

CITY COUNCIL

Jeff Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
William "Bill" Spears, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL MEETING AGENDA

Tuesday, April 23, 2013

7:00 p.m.

1. **Call to Order Willows City Council Regular Meeting 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review: (Requested Changes by Council or Staff)**
 - a.) Consider acceptance, by motion, of City Council April 23, 2013, Agenda.
5. **Presentations and Proclamations:**
 - a.) Mayor Cobb will present a Proclamation declaring May 12 – May 18 as “National Police Week” with special recognition of May 5-6 as “California Peace Officer Memorial Ceremonies” and May 15, 2013 as “National Peace Officers Memorial Day.”
6. **Oral and Written Communications/Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time, however, no action will be taken unless placed on a future agenda. (*Oral communications are generally restricted to three minutes*).
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval a transfer of “funds” from the Summer Library Fund to a newly created Children’s Services Trust Fund (Fund 212)
 - d) Approve by motion, an appropriation of \$10,755 in conjunction with acceptance of AB-109 funds allocated by the State Legislature for FY 12/13.
 - e.) Consider approval, by motion, the requested Assignment of Contract Services to Severn Trent Environmental Services, Inc., to assume/continue operations and maintenance at the Willows Waste Water Treatment Facility located on South Tehama Street.

8. Public Hearings:

City of Willows will conduct a public hearing to solicit citizen input, as well as gain approval of the final product by the City Council. *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record)*

a.) Conduct a Public Hearing to provide the public an opportunity to offer comments regarding Unmet Transit Needs. (presented by Mardy Thomas, Glenn County Senior Planner, on behalf of the Glenn County Transportation Commission)

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

11. **New Business:**

a.) Consider adoption of a Resolution declaring weeds, rubbish, refuse and dirt, public nuisances; approve the weed and rubbish abatement schedule for the 2013 fire season as presented; and consider a one year extension of the Weed Abatement Contract from 2012.

b.) Consider approval, by Motion to award the Fire Dept apparatus bay door project to the lowest responsive, responsible bidder and authorize the transfer of \$500 within the Fire Dept budget to close a minor gap in project funding and facilitate incidental expenses up to \$240 for contingency expense.

12. **Council Member Reports:**

13. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before April 18, 2013.

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. 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



Proclamation
City of Willows

DECLARING MAY 12 THROUGH MAY 18, 2013 AS "NATIONAL POLICE WEEK"
WITH SPECIAL RECOGNITION OF MAY 5 - 6, 2013 AS "CALIFORNIA PEACE OFFICER MEMORIAL
CEREMONIES" AND MAY 15, 2013 AS "NATIONAL PEACE OFFICERS MEMORIAL DAY"

WHEREAS, of all the promises America offers, none is more precious or elusive than the right to be free from crime; and

WHEREAS, the dedicated men and women who have chosen law enforcement as a career face extraordinary risk and danger preserving our freedom and security; and

WHEREAS, during the week of May 12 through May 18, 2013, National Police Week is observed throughout the nation in order to recognize hazardous work, serious responsibilities, and strong commitment of our nation's officers; and

WHEREAS, in conjunction with this important observance, the City of Willows is observing May 8th as Peace Officer's Memorial Day in commemoration of those noble officers who have tragically sacrificed their lives in the line of duty; and

WHEREAS, in the year of 2012, 119 peace officers across the nation were killed in the line of duty. Further it is recognized that 2 of those officers killed being California Peace Officers.

WHEREAS, these special observances provide all Californians with the opportunity to appreciate the heroic men and women who have dedicated their lives to preserving public safety;

NOW THEREFORE, I, Jeff Cobb, as Mayor, do hereby proclaim the week of May 12 through May 18, 2013 as **NATIONAL POLICE WEEK** and with special recognition of May 5th and 6th, 2013 as **CALIFORNIA PEACE OFFICER MEMORIAL DAY** and May 15, 2013 as **NATIONAL PEACE OFFICER MEMORIAL DAY** in the City of Willows and direct all American flags to be displayed at half staff during these honorable dates and week recognizing the loss of these peace officers in preserving our liberty, and encourage all citizens to remember those individuals who gave their lives for our safety and express our appreciation to those who continue to dedicate themselves to making Willows a safer place in which to live.

IN WITNESS WHERE OF, I hereunto set my hand and caused the Seal of the City of Willows to be affixed hereto this 23rd day of April, 2013.

Jeff Cobb

Mayor

AGENDA ITEM

TO: Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Transfer of Funds from Summer Library Fund to Children's Services Trust

RECOMMENDATION

Transfer \$138.65 from Summer Library Fund (Fund 354) to Children's Services Trust (Fund 212)

SITUATION (or BACKGROUND):

Historically, outside funding received for the Summer Reading program has been classified as special revenue activity (i.e grants). The Library Director has reviewed activity pertaining to the funding for this program and other children specific activities at the library and has determined that the primary funding sources for such activity occur via donations rather than formalized grants.

As a result, the appropriate method for this activity is to treat the revenue and corresponding expenditures as trust fund activity rather than special revenue activity. Based upon this, it would be appropriate to transfer the existing funds out of Fund 354- Summer Reading Fund and establish a trust fund (Fund 212-Children's Activities) for ongoing activities of this nature for the Library.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDATION

Transfer \$138.65 from Summer Library Fund (Fund 354) to Children's Services Trust (Fund 212)

April 23, 2013

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'TS', written in a cursive style.

Tim Sailsbery
Finance Director

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Jason Dahl, Acting Police Chief
SUBJECT: Appropriation of Funds-AB 109 Overtime Allocation

RECOMMENDATION

Appropriate \$10,755 for Overtime (389.4002.100-\$9,991) and Associated Payroll Tax Cost (389.4006.100-\$764) pertaining to the receipt of AB109 Funds

SITUATION (or BACKGROUND):

The California State Legislature passed, and the Governor signed, Assembly Bill 109 as part of the 2011-12 State Budget. This legislation shifted a number of prisoners from the State Prison System to County Jail Facilities. The legislation included minimal funding for local law enforcement agencies for overtime costs, presumably to handle increased local activity associated with the transfer of inmates.

The City received \$1,000 in 2011-12, but is slated to receive \$10,755 in 2012-13. \$8,755 has been received thus far, with the remaining \$2,000 anticipated to be received before June 30.

This funding is for ongoing overtime and not for a specified project. As such, the City will reallocate \$10,755 of existing overtime costs currently expended in the General Fund. It will require an approved appropriation, however, to complete this transaction.

FINANCIAL CONSIDERATIONS:

Expenditure of \$10,755 in AB109 funds received or slated to be received prior to 6/30/13.

NOTIFICATION

None

ALTERNATE ACTIONS

1. Approve Appropriation by Motion
2. Deny Appropriation

RECOMMENDATION

Appropriate \$10,755 for Overtime (389.4002.100-\$9,991) and Associated Payroll Tax Cost (389.4006.100-\$764) pertaining to the receipt of AB109 Funds

Respectfully submitted,



Jason Dahl, Acting Police Chief

AGENDA ITEM

April 17, 2013

TO: Honorable Mayor and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Reassignment of the Professional Services Agreement to Severn Trent Services, Inc.

RECOMMENDATION

By Motion, authorize the reassignment of the current Professional Services Agreement for Operation of the Wastewater Treatment Plant to Severn Trent Environmental Services, Inc.

SUMMARY

In August 2003 the City Council directed staff to solicit proposals for the contractual operation of the City Waste Water Treatment Plant (WWTP), located on South Tehama Street. Following the advertisement of the Request for Proposals process, a single proposal was received by the City of Willows from Eco Resources. During subsequent negotiations with Eco Resources and city staff, a recommendation was made in November of 2003, to the City Council, to enter into a Professional Services Agreement for total operations at the WWTP. Eco Resources, now known and doing business as Southwest Water Company (SWWC), has been the contract operator of the City's WWTP since January 1, 2004.

The current contract agreement was renewed in October 2011 and will expire November 1, 2014. SWWC is requesting a reassignment of contract operations, from SWWC to Severn Trent Services, Inc., (similar to the reassignment in January 2008 from Eco Resources to SWWC).

Severn Trent Services currently operates several long term contracts in California, and has stated that all employees that currently service our contract will remain in place. This assignment will not change the pricing or the Terms & Conditions of our existing contract with SWWC Services.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

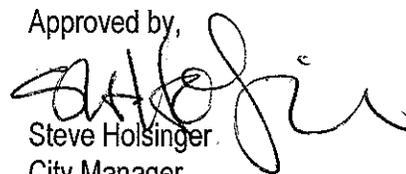
By Motion, authorize the reassignment of the current Professional Services Agreement for Operation of the Wastewater Treatment Plant to Severn Trent Environmental Services, Inc.

Respectfully submitted,



Skyler Lipski
Parks & Public Works Director

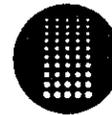
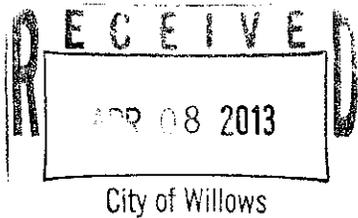
Approved by,



Steve Holsinger
City Manager

Attachments:

Exhibit A – Assignment & Assumption Agreement



**SWWC
Services, Inc.**

A SouthWest Water Company

12535 Reed Road
Sugar Land, TX 77478
Phone 281.207.5800
Fax 281.207.5861
www.swwc.com

March 27, 2013

EXHIBIT A

Mr. Skyler Lipski
Public Works Director
City of Willows
201 N. Lassen Street
Willows, CA 95988

RE: SWWC Services, Inc. Contract Assignment

Dear Mr. Lipski,

The Board of Directors for SouthWest Water Company has made the decision to exit the O&M Services business segment of the company which includes the contract you have with SWWC Services, Inc. For the last year we have had a strategic alliance with Severn Trent Services who we have utilized to successfully exit and transition dozens of our contracts with minimal disruption to our Clients. We are requesting that you sign a simple assignment document, see attached draft, which allows us to transition all our remaining California contracts as a group to Severn Trent Services on April 30, 2013, our proposed closing date for the transaction. Key points of this change are as follows:

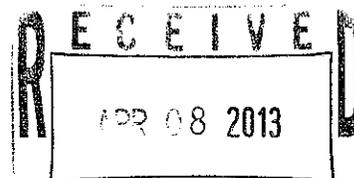
- All of the employees that currently service your contract will remain in place and the entire California management team will remain in place as Severn Trent Services employees.
- Severn Trent Services is dedicated to Operation and Maintenance contracts in the Water Industry with significantly more resources to draw from than SouthWest Water. Severn Trent has a strong commitment to their Employees, Clients and the Environment. Enclosed you will find an information package on Severn Trent and you can also visit: WWW.SevernTrentServices.com
- Severn Trent Services currently operates several long term O&M contracts in California and understands the regulatory environment.
- This assignment will not change the pricing or the Terms & Conditions of your existing contract with SWWC Services. This is an unconditional assumption of the contract.

This letter and information package is being presented by the people you know and trust. We understand that this is a change, but through our continuing alliance with Severn Trent, built-up over time, we know this will provide increased opportunities for their new employees as well as an enhanced service level for you.

Sincerely,

Keith Fischer
Managing Director – Services Group
KFischer@SWWC.com

EXHIBIT A



ASSIGNMENT AND ASSUMPTION AGREEMENT

City of Willows

This **ASSIGNMENT AND ASSUMPTION AGREEMENT** (this "Assignment") is entered into by and among SWWC Services, Inc. ("SWWCS"), a Delaware corporation ("Assignor"), **Severn Trent Environmental Services, Inc. ("STES")**, a Texas corporation, ("Assignee"), and the **City of Willows**, a California municipal corporation (the "Client").

RECITALS

On _____, 2013 Assignor and Assignee entered into an Asset Purchase Agreement (the "APA"). Under the terms of the APA, Assignor has agreed to sell to Assignee certain assets related to Assignor's business (the "Transaction").

Assignor and the Client previously entered into an Agreement dated November 1, 2011 (the "Contract"), under which the Client engaged Assignor as the operator under this Contract. Assignor now desires to assign to Assignee, and Assignee desires to acquire from Assignor, all of Assignor's right, title, and interest in and to the Contract as well as assume all its obligations therein. Section IX (C) of the Contract requires the Client's consent to an assignment of the Contract by Assignor.

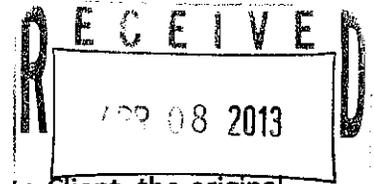
Pursuant to this Assignment, Assignor is providing notice of, and is requesting Client's consent to the assignment of the Contract to Assignee, effective as of the closing date of the Transaction (the "Effective Date").

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and of the mutual agreements set forth herein, the parties agree as follows:

1. Assignor hereby transfers and assigns to Assignee for Assignee to assume all of Assignor's rights, title, and interest as well as all of its obligations under the Contract beginning as of the Effective Date hereof.
2. Assignee hereby accepts such assignment from Assignor and expressly assumes and agrees to keep, perform, and fulfill all the terms, conditions and obligations of Assignor under the Contract.
3. The Client hereby consents to the assignment of the Contract from Assignor to Assignee, in accordance with the terms of this Assignment; provided, however, Assignor shall remain responsible pursuant to the Contract for obligations, or actions or inactions, of Assignor accruing, or occurring, prior to the Effective Date.

EXHIBIT A



4. Assignor shall transfer to Client or its designee, at no cost to Client, the original records that Assignor has received or maintained on behalf of Client within thirty (30) days following the Effective Date, but will deliver all records related to billing and other items necessary for the operation of the Client's Facilities at the Effective Date. To the degree allowed by law, Assignor may make copies, at Assignor's expense, of those records.

5. This Assignment may be executed in one or more counterparts, including without limitation, facsimile or electronically reproduced counterparts, and all executed counterparts, when taken together, will constitute sufficient proof of the parties' entry into this Assignment.

6. In the event that the Transaction is not consummated, this Assignment shall be of no force or effect.

ASSIGNOR:

SWWC Services, Inc.,
a Delaware corporation

By: *Keith Fischer*

Name: Keith Fischer

Title: President

Date: _____, 2013

ASSIGNEE:

Severn Trent Environmental Services, Inc.,
a Texas corporation

By: _____

Name: _____

Title: _____

Date: _____, 2013

CONSENTED AND AGREED TO BY:

CLIENT:

City of Willows, a California municipal corporation

By: _____

Name: _____

Title: _____

Date: _____, 2013

GLENN COUNTY TRANSPORTATION COMMISSION

Steve Soeth, County of Glenn,, Chairman
Bill Spears, City of Willows, Vice-Chair
John Viegas, County of Glenn,
Michael Murray, County of Glenn
Bruce Roundy, City of Orland
Jim Paschall, City of Orland
Larry Domenighini, City of Willows (Alternate)
Dwight Foltz, County of Glenn (Alternate)

P.O. Box 1070
777 N. Colusa Street
Willows, California 95988

John F. Linhart,
Executive Director

(530) 934-6540
FAX (530) 934-6533

April 9, 2013

City of Willows
Attn: Natalie Butler
201 N. Lassen Street
Willows, CA 95988

Dear Natalie:

Attached is one copy of the staff report for the public hearing for the "Unmet Transit Needs" for the meeting of April 23, 2013. I have also enclosed a copy of the proof of publication for the public hearing in English and Spanish.

If you have any questions, please contact me at 934-6540.

Sincerely,



Mardy Thomas
Senior Planner

Enclosures

PROOF OF PUBLICATION

No. 2046

In the Matter of

Glenn Co. Planning & Public Works Agency

Legal Notice: Notice of Public Hearing/Noticia de

Audencia Publica

777 N. Colusa St., Willows, CA 95988

State of California)
County of Glenn) ss

The undersigned resident of the County of Glenn,
State of California, says:

That I am, and at all time herein mentioned was
a citizen of the United States and not a party to
nor interested in the above entitled matter; that
I am the principal clerk of the publisher of:

The Sacramento Valley Mirror

That said newspaper is one of general circulation
as defined by Section 6000 Government Code of
the State of California, Case No. 27,207 by the
Superior Court of the State of California, in and
for the County of Glenn, Case #02CV00614; that
said newspaper at all times herein mentioned was
published twice a week (on Wednesdays and
Saturdays) in the town of Willows and County
of Glenn; that the notice of which the annexed
is a true printed copy, was published in said
newspaper on the following days:

March 23rd of 2013

I certify (or declare), under penalty of perjury, that
the foregoing is true and correct, at the County
of Glenn, Willows, California.

Dated March 30th, 2013
at Willows, California.



Tim Crews, Publisher

RECEIVED

APR 01 2013

P & PWA

LEGAL NOTICE NOTICE OF PUBLIC HEARING

Notice is hereby given that the GLENN COUNTY TRANSPORTATION COMMISSION will conduct **Unmet Transit/Transportation Needs Public Hearings** to receive public input that will assist the Commission in identifying Unmet Transit/Transportation needs that may exist in Glenn County. A Spanish Language interpreter will be available for the public hearings. Please note the following schedule of meetings and locations:

Hearing Body	Location	Date and Time
Willows City Council	Council Chambers	Tuesday
	Willows City Hall 201 N. Lassen, Willows	April 23, 2013 At 7:00 p.m.
Orland City Council	Council Chambers	Monday
	Carnegie Center 912 Third Street, Orland	May 6, 2013 At 7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers	Tuesday
	Glenn County Memorial Hall 525 West Sycamore Street Willows, CA 95988	May 7, 2013 At 10:00 a.m.
Transportation Commission	Supervisors Chambers	Thursday
	Glenn County Memorial Hall 525 West Sycamore Street Willows, CA 95988	May 16, 2013, At 10:00 a.m.

If you are unable to attend the scheduled meetings, please mail your comments to the Glenn County Transportation Commission, P.O. Box 1070, Willows, CA 95988 or FAX comment to (530) 934-6533 or e-mail comments to transit@countyofglenn.net by Wednesday, May 15, 2013. Please describe in detail the transportation service need.

The meeting rooms are wheelchair accessible and disabled parking is available in front of the Willows City Hall, Glenn County Memorial Hall and on Mill Street, north side of the Carnegie Center in Orland. Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in alternate forms, etc.) are requested to contact the Glenn County Transportation Commission at (530) 934-6540 at least 14 days prior to the scheduled hearing date. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line at 1-800-735-2922.

AVISO LEGAL

NOTICIA LEGAL

NOTICIA DE AUDIENCIA PÚBLICA

Este aviso es para notificar que la COMISIÓN DE TRANSPORTACIÓN DEL CONDADO DE GLENN conducirá una **audiencia pública de las necesidades de Tránsito que no han sido correspondidas** para recibir la opinión del público que asistirá a la Comisión en identificar las necesidades de Tránsito que no han sido correspondidas que puedan existir en el Condado de Glenn. Un intérprete de español estará disponible para la audiencia pública.

Favor de anotar los horarios y lugares de las juntas:

Audiencia Pública	Lugar	Fecha y Horario
Willows City Council	Council Chambers	Martes
	Willows City Hall 201 N. Lassen St. Willows	23 Abril, 2013 a las 7:00 p.m.
Orland City Council	Council Chambers	Lunes
	Carnegie Center 912 Third St. Orland	6 Mayo, 2013, a las 7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers	Martes
	Glenn County Memorial Hall 525 W. Sycamore Street Willows, CA 95988	7 Mayo, 2013, a las 10:00 a.m.
Comisión de Transportación	Supervisors Chambers	Jueves
	Glenn County Memorial Hall 525 W. Sycamore Street Willows, CA 95988	16 Mayo, 2013 a las 10:00 a.m.

Si usted no puede asistir a las juntas, favor de enviarnos sus comentarios a la Comisión de Transportación del Condado de Glenn, P.O. Box 1070, Willows, CA 95988 o envíe sus comentarios por FAX al (530) 934-6713 o envíe sus comentarios por correo electrónico a transit@countyofglenn.net antes del Miércoles, 15 Mayo, 2013. Por favor describa en detalle la necesidad del servicio de transportación.

Los lugares donde se llevarán a cabo las juntas son accesible a las sillas de ruedas y estacionamiento para incapacitados esta disponible en frente del Willows City Hall, Glenn County Courthouse y en la Mill Street, al lado del norte del Carnegie Center en Orland. Individuos que requieran comodidades especiales (intérprete de señas, asientos accesibles, documentación de formas alternativas, etc.) se les pide que hablen a la Comisión de Transportación del Condado de Glenn al (530) 934-6540 por lo menos 14 días antes de la fecha de la junta. Usantes del TDD pueden hablar a la línea del TDD del Servicio del California Relay al 1-800-735-2929 o a la Línea de Voz al 1-800-735-2922.

GLENN COUNTY TRANSPORTATION COMMISSION

Steve Soeth, County of Glenn,, Chairman
Bill Spears, City of Willows, Vice-Chair
John Viegas, County of Glenn,
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Bruce Roundy, City of Orland
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Dwight Foltz, County of Glenn (Alternate)

P.O. Box 1070
777 N. Colusa Street
Willows, California 95988

(530) 934-6540
FAX (530) 934-6533

John F. Linhart,
Executive Director

DATE: April 23, 2013

TO: Willows City Council

From: Glenn County Transportation Commission

RE: Unmet Needs and Needs that are Reasonable to meet

Attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2013/2014 Page C
- Glenn Ride ridership July 2008-March 2013
- Dial-A-Ride ridership, Orland and Willows, July 2008-March 2013

The *Transportation Development Act (TDA)*, *Statutes and Administrative Code of Regulations*, requires specific actions on the part of local transportation planning agencies such as the Glenn County Transportation Commission (GCTC). One of these requirements (Section 99401.5) is that the Local Transportation Commission (LTC) explicitly define the phrases "Unmet Transit Needs" and "Needs that are Reasonable to Meet" in terms of local conditions, and that these definitions be documented by resolution or within the agency's minutes. Definitions have been developed to both comply with legislative mandates and be responsive to actual community need within the TDA funding guidelines.

Under TDA direction (Section 99401.5 (c)), the LTC has the authority to identify the unmet transit needs of their jurisdiction and those needs that are considered reasonable to meet. Staff has determined, through contacts with Caltrans representatives, that clear and comprehensive definitions are helpful in ensuring clarity in this annual process. With the above in mind, the following discussion is offered:

An Unmet Transit Need can be found to exist when there is any identifiable group within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services. Transit needs are not static--they can fluctuate with such variables as unemployment, population demographics, land use and circulation patterns, and variations in the local economy. Because of this, transportation needs are annually re-evaluated and revised as necessary.

An unmet transportation need (as opposed to a desire) has, for purposes of our definition, two components:

- 1) A trip destination that provides a necessity of life;
and
- 2) A physical or financial obstacle between the individual and the necessary destination which the individual is unable to overcome.

Necessary trip purposes may be defined as follows:

- a) to obtain or maintain employment;
- b) to obtain non-emergency medical and/or dental care;
- c) shopping for necessities of life;
- d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
- e) to obtain education; or
- f) for the maintenance of life, health, physical and mental well-being

The population groups with the greatest inferred needs are the very young, the handicapped, the economically disadvantaged, and the elderly. There may be considerable overlap among these groups; for instance, many of the elderly may be both economically disadvantaged and handicapped. However, it is not to be implied that all, or even most of these people are transportation-disadvantaged. The aspects described simply identify sub-groups of the population that may tend to contain a disproportionately large number of people with transportation difficulties (in contrast to the general population).

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act. This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are definitions of "Unmet Transit Needs" and "Needs that are Reasonable to Meet." Also attached are ridership figures for Glenn Transit Service's Glenn Ride and Dial-A-Ride service.

Glenn Ride is a public transit program, provides transportation services to the general public—no qualifications, except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced consistent ridership growth. Ridership has grown 295% since Glenn Ride's inception and the program continues to meet its required 10% fare box return as mandated by the Transportation Development Act. Ridership is 0.3% higher for July 2012-March 2013 compared to the same time frame as last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows and to the

Cannella/Huggins Drives area, Leisure Mobile Home Park, east of Orland, and the Willows Glenn Mobile Home Park, west of Willows. Individuals qualifying are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. Transportation is door-to-door to each requested destination. The ridership for this program in the City of Orland averages 87 persons per month and 162 persons per month in the City of Willows.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents. Volunteer drivers from the community provide transportation to individuals for medical appointments. Qualifying individuals are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. The Volunteer Medical Transportation is the program servicing this need.

The GCTC has requested this time and advertised this meeting as an opportunity for residents in the community to provide input on transit needs within the Glenn County Region.

I. UNMET TRANSIT NEEDS 2013-2014

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet.
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
 - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
 - a) to obtain or maintain employment;
 - b) to obtain non-emergency medical and/or dental care;
 - c) shopping for necessities of life;
 - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;

- e) to obtain education; and
- f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.

II. REASONABLE TO MEET 2013/2014

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

Cost Effectiveness: 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy farebox and revenue ratios.

Community Acceptance: A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

Equity: The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

Operational Feasibility: The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

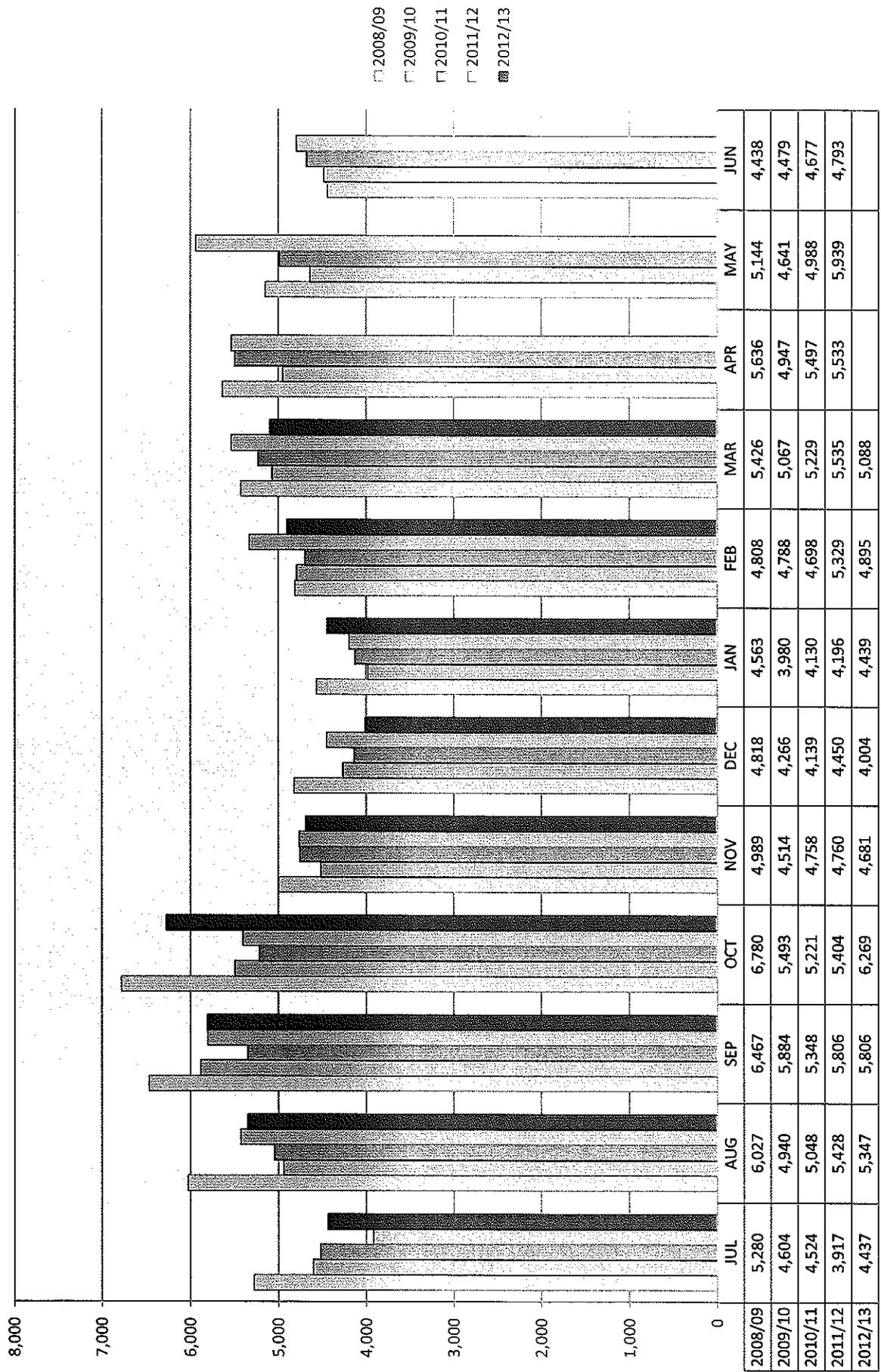
Financial Feasibility: 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

ADA Conformity: The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

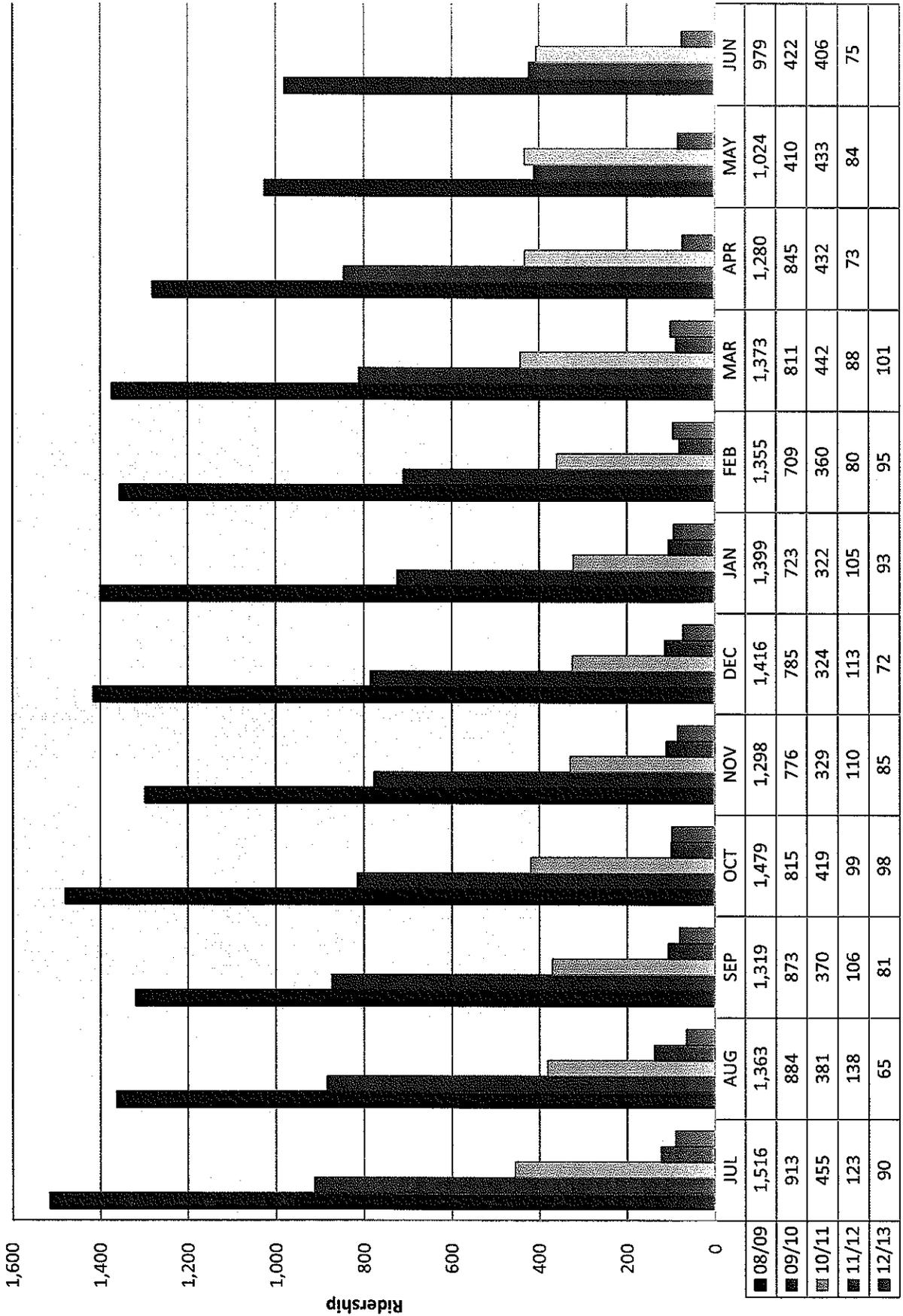
System Impact: The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

Impact Limits: 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.

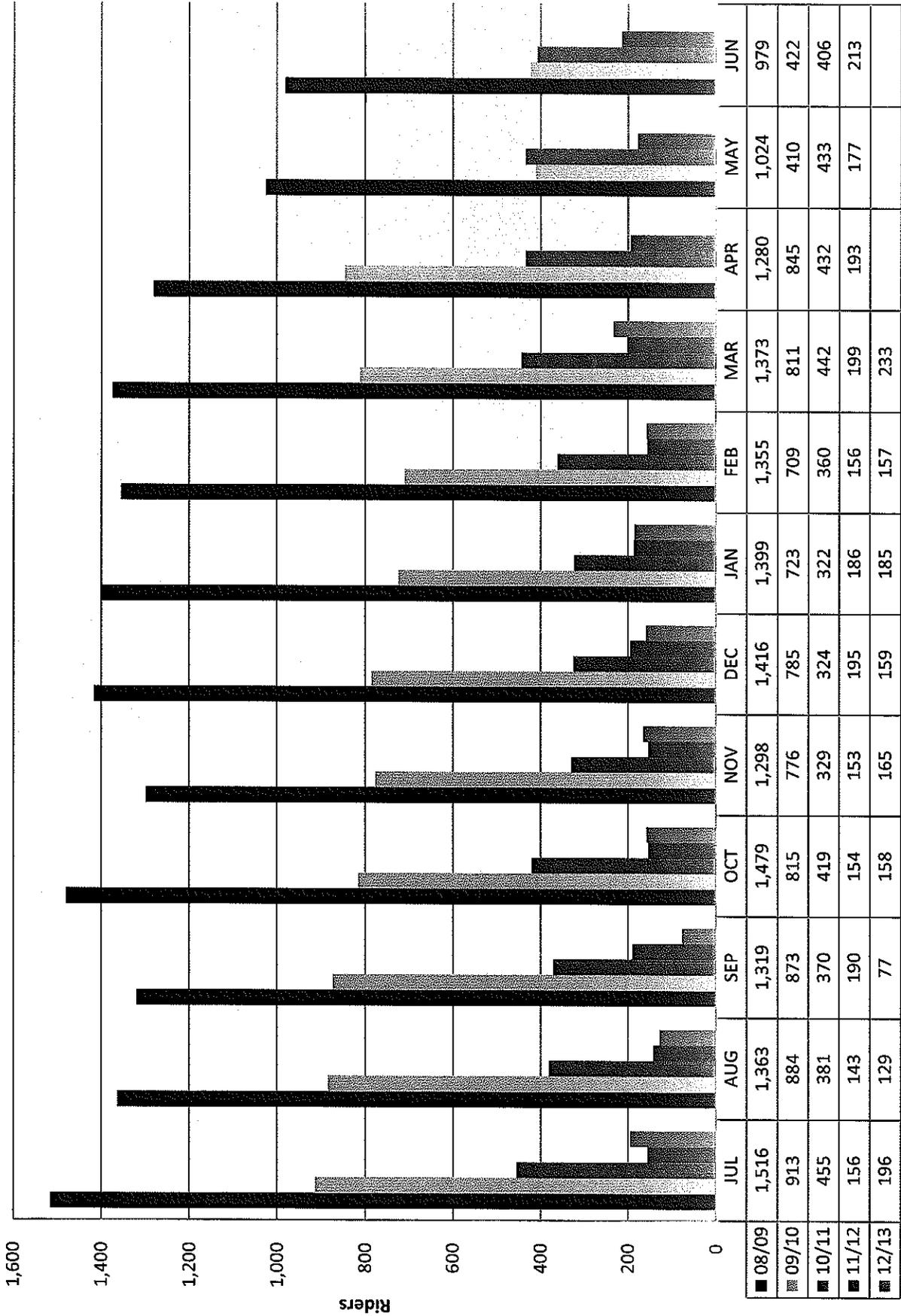
GLENN RIDE RIDERSHIP



Orland Dial-A-Ride Ridership



Willows Dial-A-Ride Ridership



April 23, 2013

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
Subject: Annual Weed & Rubbish Abatement

RECOMMENDATION

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2013 fire season and approved the extension of Weed Abatement Contractor of 2012.

SITUATION (or BACKGROUND):

Each year the Willows Fire Department abates weeds, rubbish, refuse and dirt from different lots and alleyways. In order to commence this process, it is necessary for the City Council to adopt the attached resolution. This resolution declares that weeds, rubbish, refuse and dirt are a public nuisance and sets a date for a hearing. Attached is a list of dates that indicate the time frame we will be working in along with a letter from Mr. Dale Myers requesting an extension of the Weed abatement contract for 2013.

FINANCIAL CONSIDERATIONS:

Unknown, dependant upon responsiveness of public and contractor cost of services.

Notification:

Willows Journal
Willows PSA
Willows Public Works

ALTERNATE ACTIONS:

1. Request additional information from staff
2. Reject staff recommendation and/or direct item to be returned.

RECOMMENDATION:

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2013 fire season and approved the extension of Weed Abatement Contractor from 2012 to 2013.

Respectfully Submitted

Approved By:



Wayne Peabody
Fire Chief

Steve Holsinger,
City Manager

Attachments:

- Exhibit A: 2013 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey (Given the Night of Council meeting)
- Exhibit D: Letter From Dale Myers

Exhibit A

WEED AND RUBISH ABATEMENT

2013 FIRE SEASON

- | | |
|----------------|---|
| April 23, 2013 | Council Adopts resolution declaring weeds and rubbish a nuisance. Approve May 28 th , 2013 as the date for the Hearing to Protest and July 23 rd 2013 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 8 th , 2013. |
| May 15, 2013 | Last day to mail the Notice of Public Hearing to protest to the paper for the May 28 Council Meeting. (Publication date will be May 18, 2013 – 10 days prior to the public hearing). |
| May 28, 2013 | 7:00 p.m.-Hearing on protest. Council orders abatement. |
| May 29, 2013 | Resurvey-Start abatement |
| June 2, 2013 | Last date for property owner to do own abatement |
| July 10, 2013 | Last day to mail Notice of Public Hearing to protest to the paper for the July 23 Council Meeting. (Publication Date will be July 13 – 10 days prior to the public hearing). |
| July 17, 2013 | Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien. |
| July 23, 2013 | Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 8, 2013. |
| August 8, 2013 | On or before Transmit abatement cost to auditor's office for inclusions on taxes. Owner has 10 days from date of hearing (July 23 rd) to pay assessment prior to transmittal |

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS DECLARING PUBLIC NUISANCES**

WHEREAS, there exists in the City of Willows private property upon which there are growing weeds and upon which there exists weeds, rubbish, refuse, and dirt; and

WHEREAS, the City Council of the City of Willows has determined that such weeds, rubbish, refuse and dirt constitute public nuisances and should be abated;

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

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon the parcels of private property described in the report attached hereto and marked Exhibit C and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by Section 39564 through 39567, inclusive of said Government Code.
4. That the City Council of the City of Willows hereby fixes Tuesday, May 28, 2013, at 7:00 p.m. in the City Council Chambers, Civic Center, Willows, California, as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

PASSED AND ADOPTED by the City Council of the City of Willows this 23rd day of April, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN

Exhibit D

Phone (530) 934-3204 Cell (530) 624-3455 Fax (530) 934-3204



MYERS CONSTRUCTION

April 12, 2013

City of Willows
Weed Abatement
445 S Butte St.
Willows Ca. 95988

Re: Weed Abatement Contract

To Whom It May Concern:

The abatement season is upon us and I, Dale Myers owner of Myers Construction served As the licensed contractor for the 2012-2013 abatement period.

It is my understanding that as stated in the abatement ordinance that I may Continue to serve as said contractor thru the current contract

I respectfully ask that you consider Myers Construction to continue as the abatement Contractor into the 2013-2014 year with a CPI increase of 1.5%

Thank you for your consideration of my request.

Sincerely,

Dale Myers
Owner

205 N SACRAMENTO STREET
WILLOWS, CA 95988

April 23, 2013

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
Subject: Willows Fire Department Apparatus Doors

RECOMMENDATION

By motion award the apparatus bay door project to Door-Mart and transfer \$500.00 from Fire Department budget from 301.4150.150 to 301.7241.400.

SITUATION (or BACKGROUND):

Following the meeting on March 12th, guidelines were followed and the Fire Department received four bids. Three of the bids were found to be non-responsive due to no electrical work was included. After reviewing the final bid the Door-Mart has met or exceeded the minimum bid requirement. The total estimated cost of the project is \$38,251.23 (\$37,651.23 bid for the project and \$600.00 for labor compliance oversight services). The original allocation for the project is \$38,000, resulting in a difference of \$251.23.

After reviewing the final bid and meeting with the Finance Director, we have found it more beneficial to request a budget transfer in the amount of \$500 to complete the apparatus door openers within the scope of work rather than completing at a later time. The \$500 represents the \$251.23 shortage plus a contingency of \$241.77.

FINANCIAL CONSIDERATIONS:

We have been approved for funds under the Program Income Waiver Project in the amount of \$37,000, with a General Fund match of \$1,000 for Labor and Compliance Services. The remaining funding would come from line items 301.4150.150 in the amount of \$500.00 to complete the project and would have a no net to the General fund as it is a transfer from one General Fund account to another.

ALTERNATE ACTIONS:

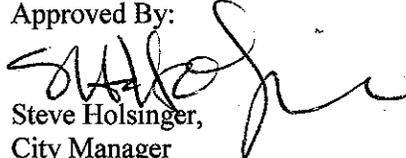
1. Request additional information from staff
2. Reject staff recommendation and/or direct item to be returned.

RECOMMENDATION:

By motion award the apparatus bay door project to Door-Mart and transfer \$500.00 from Fire department budget from 301.4150.150 to 301.7241.400.

Respectfully Submitted


Wayne Peabody
Fire Chief

Approved By:

Steve Holsinger,
City Manager

Attachment:
Exhibit A Bid Summary

Exhibit A

Responsive Bid

Door Mart Garage Doors 11286 Pyrites Way Suite #110 Rancho Cordova, Ca 95670	\$37,651.23
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Non Responsive Bids

Alves Door Company 311 N Butte St Willows, Ca 95988	\$43,409.45
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JKH Door Service Company Po Box 494725	\$31,711.06
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The Door Company 2251 Ivy St Chico, Ca 95928	\$40,140.00
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