



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

**FINANCE COMMITTEE
AGENDA
MAY 3 & 4, 2011 – 9:00 A.M. ♦ COUNCIL CHAMBERS**

1. **CALL TO ORDER**

2. **PUBLIC COMMUNICATIONS**
This item is limited to matters which are not on the posted agenda. No action shall be taken.

3. **OLD BUSINESS**

4. **NEW BUSINESS**
 - Review and Discussion Regarding Fiscal Year 2011/2012 Draft Budget (Distributed April 25, 2011)
 - Review and Discussion Regarding Proposed Changes to the Fee Schedule

5. **OTHER MATTERS**

6. **ADJOURNMENT**

CITY OF WILLITS
PROPOSED
RATES AND FEES SCHEDULE
FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
CITY ADMINISTRATION			
Miscellaneous Office Fees - all departments			
	Copy Fee/per page	0.25	0.25
	Copy of Final City Budget	25.00	25.00
	Returned Check Charge/plus bank fee	25.00	25.00
	Plotted Copies/per sheet		
	18" X 26"	4.50	4.50
	24" X 36"	5.00	5.00
	36" X 48"	6.00	6.00
Penalty Assessment			
	Charge on past due balances of all delinquent accounts/per month	1.50%	1.50%
Witness Fees:			
	City personnel to appear in court as a witness on behalf of the City/per hour	75.00	75.00
Preparation of Agreements and Documents			
	Per hour by City Attorney	200.00	200.00
POLICE SERVICE FEES			
	Copies of Reports/per page (Section #6257 Government Code)	0.15	0.15
	Loss Verification Report/per page (Section #6257 Government Code)	0.15	0.15
	Fingerprints - Card only (Section 11122 Penal Code)	12.00	12.00
	Copies of Photos - CD Format (Section #6357 Government Code)	1.00	1.00
	Record Review (Section #13322 Penal Code)	25.00	25.00
	Bicycle License - 3 years (Section #39004 Vehicle Code)	1.00	1.00
	Card Dealer Permit	27.00	27.00
	Processing Fee	10.00	10.00
	Clearance Letter/each	5.00	5.00
	Towing Fee/per vehicle towed-stored	65.00	65.00
Parking Citations:			
	Parking in marked Disabled Zone (Properly Posted)	250.00	250.00
	All other parking citations	45.00	45.00
	Administration Fee, Proof of Correction (when cited by other agency)	10.00	10.00
	Vehicle Abandonment	100.00	100.00
	Additional processing costs (DMV action etc.) when parking violation penalties are not paid within the 21 day time period specified on the citation.	20.00	20.00
	Vehicle storage fee at Willits Police Department/per day	10.00	10.00
MUNICIPAL CODE TRAFFIC VIOLATIONS			
	WMC 10.32.020 A	20.00	20.00
	WMC 10.32.030 A/B	20.00	20.00
	WMC 10.32.050	20.00	20.00
	WMC 10.32.060	23.00	23.00
	WMC 10.32.070	20.00	20.00
	WMC 10.32.090	20.00	20.00
	WMC 10.32.100	20.00	20.00
	WMC 10.32.110	20.00	20.00
	WMC 10.32.120	20.00	20.00
	WMC 10.32.130	20.00	20.00
	WMC 10.32.140	20.00	20.00
	WMC 10.32.150	23.00	23.00
	WMC 10.32.170	20.00	20.00
	WMC 10.72.180	25.00	25.00
	Basic Penalty for WMC violations not listed above	20.00	20.00

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
PLANNING DEPARTMENT			
General Plan Amendment		1,000.00	1,000.00
Zone Change (concurrent with GP Amendment)		250.00	250.00
Zone Change (independent application)		500.00	500.00
Zoning Text Amendment		500.00	500.00
Use Permit			
	Categorical Exemption	200.00	200.00
	Engineering Review Fee	200.00	200.00
	Negative Declaration	600.00	600.00
	Engineering Review Fee	400.00	400.00
	Use Permit Renewal/Modification	200.00	200.00
	Engineering Review Fee	200.00	200.00
	Planned Unit Development	500.00	500.00
	Engineering Review Fee	600.00	600.00
Annexation			
	Initial Fee	1,000.00	1,000.00
	Additional Fee per Acre	25.00	25.00
	Review of Annexation Petition/per hour by City Attorney	200.00	200.00
	Engineering Review Fee	600.00	600.00
Home Occupation Permit		50.00	50.00
Family Day Care Home Permit		75.00	75.00
Zoning Permit		50.00	50.00
Variance		200.00	200.00
Development Agreement		1,000.00	1,000.00
	Plus annual review fee established in agreement		
	Review of Development Agreement/per hour by City Attorney	200.00	200.00
	Engineering Review Fee	200.00	200.00
Development Agreement Modification		500.00	500.00
	Review of Modification/per hour by City Attorney	200.00	200.00
Special Planning Commission Meeting			
	Initial Fee	500.00	500.00
	Additional Fee per Hour	50.00	50.00
Review of Use Permit Conditions/per hour by City Attorney		200.00	200.00
Preparation of Density Bonus Agreement/per hour by City Attorney		200.00	200.00
Sign Permit		50.00	50.00
Floodplain Development Permit		100.00	100.00
	Engineering Review Fee	200.00	200.00
Site Plan Review:			
	Minor Review (1 unit residential)	50.00	50.00
	2 to 4 Units Residential, Commercial, Office or Industrial <2,000 sq. feet	200.00	200.00
	Engineering Review Fee	200.00	200.00
	Major Review		
	5 or More Units Residential, Commercial, Office or Industrial >2,000 sq. feet	400.00	400.00
	Engineering Review Fee	600.00	600.00

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
PLANNING DEPARTMENT (CONTINUED)			
Environmental Review			
	Environmental Assessment	100.00	100.00
	EIR Administration/per hour	45.00	45.00
	Review of Draft & Final EIR/per hour by City Attorney	200.00	200.00
Subdivision Improvements			
	Tentative Parcel Map, 2 to 5 parcels, initial fee	350.00	350.00
	Additional Fee per Parcel	50.00	50.00
	Engineering Review Fee	300.00	300.00
	Final Parcel Map, 2 to 5 parcels, initial fee	150.00	150.00
	Engineering Review Fee	300.00	300.00
	Additional Engineering Review Fee per Parcel	50.00	50.00
	Tentative Subdivision Map (more than 5 parcels)	1,000.00	1,000.00
	Engineering Review Fee	600.00	600.00
	Final Subdivision Map (more than 5 parcels)	750.00	750.00
	Additional Fee per Parcel	50.00	50.00
	Engineering Review Fee	500.00	500.00
	Additional Engineering Review Fee per Parcel	50.00	50.00
	Review of Subdivision Map/per hour by City Attorney	200.00	200.00
	Reversion to Acreage	400.00	400.00
	Engineering Review Fee	300.00	300.00
	Boundary Line Adjustment	150.00	150.00
	Engineering Review Fee	300.00	300.00
	Certificate of Compliance, initial fee	150.00	150.00
	Additional Fee per each parcel additionally recognized	100.00	100.00
	Engineering Review Fee	100.00	100.00
	Extension of Time	100.00	100.00
	Appeal to Planning Commission	200.00	200.00
	Appeal to City Council	200.00	200.00
Note 1:	For any planning application that must be referred to the Northwest Information Center at Sonoma State University for a review of historical or archaeological resources, a fee of \$75.00 made payable to Sonoma State University will be required.		
Note 2:	Unless a fee waiver is granted by the Department of Fish & Game, any planning application approved by the Planning Commission will require the payment of a Fish & Game fee as follows:		
	Negative Declaration & Mitigated Negative Declaration Fee	2,010.25	2,010.25
	EIR Fee	2,768.25	2,768.25
	County Clerk Processing fee	50.00	50.00
Note 3:	A 10% Discount will be given for any Planning and Building permit application made by an independent locally owned business, within the 94590 zip code area, and for any permit application made to facilitate qualified Low & Moderate Income Housing.		

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
PUBLIC WORKS DEPARTMENT			
Encroachment Permits			
	Application Initiation Fee	75.00	75.00
	Sidewalk, Curb & Gutter (residential)/per parcel	150.00	150.00
	Sidewalk, Curb & Gutter (commercial)/per parcel	250.00	250.00
	Residential Driveway Approach/per parcel	150.00	150.00
	Commercial Driveway or Private Road Approach/per parcel	250.00	250.00
	Excavation Permit (50 feet or less)	250.00	250.00
	Excavation Permit (more than 50 feet)	400.00	400.00
	Additional fee per lineal foot over 100 feet	0.75	0.75
	Pavement Patch	100.00	100.00
	Sidewalk Patch	50.00	50.00
	Utility Company Miscellaneous Permit/per job	250.00	250.00
	Tree Maintenance Permit/per job	120.00	120.00
	Design Work/per hour by City Engineer	70.00	70.00
	Miscellaneous Permit	150.00	150.00
Other Fees			
	Vacation of City Street (for Event)	100.00	100.00
	Vacation of City Street (Other)	150.00	150.00
	Planning Review	100.00	100.00
	Engineering Review	100.00	100.00
	City Attorney Review	200.00	200.00
	Plan Check Fee/per hour by City Engineer	70.00	70.00
	Inspection Fee/per hour by City Engineer	70.00	70.00
	Sign Fee	50.00	50.00
	Working without a Permit - Double Applicable Permit Fee		
Building Fees			
	Permits - Pursuant to 1997 Uniform Administrative Code - Tables 3-A through 3-H		
	CA State Building Standards Fee/Per every \$100,000 building (Valuation as determined by the City of Willits Building Official)	4.00	4.00
	Plan Check Fee/65% of Building Permit Cost per 1997 Uniform Building Code		
Note:	No fees shall be charged for any building permits required for the installation of energy conservation or water conservation fixtures, appliances or equipment		

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
CITY FACILITIES			
Community Center Hall			
	Basic Use Fee/per day	225.00	225.00
	Use Fee with alcohol/per day	525.00	525.00
Community Center Hall Non-Profit			
	4 hours or less	25.00	25.00
	4 hours or less with alcohol	50.00	50.00
	All day rental (more than 4 hours)	50.00	50.00
	All day rental (more than 4 hours) with alcohol	100.00	100.00
	Mandatory Bar Deposit (Refundable) all renters/per day	500.00	500.00
	Cleaning & Damage Deposit (Refundable)/per day	300.00	300.00
	Cleaning & Damage Deposit (Refundable) with alcohol/per day	500.00	500.00
Council Chambers			
	Basic Use Fee/per hour	12.00	12.00
	Non Profit/per hour	5.00	5.00
	Cleaning & Damage Deposit (Refundable)/per day	50.00	50.00
City Hall Conference Room			
	Basic Use Fee/per hour	10.00	10.00
	Non-Profit/per hour	6.00	6.00
	Cleaning & Damage Deposit (Refundable)/per day	50.00	50.00
	Staff Member Cleanup after use of any City Facility/per hour	50.00	50.00
Note:	City facilities require Security that must be provided by the Renter for ALL events serving alcohol.		
	The number of Security Guards will depend on the size of your party.		
	100 or less: 1 unarmed guards plus supervisor		
	101 - 200: 2 unarmed guards plus 1 supervisor		
	201 - 300: 3 unarmed guards plus 1 supervisor		
Note:	Certificate of Insurance required for Community Center and Park use. Garbage service to be provided and paid for by the City.		
Baechtel Grove Gym			
	Rental per hour	12.00	12.00

CITY OF WILLITS
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 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
PARK FEES			
Rodeo Grounds			
	Basic Use Fee/per day	125.00	125.00
	Cleaning & Damage Deposit (Refundable)/per day	100.00	100.00
	Cleaning & Damage Deposit with alcohol (Refundable)/per day	400.00	400.00
	Staff Member Cleanup/per hour per person	50.00	50.00
Recreation Grove			
	Includes use of Hut and Stage/per day	125.00	125.00
	Cleaning & Damage Deposit (Refundable)/per day	100.00	100.00
	Cleaning & Damage Deposit with alcohol (Refundable)/per day	400.00	400.00
	Staff Member Cleanup/per hour per person	50.00	50.00
Ball Fields			
	Tournaments & Special Events/per day per field	100.00	100.00
	Cleaning & Damage Deposit (Refundable)/per day	100.00	100.00
	Cleaning & Damage Deposit with alcohol (Refundable)/per day	400.00	400.00
	Staff Member Cleanup/per hour per person	50.00	50.00
Note:	Certificate of Insurance required for Community Center and Park use. Garbage service to be provided and paid for by user.		
WILLITS CULTURAL ARTS BUILDING FEES			
Great Room			
	Basic Use Fee/per day (more than 4 hours)	175.00	175.00
	Use Fee with alcohol/per day	450.00	450.00
	4 hours or less/per day	50.00	50.00
Great Room - Non Profit Use			
	Basic Use Fee/per day (more than 4 hours)	150.00	150.00
	Use Fee with alcohol/per day (not to exceed 8 hours)	250.00	250.00
	4 hours or less/per day	50.00	50.00
	4 hours or less with alcohol/per day	200.00	200.00
Great Room - Deposits & Cleaning			
	Cleaning & Damage Deposit (Refundable)/per day	200.00	200.00
	Cleaning & Damage Deposit with alcohol (Refundable)/per day	600.00	600.00
	Staff Member Cleanup/per hour per person	50.00	50.00
Classroom Rental			
	4 hours or less/per day	50.00	50.00
	All day rental/per day	125.00	125.00
Classroom Rental - Non Profit Use			
	4 hours or less/per day	50.00	50.00
	All day rental/per day	100.00	100.00
Classroom - Deposits & Cleaning			
	Cleaning & Damage Deposit (Refundable)	200.00	200.00
	Cleaning & Damage Deposit with alcohol (Refundable)	600.00	600.00
	Staff Member Cleanup/per hour per person	50.00	50.00

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 FISCAL YEAR 2011/12

GENERAL FUND		FY 10/11	FY 11/12
SWIMMING POOL FEES			
Open Swim			
	Adults/per day	4.50	4.50
	Children (12 and under)/per day	4.50	4.50
	Season Pass/per 20 swims (Adults and Children)	80.00	80.00
Water Aerobics (Adults 18 and over)/per session			
	Season Pass	195.00	195.00
Adult Lap Swim (18 and over)/per session			
	Season Pass	130.00	130.00
Group Evening/Weekend Use (2 hours includes lifeguards)			
Swimming Lessons			
	First Child/per two week session	50.00	50.00
	Second Child	43.50	43.50
	Third + each additional child/per child	36.00	36.00
Week Long Summer Camp (1/2 hour per day)/per week			
Other Camps (1/2 day)/per day			
AIRPORT FUND			
FY 10/11			
FY 11/12			
Hangar Rental			
	Small hangars (900 square feet)/per month	165.00	165.00
	Medium hangars (1,000 square feet)/per month	165.00	165.00
	Large hangars (1,080 square feet)/per month	165.00	165.00
End Storage Lockers/per month			
Tie Downs/per night			
Tie Downs/per month			
Auto Parking Fee/per month			
Hanger Waiting List Deposit (Refundable)			
Note: All renters must provide proof of liability insurance in the amount of \$2,000,000			
Coverages must include Liquor Liability, Premises, Bodily Injury, Broad Form			
Property Damage, Products Liability, Personal Injury Liability, Fire Legal Liability			

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

SEWER FUND		FY 10/11	FY 11/12	
Sewer Connection Fees/per EDU (Equivalent Domestic Unit)		7,840.00	7,840.00	
Note:	LAFCO regulations restrict the provision of City services outside of the City limits.			
	Services may be provided only in special circumstances which do not conflict with those regulations.			
Lateral Sewer Installation Charges				
	Deposit (Applied to cost determined by time and materials)	1,000.00	1,000.00	
	Inspection Fee	25.00	25.00	
Sewer Special Fees				
	Inspection/testing fee	25.00	25.00	
	Septage disposal/per load	40.00	40.00	
	Additional charge/per gallon	0.12	0.12	
	Septage disposal - trucks of 500 gallons or less/per load	20.00	20.00	
	Additional charge/per gallon	0.12	0.12	
	Leachate/per load	30.00	30.00	
	Additional charge/per gallon	0.04	0.04	
	Industrial/per load	30.00	30.00	
	Additional charge/per gallon	0.04	0.04	
	Groundwater cleanup/per gallon	0.003	0.003	
	Fats, Oils, & Grease Discharge Permit/per year	60.00	60.00	
	Wastewater Discharge Permit/per year	100.00	100.00	
	Preparation of Mainline Extension and/or Reimbursement Agreement			
	Per hour by City Attorney	200.00	200.00	
	Annual Sewer Charges - Residential			
	Charge per EDU within the City of Willits and Meadowbrook Manor	607.00	665.00	*
	Annual Sewer Charges - Commercial and Industrial			
	Annual Wastewater Flow			
	Non-residential customers shall be billed based on wastewater flow. Wastewater flow for each fiscal year is defined to be total water use for the previous December through March ("winter water use") annualized and reduced by 10 percent to account for water which does not enter the wastewater system.			
	Minimum Charge			
	The minimum annual charge for each commercial/industrial wastewater account is the rate for a single EDU			

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

SEWER FUND				
Strength Factors				
All non-residential customers shall be charged based on the strength of their wastewater, as follows:				
<u>Low Strength</u> - Wastewater with strength characteristics, in terms of biochemical oxygen demand (BOD) and suspended solids (SS) of less than wastewater discharged by residential customers. Strength factor of 0.8 for rate calculation. Includes institutional, laundromats, carwashes and other low strenght dischargers.				
<u>Domestic Strength</u> - Wastewater with strength characteristics, in terms of BOD and SS comparable to wastewater discharged by residential customers. Strength factor of 1.0 for rate calculation. Includes most customers such as retail, office, general, hospitals and convalescent homes, medical office, hotels and motels, and mobile home parks.				
<u>High Strength</u> - Wastewater with strength characteristics, in terms of BOD and SS of more than wastewater discharged by residential customers. Strenght factor of 1.7 for rate calculation. Includes supermarkets, restaurants, bakeries and mortuaries.				
Rate Calculation				
An amount determined by applying the following rates to the annual wastewater flow for each commercial/industrial account:				
	Low Strength/per hundred cubic feet (hcf)	5.69	6.23	*
	Domestic Strength/per hcf	6.94	7.60	*
	High Strength/per hcf	10.88	11.92	*
Annual Charges - Mixed Use, Non-Residential				
The annual charge for mixed use, non-residential customers on a single water meter shall be determined by estimating water use by each strength category and developing a blended strength factor for each account. That blended strength factor will then be applied to the domestic strength rate (residential) to determine the annual charge.				
Annual Charges - Commercial on Master Meter				
The annual charge for commercial customers served by a master meter, all of whom are within the same strength category as described above, shall be based upon winter water use, annualized, and applied to that strength category's rate, with the minimum charge per account (not occupant) of one EDU.				
Annual Charges - Multiple Parcels on One Meter with Non-Residential Uses				
The annual charge for a parcel served by multiple water meters shall be based upon the sum of winter water usage, annualized, of all meters serving said parcel and applied to the appropriate strength factor.				

CITY OF WILLITS
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 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

WATER FUND		FY 10/11	FY 11/12	
Water Meter - Minimum Charges		Monthly	Monthly	
<u>Codes</u>	<u>Meter Size in Inches</u>	<u>Base Rate</u>	<u>Base Rate</u>	
A	5/8" & 3/4"	21.00	22.05	*
B - C	3/4"	31.50	33.10	*
D - E	1"	52.50	55.50	*
F - G	1 1/2"	105.10	110.00	*
H - I	2"	168.00	176.00	*
J	3"	336.10	353.00	*
K	4"	472.70	496.00	*
L	6"	1,050.30	1,103.00	*
No water allowance is included with meter monthly base rate.				
Water Department will determine all meter installation locations.				
Water Usage Charges		<u>Per hcf</u>	<u>Per hcf</u>	
Tier 1	0 to 3 hundred cubic feet (hcf)	3.00	3.15	*
Tier 2	4 to 10 hcf	5.50	5.80	*
Tier 3	11 to 19 hcf	7.40	7.80	*
Tier 4	20 hcf and greater	9.30	9.80	*
	Non-Residential Quantity Charge/per hcf	5.70	6.00	*
Water Main Extension		1,000.00	1,000.00	
Preparation of Mainline Extension Agreements or Amendments thereto				
	Per hour by City Attorney	200.00	200.00	
Private Fire Protection Service				
Charges per month				
	<u>Meter Size</u>	<u>Flat Rate</u>	<u>Flat Rate</u>	
	Up to 4"	24.00	24.00	
	6"	30.00	30.00	
	8"	40.00	40.00	
	10"	60.00	60.00	
Unauthorized use will be charged at the non-residential quantity charge per hcf plus a \$100 fine.				
Water Service Deposits				
	Homeowners	42.00	42.00	
	Renters	75.00	75.00	
	Small Businesses	75.00	75.00	
	Restaurants/Industrial	105.00	105.00	
Backflow Device				
If State regulations require a cross connection device, the customer is responsible to purchase, install and maintain the approved backflow device.				
	Annual Testing Fee for Accounts with Backflow Devices	36.00	36.00	
Charged at \$3.00 per month				
Customer responsible for maintaining devices				
Meter Installation Deposit		1,000.00	1,000.00	
	Applied to actual meter installation cost (time and materials)			

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FISCAL YEAR 2011/12

WATER FUND		FY 10/11	FY 11/12	
Monthly Meter Maintenance Fee		8.00	9.00	*
For meters that have been installed at the customer's request, and not yet activated; and for meters that have been de-activated at the customer's request				
All past due charges must be paid in full before re-activation of service				
No water service can be obtained until a building permit has been issued by the City				
Temporary Construction Meter (installed at fire hydrant)				
Installation fee - Plus time & materials for meter installation		150.00	150.00	
Deposit (refundable)		100.00	100.00	
Residential - 5/8" meter/per month		21.00	22.05	
Plus water usage at Non-residential Quantity Charge/per hcf		5.70	6.00	
All services to be install by City staff or City's agent				
Maximum six months service				
Miscellaneous Fees				
Returned Check Charge/plus bank fee		25.00	25.00	
Late Charge on Water Payment/after 30 days		10%	10%	
Expiration of Application		25.00	25.00	
Re-connection Fee		40.00	40.00	
Emergency After-Hours Call Out		100.00	100.00	
Holidays, weekends, and after 4:00 p.m. on weekdays				
Meter Test Deposit		75.00	75.00	
Unauthorized Use of Fire Hydrant		500.00	500.00	
Plus \$2.00 per 100 gallons used				
Reinstallation Fee for Meter Removed		100.00	100.00	
Requires payment of new Water Service Deposit				
Reconnection of Meter off for over 1 year		100.00	100.00	
Intentional Damage to City Locks (plus cost of parts and labor)		150.00	150.00	
Misdemeanor - Maximum Fine		300.00	300.00	
Downsize Meter Charge (plus time & materials)		100.00	100.00	
Truck Fill Station Charges				
Hydrant Permit Fee/per year		50.00	50.00	
Access Fee		30.00	30.00	
Pin Number Change Fee		25.00	25.00	
Key Deposit		25.00	25.00	
Reprogram Charge for Non-payment/per gallon		0.00307	0.00307	
Water Service Connection Fees				
Capital Improvement Fees				
Single Family Residential - Inside City Limits/per EDU		3,025.00	3,025.00	
Plus the actual cost of parts and labor				
Single Family Residential - *Outside City Limits/per EDU		6,025.00	6,025.00	
Plus the actual cost of parts and labor				
Each Motel Room, Hotel Room, Campground Space, Laundry Room, Recreation Room, etc.		3,025.00	3,025.00	
Commercial Units:				
5/8" Meter		3,025.00	3,025.00	
1" Meter		4,525.00	4,525.00	
1 1/2" Meter		6,025.00	6,025.00	
2" Meter		8,025.00	8,025.00	
3" Meter		12,025.00	12,025.00	
4" Meter		20,025.00	20,025.00	
6" Meter		28,025.00	28,025.00	
*Note:	LAFCO regulations restrict the provision of City services outside of the City limits.			
	Services may be provided only in special circumstances which do not conflict with those regulations.			

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND					
CITY ADMINISTRATION					
QUARTERLY BUSINESS LICENSE FEES					
		RENTALS			
GROSS RECEIPTS		RETAIL SALES			
		PROF. SERVICES	MANUFACTURES	CONTRACTORS	
AT LEAST	NOT MORE THAN	REAL ESTATE	WHOLESALERS	SUBCONTRACTORS	
\$ -	\$ 4,999.00	\$ 15.00	\$ 15.00	\$ 15.00	
5,000.00	9,999.00	20.00	15.00	15.00	
10,000.00	14,999.00	25.00	16.00	16.00	
15,000.00	24,999.00	40.00	16.00	16.00	
25,000.00	49,999.00	65.00	17.00	17.00	
50,000.00	74,999.00	76.00	17.00	17.00	
75,000.00	99,999.00	96.00	19.00	19.00	
100,000.00	124,999.00	116.00	20.00	20.00	
125,000.00	149,999.00	141.00	20.00	20.00	
150,000.00	199,999.00	167.00	24.00	25.00	
200,000.00	249,999.00	192.00	28.00	32.00	
250,000.00	299,999.00	224.00	38.00	41.00	
300,000.00	349,999.00	239.00	42.00	48.00	
350,000.00	399,999.00	256.00	47.00	56.00	
400,000.00	449,999.00	271.00	50.00	65.00	
450,000.00	499,999.00	286.00	56.00	72.00	
500,000.00	549,999.00	305.00	62.00	80.00	
550,000.00	599,999.00	319.00	69.00	88.00	
600,000.00	649,999.00	336.00	74.00	96.00	
650,000.00	699,999.00	352.00	79.00	100.00	
700,000.00	749,999.00	368.00	83.00	112.00	
750,000.00	799,999.00	383.00	87.00	120.00	
800,000.00	849,999.00	399.00	92.00	128.00	
850,000.00	899,999.00	415.00	101.00	137.00	
900,000.00	949,999.00	433.00	105.00	144.00	
950,000.00	999,999.00	447.00	111.00	151.00	
1,000,000.00	1,249,999.00	463.00	117.00	159.00	
1,250,000.00	1,499,999.00	480.00	120.00	176.00	
1,500,000.00	1,749,999.00	494.00	125.00	192.00	
1,750,000.00	1,999,999.00	510.00	133.00	208.00	
2,000,000.00	2,249,999.00	527.00	138.00	224.00	
2,250,000.00	2,499,999.00	542.00	142.00	239.00	
2,500,000.00	2,749,999.00	559.00	147.00	256.00	
2,750,000.00	2,999,999.00	575.00	151.00	271.00	
3,000,000.00	3,499,999.00	591.00	159.00	287.00	
3,500,000.00	3,999,999.00	607.00	176.00	305.00	
4,000,000.00	4,499,999.00	623.00	192.00	319.00	
4,500,000.00	4,999,999.00	638.00	208.00	336.00	
5,000,000.00	5,499,999.00	654.00	224.00	352.00	

CITY OF WILLITS
 PROPOSED
 RATES AND FEES SCHEDULE
 FISCAL YEAR 2011/12

GENERAL FUND					
CITY ADMINISTRATION					
QUARTERLY BUSINESS LICENSE FEES (CONTINUED)					
			RENTALS		
GROSS RECEIPTS			RETAIL SALES		
		NOT MORE	PROF. SERVICES	MANUFACTURES	CONTRACTORS
AT LEAST	THAN		REAL ESTATE	WHOLESALERS	SUBCONTRACTORS
\$ 5,500,000.00	\$ 5,999,999.00		\$ 670.00	\$ 239.00	\$ 359.00
6,000,000.00	6,499,999.00		687.00	256.00	383.00
6,500,000.00	6,999,999.00		704.00	271.00	402.00
7,000,000.00	7,499,999.00		719.00	287.00	415.00
7,500,000.00	7,999,999.00		734.00	305.00	436.00
8,000,000.00	8,499,999.00		749.00	319.00	447.00
8,500,000.00	8,999,999.00		767.00	336.00	463.00
9,000,000.00	9,499,999.00		781.00	352.00	480.00
9,500,000.00	9,999,999.00		797.00	359.00	480.00
10,000,000.00	above		797.00	383.00	480.00
Card Rooms			Based on Gross Receipts Above		
Card Dealers			Based on Gross Receipts Above		
Amusement Devices, Exhibitions			Based on Gross Receipts Above		
Video, Mechanical Amusement, Sound Machines			Based on Gross Receipts Above		
Skill Games, Pool Tables (Distributor & Business)			Based on Gross Receipts Above		
Flea Market			Based on Gross Receipts Above		
BUSINESS LICENSE FEES - FLAT RATE					
Auctioneer/per day			100.00		
Peddler/per day			50.00		
Handbill Distributor			50.00		
Solicitor			50.00		
Christmas Tree Lots			50.00		
Other Business not otherwise specified/per quarter			15.00		
Bingo initial application fee			50.00		
Plus 1% of monthly gross receipts over \$5,000 derived from Bingo games, paid monthly					
Duplicate License			20.00		
Late Charge/per month after 30 days			10%		
Application Processing Fee			20.00		
Reinstatement of Business License Revoked			25.00		
TOBACCO LICENSE FEES					
Application Processing Fee			75.00		
Annual Fee, First Year			75.00		
Annual Renewal Fee			75.00		

City of Willits
City Clerk
111 E. Commercial St.
Willits, CA 95490

**Proposition 218 Notification
NOTICE TO PROPERTY OWNERS OF PUBLIC HEARING
ON PROPOSED WATER RATES**

**Hearing Date & Time: October 8, 2008 7:00 PM
Hearing Location: City of Willits City Hall
111 E. Commercial St., Willits, CA 95490**

Basis of Proposed Rates

The City is required by state law to collect revenues sufficient to cover the cost of service of the water enterprise. These revenues allow the City to deliver safe and reliable drinking water to homes and businesses 24 hours a day, 365 days a year. Costs that must be recovered through rate revenue include the cost of water treatment, salaries and benefits for water enterprise staff, and ongoing operations and maintenance (O&M) expenses. Additionally, revenue generated from water rates is used to pay off debt incurred in the process of building capital improvements to the water system.

An independent consultant has finalized a report that recommends water rates that meet the cost of service for the water utility. This report is on file at the City offices at the address above and available online at the City's website (<http://thecityofwillits.com>).

Why a Rate Adjustment is Needed

Rates Unchanged since 2002

While the water rates have remained unchanged since July, 2002, costs have increased significantly. O&M expenses are up 44% in just the past two fiscal years.

Capital Improvement Program (CIP)

The City is facing major capital improvement needs with over \$7.5 million in CIP projects scheduled through 2010/11.

Water Conservation

In light of the Governor's recent declaration of a statewide drought, the need to conserve water resources has never been greater. The switch to a tiered rate structure for residential metered water rates will encourage this conservation.

Water Enterprise Reserve Fund is Insufficient

The goal is for the reserve fund to equal at least six months of O&M expenses (50%) to provide adequate financial cushion for revenue fluctuations and non-catastrophic emergencies. Even with the proposed rate increases the reserve fund is projected to only equal 15% of O&M expenses by 2011/12.

Water Enterprise Fund Facing Annual Deficits

The Water Fund experienced deficits the last two years and deficits are projected through 2009/10 even with these proposed rate increases. There is a critical need to increase revenues.

New Rate Structure

The City currently charges all customers (1) a fixed monthly service charge based upon meter size, and (2) a uniform quantity water charge billed per unit of water use. The new residential quantity charge will use a four-tiered rate structure that increases the rate per hundred cubic feet (hcf) for higher levels of water use. Non-residential users will be charged based on a uniform quantity charge structure. The fixed monthly service charge based on meter size will continue for all customers. Large water users who have the largest impact on the system will see the highest bill increases. The table on the next page outlines the proposed rates.

Impact on Your Bill

Water use data shows that the typical household uses approximately 10 hcf of water per month. At that level of water use, a single family residence (SFR) with the standard 5/8" meter currently pays \$44.80 per month for water service. Under these new rates, the typical SFR using 10 hcf per month will pay \$53.40 per month after December 1, 2008.

Proposed Water Rate Charges for the City of Willits

Fixed Monthly Charges

Meter Size	Current Rates	12/1/08-6/30/09	2009/10	2010/11
5/8"	\$21.80	\$15.90	\$21.00	\$26.90
3/4"	\$32.70	\$23.90	\$31.50	\$40.30
1"	\$54.50	\$39.80	\$52.50	\$67.20
1 1/2"	\$109.00	\$79.60	\$105.10	\$134.50
2"	\$174.40	\$127.30	\$168.00	\$215.00
3"	\$348.80	\$254.60	\$336.10	\$430.20
4"	\$490.50	\$358.10	\$472.70	\$605.10
6"	\$1,090.00	\$795.70	\$1,050.30	\$1,344.40
Residential Quantity Charge (per hcf*)	\$2.30			
Tier 1 (0 - 3 hcf)	n/a	\$2.35	\$3.00	\$4.00
Tier 2 (4 - 10 hcf)	n/a	\$4.35	\$5.50	\$7.40
Tier 3 (11 - 19 hcf)	n/a	\$5.85	\$7.40	\$9.90
Tier 4 (20+ hcf)	n/a	\$7.35	\$9.30	\$12.50
Non-Residential Quantity Charge (per hcf*)	\$2.30	\$4.50	\$5.70	\$7.60

*hcf = hundred cubic feet = 748 gallons

Compliance with Proposition 218

In 1996, California voters approved Proposition 218, which amended the state constitution as it relates to the passage of property-related fees. Today, "Prop 218" requires that local governments follow a strictly defined process setting fees such as water bills. Generally speaking, the City must (1) inform rate payers that a proposed rate increase is being considered (this notice), (2) clearly demonstrate the basis on which these fees are calculated (the available rate report), and (3) hold a public hearing at least 45 days after noticing property owners where the City hears all protests to the rate increase (scheduled for October 8th). Water rates are subject to "majority protest" meaning they cannot be passed if a majority of property owners (or renters where the renter is financially responsible for the bill) impacted by the rate change submit written protests opposing the increase.

When will the changes take place?

If approved, the rate change would be effective December 1st 2008. Customers would receive their first bill based on the new rates sometime in mid-January.

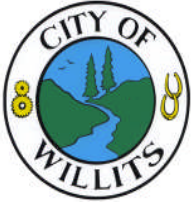
Subsequent changes to the rates would occur on July 1st of 2009 and 2010.

Concerns, Please Contact Us

If you have questions or comments about the proposed water rate increases or wish to protest, you may:

Address the Council: Attend the Public Hearing on October 8, 2008 at 7:00 PM at City Hall

Write: Written protests against the proposed rate change have to identify the owner(s) of the property, the parcel (APN) number and include the signature(s) of the property owner(s). Renters can protest if they are financially responsible for the bill. If the City receives written protests against the proposed water rates by a majority of the affected property owners prior to the end of the hearing, the Council cannot approve the change.



City of Willits
Sewer Utility
111 E. Commercial St.
Willits, CA 95490

**Proposition 218 Notification
NOTICE OF PUBLIC HEARING
ON PROPOSED SEWER RATE INCREASE**

Why a Rate Adjustment is Needed – To Provide Enhanced Environmental Protection.

Regulatory Requirements

The City's sewer utility collects wastewater generated by the homes and businesses of Willits and Brooktrails Township Community Services District and conveys it via the sewer system to a City-owned wastewater treatment facility. There, the wastewater is treated and eventually discharged back into the environment. The quality of treatment that must be given to this wastewater is subject to both State and Federal regulations.

Changes to these regulations mean that the wastewater treatment plant as currently constituted cannot meet new water quality standards for the discharged water. As such, the City must make major improvements to the treatment process at the existing plant to comply with a Cease and Desist Order from the State Regional Water Quality Control Board.

The cost of the project to address these needs is currently estimated at \$31 million. The City has investigated a number of options for financing the project. Two low interest financing options are available offering a combination of loans and grants. The City is currently pursuing both options to get the best possible financing (lowest cost) for the project.

Importantly, both of these financing options carry low interest rates, which are far below the rates on standard municipal bond financing alternatives. The City must act quickly to lock-in the favorable rates.

Hearing Date & Time: October 14, 2009 at 6:00 PM or as soon thereafter as possible

Hearing Location:

City of Willits Council Chambers

111 E. Commercial Street, Willits, CA 95490

The City of Willits provides sewer service to approximately 2,300 residential and commercial customers via 26 miles of sewer pipelines. The City's sewer utility is a self-supporting enterprise supported by utility service charges.

Basis of Proposed Rates

The City is required by state law and City policy to collect revenues sufficient to cover the costs of operating the sewer enterprise. These revenues allow the City to safely and reliably convey and treat wastewater generated by the homes and businesses of Willits, and protect human health. Costs that must be recovered through rate revenue include electricity, equipment and supplies, treatment chemicals, equipment, and salaries and benefits for sewer enterprise staff. Additionally, revenue generated from these sewer rates is used to pay off debt incurred in the process of building the mandated capital improvements to the wastewater treatment plant. This debt is the major reason for the rate changes included in this notice.

A study by an independent financial firm concludes that the proposed rates would provide enough funds to pay the cost of operations, maintenance, administration, debt service, and capital improvements over the next 4 years.

Rate Structure

The structure and customer categories currently in place since 2006 will not change. The proposed rates will uniformly impact all customers—residential and commercial. The City’s rate structure ensures the cost of providing sewer service is fairly and equitably recovered from all customer groups. Residential customers are billed on the annual property tax rolls. Non-residential customers are billed annually based on 90% of their water use and the number of Equivalent Dwelling Units (EDUs) assigned to each customer. EDUs are assigned to non-residential customers based on the estimated volume of each customer’s wastewater. Additionally, non-residential rates vary depending on how much it costs to treat the effluent (the strength of the discharge).

Proposed Sewer Rates for the City of Willits*

	Current				
	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Effective Date:	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13
Residential					
Annual service charge per EDU (\$/yr)	\$567	\$607	\$665	\$725	\$739
Non-residential					
Low strength, per hcf**	\$5.32	\$5.69	\$6.23	\$6.79	\$6.93
Domestic strength, per hcf	6.49	6.94	7.60	8.29	8.45
High strength, per hcf	10.17	10.88	11.92	12.99	13.25

*Maximum rates - actual rates may be lower if costs are lower than projected.
**1 hcf = one hundred cubic feet, or 748 gallons of wastewater flow.

Rate increases cannot exceed the proposed rates shown above, but rate increases can be below the amounts shown. If the project construction bid is below the estimated costs or if financing is at a lower interest rate or additional grants are received, the City may not need to increase rates to the amounts shown.

Compliance with Proposition 218

In 1996 California voters approved Proposition 218, which amended the state constitution as it relates to the passage of property related fees. Today, “Prop 218” requires that local governments follow a strictly defined process when setting fees such as sewer bills. The City must 1) inform property owners that a proposed rate increase is being considered, 2) clearly demonstrate the basis on which these fees are calculated, and 3) hold a public hearing at least 45 days after notice where the City hears all protests to the rate increase. Sewer rates are subject to “majority protest” meaning they **cannot be passed** if a majority of property owners impacted by the rate change submit **written** protests to the City opposing the increase.

Concerns, Please Contact Us

If you have questions or comments about the proposed sewer rate increases or wish to protest, you may:

Address the Council:

Attend the Public Hearing on October 14, 2009

Write: Written protests against the proposed rate change have to identify the address and the parcel number of the impacted property and include the signature(s) of the property owner(s). If the City receives written protests against the proposed sewer rates by a majority of the affected property owners prior to the end of the hearing, the Council will not approve the change. In compliance with Proposition 218, only one protest for each property will be counted.

When will the sewer rate changes take place?

If approved, the rate change would phase in annually beginning on July 1, 2010 and be billed on the annual property tax roll. Subsequent changes would occur on July 1 of every year.