



Willows Planning Commission Meeting

April 7, 2026
Willows City Hall
6:00 PM

Planning Commission
Keith Corum, Chair
Michael McNeil, Vice Chair
Robyn Nygard, Commissioner
Sherry Brott, Commissioner
Vacant, Commissioner

City Planner
Delanie Garlick

City Clerk
Karleen Price

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

Agenda

Watch online via Zoom: <https://us06web.zoom.us/j/87560992235>

Remote viewing of the Planning Commission meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the Planning Commission reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Planning Commission, please deliver or mail them to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: planning@cityofwillows.org.

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

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Chair and Commissioners. 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 Chair and Commissioners and are limited to three minutes. By law, the Commission cannot discuss or take action on items not listed on the posted agenda.

- a. **Minutes Approval**

Recommended Action: Approve the minutes of the March 3, 2026 Planning Commission meeting.

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

6. **DISCUSSION & ACTION CALENDAR**

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

- a. **Municipal Code Update to Titles 1-4**

Receive the staff report, review and discuss the proposed Municipal Code updates to Titles 1 through 4, and upon conclusion, provide comments and recommendations for incorporation into a future formal recommendation to the City Council.

Contact: planning@cityofwillows.org

7. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Chair and Commissioners and are limited to three minutes. If you have any documentation that you would like distributed to the Council, please give it to the City Clerk for distribution.

a. Tesla Supercharger / Design Review (File# DR-26-01) / 475 N. Humboldt Avenue

Recommended Action: Receive the staff report, attachments, discuss, and upon conclusion, consider approving the request for a Design Review and adopt the attached resolution (Attachment 1).

Contact: planning@cityofwillows.org

8. COMMENTS & REPORTS

- a. Commission Comments & Reports
- b. Staff Comments & Reports

9. ADJOURNMENT

This agenda was posted on April 3, 2026.

Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library 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 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



PUBLIC COMMENT & CONSENT CALENDAR FORUM



Willows Planning Commission Action Meeting Minutes March 3, 2026

Planning Commission
Keith Corum, Chair
Michael McNeil, Vice Chair
Robyn Nygard, Commissioner
Sherry Brott, Commissioner
Vacant, Commissioner

1. CALL TO ORDER– 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Corum, Vice Chair McNeil, Commissioner Nygard, Commissioner Brott

Commissioners Absent: None

4. CHANGES TO THE AGENDA

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Motion to approve the minutes of the January 21, 2026 and the February 3, 2026, Planning Commission meetings.

Moved/Seconded: Commissioner Nygard, Vice Chair McNeil

Yes: Chair Corum, Vice Chair McNeil, Commissioner Nygard, Commissioner Brott

No: None

Absent: None

Abstain: None

6. PUBLIC HEARING

a. CaliLove Sign Permit

Motion to approve the Cali Love projecting, double-sided sign for the commercial cannabis storefront located at 157 N. Butte Street (APN 002-162-006-000) within the Central Commercial (CC) zoning district (Design #1 with modification).

Moved/Seconded: Commissioner Nygard, Vice Chair McNeil

Yes: Chair Corum, Vice Chair McNeil, Commissioner Nygard, Commissioner Brott

No: None

Absent: None

Abstain: None

7. COMMENTS & REPORTS

a. Commission Comments & Reports

Commissioner Brott reported that she toured the CaliLove Facility.

b. Staff Comments & Reports

Community Development & Services Director Joe Bettencourt announced the vacancy on the Planning Commission and urged interested members of the public to apply.

Bettencourt provided updates regarding the upcoming NVIH Behavioral Health Clinic design review.

He also reported that Chevron’s traffic study has been approved and noted the opening of a new barbershop business at 510 W. Wood Street. Signage for the business is currently under review for a possible Conditional Use Permit.

Mr. Bettencourt responded to questions from Commissioners regarding several items, including the unfinished painting and roofing projects at the Willows Walk mall, updates on Jack in the Box and Little Caesars Pizza, and the second cannabis business.

8. ADJOURNMENT – 6:22 PM

Karleen Price, City Clerk



DISCUSSION & ACTION CALENDAR



Date: April 7, 2026
To: Planning Commission
From: Joe Bettencourt, Community Development & Service Director
Amy Rossig, City Planner, Harris & Associates
Subject: Municipal Code Update to Titles 1 -4

Recommendation:

Receive the staff report, review and discuss the proposed Municipal Code updates to Titles 1 through 4, and upon conclusion, provide comments and recommendations for incorporation into a future formal recommendation to the City Council.

Rationale for Recommendation:

The Willows Municipal Code is comprised of nineteen (19) titles, all of which are undergoing updates. The intent is to present sections of the updated Code to the Commission for review and consideration in phases. Staff will analyze the Commission’s comments and feedback and return with revisions for a formal recommendation to the City Council.

Background:

The purpose of the Willows Municipal Code (Code) is to establish regulations that protect the public health, safety, and welfare of the community. City staff worked in collaboration with legal counsel, Prentice | Long, PC, to ensure the Code aligns with California state laws, reflects current governmental functions, and addresses modern-day needs.

Discussion & Analysis:

Of the nineteen (19) titles in the Code, the following titles are hereby presented for review and consideration:

- **Title 1 – General Provisions:**

This title outlines rules of construction related to terms used throughout the Code, as well as provisions for code violations and enforcement. Chapter 1.15, “Administrative Penalties – Citations,” has been added to establish procedures for designated City employees to issue administrative citations and penalties.

- **Title 2 – Administration and Personnel:**

This title governs the organization, powers, and duties of City departments, including but not limited to the Finance Office, various Commissions, and Emergency Services. Revisions have been made to ensure consistency with current city operations and organizational structure.

- **Title 3 – Revenue and Finance:**

Amendments to this title include, but are not limited to, revisions to provisions governing formal contract procedures (Chapter 3.05) and transient occupancy taxes (Chapter 3.25), in order to ensure clarity, compliance, and administrative efficiency.

- **Title 4 – Reserved:**

This title remains reserved for future legislative action and ordinance development.

Consistency with Council Priorities and Goals:

This action supports the Council’s goals of completing and refining the Municipal Code to better facilitate business growth and efficient governance.

Fiscal Impact:

The City Council has previously approved an agreement and contract for services to complete the Municipal Code update.

Attachments:

- Attachment 1: Redline of Municipal Code Titles 1 -4

Title 1
GENERAL PROVISIONS

Chapters:

[1.01 Code Adoption](#)

[1.05 General Provisions](#)

[1.10 Civil Penalties](#)

[1.15 Administrative Penalties - Citations](#)

**Chapter 1.01
CODE ADOPTION**

Sections:

1.01.010 Adoption.

1.01.020 Title – Citation – Reference.

1.01.030 Codification authority.

1.01.040 Ordinances passed prior to adoption of code.

1.01.050 Reference applies to all amendments.

1.01.060 Title, chapter and section headings.

1.01.070 Reference to specific ordinances.

1.01.080 Effect of code on past actions and obligations.

1.01.010 Adoption.

Pursuant to the provisions of Sections 50022.1 through 50022.8 and 50022.10 of the California Government Code, there is adopted the Willows Municipal Code as published by Code Publishing Company, Seattle, Washington, together with those secondary codes adopted by reference as authorized by the California State Legislature, save and except those portions of the secondary codes as are deleted or modified by the provisions of the Willows Municipal Code. [Ord. 681-09 § 1, 5-26-09].

1.01.020 Title – Citation – Reference.

This code shall be known as the “Willows Municipal Code” and it shall be sufficient to refer to said code as the “Willows Municipal Code” in any prosecution for the violation of any provision thereof or in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Willows Municipal Code.

Further reference may be had to the titles, chapters, sections and subsections of the Willows Municipal Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the code. [Ord. 681-09 § 2, 5-26-09].

1.01.030 Codification authority.

This code consists of all of the regulatory and penal ordinances and certain of the administrative ordinances of the city codified pursuant to the provisions of Sections 50022.1 through 50022.8 and 50022.10 of the California Government Code. [Ord. 681-09 § 3, 5-26-09].

1.01.040 Ordinances passed prior to adoption of code.

The last ordinance included in this code was Ordinance No. 680-08, passed March 11, 2008. No subsequent ordinances have been adopted since Ordinance No. 680-08. [Ord. 681-09 § 4, 5-26-09].

1.01.050 Reference applies to all amendments.

Whenever a reference is made to this code as the “Willows Municipal Code” or to any portion thereof, or to any ordinance of the city, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made. [Ord. 681-09 § 5, 5-26-09].

1.01.060 Title, chapter and section headings.

Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof. [Ord. 681-09 § 6, 5-26-09].

1.01.070 Reference to specific ordinances.

The provisions of this code shall not in any manner affect matters of record which refer to, or are otherwise connected with, ordinances which are therein specifically designated by number or otherwise and which are included within the code, but such reference shall be construed to apply to the corresponding provisions contained within this code. [Ord. 681-09 § 7, 5-26-09].

1.01.080 Effect of code on past actions and obligations.

Neither the adoption of this code nor the repeal or amendment hereby of any ordinance or part or portion of any ordinances of the city shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date thereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances, nor be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee, or penalty, or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect. [Ord. 681-09 § 8, 5-26-09].

Chapter 1.05
GENERAL PROVISIONS

Sections:

1.05.010 How code designated and cited.

1.05.020 Rules of construction.

1.05.030 Provisions considered as continuations of existing ordinances.

1.05.040 Catchlines of sections.

1.05.050 Effect of repeal of ordinances.

1.05.060 Severability of parts of code.

1.05.070 Amendments to code – Effect of new ordinances – Amendatory language.

1.05.080 General penalty.

1.05.090 Infraction penalty.

1.05.100 Prisoners to be committed to county jail.

1.05.110 Working off fines – Prison labor on public property.

1.05.120 Altering code.

1.05.125 Consistency with state and federal law.

1.05.010 How code designated and cited.

The ordinances embraced in the following chapters and sections shall constitute and be designated as the “Code of Ordinances, City of Willows, California,” and may be so cited. [Prior code § 1-1].

State law reference—For authority of cities to adopt codes by reference, procedure for adoption and amending, see §§ 50022.1 – 50022.8, Gov. Code.

1.05.020 Rules of construction.

In the construction of this code, and of all ordinances, the following rules shall be observed, unless such construction would be inconsistent with the manifest intent of the city council:

City – In the City. The words “the city” or “this city” shall mean the city of Willows, California. The words “in the city” shall mean and include all territory over which the city now has or shall hereafter acquire jurisdiction for the

exercise of its police or other regulatory powers.

Computation of Time. Unless otherwise specifically provided, the time within which an act is required to be done shall be computed by excluding the first day and including the last; except that the last day shall be excluded if it is Sunday or a holiday.

“Council,” whenever used in this code, shall be construed to mean the eCity eCouncil of the eCity of Willows. County.

The words “the county” or “this county” shall mean the eCounty of Glenn, in the eState of California.

Day. A “day” is the period of time between any midnight and the midnight following.

Daytime – Nighttime. “Daytime” is the period of time between sunrise and sunset. “Nighttime” is the period of time between sunset and sunrise.

Delegation of Authority. Whenever a provision appears requiring the head of a department or other officer of the city to do some act or perform some duty, or granting some right to him as such official, it shall be construed to authorize such department head or officer to designate, delegate and authorize subordinates to do the required act or perform the required duty, or it shall grant to them such right, unless the terms of the provisions designate otherwise.

Gender. A word importing the masculine gender only shall extend and be implied to females and to firms, partnerships and corporations as well as to males.

Interpretation. In the interpretation and application of any provision of this code, it shall be held to be the minimum requirement adopted for the promotion of the public health, safety, comfort, convenience and general welfare. Where any provisions of this code impose greater restrictions upon the subject matter than any general provisions imposed by this code, the provisions imposing the greater restriction or regulation shall be applicable.

Joint Authority. Whenever a joint authority is given to three or more persons or officers, it shall be construed as giving such authority to a majority of them.

“Month” shall mean a calendar month.

Number. The singular number shall include the plural and the plural number shall include the singular.

“Oath” shall be construed to include an affirmation in all cases which, by law, an affirmation may be substituted for an oath, and in such cases the words “swear” and “sworn” shall be equivalent to the words “affirm” and “affirmed.”

Official Time. Whenever certain hours are named in this code, they shall mean Pacific standard time or daylight

saving time, as may be in current use in the city.

Officials, Officers, Departments, etc. Whenever reference is made to officials, boards, commissions, departments or other municipal agents by title only, such reference shall be read as though followed by the words “of the city of Willows, California.”

Or – And. “Or” may be read “and” and “and” may be read “or” if sense requires it.

“Owner,” applied to real estate, shall include any part owner, joint owner, tenant in common, tenant in partnership, joint interest or other fee interest in the whole or a part of such real estate.

“Person” shall include firms, partnerships, associations, organizations and bodies politic and corporate, as well as natural persons.

“Personal property” includes every species of property, except real property, as defined in this section. Preceding – Following. The words “preceding” and “following” mean next before and next after, respectively.

“Process” includes a writ or summons issued in the course of judicial proceedings of either a civil or criminal nature.

“Property” shall include real and personal property.

“Real property” shall include lands, tenements and hereditaments. Shall –

May. “Shall” is mandatory and “may” is permissive.

“Signature” or “subscription by mark” includes a mark when the signer or subscriber cannot write, such signer’s or subscriber’s name being written near the mark by a witness who writes his own name near the signer’s or subscriber’s name; but a signature or subscription by mark can be acknowledged or can serve as a signature or subscription to a sworn statement only when two witnesses so sign their own names thereto.

State. The words “the state” or “this state” shall mean the state of California.

“Street” shall be construed to include streets, avenues, boulevards, roads, alleys, lanes, viaducts and all other public ways in the city and shall include all parts thereof constituting the designated right-of-way.

“Tenant” or “occupant,” applied to a building or land, shall include any person holding a written or an oral lease of, or who occupies the whole or a part of, such building or land, either alone or with others.

Tenses. The present tense includes the past and future tenses, and the future includes the present.

Week. A week consists of seven consecutive days.

“Writing” includes any form of recorded message capable of comprehension by ordinary visual means. Whenever any notice, report, statement or record is required or authorized by this code, it shall be made in writing in the English language, unless expressly provided otherwise.

“Year” shall mean a calendar year unless otherwise provided. [Code 1959, § 1.2; prior code § 1-2].

State law references—For similar provisions, see §§ 8, 11 – 18, 22, 6800, 6803 – 6807-3, Gov. Code; §§ 12, 14, 658, 663, Civ. Code; § 17, Code of C.P.

1.05.030 Provisions considered as continuations of existing ordinances.

The provisions appearing in this code, so far as they are the same as those of ordinances existing at the time of the effective date of this code, shall be considered as continuations thereof insofar as they apply to conditions existing prior to the effective date of this code. [Prior code § 1-3].

~~State law reference—For similar provisions as to Government Code, see § 2, Gov. Code.~~

1.05.040 Catchlines of sections.

The catchlines of the several sections of this code printed in boldface type are intended as mere catchwords to indicate the contents of the section and shall not be deemed or taken to be titles of such sections, nor as any part of the section, unless otherwise expressly provided, nor, unless expressly so provided, shall they be so deemed when any of such sections, including the catchlines, are amended or reenacted. [Prior code § 1-4].

1.05.050 Effect of repeal of ordinances.

The repeal of an ordinance shall not revive any ordinances in force before or at the time the ordinance repealed took effect.

The repeal of an ordinance shall not affect any punishment or penalty incurred before the repeal took effect, nor any suit, prosecution or proceeding for violation of said ordinance pending at the time of the repeal. [Prior code § 1-5].

1.05.060 Severability of parts of code.

It is hereby declared to be the intention of the city council that the sections, paragraphs, sentences, clauses and phrases of the code are severable, and if any phrase, clause, sentence, paragraph or section of this code shall be declared unconstitutional, invalid or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, invalidity or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this code. [Prior code § 1-6].

~~1.05.070 Amendments to code—Effect of new ordinances—Amendatory language.~~

~~All ordinances passed subsequent to this code of ordinances, which amend, repeal or in any way affect this code~~

~~of ordinances, may be numbered in accordance with the numbering system of this code and printed for inclusion herein. When subsequent ordinances repeal any chapter, section or subsection or any portion thereof, such repealed portions may be excluded from said code by omission from reprinted pages. The subsequent ordinances as numbered and printed, or omitted in the case of repeal, shall be prima facie evidence of such subsequent ordinances until such time that this code of ordinances and subsequent ordinances numbered or omitted are readopted as a new code of ordinances by the city council.~~

~~Amendments to any of the provisions of this code may be made by amending such provisions by specific reference to the section number of this code in the following language:~~

~~That section _____ of the Code of Ordinances, City of Willows, California, is hereby amended to read as follows:~~

~~The new provisions shall then be set out in full as desired.~~

~~In the event a new section not heretofore existing in the code is to be added, the following language may be used:~~

~~That the Code of Ordinances, City of Willows, California, is hereby amended by adding a section, to be numbered _____, which said section reads as follows:~~

~~The new section shall then be set out in full as desired.~~

~~All sections, articles, chapters or provisions desired to be repealed must be specifically repealed by section, article or chapter number, with reference to the subject matter, as the case may be. [Prior code § 1-7].~~

~~Cross reference—For explanation of numbering system for adding new sections, see Preface.~~

Amendments to this Code shall be made by ordinance. Each ordinance shall specifically identify the section or sections being amended, added, or repealed.

When a section is amended, it shall be set forth in full as amended. New sections shall be assigned appropriate code numbers. Sections to be repealed shall be expressly identified.

The City Clerk or authorized codifier may make non-substantive formatting, numbering, and organizational changes necessary to incorporate such ordinances into this Code. Such editorial changes shall not alter the substantive meaning of any provision.

1.05.080 General penalty.

Any person violating or failing to comply with any provision of this code or committing any act or omission to act declared to be a misdemeanor or unlawful by this code, where no specific penalty is provided therefor, shall be punished by fine of not exceeding ~~\$500.00~~1,000.00 or imprisonment in county jail not exceeding six months, or both such fine and imprisonment in the discretion of the court.

Every day any violation of this code or any other ordinance of the city shall continue shall constitute a separate offense. [Prior code § 1-8].

State law references—For authority, see § 36901, Gov. Code; authority to make and enforce local, police, sanitary and other regulations not in conflict with general laws, see § 11, art. 11, Const.

1.05.090 Infraction penalty.

Wherever in this code a violation is determined to be an infraction, such shall be punished by:

- (1) A fine not exceeding \$100.00 for the first violation;
- (2) A fine not exceeding \$200.00 for the second violation of the same section within one year;
- (3) A fine not exceeding \$500.00 for each additional violation of the same section within one year. [Ord. 616-88, 1-12-88. Prior code § 1-8.5].

1.05.100 Prisoners to be committed to county jail.

All prisoners of the city shall be committed to the county jail. [Prior code § 1-9].

State law reference—For relevant provisions, see § 36903, Gov. Code.

1.05.110 Working off fines – Prison labor on public property.

When anyone is fined for violation of this code, the judge may direct the defendant to be imprisoned until the fine is satisfied, not exceeding one day for every \$5.00 of such fine, and all persons imprisoned for violation of any provision of this code may be worked under the supervision of the chief of police on any street, park or other public property or public works. [Code 1959, § 1.10; prior code § 1-10].

State law reference—For authority, see § 36904, Gov. Code.

1.05.120 Altering code.

~~It shall be unlawful for any person, firm or corporation to change or amend, by additions or deletions, any part or portion of this code or to insert or delete pages, or portions thereof, or to alter or tamper with such code in any manner whatsoever which will cause the law of the city of Willows to be misrepresented thereby. [Prior code § 1-11].~~

It shall be unlawful for any person to knowingly alter, amend, or tamper with this Code in any manner that misrepresents the law of the City of Willows.

This section shall not apply to the preparation or publication of unofficial copies of this Code, provided that such copies are not represented as the official Code of the City.

1.05.125 Consistency with state and federal law.

Notwithstanding any provision of this code to the contrary, any use, entitlement, authorization, license or permit allowed or issued under this code shall be consistent with applicable state and federal law. [Ord. 687-09 § 1, 11- 10-09].

**Chapter 1.10
CIVIL PENALTIES**

Sections:

1.10.010 Definitions.

1.10.020 Civil penalties established.

1.10.030 Right to appeal.

1.10.040 Time limit for filing.

1.10.050 Hearings – Notices.

1.10.060 Hearings.

1.10.070 Appeal hearing for special assessments.

1.10.080 Attorneys' fees.

1.10.010 Definitions.

“Enforcement officer” shall mean any officer or employee, including his or her designee, with the authority to enforce this code, its adopted codes or applicable state codes.

“Hearing officer” shall mean the hearing officer or officers appointed by the city manager. The hearing officer(s) may be a city employee, but in that event the hearing officer(s) shall not have had any responsibility for the investigation, prosecution or enforcement of this chapter and shall not have had any personal involvement in the proceeding to be heard within the past 12 months or possess any disqualifying interest in the outcome of the proceeding. ~~In the event more than one person is appointed hearing officer for a proceeding, all decisions shall be made by a majority vote of all hearing officers.~~

“Notice and order or notice of violation” shall mean the written notice provided to a responsible person to inform that person of a violation of this code, its adopted codes or applicable state codes.

“Responsible person” shall mean either of the following:

(a) Any individual or legal entity who is the owner, tenant, co-tenant, lessee, sub-lessee, occupant or other person with any right to possession of the real property, owner or authorized agent of any business, company or entity, or the parent or the legal guardian of any person under the age of 18 years, who causes, permits or maintains a violation of this code, its adopted codes or applicable state codes.

(b) Any individual, legal entity or the parent or the legal guardian of any person under the age of 18 years

who causes, permits or maintains a violation of this code, its adopted codes or applicable state codes. [Ord. 746-19 § 2, 10-22-19].

1.10.020 Civil penalties established.

(1) The council finds that there is a need for alternative methods of enforcement of the Willows Municipal Code and applicable state codes in addition to the penalties provided by WMC [1.05.080](#) and [1.05.090](#). The council further finds that the assessment of civil penalties is a necessary alternative method of code enforcement. The administrative assessment of civil penalties established in this section is in addition to any other remedies established by law which may be pursued to address municipal code or state law violations.

(2) Civil penalties may be assessed against a responsible party for continued violations of the municipal code or applicable state codes, whether of the same section or any combination, that reflect a continuing disregard for the requirements of such laws. The enforcement officer may issue a notice and order or notice of violation to the responsible party stating the violation, including a description of the conditions that give rise to the violation, and assessing a civil penalty pursuant to this section. The civil penalty shall not begin to accrue until 30 days after the date of the notice and order or notice of violation. If the notice of violation is corrected within the 30 day grace period then no civil penalties shall accrue. The ~~notice and order or~~ notice of violation shall state the city's intention to assess a civil penalty and the amount of such penalty. The civil penalty may be enforced as a lien or special assessment pursuant to subsection (5) of this section.

(3) Notwithstanding subsection (2) of this section, the city may provide less than 30 days' notice to remedy a condition before imposing a civil penalty if the city determines that a specific condition of the property threatens public health or safety; and provided, that notice of that determination and time for compliance is given.

(4) Civil penalties may be assessed at a daily rate not to exceed \$1,000 per day. The actual amount assessed, up to \$1,000 per day, shall be set by the city manager, based upon a civil penalties schedule set by the council. In determining the amount to be imposed on a daily rate, or the actual final amount to be assessed, the city manager or his or her designee shall consider the following factors:

- (a) Duration of violation.
- (b) Frequency of occurrence of the violation or other similar violations.
- (c) Seriousness of the violation in relation to its threat or impact upon public health, welfare, or safety.
- (d) History of violations.
- (e) Action taken by the responsible party to obstruct or interfere with correction of the violation.
- (f) Good faith or bad faith efforts by the responsible party to comply.
- (g) The impact of the violation on the surrounding property and community.

(h) The financial ability of the responsible party to have corrected the violation in a timely fashion.

(5) Civil penalties, as confirmed by resolution of the city council, shall constitute a special assessment against the property to which it relates, and after its recording, as thus made and confirmed, the same shall constitute a lien on the property in the amount of such assessment. The notices of such special assessment, and any other notice required by this section, shall be provided to the owner by certified mail, as determined from county assessor's or county recorder's records. The assessment shall be collected at the same time and in the same manner as ordinary city taxes are collected and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary city taxes. All laws applicable to the levy, collection and enforcement of city taxes shall be applicable to the special assessment. If any real property to which the cost of abatement relates has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrance for value has been created and attaches thereon, prior to the date on which the first installment of taxes would become delinquent, then the cost of abatement shall not result in a lien against the real property but shall instead be transferred to the unsecured roll for collection. The city may conduct a sale of vacant residential developed property for which payment of such assessment made pursuant to this subdivision is delinquent. Notices or instruments relating to the abatement proceeding or special assessment may be recorded.

(6) Appeals. Upon request by the owner, lessee, occupant, or person having charge of the affected premises and if received by the city manager or his or her designee within 10 days after mailing the final notice and order or notice of violation, which includes the imposition of civil penalties to be assessed, the city manager or his or her designee (hearing officer) shall hold a hearing, which shall be open to the public. The hearing officer shall hear and consider objections and/or protests from any owner, lessee, occupant, person having charge of the affected premises, or other interested persons relative to the accrual of civil penalties. The hearing officer shall hear and receive all relevant evidence and testimony relative to the violations upon which the civil penalties are based and shall consider all of the factors listed in subsection (4) of this section. This hearing may be continued from time to time. Upon or after the conclusion of the hearing, the hearing officer shall determine the amount of civil penalties to be assessed. This decision shall be final.

(7) Unpaid civil penalties may be assessed against the affected premises as specified in subsection (5) of this section. [Ord. 746-19 § 2, 10-22-19].

1.10.030 Right to appeal.

Except where an appeals procedure is otherwise specifically provided in this code, any person excepting to the denial, suspension, or revocation of a permit applied for or held by him pursuant to any of the provisions of this code, or to any administrative decision made by any official of the city, if the denial, suspension, or revocation of such permit or the determination of such administrative decision involves the exercise of administrative discretion or personal judgment exercised pursuant to any of the provisions of this code, may appeal in writing to the council by filing with the city clerk a written notice of such appeal, setting forth the specific grounds.

No appeal may be taken to any such administrative decision made by an official of the city pursuant to the provisions of this chapter unless such decision to appeal has been first taken up with the department head concerned.

No right of appeal to the council from any administrative decision made by an official of the city pursuant to any of the provisions of this code shall exist when such decision is ministerial and thus does not involve the exercise of administrative discretion or personal judgment exercised pursuant to any of the provisions of this code, whether the administrative decision involves the denial, suspension, or revocation of a permit or any other administrative decision. [Ord. 746-19 § 2, 10-22-19].

1.10.040 Time limit for filing.

The appellant shall file a notice of appeal with the city clerk within 14 days after receipt of the notice of the administrative decision concerned. [Ord. 746-19 § 2, 10-22-19].

1.10.050 Hearings – Notices.

Upon receipt of the filing of the notice of appeal in proper form, the city clerk shall place the matter as soon as reasonably possible on the council agenda for a regular meeting of the city council which will be held no later than 30 days from the date of the filing of the notice of appeal. Except in cases of emergency when the council may determine the matter immediately, the council shall set the matter for hearing at the next regularly scheduled meeting. The city clerk shall cause written notice of the hearing to be given to the applicant not less than 10 days prior to such hearing, unless such notice is waived in writing by the applicant. [Ord. 746-19 § 2, 10-22-19].

1.10.060 Hearings.

At such hearing the appellant shall show cause on the ground specified in the notice of appeal why the action appealed from should not be approved. The council may continue the hearing from time to time, and its findings on the appeal shall be final and conclusive in the matter. [Ord. 746-19 § 2, 10-22-19].

1.10.070 Appeal hearing for special assessments.

Wherever the Willows Municipal Code provides for collection of a citation, fee, fine, penalty, or reimbursement of costs by special assessment as allowed by California Government Code Section 38773.5, 53069.4, or 54988, notice and hearing shall be as specified in this section.

(1) Notice. The notice of assessment shall be served, by certified mail, to the property owner, if the property owner's identity can be determined from the county assessor's or county recorder's records. The notice of assessment shall specify that the property may be sold after three or more years by the tax collector for unpaid delinquent assessments, in accordance with state law or Glenn County ordinance. The notice of assessment shall also provide that the person receiving the notice is entitled to request a hearing to contest the assessment as provided in WMC [1.10.020](#)(6), so long as such request is received by the city manager within 30 days after mailing the notice of assessment.

(2) Hearing. Upon request by any person or entity entitled to notice pursuant to subsection (1) of this section and if received by the city manager within 30 days after mailing the notice of assessment, the city manager or his or her designee shall hold a hearing, which shall be open to the public. The city manager or his or her designee shall hear and consider objections and/or protests to the assessment itself or the amount of the assessment. The city manager or his or her designee shall hear and receive all relevant evidence and testimony relative to the assessment of costs, fees, fines, or penalties. This hearing may be continued from time to time. Upon or after the conclusion of the hearing, the city manager or his or her designee shall, based upon the evidence presented at the hearing, determine whether all or part of the abatement costs, fees, fines, or penalties shall be assessed against the affected parcel. The decision of the city manager or his or her designee shall be provided either at the hearing or in writing to the person or entity requesting the appeal at the address provided in the request for appeal and shall be final. Any further appeals shall be in accord with California Code of Civil Procedure Section 1094.5 or 1094.6, and/or California Government Code Section 53069.4, as applicable.

(3) Resolution and Assessment. If the city manager or his or her designee determines that the property should be assessed, and the amount to be assessed has not been paid within 30 days of the final decision, the city council may approve the amount of the special assessment, as determined by the city manager or his or her designee, by resolution, and cause the same to be recorded on the assessment roll. The assessment shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes. All laws applicable to the levy, collection and enforcement of city taxes shall be applicable to the special assessment. Notices or instruments relating to the abatement proceeding or special assessment may be recorded with the county recorder. [Ord. 746-19 § 2, 10-22-19].

1.10.080 Attorneys' fees.

(1) In any action, administrative proceeding, or special proceeding initiated by the city to abate a nuisance, the prevailing party may recover attorneys' fees. Recovery of attorneys' fees by the prevailing party is limited to those individual actions or proceedings in which the city elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorneys' fees. The award of attorneys' fees to the prevailing party shall in no circumstances exceed the amount of reasonable attorneys' fees incurred by the city in the action or proceeding.

(2) Upon entry of a second or subsequent civil or criminal judgment within a two-year period finding that a property owner is responsible for a condition which may be abated as a nuisance, the court may order the property owner to pay treble (three times) the cost of abatement. This section shall not apply to conditions abated pursuant to Section 17980 of the California Health and Safety Code. [Ord. 746-19 § 2, 10-22-19].

Chapter 1.15
ADMINISTRATIVE PENALTIES – CITATIONS

Sections:

1.15.010 Applicability.

1.15.020 Code enforcement officer – Defined.

1.15.030 Administrative citation.

1.15.040 Amount of administrative penalties.

1.15.050 Payment of administrative penalties.

1.15.060 Hearing request.

1.15.070 Advance deposit hardship waiver.

1.15.080 Hearing officer.

1.15.090 Hearing procedures.

1.15.100 Hearing officer’s decision.

1.15.110 Administrative penalties.

1.15.120 Administrative costs.

1.15.130 Failure to pay administrative penalties and costs.

1.15.140 Judicial review.

1.15.150 Collection of administrative civil penalties.

1.15.160 Lien procedure.

1.15.170 Public hearing and protests of proposed liens.

1.15.180 Recording of lien.

1.15.190 Satisfaction of lien.

1.15.010 Applicability.

(a) This chapter provides for administrative citations which are in addition to all other civil legal remedies and which are an alternative to any criminal legal remedies which may be pursued by the City to address any violation of the City Code, or to any regulations adopted under the authority of the City Code. References to “City Code” include adopted regulations.

(b) Use of the remedies and procedures of this chapter shall be at the sole discretion of the Code enforcement officers authorized to proceed under this chapter, and the availability of the remedies and procedures of this chapter shall not limit or preclude the use of criminal or civil injunctive Code enforcement proceedings.

(c) The provisions of this chapter are pursuant to the authority granted by California Government Code Section 53069.4, as amended from time to time, or successor legislative enactment.

The Willows Municipal Code is current through Ordinance 756-22, passed September 27, 2022.

1.15.020 Code enforcement officer – Defined.

For the purposes of this chapter, “Code enforcement officer” shall mean any City employee or agent of the City with the authority to enforce any provision of the City Code.

1.15.030 Administrative citation.

(a) Whenever a Code enforcement officer charged with the enforcement of any provision of this Code to which this chapter is applicable determines that a violation of such Code provision has occurred, the Code enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation.

(b) Whenever the City Manager and/or the Director of Finance are mentioned, it is understood that the reference includes “or designee.”

(c) Each administrative citation shall contain the following information:

(1) The date of the violation;

(2) The address or a definite description of the location where the violation occurred;

(3) The section or sections of the City Code violated and an abbreviated description of the acts or omissions constituting the violation;

(4) The amount of the penalty for the Code violation;

(5) A description of the penalty payment process, including a description of the time within which and the place to which the penalty shall be paid;

(6) A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and

(7) The name and signature of the citing Code enforcement officer.

(d) Prior to the issuance of an administrative citation for a violation which pertains to building, plumbing, electrical, or similar structural or zoning matters that do not create an immediate danger to health or safety, the Code enforcement officer shall provide a reasonable period of time not less than five business days to correct or otherwise remedy the violation.

(e) An administrative citation may be served by personal delivery on any person determined to be responsible for the violation if the responsible person can be located. If the Code enforcement officer cannot readily locate a responsible party for personal delivery of an administrative citation, then the citation may be served by certified mail, postage prepaid, return receipt requested, addressed to a location reasonably calculated to give notice to the responsible party of the administrative citation. All notices required by this chapter to be served subsequent to service of a citation may be served either by personal delivery or by certified mail, postage prepaid, return receipt requested, and shall be deemed effective on the date of personal delivery or when the certified mail is either delivered or delivery is attempted.

If the certified mail receipt is returned unsigned, then service may instead be effected by regular first class mail, postage prepaid; provided, that the notice sent by regular mail is not returned by the postal service as undeliverable, and shall be deemed effective on the date three days following deposit in the mail.

Where a violation of Code provisions concerning the condition of real property is involved, an administrative citation or subsequent written notices authorized by this chapter may be served by certified mail at the address as shown on the last equalized County assessment roll.

Where a violation of Code provisions concerning the condition of real property is involved and personal delivery or service by certified mail upon the property owner is unsuccessful, service may be effected alternately or additionally by posting a copy of the order at a conspicuous location on the property which is the subject of the order.

Where service of any notice required under this chapter is effected in compliance with the requirements of this section and with due process the asserted failure of any person to receive the notice shall not affect the validity of any proceedings taken under this chapter.

(f) If the City Manager or Director of Finance determines not to issue an advance deposit hardship waiver (see Section 1.15.070, Advance deposit hardship waiver), the person shall remit the deposit to the City within ten days of the date of that decision in order to secure the hearing.

(g) The City Manager or Director of Finance shall issue a written determination within ten days, listing the reasons for determining to issue or not issue the advance deposit hardship waiver. The written determination of the City Manager or Director of Finance shall be final, subject only to judicial review as provided by law.

(h) The written determination of the City Manager or Director of Finance shall be served upon the person who applied for the advance deposit hardship waiver.

1.15.040 Amount of administrative penalties.

(a) The amounts of administrative penalties for Code violations imposed pursuant to this chapter shall be set forth in the schedule of administrative penalties established by resolution of the City Council.

(b) The schedule of administrative penalties shall specify any increased penalties for repeat violations of the same Code provision by the same person within thirty-six (36) months from the date of an administrative citation.

(c) The schedule of administrative penalties shall specify the amount of any late payment charges imposed for the payment of an administrative penalty after its due date.

1.15.050 Payment of administrative penalties.

(a) The administrative penalty for an administrative citation shall be paid to the City through its Finance Department within thirty (30) calendar days from the date the administrative citation is served. If a hearing is requested pursuant to Section 1.15.060, the administrative penalty shall be deposited with the Finance Department or an advance deposit hardship waiver shall be submitted to the City Clerk as required in SCCC 1.10.070.

(b) Any administrative citation penalty shall be refunded if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation by the person charged in the administrative citation.

(c) Payment of an administrative penalty under this chapter shall not bar enforcement proceedings for any continuation or repeated occurrence of any Code violation that is the subject of an administrative citation.

1.15.060 Hearing request.

(a) Any recipient of an administrative citation may contest that there was a violation of the Code or that the party contesting is responsible for the violation by completing a request for hearing form and returning it to the City Clerk within thirty (30) calendar days from the date of service of the administrative citation, together with an advance deposit of the administrative penalty or notice that a request for an advance deposit hardship waiver has been filed pursuant to Section 1.15.070.

(b) A request for hearing form may be obtained from the City Clerk.

(c) The person requesting the hearing shall be notified of the time and place set for the hearing at least ten days prior to the date of the hearing.

(d) If the Code enforcement officer submits an additional written report concerning the administrative citation to the hearing officer for consideration at the hearing, then a copy of this report also shall be served on the person requesting the hearing at least five days prior to the date of the hearing.

1.15.070 Advance deposit hardship waiver.

(a) Any person who intends to request a hearing to contest an administrative citation and who claims to be financially unable to make the advance deposit of the fine may file a request for an advance deposit hardship waiver.

(b) The request shall be filed with the City Clerk within thirty (30) days following the date of service of the administrative citation.

(c) The requirement of depositing the full amount of the administrative penalty shall be stayed unless or until the City Manager or Director of Finance makes a determination not to issue the advance deposit hardship waiver.

(d) The City Manager or Director of Finance may waive the requirement of an advance deposit and issue the advance deposit hardship waiver only if the cited party submits to the City Manager or Director of Finance a sworn declaration, together with any supporting evidence demonstrating to the satisfaction of the City Manager or Director of Finance the person's actual financial inability to deposit the full amount of the fine in advance of the hearing.

(e) If the City Manager or Director of Finance determines not to issue an advance deposit hardship waiver, the person shall remit the deposit to the City within ten days of the date of that decision in order to secure the hearing.

(f) The City Manager or Director of Finance shall issue a written determination listing the reasons for determining to issue or not issue the advance deposit hardship waiver. The written determination of the City Manager or Director of Finance shall be final, subject only to judicial review as provided by law.

(g) The written determination of the City Manager or Director of Finance shall be served upon the person who applied for the advance deposit hardship waiver.

1.15.080 Hearing officer.

The City Manager shall designate a hearing officer for the administrative citation hearing.

1.15.090 Hearing procedures.

(a) No hearing to contest an administrative citation before a hearing officer shall be noticed unless the administrative penalty has been deposited in advance in accordance with Section 1.15.050 or an advance deposit hardship waiver has been issued in accordance with Section 1.15.070.

(b) A hearing before the hearing officer shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this chapter. The party contesting the administrative citation may request one continuance for any reason; provided, that the hearing officer is given the request for continuance at least twenty-four (24) hours in advance of the scheduled hearing and that the deferred hearing shall not be deferred more than ninety (90) days after the request for hearing was made. A request for continuance made less than twenty-four (24) hours before the scheduled hearing may be granted by the hearing officer based upon exigency only.

(c) At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence and cross-examine witnesses concerning the administrative citation. That contestant may appear personally or through an attorney. Prehearing discovery is not authorized, but subpoena of witnesses and documents shall be permitted as authorized by law. The hearing officer may conduct the hearing informally, both as to rules of procedure and admission of evidence, in any manner which will provide a fair hearing.

(d) The failure of any recipient of an administrative citation to appear at the administrative citation hearing or, in the alternative, to present written or demonstrative evidence, shall constitute an admission of the violation by the recipient and an admission that the amount of the administrative penalty is appropriate as well as a failure to exhaust administrative remedies that may bar judicial review.

(e) The administrative citation and any additional report submitted by the Code enforcement officer shall constitute presumptive evidence of the respective facts contained in those documents.

(f) The hearing officer may continue the hearing and request additional information from the Code enforcement officer or the recipient of the administrative citation prior to issuing a written decision.

1.15.100 Hearing officer's decision.

(a) After considering all the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or cancel the administrative citation and the reasons for that decision. The decision of the hearing officer shall be issued within thirty (30) days following completion of the hearing. The decision of the hearing officer shall be final upon service on the responsible party, subject only to judicial review as allowed by law.

(b) The hearing officer shall consider any written or oral evidence submitted at the hearing consistent with ascertainment of the facts regarding the violation and compliance with the order.

(c) Within a reasonable time following the conclusion of the hearing, the hearing officer shall make findings and issue a decision regarding:

- (1) The existence of the violation;
- (2) The extent of compliance with the order;
- (3) Person cited for the violation(s) is the responsible party.

(d) The hearing officer shall issue written findings on each violation. The findings shall be supported by evidence received at the hearing.

(e) If the hearing officer determines from a preponderance of the evidence that the contestant committed the violation charged in the administrative citation, then the administrative penalty on deposit shall be used to satisfy the penalty assessed by the hearing officer and shall become a debt to the City collectable through the processes provided herein.

(f) If the hearing officer determines that the administrative citation should be upheld and the administrative penalty has not been deposited pursuant to an advance deposit hardship waiver, the hearing officer shall set forth in the decision a payment schedule for the administrative penalty as well as for payment of any administrative costs assessed by the hearing officer.

(g) If the hearing officer determines that the administrative citation should not be sustained, then the hearing officer shall issue a decision canceling the administrative citation, and if the administrative penalty was deposited with the City, then the City shall promptly refund the amount of the deposited administrative penalty.

(h) The recipient of the administrative citation shall be served with a copy of the hearing officer's written decision within ten calendar days following its issuance.

(i) The employment, performance evaluation, compensation, and benefits of the hearing officer shall not be directly or indirectly conditioned upon the amount of administrative citation penalties upheld by the hearing officer.

1.15.110 Administrative penalties.

(a) The hearing officer may impose administrative penalties in an amount not to exceed the maximum provided in the schedule of administrative penalties adopted by Council resolution in effect on the date when the violation occurred.

(b) In determining the amount of the administrative penalty, the hearing officer may take any or all of the following factors into consideration:

- (1) The duration of the violation;
- (2) The frequency, recurrence, and number of violations, related or unrelated, by the same violator;
- (3) The seriousness of the violation;
- (4) The good faith efforts of the violator to come into compliance;

(5) The economic impact of the violation on the community;

(6) Such other factors as justice may require.

(c) Late payment charges shall accrue and be payable in the amount and by the terms specified in the schedule of administrative penalties.

(d) Administrative penalties sustained by the hearing officer are a debt owed to the City and in addition to all other means of enforcement, if the violation concerns the condition of real property, may be enforced by means of a lien against the real property on which the violation occurred in accordance with Section 1.15.160. Failure to pay administrative penalties within the time allowed under this chapter shall constitute a violation of this Code punishable as a misdemeanor.

1.15.120 Administrative costs.

(a) The hearing officer may assess administrative costs against the violator when the hearing officer determines that a violation has occurred and that compliance was not achieved.

(b) Administrative costs may include any and all costs incurred by the City (both direct and indirect costs) in investigating and commencing administrative proceedings for the violation as well as any and all costs incurred by the City in connection with the hearing before the hearing officer, including but not limited to costs of the Code enforcement officer incurred in preparation for the hearing and for participating in the hearing itself and costs of the City to conduct the hearing. Failure to pay administrative costs in the amount specified in the administrative hearing officer's decision on or before the date specified in that decision shall constitute a violation of this Code punishable as a misdemeanor and shall further be subject to collection and late charges as otherwise provided for administrative penalties herein.

1.15.130 Failure to pay administrative penalties and costs.

Failure to pay the assessed administrative penalties and/or administrative costs specified in a hearing officer's decision may be enforced as:

(a) A personal obligation of the violator; and/or

(b) If the violation is in connection with real property, a lien upon the real property in accordance with SCCC 1.15.160, which shall remain in effect until all of the administrative penalties, interest, and administrative costs are paid in full; and/or

(c) A criminal misdemeanor.

1.15.140 Judicial review.

Any person subject to a decision of the hearing officer may obtain review of the decision in the appropriate court pursuant to the provisions of California Government Code Section 53069.4. The administrative order shall provide notice of this right of judicial review and the time allowed therefor by law.

1.15.150 Collection of administrative civil penalties.

The City may collect the assessed administrative penalties and administrative costs by use of all available legal means, including recordation of a lien pursuant to the provisions of this chapter.

1.15.160 Lien procedure.

(a) Whenever the amount of any administrative penalty and/or administrative cost imposed pursuant to this chapter in connection with real property has not been satisfied in full within ninety (90) days after the administrative penalty and/or administrative cost imposition becomes final, unless tolled by a timely request for judicial review pursuant to California Government Code Section 53069.4 or reversed by court order, this obligation may constitute a lien against any real property involved where any violation was determined to concern the condition of that real property.

(b) The lien provided herein shall have no force and effect until recorded with the County Recorder. Once recorded, the administrative order shall have the force and effect and priority of a judgment lien governed by the provisions of Section 697.340 of the California Code of Civil Procedure and may be extended as provided in Sections 683.110 through 683.220 of the California Code of Civil Procedure.

(c) Interest shall accrue on the principal amount of the judgment remaining unsatisfied pursuant to law.

(d) Prior to recording any such lien, a report shall be prepared and filed with the City Clerk stating the amounts due and owing.

(e) The City Clerk shall fix a time, date, and place for hearing such report and any protests or objections thereto by the City Council.

(f) A written notice to be served on each property owner whose interest is disclosed by the current County equalized assessment roll not less than 10 days prior to the time set for the hearing.

1.15.170 Public hearing and protests of proposed liens.

(a) Any person owning a legal or equitable interest in real property proposed to be subject to a lien pursuant to Section 1.15.160 may file a written protest with the City Clerk and/or may protest orally at the City Council hearing.

(b) Each written protest or objection must contain a description of the property in which the protesting party has a legal or equitable interest and the grounds of such protest or objection. The grounds for protest or objection, and any evidence or testimony submitted in support or in opposition to the imposition of a lien, shall be confined to whether the amount of any administrative penalty and/or administrative cost imposed was satisfied in full within the time allowed by law and/or was successfully challenged by a timely writ of mandate.

(c) The City Council, after the hearing, shall adopt a resolution confirming, discharging, or modifying the amount of the lien based upon evidence produced at the hearing.

1.15.180 Recording of lien.

Thirty days following the adoption of a resolution by the City Council imposing a lien, the City Clerk may file the same as a judgment lien in the Office of the County Recorder of Glenn County. The lien may carry such additional administrative charges as set forth by resolution of the City Council.

1.15.190 Satisfaction of lien.

Once payment in full is received by the City for outstanding penalties and costs, the City Clerk shall either record a notice of satisfaction or provide any property owner or financial institution having a legal or equitable interest in the property with a notice of satisfaction so they may record this notice with the Office of the County Recorder. Such notice of satisfaction shall cancel the City's lien.

Title 2
ADMINISTRATION AND PERSONNEL¹

Chapters:

[2.05 City Council](#)

[2.10 City Manager](#)

[2.15 City Attorney](#)

[2.20 Finance Office](#)

[2.25 Fire Department](#)

[2.30 Community Redevelopment Agency](#)

[2.35 Planning Commission](#)

[2.40 Board of Recreation Commissioners](#)

[2.45 ~~Recodified~~2.45~~Recodified~~²](#)

[2.45 ~~Recodified~~²](#)

[2.50 Industrial Development Authority](#)

[2.55 Emergency Organization and Functions](#)

[2.60 Personnel](#)

[2.65 Peace Officer Recruitment and Training Aid](#)

[2.70 Library](#)

¹ Cross reference—Superintendent of streets, WMC [12.05.010](#).

² Ord. 753-22 recodified this chapter as Chapter [18.141](#) WMC, Architectural Board of Review.

Chapter 2.05
CITY COUNCIL

Sections:

~~2.05.005 Councilmen—Gender neutral.~~

2.05.010 Council members' salaries.

2.05.020 Council member salary changes, effective date.

2.05.030 ~~Councilmen~~Councilmember's salaries – Exclusive of reimbursable expenses.

2.05.040 Meetings.

2.05.050 Repealed.

2.05.060 Open to public.

2.05.070 Quorum.

2.05.080 Pro tempore mayor and clerk.

2.05.090 Agenda – Preparation – Posting and delivering agenda.

Prior legislation: Ord. 416 and prior code §§ 2-34 through 2-44.

~~2.05.005 Councilmen—Gender neutral.~~

~~All references in the Willows Municipal Code to “councilmen” is hereby declared to be gender neutral and shall mean in every instance “council members.” [Ord. 737-2018 § 2, 3-27-18].~~

2.05.010 Council members' salaries.

Each member of the council shall receive as salary the sum of \$250.00 per month, which shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees of the city. [Ord.

737-2018 § 3, 3-27-18; Ord. 663-00, 4-25-00; Ord. 621-89, 9-12-89; Ord. 426 § 3, 2-21-66. Prior code § 2-1].

State law reference—For authority see § 36514, Gov. Code.

~~2.05.020 Council member salary changes, effective date.~~

~~Any change in compensation paid to council members shall not apply to a council member during that council member's term of office, but shall become effective when that council member begins a new term of office. This prohibition shall not prevent the adjustment of the compensation of all council members whenever one or more members of the city council becomes eligible for a salary increase by virtue of the council member beginning a new term of office. [Ord. 737-2018 § 4, 3-27-18].~~

2.05.030 ~~Councilmen's~~ Councilmember's salaries – Exclusive of reimbursable expenses.

The salaries prescribed in WMC [2.05.010](#) are and shall be exclusive of any amounts payable to each member of the council as reimbursement for actual and necessary expenses incurred by him in the performance of official duties for the city. [Ord. 426 § 5, 2-21-66. Prior code § 2-3].

2.05.040 Meetings.

(1) Meetings of the city council shall be held and conducted in accordance with Section 54954 of the California Government Code, and all other provision of the general law of the state of California.

(2) The city council shall establish by resolution the time, place and frequency of its regular meetings. [Ord. 710- 14 § 1, 9-9-14; Ord. 537-78, 6-27-78. Prior code § 2-28].

2.05.050 Special meetings.

Repealed by Ord. 710-14. [Code 1959 § 2.3; prior code § 2-29].

2.05.060 Open to public.

All meetings of the city council shall be open to the public. [Code 1959 § 2.4; prior code § 2-30].

State law reference—As to council meetings generally, see § 36805 et seq., Gov. Code.

2.05.070 Quorum.

At any meeting of the city council, a majority of the ~~councilmen~~councilmember shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time. [Code 1959 § 2.5; prior code § 2-31].

~~2.05.080 Pro tempore mayor and clerk.~~

~~The mayor shall preside at all meetings of the council, and in case of his absence, the council may appoint a mayor pro tempore. In case of the absence of the clerk, the mayor or the mayor pro tempore shall appoint one of the councilmen clerk pro tempore. [Code 1959 § 2.6; prior code § 2-32]. Presiding officer; acting city clerk.~~

The Mayor shall preside at all meetings of the City Council. In the absence of the Mayor, the Vice-Mayor shall preside. In the absence or unavailability of the City Clerk, the City Manager shall designate an acting City Clerk.

2.05.090 Agenda – Preparation – Posting and delivering agenda.

The agenda shall be prepared by the city manager, in consultation with the mayor. For regular meetings, the agenda shall be posted in accordance with the Brown Act at least seventy-two (72) hours before the meeting. The city manager shall deliver a copy of the agenda for each meeting to each councilmember as far in advance of the meeting as ~~time will permit~~practicable. [Ord. 693-11 § 1, 3-22-11. Code 1959 § 2.7; prior code § 2-33].

2.05.100 Council authority; relationship to City Manager and City Attorney.

(a) The City Council is the legislative and policy-making body of the City. The Council shall act only as a collective body and shall not exercise individual authority except as expressly provided by law.

(b) The City Council shall establish policies, goals, and priorities for the City. The City Council shall not be involved in the day-to-day administration or operation of City departments.

(c) The City Manager is the chief administrative officer of the City and is responsible for the administration of all City affairs placed in the City Manager's charge by law or by direction of the City Council. Direction to the City Manager shall be given only by action of the City Council as a body.

(d) The City Attorney is the legal advisor to the City Council and to the City, and shall provide legal services as directed by the City Council acting as a body. The City Attorney does not represent individual councilmembers in their individual capacities.

(e) Except for the purpose of inquiry or information, no councilmember shall give direction to, or interfere with, the performance of duties by City staff. Requests for information or assistance from City staff shall be made through the City Manager or as otherwise authorized by the City Manager.

(f) No individual councilmember has authority to speak for or direct the City, the City Manager, or the City Attorney unless such authority has been expressly granted by a majority of the City Council.

Chapter 2.10
CITY MANAGER¹

Sections:

2.10.010 Creation of office – Qualifications – No fixed term of office.

2.10.020 Residence requirements.

2.10.030 Eligibility of councilman.

2.10.040 Official bond.

2.10.050 City manager pro tempore.

2.10.060 Compensation – Expense reimbursement.

2.10.070 Chief administrative officer.

2.10.080 To enforce law.

2.10.090 Supervision of employees.

2.10.100 Appointment, removal, etc., of employees.

2.10.110 Recommending reorganization of offices.

2.10.120 Recommending adoption of ordinances.

2.10.130 Attending council meeting.

2.10.140 Participation in commission, etc., meetings.

2.10.150 Advice to council as to financial condition and needs of city.

2.10.160 Preparing and submitting proposed budget and salary plan.

2.10.170 Approval of purchases and expenditures.

2.10.180 Investigations – Into city affairs.

2.10.190 Investigations – Into complaints – Enforcing franchises.

2.10.200 Control over public property.

2.10.210 Devotion of time to duties.

2.10.220 Additional powers and duties may be prescribed.

2.10.230 Relationship to council.

2.10.240 Cooperation by other officers.

2.10.250 Removal from office – Required vote – Notice of council intention.

2.10.260 Removal from office – Hearing.

2.10.270 Removal from office – Suspension pending hearing.

2.10.280 Removal from office – Discretionary with council.

2.10.290 Removal from office – Prohibited within 90 days after the election.

2.10.010 Creation of office – Qualifications – No fixed term of office.

The office of the city manager is created and established. The city manager shall be appointed by the city council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council. [Ord. 415 § 1, 11-9-64. Prior code § 2-56].

2.10.020 ~~Residence requirements.~~

~~Residence in the city at the time of appointment of a city manager shall not be required as a condition of appointment nor as a condition for the continuing employment of a city manager, but the city manager shall maintain his residence within such proximity to the city as the city council shall in its discretion determine from time to time by appropriate resolution. [Ord. 438 § 1, 12-28-66; Ord. 415 § 2, 11-9-64. Prior code § 2-57].~~

2.10.030 Eligibility of councilman.

No person elected as a councilman of the city shall, subsequent to such election, be eligible for appointment as city manager until one year has elapsed after such council member shall have ceased to be a member of the city council. [Ord. 415 § 3, 11-9-64. Prior code § 2-58].

2.10.040 ~~Official bond.~~

~~The city manager shall furnish a corporate surety bond to be approved by the city council, which bond shall be conditioned upon the faithful performance of the duties imposed upon him by law. Any premium for such bond shall be a proper charge against the city. [Ord. 415 § 4, 11-9-64. Prior code § 2-59].~~

2.10.050 ~~City manager pro tempore. Acting City Manager.~~

~~The city manager shall appoint, subject to the approval of the city council, one of the other officers or department~~

~~heads of the city to serve as a manager pro tempore during any temporary absence or disability of the city manager. In case of the absence or disability of the city manager and his failure to so appoint a manager pro tempore, the city council may designate some qualified city employee to perform the duties of the city manager during the period of absence or disability of the city manager, subject, however, to said person furnishing a corporate surety bond as required of the city manager, conditioned upon faithful performance of the duties required to be performed. [Ord. 415 § 5, 11-9-64. Prior code § 2-60].~~

During the temporary absence or unavailability of the City Manager, the City Manager may designate a qualified City employee to serve as Acting City Manager. In the event the City Manager is unable to make such a designation, the City Council may appoint a qualified City employee or interim City Manager to perform the duties of the City Manager.

2.10.060 Compensation — Expense reimbursement.

~~The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and fix by resolution, and said compensation and expenses shall be a proper charge against such funds of the city as the city council shall designate.~~

~~The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties or incurred when traveling on business pertaining to the city under direction of the city council; reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested, has been presented to the city council for approval and approved. [Ord. 415 § 6, 11-9-64. Prior code § 2-61].~~

2.10.070 Chief administrative officer.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this code. ~~He~~The city manager shall be responsible for the efficient administration of all the affairs of the city which are under ~~his~~their control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be ~~his~~the city manager's duty and ~~he~~the city manager shall have the powers set forth in this chapter. [Ord.

415 § 7, 11-9-64. Prior code § 2-62].

2.10.080 To enforce law.

It shall be the duty of the city manager to enforce all laws and ordinances of the city and to see that all franchises, contracts, permits and privileges granted by the city council are faithfully observed. [Ord. 415 § 8, 11-9-64. Prior code § 2-63].

2.10.090 Supervision of employees.

It shall be the duty of the city manager and he shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his jurisdiction through their department heads. [Ord. 415 § 9, 11-9-64. Prior code § 2-64].

2.10.100 ~~Appointment, removal, etc., of employees. Personnel authority.~~

~~It shall be the duty of the city manager to, and he shall, appoint, remove, promote, and demote any and all officers and employees of the city, except the city attorney. All such duties shall be performed in accordance~~

~~with the personnel system of the city from time to time existing. All promotions, appointments and demotions shall be subject to the approval of the city council, and such action shall be temporary until such action is~~

~~approved by order or resolution of the city council. The city manager shall inform the city council of such appointments, promotions or demotions at the next regular or special meeting of the city council following the action by the city manager. [Ord. 720-16 § 1, 2-9-16; Ord. 717-15 § 1, 7-28-15; Ord. 456 § 1, 6-10-68; Ord. 415 § 10, 11-9-64. Prior code § 2-65].~~

(a) The City Manager is the appointing authority for all City officers and employees, except the City Attorney, and shall have authority to appoint, remove, promote, and discipline such officers and employees in accordance with the City's personnel system and applicable law.

(b) The City Council shall establish, by resolution or through the annual budget process, the City's job classifications, compensation schedules, and authorized staffing levels, including the creation, modification, or elimination of positions.

(c) Individual personnel actions taken by the City Manager pursuant to this section shall not require approval by the City Council. The City Manager shall keep the City Council reasonably informed regarding staffing levels and organizational changes as part of the budget process or as otherwise appropriate.

2.10.110 Recommending reorganization of offices.

It shall be the duty and responsibility of the city manager to recommend to the city council such reorganization of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business. [Ord. 415 § 11, 11-9-64. Prior code § 2-66].

2.10.120 Recommending adoption of ordinances.

It shall be the duty of the city manager to recommend to the city council for adoption such measures and ordinances as he or she deems necessary or expedient. [Ord. 415 § 12, 11-9-64. Prior code § 2-67].

2.10.130 Attending council meeting.

It shall be the duty of the city manager to attend all meetings of the city council unless excused therefrom, except when his or her removal is under consideration. [Ord. 415 § 13, 11-9-64. Prior code § 2-68].

2.10.140 Participation in commission, etc., meetings.

The city manager may attend ~~any~~the meetings of ~~the planning~~any commission, board, or other body created by the City Council, including but not limited to the planning commission or the recreation or park commission, ~~and any other commission, board or committee created by the city council~~, upon his or her own volition or upon direction of the city council. At such meetings which the city manager attends, he or she shall be heard by such commissions, boards and committees as to all matters upon which he or she wishes to address the members thereof, and he or she shall inform said members as to the status of any matter being considered by the city council and shall cooperate to the fullest extent with the members of the commissions, boards and committees appointed by the city council. [Ord. 415 § 24, 11-9-64. Prior code § 2-69].

2.10.150 Advice to council as to financial condition and needs of city.

It shall be the duty of the city manager to keep the city council at all times fully advised as to the financial condition and needs of the city. [Ord. 415 § 14, 11-9-64. Prior code § 2-70].

2.10.160 Preparing and submitting proposed budget and salary plan.

It shall be the duty of the city manager to prepare and submit the proposed annual budget ~~and the proposed annual salary plan to the city council for its approval.~~ [Ord. 415 § 15, 11-9-64. Prior code § 2-71].

2.05.165 City Manager budget adjustment authority.

(a) The City Manager is authorized to approve budget adjustments within the General Fund during a fiscal year, within a maximum cumulative amount established by resolution of the City Council adopted in connection with the City's annual budget.

(b) Authority granted by this section is limited to budget adjustments that are administrative in nature and necessary for the efficient operation of City departments. This authority shall not be used to:

(1) Increase the total General Fund appropriations adopted by the City Council;

(2) Establish new programs, eliminate existing programs, or modify City policy;

(3) Authorize any expenditure not otherwise permitted by the adopted budget;

(4) Transfer appropriations between funds; or

(5) Waive or modify any purchasing, contracting, or competitive bidding requirements.

(c) All budget adjustments approved by the City Manager pursuant to this section shall be documented and reported to the City Council in writing at such intervals as the City Council may direct.

(d) Nothing in this section shall be construed to limit or delegate the City Council's authority over the adoption or amendment of the City's budget.

2.10.170 Approval of purchases and expenditures.

It shall be the duty of the city manager and he shall be responsible for the purchase of all supplies for all of the departments or divisions of the city. No expenditures shall be submitted or recommended to the city council except on report and approval of the city manager. [Ord. 415 § 16, 11-9-64. Prior code § 2-72].

2.10.180 Investigations – Into city affairs.

It shall be the duty of the city manager to make investigations into the affairs of the city and any department or division thereof, and any contract for the proper performance of any obligation of the city. [Ord. 415 § 17, 11-9-64. Prior code § 2-73].

2.10.190 Investigations – Into complaints – Enforcing franchises.

It shall be the duty of the city manager to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits, contracts and privileges granted by the city are faithfully performed and observed. [Ord. 415 § 18, 11-9-64. Prior code § 2-74].

2.10.200 Control over public property.

It shall be the duty of the city manager and he shall exercise general supervision over all public buildings, public parks and all other public property which are under the control and jurisdiction of the city council. [Ord. 415 § 19, 11-9-64. Prior code § 2-75].

~~2.10.210 Devotion of time to duties.~~

~~It shall be the duty of the city manager to devote his entire time to the duties of his office in the interest of the city. [Ord. 415 § 20, 11-9-64. Prior code § 2-76].~~

~~2.10.220 Additional powers and duties may be prescribed.~~

~~It shall be the duty of the city manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution or other action of the city council. [Ord. 415 § 21, 11-9-64. Prior code § 2-77].~~

2.10.230 Relationship to council.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry or information, and neither the city council nor any member thereof shall direct, supervise, or give orders to any subordinates-employee who is subject to the authority of the city manager. The city manager shall take his-their orders and instructions from the city council only when sitting in a duly held meeting of the city council and no individual councilman shall give any orders or instruction to the city manager. [Ord. 415 § 22, 11-9-64. Prior code § 2-78].

2.10.240 Cooperation by other officers.

It shall be the duty of all subordinate officers and the city clerk, ~~city treasurer~~ and city attorney to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously so far as may be consistent with their duties as prescribed by law and ordinances of the city. [Ord. 415 § 23, 11-9-64. Prior code § 2-79].

~~2.10.250 Removal from office – Required vote – Notice of council intention.~~[This and the below should be

addressed in a separate employment agreement.

The removal from office of the city manager shall be only upon a three-member vote of the whole council in the

~~city in regular council meeting, subject, however, to the provisions of WMC 2.10.260, 2.10.270 and 2.10.280. In case of his intended removal by the city council, the city manager shall be furnished with a written notice stating the council's intention to remove him and the reasons therefortherefortherefore, at least 30 days before the effective date of his removal. [Ord. 415 § 25, 11-9-64. Prior code § 2-80].~~

~~**2.10.260 Removal from office—Hearing.**~~

~~Within seven days after the delivery to the city manager of such notice he may, by written notification to the city clerk, request a hearing before the city council. Thereafter, the city council shall fix a time for the hearing which shall be held at its usual meeting place, but before the expiration of the 30-day period, at which time the city manager shall appear and be heard, with or without counsel. [Ord. 415 § 26, 11-9-64. Prior code § 2-81].~~

~~**2.10.270 Removal from office—Suspension pending hearing.**~~

~~After furnishing the city manager with written notice of intended removal, the city council may suspend him from duty, but his compensation shall continue until his removal by resolution of the council passed subsequent to the aforesaid hearing. [Ord. 415 § 27, 11-9-64. Prior code § 2-82].~~

~~**2.10.280 Removal from office—Discretionary with council.**~~

~~In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which hearing is to allow the city manager to present to said city council his grounds of opposition to his removal prior to its action. [Ord. 415 § 28, 11-9-64. Prior code § 2-83].~~

~~**2.10.290 Removal from office—Prohibited within 90 days after the election.**~~

~~Notwithstanding the provisions of this chapter, the city manager shall not be removed from office during or within a period of 90 days next succeeding any general municipal election held in the city at which election a member of the city council is elected. The purpose of this provision is to allow any newly elected member of the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his office. After the expiration of said 90-day period aforementioned, the provisions of WMC 2.10.280 as to the removal of the city manager shall apply and be effective. [Ord. 415 § 29, 11-9-64. Prior code § 2-84].~~

¹ Cross reference—City manager or his designee is the director of finance, WMC [2.20.020](#).

State law reference—For relevant provisions, see § 34851 et seq., Gov. Code.

Chapter 2.15
CITY ATTORNEY

Sections:

2.15.010 City attorney – Duties – Compensation.

2.15.010 City attorney – Duties – Compensation.

The duties of the city attorney shall be those duties prescribed by Sections 41801, 41802 and 41803 of the State Government Code, for which ~~he~~they shall receive such compensation as may be fixed by ordinance or resolution. [Code 1959 § 2.22; prior code § 2-4].

Cross reference—Approval of proposed civil service rules and amendments, WMC 2.60.020.

Chapter 2.20
FINANCE
~~OFFICE~~¹~~DEPART~~
~~MENT~~¹

Sections:

- 2.20.010 Office established – Director to supervise.
- 2.20.020 City manager or designee as director.
- 2.20.030 Duties of director – Transfer of functions.
- 2.20.040 Duties of director – Statutory.
- 2.20.050 Duties of director – Additional.
- 2.20.060 Signing and countersigning of warrants and checks.
- 2.20.070 Special gas tax street improvement fund – Created.
- 2.20.080 Special gas tax street improvement fund – Payments into fund.
- 2.20.090 Special gas tax street improvement fund – Expenditures from.

2.20.010 Office established – Director to supervise.

~~There is established a finance office to be supervised by the director of finance in the city the office of director of finance. The director of finance is appointed by the city manager and serves at the pleasure of the city manager. In the absence of an appointment by the city manager, the city manager serves as the director of finance. With the consent of the city manager the director of finance may appoint one or more deputy directors of finance. Each deputy director shall perform the duties prescribed by the director and the city manager.~~

~~[Ord. 417 § 1, 6-28-65. Prior code § 6-26].~~

2.20.020 City manager or designee as director.

~~The director of finance shall be the city manager or such personnel to whom he may assign and delegate the duties and responsibilities of said office. In accordance with the provisions of Sections 37209 and 40805.5 of the State Government Code, the fiscal and accounting duties imposed upon the city clerk are transferred to the director of finance. [Ord. 417 § 2, 6-28-65. Prior code § 6-27].~~

2.20.030 Duties of director – Transfer of functions.

~~In accordance with the provisions of Sections 37209 and 40805.5 of the State Government Code, the fiscal and accounting duties imposed upon the city clerk are transferred to the director of finance. [Ord. 417 § 5, 6-28-65. Prior code § 6-28]. The director of finance has the following duties and responsibilities:~~

- 1) Maintain and operate the general accounting system of the city and of each of the respective divisions and services of the city;
- 2) Perform such accounting functions and duties in accordance with the latest and most modern accounting methods as the science of accounting progresses;
- 3) Maintain, or to prescribe and require the maintaining of inventory records of municipal properties necessary in accordance with modern municipal accounting practices;
- 4) Perform the function and duties relating to the administration and collection of taxes, licenses and permit fees levied by the city;
- 5) Perform the duties relating to preparing, auditing, presenting, and disbursing claims and demands against the city, including payrolls;
- 6) Assist in the purchase of supplies, goods, wares, merchandise, equipment and materials required by the city;
- 7) Assist in the preparation of the annual budget and in the administration of the budget; and
- 8) Cooperate with the city treasurer and other officials of the city in establishing and maintaining sufficient and satisfactory procedures and controls over municipal revenues and expenditures in all departments, divisions and services of the city in accordance with modern accounting practice.

The director of finance shall prepare and present to the city council in sufficient detail to show the exact financial condition of the city, the following reports:

- 1) A quarterly or more frequently as requested, statement of all receipts, disbursements and balance of the city;
- 2) An annual statement of report of the financial condition of the city; and
- 3) Such other financial reports as the city council or city manager directs.

The director of finance shall perform other additional duties and functions that the city council or city manager prescribes

~~2.20.040 Duties of director — Statutory.~~

~~The director of finance shall be responsible for those duties imposed upon the city clerk by Sections 37201 through 37208 and 40802 of the State Government Code. [Ord. 417 § 3, 6-28-65. Prior code § 6-29].~~

~~2.20.050 Duties of director — Additional.~~

~~The director of finance shall further be vested and charged with the following duties and responsibilities:~~

- ~~(1) To develop, maintain and operate the general accounting system of the city.~~
- ~~(2) To perform such accounting functions in accordance with modern accounting practices.~~
- ~~(3) To direct the preparation, auditing, and disbursement of claims and demands against the city, including payrolls.~~
- ~~(4) To devise and maintain adequate billing and collection procedures for all accounts receivable.~~
- ~~(5) To assume and perform all functions and duties relating to the collection and disbursement of all taxes, revenues, fees, fines, receipts and other moneys derived by the city in the conduct of its business.~~
- ~~(6) To purchase, or direct the purchasing of, all supplies, services, goods, wares, merchandise, equipment and material which may be required by the city, in accordance with the city purchasing regulations.~~
- ~~(7) To keep and maintain inventory records of all municipal properties.~~
- ~~(8) To prepare the annual budget for the approval of the city council and to maintain budgetary control on the final budget as adopted by the city council.~~
- ~~(9) To present to the city council reports in sufficient detail to describe the financial condition of the city, such reports shall relate to receipts, disbursements, and cash balance of the city funds on a quarterly basis or more frequently as may be desired. [Ord. 417 § 4, 6-28-65. Prior code § 6-30].~~

2.20.060 Signing and countersigning of warrants and checks.

~~In the payment of claims and demands against the city, warrants and checks shall be drawn as follows:~~

- ~~(1) The mayor's signature shall be affixed to each warrant or check by rubber stamp or other mechanical device.~~
- ~~(2) The director of finance shall countersign each warrant or check by manual signature. [Ord. 417 § 6, 6-28-65. Prior code § 6-31].~~

2.20.070 Special gas tax street improvement fund – Created.

To comply with the provisions of Section 180 and following, and in particular Section 2113, of the State Streets and Highways Code, there is created ~~in the city treasury~~ a special fund to be known as the special gas tax street improvement fund. [Code 1959 § 2.19; prior code § 6-32].

2.20.080 Special gas tax street improvement fund – Payments into fund.

All moneys received by the city from the state under the provisions of the State Streets and Highways Code for the acquisition of real property or interests therein, or the construction, maintenance or improvement of streets or highways other than state highways, shall be paid into the fund created by WMC [2.20.070](#). [Code 1959 § 2.20;

prior code § 6-33].

2.20.090 Special gas tax street improvement fund – Expenditures from.

All ~~funds~~~~moneys~~ in the special gas tax street improvement fund shall be expended exclusively for the purposes authorized by and subject to all the provisions of Section 180 and following of the State Streets and Highways Code. [Code 1959 § 2.21; prior code § 6-34].

2.20.100 Bond

When the director enters upon his/ her duties he/ she shall execute a bond to the city required by Government Code §§ 37209 and 36518. The bond shall conform provisions of the Government Code relating to bonds for public officers. The penal sum of the bond is fixed at \$[ADD].

¹ Cross reference—City manager approval of purchases and expenditures, WMC [2.10.170](#).

**Chapter 2.25
FIRE DEPARTMENT**

Sections:

2.25.010 Created.

2.25.020 Composition – Duties.

2.25.030 Fire chief – Responsibility.

2.25.040 Powers.

2.25.010 Created.

There is hereby created the fire department, the purpose of which shall be the prevention and suppression of fire and the protection of life and property from hazards resulting from fire or other disaster emergencies within the limits of the city. [Ord. 678-07 § 7.1, 12-11-07. Prior code § 7-1].

2.25.020 Composition – Duties.

The fire department shall be headed by the fire chief and shall consist of as many other officers and firefighters as may be deemed necessary for the effective operation of the department and as are authorized from time to time by the city council.

The functions of the fire department shall include:

- (1) Protect life and property by preventing and eliminating fire hazards and by controlling and extinguishing fires.
- (2) Enforce laws and ordinances relating to the preventing and extinguishing of fires and handling of potentially dangerous combustibles and explosives materials.
- (3) Conduct investigations into the causes and origin of all fires. ~~(In all cases where there is reason to believe that any fire is the result of a crime or that a crime was committed in connection therewith, the cooperation and coordination of with the police department—District Attorney and the law enforcement agency or agencies having jurisdiction shall be obtained).~~
- (4) Maintain in efficient operable condition those firefighting and fire prevention systems and facilities assigned to the fire department.;
- (5) Subject to the provisions of this code relating to personnel, recruit and train firefighters or other volunteer and auxiliary personnel as may reasonably be required to augment regular fire department personnel.;
- (6) Perform other duties that do not detract from the primary purpose of fire suppression and prevention as the city manager may direct. [Ord. 678-07 § 7.2, 12-11-07. Prior code § 7-2].

2.25.030 Fire chief – Responsibility.

The fire chief shall develop, maintain and enforce an up-to-date comprehensive set of rules and regulations governing the discipline, training and operation of the fire department. [Ord. 678-07 § 7.3, 12-11-07. Prior code § 7-3].

2.25.040 Powers.

The fire chief shall be the chief executive officer of the fire department and shall be invested with the following powers:

- (1) To make an annual report to the city manager at the end of each fiscal year ~~or calendar~~ concerning the fire department in general, giving a description of the condition of the department, telling of the activities of the department during the year.;
- (2) To have direct control, management and direction of all officers and personnel of the fire department and the power to ~~detail assign~~ any of them to the public service as ~~he/she they~~ may see fit, looking to the best interests and efficiency of the department.;
- (3) To carry out strictly the enforcement of the rules and regulations of the department and be able to suspend or remove from service any officer or firefighter in a manner as provided in these regulations and in accordance with applicable laws, as well as any applicable personnel policies or collective bargaining agreement.;
- (4) To exercise supreme command over the department at fires emergency scenes and over all resources belonging to it;
- (5) To ~~cause to be extinguished suppress and extinguish~~ suppress and extinguish all fires with the least possible danger to life and property and prevent unnecessary damage at fires;
- (6) To see that the premises upon which fires occur are left in a condition that they will not rekindle and cause further damage to life and property;
- (7) To see that all equipment and apparatus be maintained in the best possible working condition;
- (8) To make a complete investigation of ~~each fire~~s, keeping a record of ~~each fire~~s and ~~its~~the determining cause, in accordance with industry established best practices and investigation techniques applicable standards, provided adequate resources are available and available resources. ~~amount of loss to buildings and contents, the number and description of each building destroyed together with the names of the owner and occupants;~~
- (9) To designate qualified an official(s) fire department personnel to exercise the authority provided by Penal Code Sections ~~19.7,~~ 830.37 and 836.5. [Ord. 678-07 § 7.4, 12-11-07. Prior code § 7-4].

Chapter 2.30
COMMUNITY REDEVELOPMENT AGENCY

Sections:

~~2.30.010 — Created.~~

~~2.30.020 — Membership — Powers, duties, advisory appointments.~~

~~2.30.010 Created.~~

~~That the city council of the city of Willows itself being the Willows community redevelopment agency will serve the public interests and promote the public safety and welfare in a more effective manner than the current organization of the Willows community redevelopment agency, and that there has been a full public disclosure of all reports and proposals relating to the legislative body's intent to declare itself the redevelopment agency. [Ord. 540-78, 11-14-78. Prior code § 2-11].~~

~~2.30.020 Membership — Powers, duties, advisory appointments.~~

~~That the city council of the city of Willows shall itself be the redevelopment agency. The city council of the city of Willows hereby declares itself to be the redevelopment agency. [Ord. 540-78, 11-14-78. Prior code § 2-12].~~

**Chapter 2.35
PLANNING COMMISSION**

Sections:

2.35.010 Created – Membership.

2.35.020 Powers – Duties – Procedures.

2.35.010 Created – Membership.

(1) There is created a planning commission, to be known as the Willows planning commission, composed of five members who are registered voters of the city, and who are not city officials or employees.

(2) The ~~members, who~~ members who shall be appointed by the mayor with the approval of the city council, shall be appointed to serve overlapping four-year terms, expiring in even-numbered years.

(3) Exception – Residency Requirement. When the city council finds it in the best interest of the city, the city council may, by a vote of three-fifths majority of the city council taken in open public meeting and made part of the record of the proceedings, waive the residency ~~qualification~~ qualification, and appoint any individual to the commission who is a registered voter of the county, residing within the city's sphere of influence.

(4) Each member of the planning commission shall receive a salary of \$50.00 per month for his or her services on the commission which salary shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees of the city. Such salary shall become effective for all members of the commission the first full calendar month following the effective date of an ordinance enacted by the city council establishing such salary. [Ord. 737-18 § 5, 3-27-18; Ord. 669-03, 4-8-03; Ord. 377 § 2, 1-11-60. Prior code § 2-13].

State law references—For authority and requirements, see § 65100 et seq., Gov. Code; area planning commission, § 65601 et seq., master and specific plans, § 65300 et seq.

2.35.020 Powers – Duties – Procedures.

(1) The planning commission shall exercise all the powers and duties provided for a city planning commission under the laws of the state, and such duties as are given it by the council.

(2) The provisions of this section shall not be construed as affecting or limiting, or as a prerequisite to, the powers of the council or electors of the city to legislate, or in any way to conflict with the powers and duties of the council and the several departments or boards of the city.

(3) The commission shall elect a chairman and such other officers as it may require.

~~(4)~~ The commission shall hold at least one regular meeting ~~in~~ each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which record

shall be a public record. [Ord. 377 § 3, 1-11-60. Prior code § 2-14].

Chapter 2.40
BOARD OF RECREATION COMMISSIONERS

Sections:

2.40.010 — Creation — Membership — Service gratuitous.

2.40.020 — Terms of office.

2.40.030 — Absenteeism.

2.40.040 — Rules — Organization — Meetings.

2.40.050 — Duties and responsibilities.

~~2.40.010 Creation — Membership — Service gratuitous.~~

~~The parks and recreation commission is created to consist of five members who shall be appointed by the majority of the city council and serve at their pleasure. Members shall serve without compensation. [Ord. 599-85, 1-22-85. Prior code § 2-5].~~

~~2.40.020 Terms of office.~~

~~The term of each member of the recreation commission shall be forbe four years. Appointments shall be made so that the expiration date of commissioners shall be staggered at two-year intervals. Terms shall expire on July 1st. This has never been enacted that I know of. the term of the Planning Commissioner is the same term as the Board of Recreation Commissioner. Vacancies in such commission occurring other than by expiration of term shall be filled for the unexpired term of the commissioner leaving the commission. [Ord. 536-78, 4-10-78. Prior code § 2-6].~~

~~2.40.030 Absenteeism.~~

~~Absence from two consecutive regular meetings, without formal prior approval of the recreation commission, by a commissioner shall be deemed to constitute the retirement of such member and the position declared vacant. [Ord. 536-78, 4-10-78. Prior code § 2-7].~~

~~2.40.040 Rules — Organization — Meetings.~~

~~The commission shall make such rules for carrying on its business as it deems necessary. It shall include provisions for selecting its chairperson, keeping of minutes that shall be filed with the city clerk; and for the provision of holding meetings no less frequently than once per month. [Meetings with Design Review are held when an application for DR is submitted and it is not always every month. The chair of the PC is still the chair of this Board [Ord.[Ord. 536-78, 4-10-78. Prior code § 2-8].~~

~~2.40.050 Duties and responsibilities.~~

~~The duties and responsibilities of the recreation commission shall be:~~

- ~~(1) Act in advisory capacity to the city council on all matters pertaining to parks and public recreation. I have never taken a parks and recreation matter to the design board.~~

~~(2) Formulate policies in recreation services for approval by the city council. I have never since being the planner for the city taken polices to formulate to this Board.~~

~~(3) The submission of an annual budget to the city manager by April 1st, this has never been done to my knowledge. The budget will be incorporated in the city's annual preliminary budget to the city council for their review and consideration. [Ord. 536-78, 4-10-78. Prior code § 2-9].~~

Chapter 2.45

~~ARCHITECTURAL BOARD OF REVIEW~~

~~(Recodified by Ord. 753-22 as Chapter 18.141 WMC, Architectural Board of Review)~~

**Chapter 2.50
INDUSTRIAL DEVELOPMENT AUTHORITY**

Sections:

2.50.010 Finding.

2.50.020 Creation and purpose.

2.50.030 City council to act as board of directors.

2.50.040 Name.

2.50.010 Finding.

In accordance with the California Industrial Development Financing Act (Title 10, commencing with Section 91500 of the Government Code of the State of California) (the "Act"), this city council hereby finds and declares that there is a need for an industrial development authority to function in the city of Willows. [Ord. 575-81, 9-8-81. Prior code § 2-200].

2.50.020 Creation and purpose.

This city council hereby declares that an industrial development authority shall function in the city of Willows, in accomplishment of the purposes provided in the Act, to carry out and complete projects and perform and exercise derivative obligations and powers as set forth in the Act. [Ord. 575-81, 9-8-81. Prior code § 2-201].

2.50.030 City council to act as board of directors.

This city council hereby further declares itself to be the board of directors of such industrial development authority, and all the rights, powers, privileges, duties, liabilities, disabilities, and immunities vested in such a board under the Act shall be vested in this city council as such board. [Ord. 575-81, 9-8-81. Prior code § 2-202].

2.50.040 Name.

The authority established in the city of Willows by the Act and authorized to transact business and exercise its powers thereunder by this chapter shall be known as the industrial development authority of the city of Willows. [Ord. 575-81, 9-8-81. Prior code § 2-203].

Chapter 2.55
EMERGENCY ORGANIZATION AND FUNCTIONS¹

Sections:

[2.55.010 Purposes.](#)

[2.55.020 Definition.](#)

[2.55.030 Disaster council membership.](#)

[2.55.040 Disaster council powers and duties.](#)

[2.55.050 Director and assistant director of emergency services.](#)

[2.55.060 Powers and duties of the director and assistant director of emergency services.](#)

[2.55.070 Emergency plan.](#)

[2.55.080 Expenditures.](#)

[2.55.090 Punishment of violations.](#)

2.55.010 Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. [Ord. 484-72, 1-10-72. Prior code § 5-1].

2.55.020 Definition.

As used in this chapter, “emergency” shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat. [Ord. 484-72, 1-10-72. Prior code § 5-2].

2.55.030 Disaster council membership.

The city of Willows disaster council is hereby created and shall consist of the following:

- (1) The mayor, who shall be chairman.
- (2) The director of emergency services, who shall be vice-chairman.

(3) The assistant director of emergency services.

(4) Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council.

(5) Such chiefs of emergency services as are provided for in a current emergency plan of this city, adopted pursuant to this chapter. [Ord. 484-72, 1-10-72. Prior code § 5-3].

2.55.040 Disaster council powers and duties.

It shall be the duty of the city of Willows disaster council, and it is hereby empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman or, in his absence from the city or inability to call such meeting, upon call of the vice-chairman. [Ord. 484-72, 1-10-72. Prior code § 5-4].

2.55.050 Director and assistant director of emergency services.

(1) There is hereby created the office of director of emergency services. The city manager shall be the director of emergency services or shall delegate this duty to the Fire Chief or other qualified individual.

(2) There is hereby created the office of assistant director of emergency services, who shall be appointed by the director. [Ord. 484-72, 1-10-72. Prior code § 5-5].

2.55.060 Powers and duties of the director and assistant director of emergency services.

The director is hereby empowered to request the city council to proclaim the existence or threatened existence of a local emergency if the city council is in session or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days. [Ord. 484-72, 1-10-72. Prior code § 5-6].

2.55.070 Emergency plan.

The city of Willows disaster council shall be responsible for the development of the city of Willows emergency plan, which plan shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council. [Ord. 484-72, 1-10-72. Prior code § 5- 7].

2.55.080 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the Citycity of Willows. [Ord.

484-72, 1-10-72. Prior code § 5-8].

2.55.090 Punishment of violations.

It shall be a misdemeanor, punishable by a fine of not to exceed ~~\$500.00~~ 1000, or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

- (1) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed by virtue of this chapter.
- (2) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.
- (3) Wear, carry or display, without authority, any means of identification specified by the emergency agency of the state. [Ord. 484-72, 1-10-72. Prior code § 5-9].

¹ State law references—Nonliability for damages in acts under disaster or emergency proclamation § 1714.5, Civ. Code; authority to tax for civil disaster protection, see § 43068, Gov. Code.

**Chapter 2.60
PERSONNEL**

Sections:

[2.60.010 System adopted.](#)

[2.60.020 Personnel officer.](#)

[2.60.030 Exclusions from competitive service – Enumerated.](#)

[2.60.040 Exclusions from competitive service – Applicability of rules of certain exempt positions.](#)

[2.60.050 Scope, adoption and amendment of rules.](#)

[2.60.060 Appointments and promotions.](#)

[2.60.070 Probationary period.](#)

[2.60.080 Status of present employees.](#)

[2.60.090 Demotion – Dismissal – Reduction in pay – Suspension.](#)

[2.60.100 Right of appeal.](#)

[2.60.110 Abolition of position.](#)

[2.60.120 Improper political activity.](#)

[2.60.130 Discrimination.](#)

[2.60.140 Right to contract for special service.](#)

2.60.010 System adopted.

~~In order to establish an equitable and uniform procedure for dealing with personnel matters, to attract to municipal service the best and most competent persons available, to assure that appointments and promotions of employees will be based on merit and fitness, and to provide a reasonable degree of security for qualified employees, the following personnel system is hereby adopted. The City establishes a personnel system based on merit principles to ensure fair, efficient, and lawful administration of its workforce. Appointments and promotions shall be based on merit and fitness.~~ [Ord. 450 § 1, 1-8-68. Prior code § 12-1].

2.60.020 Personnel officer.

The city manager shall be the personnel officer. The city manager may delegate any of the powers and duties conferred upon ~~him~~ the city manager as personnel officer under this chapter to any other officer or employee of the city or may recommend that such powers and duties be performed under contract as provided in WMC 2.60.140.

The personnel officer shall:

- (1) Administer ~~all the provisions of this chapter and of the personnel rules not specifically reserved to the city council~~ the personnel system in accordance with this chapter and personnel rules adopted by the City Council.
- (2) Prepare and recommend to the city council personnel rules and revisions and amendments to such rules. The city attorney shall approve the legality of such rules and amendments prior to their submission to the city council.
- (3) Prepare or cause to be prepared a position classification plan, including class specifications and revisions of the plan. The plan, and any revisions thereof, shall become effective upon approval by the city council.
- (4) Prepare or cause to be prepared a plan of compensation, and revisions thereof, covering all classifications in the competitive service. The plan, and any revisions thereof, shall become effective upon approval by the city council.
- (5) Provide for the publishing or posting of notices of tests for positions in the competitive service, the receiving of applications therefor, the conducting and grading of tests, and the certification of a list of all persons eligible for appointment to the appropriate position in the competitive service. [Ord. 450 § 2, 1-8-68. Prior code § 12-2].

2.60.030 Exclusions from competitive service – Enumerated.

~~The provisions of t~~This chapter shall applyes to all City employees except for the following or as otherwise provided by personnel rules resolution, or applicable law ~~offices, positions and employments in the service of the city; except:~~

- (1) The city manager.
- (2) Elective officers.
- (3) Members of appointive boards, commissions and committees.
- (4) Persons engaged under contract to supply expert, professional, technical or other services.
- (5) Volunteer personnel, such as volunteer firemen.
- (6) City attorney.
- (7) Emergency employees who are hired to meet the immediate requirements of emergency conditions, such as extraordinary fire, flood, or earthquake which threatens life or property.
- (8) Employees, other than those listed elsewhere in this section, who are employed less than half time, which is hereby defined as employees who are expected to or do work less than 1,040 hours in any one fiscal year. [Ord. 450 § 3, 1-8-68. Prior code § 12-3].

Additional exemptions and classifications may be established by personnel rules.

2.60.040 Exclusions from competitive service – Applicability of rules of certain exempt positions.

The provisions of the personnel rules relating to attendance and leaves shall apply to the incumbents of full-time exempt positions. [Ord. 450 § 8, 1-8-68. Prior code § 12-4].

2.60.050 Scope, adoption and amendment of rules.

~~Personnel rules shall be adopted by resolution of the city council after notice of such action has been publicly posted at least five days prior to city council consideration. Amendments and revisions may be suggested by any interested party and shall be processed as provided in the personnel rules. The rules shall establish regulations governing the personnel system including:~~

~~(1) Preparation, installation, revision, and maintenance of a position classification plan covering all positions in the competitive service, including employment standards and qualifications for each class.~~

~~(2) Preparation, revisions, and administration of a plan of compensation directly correlated with the position classification plan, providing a rate or range of pay for each class.~~

~~(3) Public announcement of all tests and acceptance of applications for employment.~~

~~(4) Preparation and conduct of tests and the establishment and use of resulting employment lists containing names of persons eligible for appointment.~~

~~(5) Certification and appointment of persons from employment lists, and the making of provisional and emergency appointments.~~

~~(6) Evaluation of employees during the probationary period.~~

~~(7) Transfer, promotion, demotion, reinstatement, disciplinary action and layoff of employees in the competitive service.~~

~~(8) Separation of employees from the city service.~~

~~(9) Standardization of hours of work, attendance and leave regulations, working conditions and the development of employee morale, welfare, and training.~~

~~(10) The establishment of adequate personnel records.~~

~~(11) The establishment of grievance and appeal procedures. [Ord. 450 § 4, 1-8-68. Prior code § 12-5].~~

(a) The City Council shall adopt personnel rules and regulations by resolution governing employment matters, including recruitment, selection, classification, compensation, discipline, grievance procedures, and separation.

(b) The personnel rules may be amended from time to time by resolution of the City Council.

(c) The personnel rules shall be administered by the City Manager.

2.60.060 Appointments and promotions.

~~Appointments to vacant positions in the competitive service shall be made in accordance with the personnel~~

~~rules. Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination. Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which will test fairly the qualifications of candidates such as achievement and aptitude tests, written tests, personal interview, performance tests, physical agility tests, evaluation of daily work performance, work samples or any combinations of these or other tests. Physical and medical tests may be given as a part of any examination.~~

~~In any examination the personnel officer may include, in addition to competitive tests, a qualifying test or tests, and set minimum standards therefortherefore.~~

~~Appointments shall be made by the city manager, or by the officer in whom the power to make appointments is vested.~~

~~When appointment is to be made to a vacancy in the competitive services, the personnel officer shall transmit to the appointing power the names of all persons on the appropriate certified employment list, in the order in which they appear on the list.~~

~~In the absence of appropriate employment lists, a provisional appointment may be made not to exceed six months by the appointing authority of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the appointing authority subject to the provisions of this chapter and the personnel rules. [Ord. 450 § 5, 1-8-68. Prior code § 12-6].~~

Appointments and promotions shall be made in accordance with personnel rules and shall be based on merit and fitness.

2.60.070 Probationary period.

~~All regular appointments, including promotional appointments, shall be for a probationary period of not less than six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.~~

~~An employee rejected during the probationary period from a position to which he has been promoted shall be reinstated to a position in the class from which he was promoted unless he is discharged from the city service as provided in this chapter and the rules.~~

~~An employee in the competitive service promoted or transferred to a position not included in the competitive service shall be reinstated to a position in the class from which he was promoted or transferred if action is taken to reject him unless he is discharged in the manner provided in this chapter and the personnel rules for positions in the competitive service. [Ord. 450 § 6, 1-8-68. Prior code § 12-7].~~

Probationary periods shall be established and administered in accordance with personnel rules.

2.60.080 Status of present employees.

~~Any person holding a position included in the competitive service who, on February 8, 1968, shall have served~~

~~continuously in such position, or in some other position in the competitive service, for a period equal to the probationary period prescribed in the rules for his class shall assume regular status in the competitive service in the position held on such effective date without qualifying tests, and shall thereafter be subject in all respects to the provisions of this chapter and the personnel rules.~~

~~Any other person holding positions in the competitive service shall be regarded as probationers who are serving out the balance of their probationary periods as prescribed in the rules before obtaining regular status. The probationary period shall be computed from the date of appointment of employment. [Ord. 450 § 7, 1-8-68. Prior code § 12-8].~~

2.60.090 Demotion – Dismissal – Reduction in pay – Suspension.

~~Any appointing power shall have the right, for due cause, to demote, dismiss, reduce in pay, or suspend without pay for 30 calendar days, any permanent employee. Notice of such action must be in writing and served personally onto such employee, except where an emergency situation exists, in which case the notice shall be served within three working days of the action taken. Such notice shall specify the penalty and contain a statement of the reason or reasons therefor.~~

~~The provisions of this section shall not apply to reductions in pay which are a part of a general plan to reduce salaries and wages or to eliminate positions. [Ord. 450 § 9, 1-8-68. Prior code § 12-9].~~

~~Disciplinary actions, including demotion, dismissal, suspension, and reduction in pay, shall be administered in accordance with personnel rules and applicable law.~~

2.60.100 Right of appeal.

~~Any employee in the competitive service shall have the right to appeal to the city council any disciplinary action, interpretation or alleged violation of this chapter or the rules adopted hereunder, except in the instances where the right of appeal is specifically prohibited by this chapter chapter, or the rules adopted hereunder.~~

~~The city council shall have the right of subpoena, the power to examine witnesses under oath, the power to compel the attendance of witnesses and the power to require the production of evidence by subpoena. Subpoenas shall be issued in the name of the city and attested by the city clerk.~~

~~Each member of the city council shall have the power to administer oaths to witnesses.~~

~~All appeals shall be concluded as expeditiously as possible and in accordance with the requirements and procedures as procedures set forth in the personnel rules and regulations adopted pursuant to this chapter. [Ord. 450 § 10, 1-8-68. Prior code § 12-10].~~

~~The personnel rules shall establish procedures for employee appeals and grievances consistent with applicable law.~~

2.60.110 Abolition of position.

~~Whenever in the judgment of the city council it becomes necessary, the city council may abolish any position or employment in the competitive service. Employees transferred, demoted or laid off because of the abolishment~~

~~of positions shall not be subject to written charges nor shall they have the right of appeal in such cases.~~

~~Seniority shall be observed in effecting such reduction in personnel and the order of layoff shall be in the reverse~~

~~order of total cumulative time served in permanent and probationary status in the competitive service upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.~~

~~For the purpose of determining order of layoff, total cumulative time shall include time served on military leave of absence.~~

~~The names of probationary and permanent employees laid off shall be placed upon reemployment lists for classes which, in the opinion of the personnel officer, require basically the same qualifications and duties and responsibilities of those of the class of positions from which layoff was made.~~

~~Names of persons laid off shall be placed upon reemployment lists in order of total cumulative time served in probationary and permanent status, and status and shall remain on such lists for a period of one year unless reemployed sooner. [Ord. 450 § 11, 1-8-68. Prior code § 12-11].~~

~~The City Council may abolish positions as necessary. Layoffs and reemployment shall be governed by personnel rules.~~

2.60.120 Improper political activity.

~~The political activities of city employees shall conform to pertinent provisions of state law. [Ord. 450 § 12, 1-8-68. Prior code § 12-12].~~

~~The political activities of City employees shall be governed by applicable state and federal law and personnel rules.~~

2.60.130 Discrimination.

No person in the competitive service, or seeking admission thereto, shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, or religious belief. [Ord. 450 § 13, 1-8-68. Prior code § 12-13].

2.60.140 Right to contract for special service.

The city manager shall consider and make recommendations to the city council regarding the extent to which the city should contract for the performance of technical services in connection with the establishment or operation of the personnel system. The city council may contract with any qualified person or agency for the performance of all or any of the following responsibilities and duties imposed by this chapter:

- (1) The preparation of personnel rules and subsequent revisions and amendments.
- (2) The preparation of a position classification plan, and subsequent revisions and amendments.
- (3) The preparation of a plan of compensation, and subsequent revisions and amendments.
- (4) The preparation, conduct and grading of competitive tests.
- (5) Special and technical services of advisory or informational character on matter relating to personnel administration. [Ord. 450 § 14, 1-8-68. Prior code § 12-14].

Chapter 2.65

~~PEACE OFFICER RECRUITMENT AND TRAINING AID~~

Sections:

~~2.65.010 Declaration to participate.~~

~~2.65.020 Adherence to standards.~~

~~2.65.010 Declaration to participate.~~

~~The city council declares that it desires to qualify to receive aid from the state under the provisions of Chapter 1 of Title 4, Part 4 of the California Penal Code. [Ord. 408 § 1, 8-20-63. Prior code § 2-15].~~

~~2.65.020 Adherence to standards.~~

~~Pursuant to Section 13522 of said Chapter 1, the city while receiving aid from the state pursuant to said Chapter 1 will adhere to the standards for the recruitment and training established by the California Commission of Peace Officers Standards and Training. [Ord. 408 § 2, 8-20-63. Prior code § 2-16].~~

**Chapter 2.70
LIBRARY¹**

Sections:

2.70.010 Library established – Composition, appointment of members and term of office of board of library trustees.

2.70.020 Meetings of board – Quorum – Officers – Records.

2.70.030 Function of the board.

2.70.040 Library fund.

2.70.010 Library established – Composition, appointment of members and term of office of board of library trustees.

The free public library, heretofore established and now maintained by the city, shall be known as the Willows public library, and shall be managed by a board of library trustees, consisting of five members to be appointed for three-year terms and to serve at the pleasure of the city council. [Ord. 622-89, 11-14-89. Prior code § 2-10].

2.70.020 Meetings of board – Quorum – Officers – Records.

The city council shall establish by resolution the time, place and frequency of the library board of trustees regular meetings. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their members president, who shall serve for one year and until his/her successor is appointed, and in his/her absence, shall select a president pro tem. The board shall cause a proper record of their proceedings to be kept and shall comply with all open meeting laws. [Ord. 727-16, 10-11-16; Ord. 622-89, 11-14-89. Prior code § 2-10.1].

2.70.030 Function of the board.

The board of library trustees shall have the following functions:

- (1) To manage the library consistent with the statutes in the California Educational Code commencing at Section 18910.
- (2) To oversee the programs and services to the community and make recommendations on improvements or modifications thereof. [Ord. 622-89, 11-14-89. Prior code § 2-10.2].

2.70.040 Library fund.

All money acquired by gift, ~~demisedemise~~, or bequest for the purpose of the library shall be apportioned to a library trust fund. Purchases and payment from the fund shall be approved by the board of library trustees. [Ord. 622-89, 11- 14-89. Prior code § 2-10.3].

¹ State law reference—Apportioning sums requested by board of education for library fund, § 7301, Educ. Code.

Title 3
REVENUE AND FINANCE¹

Chapters:

[3.05 Purchases and Sales](#)

[3.10 Taxation – General Provisions](#)

[3.15 Sales and Use Tax](#)

[3.20 Documentary Stamp Tax](#)

[3.25 Hotel Users Tax](#)

[3.30 Disposition of Lost, Stolen or Unclaimed Property](#)

[3.35 Emergency Services Mitigation Fees](#)

¹ Cross references—State aid for peace officer recruitment and training, WMC [2.65.010](#); weed and rubbish removal cost collection, WMC 8.05.130 et seq.

State law reference—Regulation of financial affairs, § 53600 et seq., Gov. Code.

Chapter 3.05
PURCHASES AND SALES¹

Sections:

3.05.010 Purchasing department created – Function.

3.05.020 City manager designated – Duties.

3.05.030 Independent purchases and contracts may be authorized.

3.05.040 Requisitions.

3.05.050 ~~Purchase order Bidding – generally.~~

3.05.060 ~~Estimates of requirements. Formal Contract Procedures – purchases of \$250,000 or more.~~

3.05.070 ~~Encumbrance of funds. Informal bidding procedures – purchases over \$10,000 but less than \$250,000.~~

3.05.080 ~~Bidding required for purchases – Exceptions. Surplus supplies and equipment.~~

3.05.090 ~~Purchases \$5,000 and over. Unlawful purchases.~~

3.05.100 ~~Purchases less than \$5,000. Personal Purchases.~~

3.05.110 ~~Inspection and testing of articles and services. Gratuities~~

3.05.120 ~~Surplus supplies and equipment. Records Maintenance.~~

3.05.130 ~~Unlawful purchases. Bidding on public contracts pursuant to the Uniform Public Contracting Accounting Act Procedures.~~

3.05.140 ~~Personal purchases.~~

3.05.150 ~~Gratuities.~~

3.05.160 ~~Local preference.~~

3.05.010 Purchasing department created – Function.

~~There is created a central purchasing department in which is vested the authority to exercise positive financial control over purchase and disposition of public property. [Ord. 419 § 2, 9-13-65. Prior code § 6-46]. The city manager, or designee, shall be responsible for the procurement of goods and services and the disposition of City property in accordance with this chapter and applicable law.~~

3.05.020 City manager designated – Duties.

The purchasing officer shall be the city manager, and the purchasing officer shall have general supervision of the purchasing department. The duties of the purchasing officer may be combined with those of any other office or

position.

Pursuant to the provisions of this chapter and of state law, the purchasing officer shall:

- (1) Purchase or contract for supplies, services and equipment required by any using agency in accordance with purchasing procedures prescribed by this chapter, such administrative regulations as the purchasing officer shall adopt for the internal management and operation of the purchasing department and such other rules and regulations as shall be prescribed by the city council.
- (2) Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment.
- (3) Act to procure for the city the needed quality in supplies, services and equipment at least expense to the city.
- (4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases.
- (5) Prepare and recommend to the city council rules governing the purchase of supplies, services and equipment for the city.
- (6) Prepare and recommend to the city council revisions and amendments to the purchasing rules.
- (7) Prescribe and maintain such forms as reasonably necessary to the operation of this chapter and other rules and regulations.
- (8) Supervise the inspection of any supplies, services and equipment purchased to ensure conformance with specifications.
- (9) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for city use.
- (10) Upon request of the city council, and subject to its approval of each transaction, perform all delegable functions in connection with acquisition and disposal of real property. [Ord. 529-77, 10-25-77; Ord. 419 § 3, 9-13-65. Prior code § 6-47].

3.05.030 Independent purchases and contracts may be authorized.

The purchasing officer may authorize in writing any agency to purchase or contract for specified supplies, services and equipment independently of the purchasing department; but ~~the purchasing officer~~ shall require that such purchases or contracts be made in conformity with the procedures established by this chapter, and further require periodic reports from the agency on the purchases and contracts made under such written authorization. [Ord. 419 § 4, 9-13-65. Prior code § 6-48].

3.05.040 Requisitions.

Using departments shall submit requests for supplies, services and equipment to the purchasing officer. For the

purposes and within the limits of funds appropriated ~~therefor~~therefore, the purchasing officer may question the propriety of any requisition and may require from the head of the using department a justification of the quality or quantity of requisitions. [Ord. 529-77, 10-25-77. Prior code § 6-49].

3.05.050 ~~Purchase order~~Bidding generally.

~~Purchases of supplies, services and equipment shall be made only by purchase order. [Ord. 419 § 6, 9-13-65. Prior code § 6-50].~~ Purchases of supplies and equipment shall be by bid process pursuant to Sections 3.05.060 and 3.05.070 of this chapter, except when one of the following conditions applies:

- (1) When an emergency requires that a purchase order be placed immediately with the nearest available source of supply;
- (2) When the commodity can be obtained from only one vendor. A commodity shall be considered obtainable only from one vendor when only one vendor offers it for sale, lease or rent, or when only one vendor is able to do so within the time frame and/or under the terms and conditions which reasonably meet the needs of the city, or when there is a sole distributor or manufacturer of a product or service such that there is no acceptable substitute within a specific geographical area;
- (3) When the professional services are unique and not appropriate for competitive bidding;
- (4) When, through cooperative purchasing with the state, the county, and other public agencies, the advantages of large-scale buying may be obtained;
- (5) When purchasing from or selling to another governmental agency is beneficial to the interests of the city;
- (6) When there is a breakdown in essential machinery, essential services, or when unforeseen circumstances arise, including delays by contractors, delays in transportation, and unanticipated volume of work, which require the immediate attention of a professional or immediate service/repair in order to protect public health, safety and welfare;
- (7) When computer software is required for a specific city service or activity and its selection is evaluated and determined by the Purchasing Officer based on the software being the most effective solution for the service or activity.

3.05.060 ~~Estimates of requirements~~Formal contract procedures – purchases of \$250,000 or more.

~~All using agencies shall file detailed estimates of their requirements in supplies, services and equipment in such manner, at such time and for such future periods as the purchasing officer shall prescribe. [Ord. 419 § 7, 9-13-65. Prior code § 6-51].~~ Except as otherwise provided in this chapter, purchases of supplies, equipment or services with a total projected value of two hundred fifty thousand dollars (\$250,000.00) or more (including tax, shipping, etc..) shall be by formal written bid for a lowest responsible bidder pursuant to the following procedure:

- (1) Notices inviting bids shall include a general description of the goods or services to be purchased or sold, shall state where bid packets and specifications may be obtained, and the time and place for opening bids.
- (2) Notices inviting bids shall be published at least ten (10) days before the date of the opening of the bids. Notices shall be published at least once in a newspaper of general circulation in the town, or if there is none, shall be posted in public places in the town.
- (3) The purchasing officer, or his or her designee, shall also solicit bids from responsible prospective suppliers whose names are on a bidders' list or who have made a written request that their names be added to the bidders' list.
- (4) When deemed necessary by the purchasing officer, or his or her designee, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to have the bid security returned provided, however, a successful bidder shall forfeit his, her or its bid security upon refusal or failure to execute an awarded contract within ten (10) days after the notice of award of the contract has been mailed by the town. The town council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. In such event, if the town council awards the contract to the next lowest bidder, the amount of the lower bidder's security shall be applied by the town to the contract price differential between the lowest bid and the second lowest bidder. If the town council rejects the remaining bid presented and re-advertises, the amount of the lowest bidder's security may be used to offset the cost of receiving new

bids and the surplus, if any, shall be returned to the lowest bidder. If the town council rejects the remaining bids presented and re-advertises, the amount of the lowest bidder's security may be used to offset the cost of receiving new bids and the surplus, if any, shall be returned to the lowest bidder.

- (5) Sealed bids shall be submitted to the purchasing officer, or his or her designee, and shall be identified as "bid" for the specific supplies or services on the envelope. Bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening. The purchasing officer, or designee, requesting bids shall maintain all formal bid records for a period of three (3) years after the completion of the purchase. These records, while so kept, shall be open to public inspection.
- (6) The city council shall have the right to waive any non-material irregularities or informalities in the bidding or in the procedures as set forth in this chapter.
- (7) In its discretion, the city council may reject any and all bids presented, re-advertise for bids or authorize the purchasing officer to award a contract after negotiating for the most reasonable cost under existing conditions. The right to reject any or all bids is expressly reserved to the town. The decision of the town council shall be final.
- (8) Except as otherwise provided in this chapter, contracts shall be awarded to the lowest responsible and responsive bidder. Contracts, which exceed the budgeted amount, or which are not budgeted, shall be awarded only by the town council. The town manager shall be authorized to enter into a written agreement after the town council awards the contract.
- (9) If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, the town council may, in its discretion, accept the one it chooses or accept the lowest bid made by negotiation with the tied bidders.
- (10) Performance Bonds. The city council shall have the authority to require a low bidder to provide a performance bond before entering into a contract in such amount as it shall find reasonably necessary to protect the best interest of the town.
- (11) Cost or Pricing Data. The low bidder shall submit cost or pricing data when the contract is expected to exceed one hundred thousand dollars (\$100,000.00). The submission of cost or pricing data relating to the award of a contract is not required when:
 - a. The contract price is based on adequate price competition;
 - b. The contract price is based on established catalog prices or market prices;
 - c. The contract price is set by law or regulation; or
 - d. It is determined in writing by the purchasing officer that the requirements above may be waived. Such determination shall include the reasons for such waiver.

After award of a contract, contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, if the initial pricing of the contract required it, and the change order or modification involves aggregate increases or aggregate decreases in total costs expected to exceed five thousand dollars (\$5,000.00). The submission of cost or pricing data relating to the pricing of a change order or contract modification shall not be required when:

- a. Unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience; or
- b. It is determined in writing by the purchasing officer that the requirements above may be waived. Such determination shall include the reasons for such waiver.

A contractor, actual or prospective, required to submit cost or pricing data in accordance with this section, shall certify that, to the best of his, her or its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.

Any contract award, change order, or contract modification, under which the submission and certification of cost or pricing data are required, shall contain a provision stating that the price to the town, including profit or

fee, shall be adjusted to exclude any significant sums by which the town finds that such price was increased because the contractor-furnished costs or pricing data were inaccurate, incomplete, or not current.

3.05.070 Encumbrance of funds Informal bidding procedures – purchases over \$10,000 but less than \$250,000.

Except in cases of emergency, the purchasing officer shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged. [Ord. 419 § 8, 9 13-65. Prior code § 6-52]. Purchases of supplies, equipment, and services with total projected values more than ten thousand dollars (\$10,000.00) but less than two hundred fifty thousand dollars (\$250,000.00) may be made by the purchasing officer, or his or her designee, by the informal bid process pursuant to the procedure prescribed in this section and without observing the procedure described in Section 2.45.080 of this chapter.

- (1) Informal bid purchases shall, whenever possible, be based on at least three (3) bids. Upon examination of all bids, a contract shall be awarded to the low bidder.
- (2) The purchasing officer, or designee, may solicit informal bids by written requests to prospective vendors, via fax machine, by telephone, computer or by any other means deemed effective.
- (3) The purchasing officer, or designee, shall maintain all informal bid orders and bids for a period of three (3) years after the completion of the purchase. These records, while so kept, shall be open to public inspection.
- (4) The purchasing officer, or designee, shall have the right to waive any nonmaterial irregularity or informality in such bids.
- (5) At the discretion of the purchasing officer, any/all purchases may be required to follow formal contact procedures of Section 3.05.060.

3.05.080 Bidding required for purchases—Exceptions. Surplus supplies and equipment.

Purchases of supplies, service and equipment shall be by bid procedures pursuant to WMC 3.05.090 and 3.05.100. Bidding shall be dispensed with only when there is an emergency or when the amount involved is less than \$500.00 or when the commodity can be obtained from only one vendor. [Ord. 529-77, 10-25-77. Prior code § 6-53].

State law reference—For provisions as to sale of real property, see § 190 et seq., Gov. Code. All using departments shall submit to the purchasing officer, at such times and in such form as he shall prescribe, reports showing all supplies and equipment which are no longer used, or which have become obsolete or worn out.

The purchasing officer shall have authority to transfer any such commodities which are usable to another department in lieu of filling requisitions for the purchase of new and additional stock of the same or similar articles.

The purchasing agent of the city council shall have authority to sell all such supplies, materials and equipment which cannot be used by any agency and which have been found by the city council not to be required for public use or to exchange or trade in such articles in part of full payment for new supplies, materials or equipment of a similar nature. Any such sale, exchange or trade-in shall be made in accordance with WMC 3.05.090 or 3.05.100, whichever is applicable.

3.05.090 Purchases \$5,000 and over Unlawful purchases.

Except as otherwise provided herein, purchases and contracts for supplies and equipment of estimated value

~~greater than \$5,000 shall be by written contract with the lowest responsible bidder utilizing procedures pursuant to this section:~~

~~(1) Information on Notice Inviting Bids. Notices inviting bids shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.~~

~~(2) Publishing Notice Inviting Bids. Notice inviting bids shall be published at least 10 days before the date of opening of the bids. Notice shall be published at least once in a newspaper of general circulation, printed and published in the city, or if there is none, it shall be posted in at least three public places in the city that have been designated by ordinance as the places for posting public notices.~~

~~(3) Lowest Responsible Bidder. "Lowest responsible bidder" as used in this chapter shall mean that bidder which~~

~~best responds in price, quality, service, fitness, or capacity to the particular requirements of the city. Price alone shall not be the determining factor but shall be considered along with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and other factors relating to the particular needs of the city for the supplies or equipment to be purchased.~~

~~(4) Bidder's Security May Be Required. When deemed necessary by the purchasing officer, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security; provided, that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within 10 days after the notice of award of contract has been mailed, unless the city is responsible for the delay. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the city council so awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the city to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.~~

~~(5) Form of Surety of Successful Bidder. The successful bidder shall furnish surety in the form of a certified or cashier's check or bond for the faithful performance of the contract in the amount specified in the contract bid form.~~

~~(6) Annual Bid Bond. Bidders who regularly do business with the city shall be permitted to file with the purchasing agent an annual bid bond and an annual performance bond in an amount established by the purchasing agent. Such annual bonds shall be acceptable as surety in lieu of the furnishing of surety with each individual transaction.~~

~~(7) Bid and Contract Approval. All contract~~contracts~~ bid forms and all contracts shall be approved by the city attorney as to form and legality. Following such approval, all contracts shall be signed in on behalf of the city by the city manager. A copy of each signed contract shall be filed with the director of finance.~~

~~(8) Bidder's Oath. For either the purchase or sale of supplies, services and equipment, the purchasing agent shall require each bidder to accompany his bid with a statement made under oath that he has not been a party with other bidders to an agreement to bid a fixed or uniform price. Violation of such statement shall render void the bid of such bidders. Any disclosure to, or acquisition by, a competitive bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor shall render the proceedings void and shall require readvertising for bids.~~

~~(9) Bid Opening Procedure. Sealed bids shall be submitted to the purchasing officer and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.~~

~~(10) Rejection of Bids. In its discretion, the city council may reject any or all bids presented and readvertise for~~

~~bids.~~

~~(11) Award of Contracts. Contracts for purchases shall be awarded by the city council to the lowest responsible bidder except as otherwise provided herein. Contracts for personal property sales shall be awarded by the city council to the highest responsible bidder and shall be subject to all other applicable requirements of this section.~~

~~(12) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the city council may accept the one it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening.~~

~~(13) Performance Bonds. The city council shall have authority to require a performance bond before entering into a contract in such amount as it shall find reasonably necessary to protect the best interests of the city. If the city council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.~~

~~Debarment of Irresponsible Bidders. The purchasing agent may determine and declare a bidder to be irresponsible for reasons indicated in this section, may remove his name from the bidder's list, and may debar him from bidding for a reasonable period, or not less than one year. Such debarred bidder shall be notified in writing of such action and shall be furnished with a statement of the reasons therefor. [Ord. 529-77, 10-25-77; Ord. 419 § 10, 9-13-65. Prior code § 6-54]. Any person who violates this chapter shall be guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment for not more than six months in the county jail, or both.~~

~~It shall be unlawful for any department to split its requirements for supplies, materials, equipment and contractual services in order to evade the provisions of this chapter.~~

~~(14)~~

~~**3.05.100 Purchases less than \$5,000**Purchases of supplies or equipment for use by a specific employee. Purchases of supplies, services, and equipment and the sales of personal property of less than \$5,000 may be made by the purchasing officer in the open market without observing the procedure prescribed by WMC~~

~~**3.05.090.** [Ord. 529-77, 10-25-77. Prior code § 6-55]. Purchases of supplies or equipment to be used by a specific employee or official of the city shall be made by the purchasing officer only when the item or items are necessary to the performance of the employee or official's job duties.~~

~~**3.05.110 Inspection and testing of articles and services**Gratuities.~~

~~The receiving agencies shall inspect deliveries of supplies, materials and equipment or the furnishing of contractual services to ensure their conformance with the specifications set forth in the purchase order or contract.~~

~~Any agency which has the necessary facilities and staff for adequate inspection may be authorized and directed by the city council, on the recommendation of the purchasing agent, to inspect deliveries made to other agencies.~~

~~The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries to the extent necessary to determine their quality and conformance with the specifications. For such tests, the purchasing agent shall have authority to make use of facilities~~the facilities of any department. [Ord. 419 § 12, 9-13-65. Prior code § 6-56].

~~(1) The acceptance of any gratuity in the form of cash, merchandise, or any other thing of value by an official or employee of the city from any vendor or contractor, or prospective vendor or contractor, shall be deemed to be a violation of this chapter and shall be cause for removal or other disciplinary action.~~

~~(1)(2) The offer of any such gratuity to any official or employee of the city by any vendor or contractor, or prospective vendor or contractor, shall be cause for declaring such individual or firm to be an irresponsible bidder and for debarring him from bidding.~~

3.05.120 ~~Surplus supplies and equipment~~Records maintenance.

~~All using departments shall submit to the purchasing officer, at such times and in such form as he shall prescribe, reports showing all supplies and equipment which are no longer used, or which have become obsolete or worn out.~~

~~The purchasing officer shall have authority to transfer any such commodities which are usable to another department in lieu of filling requisitions for the purchase of new and additional stock of the same or similar articles.~~

~~The purchasing agent of the city council shall have authority to sell all such supplies, materials and equipment which cannot be used by any agency and which have been found by the city council not to be required for public use or to exchange or trade in such articles in part of full payment for new supplies, materials or equipment of a similar nature. Any such sale, exchange or trade in shall be made in accordance with WMC 3.05.090 or 3.05.100, whichever is applicable. [Ord. 419 § 13, 9-13-65. Prior code § 6-57].~~ The office of the city clerk shall be responsible for maintaining official copies in its archives of all contracts entered on behalf of the city. Each department or subdivision of the city entering a contract must submit an official copy to the city clerk within 30 days of entering any such contract.

3.05.130 Unlawful purchases Bidding on public contracts pursuant to the Uniform Public Construction Cost Accounting Procedures.

~~If any department purchases or contracts for any supplies, materials, equipment or contractual services contrary to the provisions of this chapter, such purchase order or contract shall be void and of no effect. The head of the department making such purchase transaction shall be personally liable for the amount of such purchase order or contract, and, if already paid for out of city funds, the amount thereof may be recovered in the name of the city in an appropriate action therefor. therefore.~~

It shall be unlawful for any department to split its requirements for supplies, materials, equipment and contractual services into estimated amounts of less than \$5,000 in order to evade the provisions of this chapter. [Ord. 529 77, 10-25-77; Ord. 419 § 14, 9-13-65. Prior code § 6-58]. The county has elected to become subject to the Uniform Public Construction Cost Accounting Procedures pursuant to Art. 3, Chapter 2, Part 3, Division 2 of the Public Contract Code. [Res. 45-2023, 10-24-2023.] Pursuant to Public Contract Code sections 22032 et seq., contracts for public projects up to the maximum dollar amounts set forth in Public Contract Code section 22032(b), as may be amended from time to time, may be awarded by the procedures set forth herein:

- (1) A list of qualified contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated by the California Uniform Construction Cost Accounting Commission.
- (2) All contractors on the list for the category of work being bid and all construction trade journals specified in Section 22036 of the Public Contract Code shall be mailed a notice inviting informal bids, except with respect to proprietary services or products. The mailing of notices to contractors and construction trade journals shall be completed not less than ten calendar days before bids are due. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the

time and place for the submission of bids.

- (3) Authority to award informal contracts is hereby delegated to the department head responsible for the public project, including but not limited to the Director of Public Works, the Purchasing Officer/City Manager.
- (4) If all bids are in excess of the amount specified in Public Contract Code section 22032(b), the City Council may, by passage of resolution of a four-fifths vote, award the contract at the amount set forth in Section 22034(b) of the Public Contract Code or less to the lowest responsible bidder, if it determines the cost estimate of the responsible department head was reasonable.
- (5) If the project cost is the same or less than the amount specified in Public Contract Code section 22032(a), as may be amended from time to time, the work may be performed by county employees by force account, by negotiated contract or by purchaser order.

3.05.140 Personal purchases.

~~Purchases of supplies or equipment for the personal use of an official or employee of the city shall be made by the purchasing agent only when the item or items are required parts of a worker's equipment, are necessary to the successful performance of the duties of such city official or employee, and which the city council has agreed to furnish at the expense of the city. [Ord. 419 § 15, 9-13-65. Prior code § 6-59].~~

3.05.150 Gratuities.

~~(2) The acceptance of any gratuity in the form of cash, merchandise, or any other thing of value by an official or employee of the city from any vendor or contractor, or prospective vendor or contractor, shall be deemed to be a violation of this chapter and shall be cause for removal or other disciplinary action.~~

~~(3) The offer of any such gratuity to any official or employee of the city by any vendor or contractor, or prospective vendor or contractor, shall be cause for declaring such individual or firm to be an irresponsible bidder and for debarring him from bidding. [Ord. 419 § 16, 9-13-65. Prior code § 6-60].~~

3.05.160 Local preference.

~~Purchases shall be made locally whenever possible. [Ord. 419 § 17, 9-13-65. Prior code § 6-61].~~

¹ State law references—For requirement that policies and procedures be established, see § 54202, Gov. Code; purchases by State Department of General Services on behalf of city, authorized on request, § 14814.

**Chapter 3.10
TAXATION – GENERAL PROVISIONS¹**

Sections:

3.10.010 Adoption of state law relative to levy, collection, etc., of taxes.

3.10.020 Assessor and tax collector – County officer.

3.10.030 Collection of unsecured personal property taxes.

3.10.010 Adoption of state law relative to levy, collection, etc., of taxes.

All of the provisions of the laws of the state relating to the assessment of property and the levying and collecting of taxes thereon, and to the sale of property for nonpayment of taxes, and redemption of property from tax sales, contained in Division 1 of the Revenue and Taxation Code of the state, except: Section 464; Sections 751 through 755, inclusive, 757, 758, 827, 829, 830, 831, 832 and 833; Sections 1101 through 1104, inclusive; Sections 1136 through 1141, inclusive; Sections 1831 through 1834, inclusive; Sections 1866 through 1870, inclusive; Sections 3534 through 3556, inclusive; Sections 3651 through 3660, inclusive; Sections 3691, 3694, 3695, 3695.3, 3695.4, 3695.5, 3697, 3698, 3700, 3701, 3701.5, 3702, 3703, 3704, 3709, 3710, 3715, 3716, 3718, 3719, 3720, 3721, 3722, 3723 and 3724; Sections 3771 through 3775, inclusive; Sections 3791 through 3814, inclusive; Section 3841; Sections 3900 through 3912, inclusive; Sections 3950 through 3972, inclusive; Sections 4876 through 4880, inclusive; Sections 5026 through 5029, inclusive; and Sections 5061 through 5064, inclusive. All of the provisions of Article I and Article II, Chapter I, Division 4, Title 4, and Chapter 4, Division 3, Title 4, of the Government Code of the state are hereby adopted and made a part of this chapter the same as though fully set forth herein.

In such state law, where the context requires, the term “City of Willows” is substituted for the term “county” or “district” or “state,” the term “city clerk” is substituted for the term “auditor” or “county auditor” or “controller,” the term “city council” is substituted for the term “county supervisors” or “board of supervisors,” and the term “city attorney” is substituted for the term “district attorney,” it being the intention that such provisions shall refer to the city officials and bodies rather than county and state officials and bodies. [Code 1959 § 18.4; prior code § 15-1].

3.10.020 Assessor and tax collector – County officer.

The tax assessment and tax collection duties, and the collection of assessments levied for municipal improvements, shall be performed by the assessor and tax collector of the county for the purpose of assessment and collection of city taxes, and the collection of assessments for municipal improvements, becoming due and payable hereafter. [Ord. 425 § 2, 1-21-66. Prior code § 15-2].

State law reference—For such requirement by January 1, 1969, see § 51501, Gov. Code.

3.10.030 Collection of unsecured personal property taxes.

Notwithstanding any other provisions as to unsecured personal property taxes, the assessor and tax collector is

authorized to collect the same at the time of making the assessment thereof. [Code 1959 § 18.5; prior code § 15- 3].

¹ State law reference—Authority to tax generally, § 43000, Gov. Code; maximum tax, § 43068.

Chapter 3.15
SALES AND USE TAX¹

Sections:

3.15.010 Short title.

3.15.020 Rate.

3.15.030 Operative date.

3.15.040 Purpose.

3.15.050 Contract with state.

3.15.060 Sales tax.

3.15.070 Place of sale.

3.15.080 Use tax.

3.15.090 Adoption of provisions of state law.

3.15.100 Limitations on adoption of state law.

3.15.110 Permit not required.

3.15.120 Exclusions and exemptions.

3.15.130 Exclusions and exemptions.

3.15.140 Application of provisions relating to exclusions and exemptions.

3.15.150 Amendments.

3.15.160 Enjoining collection forbidden.

3.15.170 Penalties.

3.15.180 Severability.

3.15.010 Short title.

This chapter shall be known as the uniform local sales and use tax ordinance. [Ord. 499-73 § 1, 9-11-73. Prior code § 15-25].

3.15.020 Rate.

The rate of sales tax and use tax imposed by this chapter shall be one percent. [Ord. 499-73 § 1, 9-11-73. Prior code § 15-26].

3.15.030 Operative date.

This chapter shall be operative on January 1, 1974. [Ord. 499-73 § 3, 9-11-73. Prior code § 15-27].

3.15.040 Purpose.

The city council hereby declares that this chapter is adopted to achieve the following, among other, purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- (1) To adopt a sales and use tax ordinance which complies with the requirements and limitations contained in Part 1.5 of Division 2 of the Revenue and Taxation Code;
- (2) To adopt a sales and use tax ordinance which incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.5 of Division 2 of the Revenue and Taxation Code;
- (3) To adopt a sales and use tax ordinance which imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes;
- (4) To adopt a sales and use tax ordinance which can be administered in a manner that will be, to the degree possible, consistent with the provisions of Part 1.5 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting city sales and use taxes and at the same time minimize the burden of record keeping upon persons subject to taxation under the provisions of this chapter. [Ord. 499-73 § 4, 9-11-73. Prior code § 15-28].

3.15.050 Contract with state.

Prior to the operative date this city shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this sales and use tax ordinance; provided, that if this city shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such contract rather than the first day of the first calendar quarter following the adoption of the ordinance codified in this chapter. [Ord. 499-73 § 5, 9-11-73. Prior code § 15-29].

3.15.060 Sales tax.

For the privilege of selling tangible personal property at retail a tax is hereby imposed upon all retailers in the city at the rate stated in WMC [3.15.020](#) of the gross receipts of the retailer from the sale of all tangible personal

property sold at retail in this city on and after the operative date. [Ord. 499-73 § 6, 9-11-73. Prior code § 15-30].

3.15.070 Place of sale.

For the purposes of this chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the state or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization. [Ord. 499-73 § 7, 9-11-73. Prior code § 15-31].

3.15.080 Use tax.

An excise tax is hereby imposed on the storage, use or other consumption in this city of tangible personal property purchased from any retailer on and after the operative date at the rate stated in WMC [3.15.020](#) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made. [Ord. 499-73 § 8, 9-11-73. Prior code § 15-32].

3.15.090 Adoption of provisions of state law.

Except as otherwise provided in this chapter and except insofar as they are inconsistent with the provisions of Part 1.5 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this chapter as though fully set forth herein. [Ord. 499-73 § 9, 9-11-73. Prior code § 15-33].

3.15.100 Limitations on adoption of state law.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, wherever the state of California is named or referred to as the taxing agency, the name of this city shall be substituted ~~therefor~~~~therefor~~~~therefore~~. The substitution, however, shall not be made when the word "state" is used as part of the title of the State Controller, the State Treasurer, the State Board of Control, the State Board of Equalization, the State Treasury, or the Constitution of the State of California; the substitution shall not be made when the result of that substitution would require action to be taken by or against the city, or any agent thereof, rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this chapter; the substitution shall not be made in those sections, including, but not necessarily limited to, sections referring to the exterior boundaries of the state of California, where the result of substitution would be to provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the state under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or to impose this tax with respect to certain sales, storage, use or other consumption of tangible personal

property which would not be subject to tax by the state under the said provisions of that code; the substitution shall not be made in Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797, and 6828 of the Revenue and Taxation Code; and the substitution shall not be made for the word "state" in the phrase "retailer engaged in business in this state" in Section 6203 or in the definition of the phrase in Section 6203. [Ord. 499-73 § 10, 9-11-73. Prior code § 15-34].

3.15.110 Permit not required.

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional seller's permit shall not be required by this chapter. [Ord. 499-73 § 11, 9-11-73. Prior code § 15-35].

3.15.120 Exclusions and exemptions.

(1) The amount subject to tax shall not include any sales or use tax imposed by the state of California upon a retailer or consumer.

(2) The storage, use, or other consumption of tangible personal property, the gross receipts from the sale of which have been subject to tax under a sales and use tax ordinance enacted in accordance with Part 1.5 of Division 2 of the Revenue and Taxation Code by any city and county, county, or city, in this state shall be exempt from the tax due under this chapter.

(3) There are exempted from the computation of the amount of the sales tax the gross receipts from the sale of tangible personal property to operators of aircraft to be used or consumed principally outside the city in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this state, the United States, or any foreign government.

(4) In addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code the storage, use, or other consumption of tangible personal property purchased by operators of aircraft and used or consumed by such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this state, the United States, or any foreign government is exempted from the use tax. [Ord. 583-83 § 1, 12-21-83. Prior code § 15-36].

3.15.130 Exclusions and exemptions.

(1) The amount subject to tax shall not include any sales or use tax imposed by the state of California upon a retailer or consumer.

(2) The storage, use, or other consumption of tangible personal property, the gross receipts from the sale of which have been subject to tax under a sales and use tax ordinance enacted in accordance with Part 1.5 of Division 2 of Revenue and Taxation Code by any city and county, county, or city in this state shall be exempt from the tax due under this chapter.

(3) There are exempted from the computation of the amount of the sales tax the gross receipts from the sale of

tangible personal property to operators of waterborne vessels to be used or consumed principally outside the city in which the sale is made and directly and exclusively in the carriage of persons or property in such vessels for commercial purposes.

(4) The storage, use, or other consumption of tangible personal property purchased by operators of waterborne vessels and used or consumed by such operators directly and exclusively in the carriage of persons or property of such vessels for commercial purposes is exempted from the use tax.

(5) There are exempted from the computation of the amount of the sales tax the gross receipts from the sale of tangible personal property to operators of aircraft to be used or consumed principally outside the city in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this state, the United States, or any foreign government.

(6) In addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code the storage, use, or other consumption of tangible personal property purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this state, the United States, or any foreign government is exempted from the use tax. [Ord. 583-83 § 2, 12-21-83. Prior code § 15-37].

3.15.140 Application of provisions relating to exclusions and exemptions.

(1) WMC [3.15.120](#) shall be operative January 1, 1984.

(2) WMC [3.15.130](#) shall be operative on the operative date of any act of the Legislature of the State of California which amends Section 7202 of the Revenue and Taxation Code or which repeals and reenacts Section 7202 of the Revenue and Taxation Code to provide an exemption from city sales and use taxes for operators of waterborne vessels in the same, or substantially the same, language as that existing in subdivisions (i)(7) and (i)(8) of Section 7202 as those subdivisions read on October 1, 1983. [Ord. 583-83 §§ 3, 4, 12-21-83. Prior code § 15-38].

3.15.150 Amendments.

All subsequent amendments of the Revenue and Taxation Code which relate to the sales and use tax and which are not inconsistent with Part 1.5 of Division 2 of the Revenue and Taxation Code shall automatically become a part of this chapter. [Ord. 499-73 § 15, 9-11-73. Prior code § 15-39].

3.15.160 Enjoining collection forbidden.

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the state or this city, to prevent or enjoin the collection under this chapter, or Part 1.5 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected. [Ord. 499-73 § 16, 9-11-73. Prior code § 15-40].

3.15.170 Penalties.

~~Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine of not more than \$500.00 or by imprisonment for a period of not more than six months, or by both such fine and imprisonment. [Ord. 499-73 § 17, 9-11-73. Prior code § 15-41].~~ Violations of this chapter shall be subject to applicable penalties and enforcement provisions under state law, including those administered by the California Department of Tax and Fee Administration.

3.15.180 Severability.

If any provision of this chapter or the application thereof to any person or circumstance is held invalid, the remainder of the chapter and the application of such provision to other persons or circumstances shall not be affected thereby. [Ord. 499-73 § 18, 9-11-73. Prior code § 15-42].

¹ State law references—State sales and use tax, § 6001 et seq., Rev. and T. Code; as to uniform local sales and use tax, see § 7200 et seq.

**Chapter 3.20
DOCUMENTARY STAMP TAX**

Sections:

3.20.010 Title – Adoption authority.

3.20.020 Administering by county recorder.

3.20.030 Amount levied.

3.20.040 By whom payable.

3.20.050 Governmental agencies exempt.

3.20.060 Mortgages exempt.

3.20.070 Bankruptcy, receivership, etc., transactions exempt – Limitation.

3.20.080 Effectuating order of SEC exempt.

3.20.090 Applicability to partnership.

3.20.100 Refund claims.

3.20.010 Title – Adoption authority.

This chapter shall be known as the real property transfer tax ordinance of the city of Willows. It is adopted pursuant to the authority contained in Section 11901 and following of the Revenue and Taxation Code of the state. [Ord. 449 § 1, 12-11-67. Prior code § 15-44].

3.20.020 Administering by county recorder.

The county recorder shall administer this chapter in conformity with the provisions of part 6.7 of Division 2 of the Revenue and Taxation Code of the state and the provisions of any county ordinance adopted pursuant thereto. [Ord. 449 § 9, 12-11-67. Prior code § 15-45].

3.20.030 Amount levied.

There is imposed on each deed, instrument or writing by which any lands, tenements, or other realty sold within the city shall be granted, assigned, transferred or otherwise conveyed to, or vested in, the purchaser or any other person, by his direction, when the consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrances remaining thereon at the time of sale) exceeds \$100.00, a tax at the rate of \$0.275 for each \$500.00 or fractional part thereof. [Ord. 449 § 2, 12-11-67. Prior code § 15-46].

3.20.040 By whom payable.

Any tax imposed pursuant to WMC [3.20.010](#) shall be paid by any person who makes, signs or issues any document or instrument subject to the tax, or for whose use or benefit the same is made, signed or issued. [Ord. 449 § 3, 12-11-67. Prior code § 15-47].

3.20.050 Governmental agencies exempt.

The United States or any agency or instrumentality thereof, any state or territory, or political subdivision thereof, or the District of Columbia, shall not be liable for any tax imposed pursuant to this chapter with respect to any deed, instrument, or writing to which it is a party, but the tax may be collected by assessment from any other party liable therefor. [Ord. 449 § 5, 12-11-67. Prior code § 15-48].

3.20.060 Mortgages exempt.

Any tax imposed pursuant to this chapter shall not apply to any instrument in writing given to secure a debt. [Ord. 449 § 4, 12-11-67. Prior code § 15-49].

3.20.070 Bankruptcy, receivership, etc., transactions exempt – Limitation.

Any tax imposed pursuant to this chapter shall not apply to the making, delivering or filing of conveyances to make effective any plan to reorganization or adjustment:

- (1) Confirmed under the Federal Bankruptcy Act, as amended;
- (2) Approved in an equity receivership proceeding in a court involving a railroad corporation, as defined in subdivision (m) of Section 205 of Title 11 of the United States Code, as amended;
- (3) Approved in an equity receivership proceeding in a court involving a corporation, as defined in subdivision (3) of Section 506 of Title 11 of the United States Code, as amended; or
- (4) Whereby a mere change in identity, form or place of organization is ~~ea~~affected.

Subsections (1) through (4), inclusive, of this section shall only apply if the making, delivery or filing of instruments of transfer or conveyances occurs within five years from the date of such confirmation, approval or change. [Ord. 449 § 6, 12-11-67. Prior code § 15-50].

3.20.080 Effectuating order of SEC exempt.

Any tax imposed pursuant to this chapter shall not apply to the making or delivery of conveyances to make effective any order of the Securities and Exchange Commission, as defined in subdivision (a) of Section 1083 of the Internal Revenue Code of 1954; but only if:

- (1) The order of the Securities and Exchange Commission in obedience to which such conveyance is made recites that such conveyance is necessary or appropriate to effectuate the provisions of Section 79k of Title 15 of the United States Code, relating to the Public Utility Holding Company Act of 1935;

(2) Such order specifies the property which is ordered to be conveyed;

(3) Such conveyance is made in obedience to such order. [Ord. 449 § 7, 12-11-67. Prior code § 15-51].

3.20.090 Applicability to partnership.

(1) In the case of any realty held by a partnership, no levy shall be imposed pursuant to this chapter by reason of any transfer of an interest in a partnership or otherwise, if:

(a) Such partnership (or another partnership) is considered a continuing partnership within the meaning of Section 708 of the Internal Revenue Code of 1954; and

(b) Such continuing partnership continues to hold the realty concerned.

(2) If there is a termination of any partnership within the meaning of Section 708 of the Internal Revenue Code of 1954, for the purposes of this chapter, such partnership shall be treated as having executed an instrument whereby there was conveyed, for fair market value (exclusive of the value of any lien or encumbrance remaining thereon), all realty held by such partnership at the time of such termination.

(3) Not more than one tax shall be imposed pursuant to this chapter by reason of a termination described in subsection (2) of this section, and any transfer pursuant thereto, with respect to the realty held by such partnership at the time of such termination. [Ord. 449 § 8, 12-11-67. Prior code § 15-52].

3.20.100 Refund claims.

Claims for refund of taxes imposed pursuant to this chapter shall be governed by the provisions of Chapter 5 (commencing with Section 5096) of Part 9 of Division 1 of the Revenue and Taxation Code of the state. [Ord. 449 § 10, 12-11-67. Prior code § 15-53].

**Chapter 3.25
HOTEL USERS TAX**

Sections:

[3.25.010 Title.](#)

[3.25.020 Definitions.](#)

[3.25.030 Tax imposed.](#)

[3.25.040 Exemptions.](#)

[3.25.050 Operator's duties.](#)

[3.25.060 Registration.](#)

[3.25.070 Reporting and remitting.](#)

[3.25.080 Penalties and interest.](#)

[3.25.090 Failure to collect and report tax – Determination of tax by tax administrator.](#)

[3.25.100 Appeal.](#)

[3.25.110 Records.](#)

[3.25.120 Refunds.](#)

[3.25.130 Actions to collect.](#)

[3.25.140 Violations – Misdemeanor.](#)

3.25.010 Title.

This chapter shall be known as the hotel users tax ordinance of the city of Willows. [Ord. 658-98, 5-12-98; Ord. 462 § 1, 11-12-68. Prior code § 15-61].

3.25.020 Definitions.

Except where the context otherwise requires, the definitions given in this section govern the construction of this chapter:

“Hotel” means any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by hotel users for dwelling, ~~lodging~~lodging, or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, bed and breakfast, studio hotel, bachelor hotel, lodging house, rooming house, apartment house,

dormitory, public or private club, mobile home or other lodging including but not limited to a camping site or a space at a campground or recreational vehicle park.

“Hotel user” means any person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. Any such person so occupying space in a hotel shall be deemed to be a hotel user until the period of 30 days has expired unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy. In determining whether a person is a hotel user, uninterrupted periods of time extending both prior and subsequent to the effective date of the ordinance codified in this chapter may be considered.

“Occupancy” means the use or possession, or the right to the use or possession of any room or rooms or portion thereof, in any hotel for dwelling, lodging or sleeping purposes.

“Operator” means the person who is proprietor of the hotel, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs his function through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as his principal.

Compliance with the provisions of this chapter by either the principal or the managing agent shall, however, be considered to be compliance by both.

“Person” means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

“Rent” means the consideration charged, whether or not received, for the occupancy of space in a hotel valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever.

“Tax administrator” means the city treasurer. [Ord. 658-98, 5-12-98; Ord. 640-94, 1-11-94; Ord. 602-85 § 2, 12-10-85; Ord. 462 § 2, 11-12-68. Prior code § 15-62].

3.25.030 Tax imposed.

~~For the privilege of occupancy in any hotel, each hotel user is subject to and shall pay a tax in the amount of 12 percent of the rent charged by the operator. Said tax constitutes a debt owed by the hotel user to the city, which is extinguished only by payment to the operator or city. The hotel user shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the hotel user ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the tax administrator may require that such tax be paid directly to the tax administrator. [Ord. 706-12, 11-27-12; Ord. 665-00, 12-12-00; Ord. 658-98, 5-12-98; Ord.~~

~~631-91, 9-24-91. Prior code § 15-63]. For the privilege of occupancy in any hotel, a transient occupancy tax is hereby imposed in the amount of twelve (12) percent of the rent charged by the operator. The tax is imposed on the hotel user; however, the operator of the hotel shall collect the tax from the hotel user at the time the rent is paid. The operator shall be responsible for collecting the tax and shall be liable to the City for the full amount of the tax, whether or not the tax is collected from the hotel user. The hotel user shall pay the tax to the operator at the time the rent is paid, and if the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. Any tax required to be collected by the operator and not collected shall nevertheless be deemed a debt owed by the operator to the City. The tax administrator may require any operator or hotel user to pay any unpaid tax directly to the City.~~

3.25.040 Exemptions.

~~Timeshare and specific campgrounds as stated in California Revenue and Taxation Code 7280. [Ord. 658-98, 5-12-98; Ord. 640-94, 1-11-94. Prior code § 15-64]. If a proper claim for exemption is made, a tax shall not be imposed upon:~~

- ~~(1) Any person to whom, or any occupancy as to which, it is beyond the power of the city to impose the tax herein provided;~~
- ~~(2) The owner of a timeshare estate occupying a room or rooms in a timeshare project. A timeshare estate means the right to occupy a timeshare property, coupled with a freehold estate or an estate for years with a future interest in a timeshare property or a specified portion thereof;~~
- ~~(3) Any federal or state of California officer or employee, when on official business;~~

~~Specific campgrounds, as stated in California Revenue and Taxation Code 7280.~~

3.25.050 Operator's duties.

Each operator shall collect the tax imposed by this chapter to the same extent and at the same time as the rent is collected from every hotel user. The amount of tax shall be separately stated from the amount of the rent charged, and each hotel user shall receive a receipt for payment from the operator. No operator of a hotel shall advertise or state in any manner, whether directly or indirectly, that the tax or any part thereof will be assumed or absorbed by the operator, or that it will not be added to the rent, or that, if added, any part will be refunded except in the manner hereinafter provided. [[Ord. 658-98, 5-12-98; Ord. 462 § 5, 11-12-68. Prior code § 15-65].

3.25.060 Registration.

Within 30 days after the effective date of the ordinance codified in this chapter, or within 30 days after commencing business, whichever is later, each operator of any hotel renting occupancy to hotel users shall register said hotel with the tax administrator and obtain from the tax administrator a hotel users registration certificate to be at all times posted in a conspicuous place on the premises. Said certificate shall, among other things, state the following:

- (1) The name of the operator;
- (2) The address of the hotel;
- (3) The date upon which the certificate was issued; (4)

This Hotel Users Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Uniform Hotel Users Tax Ordinance by registering with the tax administrator for the

purpose of collecting from hotel users the hotel ~~users~~users' tax and remitting said tax to the tax administrator. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, nor to operate a hotel without strictly complying with all local applicable law, including but not limited to those requiring a permit from any board, commission, department or office of this City. This certificate does not constitute a permit.

[Ord. 658-98, 5-12-98; Ord. 462 § 6, 11-12-68. Prior code § 15-66].

3.25.070 Reporting and remitting.

Each operator shall, on or before the last day of the month following the close of each calendar quarter, or at the

close of any shorter reporting period which may be established by the tax administrator, make a return to the tax administrator, on forms provided, of the total rents charged and received and the amount of tax collected for hotel users' occupancies. At the time the return is filed, the full amount of the tax collected shall be remitted to the tax administrator. The tax administrator may establish shorter reporting periods for any certificate holder in order to ensure collection of the tax and the tax administrator may require further information in the return.

Returns and payments are due immediately upon a cessation of business for any reason. All taxes collected by operators pursuant to this chapter shall be held in trust for the account of the city until payment thereof is made to the tax administrator. [Ord. 658-98, 5-12-98; Ord. 462 § 7, 11-12-68. Prior code § 15-67].

3.25.080 Penalties and interest.

(1) Original Delinquency. Any operator who fails to remit any tax imposed by this chapter within the time required shall pay a penalty of 10 percent of the amount of the tax in addition to the amount of the tax.

(2) Continued Delinquency. Any operator who fails to remit any ~~delinquent remittance on or before a period of tax within~~ 30 days following the date on which the ~~remittance tax~~ first became delinquent shall pay ~~a second delinquency an~~ additional penalty of 10 percent of the amount of the tax, in addition to the amount of the tax ~~and the 10 percent penalty first imposed under subsection (1).~~

(3) Fraud. If the tax administrator determines that the ~~nonpayment of any remittance failure to remit any tax~~ due under this chapter is due to fraud, a penalty of 25 percent of the amount of the tax shall be added ~~thereto~~ in addition to the penalties stated in subsections (1) and (2) of this section.

(4) Interest. In addition to the penalties imposed, any operator who fails to remit any tax ~~imposed~~ required by this chapter shall pay interest at the rate of one-half of one percent per month, or fraction thereof, on the amount of the tax, exclusive of penalties, from the date on which the ~~remittance~~ tax became delinquent until paid.

(5) Penalties Merged with Tax. ~~Every~~ All ~~penalties~~ penalties imposed, and ~~such~~ interest as accrues ~~imposed~~ under the provisions ~~of this section,~~ shall become a part of the tax ~~herein~~ required to be paid. [Ord. 658-98, 5-12-98; Ord. 462 § 8, 11-12-68. Prior code § 15-68].

3.25.090 Failure to collect and report tax – Determination of tax by tax administrator.

(1) If any operator shall fail or refuse to collect said tax and to make, within the time provided in this chapter, any report and remittance of said tax or any portion thereof required by this chapter, the tax administrator shall proceed in such manner deemed best to obtain facts and information on which to base an estimate of the tax due. As soon as the tax administrator shall procure such facts and information upon which to base the assessments of any tax imposed by this chapter and payable by any operator who has failed or refused to collect the same and to make such report and remittance, the tax administrator shall proceed to determine and assess against such operator the tax, interest, and penalties provided for by this chapter. In case such determination is made, the tax administrator shall give a note of the amount so assessed by serving it personally or by depositing it in the United States mail, postage prepaid, addressed to the operator so assessed at his last

known place of address.

(2) Such operator may, within 10 days after the serving or mailing of such notice, make ~~application~~ an application in writing to the tax administrator for a hearing on the amount assessed. If application by the operator for a hearing is not made within the time prescribed, the tax, ~~interest~~ interest, and penalties, if any, determined by the tax administrator shall become final and conclusive and immediately due and payable. If such application is made, the tax administrator shall give not less than five days' written notice in the manner prescribed herein to the operator to show cause at a time and place fixed in said notice why said amount specified therein should not be fixed for such tax, ~~interest~~ interest, and penalties.

(3) At such ~~hearing~~ hearing, the operator may appear and offer evidence why such specified tax, interest and penalties should not be so fixed. After such hearing the tax administrator shall determine the proper tax to be remitted and shall thereafter give written notice to the person in the manner prescribed herein of such determination and the amount of such tax, interest and penalties. The amount determined to be due shall be payable after 15 days unless an appeal is taken as provided in WMC 3.25.100. [Ord. 658-98, 5-12-98; Ord. 462 § 9, 11-12-68. Prior code § 15-69].

3.25.100 Appeal.

Any operator aggrieved by any decision of the tax administrator with respect to the amount of such tax, ~~interest~~ interest, and penalties, if any, may appeal to the council by filing a notice of appeal with the city clerk within 15 days of the serving or mailing of the determination of tax due. The council shall fix a time and place for hearing such appeal, and the city clerk shall give notice in writing to such operator at ~~operator's~~ the operator's last known place of address. The findings of the council shall be final and conclusive and shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice. [Ord. 658-98, 5-12-98; Ord. 462 § 10, 11-12-68. Prior code § 15-70].

3.25.110 Records.

It shall be the duty of every operator liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of three years, all records as may be necessary to determine the amount of such tax as the operator may have been liable for the collection of and payment to the city, which records the tax administrator shall have the right to inspect at all reasonable times. [Ord. 658-98, 5-12-98; Ord. 462 § 11, 11-12-68. Prior code § 15-71].

3.25.120 Refunds.

(1) Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the city under this chapter it may be refunded as provided in subsections (2) and (3) of this section, provided a claim in writing therefor, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the tax administrator within 90 days of the date of payment. The claim shall be on forms furnished by the tax administrator.

(2) An operator may claim a refund or take as credit against taxes collected and remitted, the amount overpaid, paid more than once or erroneously or illegally collected or received, when it is established in a manner prescribed by the tax administrator that the person from whom the tax has been collected was not a hotel user; provided, however, that neither a refund nor a credit shall be allowed unless the amount of the tax so collected has either been refunded to the hotel user or credited to rent subsequently payable by the hotel user to the operator.

(3) A hotel user may obtain a refund of taxes overpaid or paid more than once or erroneously or illegally collected or received by the city by filing a claim in the manner provided in subsection (1) of this section, but only when the tax was paid by the hotel user directly to the tax administrator, or when the hotel user, having paid the tax to the operator, establishes to the satisfaction of the tax administrator that the hotel user has been unable to obtain a refund from the operator who collected the tax.

(4) No refund shall be paid under the provisions of this section unless the claimant establishes his right thereto by written records showing entitlement thereto. [Ord. 658-98, 5-12-98; Ord. 462 § 12, 11-12-68. Prior code § 15-72].

3.25.130 Actions to collect.

Any tax required to be paid by any hotel user under the provisions of this chapter shall be deemed a debt owed by the hotel user to the city. Any such tax collected by an operator which has not been paid to the city shall be deemed a debt owed by the operator to the city. Any person owing money to the city under the provisions of this chapter shall be liable to an action brought in the name of the city of Willows for the recovery of such amount. [Ord. 658-98, 5-12-98; Ord. 462 § 13, 11-12-68. Prior code § 15-73].

3.25.140 Violations – Misdemeanor.

(1) Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and shall be punishable therefor by a fine of not more than ~~\$500.00~~1,000.00 or by imprisonment in the county jail for a period of not more than six months or by both such fine and imprisonment.

(2) Any operator or other person who fails or refuses to register as required herein, or to furnish any return required to be made, or who fails or refuses to furnish a supplemental return or other data required by the tax administrator, or who renders a false or fraudulent return or claim, is guilty of a misdemeanor, and is punishable as aforesaid. Any person required to make, render, sign or verify any report or claim, who makes any false or fraudulent report or claim with intent to defeat or evade the determination of any amount due required by this chapter to be made, is guilty of a misdemeanor and is punishable as aforesaid. [Ord. 658-98, 5-12-98; Ord. 462 § 14, 11-12-68. Prior code § 15-74].

Chapter 3.30
DISPOSITION OF LOST, STOLEN OR UNCLAIMED PROPERTY

Sections:

3.30.010 Definitions.

3.30.020 Chief of police as custodian.

3.30.030 Duty of city employee on receiving property.

3.30.040 Audit by finance director.

3.30.050 Disposition of stolen property.

3.30.060 Disposition of unclaimed property.

3.30.070 Authority of custodian.

3.30.080 Delivery to city manager for disposition.

3.30.090 Disposition of dangerous or unusable property.

3.30.100 Vesting in city.

3.30.110 Fixing date of sale.

3.30.120 Notice of public auction.

3.30.130 Minimum sale price.

3.30.140 Report to council.

3.30.150 Vesting quick sale proceeds.

3.30.010 Definitions.

The following words and phrases whenever used in this chapter shall be construed as defined in this section unless from the context a different meaning is intended:

“Quick sale property” is all that property subject to the provisions of Section 2080.5 of the Civil Code of the state of California.

“Stolen property” means property or money coming into the custody of a city employee while in the course of such employment which has been stolen or embezzled or which is alleged or suspected to have been stolen or

embezzled.

“Unclaimed property” is all of that lost or misplaced money or property which has come into the possession of a city employee while in the course of such employment; and

(1) Which remains unclaimed by the owner thereof for more than three months after the property came into the possession of the city employee; and

(2) Which remains unclaimed by the owner thereof after the notice and time limits provided in Section 2080.3 of the Civil Code of the state of California, if longer than the time provided in subsection (1) of this definition; and

(3) The title to which, if the property was not found in the course of employment by an employee of any public agency, is waived by the finder either in writing or by the finder’s failure to appear, pay the costs required, and take possession of the property within five days after notice to do so. Such notice shall be sufficient if deposited in the United States mail addressed to the finder’s address given at the time the property was delivered to the city.

Unclaimed property does not, however, include “quick sale” property as defined herein. [Ord. 686-09, 9-8-09].

3.30.020 ~~Chief of police~~City manager as custodian.

The ~~chief of police~~city manager, or their designee, shall be the custodian of all lost, stolen and unclaimed property which may now be in the possession or under the control of the ~~chief of police~~city manager, or which may hereafter come into the possession of any city employee. [Ord. 686-09, 9-8-09].

3.30.030 Duty of city employee on receiving property.

Every city employee, upon taking or receiving any money or property into custody, while in the course of such employment, shall forthwith deliver such money or property to the ~~chief of police~~city manager who shall particularly register the following information regarding all such property which is delivered to or received by the chief of police: the name and address of the person from whom the property or money shall have been taken; by whom it was delivered; the name of all reputed owners and claimants of such money or property; the date and time of receipt, and the final disposition thereof. With respect to such property, the ~~chief of police~~city manager shall take and keep the affidavit as required and provided for in Section 2080.1 of the Civil Code of the state of California. [Ord. 686-09, 9-8-09].

3.30.040 Audit by finance director.

The records ~~of the chief of police no chief of police~~ regarding the registration of any lost, stolen, or unclaimed property coming into the ~~chief of police’s~~city manager’s possession and the disposition thereof shall be made available to the finance director for an audit at the time such property is ~~transferred to the city manager~~being prepared for disposition in accordance with the provisions of this chapter. [Ord. 686-09, 9-8-09].

3.30.050 Disposition of stolen property.

Stolen property shall be disposed of as provided in Chapter 12 entitled "Disposal of Property Stolen or Embezzled" of Title 10 entitled "Miscellaneous Proceedings" of Part 2 entitled "Criminal Procedure" of the Penal Code of the state of California, commencing with Section 1407 of said Code, as the same may from time to time be amended. [Ord. 686-09, 9-8-09].

3.30.060 Disposition of unclaimed property.

Unclaimed and quick sale property shall be disposed of as provided in Article I entitled "Lost Money and Goods" of Chapter 4 entitled "Lost and Unclaimed Property" of Title VI entitled "Service" of Part 4 entitled "Obligations Arising from Particular Transactions" of Division Three of the Civil Code of the state of California, commencing with Section 2080 of said code as the same may from time to time be amended. The following regulatory provisions of this chapter are adopted pursuant to the authority granted in Section 2080.6 of said code. [Ord. 686-09, 9-8-09].

3.30.070 Authority of custodian.

The city manager may appoint a custodian of such property who shall have the power and authority to perform all of the acts herein below required to be performed by the city manager including, but not limited to, receipt of property, conducting of sales, giving of notice of sales, establishing minimum prices, delivery of proceeds to the finance director and reporting upon the sales, all of which duties shall be performed on behalf of and it shall be deemed to be the performance of the city manager. Such custodian's authority shall not be greater than the authority of the city manager hereunder and may be limited by the city manager to less than all of the authority granted to the city manager hereunder. [Ord. 686-09, 9-8-09].

3.30.080 Delivery to city manager for disposition.

All unclaimed property which is not vested in a finder shall, upon expiration of the time limits for the claiming or vesting of such property, be delivered to the city manager who shall dispose of the same as follows:

- (1) All money shall be deposited in the general fund of the city.
- (2) All unclaimed property shall be sold by the city manager, or a city employee designated by the city manager, or a person hired by the city for the purpose of conducting such sale, at a public auction to the highest bidder. The proceeds of such sale shall be deposited in the general fund.
- (3) All property remaining unsold after the sale may be retained for future sales, disposed of at private sales, destroyed, or otherwise disposed of as determined by the city manager in the city manager's sole discretion.
- (4) All property which the city manager determines is of public use, shall not be sold or disposed of pursuant to these provisions, but shall be delivered by the city manager to the city department, public agency, or private nonprofit corporation seeking to acquire and use such property for such public use. [Ord. 686-09, 9-8-09].

3.30.090 Disposition of dangerous or unusable property.

Notwithstanding any other provision of this chapter, the chief of police shall not be required to retain and deliver to the city manager property which the chief of police has determined is without value or is dangerous and such property may be disposed of or destroyed. Property which may be disposed of or destroyed pursuant to this section shall include, but not be limited to, keys, used clothing, items the retention of which would be a threat to the health or safety of the persons in charge of their storage and maintenance, and property which is damaged to such an extent that it is dangerous or unusable and irreparable. The chief of police shall maintain a record of each item of property which is disposed of or destroyed pursuant to this section, the method of disposition or destruction and the reason therefor and shall provide a report to the finance director containing that information at such times as any property which has been retained is transferred to the city manager for disposition in accordance with this chapter. [Ord. 686-09, 9-8-09].

3.30.100 Vesting in city.

Title to all unclaimed property shall, upon delivery to the city manager, vest in the city. [Ord. 686-09, 9-8-09].

3.30.110 Fixing date of sale.

The city manager may accumulate property on behalf of the city for a public auction sale and set the date of such sale so that a reasonable amount of property is available at the time of the sale. The city manager may divide such property into groups containing property of a similar size or characteristic, and conduct sales limited to a particular group. Notwithstanding the above, the city manager shall conduct at least one public auction sale per year covering all such property or groups of property. [Ord. 686-09, 9-8-09].

3.30.120 Notice of public auction.

Notice of the public auction sale shall be given by the city manager at least five days before the time fixed therefor~~e~~ by publication, once in a newspaper of general circulation published in this city. [Ord. 686-09, 9-8-09].

3.30.130 Minimum sale price.

The minimum sale price for property sold at a public auction or private sale shall be established by the city manager based upon the city manager's best estimate of the market value of the property and the expenses incurred by the city for handling and selling said property to the extent reasonable. [Ord. 686-09, 9-8-09].

3.30.140 Report to council.

Within 30 days after each such auction sale, the city manager shall report to the city council concerning such sale, which report shall list the property sold, the purchase price received therefor, the expenses of such sale, and the net proceeds delivered to the city and deposited in the general fund. The city manager shall ~~further~~ annually report to the city council at its first regular meeting in August showing the disposition of all property delivered to the city manager which was not disposed of at public auction during the preceding fiscal year. [Ord. 686-09, 9-8-09].

3.30.150 Vesting quick sale proceeds.

The proceeds of the sale of all quick sale property shall be held by the chief of police in place of such property

as though the same were money delivered to the police department at the time when such quick sale property came into the possession of said police department.

Said proceeds shall thereafter become unclaimed property and vest in the city as provided for moneys constituting unclaimed property. [Ord. 686-09, 9-8-09].

**Chapter 3.35
EMERGENCY SERVICES MITIGATION FEES¹**

Sections:

3.35.010 Purpose and scope, fees established.

3.35.020 Persons subject to charges.

3.35.030 Fees for services and costs – Fee schedule.

3.35.040 Remedies are nonexclusive.

3.35.050 Repealed.

3.35.010 Purpose and scope, fees established.

It is the intent and purpose of this chapter for the city of Willows to establish mitigation fees to recover the reasonable costs of the delivery of emergency services necessary to protect the public health and safety and provided by the city of Willows fire department for personnel, supplies and equipment relating to motor vehicle and other emergency incidents, including, but not limited to, vehicle accidents or collisions, motor vehicle fires, motor vehicle extrications, technical rescues, spills or discharges of hazardous materials, or cause and origin investigations. The rate of mitigation fees shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) which may include but is not limited to the costs of any services, personnel, supplies, and equipment. [Ord. 755-22 § 5, 5-24-22; Ord. 689-10, 7-27-10].

3.35.020 Persons subject to charges.

The mitigation fees shall be charged to the responsible party, as determined by the city of Willows fire chief or designee or third-party billing service, representing an add-on cost to any claim for damages to the vehicles, property and/or injuries. The claim costs may be filed with the insurance provider of the owner of a vehicle, owner of property, or directly to the responsible parties. [Ord. 755-22 § 5, 5-24-22; Ord. 689-10, 7-27-10].

3.35.030 Fees for services and costs – Fee schedule.

The city council of the city of Willows shall adopt, and amend by resolution, from time to time, a schedule of fees to cover the costs of services provided by this chapter and may implement rules or regulations, or amend or revoke such rules and regulations, consistent with this chapter, as they may deem necessary or expedient for purposes of billing and collections of such fees. [Ord. 755-22 § 5, 5-24-22; Ord. 689-10, 7-27-10].

3.35.040 Remedies are nonexclusive.

Nothing in this chapter precludes the city of Willows from using any other available method to recover fees or costs described in this chapter or in any fee schedule adopted pursuant to this chapter by any other means provided for in law. [Ord. 755-22 § 5, 5-24-22; Ord. 689-10, 7-27-10].

3.35.050 Applicability.

Repealed by Ord. 755-22. [Ord. 689-10, 7-27-10].

¹ Code reviser's note: Ord. No. 689-10 adds these provisions as Chapter [3.30](#) WMC. This chapter has been editorially renumbered to prevent duplication of numbering.

**Title 4
(Reserved)**



PUBLIC HEARING



Date: April 7, 2026

To: Planning Commission

From: Joe Bettencourt, Community Development & Service Director
Amy Rossig, City Planner, Harris & Associates

Subject: Tesla Supercharger / Design Review (File# DR-26-01) / 475 N. Humboldt Avenue

Recommendation:

Receive the Staff Report, attachments, discuss, and upon conclusion, consider approving the request for Design Review (File# DR 26-01) and adopt the attached resolution (Attachment 1).

Rationale for Recommendation:

This matter is before the Planning Commission pursuant to City of Willows Municipal Code (WMC) Chapter 18.141.

Background:

The project site is located at 475 N. Humboldt Avenue and consists of Assessor's Parcel Number (APN) 017-330-030. The 1.55-acre site is currently undeveloped. It is bounded to the west by Interstate 5 and does not have direct frontage on Humboldt Avenue. Instead, the site is bordered to the east by an existing shopping center containing a Starbucks, Subway, and a vacant storefront. Existing hotels are located to the north and south of the site. Access to the project site is provided via an existing access easement located at the northeast corner of the parcel.

The applicant is requesting Design Review approval for the construction of an electric vehicle (EV) charging station. The Design Review request includes the following project components:

- 96 parking stalls equipped with supercharger units
- An 840-square-foot amenity building
- Three photovoltaic solar canopies 13.5 feet in height
- Electrical infrastructure, including a switchboard, cabinets, and a megapack (battery energy storage system)
- Site lighting
- Associated paving and ground improvements

The project is proposed to be constructed in two phases. Phase 1 would include 56 charging spaces and supporting equipment. Phase 2 would include an additional 40 charging spaces, associated equipment, and the amenity building.

Discussion & Analysis:

The project site is zoned Highway Commercial. Within this zoning district, commercial uses such as restaurants, convenience stores, and automobile service stations are permitted pursuant to WMC Chapter 18.65.020. The proposed EV charging station is consistent with these regulations, as it is functionally similar to an automobile service station and complies with applicable land use standards.

Additionally, the Highway Commercial zoning designation is intended to accommodate uses that serve travelers and regional traffic. The project is compatible with the surrounding development pattern, which includes three hotels in the immediate vicinity and proximity to Interstate 5. As such, the site is well-suited to support an EV charging facility.

Stakeholder Review:

The project was circulated to various agencies for review and comment based on their respective areas of expertise. The project was distributed to the following agencies, and the responses received are summarized below:

- City of Willows Fire Department – Four (4) additional fire hydrants, each located in corner of the property, will be required. The construction of a separate fire line connected to the main off of Humboldt Avenue will be required to support the additional hydrants.
- City of Willows Engineering Department – No comments at this time. A full review will be conducted during the Grading Plan and Building Permit process to ensure compliance with City requirements. This review will not impact the design review.
- City of Willows Building Department – Conditions of Approval included.
- City of Willows Public Works / Sewer Department – No comment.
- Caltrans – The review is in process and comments are expected the second week of April. It is anticipated that comments will not alter the design of the project.
- California Department of Fish and Wildlife – No comment received.
- Glenn County Environmental Health – No comment.
- Glenn County Air Pollution Control District – Conditions of Approval included.
- Glenn County Resources Conservation District - No comment received.
- Glenn County Sheriff Department – No comment.
- AT&T – No comment received.
- PG&E - No comment received.
- Comcast - No comment received.
- Waste Management - No comment received.
- Regional Water Quality Control Board - No comment received.
- California Water Service – No comment received.

Consistency with Council Priorities and Goals:

The project is consistent with Priority #4: Community Engagement as the project would offer an opportunity for public input and engagement, allowing residents to share their thoughts and concerns during a public hearing.

The project is also consistent with Priority #2: Economic Development. As it is a new development within the City, it has the potential to contribute to economic growth. By creating jobs and attracting new businesses, the project can play a significant role in contributing to the local economy.

Environmental Review:

The project is categorically exempt from the preparation of environmental documentation under the California Environmental Quality Act (CEQA) pursuant to Guideline Sections 15303 (Class 3), Section 15304 (Class 4), and Section 15311 (Class 11) for the construction of the parking lot, the 840-square-foot amenity building, supporting equipment and PV solar canopies.

Fiscal Impact:

There is no cost to the City associated with this application as the project has a Cost Recovery Agreement and deposit on file.

Attachments:

- Attachment 1: Resolution 02-2026
- Attachment 2: Conditions of Approval
- Attachment 3: Site Plan
- Attachment 4: Amenity Building Plan
- Attachment 5: Project Renderings
- Attachment 6: Preliminary Grading and Drainage Plan
- Attachment 7: Data Sheet for Cabinets and Posts
- Attachment 8: Design Review Analysis



**City of Willows
Resolution 02-2026**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE DESIGN REVIEW APPROVAL OF A 96-SPACE ELECTRIC VEHICLE CHARGING STATION, ALONG WITH AN AMENITY BUILDING, SOLAR PHOTOVOLTAIC CANOPIES, CHARGING CABINETS, AND A BATTERY ENERGY STORAGE SYSTEM TO TESLA, INC. FOR THE PROPERTY LOCATED AT 475 N. HUMBOLDT AVENUE, AESSORS PARCEL NUMBER 017-330-030 WITHIN THE HIGHWAY COMMERCIAL ZONE

WHEREAS, the applicant, Tesla, Inc., represented by Misako Hill, has submitted an application for a Design Review approval to construct a 96-space electric vehicle charging station, along with an amenity building, solar photovoltaic canopies, charging cabinets, a battery energy storage system and supporting equipment; and

WHEREAS, City of Willows Municipal Code Chapter 18.141 requires all new commercial buildings and physical improvements obtain Design Review approval; and

WHEREAS, notice of the Planning Commission meeting held on April 7, 2026 was published in a newspaper of general circulation in the City in accordance with law; and

WHEREAS, the Planning Commission did, on April 7, 2026 hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

WHEREAS, the Planning Commission does find that the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3), Section 15304 (Class 4), and Section 15311 (Class 11) pursuant to the California Environmental Quality Act (CEQA); and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review to construct a 96-space electric vehicle charging station, along with an amenity building, solar photovoltaic canopies, charging cabinets, a battery energy storage system and supporting equipment is consistent with the City of Willows Municipal Code and General Plan, and findings incorporated, and hereby approves Design Review File #DR-26-01, subject to the attached conditions of approval.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 7th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Sherry Brott, Chair

ATTESTED:

Karleen Price, City Clerk

Conditions of Approval
Design Review (File# DR-26-01)
Tesla Supercharger
475 N. Humboldt Avenue / APN: 017-330-030
Planning Commission Approval Date: April 7, 2026

GENERAL

1. That the applicant/developer shall enter into a *Pass-Through* Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.
2. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.
3. The Architectural Design Review approval shall expire in one (1) year unless issuance of a building permit for the first phase of development, which includes construction of 56 charging stations, occurs. The applicant may apply to the City for an extension of not more than one (1) year from the original date of expiration, if found that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one (1) year shall require Planning Commission approval.
4. The developer shall adhere to the design and specification of the Architectural Design Review approval for the exterior façade improvements, to include the proposed material/color scheme of the new building, compliant parking spaces, landscaping, signage, trash enclosure and necessary site improvements as shown on the plans submitted with the application. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed,. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
5. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.
6. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
7. In the event that archaeological remains or artifacts are uncovered during construction activities, work shall be stopped, and a qualified archaeologist shall survey the site. The archaeologist shall submit a report with recommendations of the disposition of the site. Disposition may include, but is not limited to, excavation and documentation, capping the site, or leaving the site in an open space area. The recommendations of the archaeologist shall be incorporated in the project.
8. All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

BUILDING DEPARTMENT

9. Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.
10. All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.

FIRE DEPARTMENT

11. Four new fire hydrants shall be installed on site; One hydrant shall be installed near each corner of the parcel, or as approved by the Fire Department.
12. Water flow calculations shall be provided after the installation of new hydrants to indicate that they meet water flow requirement minimums for this development.
13. Regular Fire Department safety inspections shall occur annually.


GLENN COUNTY AIR POLLUTION CONTROL DISTRICT

14. Provide BESS (Battery Energy Storage System) manufacturer installation and operation manual with recommended emergency response procedures in the event of a hazardous material emergency such as a battery fire.
15. Provide safety data sheets for all hazardous materials that will be stored at this facility.
16. Hazardous material storage, such as batteries at or above reporting thresholds, must submit a hazardous material business plan (HMBP) in CERS (California Environmental Reporting System).

CALTRANS

17. All required permits and approvals from Caltrans shall be submitted to the Community Development Director prior to issuance of a building permit.

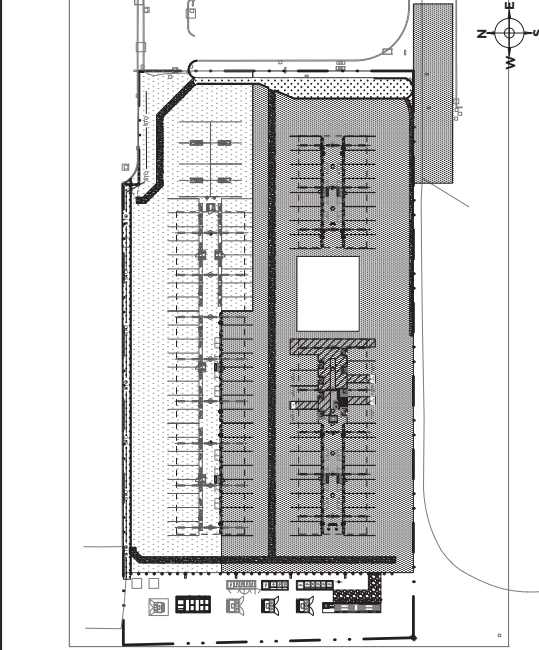
TESLA SUPERCHARGER WILLOWS, CA - 475 N HUMBOLDT AVE 96 SUPERCHARGERS, 122KW PV SYSTEM APN: 017-330-030-0 TRT: 20293



96 SUPERCHARGER
PALO ALTO, CA 94304
(855) 651-0000

ORIGINAL SIZE: 24" X 36"
SHEET SIZE: ARCH '17

SITE LAYOUT



AERIAL MAP



SYSTEM SUMMARY

PHOTOVOLTAIC (PV) SYSTEM - PHASE 1	
SYSTEM TOTALS	
DC RATING	180.05 kW DC-STC
AC RATING	122 kW AC
CEC AC RATING	148.82 kW CEC AC
MODULE	
TYPE	HANWAH OCELLS G-PEAK DUO XL-G10-3BF5-485
STC RATING	485 W-PTC
PTC RATING	454.3 W-PTC
QUANTITY	330
INVERTER 1	
CHINT POWER SYSTEM	US-480
OUTPUT RATING	38 kW
QUANTITY	2
INVERTER 2	
CHINT POWER SYSTEM	SCAQR1L-DUOUS-480
OUTPUT RATING	50 kW
QUANTITY	1
PV MODULE RACKING	
TYPE	PARKING CANOPY
TILT	5°
AZIMUTH	180°
SUPERCHARGER SYSTEM SUMMARY - PHASE 1	
EQUIPMENT	QTY
V4 SUPERCHARGER NON-PSU CABINETS	1
V4 SUPERCHARGER NON-PSU POSTS	8
V4 PSU A2 FU	6
LV SWITCHBOARD	2
TRANSFORMER	2
AV SWITCHGEAR	1
BATTERY ENERGY STORAGE SYSTEM (BESS)	
NOMINAL POWER	979.2 kW
PEAK POWER	1320 kVA
ENERGY RATING	3918.8 kWh
BATTERY TYPE (LIITHIUM)	
MEGAPACK TYPE	MEGAPACK 2XL
QTY	1
PART #	1848844-00-A
INVERTER	INTEGRATED

SHEET INDEX

SHEET #	SHEET TITLE
G-001	COVER PAGE
G-002	NOTES
G-101	DEMOLITION PLAN
E-101	ELECTRICAL SITE PLAN
E-200	SCAVENGER LINE
E-201.1	SB-T SINGLE LINE DIAGRAM
E-201.2	SB-T SINGLE LINE DIAGRAM
E-202	SB-1 LOAD SCHEDULES
E-204	SB-2 LOAD SCHEDULES
E-206	SB-3 SINGLE LINE DIAGRAM
E-207	SB-3 SINGLE LINE DIAGRAM
E-601	ELECTRICAL DETAILS
E-602	ELECTRICAL DETAILS
E-603	ELECTRICAL DETAILS
E-601	TITLE 24
E-701	ACCESSIBLE PARKING PLAN
A-301	DETAILS
S-301	ENLARGED STRUCTURAL SITE PLAN
S-501	STRUCTURAL DETAILS
S-802	STRUCTURAL DETAILS
S-803	STRUCTURAL DETAILS

PROJECT TEAM

STRUCTURAL ENGINEER OF RECORD:
 CRONOV
 TESLA, INC.
 721 FERNCREST RD.
 TRINDAD, CA 94370
 (818) 943-7629
 N.CRONOV@TESLA.COM

PROJECT DESIGNER:
 BENJAMIN CAMPOS
 3500 DEER CREEK RD.
 PALO ALTO, CA 94304
 (650) 681-5000
 BCAMPOS@TESLA.COM

ELECTRICAL ENGINEER OF RECORD:
 TESLA, INC.
 3500 DEER CREEK RD.
 PALO ALTO, CA 94304
 (650) 681-5028
 RSURESH@TESLA.COM

DESIGN CRITERIA

- WIND DESIGN
 - DESIGN WIND SPEED = 83 MPH
 - RISK CATEGORY = II
 - WIND EXPOSURE = C
 - SEISMIC DESIGN
 - SEISMIC IMPORTANCE FACTOR = 1.0
 - SITE CLASS = D
 - S_w = 0.0417 / S_s = 0.346
 - SEISMIC DESIGN CATEGORY = D
 - SYSTEM = NON-STRUCTURAL
 - R = 2.5 / β_s = 1.0
 - GROUND SNOW LOAD = 0 PSF
 - APPLICABLE CODES
 - 2025 CALIFORNIA BUILDING CODE
 - 2025 CALIFORNIA ELECTRICAL CODE
 - 2023 NEC
 - 2025 CALIFORNIA FIRE CODE
 - 2025 CALIFORNIA ENERGY CODE
- REFERENCED DOCUMENTS**
 TOPOGRAPHIC SURVEY
 UTILITY DESIGN

PROJECT SCOPE

INSTALLATION OF SUPERCHARGERS AND ASSOCIATED AC AND DC EQUIPMENT.
 INSTALLATION OF PRECAST EQUIPMENT PADS AND WALKWAYS.
 INSTALLATION OF NEW PARKING STRIPES, SIGNAGE AND ADA ACCESS ASPHALT OVERLAY FOR PROPOSED EV ADA STALLS.
 INSTALLATION OF NEW PHOTOVOLTAIC CANOPY AND SUPPORTING COLUMNS.
 INSTALLATION OF NEW LED LIGHTING.
 STORAGE SYSTEM.
 THIS PROJECT WILL REQUIRE (2) PERMITS DUE TO INSTALL SEQUENCE AHEAD OF CANOPY INSTALLATION
 (1) PERMIT FOR EV STATION, LIGHT POLES, UNDERGROUND PV CONDUIT AND SUPPORTING COLUMNS
 (1) PERMIT FOR PV CANOPY AND ASSOCIATED PV EQUIPMENT.

IMPORTANT NOTE:
 ALL EXISTING AND PROPOSED LOCATIONS SHALL BE IDENTIFIED AND ESTABLISHED BENCHMARK AND CONTROL.

ABBREVIATIONS

LONG TIME	SHORT TIME
AG	ALTERNATING CURRENT
ADA	AMERICANS WITH DISABILITIES
AFF	ABOVE FINISH FLOOR
BLDG	BUILDING
CLR	CLEARANCE
CONC	CONCRETE
DC	DIRECT CURRENT
DIST	DISTANCE
(E)	EXISTING
EA	EACH
EGC	ELECTRICAL GROUNDING CONDUCTOR
EMT	ELECTRICAL METALLIC TUBING
EQ	EQUALIZATION
ERIS	EMERGENCY RESPONSE INTERCOMMUNICATION SYSTEM
ESS	ENERGY STORAGE SYSTEM
EV	ELECTRIC VEHICLE
FU	FUSE
GAB	GRADED AGGREGATE BASE
GALV	GALVANIZED ELECTRODE
GE	GROUND ELECTRODE
GFP	GROUND FAULT PROTECTOR
HVAC	HEATING, VENTILATION, & AIR CONDITIONING
I	CURRENT
IN/P	INVERTER
ISC	SHORT CIRCUIT CURRENT
KVA	KILOVOLT-AMPERE
KWH	KILOWATT-HOUR
LOS	LINE OF SIGHT
L	LOAD
LON	LONG
LV	LOW VOLTAGE
LVDC	LOW VOLTAGE DIRECT CURRENT
MAX	MAXIMUM
MIN	MINIMUM
AV	AUTOMATIC VOLTAGE REGULATOR
NEW	NEW
NIC	NATIONAL ELECTRICAL CODE
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NRTL	NATIONALLY RECOGNIZED TESTING LABORATORY
NTS	NOT TO SCALE
PCC	POINT OF COMMON COUPLING
PL	PROPERTY LINES
PP	POWER OVER ETHERNET
PSU	POWER SUPPLY UNIT
PVC	POLYVINYL CHLORIDE
RSD	SHUTDOWN
SCR	SHOCK RESISTANT CURRENT RATING
SCH	SCHEDULE
SS	STAINLESS STEEL
SSBJ	SUPPLY SIDE BONDING JUMPER
SBD	SEE STRUCTURAL DRAWINGS
STC	STANDARD TESTING CONDITIONSUNLESS OTHERWISE NOTED
TYP	TYPICAL
UN	UNLESS OTHERWISE NOTED
W	WAIT

PROPRIETARY AND CONFIDENTIAL

ALL WORK SHALL COMPLY WITH ALL STATE AND LOCAL CODES AND ANY OTHER REGULATING AUTHORITIES WHICH HAVE AUTHORITY OVER ANY PORTION OF THE WORK.

PRIOR TO COMMENCEMENT OF ANY WORK, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND NOTIFY THE DESIGN PROFESSIONAL IN WRITING OF ANY DISCREPANCIES. ANY WORK PERFORMED IN CONFLICT WITH THE CONTRACT DOCUMENTS SHALL BE CORRECTED AT THE SUBCONTRACTOR'S SOLE EXPENSE.

SUBCONTRACTOR INITIATED CHANGES SHALL BE SUBMITTED IN WRITING TO TESLA FOR APPROVAL BEFORE MAKING ANY CHANGES. DEVIATION FROM PLANS BEFORE WRITTEN APPROVAL FROM TESLA PLACES LIABILITY ON THE SUBCONTRACTOR.

ALL EQUIPMENT SHALL BE MOUNTED AS SHOWN, WHERE DETAILS ARE NOT PROVIDED, CONTRACTOR SHALL USE STANDARD CONSTRUCTION PRACTICES.

ALL SURFACES SHALL BE PATCHED AND PAINTED AROUND NEW DEVICES AND EQUIPMENT TO MATCH EXISTING FINISHES.

ANY METAL SHAVINGS FROM SITE WORK SHALL BE CLEANED FROM ALL SURFACES AND DISPOSED OF PROPERLY TO PREVENT CORROSION OR OTHER DAMAGE.

APPROVALS FROM BUILDING INSPECTORS SHALL NOT CONSTITUTE AUTHORITY TO DEVIATE FROM THE DRAWINGS.

NEW PAVEMENT INSTALLED AS PART OF THIS PROJECT SHALL MATCH EXISTING PAVEMENT SECTION, ASPHALT AND GAB DEPTHS SHALL BE MAINTAINED.

ELECTRICAL NOTES

- ALL ELECTRICAL WORK SHALL COMPLY WITH THE NATIONAL ELECTRIC CODE AS AMENDED BY APPLICABLE STATE AND LOCAL CODES.
- ALL WIRING SHALL BE MANAGED IN A PROFESSIONAL, WORKMANLIKE MANNER AND MUST BE SUPPORTED, SECURED, AND PROTECTED TO PREVENT DAMAGE.
- AC CIRCUIT CONDUCTORS SHALL BE IDENTIFIED BY PHASE AND SYSTEM PER ART 210.4 OR 215.12, UNLESS OTHERWISE REQUIRED BY ART 210.4(I) OR A.H.I. COLOR-CODING OF POWER CONDUCTORS SHALL BE AS FOLLOWS:

CONDUCTOR	210/480V	120/208V
PHASE	BROWN	GRAY
PHASE	ORANGE	RED
PHASE	YELLOW	BLUE
NEUTRAL	GRAY	WHITE
- DC CIRCUIT CONDUCTORS SHALL BE IDENTIFIED PER ART 210.4 OR 215.12:

CONDUCTOR	STD. COLOR	ALT. COLOR
DC+	RED	BLACK
DC-	BLACK	BLACK-STRIPED
- TERMINATIONS OF AC, DC, AND COMMUNICATIONS CONDUCTORS SHALL BE IDENTIFIED BY THE IDENTIFIER, CONDUCTOR SIZE AS APPLICABLE AND TERMINATION TORQUE.
- ALL EQUIPMENT SHALL BE LISTED BY A NRTL IN COMPLIANCE WITH ART 110.3. WHERE EXISTING NRTL LISTINGS CANNOT BE MAINTAINED, ENGINEERING APPROVAL SHALL BE OBTAINED PRIOR TO EQUIPMENT MODIFICATION, AND THE EQUIPMENT SHALL BE RELISTED BY A SUITABLE NRTL.
- UNDERGROUND CONDUCTORS & CABLES TO BE INSTALLED IN CONDUIT UON BOXES AS REQUIRED BY NRTL LISTING.
- REFER TO MANUFACTURER'S CURRENT PLANNING AND INSTALLATION MANUAL FOR TORQUE SPECS FOR ALL BOLTS AND TERMINAL CONNECTIONS.
- ALL CONDUCTOR TERMINATIONS ON BUSSING OR TRANSFORMER SPACES SHALL BE MADE WITH HIGH-PRESS CRIMP LUGS UON.
- ALL TERMINATIONS OF ALUMINUM CONDUCTORS SHALL BE PROPERLY INSTALLED WITH BEST PRACTICES INCLUDING BUT NOT LIMITED TO:
 - USE OF TERMINATION EQUIPMENT RATED FOR ALUMINUM AT THE CONDUCTOR TEMPERATURE, CURRENT, AND VOLTAGE
 - EXPANSION CONTRACTION
 - PROPER COATING OF EXPOSED ALUMINUM WITH ANTI-OXIDIZATION COMPOUND
 - USE OF CALIBRATED DEVICES TO TORQUE AND MARK TERMINALS TO REQUIRED SETTINGS
- DUCT SEAL COMPOUND SHALL BE APPLIED WHEREVER CONDUITS OR EQUIPMENT PENETRATE THROUGH WALLS OR FLOORINGS. REFER TO EQUIPMENT MANUFACTURER'S CURRENT PLANNING AND INSTALLATION MANUAL FOR TORQUE SPECS FOR ALL BOLTS AND TERMINAL CONNECTIONS.
- BE LUGS SHALL BE INSTALLED WHERE REQUIRED FOR THE EQUIPMENT FROM BARRIERS AND WHEREVER POTENTIAL FOR DAMAGE TO CONDUCTORS IS PRESENT AT ANY POINT. BELL ENDS SHALL NOT PREVENT THE USE OF GROUNDING FITTINGS OR COUPLERS WHEN REQUIRED.
- ALL STUB-UPS WITHIN FLOOR-MOUNTED EQUIPMENT SHALL BE 3-5" ABOVE FINISHED GRADE.
- ALL CONDUITS EXPOSED TO VEHICULAR OR EQUIVALENT PHYSICAL DAMAGE SHALL BE RIGID GALVANIZED STEEL.
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- TESLA SUPERCHARGER SIGNAL WIRING RATED 1000V AND USED FOR POWER LIMITED CLASS 1 CIRCUITS SHALL BE PERMITTED TO RUN IN UNDERGROUND/ABOVEGROUND TRANSITION SHALL BE SCHEDULE 90 PVC OR UL LISTED PIPE.
- SUPERCHARGER CABINET AC CONDUCTORS SIZED UNDER ENGINEERING SUPERVISION USING THERMAL MODELING SOFTWARE. SPECIFICATIONS OVER THE TRENCHING REQUIREMENTS ARE SHOWN IN E-501
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ESS NOTES

- REFER TO THE SPECIFIC PRODUCT MANUFACTURER'S INSTALLATION AND OPERATION MANUAL FOR MORE INFORMATION.
- BATTERY ENERGY STORAGE SYSTEM (BESS) SHALL BE SERVICED ONLY BY MANUFACTURER-CERTIFIED TECHNICIANS.
- SECONDARY CONTAINMENT IS NOT REQUIRED FOR THE BATTERY BESS.
- BATTERY PACK DC CONNECTIONS TO BESS INVERTER SHALL ONLY BE MADE WITH MANUFACTURER-PROVIDED CONDUCTOR HARDWARES.
- BESS DISCONNECTING MEANS SHALL BE LABELED PER ART 706.7(D), BESS AND INTERCONNECTION SHALL BE LABELED PER ART 706.11.

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SCOPE OF WORK

UTILITY CATEGORY	PG&E - RULE 29 ITEMS	TESLA CONTRACTOR	UTILITY
PRIMARY	PRIMARY TRENCHING		X
	INSTALL PRIMARY CONDUIT		X
	INSTALL PULL ROPE		X
	INSTALL PRIMARY FEEDERS		X
SECONDARY	PROVIDE PRIMARY FEEDERS		X
	PROVIDE ROAD CUTS / ROAD BORES		X
	PAVEMENT REPLACEMENT		X
	PROVIDE METER		X
MV SWITCHBOARD	LAND SECONDARY FEEDERS	X	X
	INSTALL TRANSFORMER PAD		X
	PROVIDE TRANSFORMER		X
	INSTALL TRANSFORMER - PRIMARY		X
	INSTALL CONNECTIONS - SECONDARY		X
	PROVIDE BOLLARDS		X
	INSTALL BOLLARDS		X
	PROVIDE METER		X
	INSTALL METER		X
	LAND SECONDARY FEEDERS		X
	PROVIDE SWITCHBOARD PAD & PRE-CAST	X	X
	SECONDARY TRENCHING		X
	PROVIDE CONDUIT FROM TRANSFORMER		X
	INSTALL CONDUIT FROM SWITCHBOARD OUT 5 TO TRANSFORMER		X
	INSTALL PULL ROPE		X
	TERMINATE SECONDARY CONDUCTORS AT SWITCHBOARD		X
	CONDUCTORS AT TRANSFORMER		X
	PROVIDE SECONDARY CONDUCTORS		X
	INSTALL SECONDARY CONDUITS		X
	PROVIDE ROAD CUTS / ROAD BORES		X
	PAVEMENT REPLACEMENT		X

UTILITIES

- LOAD SIDE INTERCONNECTIONS SHALL COMPLY WITH NEC ART 705.12(B).
- WHERE THE INTERCONNECTION POINT OCCURS ON FEEDERS, THE FEEDER CONNECTED TO THE FEEDER UNLESS THE FEEDER IS PROTECTED ON THE LOAD SIDE OF THE INTERCONNECTION POINT WITH OVERCURRENT PROTECTION NO GREATER THAN THE AMPACITY OF THE FEEDER.
- TAP CONNECTIONS SHALL COMPLY WITH ART 240.21(B).
- WHERE THE SUM OF ALL THE OVERCURRENT DEVICE RATINGS ON THE PANEL LOAD SIDE OF A MAIN OVERCURRENT PROTECTION DEVICE ARE LESS THAN THE RATING OF THE PANEL, PERMANENT WARNING LABELS WITH THE FOLLOWING WORDING MUST BE APPLIED:

WARNING:
THIS EQUIPMENT FED BY MULTIPLE SOURCES. TOTAL RATING OF ALL OVERCURRENT DEVICES ON THIS PANEL DOES NOT EXCEED THE RATING OF THE BUSBAR.
- WHERE THE UTILITY OVERCURRENT DEVICE AND 125% OF INVERTER OUTPUT CIRCUIT CURRENT DOES NOT EXCEED 120% OF THE RATING OF THE BUSBAR, THE INTERCONNECTION POINT MUST BE ON THE OPPOSITE END OF THE BUSBAR FROM THE INCOMING UTILITY SOURCE AND INTERCONNECTION POINT LABEL MUST BE APPLIED TO THE INTERCONNECTION POINT.
- LOAD SIDE INTERCONNECTIONS SHALL BE MADE IN ACCORDANCE WITH THE EQUIPMENT MANUFACTURER'S INSTRUCTIONS AND SHALL NOT INVOLVE THE NRTL LISTING OF THE EQUIPMENT, WHERE EXISTING NRTL LISTING CANNOT BE MAINTAINED. EQUIPMENT SHALL BE RELISTED BY AN APPROVED NRTL SUITABLE FOR THE EQUIPMENT.

COMMUNICATION NOTES

- CATEGORY SHIELDED CABLE RUNS, WHICH INCLUDE INDIVIDUAL DAINY CHAINS OF INVERTERS FOR DIRECT MONITORING, HAVE A MAXIMUM TOTAL DISTANCE OF 328 FEET (100M) PER CHAIN.
- RS485 CABLE RUNS, WHICH INCLUDE INDIVIDUAL DAINY CHAINS OF INVERTERS FOR DIRECT MONITORING, HAVE A MAXIMUM TOTAL DISTANCE OF 3280 FEET (1000M) PER CHAIN.
- SWITCHES, METERS, POWERPACK CONTROLLERS, TESLA SYSTEM CONTROLLERS, AND OTHER DEVICES SHALL BE INSTALLED TO SITE PRE-INSTALLED WITHIN THE LINE DIAGRAM AND WILL NOT REQUIRE ANY FIELD INSTALLATION OR MODIFICATION OF ANY KIND.

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- ALL CONDUIT FURNISHED AND INSTALLED BY CONTRACTOR. ALL WIRING FURNISHED BY TESLA AND INSTALLED BY CONTRACTOR.
- ALL BUSHINGS AND WIRING INTERNAL OF PROPOSED SERVICE ENCLOSURES SHALL BE INSTALLED BY CONTRACTOR. ALL CHANGES SHALL REQUIRE ENGINEERING APPROVAL PRIOR TO ANY CHANGES BEING MADE.
- ALL ALUMINUM CONDUCTORS TO RECEIVE ANTI-OXIDATION COATING DURING INSTALLATION. ALL OTHER CONDUCTORS ARE COPPER UNLESS OTHERWISE NOTED.
- THE FOLLOWING CHARGING CABINETS AND THE CHARGING POSTS USED ON THIS PROJECT COMPLY WITH THE FOLLOWING STANDARDS:
 - IEC 61851-23:2014 / EN 61851-23: 2014
 - UL 2202: 2008(R2012)
 - CAN CSA C22.2 NO. 107.1-01(R2011)
- THE AFOREMENTIONED STANDARDS IDENTIFY THE REQUIREMENTS MET BY THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO:
 - PROTECTION AGAINST ELECTRIC SHOCK
 - OVERLOAD AND SHORT CIRCUIT PROTECTION
 - FAULT PROTECTION
 - DEGREES OF PROTECTION AGAINST ACCESS TO HAZARDOUS LIVE PARTS
 - THE INTERNAL COMPONENTS OF THE SYSTEM ARE PROPRIETARY. ANY QUESTIONS CONCERNING ACTUAL INTERNAL PROTECTIVE DEVICES MUST BE COORDINATED DIRECTLY WITH TESLA.
- TESLA SUPERCHARGER SIGNAL WIRING RATED 1000V AND USED FOR POWER LIMITED CLASS 1 CIRCUITS SHALL BE PERMITTED TO RUN IN UNDERGROUND/ABOVEGROUND TRANSITION SHALL BE SCHEDULE 90 PVC OR UL LISTED PIPE.
- SUPERCHARGER CABINET AC CONDUCTORS SIZED UNDER ENGINEERING SUPERVISION USING THERMAL MODELING SOFTWARE. SPECIFICATIONS OVER THE TRENCHING REQUIREMENTS ARE SHOWN IN E-501
- FOR DC RUNS IN EXCESS OF 330 FEET, CONTACT TESLA.
- UNDERGROUND CONDUITS SHALL BE SCHEDULE 40 PVC OR UL LISTED HDPE. THE ABOVEGROUND PORTION OF AN UNDERGROUND/ABOVEGROUND TRANSITION SHALL BE SCHEDULE 90 PVC OR UL LISTED PIPE.
- ABOVEGROUND CONDUITS EXPOSED TO VEHICULAR OR EQUIVALENT DAMAGE SHALL BE RATED FOR SUCH DAMAGE. CONDUITS NOT EXPOSED TO VEHICULAR OR EQUIVALENT DAMAGE SHALL BE PERMITTED TO BE NMT.
- WIRE SPACES ARE NOT PERMITTED TO EXCEED WIRE RUN LENGTH. CONTRACTOR IS RESPONSIBLE FOR RERUNNING FULL LENGTH OF WIRE IF RUN LENGTH IS MISCALCULATED.
- SPECIAL INSPECTION IS REQUIRED FOR ALL POST-INSTALLED CONCRETE ANCHORS.
- PLANT GUARANTEE: CONTRACTOR SHALL GUARANTEE ALL PLANTS FOR A PERIOD OF ONE (1) YEAR FROM DATE OF PROJECT COMPLETION. CONTRACTOR SHALL MAINTENANCE FOR THE FIRST GROWING SEASON. PLANT MAINTENANCE FOR THE FIRST GROWING SEASON.
- IF EXISTING GRASS IS DAMAGED/DISTURBED DURING CONSTRUCTION, CONTRACTOR SHALL APPLY SEED PER HYDROSEED METHOD. RATING OF SEED SHALL BE PER DISTRIBUTOR BASED ON SPECIES TYPE.
- CONTRACTOR SHALL MATCH EXISTING LANDSCAPE: USE GRASS, RIVER ROCK, MULCH, ETC. TO MATCH EXISTING LANDSCAPE AROUND CONTRACTOR, UNLESS OTHERWISE NOTED.
- CONTRACTOR TO INST. ALL WEED BARRIER IN FRONT OF SUPERCHARGER CABINETS AND SWITCHBOARD. BARRIER TO EXTEND FULL WIDTH AND DEPTH OF NEC REQUIRED WORKING CLEARANCES.
- PROPER COATING OF EXPOSED ALUMINUM WITH ANTI-OXIDIZATION COMPOUND
- USE OF CALIBRATED DEVICES TO TORQUE AND MARK TERMINALS TO REQUIRED SETTINGS
- DUCT SEAL COMPOUND SHALL BE APPLIED WHEREVER CONDUITS OR EQUIPMENT PENETRATE THROUGH WALLS OR FLOORINGS. REFER TO EQUIPMENT MANUFACTURER'S CURRENT PLANNING AND INSTALLATION MANUAL FOR TORQUE SPECS FOR ALL BOLTS AND TERMINAL CONNECTIONS.
- BE LUGS SHALL BE INSTALLED WHERE REQUIRED FOR THE EQUIPMENT FROM BARRIERS AND WHEREVER POTENTIAL FOR DAMAGE TO CONDUCTORS IS PRESENT AT ANY POINT. BELL ENDS SHALL NOT PREVENT THE USE OF GROUNDING FITTINGS OR COUPLERS WHEN REQUIRED.
- ALL STUB-UPS WITHIN FLOOR-MOUNTED EQUIPMENT SHALL BE 3-5" ABOVE FINISHED GRADE.
- ALL CONDUITS EXPOSED TO VEHICULAR OR EQUIVALENT PHYSICAL DAMAGE SHALL BE RIGID GALVANIZED STEEL.
- GROUND LUGS SHALL BE RATED FOR THEIR ENVIRONMENT AND CONDITION OF USE.

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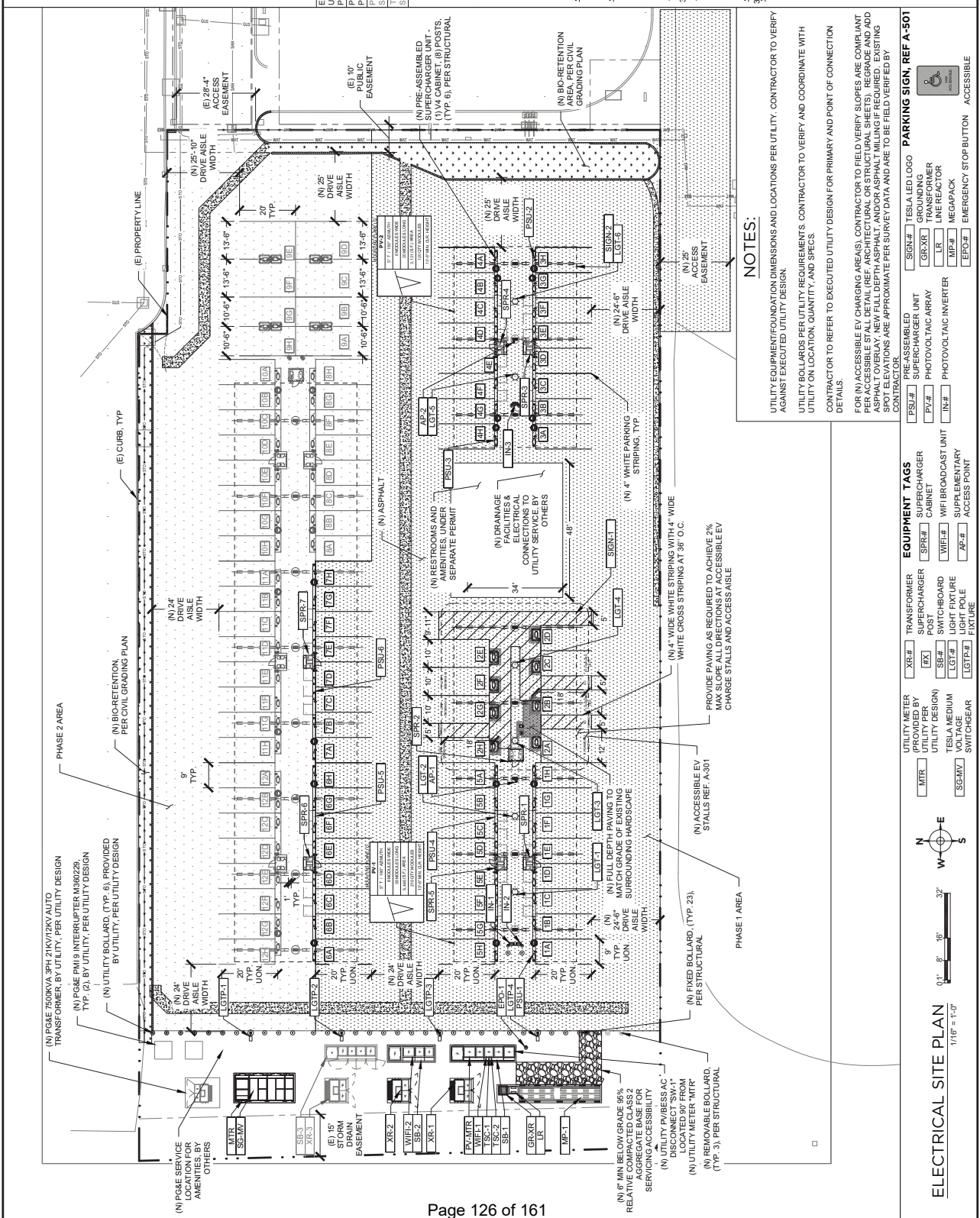
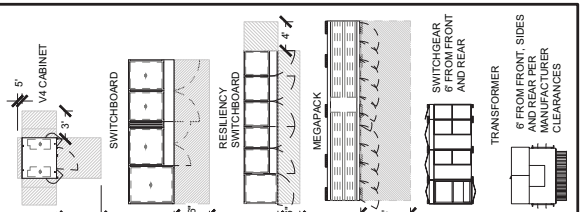
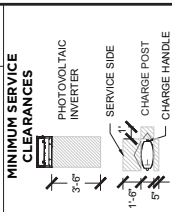
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SITE LEGEND

- (N) CONDUIT ROUTE
- (N) DIAGRAMMATIC PURPOSES ONLY
- (N) FIXED BOLLARD
- (N) UTILITY BOLLARD
- (N) EV MIN REBOUNDING BOLLARD
- (N) REBOUNDING BOLLARD SIGN
- (N) FULL DEPTH ASPHALT
- (N) BIO-RETENTION
- (N) CONCRETE PAVING
- (N) GRAVEL
- (N) BENCHMARK
- (N) PV CANOPY FOUNDATION AND COLUMN
- (N) SOLAR PV MODULE
- (N) LIGHT FIXTURE MOUNTED UNDER CANOPY
- (N) TRASH/RECYCLING RECEPTACLE
- (N) POLE-MOUNTED LIGHT FIXTURE

PARKING STALL SCHEDULE

EXISTING STANDARD STALLS UTILIZED AS A RESULT OF THIS PROJECT	0
PROPOSED TESLA STALLS PHASE 1	56
PROPOSED FUTURE TESLA STALLS PHASE 2	40
TOTAL PROPOSED TESLA STALLS	96



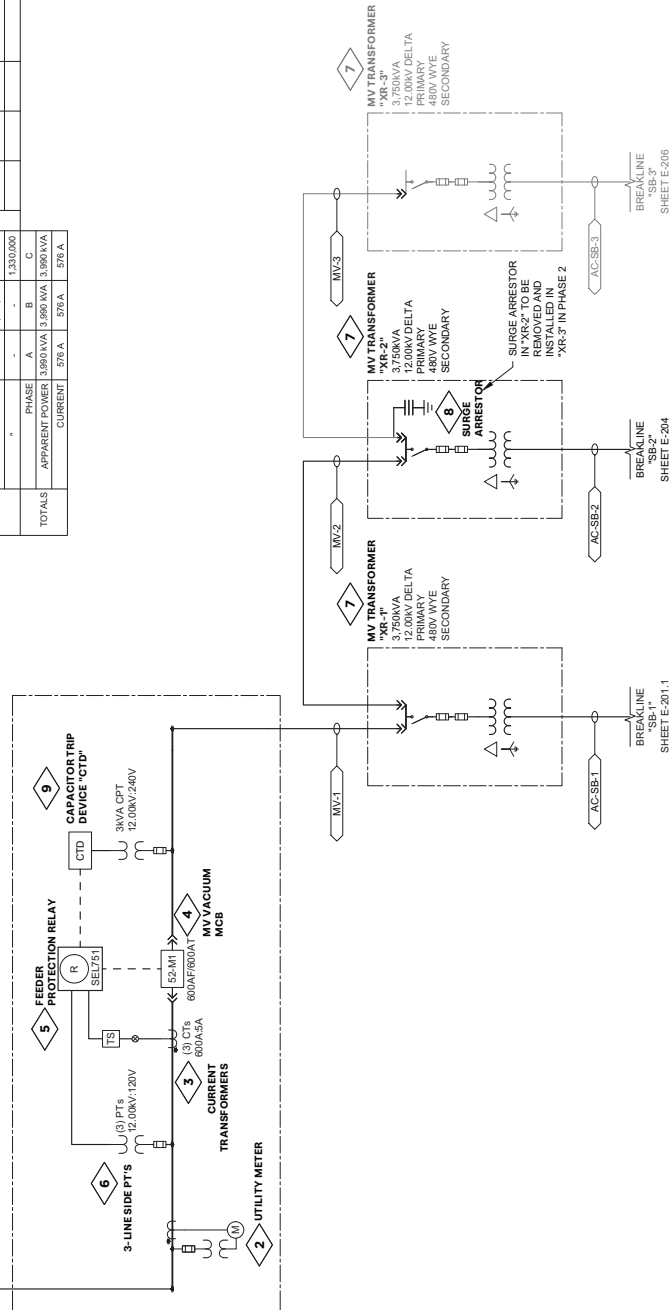
A | B | C | D | E | F | G | H

EQUIPMENT NOTES

- (N) MV MAIN SWITCHGEAR
 - 15KV DELTA, 3PH, 3W
 - 25KAIC (SYM) / 40KAIC (ASYM)
- (N) CURRENT TRANSFORMERS
 - MULT-RATIO, MAX 600A:5A
 - 5A SECONDARIES
 - 50/51 PIG TAPPOINTS
- (N) MV VACUUM MAIN CIRCUIT BREAKER
 - 15KV, 3PH, 3W
 - 600A:1, 40KAIC, 95KV
 - 4BVDC CLOSE COIL, TRIP COIL, MOTOR
- (N) FEEDER PROTECTION RELAY
 - 751 (FULL FN TBD)
 - CAPACITOR TRIP DEVICE
 - PROTECTION RELAYS ANSI: 50/51 PIG TAPPOINTS
- (N) 3-LINE SIDE PT'S
 - 480/277V
 - (3) PT'S IN WYE CONFIGURATION
- (N) TRANSFORMER "XR-1" & "XR-2"
 - KNAAN
 - 3750VA
 - PRIMARY: 12KV, 3PH, 3W DELTA
 - SECONDARY: 480/277VAC, 3PH, 3W WYE
 - Z=5.75%, 78.47 SECONDARY AFC, 65°C RISE, AL WINDINGS
- (N) SURGE ARRESTOR
 - 15KV, 3PH, 3W
 - 500KVAR
 - 240VAC INPUT SYSTEM
 - AVAILABLE ENERGY: XX JOULES

SWITCHGEAR "SG-MV" LOAD SCHEDULE, 12KV/3PH

DESCRIPTION	VOLT-AMPS			DESCRIPTION
	A	B	C	
XTRM "XR-1"	1,330,000	-	-	XTRM "XR-2"
-	1,330,000	-	-	-
XTRM "XR-3"	1,330,000	-	-	1,330,000
-	1,330,000	-	-	-
TOTALS	3,990,000	3,990,000	3,990,000	3,990,000



LEGEND

- BUSSING
- CONDUCTORS
- DELTA TRANSFORMER WINDING
- WYE TRANSFORMER WINDING
- SHIELDED CATB CABLE
- CIRCUIT BREAKER
- SWITCH
- FUSE
- CURRENT TRANSFORMER
- POWER TRANSFORMER
- SURGE ARRESTER
- PROTECTIVE RELAY
- TEST SWITCH
- SHORTING BLOCK
- DELTA TRANSFORMER WINDING
- WYE TRANSFORMER WINDING
- SHIELDED CATB CABLE
- CIRCUIT BREAKER
- SWITCH
- FUSE
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- SHIELDED CATB CABLE
- CIRCUIT BREAKER
- SWITCH
- FUSE
- CURRENT TRANSFORMER
- POWER TRANSFORMER
- SURGE ARRESTER
- PROTECTIVE RELAY
- TEST SWITCH
- SHORTING BLOCK

MV CIRCUIT SCHEDULE

CIRCUIT #	CURRENT	INSULATION RATING	CONDUCTOR METAL UN	# OF CONDUITS	# PHASE CONDUCTORS PER CONDUIT	PHASE CONDUCTOR SIZE	VOLTAGE RATING	DILECTRIC MATERIAL	% INSULATION LEVEL	TEMPERATUR E RATING	NEUTRAL CONDUCTOR SIZE	ESC SIZE	CIRCUIT LENGTH	MIN SCH C SIZE (IN)	MIN RMC SIZE (IN)
MV-1	576 A	12.00 kV	CU	2	3	500 KCMIL	15 kV	TR-XPLE OREPR	133%	MV-105	-	1/3 CONCENTRIC OR 2 AWG CU	50'	5	5
MV-2	370 A	12.00 kV	CU	1	3	500 KCMIL	15 kV	TR-XPLE OREPR	133%	MV-105	-	1/3 CONCENTRIC OR 2 AWG CU	50'	5	5
MV-3	185 A	12.00 kV	AL	1	3	250 KCMIL	15 kV	TR-XPLE OREPR	133%	MV-105	-	1/3 CONCENTRIC OR 2 AWG CU	50'	4	4

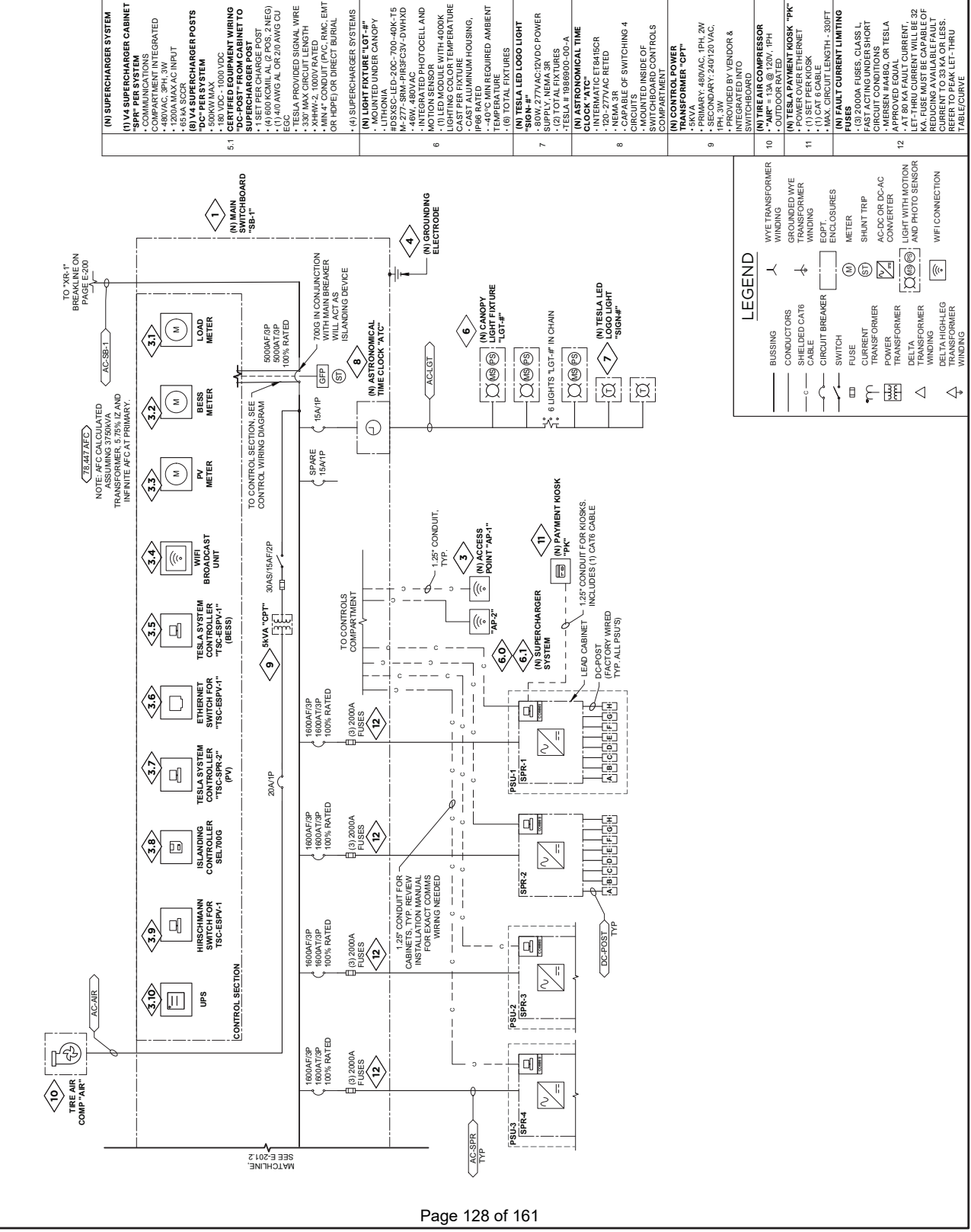
NO.	REVISION	DATE

SB-1 SINGLE LINE DIAGRAM
E-201.1
JB-9598931-00
REV: 0
CD90

A | B | C | D | E | F | G | H

EQUIPMENT NOTES

- (N) MAIN SWITCHBOARD
 - 480/277 VAC, 5000A
 - 5000A MAIN BREAKER, 100% RATED, LSIG AND ERMS
 - 100A/125A MIN.
 - NEMA 3E
- (N) ACCESS POINT "AP-#"
 - JUNIPER # AP64 OR ARUBA HAP-865 SUPPLEMENTARY ACCESS POINT FED FROM POE
 - POWER OVER ETHERNET FOR MOUNTING COMPARTMENT
 - REF STRUCTURAL DRAWINGS FOR MOUNTING
 - (1) 140 AWG AL OR 2/0 AWG CU
 - (2) TOTAL ACCESS POINT(S)
- (N) LOAD METER
 - SEL-735
 - USES 5A CTS
 - 240VAC BASIC MODEL; SELF-TESTING
 - 275/300VAC W/240V/300V BOX
- (N) BESS METER
 - SEL-735
 - USES 5A CTS
 - 240VAC BASIC MODEL; SELF-TESTING
 - 275/300VAC W/240V/300V BOX
- (N) PV METER
 - SEL-735
 - USES 5A CTS
 - 240VAC BASIC MODEL; SELF-TESTING
 - 275/300VAC W/240V/300V BOX
- (N) WIFI BROADCAST UNIT
 - CROADE POINT #R1900 BROADCAST UNIT
 - "WF-H" IN SWITCHBOARD
- (N) TESLA LED LOGO LIGHT
 - 80W, 277VAC/12VDC POWER SUPPLY, NEMA 3R
 - (2) TOTAL FIXTURES
 - TESLA #185800-00-A
- (N) TESLA SYSTEM CONTROLLER
 - TSC-ESPV-1"
 - INTERNALLY FUSED
 - COMPUTER WITH ANTENNA
 - ETHERNET SWITCH FOR
- (N) TESLA SYSTEM CONTROLLER
 - TSC-ESPV-1"
 - INTERNALLY FUSED
 - 8-PORT UNMANAGED ETHERNET SWITCH
- (N) MICROGRID ISLANDING CONTROLLER "SEL-706"
 - 480/277VAC/12VDC/3000W
 - USED IN CONJUNCTION WITH A CONTROLLABLE MAIN BREAKER TO SERVE AS AN ANTI-ISLANDING
- (N) HIRSCHMANN SWITCH FOR
 - TSC-ESPV-1"
 - HIRSCHMANN RSP20 ETHERNET SWITCH
- (N) UPS
 - 100A/125A @ 24-P UPS OR APPROVED EQUAL
 - 24VDC OUTPUT RATED
 - UNINTERRUPTIBLE POWER OUTPUT POWER
 - MIN. 3000 INSTANTANEOUS
 - PROVIDES MIN. 1.25 HOURS BACKUP POWER AT 3000W LOAD
 - SEE SHEET E-202 FOR
- (N) V4 PSU PRE-ASSEMBLED SUPERCHARGER UNIT "PSU"
 - CABINET "SPR" PER UNIT
 - "DC" PER UNIT
 - (6) V4 SUPERCHARGER POSTS
 - (6) V4 PRE-WIRED DC-POST
 - (4) TOTAL (FUS)S



LEGEND

—	BUSBAR
—	CONDUCTORS
—	SHIELDED CATB
—	CABLE
—	CIRCUIT BREAKER
—	SWITCH
—	FUSE
—	SHUNT TRIP
—	CURRENT TRANSFORMER
—	POWER TRANSFORMER
—	DELTA TRANSFORMER
—	DELTA HIGH-LEG TRANSFORMER
—	WYE TRANSFORMER
—	WINDING
—	GROUNDING WYE TRANSFORMER
—	WINDING
—	EDPT ENCLOSURES
—	METER
—	FUSE
—	SHUNT TRIP
—	AC-DC OR DC-AC CONVERTER
—	POWER TRANSFORMER
—	DELTA TRANSFORMER
—	DELTA HIGH-LEG TRANSFORMER
—	WIFI CONNECTION

PROPRIETARY AND CONFIDENTIAL



3600 PERPETUO DRIVE
PALO ALTO, CA 94304
(650) 681-0000

ORIGINAL SIZE: 24"X36"
SHEET SIZE: ARCH "D"



TESLA SUPERCHARGER_WILLOWS, CA
96 SUPERCHARGERS
475 N HUMBOLDT AVE
WILLOWS, CA, 95988, U.S.

SB-1 LOAD SCHEDULES
E-202
JB-95988931-00
REV: 0 CD90

H | G | F | E | D | C | B | A

LOAD SCHEDULE

CXT NO	TRIP 1,600	DESCRIPTION SUPERCHARGER #1	VOLT-AMPS			TRIP AMPS 1,600	CXT NO
			A	B	C		
1	"	"	332,400	332,400	-	2	
2	"	"	332,400	332,400	-	3	
3	"	"	332,400	332,400	-	4	
4	"	"	332,400	332,400	-	5	
5	"	"	332,400	332,400	-	6	
6	"	"	332,400	332,400	-	7	
7	1,600	SUPERCHARGER #3	332,400	332,400	-	8	
8	"	"	332,400	332,400	-	9	
9	"	"	332,400	332,400	-	10	
10	"	"	332,400	332,400	-	11	
11	"	"	332,400	332,400	-	12	
12	15	WIFI	200	-	-	13	
13	15	"	200	-	-	14	
14	15	SPARE	-	-	-	15	
15	15	SPARE	-	-	-	16	
16	15	SPARE	-	-	-	17	
17	15	AIR PUMP	-	200	-	18	
18	15	SPARE	-	-	-	19	
19	15	SPARE	-	-	-	20	
TOTALS			A	B	C		
APPARENT POWER			1,330 KVA	1,330 KVA	1,330 KVA		
CURRENT			4,800 A	4,800 A	4,800 A		

SB-1 AC CIRCUIT SCHEDULE

CIRCUIT #	CONDUCTOR METAL LON	# OF CONDUITS	# PHASE CONDUCTORS PER CONDUIT	PHASE CONDUCTOR SIZE	NEUTRAL CONDUCTOR SIZE	EGC	SSBJ	MAX CIRCUIT LENGTH	WIRE TYPE	CONDUIT TYPES	MIN CONDUIT SIZE (IN)
AC-SB-1	AL	13	3	750 KCMIL	750 KCMIL	-	3/0 AWG (AL) OR 1/0 AWG (CU)	15'	XHHW-2	PVC, RMC, EMT	4
AC-SPR	AL	5	3	750 KCMIL	-	350 KCMIL	-	600'	XHHW-2	PVC, RMC, EMT, DIRECT-BURY	4
AC-LGT	CU	1	1	12 AWG	12 AWG	12 AWG	-	150'	THWN-2	PVC, RMC, EMT	1
AC-AIR	CU	1	1	12 AWG	12 AWG	12 AWG	-	100'	THWN-2	PVC, RMC, EMT	1

SYSTEM PLACARDS

TESLA SUPERCHARGER
475 N HUMBOLDT AVE
TESLA
SUPERCHARGER_WILLOWS,
CA WILLOWS, CA, 95988, U.S.

ATTACH ON FRONT OF SWITCHBOARD

TESLA/EV SYSTEM
DISCONNECT

ATTACH ON SWITCHBOARD MAIN
DISCONNECT

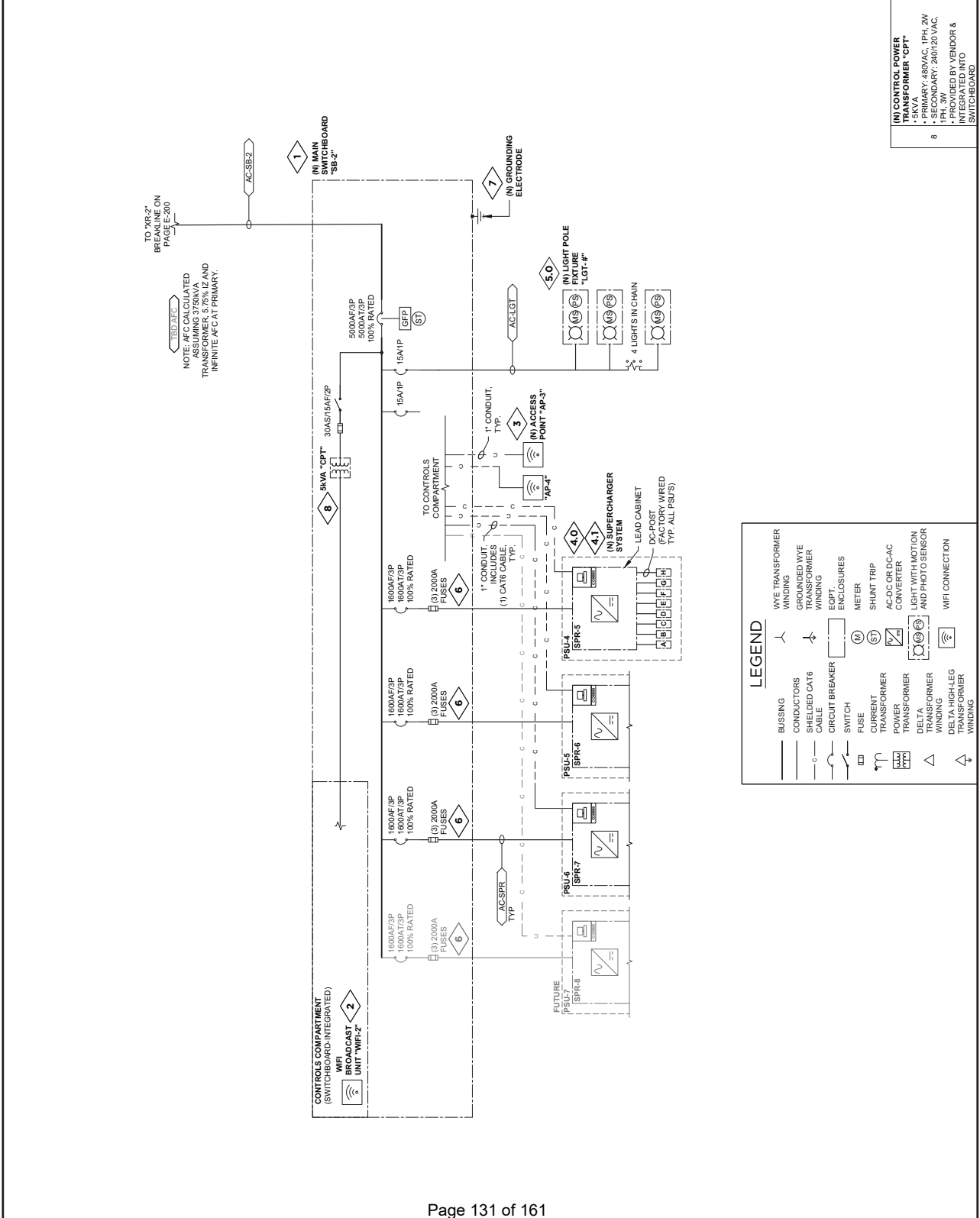
AC CIRCUIT SCHEDULE - MEGAPACK 2XL

CIRCUIT #	CONDUIT FILL DERATE	CONDUCTOR METAL LON	# OF CONDUITS	# PHASE CONDUCTORS PER CONDUIT	PHASE CONDUCTOR SIZE	NEUTRAL CONDUCTOR SIZE	EGC	MAX CIRCUIT LENGTH	WIRE TYPE	CONDUIT TYPES	MIN CONDUIT SIZE (IN)
AC-MP	1	AL	5	3	600 KCMIL	-	350 KCMIL	30'	THWN-2 OR XHHW-2	PVC, RMC, EMT, DIRECT-BURY	4
AC-GXR	1	AL	2	3	500 KCMIL	500 KCMIL	2/0 AWG	70'	THWN-2 OR XHHW-2	PVC, RMC, EMT, DIRECT-BURY	4

PLACARD NOTES:
PLACARDS TO BE MADE OF RED PHENOLIC PLASTIC W/ 1" WHITE LETTERING. ATTACH PLACARDS WITH RIVETS OR SELF-TAPPING SCREWS
ADDITIONAL PLACARDS REQUIRED FOR ARC FLASH LABELS

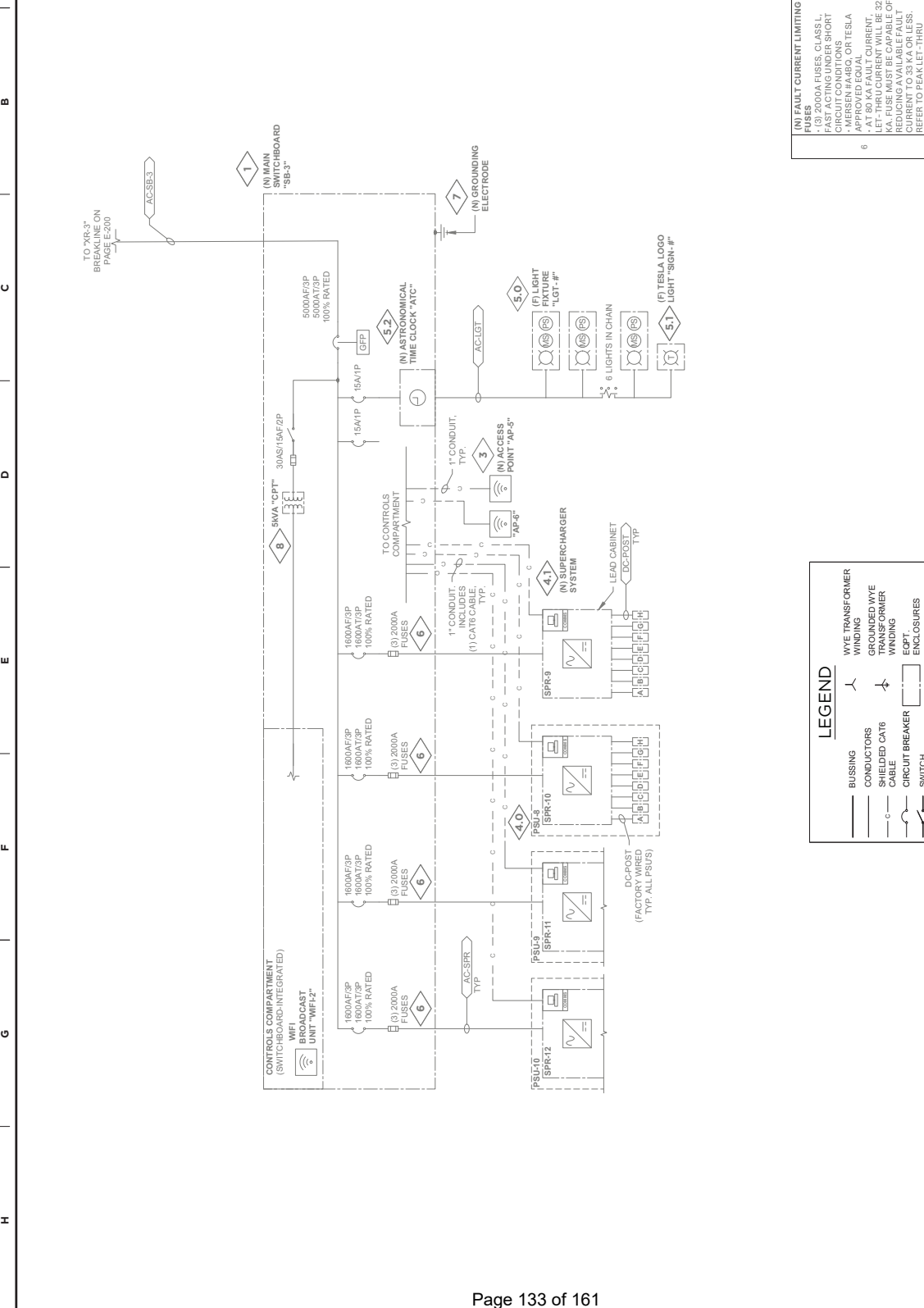
EQUIPMENT NOTES

- (N) MAIN SWITCHBOARD
 - "SB-2"
 - 1500V AC, 5000A
 - 8000A MAIN BREAKER, 100% RATED, LSIG AND ERMS
 - 100 MCM MIN.
 - NEMA 3R
- (N) WIRE BROADCAST UNIT
 (N) WIRE SWITCHBOARD
 BROADCAST UNIT
 - CRADLEPOINT #R1900
 - (CR) PEEL LINK
 - INTERVALLY FUSED IN CONTROLS COMPARTMENT
 - UNIT PRE-INSTALLED IN SWITCHBOARD
- (N) ACCESS POINT "AP-4"
 (N) JUNITER # AR04 OR ARUBA #AP-585 SUPPLEMENTARY
 ACCESS POINT FED FROM POE SWITCH. REF STRUCTURAL DRAWINGS FOR MOUNTING
 • POWER OVER ETHERNET
- (N) V4 PSU PRE-ASSEMBLED SUPERCHARGER UNIT "PSU"
 CABINET "SPR" PER UNIT
 (1) V4 SUPERCHARGER POSTS
 (1) V4 SUPERCHARGER POSTS
 "DC" PER UNIT
 • FACTORY PRE-WIRED DC-POST CIRCUIT
 • (3) TOTAL PSUS (S)
- (N) SUPERCHARGER SYSTEM
 (1) V4 SUPERCHARGER CABINET "SPR" PER SYSTEM
 (1) V4 SUPERCHARGER POSTS
 COMPARTMENT INTEGRATED
 • 480VAC, 3PH, 3W
 • 1200A MAX AC INPUT
 • 165VDC
 • 1200VDC SUPERCHARGER POSTS "DC" PER SYSTEM
 • 500KV MAX
 • 180VDC - 1000VDC
 • 100VDC - 1000VDC
 • 1 SET PER CHARGE POST
 • (4) 600 AGUILA (2 POS, 2 NEG) W/ ANVIL ON ZEPHYRUS EGC
 • TESLA PROVIDED SIGNAL WIRE
 • 300 MAX CIRCUIT LENGTH
 • MIN 4" CONDUIT (PVC, RMC, EMT OR HDPE) OR DIRECT BURIAL
- (N) LIGHT FIXTURE "LOT-4"
 • WISCONSIN LIGHTING #
 • SLS-100-40-HV-3W-RAL-1P
 • 98W, 277-480VAC DRIVER
 • INTEGRATED PHOTOCELL AND MOTION SENSOR
 • 4000K COLOR TEMPERATURE
 • -40°C MIN REQUIRED AMBIENT TEMPERATURE
 • (8) TOTAL FIXTURES
- (N) RESULT CURRENT LIMITING FUSES
 • (3) 2000A FUSES, CLASS L, FAST ACTING UNDER SHORT CIRCUIT CONDITIONS
 • APPROVED EQUAL ON TESLA APPROVED EQUAL
 • AT 80 KA FAULT CURRENT, LET-THRU CURRENT WILL BE 32 KA OR LESS
 • AT 100 KA FAULT CURRENT, REDUCING AVAILABLE FAULT CURRENT TO 33 KA OR LESS. REFER TO PEAK LET-THRU TABLE/CURVE
- (N) CONTROL POWER TRANSFORMER "CPT"
 • PRIMARY: 480VAC, 1PH, 2W
 • SECONDARY: 240/120 VAC, 1PH, 3W
 • INTEGRATED BY VENDOR & INTEGRATED INTO SWITCHBOARD
- (N) GROUNDING ELECTRODE
 (N) GROUNDING ELECTRODE
 (N) GROUNDING ELECTRODE
 (N) GROUNDING ELECTRODE



EQUIPMENT NOTES

- 1 (F) MAIN SWITCHBOARD
 - "SB-3"
 - 1500V AC, 500A
 - 500A MAIN BREAKER, 100% RATED, LSIG AND ERMS
 - 100 MLC MIN.
 - NEMA 3R
- 2 (F) BROADCAST UNIT
 - BROADCAST UNIT
 - CRADLEPOINT # R1900
 - CRADLEPOINT # R300 FOE
 - CRADLEPOINT # R300 TO SUPPLY ACCESS POINT
 - INTERNALLY FUSED IN CONTROLS COMPARTMENT
 - MOUNTED IN MAIN SWITCHBOARD
- 3 (F) ACCESS POINT "AP-#"
 - JUNIPER # AP64
 - SUPPLEMENTARY ACCESS POINT FED FROM BROADCAST UNIT
 - MOUNTING BRACKET
 - POWER OVER ETHERNET
 - REF STRUCTURAL DRAWINGS
 - (1) NEMA 4 COMPLIANT
 - (2) TOTAL ACCESS POINT (S)
- 4.0 (F) V4 PSU PRE-ASSEMBLED SUPERCHARGER UNIT "PSU"
 - (1) V4 SUPERCHARGER
 - (8) V4 SUPERCHARGER POSTS
 - "DC" PER UNIT
 - FACTORY PRE-WIRED DC-POST
 - (3) TOTAL PSUS
- 4.1 (F) V4 SUPERCHARGER CABINET
 - "SPR" PER SYSTEM
 - COMPARTMENT INTEGRATED
 - 480VAC, 3PH, 3W
 - 1200A MAX AC INPUT
 - (8) V4 SUPERCHARGER POSTS
 - "DC" PER SYSTEM
 - 500KW MAX
 - 180VDC, 100VDC
 - 1 SET PER CHARGE POST
 - 1 SET PER CHARGE POST (REG)
 - (1) 40 AWG AL OR 20 AWG CU EGC
 - TESLA PROVIDED SIGNAL WIRE
 - 24" MAX CABLE LENGTH
 - 24" MAX CABLE LENGTH
 - MIN # CONDUIT (PVC, RMC, EMT OR HDPE) OR DIRECT BURIAL
 - (4) SUPERCHARGER SYSTEMS
 - (4) DC-POST FIXTURES
 - MOUNTED UNDER CANOPY
 - LITHONIA
 - HDSXSC-LED-20C-700-40K-T5
 - 18" X 18" X 3.5"
 - INTEGRATED PHOTOCELL AND MOTION SENSOR
 - (1) LED MODULE WITH 4000K CAST PER FIXTURE
 - CAST ALUMINUM HOUSING, IP66 RATED
 - 18" X 18" X 3.5" TEMPERATURE REDUCING AMBIENT TEMPERATURE
 - (6) TOTAL FIXTURES
- 5.1 (F) TESLA LOGO LIGHT "SIGN-#"
 - 80W, 277V AC, NEMA 3R
 - TESLA # 1881900-00-A
- 5.2 (F) ASTRONOMICAL TIME CLOCK "ATC"
 - INTERMATIC ET845CR
 - NEMA 3R
 - CAPABLE OF SWITCHING 4 CIRCUITS
 - MOUNTED INSIDE OF SWITCHBOARD CONTROLS COMPARTMENT



- 6 (N) FAULT CURRENT LIMITING
 - (3) 2000A FUSES, CLASS L, FAST ACTING UNDER SHORT CIRCUMSTANCES
 - APPROVED EQUAL
 - MERSEN F800, OR TESLA
 - AT 80 KA FAULT CURRENT, 0.2 KA FUSE MUST BE CAPABLE OF REDUCING AVAILABLE FAULT CURRENT TO 33 KA OR LESS. REFER TO PEAK LET-THRU
- 7 (F) GROUNDING ELECTRODE
 - SEE SHEET E-202 FOR GROUNDING DIAGRAM
- 8 (F) CONTROL POWER TRANSFORMER "CPT"
 - PRIMARY: 480VAC, 1PH, 2W
 - SECONDARY: 240/120 VAC, 1PH, 3W
 - APPROVED BY VENDOR & INTEGRATED INTO SWITCHBOARD

PROPRIETARY AND CONFIDENTIAL



3600 DEER CREEK RD
PALO ALTO, CA 94304
(650) 681-0000

ORIGINAL SIZE: 24"X36"
SHEET SIZE: ARCH 'D'

TESLA SUPERCHARGER_WILLOWS, CA
96 SUPERCHARGERS
475 N HUMBOLDT AVE
WILLOWS, CA, 95988, U.S.

SB-3 LOAD SCHEDULES
E-207
JB-95988931-00
REV: 0 CD90

H | G | F | E | D | C | B | A

LOAD SCHEDULE

CMT NO	TRIP AMPS	DESCRIPTION	VOLT-AMPS			VOLT-AMPS			TRIP AMPS	DESCRIPTION	TRIP AMPS
			A	B	C	A	B	C			
1	1,600	SUPERCHARGER #9	332,400	-	-	332,400	332,400	-	SUPERCHARGER #10	1,600	
2	"	"	-	332,400	-	-	332,400	-	"	"	
3	1,600	SUPERCHARGER #11	332,400	-	-	332,400	332,400	-	SUPERCHARGER #12	1,600	
4	"	"	-	332,400	-	-	332,400	-	"	"	
5	"	"	-	332,400	-	-	332,400	-	"	"	
6	"	"	-	332,400	-	-	332,400	-	"	"	
7	15	WIFI	200	-	-	200	-	-	LIGHTING	15	
8	15	"	-	-	-	-	-	-	"	15	
9	15	"	-	-	-	-	-	-	"	15	
10	15	"	-	-	-	-	-	-	"	15	
11	15	"	-	-	-	-	-	-	"	15	
12	15	"	-	-	-	-	-	-	"	15	
13	15	"	-	-	-	-	-	-	"	15	
14	15	"	-	-	-	-	-	-	"	15	
15	15	"	-	-	-	-	-	-	"	15	
16	15	"	-	-	-	-	-	-	"	15	
17	15	SPARE	-	-	-	-	-	-	SPARE	15	
18	15	"	-	-	-	-	-	-	"	15	
19	15	"	-	-	-	-	-	-	"	15	
20	15	"	-	-	-	-	-	-	"	15	
21	15	"	-	-	-	-	-	-	"	15	
22	15	"	-	-	-	-	-	-	"	15	
23	15	"	-	-	-	-	-	-	"	15	
24	15	"	-	-	-	-	-	-	"	15	
25	15	"	-	-	-	-	-	-	"	15	
26	15	"	-	-	-	-	-	-	"	15	
27	15	"	-	-	-	-	-	-	"	15	
28	15	"	-	-	-	-	-	-	"	15	
29	15	"	-	-	-	-	-	-	"	15	
30	15	"	-	-	-	-	-	-	"	15	
31	15	"	-	-	-	-	-	-	"	15	
32	15	"	-	-	-	-	-	-	"	15	
33	15	"	-	-	-	-	-	-	"	15	
34	15	"	-	-	-	-	-	-	"	15	
35	15	"	-	-	-	-	-	-	"	15	
36	15	"	-	-	-	-	-	-	"	15	
37	15	"	-	-	-	-	-	-	"	15	
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41	15	"	-	-	-	-	-	-	"	15	
42	15	"	-	-	-	-	-	-	"	15	
43	15	"	-	-	-	-	-	-	"	15	
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45	15	"	-	-	-	-	-	-	"	15	
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73	15	"	-	-	-	-	-	-	"	15	
74	15	"	-	-	-	-	-	-	"	15	
75	15	"	-	-	-	-	-	-	"	15	
76	15	"	-	-	-	-	-	-	"	15	
77	15	"	-	-	-	-	-	-	"	15	
78	15	"	-	-	-	-	-	-	"	15	
79	15	"	-	-	-	-	-	-	"	15	
80	15	"	-	-	-	-	-	-	"	15	
81	15	"	-	-	-	-	-	-	"	15	
82	15	"	-	-	-	-	-	-	"	15	
83	15	"	-	-	-	-	-	-	"	15	
84	15	"	-	-	-	-	-	-	"	15	
85	15	"	-	-	-	-	-	-	"	15	
86	15	"	-	-	-	-	-	-	"	15	
87	15	"	-	-	-	-	-	-	"	15	
88	15	"	-	-	-	-	-	-	"	15	
89	15	"	-	-	-	-	-	-	"	15	
90	15	"	-	-	-	-	-	-	"	15	
91	15	"	-	-	-	-	-	-	"	15	
92	15	"	-	-	-	-	-	-	"	15	
93	15	"	-	-	-	-	-	-	"	15	
94	15	"	-	-	-	-	-	-	"	15	
95	15	"	-	-	-	-	-	-	"	15	
96	15	"	-	-	-	-	-	-	"	15	
97	15	"	-	-	-	-	-	-	"	15	
98	15	"	-	-	-	-	-	-	"	15	
99	15	"	-	-	-	-	-	-	"	15	
100	15	"	-	-	-	-	-	-	"	15	
TOTALS		APPARENT POWER: 1,330 KVA, 1,330 KVA, 1,330 KVA	4,800 A	4,800 A	4,800 A	4,800 A	4,800 A	4,800 A			

SYSTEM PLACARDS

TESLA SUPERCHARGER
475 N HUMBOLDT AVE
TESLA
SUPERCHARGER_WILLOWS,
CA WILLOWS, CA, 95988, U.S.

ATTACH ON FRONT OF SWITCHBOARD

TESLA/EV SYSTEM
DISCONNECT

ATTACH ON SWITCHBOARD MAIN
DISCONNECT

PLACARD NOTES:
PLACARDS TO BE MADE OF RED PHENOLIC PLASTIC W/ 1" WHITE LETTERING. ATTACH PLACARDS WITH RIVETS OR SELF-TAPPING SCREWS
ADDITIONAL PLACARDS REQUIRED FOR ARC FLASH LABELS

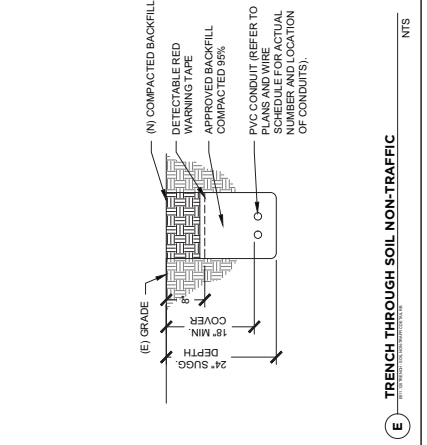
SB-3 AC CIRCUIT SCHEDULE

CIRCUIT #	CONDUCTOR MATERIAL	# OF CONDUITS	# PHASE CONDUCTORS PER CONDUIT	PHASE CONDUCTOR SIZE	NEUTRAL CONDUCTOR SIZE	EGC	SSBJ	MAX CIRCUIT LENGTH	WIRE TYPE	CONDUIT TYPES	MIN CONDUIT SIZE (IN)
AC-SB-3	AL	13	3	750 KCMIL	750 KCMIL	-	30 AWG (AVG) / 16 AWG (CU)	15'-0"	XHHW-2	PVC, RMC, EMT	4
AC-SPR	AL	5	3	750 KCMIL	-	350 KCMIL	-	600'	XHHW-2	PVC, RMC, EMT, DIRECT-BURY	4
AC-LGT	CU	1	1	12 AWG	12 AWG	12 AWG	-	180'	THWN-2	PVC, RMC, EMT	1
AC-AIR	CU	1	1	12 AWG	12 AWG	12 AWG	-	100'	THWN-2	PVC, RMC, EMT	1

A | B | C | D | E | F | G | H

TRENCHING NOTES

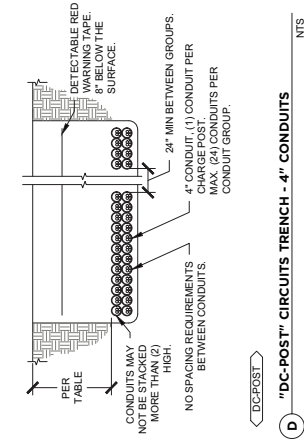
- THE TRENCH DESIGNS FOR ALL VEHICLE CHARGING CIRCUITS REQUIRING RHO VALUES ARE THE RESULT OF A THERMAL ANALYSIS OF THE CONDUCTORS UNDER LOAD. FOR PROPER PROTECTION THEY MUST BE FOLLOWED.
- APPROVED BACKFILL, PROTECTIVE DOCUMENTATION THAT SPECIFIES TESTED RHO VALUE. USE THE SPECIFIED BACKFILL LISTED BELOW OR TEST NATIVE SOIL CONDITIONS TO CONFIRM MAX DEFINED RHO VALUES. MINIMUM 2" OF APPROVED BACKFILL COVERAGE AROUND CONDUITS REQUIRED.
- RHO 60 BACKFILL** - CONCRETE BACKFILL WITH MIN 28 DAY COMPRESSIVE STRENGTH OF 3000 PSI MUST BE USED TO ACHIEVE MAX RHO 60.
- RHO 90 BACKFILL** - LOW STRENGTH FLUIDIZED THERMAL (SLURRY) BACKFILL WITH MIN 28 DAY COMPRESSIVE STRENGTH OF 150 PSI MUST BE USED TO ACHIEVE MAX RHO 90.
- RHO 120 BACKFILL** - NATIVE SOILS/SAND.
- FOR TRENCHES WITH MIXED CIRCUIT TYPES, APPLY THE CONDUIT SPACING FOR THE CIRCUIT TYPE WITH THE LARGER SPACING REQUIREMENT.
- CONDUIT ARE PERMITTED TO HAVE GREATER COVER THAN SPECIFIED FOR SINGLE CONDUIT TYPES. PROVIDE GREATER COVER TO PROTECT CONDUITS TO ALLOW FOR NEC REQUIRED MIN RADIUS FOR CONDUIT TURNS INTO PAD-MOUNTED EQUIPMENT, TO AVOID (E) OBSTRUCTIONS, ETC.
- OUTSIDE WALLS AND UNDERNEATH BOTTOM ROW OF CONDUIT SPACING REQUIRED FOR ALL CONFIGURATIONS.
- IF NO CONDUIT BACKS AVAILABLE, CONTRACTOR MAY USE HORIZONTAL AND VERTICAL CONDUITS OR STAKES TO ACHIEVE THE SPACING REQUIRED.



E TRENCH THROUGH SOIL NON-TRAFFIC

NO. OF POST CIRCUITS (MAX)	MAX RHO BACKFILL*	MAX DEPTH	MIN DEPTH (VEHICULAR AREA)	MIN DEPTH (NON-VEHICULAR AREA)
16	120	28"	24"	18"
24	60	28"	24"	6"

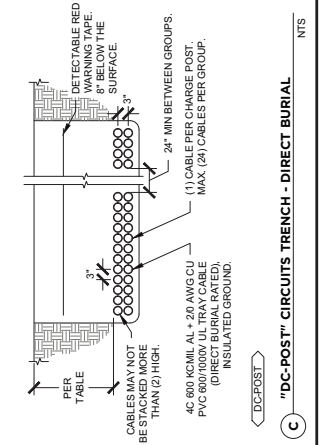
* SEE TRENCHING NOTES.



D "DC-POST™" CIRCUITS TRENCH - 4" CONDUITS

NO. OF POST CIRCUITS (MAX)	MAX RHO BACKFILL*	MAX DEPTH	MIN DEPTH (VEHICULAR AREA)	MIN DEPTH (NON-VEHICULAR AREA)
16	120	28"	24"	24"
24	90	28"	24"	24"

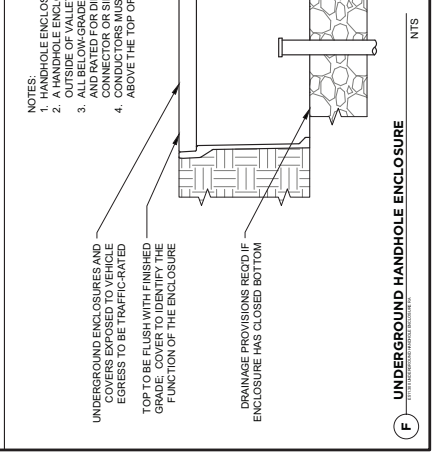
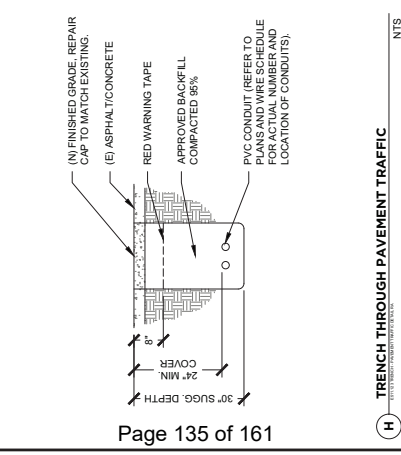
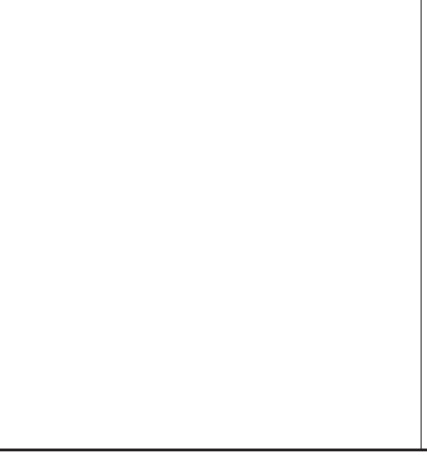
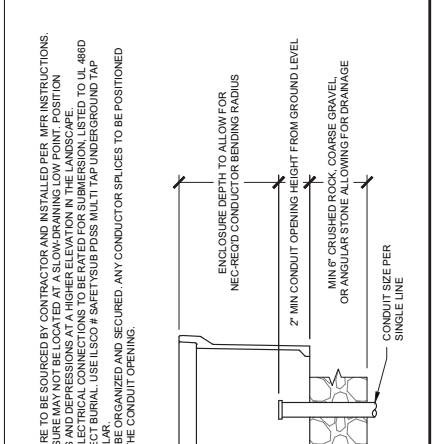
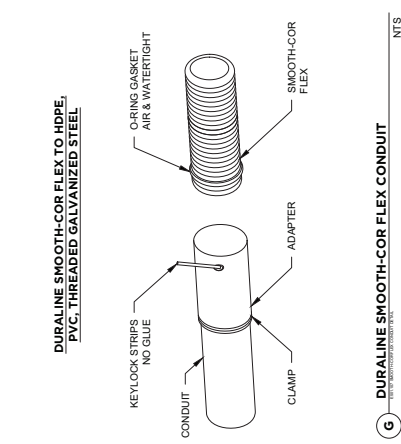
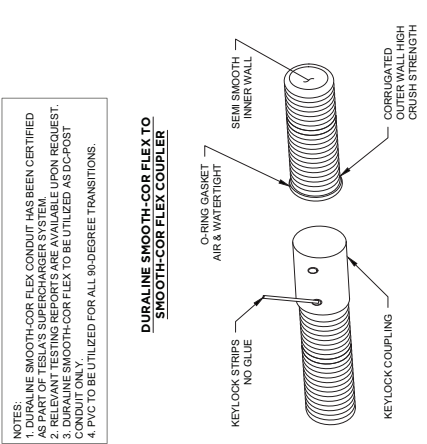
* SEE TRENCHING NOTES.



C "DC-POST™" CIRCUITS TRENCH - DIRECT BURIAL

NO. OF CABINET CIRCUITS (MAX)	MAX RHO BACKFILL*	MAX DEPTH	MIN DEPTH (VEHICULAR AREA)	MIN DEPTH (NON-VEHICULAR AREA)
1	120	28"	24"	24"
2	90	28"	24"	24"
3	60	28"	24"	18"

* SEE TRENCHING NOTES.

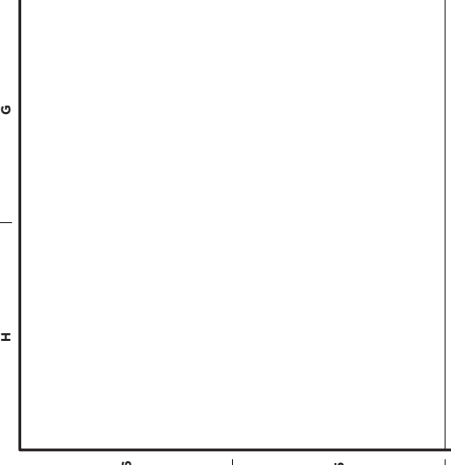
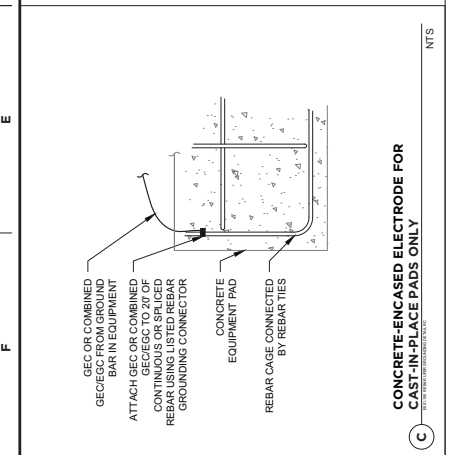


BREAKER SETTINGS - ROTARY SWITCHES

DESIGNATION	FRAME AMPS AIC KA	PHASE	GROUND
MAIN SWITCHBOARD SB-1, SB-2, SB-3, MCB 5000A 100% ZPOMW	5,000	100	2,000
SCHEIDER ELECTRIC, NW20H, 6 OP			100
LONG DELAY PICKUP (L _{LD})			1 (1.600A)
SHORT DELAY PICKUP (L _{SD})			1.5 (2.400A)
INSTANTANEOUS PICKUP (I)			2.0 (3.200A)
TRIP UNIT			
TYPE/MODEL			
DESCRIPTION			
LONG DELAY PICKUP (L _{LD})			0.5
SHORT DELAY PICKUP (L _{SD})			1.5 (6.000A)
INSTANTANEOUS PICKUP (I)			0.4, 1.0 OFF
GROUND FAULT PICKUP (L _{GF})			3 (15.000A)
GROUND FAULT DELAY TIME (L _{GF})			3 (1.200A)
GROUND FAULT DELAY TIME (L _{GF})			0.1, 1.0 ON

BREAKER SETTINGS - MAIN SWITCHBOARD

DESIGNATION	FRAME AMPS AIC KA	PHASE	GROUND
MAIN SWITCHBOARD SB-1, SB-2, SB-3, MCB 5000A 100% ZPOMW	5,000	100	2,000
SCHEIDER ELECTRIC, NW20H, 6 OP			100
LONG DELAY PICKUP (L _{LD})			1 (1.600A)
SHORT DELAY PICKUP (L _{SD})			1.5 (2.400A)
INSTANTANEOUS PICKUP (I)			2.0 (3.200A)
TRIP UNIT			
TYPE/MODEL			
DESCRIPTION			
LONG DELAY PICKUP (L _{LD})			0.5
SHORT DELAY PICKUP (L _{SD})			1.5 (6.000A)
INSTANTANEOUS PICKUP (I)			0.4, 1.0 OFF
GROUND FAULT PICKUP (L _{GF})			3 (15.000A)
GROUND FAULT DELAY TIME (L _{GF})			3 (1.200A)
GROUND FAULT DELAY TIME (L _{GF})			0.1, 1.0 ON



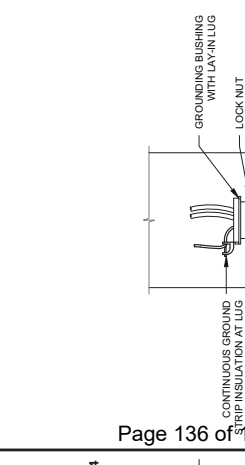
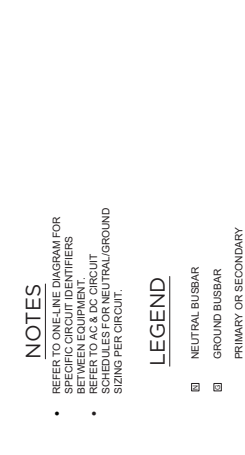
CONCRETE-ENCASED ELECTRODE FOR CAST-IN-PLACE PADS ONLY
 NTS

NOTES

- REFER TO ONE-LINE DIAGRAM FOR SPECIFICATIONS BETWEEN EQUIPMENT
- REFER TO AC & DC CIRCUIT SCHEDULES FOR NEUTRAL/GROUND SIZING PER CIRCUIT.

LEGEND

- NEUTRAL BUSBAR
- GROUND BUSBAR
- PRIMARY OR SECONDARY COMMON TERMINAL, AS APPLICABLE
- TERMINAL ON NEUTRAL OR GROUND BUSBAR
- IRREVERSIBLE SPLICE OR CRIMP PER NEC 250.64(C)
- NEC 250.52(A)-COMPLIANT GROUNDING ELECTRODE



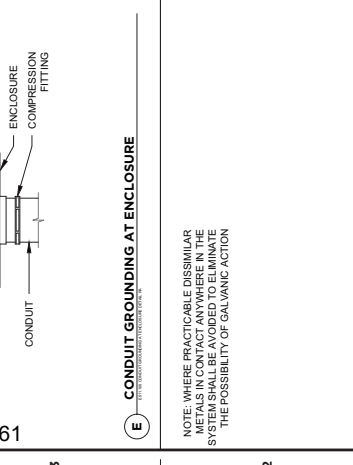
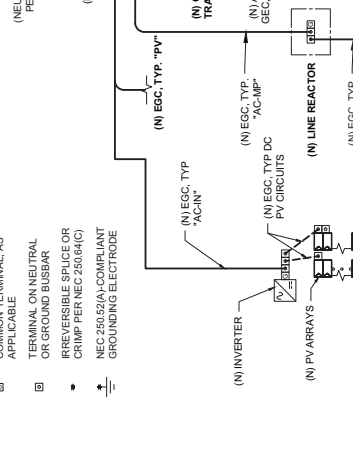
CONDUIT GROUNDING AT ENCLOSURE
 NTS

NOTES

- REFER TO ONE-LINE DIAGRAM FOR SPECIFICATIONS BETWEEN EQUIPMENT
- REFER TO AC & DC CIRCUIT SCHEDULES FOR NEUTRAL/GROUND SIZING PER CIRCUIT.

LEGEND

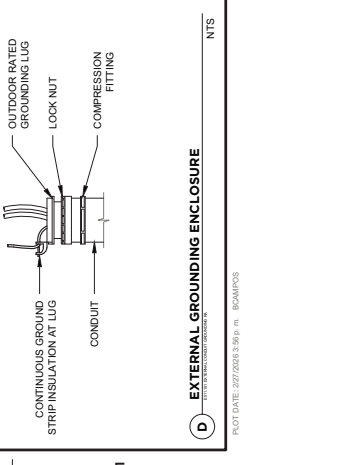
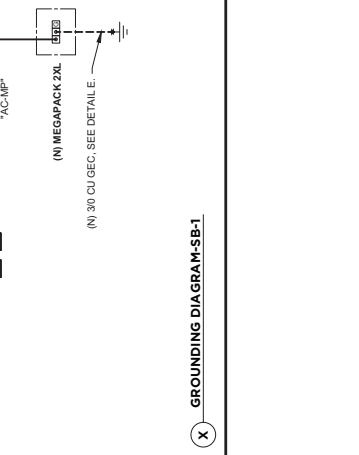
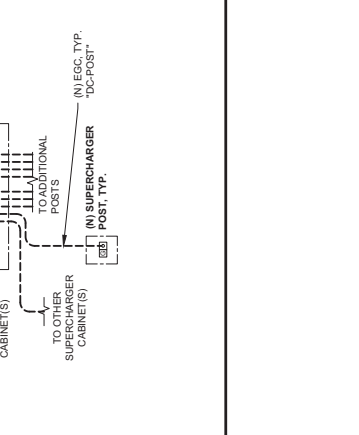
- NEUTRAL BUSBAR
- GROUND BUSBAR
- PRIMARY OR SECONDARY COMMON TERMINAL, AS APPLICABLE
- TERMINAL ON NEUTRAL OR GROUND BUSBAR
- IRREVERSIBLE SPLICE OR CRIMP PER NEC 250.64(C)
- NEC 250.52(A)-COMPLIANT GROUNDING ELECTRODE



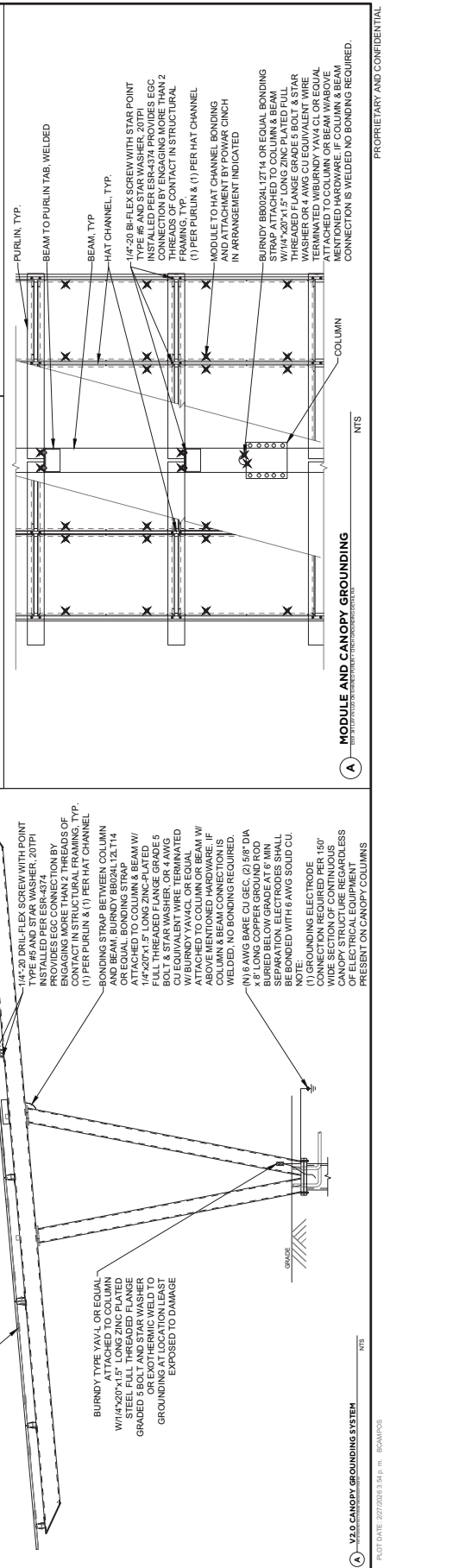
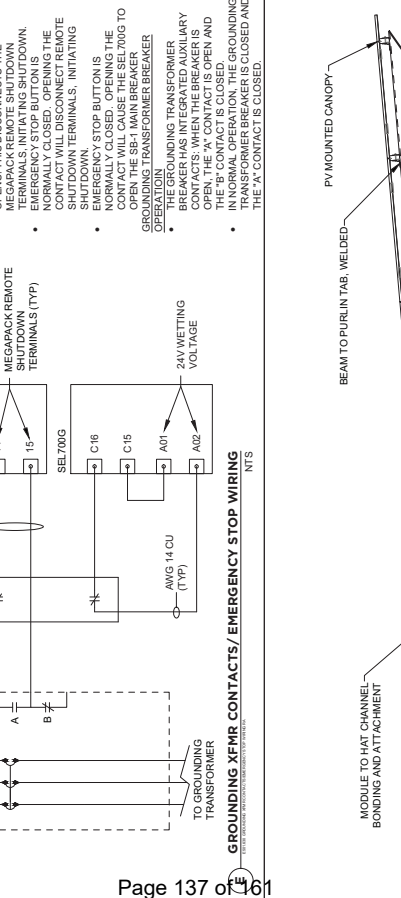
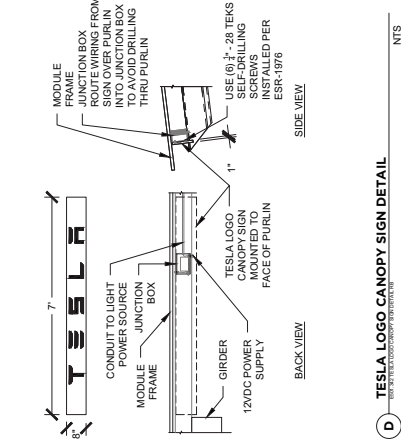
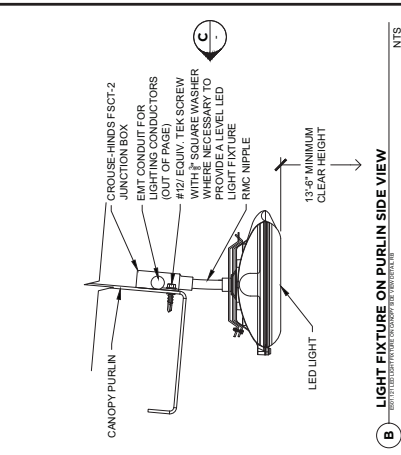
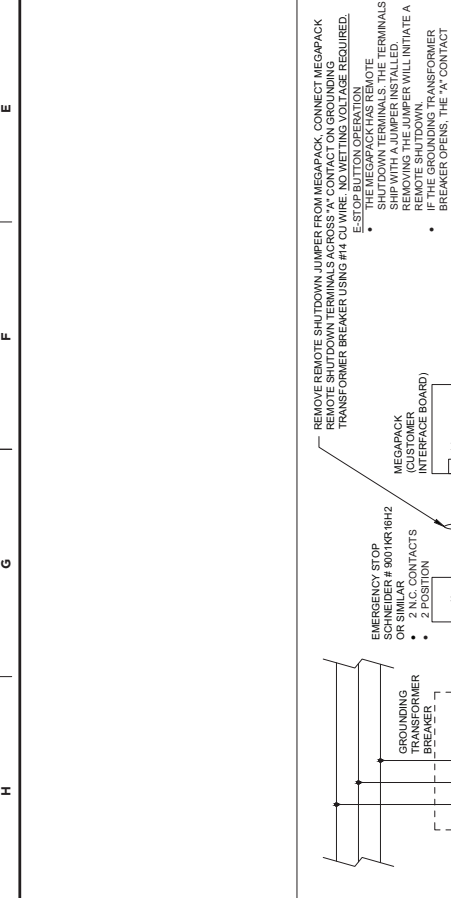
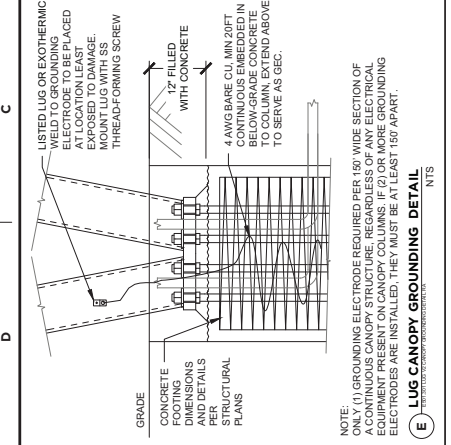
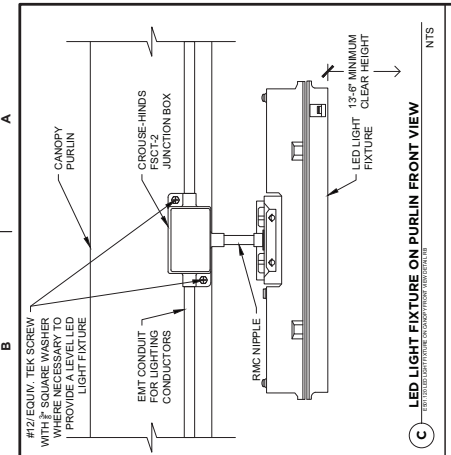
EXTERNAL GROUNDING ENCLOSURE
 NTS

NOTES

- WHERE PRACTICABLE, DISSIMILAR SYSTEMS SHALL BE AVOIDED TO ELIMINATE THE POSSIBILITY OF GALVANIC ACTION



PSU GROUNDING DIAGRAM NTS



TESLA

9600 EBR CREEK RD
PALO ALTO, CA 94304
(800) 851-0000

ORIGINAL SIZE: 24"X36"
SHEET SIZE: ARCH "D"

TESLA SUPERCHARGER, WILLOWS, CA
96 SUPERCHARGERS
475 N HUMBOLDT AVE
WILLOWS, CA, 95988, U.S.

NO.	REVISION	DATE

ACCESSIBLE PARKING PLAN
A-301
JB-9598931-00
REV: 0 CD90

- SITE LEGEND**
- (N) ACCESSIBLE ROUTE
 - (N) SUPERCHARGER POST
 - (N) EV(MINI) REBOUNDING BOLLARD SIGN
 - (N) CONCRETE CURB
 - (N) FULL DEPTH ASPHALT
 - (N) EV(MINI) REBOUNDING BOLLARD
 - (N) BIORETENTION
 - (N) CONCRETE PAVING
 - (N) PV CANOPY FOUNDATION AND COLUMN
 - (N) SOLAR PV MODULE
 - (N) MOUNTED UNDER CANOPY
 - (N) TRASH/RECYCLING RECEPTACLE

EV CHARGE STALL SCHEDULE

PROPOSED	ADA EV	CAR	VAN	AMBULATORY
56	3	1	1	3
STALLS REQUIRED	3	1	1	3
STALLS PROPOSED	3	1	1	3

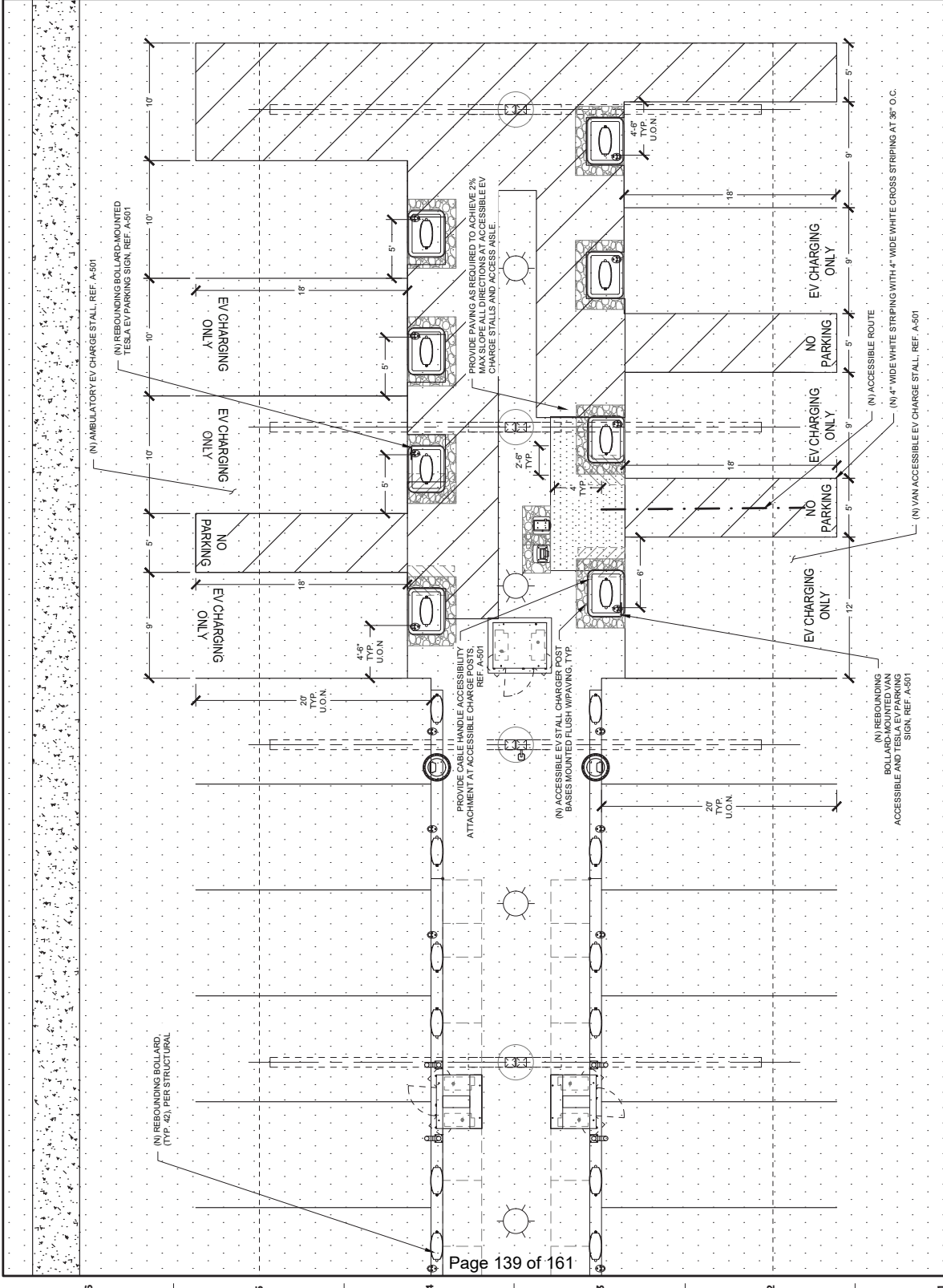
BASED ON CBC TABLE 11B-228.3.2.1

NOTES

CODE COMPLIANCE:
ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE BUILDING CODE, APPLICABLE CODE ARE AS STATED.

ACCESSIBLE STALLS
STANDARD: 11B-412.6.2
VAN: 11B-412.6.1
ACCESSIBLE: 11B-412.6.3
ACCESS ASIDE: 11B-412.6.4
ACCESSIBLE ROUTE: 11B-412.5
ISA SIGNAGE: 11B-412.8
ADA SURFACE MARKINGS: 11B-412.9

PER CALIFORNIA ASSEMBLY BILL AB-970 IF AN ELECTRIC VEHICLE CHARGING EQUIPMENT INTERFERES WITH, REDUCE, ELIMINATE, OR IN ANY WAY IMPACT THE REQUIRED PARKING SPACES FOR ACCESSIBLE STALLS, THE CITY OR COUNTY SHALL REDUCE THE NUMBER OF REQUIRED PARKING SPACES FOR THE EXISTING USES BY THE EQUIPMENT. IT IS NECESSARY TO ACCOMMODATE THE CHARGING EQUIPMENT AT THE CHARGING STATION AND ANY ASSOCIATED EQUIPMENT.



ACCESSIBLE PARKING PLAN
3/8" = 1'-0"

TESLA AMENITY BUILDING IMAGE



Canopy



Megapack



WILLOWS, CA

GRADING & DRAINAGE PLAN

SITE ADDRESS:
475 N HUMBOLDT AVE.
WILLOWS, CA 95988



3300 DEER CREEK ROAD
PALM ALTO, CA 94469
(650) 481-6500

DRAMA BY:	ZP
CHECKED BY:	SES
APPROVED BY:	TH
PROJECT #:	50123704
JOB #:	50187239

REVISION	DATE	DESCRIPTION
A	07/31/25	ISSUED FOR REVIEW

SITE NAME	WILLOWS, CA - 475 N HUMBOLDT AVE. (TRT: T.B.D.)
SITE ADDRESS	475 N HUMBOLDT AVE. WILLOWS, CA 95988

SHEET TITLE	TITLE SHEET
SHEET NUMBER	T-1

DRAWING INDEX

SHT. NO.	TITLE SHEET
T-1	TITLE SHEET
C-0	ALTA SURVEY (FOR REFERENCE)
C-1	OVERALL GRADING PLAN
C-2	GRADING AND SOIL DETAILS
C-3	CROSS SECTIONS

7. A NOTICE OF INTENT (NOI) AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ARE REQUIRED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES DISTURBING 1.0 ACRE OR MORE OF AN UNIMPAVED AREA. COPIES OF NOI AND SWPPP SHALL BE PROVIDED TO DEVELOPMENT ENGINEERING PRIOR TO THE APPROVAL OF THESE PLANS.

8. A LETTER FROM THE DESIGN ENGINEER CERTIFYING THAT THE EXISTING OR PROPOSED BASIN OR STRUCTURE IS DESIGNED TO STORE AND TREAT ALL RAINFALL FROM THE SITE AND ADJACENT AREAS WITHIN A 100-YEAR WET YEAR AND CAN CONTAIN ALL STORM WATER UNDER ALL CLIMATE SCENARIOS. CIRCUMSTANCES SHALL BE REQUIRED PRIOR TO FINAL ACCEPTANCE AND/OR OCCUPANCY ISSUANCE.

9. INSURANCE OF THE ROUGH GRADED PAD/ROUGH GRADING AND FINISHED GRADING IS REQUIRED PRIOR TO ACCEPTANCE AND RELEASE OF THE GRADING PERMIT FINAL.

10. COMPACTION REPORTS ARE REQUIRED TO BE SUBMITTED TO DEVELOPMENT ENGINEERING FOR ALL TALL AREAS WITHIN FLOOD ZONES REQUIRED 50% MINIMUM COMPACTION.

11. A "HOLD ON OCCUPANCY" WILL BE IN EFFECT UNTIL SUCH TIME AS THE DEVELOPMENT IS CERTIFIED AS-SUBJECT BY THE ENGINEER OF RECORD.

12. MAXIMUM CUT AND FILL SLOPES SHALL BE 2H:1V OR AS ALLOWED PER AN APPROVED AND FILED SOIL VEGETATION.

13. MAXIMUM SLOPE SIZES FOR PONDING BASINS STORAGE FACILITIES SHALL BE 2H:1V UNLESS OTHERWISE APPROVED BY THE GRADING OFFICIAL OR AN APPROVED SOILS REPORT.

14. THE GROUND AROUND THE STRUCTURE SHALL BE SLOPED TWO PERCENT (2%) FOR A MINIMUM OF 10 FEET FROM THE STRUCTURE AWAY FROM THE STRUCTURE AS APPROVED BY THE BUILDING OFFICIAL.

15. BENCHING SHALL BE PROVIDED IN ACCORDANCE WITH 2022 CBC SECTION J107 FELS AND SOILS REPORT PREPARED BY SALEM ENGINEERING GROUP, INC. REPORT NUMBER 1-224-0024, DATED 04/04/2024 WHERE EXISTING GRADE IS AT A SLOPE STEEPER THAN SHIV (20%).

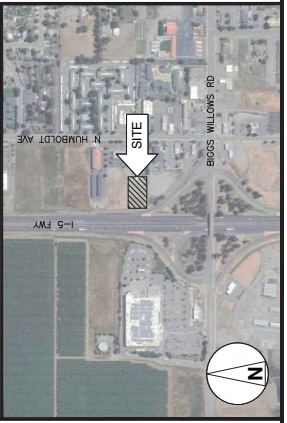
16. ANY VERTICAL CUT OR RILL DIFFERENTIAL EQUAL TO OR GREATER THAN TWELVE (12) INCHES BETWEEN ADJACENT PROPERTIES SHALL BE SUPPORTED BY AN APPROVED REMAINING WALL.

17. ANY DEVELOPMENT PROPOSING A BRIDGE OR ROAD CULVERT CROSSING A STREAM SHALL SUBMIT A BRIDGE OR CULVERT DESIGN TO THE GRADING OFFICIAL PRIOR TO THE PERMIT APPLICATION AND TWO COPIES OF THE PLANS SHALL BE SUBMITTED TO MR. CHARLES WALDRIDGE OF CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE FOR THEIR REVIEW. CONTACT MR. WALDRIDGE AT (916) 439-4300. COPIES OF PERMIT APPLICATION AND LSA AGREEMENT SHALL BE SUBMITTED TO THE COUNTY ENGINEER'S OFFICE.

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS OF THE SITE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE EXISTING DIMENSIONS AND CONDITIONS OF THE SITE THROUGHOUT THE CONSTRUCTION PROCESS.

USA NORTH 811
Call Before You Dig

NORTHERN CALIFORNIA
1-800-642-2444



1. THE WORK EMBRACED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE APPROPRIATE PROVISIONS OF THE CALIFORNIA RESISTANCE DESIGN ACT AND AMENDED BY CHAPTER 15.28 OF THE FRESNO COUNTY ORDINANCE CODE.

2. A GRADING PERMIT OR VOUCHER SHALL BE OBTAINED FROM THE COUNTY OF FRESNO PUBLIC WORKS AND PLANNING DEPARTMENT, DEVELOPMENT ENGINEERING SECTION PRIOR TO ANY GRADING AND PAVING WORK FOR THIS PROJECT.

3. THIS PROPERTY HAS BEEN IDENTIFIED AS BEING WITHIN OR ADJACENT TO A KNOWN FLOOD ZONE (FLOOD HAZARD) AS SHOWN ON THE FRESNO COUNTY FLOOD HAZARD MAPS (FHM) FOR THIS AREA. COMPLIANCE WITH ALL ASPECTS OF THE COUNTY FLOODPLAIN ORDINANCE SECTION 15.46 AND FLOODING OF AN ELEVATION CERTIFICATE OR A MAP OF SURVEY SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A COPY OF THE FLOOD HAZARD MAPS FROM THE COUNTY ENGINEER'S OFFICE PRIOR TO COMMENCEMENT OF ANY WORK. ALL WORK FOR DEVELOPMENT NEAR A FLOOD ZONE, A FLOOD HAZARD, OR A FLOODPLAIN SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE FLOODPLAIN ORDINANCE SECTION 15.46 AND FLOODING OF AN ELEVATION CERTIFICATE OR A MAP OF SURVEY STAMPED AND SIGNED BY A PROFESSIONAL LAND SURVEYOR. MUST BE SUBMITTED IF REQUIRED BY THE GRADING OFFICIAL.

4. APPROVAL OF COUNTY DEVELOPMENT ENGINEERING OFFICE OF THIS PLAN DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF ANY INFORMATION OR DATA PROVIDED TO THE COUNTY ENGINEER'S OFFICE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION AND DATA PROVIDED TO THE COUNTY ENGINEER'S OFFICE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A COPY OF THE FLOOD HAZARD MAPS FROM THE COUNTY ENGINEER'S OFFICE PRIOR TO COMMENCEMENT OF ANY WORK. ALL WORK FOR DEVELOPMENT NEAR A FLOOD ZONE, A FLOOD HAZARD, OR A FLOODPLAIN SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE FLOODPLAIN ORDINANCE SECTION 15.46 AND FLOODING OF AN ELEVATION CERTIFICATE OR A MAP OF SURVEY STAMPED AND SIGNED BY A PROFESSIONAL LAND SURVEYOR. MUST BE SUBMITTED IF REQUIRED BY THE GRADING OFFICIAL.

5. THE ENTIRE PROPERTY IS WITHIN ZONE "C" - 0.5% OF ANNUAL FLOOD HAZARD. FEMA FLOOD INFORMATION:
FEMA FLOOD MAP: 060210040D EFFECTIVE 08/05/2010.

6. DUST CONTROL, NOTIFICATION, EXHAUSTING ACTIVITIES ON SMALL CONSTRUCTION SITES. WRITTEN NOTIFICATION TO BE PROVIDED TO THE AIR POLLUTION CONTROL DISTRICT 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY WORK. WRITTEN NOTIFICATION SHALL BE PROVIDED TO THE COUNTY ENGINEER'S OFFICE. WRITTEN NOTIFICATION SHALL BE PROVIDED TO THE COUNTY ENGINEER'S OFFICE. WRITTEN NOTIFICATION SHALL BE PROVIDED TO THE COUNTY ENGINEER'S OFFICE. WRITTEN NOTIFICATION SHALL BE PROVIDED TO THE COUNTY ENGINEER'S OFFICE. WRITTEN NOTIFICATION SHALL BE PROVIDED TO THE COUNTY ENGINEER'S OFFICE.

ENGINEER'S CERTIFICATION:
1. THIS PLAN WILL NOT INCREASE A DRAINAGE GRADING OR FLOODING HAZARD TO ITSELF AND SURROUNDING PROPERTIES.

22. A WRITTEN CLEARANCE SHALL BE OBTAINED FROM STATE DEPARTMENT OF FISH AND WILDLIFE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES DISTURBING 1.0 ACRE OR MORE OF AN UNIMPAVED AREA. COPIES OF NOI AND SWPPP SHALL BE PROVIDED TO DEVELOPMENT ENGINEERING PRIOR TO THE APPROVAL OF THESE PLANS.

23. ANY PROPOSED FENCING (E.G., BARRIER, PERIMETER WALLS), LIGHTING, AND SIGNAGE SHALL REQUIRE APPROVAL OF ARCHITECTURAL REVIEW COMMITTEE (ARC) PRIOR TO CONSTRUCTION/INSTALLATION.

24. CHANGE OF RIVERWAY LOCATIONS AS NOTED ON PLANS, REQUIRES AUTHORIZATION OF COUNTY ENGINEER.

25. MAJOR CHANGE FROM PLANS, SPECIFICATIONS REQUIRE WRITTEN SUBMITTAL FROM ENGINEER OF RECORD FOR APPROVAL BY COUNTY PRIOR TO CHANGE. DEFINITION OF MAJOR CHANGE WILL BE DETERMINED BY THE COUNTY ENGINEERING INSPECTOR.

26. ALL SURVEYING / STAKING CUT SHEETS SHALL BE SUBMITTED TO THE COUNTY INSPECTOR WITHIN 24 HOURS OF WORK.

27. A PRE-CONSTRUCTION MEETING SHALL BE CONDUCTED PRIOR TO ANY WORK BEGINNING ON A PROJECT.

28. STREET TREES SHALL BE PLANTED IN FRONT OF EACH LOT. CORNER LOTS SHALL HAVE ONE (1) TREE PLANTED PER LOT. TREES SHALL BE MAINTAINED AND WATERED FOR ONE YEAR AFTER PLANTING. TREES SHALL BE MAINTAINED AND WATERED FOR ONE YEAR AFTER PLANTING. TREES SHALL BE MAINTAINED AND WATERED FOR ONE YEAR AFTER PLANTING. TREES SHALL BE MAINTAINED AND WATERED FOR ONE YEAR AFTER PLANTING.

NOTES REQUIRED TO BE ADDED FOR SUBDIVISION ON-SITE AND OFF-SITE IMPROVEMENT PLANS.

PREPARATION OF EXISTING MONUMENTATION NOTES:

1. PURSUANT TO SECTIONS 8771(B) AND 8771(C) OF THE GOVERNMENT CODE, ANY MONUMENTS THAT CONTROL THE LOCATION OF BOUNDARIES OR OTHERWISE PROVIDE HORIZONTAL OR VERTICAL CONTROL, AND A CORNER RECORD OR RECORD OF SURVEY OF THE REFERENCES SHALL BE FILED WITH THE COUNTY SURVEYOR.

2. PERMANENT MONUMENTATION SHALL BE SET TO PERPETRATE THE LOCATION OF ANY MONUMENT WHICH COULD BE DAMAGED OR DESTROYED, AND A CORNER RECORD OR RECORD OF SURVEY SHALL BE FILED WITH THE COUNTY SURVEYOR PRIOR TO THE BEGINNING OF A CERTIFICATE OF COMPLETION FOR THE PROJECT.

GRADING & DRAINAGE NOTES:

1. THE WORK EMBRACED HEREIN SHALL BE DONE IN ACCORDANCE WITH THE APPROPRIATE PROVISIONS OF THE CALIFORNIA RESISTANCE DESIGN ACT AND AMENDED BY CHAPTER 15.28 OF THE FRESNO COUNTY ORDINANCE CODE.

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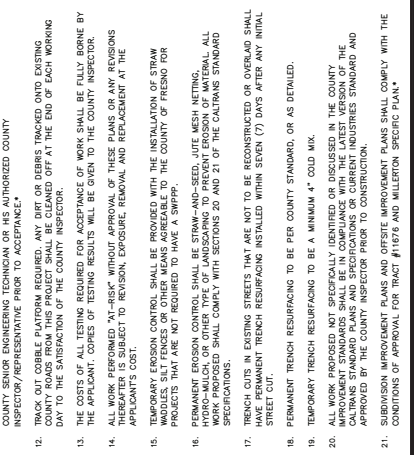
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FEMA FLOOD MAP: 060210040D EFFECTIVE 08/05/2010.

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1. THIS PLAN WILL NOT INCREASE A DRAINAGE GRADING OR FLOODING HAZARD TO ITSELF AND SURROUNDING PROPERTIES.



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1. THIS PLAN WILL NOT INCREASE A DRAINAGE GRADING OR FLOODING HAZARD TO ITSELF AND SURROUNDING PROPERTIES.





3300 DEER CREEK ROAD
PALO ALTO, CA 94304
(650) 681-6000



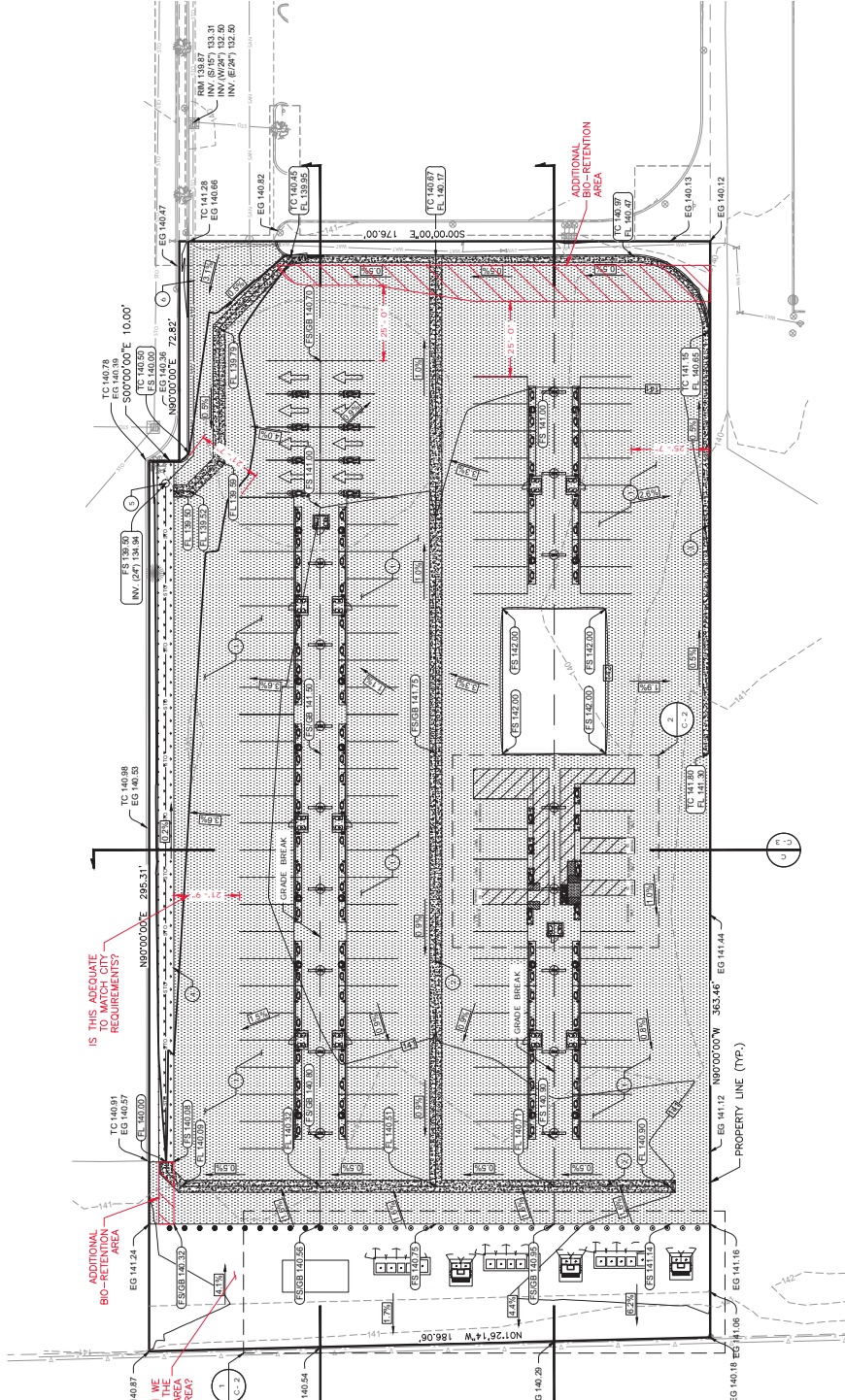
Dewberry Engineers Inc.
310 CLIFTONGATE
LONG BEACH, CA 90802
PHONE 562.505.9370

DRAWN BY:	ZP
CHECKED BY:	SES
APPROVED BY:	TH
PROJECT #:	501237024
JOB #:	501237230

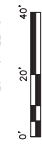
REV	DATE	DESCRIPTION
A	07/31/25	ISSUED FOR REVIEW

SITE NAME:
WILLOWS, CA -
475 N HUMBOLDT AVE.
(TRF, T.B.D.)
SITE ADDRESS:
475 N HUMBOLDT AVE.
WILLOWS, CA 95988

SHEET TITLE:
OVERALL
GRADING PLAN
SHEET NUMBER:
C-1



OVERALL GRADING PLAN 1
SCALE: 1"=40' FOR 11'x17'
1"=20' FOR 22'x34'



CONSTRUCTION NOTES	ITEM	QUANTITY	REFERENCE
1	CONSTRUCT 4" ASPHALT CONCRETE OVER 6" CLASS 2 AGGREGATE BASE	52,304 S.F.	
2	CONSTRUCT CONCRETE SWALE	577 L.F.	
3	CONSTRUCT 6" CURB AND GUTTER	300 L.F.	
4	CONSTRUCT BIO-RETENTION BASIN WITH UNDERDRAIN PIPE (1.23B S.F. & 4'24" C.F.)	1 EA.	
5	INSTALL OVERFLOW INLET	1 EA.	
6	INSTALL 24" OVERFLOW PIPE TO CONNECT TO EXISTING 24" DRAIN PIPE	70 L.F.	

- NOTES:
- SITE PLAN BASED ON ALTA/NSPS LAND TITLE SURVEY. A PORTION OF PARCEL 2 AS SHOWN ON THAT CERTAIN PARCEL MAP FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK OF BUTTE COUNTY, CALIFORNIA, ON APRIL 21, 2004, IN BOOK 12 OF PARCEL MAPS AT PAGE 11/14/2024. SEE SHEET C-0.
 - SEE TESLA DRAWINGS FOR ALL ON SITE AND OFF SITE IMPROVEMENTS.
- GRADING QUANTITY INFORMATION:
- AREA OF DISTURBANCE: 67,374 S.F. (1.6 AC)
- CUT: 605
- FILL:
- NET:
- NOTE: GRADING QUANTITY CALCULATED TO FINISHED GRADE.

GRADING LEGEND

---	Existing Contour
---	PROPOSED SPOT ELEVATION
EX	EXISTING
MEG	MATCH EXISTING GRADE
SP	SPOT GRADE
TC	TOP OF CURB
BC	BOTTOM OF CURB
TP	TOP OF PAD
GB	GRADE BREAK
12	PROPOSED CONTOUR
	PROPOSED GRADING FLOW ARROW



3100 DEER CREEK ROAD
PALO ALTO, CA 94304
(650) 681-9600



Dewberry
Dewberry Engineers Inc.
1100 CALIFORNIA AVENUE
SUITE 200
LONG BEACH, CA 90802
PHONE 562 550 0270

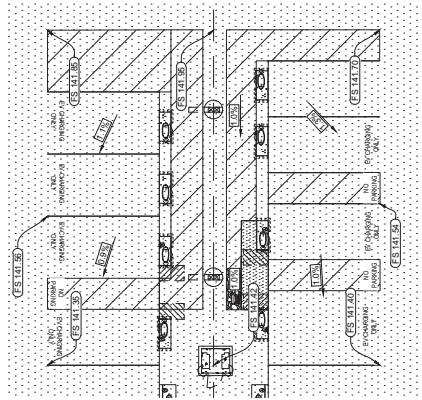
DRAWN BY:	ZP
CHECKED BY:	SSS
APPROVED BY:	THI
PROJECT #:	50123704
JOB #:	50187230

SUBMITTALS	
REV	DATE DESCRIPTION
A	07/31/25 ISSUED FOR REVIEW

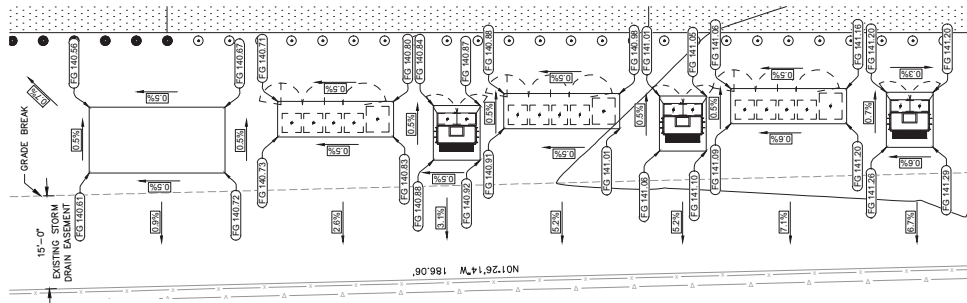
SITE NAME
WILLOWS, CA -
475 N HUMBOLDT AVE.
(TRT: T.B.D.)
SITE ADDRESS
475 N HUMBOLDT AVE.
WILLOWS, CA 95988

SHEET TITLE
GRADING AND CIVIL
DETAILS

SHEET NUMBER
C-2



ACCESSIBLE EVCS AREA DETAIL
SCALE: 1"=10' FOR 22'-3/4"



EQUIPMENT AREA DETAIL
SCALE: 1"=10' FOR 22'-3/4"





3300 DEER CREEK ROAD
PALO ALTO, CA 94304
(650) 681-9000



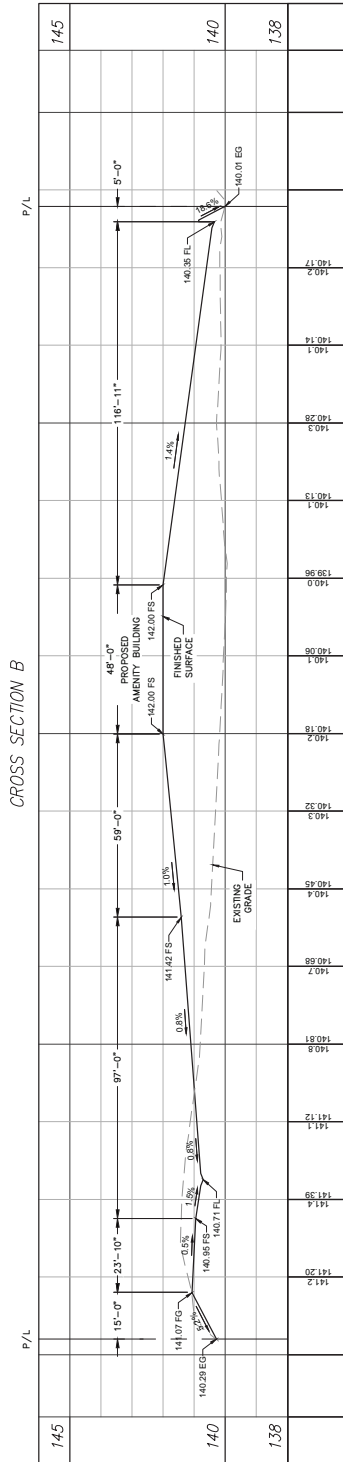
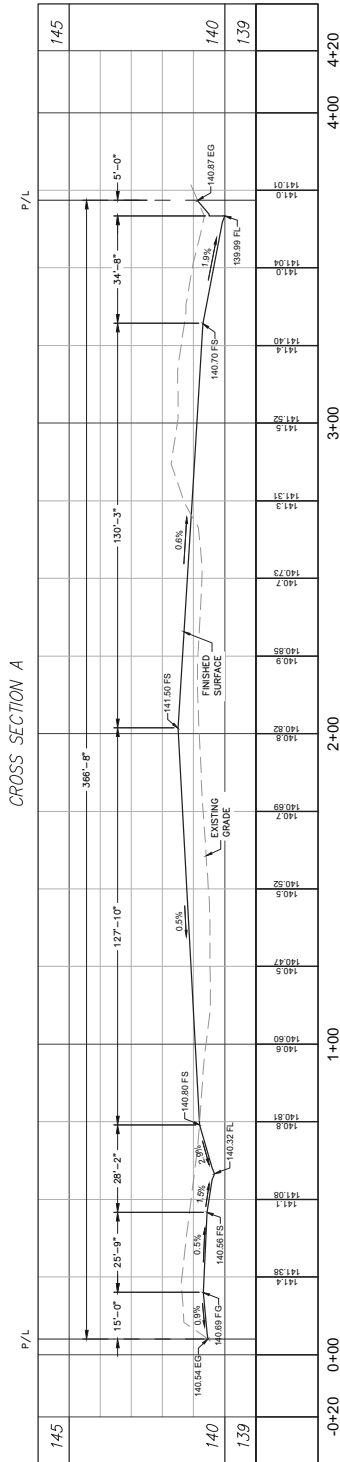
Dewberry Engineers Inc.
3000 CALIFORNIA AVENUE
LONG BEACH, CA 90802
PHONE 562 590 0970

DRAWN BY:	ZP
CHECKED BY:	SSS
APPROVED BY:	THI
PROJECT #:	50123704
JOB #:	50187230

REV	DATE	DESCRIPTION
A	07/31/25	ISSUED FOR REVIEW

SITE NAME
WILLOWS, CA -
475 N HUMBOLDT AVE.
(TRT: T.B.D.)
SITE ADDRESS
475 N HUMBOLDT AVE.
WILLOWS, CA 95988

SHEET TITLE
CROSS
SECTIONS
SHEET NUMBER
C-3



Tesla V4 Supercharger Cabinet

The Tesla V4 Supercharger Cabinet is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger. The cabinet is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger. The cabinet is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger.

Key Features

- Supports NEMA, CEE, CEE2, DB
- Global voltage input range
- High power efficiency
- High power factor
- High efficiency power supply system
- Supports power factor correction
- High power factor and low harmonics
- Compliant with global EMC standards



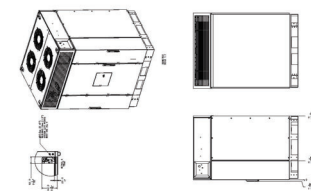
V4 Supercharger Cabinet Technical Specifications

Maximum Current (Amps)	1000	1200	1500	1800	2000	2500	3000
AC Input (Electrical)	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})
AC Input (Mechanical)	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})	300V _{AC} ±10% (100V _{AC} to 300V _{AC})
DC Post Output (Electrical)	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%
DC Post Output (Mechanical)	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%	800V _{DC} ±5%
DC Post Output (DAI)	24V _{DC} ±5%	24V _{DC} ±5%	24V _{DC} ±5%	24V _{DC} ±5%	24V _{DC} ±5%	24V _{DC} ±5%	24V _{DC} ±5%

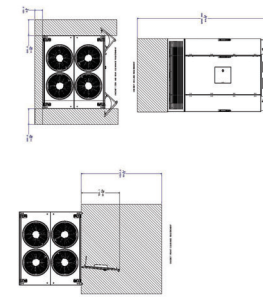
V4 Supercharger Cabinet Technical Specifications

System	> 90%
Efficiency	> 90%
Max. Current at 80°C	60 (60A)
Operating Temperature Range	-30°C to 50°C (-22°F to 122°F)
Power Factor	Power Factor > 0.95
Harmonic Distortion	THD < 5%
Standards	UL 508, IEC 60909, IEC 60384-1, IEC 60384-2, IEC 60384-3, IEC 60384-4, IEC 60384-5, IEC 60384-6, IEC 60384-7, IEC 60384-8, IEC 60384-9, IEC 60384-10, IEC 60384-11, IEC 60384-12, IEC 60384-13, IEC 60384-14, IEC 60384-15, IEC 60384-16, IEC 60384-17, IEC 60384-18, IEC 60384-19, IEC 60384-20, IEC 60384-21, IEC 60384-22, IEC 60384-23, IEC 60384-24, IEC 60384-25, IEC 60384-26, IEC 60384-27, IEC 60384-28, IEC 60384-29, IEC 60384-30, IEC 60384-31, IEC 60384-32, IEC 60384-33, IEC 60384-34, IEC 60384-35, IEC 60384-36, IEC 60384-37, IEC 60384-38, IEC 60384-39, IEC 60384-40, IEC 60384-41, IEC 60384-42, IEC 60384-43, IEC 60384-44, IEC 60384-45, IEC 60384-46, IEC 60384-47, IEC 60384-48, IEC 60384-49, IEC 60384-50, IEC 60384-51, IEC 60384-52, IEC 60384-53, IEC 60384-54, IEC 60384-55, IEC 60384-56, IEC 60384-57, IEC 60384-58, IEC 60384-59, IEC 60384-60, IEC 60384-61, IEC 60384-62, IEC 60384-63, IEC 60384-64, IEC 60384-65, IEC 60384-66, IEC 60384-67, IEC 60384-68, IEC 60384-69, IEC 60384-70, IEC 60384-71, IEC 60384-72, IEC 60384-73, IEC 60384-74, IEC 60384-75, IEC 60384-76, IEC 60384-77, IEC 60384-78, IEC 60384-79, IEC 60384-80, IEC 60384-81, IEC 60384-82, IEC 60384-83, IEC 60384-84, IEC 60384-85, IEC 60384-86, IEC 60384-87, IEC 60384-88, IEC 60384-89, IEC 60384-90, IEC 60384-91, IEC 60384-92, IEC 60384-93, IEC 60384-94, IEC 60384-95, IEC 60384-96, IEC 60384-97, IEC 60384-98, IEC 60384-99, IEC 60384-100
Max. Current in Charge Port	100 (100A)
Cabinet Height	1000 (1000mm)
Depth (WxHxP)	1000 (1000mm) x 1000 (1000mm) x 1000 (1000mm)
Front, Side, Rear, Top	1000 (1000mm) x 1000 (1000mm) x 1000 (1000mm) x 1000 (1000mm)
Service Clearance	40 (40mm)
Communication	4G LTE, Ethernet, CAN, RS485, Modbus, etc.

V4 Supercharger Cabinet Dimensions



V4 Supercharger Cabinet Clearance Requirements



Tesla V4 Supercharger Post

The Tesla V4 Supercharger Post is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger. The post is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger. The post is designed to meet the requirements of the V4 Supercharger system when installed with the V4 Supercharger.

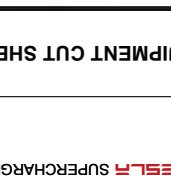


V4 Supercharger Post Technical Specifications

Product	172843
Part Number	CE-85-A2 (NEMA/CEE), CE-85-E3 (CEE)
Certified Voltage Range with V3 Cabinet	0-100VDC
Certified Voltage Range with V4 Cabinet	0-100VDC
Protocols	Modbus, CAN, RS485, etc.
Compliance	UL 508, IEC 60909, IEC 60384-1, IEC 60384-2, IEC 60384-3, IEC 60384-4, IEC 60384-5, IEC 60384-6, IEC 60384-7, IEC 60384-8, IEC 60384-9, IEC 60384-10, IEC 60384-11, IEC 60384-12, IEC 60384-13, IEC 60384-14, IEC 60384-15, IEC 60384-16, IEC 60384-17, IEC 60384-18, IEC 60384-19, IEC 60384-20, IEC 60384-21, IEC 60384-22, IEC 60384-23, IEC 60384-24, IEC 60384-25, IEC 60384-26, IEC 60384-27, IEC 60384-28, IEC 60384-29, IEC 60384-30, IEC 60384-31, IEC 60384-32, IEC 60384-33, IEC 60384-34, IEC 60384-35, IEC 60384-36, IEC 60384-37, IEC 60384-38, IEC 60384-39, IEC 60384-40, IEC 60384-41, IEC 60384-42, IEC 60384-43, IEC 60384-44, IEC 60384-45, IEC 60384-46, IEC 60384-47, IEC 60384-48, IEC 60384-49, IEC 60384-50, IEC 60384-51, IEC 60384-52, IEC 60384-53, IEC 60384-54, IEC 60384-55, IEC 60384-56, IEC 60384-57, IEC 60384-58, IEC 60384-59, IEC 60384-60, IEC 60384-61, IEC 60384-62, IEC 60384-63, IEC 60384-64, IEC 60384-65, IEC 60384-66, IEC 60384-67, IEC 60384-68, IEC 60384-69, IEC 60384-70, IEC 60384-71, IEC 60384-72, IEC 60384-73, IEC 60384-74, IEC 60384-75, IEC 60384-76, IEC 60384-77, IEC 60384-78, IEC 60384-79, IEC 60384-80, IEC 60384-81, IEC 60384-82, IEC 60384-83, IEC 60384-84, IEC 60384-85, IEC 60384-86, IEC 60384-87, IEC 60384-88, IEC 60384-89, IEC 60384-90, IEC 60384-91, IEC 60384-92, IEC 60384-93, IEC 60384-94, IEC 60384-95, IEC 60384-96, IEC 60384-97, IEC 60384-98, IEC 60384-99, IEC 60384-100
Operating Temperature	-30°C to 50°C
Ingress Protection	IP44 / IEC 60529
Flood Resistance	100% mm
Maximum Inlet Air	60 cfm below 40°C, 65 cfm above 40°C
Weight	100 kg
Dimensions	1000 (1000mm) x 1000 (1000mm) x 1000 (1000mm)

V4 Supercharger Post Technical Specifications

Product	172843
Part Number	CE-85-A2 (NEMA/CEE), CE-85-E3 (CEE)
Certified Voltage Range with V3 Cabinet	0-100VDC
Certified Voltage Range with V4 Cabinet	0-100VDC
Protocols	Modbus, CAN, RS485, etc.
Compliance	UL 508, IEC 60909, IEC 60384-1, IEC 60384-2, IEC 60384-3, IEC 60384-4, IEC 60384-5, IEC 60384-6, IEC 60384-7, IEC 60384-8, IEC 60384-9, IEC 60384-10, IEC 60384-11, IEC 60384-12, IEC 60384-13, IEC 60384-14, IEC 60384-15, IEC 60384-16, IEC 60384-17, IEC 60384-18, IEC 60384-19, IEC 60384-20, IEC 60384-21, IEC 60384-22, IEC 60384-23, IEC 60384-24, IEC 60384-25, IEC 60384-26, IEC 60384-27, IEC 60384-28, IEC 60384-29, IEC 60384-30, IEC 60384-31, IEC 60384-32, IEC 60384-33, IEC 60384-34, IEC 60384-35, IEC 60384-36, IEC 60384-37, IEC 60384-38, IEC 60384-39, IEC 60384-40, IEC 60384-41, IEC 60384-42, IEC 60384-43, IEC 60384-44, IEC 60384-45, IEC 60384-46, IEC 60384-47, IEC 60384-48, IEC 60384-49, IEC 60384-50, IEC 60384-51, IEC 60384-52, IEC 60384-53, IEC 60384-54, IEC 60384-55, IEC 60384-56, IEC 60384-57, IEC 60384-58, IEC 60384-59, IEC 60384-60, IEC 60384-61, IEC 60384-62, IEC 60384-63, IEC 60384-64, IEC 60384-65, IEC 60384-66, IEC 60384-67, IEC 60384-68, IEC 60384-69, IEC 60384-70, IEC 60384-71, IEC 60384-72, IEC 60384-73, IEC 60384-74, IEC 60384-75, IEC 60384-76, IEC 60384-77, IEC 60384-78, IEC 60384-79, IEC 60384-80, IEC 60384-81, IEC 60384-82, IEC 60384-83, IEC 60384-84, IEC 60384-85, IEC 60384-86, IEC 60384-87, IEC 60384-88, IEC 60384-89, IEC 60384-90, IEC 60384-91, IEC 60384-92, IEC 60384-93, IEC 60384-94, IEC 60384-95, IEC 60384-96, IEC 60384-97, IEC 60384-98, IEC 60384-99, IEC 60384-100
Operating Temperature	-30°C to 50°C
Ingress Protection	IP44 / IEC 60529
Flood Resistance	100% mm
Maximum Inlet Air	60 cfm below 40°C, 65 cfm above 40°C
Weight	100 kg
Dimensions	1000 (1000mm) x 1000 (1000mm) x 1000 (1000mm)



Tesla V4 Supercharger Post

Tesla's next generation V4 Supercharger Post is designed to deliver best-in-class performance, user experience, and aesthetics. The V4 Supercharger Post brings Tesla's global leadership in EV charging infrastructure deployment to more use cases by enabling support for global charging standards, including NACS, CCS1, CCS2, and GB/T. The V4 Supercharger Post with universal cable reach delivers a vehicle-agnostic experience allowing all users to charge with confidence.

KEY FEATURES

- Supports global charging standards
- Supports open communication standards
- Universal cable reach
- Unparalleled ergonomics and performance
- No high voltage at post when not in use
- Small footprint saves space in parking areas
- Integrated revenue-grade DC energy meter
- Optional payment/display module
- 1 m flood tolerance
- ADA / EAA compliant user interfaces



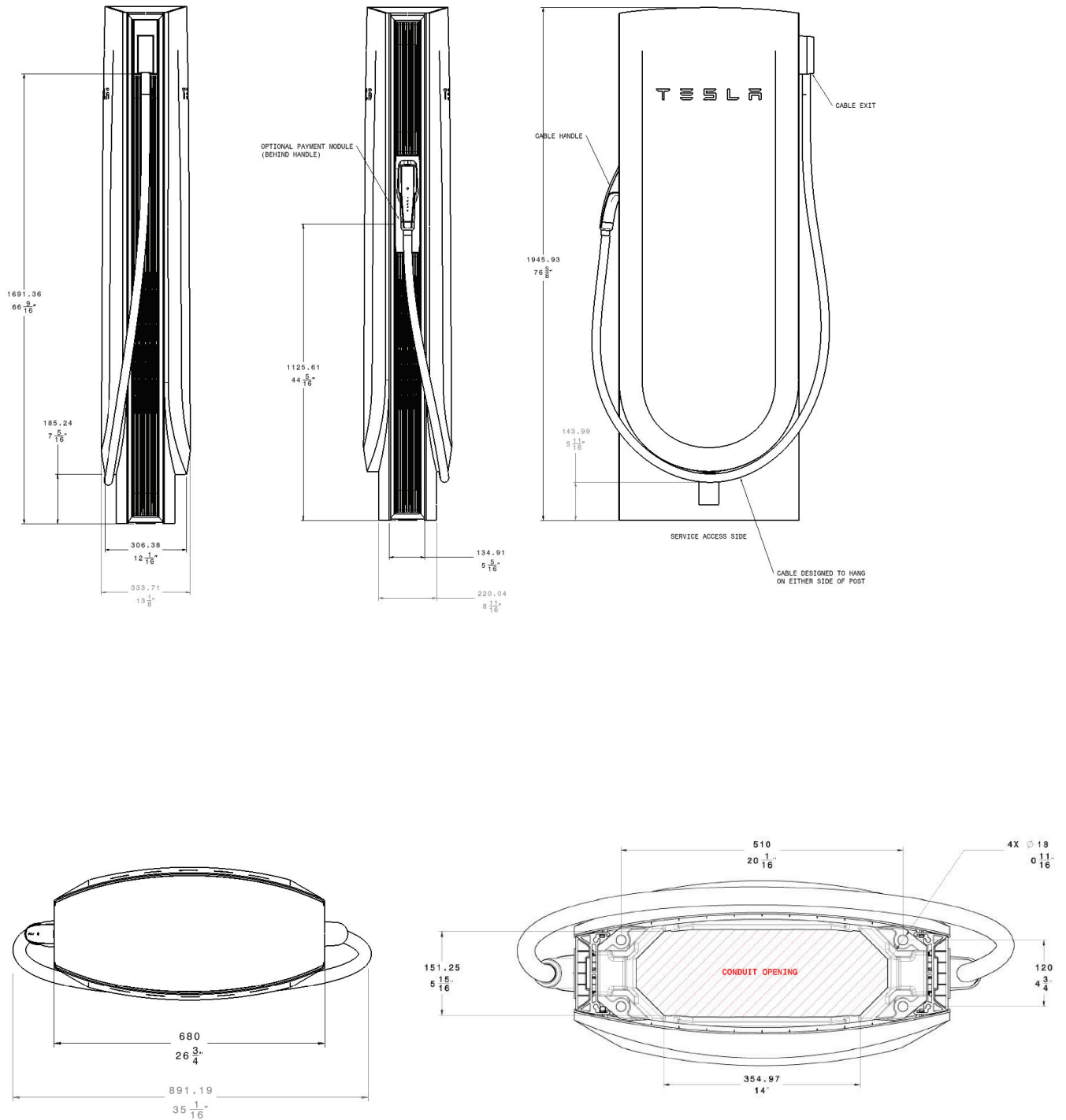
V4 Supercharger Post Technical Specifications

Product	Part Number	1732843
	Model Number	CS-615-A2 (NACS + CCS1), CS-615-E2 (CCS2)
	Maximum Power	500 kW
	Voltage Range	0-1000VDC
	Continuous Current	615A
	Protection	Over Current, Over Temperature
	Compliance	UL 2202, CSA 22.2#107.1, IEC 61851-1, IEC 61851-23
	Protocol Support	ISO 15118-2, DIN70121, OCPP 2.0.1*
Payment Module (optional)	Payment types	Contactless Payments with Debit Card, Credit Card, and Digital Wallets (Apple Pay, Google Pay, etc.), RFID card
	Display Size	3.5 inch touchscreen
	Compliance	EMVCo L2 contactless, EMVCo L3 PCI PTS V6 unattended
Environmental	Operating Temperature	-30°C to 50°C
	Ingress Protection	IP54 NEMA 3R
	Flood Tolerance	1015 mm
	Maximum Noise Level @ 1m	60 dBA below 40°C, 65 dBA above 40°C
Mechanical	Total Weight	90 kg
	Dimensions	334 x 891 x 1946 mm
	Charging Cable Length	3 m
Site Layout and Installation	Input Lug: V+, V- (2/pole)	Cu/Al, 150 mm ² – 380 mm ² (300MCM – 750MCM)
	PE Lug (2)	Cu/Al, 16 mm ² – 95 mm ² (6AWG – 250MCM)
	24V Power Input: V+, V- (1/pole)	Cu, 10 mm ² (8 AWG)
	Termination Temperature	90°C
	Max Distance From Cabinet	100 m

* See Open Charge Alliance list of certified products

V4 Supercharger Post Technical Specifications

Dimensions



Design Review Analysis

Design Review (File# DR 26-01)

475 N. Humboldt Avenue / APN: 017-330-030

I. Introduction

This Design Review Analysis (Analysis) evaluates the proposed exterior design for the electric vehicle charging station with an approximately 840 square foot amenities building, solar photovoltaic canopies, electrical infrastructure, site lighting, and associated pavement and ground improvements to be located at 475 N. Humboldt Avenue, identified by Assessor Parcel Numbers (APN): 017-330-030. The Analysis focuses on the project's compliance with design review criteria, including building design, site relationship, neighborhood compatibility, material selection, site improvements, and operational considerations.

II. Design Review Analysis

Competent Design

The proposed development has been designed by licensed architects and engineers authorized to practice in the State of California and is intended to comply with all applicable building code standards. The proposed single-story amenity building will be approximately 840 square feet in area (24 feet by 35 feet) and will be constructed primarily of metal and glass materials, with a modest roof overhang.

Relationship Between Structures Within the Development and Between Structures and Site

The proposed amenity building will be centrally located on the parcel and will not be visible from Humboldt Avenue. Site circulation will occur along the perimeter, which will be utilized for ingress and egress. Solar photovoltaic panels are proposed to be located a minimum of twenty-five (25) feet from all property lines, thereby exceeding the required setback of zero (0) feet.

Pursuant to Willows Municipal Code (WMC) Section 18.141.060(3), "The design shall show that due regard has been given to orientation of structures to streets, climatic considerations, and especially, the creation and utilization of open space." The centralization of the building, canopy structures, and associated electrical equipment facilitates the creation of a cohesive and functional open space area. Ancillary equipment, including electrical cabinets and the Megapack battery energy storage system, will be located along the project perimeter adjacent to Interstate 5.

Relationship between Development and Neighborhood

The proposed electric vehicle charging facility is consistent with the character of the surrounding area, which is comprised of commercial uses. Adjacent properties to the north and south include existing hotel developments, which are anticipated to benefit from and utilize the proposed facility. Properties to the east consist of a commercial shopping center, while Interstate 5 is located immediately to the west. Given the site's proximity to the highway, a high level of customer activity from travelers is anticipated.

Materials and Colors Used

The proposed amenity building incorporates a contemporary design aesthetic; however, its scale and massing are consistent with existing development in the surrounding commercial area, including the adjacent shopping center, which features similarly boxy forms and parapet elements. The building's roof overhang is designed to be compatible with the proposed solar photovoltaic canopies throughout the site.

Wall and Fencing

No new perimeter walls or fencing are proposed as part of the project. Protective bollards are proposed along the western portion of the site, adjacent to the electrical cabinets and Megapack system, in order to prevent potential vehicular damage. The bollards are also removeable for emergency access.

Surface Water Drainage

All on-site surface water drainage shall be designed and maintained in compliance with applicable standards. WMC Section 18.141.030 provides that "Stormwaters shall be removed and carried away in an adequate drainage system." Surface water runoff from paved areas shall be collected at appropriate intervals to prevent interference with vehicular and pedestrian circulation and to avoid ponding. Final drainage design will be subject to review and approval by the City Engineer during the building permit process.

Drives, Parking and Circulation

Access to the project site will be provided via an existing access easement located at the northeast corner of the parcel, which connects to North Humboldt Avenue through the adjacent shopping center property. Parking will be provided at a ratio of one (1) space per supercharger station. As all patrons of the amenity building are anticipated to be utilizing the charging facilities, no additional parking is required for the amenity structure.

Utility Service

Utility infrastructure, including water and electrical service lines, will be installed underground. Energy generated by the on-site solar photovoltaic system that is not immediately utilized will be stored within the battery energy storage system. Supporting infrastructure, including electrical cabinets, will be located above ground along the western portion of the site. Each charging station will include an individual charging post.

Signs

The proposed canopies will incorporate the "Tesla" name in eight (8)-inch-tall lettering, extending approximately seven (7) feet in length, and illuminated by internal LED lighting. No additional signage is proposed.

Exterior Lighting

The majority of site lighting will be integrated into the canopy structures as flush-mounted fixtures. Four (4) pole-mounted lights are proposed near the equipment cabinets along the western portion of the site. In accordance with WMC Section 18.141.060(10), "Light sources shall not create a glare or hazard on

adjoining streets or be annoying to adjacent properties or residential areas.” All lighting shall be downward-directed to ensure compliance with this requirement.

Landscaping

No landscaping is proposed as part of the project due to the extent of electrical infrastructure on the site. Additionally, the Highway Commercial zoning district does not impose minimum landscaping requirements applicable to this development.

III. Conclusion

Per Section 18.141.070(1), an application for design review may be approved, approved with modifications, conditionally approved, or disapproved. Based upon staff’s analysis, staff recommends approval of the design review.



COMMENTS AND REPORTS