing meetings, either at the Planning Commission or City Council will require an additional budget prior to moving forward.

COST OF SERVICES

The following chart contains estimates of hours and costs for Harris staff.

| City of Willows - Zoning Code Update Proposal (REVISED) | | | | | |
|---|-------------------------------|--------------------------------|------------------------|--------------------------|--------------------|
|  Harris & Associates | HARRIS STAFF HOURS | | | | Fee |
| | D Mack Planning Manager | D Garlick Principal Planner | A Rossig Planner IV | A DeNinno Planner III | |
| Task Description | \$230.00 | \$215.00 | \$195.00 | \$175.00 | |
| Task 1: Summary of Proposed Changes | | | | | |
| 1.1 Overall Format Restructure | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.2 Application Process Improvement Identification(s) | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.3 Use Specific Standard Clarification(s) | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.4 Identify Inconsistency Clean-Ups | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.5 CEQA Review/Consistency Analysis/Determination | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| Hours Subtotal | 0 | 13 | 13 | 5 | |
| Task 1 Subtotal | \$0.00 | \$2,687.50 | \$2,437.50 | \$875.00 | \$6,000.00 |
| Task 2: Town Hall Meeting - Public Meeting | | | | | |
| 2.1 Community Engagement | | 15.0 | 15.0 | 0.0 | \$ 6,150.00 |
| Hours Subtotal | 0.00 | 15.00 | 15.00 | 0.00 | |
| Task 2 Subtotal | \$0.00 | \$3,225.00 | \$2,925.00 | \$0.00 | \$6,150.00 |
| Task 3: DRAFT Update Zoning Code | | | | | |
| 3.1 Reformat Zoning Code Layout | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.2 Update Permitted Uses, Objective Design Standards | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.3 Update Specific Use Standard (Food Trucks, Signs/Banners, Cargo Containers, etc.) | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.4 Clean Up Inconsistencies (Definitions, General Plan Alignment, etc.) | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| Hours Subtotal | 6 | 66 | 66 | 16 | |
| Task 3 Subtotal | \$1,380.00 | \$14,190.00 | \$12,870.00 | \$2,800.00 | \$31,240.00 |
| Task 4: Joint PC/CC Workshop | | | | | |
| 4.1 Present DRAFT Update to PC and CC | | 10.0 | 10.0 | | \$ 4,100.00 |
| Hours Subtotal | 0 | 10 | 10 | 0 | |
| Task 4 Subtotal | \$0.00 | \$2,150.00 | \$1,950.00 | \$0.00 | \$4,100.00 |
| Task 5: Finalize Code Update Documents | | | | | |
| 5.1 Incorporate PC/CC input into Code Documents | 3.0 | 30.0 | 30.0 | 5.0 | \$ 13,865.00 |
| Hours Subtotal | 3 | 30 | 30 | 5 | |
| Task 5 Subtotal | \$690.00 | \$6,450.00 | \$5,850.00 | \$875.00 | \$13,865.00 |
| Task 6: Municipal Code Adoption Hearings | | | | | |
| 6.1 Planning Commission Consideration (1 Hearings) | 1.0 | 15.0 | 15.0 | 0.0 | \$ 6,380.00 |
| 6.2 City Council Consideration (2 Hearings) | 1.0 | 15.0 | 15.0 | 0.0 | \$ 6,380.00 |
| Hours Subtotal | 2 | 30 | 30 | 0 | |
| Task 6 Subtotal | \$460.00 | \$6,450.00 | \$5,850.00 | \$0.00 | \$12,760.00 |
| | | | | | |
| | 11 | 164 | 164 | 26 | |
| Subtotal Tasks 1-6 | \$2,530.00 | \$35,152.50 | \$31,882.50 | \$4,550.00 | \$74,115.00 |
| | | | | | |
| Contingency (10%) | | | | | \$ 7,411.50 |
| 8/21/2025 TOTAL TASKS 1-6 | | | | | \$81,526.50 |

The above cost estimate includes a 10% contingency, which will only be used upon mutual written agreement with the City and Harris, to account for work and/or requests that are not currently anticipated, which could result from check-in meetings with City Staff and Elected and/or Appointed officials.

When applicable, the following charges will be added to projects:

Production

- Black and White Printing – \$0.02/page (8.5x11) and \$0.03/page (11x17)
- Color Printing – \$0.06/page (8.5x11) and \$0.08/page (11x17)

Data-Gathering Tools

- Harris Drone, GPS Unit, Noise Monitor – \$100/day or add \$10/hour to billing rate.

Vehicles and Mileage

- Harris Vehicle – \$50/day (Mileage will be charges at the current IRS rate.)

Any required subconsultant charges, should they be required, and other direct costs are subject to a 10 percent markup.

CLOSING

Harris takes immense pride in being responsive and working collaboratively and seamlessly with agency staff. Harris has a proven history of successfully working smarter together, which is one of our firm's shared values. Our priority is providing the best service possible to our clients, which means compiling a team with the most relevant experience and a successful track record of high-quality work and client satisfaction.

David Mack and Delanie Garlick are authorized to represent Harris and respond to questions regarding this proposal. Thank you for your time and consideration.

Sincerely,

Harris & Associates, Inc.



David J. R. Mack, AICP

Planning Manager

David.Mack@WeAreHarris.com



Delanie Garlick

Principal Planner

Delanie.Garlick@WeAreHarris.com

City of Willows - Zoning Code Update Proposal (REVISED)



Harris & Associates

| Task Description | HARRIS STAFF HOURS | | | | Fee |
|---|-------------------------------|--------------------------------|------------------------|--------------------------|--------------------|
| | D Mack Planning Manager | D Garlick Principal Planner | A Rossig Planner IV | A DeNinno Planner III | |
| | \$230.00 | \$215.00 | \$195.00 | \$175.00 | |
| Task 1: Summary of Proposed Changes | | | | | |
| 1.1 Overall Format Restructure | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.2 Application Process Improvement Identification(s) | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.3 Use Specific Standard Clarification(s) | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.4 Identify Inconsistency Clean-Ups | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| 1.5 CEQA Review/Consistency Analysis/Determination | | 2.5 | 2.5 | 1.0 | \$ 1,200.00 |
| Hours Subtotal | 0 | 13 | 13 | 5 | |
| Task 1 Subtotal | \$0.00 | \$2,687.50 | \$2,437.50 | \$875.00 | \$6,000.00 |
| Task 2: Town Hall Meeting - Public Meeting | | | | | |
| 2.1 Community Engagement | | 15.0 | 15.0 | 0.0 | \$ 6,150.00 |
| Hours Subtotal | 0.00 | 15.00 | 15.00 | 0.00 | |
| Task 2 Subtotal | \$0.00 | \$3,225.00 | \$2,925.00 | \$0.00 | \$6,150.00 |
| Task 3: DRAFT Update Zoning Code | | | | | |
| 3.1 Reformat Zoning Code Layout | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.2 Update Permitted Uses, Objective Design Standards | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.3 Update Specific Use Standard (Food Trucks, Signs/Banners, Cargo Containers, etc.) | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| 3.4 Clean Up Inconsistencies (Definitions, General Plan Alignment, etc.) | 1.5 | 16.5 | 16.5 | 4.0 | \$ 7,810.00 |
| Hours Subtotal | 6 | 66 | 66 | 16 | |
| Task 3 Subtotal | \$1,380.00 | \$14,190.00 | \$12,870.00 | \$2,800.00 | \$31,240.00 |
| Task 4: Joint PC/CC Workshop | | | | | |
| 4.1 Present DRAFT Update to PC and CC | | 10.0 | 10.0 | | \$ 4,100.00 |
| Hours Subtotal | 0 | 10 | 10 | 0 | |
| Task 4 Subtotal | \$0.00 | \$2,150.00 | \$1,950.00 | \$0.00 | \$4,100.00 |
| Task 5: Finalize Code Update Documents | | | | | |
| 5.1 Incorporate PC/CC input into Code Documents | 3.0 | 30.0 | 30.0 | 5.0 | \$ 13,865.00 |
| Hours Subtotal | 3 | 30 | 30 | 5 | |
| Task 5 Subtotal | \$690.00 | \$6,450.00 | \$5,850.00 | \$875.00 | \$13,865.00 |
| Task 6: Municipal Code Adoption Hearings | | | | | |
| 6.1 Planning Commission Consideration (1 Hearings) | 1.0 | 15.0 | 15.0 | 0.0 | \$ 6,380.00 |
| 6.2 City Council Consideration (2 Hearings) | 1.0 | 15.0 | 15.0 | 0.0 | \$ 6,380.00 |
| Hours Subtotal | 2 | 30 | 30 | 0 | |
| Task 6 Subtotal | \$460.00 | \$6,450.00 | \$5,850.00 | \$0.00 | \$12,760.00 |
| | | | | | |
| | 11 | 164 | 164 | 26 | |
| Subtotal Tasks 1-6 | \$2,530.00 | \$35,152.50 | \$31,882.50 | \$4,550.00 | \$74,115.00 |
| | | | | | |
| Contingency (10%) | | | | | \$ 7,411.50 |
| 8/21/2025 TOTAL TASKS 1-6 | | | | | \$81,526.50 |



COMMENTS AND REPORTS



CLOSED SESSION