

CITY COUNCIL

Gary L Hansen, Mayor
Jim Yoder, Vice Mayor
Lawrence Mello, Council Member
Kerri Warren, Council Member
Jeff Williams, Council Member



INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler

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

CITY COUNCIL REGULAR MEETING AGENDA
December 13, 2016
7:00 p.m.

The City of Willows welcomes you to our meetings, which are regularly scheduled for the second and fourth Tuesdays of each month. Your participation and interest is encouraged and appreciated.

The Brown Act prohibits the Council from taking action on any item not placed on the Agenda in most cases.

Pursuant to Government Code section 54957.5, all non-confidential writings or documents relating to any item on this agenda which have been provided to a majority of the City Council, including those received less than 72 hours prior to the City Council meeting, will be made available for public inspection in the agenda packet located on the table in the lobby at the Willows Civic Center, 201 North Lassen Street, Willows, CA, during normal business hours of 8:00 a.m. to 5:00 p.m. weekdays, excluding holidays. Agendas can also be located on the City's website at www.cityofwillows.org.

Should any speakers wish to distribute materials, or staff wish to distribute any supplemental materials to be evaluated in the decision making process of the legislative body at the meeting, ten (10) copies must be provided to the City Clerk who will distribute them.

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December 13, 2016
7:00 p.m.

1. **CALL TO ORDER** – 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CEREMONIAL MATTERS:**
 - a) Recreation Director Carol Lemenager will present five (5) plaques to “Bronze Sponsors” who donated \$1000 or more to the City Pool for 2016.
5. **PUBLIC COMMENT / WRITTEN COMMUNICATIONS:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. ***(Public Comment is generally restricted to three minutes).***
6. **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 requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:
 - a) Consider approval of general checking, payroll & direct deposit check registers.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

7. **PUBLIC HEARINGS:** None

8. **ORDINANCES:** None

9. **REGULAR BUSINESS AGENDA / ITEMS REQUIRING COUNCIL ACTION:**

- a) **City Manager Evaluation:** 1) Review and discuss and by consensus, approve a City Manager Performance Evaluation form and 2) Confirm the date for the Interim City Manager's Evaluation for February 28, 2017.
- b) Consider appointments to various committees, commissions, and/or panels for 2017.
- c) Receive nominations, and by motion, appoint a Mayor for 2017.
- d) Receive nominations, and by motion, appoint a Vice Mayor for 2017.

10. **COUNCIL/STAFF REPORTS/COMMENTS:** Brief reports by members of the Administrative Staff and the Council regarding correspondence, events and/or meetings attended, and upcoming meetings/events. Reports shall be limited to City business and shall not request or lead to action by the Council at this meeting. Any request that requires Council action will be set by the Council for a future agenda or referred to staff.

- a) **Staff Comments/Reports**
- b) **City Council Comments/Reports**

11. **EXECUTIVE SESSION:** None

12. **ADJOURNMENT:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before December 9, 2016.

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



Period

11/19/2016 TO 12/7/2016

General Checking 34225 TO 34277

Payroll Direct Deposit 207916 TO 207953

Payroll Checks 36489 TO 36503

APPROVAL DATE 12/13/2016

Approved _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
034225	11/21/16	BAK06	BAKER & TAYLOR BOOKS	6.49	.00	6.49	11750552	NEW PRINT MAT. LIBRARY
034226	11/21/16	C&R00	C & R RADIO	56.72	.00	56.72	955	PROGRAM RADIOS
034227	11/21/16	COA00	COASTLAND CIVIL ENGINEERI	79.00	.00	79.00	40423	WILLOWS CITY ENGINEERING
				237.50	.00	237.50	40428	NVIH THROUGH 10/31/16
				4524.20	.00	4524.20	40430	EDA GRANT
				2480.40	.00	2480.40	40447	SACRAMENTO-BUTTE ST THROU
			Check Total.....:	7321.10	.00	7321.10		
034228	11/21/16	FGL00	FGL ENVIRONMENTAL	21.00	.00	21.00	679296A	BACTI ANALYSIS
				85.00	.00	85.00	6790005A	BACTI ANALYSIS
			Check Total.....:	106.00	.00	106.00		
034229	11/21/16	GLE25	GLENN CO. FIRE CHIEF'S	300.00	.00	300.00	17-0012	GLENN CO FIRE REPEATER FU
034230	11/21/16	GRA01	GrandFlow, Inc.	281.04	.00	281.04	137723	W-2/1099 FORMS
034231	11/21/16	JOH07	LUCAS JOHNSON	138.66	.00	138.66	B61118	CLOTHING REPLACEMENT
034232	11/21/16	ORA00	ORANGE COUNTY SHERIFF'S D	134.00	.00	134.00	B61118	SUPERVISORY COURSE FEE
034233	11/21/16	PAR13	ALEX PARISIO	171.85	.00	171.85	B61118	CLOTHING REPLACEMENT
034234	11/21/16	STO00	MICHAEL STOVER	300.96	.00	300.96	B61118	RENTAL CAR
034235	11/21/16	THR00	3CORE	510.00	.00	510.00	2031	EDA SUPPORT
034236	11/21/16	VER02	VERIZON WIRELESS	125.00	.00	125.00	B61118	TELEPHONE EXP. EC LIBRARY
034237	11/21/16	WILHD	WILLOWS HARDWARE, INC.	438.63	.00	438.63	B61118	OCTOBER STMT PER ATTACHED
034238	11/21/16	WILHI	WILLOWS ACE HARDWARE	140.40	.00	140.40	B61118	OCTOBER STMT PER ATTACHED
			Cash Account Total.....:	10030.85	.00	10030.85		
			Total Disbursements.....:	10030.85	.00	10030.85		

REPORT.: 11/30/16
RUN ON.: 11/28/16 Time: 11:32
RUN BY.: JANE COLLINS

CITY OF WILLOWS
Vendor Check Register Print

PAGE: 001
ID #: SPVR
CTL.: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
34241	11/30/16	AFL01 AFLAC- FLEX ONE	B61130	11/30/16	OTHER - AFLAC	11-16	1584.33	1584.33
34242	11/30/16	PER05 CA. PUBLIC EMPLOYEES'	B61130	11/30/16	MED/DENTAL/VISION	11-16	43133.73	43133.73
34243	11/30/16	PRE02 PREMIER ACCESS INSURANCE C	B61130	11/30/16	DENTAL\VISION	11-16	1948.75	1948.75
34244	11/30/16	WIL01 WILLOWS EMPLOYEES ASSOC.	B61130	11/30/16	EMPLOYEES ASSOC.DUES	11-16	10.00	10.00
34245	11/30/16	WIL02 WILLOWS PUB.SAFETY ASSOC.	B61130	11/30/16	PUBLIC SAFETY DUES	11-16	836.45	836.45
TOTAL DISBURSED...							47513.26	47513.26

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
034239	11/28/16	SAC08	SACRAMENTO VALLEY MIRROR	361.80	.00	361.80	14374P	LEGAL ADS
				-361.80	.00	-361.80	14374u	Ck# 034239 Reversed
			Check Total.....:	.00	.00	.00		
034240	11/28/16	SAC08	SACRAMENTO VALLEY MIRROR	361.80	.00	361.80	B14374P	LEGAL ADS
034246	11/28/16	ABO00	STEVE ABOLD	200.00	.00	200.00	B61201	PUB. WKS. TOOL PARKS/PUB.
034247	11/28/16	AME02	AMERIPRIDE UNIFORM SVCS.	546.05	.00	546.05	B61201	UNIFORM EXPENSE PW DEC 20
034248	11/28/16	ATT01	A.T. & T.	86.29	.00	86.29	B61201	TELEPHONE EXP. CLETS 10/1
				35.16	.00	35.16	AB61201	TELEPHONE EXP. EC 10/10-1
				936.37	.00	936.37	ABC61201	TELEPHONE EXP. 10/19-11/1
			Check Total.....:	1057.82	.00	1057.82		
034249	11/28/16	AWA01	AWARDS COMPANY	123.36	.00	123.36	12584	WALL PLAQUE
034250	11/28/16	BAK06	BAKER & TAYLOR BOOKS	315.03	.00	315.03	755588	NEW PRINT MAT. LIBRARY
034251	11/28/16	BAR01	BARCELOUX BROTHERS AUTO	399.62	.00	399.62	B61201	NOVEMBER STMT PER ATTACHE
034252	11/28/16	BAR03	BARNES & NOBLE	133.99	.00	133.99	3321895	BOOKS
034253	11/28/16	CAL01	CALIFORNIA WATER COMPANY	1740.69	.00	1740.69	B61201	WATER EXPENSE 10/13-11/9/
034254	11/28/16	COM16	COMCAST CABLE	145.97	.00	145.97	B61201	INTERNET ADMIN 11/29-12/2
				150.97	.00	150.97	AB61201	INTERNET FD 11/19-12/18/1
			Check Total.....:	296.94	.00	296.94		
034255	11/28/16	COR02	CORBIN WILLIAMS SYSTEMS	407.87	.00	407.87	B611151	CONT.SERV. FINANCE DEC 20
034256	11/28/16	GLE05	GLENN CO. FLEET SERVICES	4533.21	.00	4533.21	FL1657	VEHICLE MAINT & REPAIR OC
034257	11/28/16	GLR09	GLENN CO. OFFICE OF EDUCA	20.00	.00	20.00	16-1611	LIVE SCAN
				20.00	.00	20.00	16-1811	LIVE SCAN
			Check Total.....:	40.00	.00	40.00		
034258	11/28/16	GLE41	GLENN CO. ROP PRINTING	139.11	.00	139.11	4490	COLOR COPIES
034259	11/28/16	GRA02	W.W. GRAINGER, INC.	97.28	.00	97.28	87539093	REPAIR PARK BATHROOMS
034260	11/28/16	HIN02	HINDERLITER DELLAMAS & AS	473.55	.00	473.55	26205IN	AUDIT SERVICES QTR 2 2016
034261	11/28/16	IWO00	iWorQ SYSTEMS	600.00	.00	600.00	8402	INTERNET SERVICE REQUEST
034262	11/28/16	LEH00	LEHR	74.96	.00	74.96	130258	FACEPLATE
034263	11/28/16	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B61201	VEHICLE ALLOW. RECREATION
034264	11/28/16	MEN02	MENDES SUPPLY COMPANY	34.29	.00	34.29	R015938	CAN LINERS
				243.60	.00	243.60	16030-00	PAPER SUPPLIES
			Check Total.....:	277.89	.00	277.89		
034265	11/28/16	MET01	METROPOLITAN TRANSPORTATI	1500.00	.00	1500.00	AR10239	ANNUAL SUBSCRIPTION
034266	11/28/16	OFF05	OFFICE DEPOT, INC.	77.36	.00	77.36	194001	OFFICE SUPPLIES PD
				105.01	.00	105.01	955001	OFFICE SUPPLIES PD
				186.72	.00	186.72	8740001	OFFICE SUPPLIES ADMIN
			Check Total.....:	369.09	.00	369.09		
034267	11/28/16	PEA00	WAYNE PEABODY	200.00	.00	200.00	B61201	TECHNOLOGY ALLOWANCE DEC
034268	11/28/16	PGE01	PG & E	10491.04	.00	10491.04	B61202	P.G. & E. 10/13-11/13/16
034269	11/28/16	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B61201	VEHICLE ALLOW. FINANCE DE
034270	11/28/16	SIE05	SIEMENS INDUSTRY INC.	320.00	.00	320.00	10007957	SIGNALIZED INTERSECTION
034271	11/28/16	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B61201	RENT EC LIBRARY DEC 2016
034272	11/28/16	SUN06	SUN BADGE CO.	81.38	.00	81.38	B61201	REPLACEMENT BADGE
034273	11/28/16	VAL01	VALLEY ROCK PRODUCTS	351.29	.00	351.29	1113160	BASE ROCK

REPORT.: Dec 02 16 Friday
 RUN...: Dec 02 16 Time: 11:18
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 11-16 Bank Account: 1045

PAGE: 002
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
034273	11/28/16	VAL01	VALLEY ROCK PRODUCTS	1113.38	.00	1113.38	1113161	BASE/CRUSHED ROCK
Check Total.....:				1464.67	.00	1464.67		
034274	11/28/16	WAL07	WAL-MART COMMUNITY	538.65	.00	538.65	B61201	OCTOBER STMT PER ATTACHED
034275	11/28/16	WIL07	WILLOWS CHAMBER	2500.00	.00	2500.00	B61201	CONTRIBUTION CHAMBER SPON
034276	11/28/16	WIL14	WILLOWS FIRSTCARE INC.	75.00	.00	75.00	B61201	EMPLOYMENT PHYSICAL
034277	11/28/16	WIL17	WILLDAN	7650.00	.00	7650.00	10145300	CONTRACT PLANNING SERVICE
Cash Account Total.....:				37509.00	.00	37509.00		
Total Disbursements.....:				37509.00	.00	37509.00		
Cash Account Total.....:				.00	.00	.00		



AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Carol Lemenager, Recreation Director
SUBJECT: Willows City Pool 2016 Sponsorship Levels

RECOMMENDATION

Present 5 plaques to the Bronze Sponsors of our City Pool for 2016 who donated \$1,000 to \$1,500, to \$2,000.

SITUATION (or BACKGROUND):

Calendar year 2016 fundraising for our city pool, the Recreation Department with the assistance from a few community members set up sponsorship levels for our swim pool fundraising. (See exhibit 1).

Donators of a \$1,000 include: Willows Elks Lodge 1786, Pride Homes & Home, and Willows Wal Mart

Donators of \$1,500: Willows Elk's Ladies 1786

Donators of \$2,000: Willows Community Thrift Shoppe

The above service club and business are Bronze sponsors.

The City received 21 Sponsor the Pool for a Day = \$7,350

18 business/clubs/individuals donated \$100 to \$250

9 people who donated \$50.

Donations/daily receipts/swim lessons/ etc... for the calendar year 2016 is approximately-\$25,704.00

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION

Bronze Sponsors:

Willows Elks Lodge 1786: Ray Crabtree

Pride Homes & Land: Lori Pride

Willows Wal Mart: Mark Feathers

Willows Elk's Ladies 1786: Ray Crabtree

Willows Community Thrift Shoppe: Janice Romano

News Media

ALTERNATE ACTIONS

1. Present Bronze Sponsor Plaques
2. Do not present plaques
3. Request more information

RECOMMENDATION

It is recommended that the City of Willows Recreation Director present plaques.

Respectfully submitted,

Approved,

Carol Lemenager
Recreation Director

Wayne Peabody
Interim City Manager

Attachments:

1. Willows City Pool 2016 Sponsorship Levels
-

Willows City Pool

2016 Sponsorship Levels

We are looking for businesses and families to sponsor the city pool. The funds raised will help with facility improvements and most importantly keep our pool open! We have been especially fortunate in past years to have great support and we cherish it very much. Let's make this year the best one yet!

\$10,000 Platinum Sponsor

*Includes Sponsor name on City Pool sign, recognition on the city webpage and local newspapers.

\$7,500 Diamond Sponsor

*Includes Sponsor name on City Pool sign, recognition on the city webpage and local newspapers.

\$5,000 Gold Sponsor

*Includes Sponsor name on City Pool sign, recognition on the city webpage and local newspapers.

\$2,500 Silver Sponsor

*Includes Sponsor name on City Pool sign, recognition on the city webpage and local newspapers.

\$1,000 Bronze Sponsor

*Includes a plaque, recognition on the city webpage as well as local newspapers

\$350 Sponsor the Pool for a Day

Other Amount _____

If you are interested please complete the information requested below and return with your check payable to the City of Willows. Your commitment to our City Pool is truly appreciated. Payments are due May 4th, 2016. If you have any questions please contact the Willows Recreation Department at (530) 934-7043 or clemenager@cityofwillows.org

Name of Business or Family: _____

Address: _____

Phone: _____

Contact person: _____

City of Willows – Recreation Department
201 N. Lassen Willows, CA 95963
www.cityofwillows.org



AGENDA ITEM

TO: Honorable Mayor Hansen and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: City Manager Evaluation Form and Set Date for Performance Evaluation

RECOMMENDATION

Review, comment and, by consensus, approve one of the proposed City Manager Performance Evaluation forms and confirm date of Interim City Manager's Evaluation of February 28th.

SITUATION (or BACKGROUND):

Several Councilmembers and the Mayor have indicated dissatisfaction with the previous forms used. Staff proposes the use of one of the three attached Performance Evaluations.

Attachment A: The standard form from International City Management Association (ICMA)

Attachment B: The standard form from the League of California Cities. This form has been used in previous City Manager evaluations.

Attachment C: Performance Evaluation Form which is very specific to the City of Willows developed in-house by former City Councilmember Domenighini.

After review and discussion of the forms, and assuming Council supportive of a form, Staff will finalize it and redistribute it to the Mayor. In an executive session on February 28th, City Council will discuss the Interim City Managers performance.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION

ALTERNATE ACTIONS

Approve Form and Set Evaluation Date
Requests Additional Information
Reject all forms and setting of evaluation date

RECOMMENDATION

Review, comment and, by consensus, approve one of the proposed City Manager Performance Evaluation forms and confirm date of Interim City Manager's Evaluation of February 28th

Respectfully submitted,



Wayne Peabody
Interim City Manager

ATTACHMENTS

Attachment A: International City Management Association (ICMA) Form

Attachment B: League of California Cities Evaluation Form

Attachment C: City of Willows Performance Evaluation Form

City Manager Evaluation

Attachment A

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the Mayor as soon as possible.

Supervision		
Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he/she challenge them to perform at their highest level?	Rating	Comments:

Leadership		
Does the city manager inspire others to succeed? Does he/she actively promote efficiency in operations? Does he/she demonstrate a high regard for personal ethics?	Rating	Comments:

Execution of Policy		
Does he/she understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:

Administrative Duties		
Does the city manager properly handle his/her administrative duties?	Rating	Comments:

Economic Development

Does the city manager work well with developers while protecting the city's interest? Does he/she work to increase the city's tax base through economic development?

Rating

Comments:

Intergovernmental Relations

Does the city manager cooperate professionally and respectfully with neighboring communities and citizens while looking after the interests of the City of Willits?

Rating

Comments:

City Council Relations

Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he/she willing to meet with council members to deal with individual problems and issues?

Rating

Comments:

Planning

Does the city manager involve him/herself in the planning process to the correct degree? Does he/she review the process and look for better ways to handle development activities?

Rating

Comments:

Financial Management / Budget

Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he/she ensure the city's monies are managed properly?

Rating

Comments:

Additional Comments:

Name of Rater: _____

Date: _____



CONFIDENTIAL

CITY MANAGER PERFORMANCE EVALUATION

CITY MANAGER PERFORMANCE EVALUATION					
ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE					
A. Providing Information	WEAK		STRONG		
1. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?	1	2	3	4	5
2. Do you feel that you receive information on an equal basis with other Councilmembers?	1	2	3	4	5
3. Do reports provide adequate information and analysis to help you make sound decisions?	1	2	3	4	5
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	1	2	3	4	5
5. Does the City Manager regularly consult with the Mayor/Vice-Mayor before setting the agenda to determine appropriate topics and timing?	1	2	3	4	5
6. Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?	1	2	3	4	5
7. Are Council packets relatively free of errors and omissions?	1	2	3	4	5
Comments					



CONFIDENTIAL

CITY MANAGER PERFORMANCE EVALUATION

Page 2 of 7

B. Providing Advice	WEAK					STRONG				
1. Does the City Manager have adequate knowledge of municipal affairs?	1	2	3	4	5					
2. Does he exercise good judgment?	1	2	3	4	5					
3. Do you feel that the City Manager considers alternatives before making recommendations?	1	2	3	4	5					
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems?	1	2	3	4	5					
5. How do you feel about the quality of analysis that accompanies recommendations?	1	2	3	4	5					
6. Does he have a good sense of timing in bringing issues to the Council for action?	1	2	3	4	5					
Comments										

INTERNAL ADMINISTRATION										
A. Financial Management	WEAK					STRONG				
1. Are you comfortable with the City Manager's approach to budget preparation and review?	1	2	3	4	5					
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials and equipment?	1	2	3	4	5					
3. Does the City Manager have sufficient knowledge of financial matters?	1	2	3	4	5					
4. Does the City Manager provide you with sufficient information on the financial status of the City government?	1	2	3	4	5					
5. Is the budget submitted on time?	1	2	3	4	5					



CONFIDENTIAL

CITY MANAGER PERFORMANCE EVALUATION

Page 3 of 7

Comments:

B. Personnel Management	WEAK		STRONG		
1. Is the City Manager successful in guiding people so that they work together as a team toward common objectives?	1	2	3	4	5
2. Is the City Manager effective in selecting and placing personnel?	1	2	3	4	5
3. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?	1	2	3	4	5
4. Is the City Manager willing to face up to disciplinary problems and take action when warranted?	1	2	3	4	5
5. Is the City Manager effective in promoting positive employer-employee relations?	1	2	3	4	5
6. Does the City Manager respond to Council suggestions on employee training, work priorities and productivity? Are the decisions explained to Council?	1	2	3	4	5
7. Is the City Manager effective on assuring that staff makes a positive impression on citizens?	1	2	3	4	5
8. Does the City Manager ensure that every City employee receives a written annual performance review?	1	2	3	4	5
Comments					



CONFIDENTIAL

CITY MANAGER PERFORMANCE EVALUATION

Page 4 of 7

C. Getting the Job Done	WEAK					STRONG				
1. Do you have the feeling that things the Council decides or directs get done?	1	2	3	4	5					
2. Does the City Manager organize or assign work so that it is performed efficiently and effectively?	1	2	3	4	5					
3. Does the City Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks"?	1	2	3	4	5					
4. Does the City Manager put in sufficient time and effort to perform to your expectations?	1	2	3	4	5					
5. Does the City Manager have a good sense of priorities in the way he spends his time on the job?	1	2	3	4	5					
6. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?	1	2	3	4	5					
7. Does the City Manager develop and carry out short and long-term action plans?	1	2	3	4	5					
Comments										

EXTERNAL RELATIONS										
A. Citizen Relations	WEAK					STRONG				
1. Does the City Manager generally make a positive impression on citizens and is he respected in Willows?	1	2	3	4	5					
2. Is he effective in handling disputes or complaints involving citizens?	1	2	3	4	5					
3. Does the City Manager have appropriate visibility or identity in the community?	1	2	3	4	5					
4. Does the City Manager represent Council positions and policies accurately and effectively?	1	2	3	4	5					



CONFIDENTIAL

CITY MANAGER PERFORMANCE EVALUATION

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5. Does the City Manager give sufficient credit to Council?	1	2	3	4	5
6. Does the City Manager think and act in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are key?	1	2	3	4	5
Comments					

B. Intergovernmental Relations	WEAK			STRONG	
1. Is the City Manager effective representing the City's interests in dealing with other agencies?	1	2	3	4	5
2. Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?	1	2	3	4	5
Comments					

PERSONAL CHARACTERISTICS					
A. Personality	WEAK			STRONG	
1. Is the City Manager's personality suited to effective performance of his duties?	1	2	3	4	5

B. Communications	WEAK			STRONG	
1. Is the City Manager easy to talk to?	1	2	3	4	5
2. Do you feel he is a good listener?	1	2	3	4	5
3. Are communications thoughtful, clear and to the point?	1	2	3	4	5



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CITY MANAGER PERFORMANCE EVALUATION

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4. Does the City Manager show sensitivity to the concerns of others?	1	2	3	4	5
Comments					

C. Management Style	WEAK		STRONG		
1. Does the City Manager demonstrate interest and enthusiasm in performing his duties?	1	2	3	4	5
2. Does he have sufficient leadership characteristics to command respect and good performance from employees?	1	2	3	4	5
3. Does the City Manager show initiative and creativity in dealing with issues, problems and unusual situations?	1	2	3	4	5
4. Is the City Manager open to new ideas and suggestions for change?	1	2	3	4	5
5. Does the City Manager create an atmosphere in which employees can enjoy working for the City?	1	2	3	4	5
6. Is the City Manager honest and ethical?	1	2	3	4	5
7. Does the City Manager work well under pressure?	1	2	3	4	5
8. Is the City Manager able to change his approach to fit new situations?	1	2	3	4	5
9. Can the City Manager consistently put aside personal views and implement Council policy and direction?	1	2	3	4	5
Comments					



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CITY MANAGER PERFORMANCE EVALUATION

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ACHIEVEMENTS

List the top three achievements or strong points of the City Manager for the past six (6) months.

FUTURE DEVELOPMENT

List three performance objectives for the City Manager that you feel are the most important targets for this year.

	WEAK			STRONG	
OVERALL RATING	1	2	3	4	5

Councilmember _____

Date _____

ATTACHED T C

City Administration/Effective Management

Standard: *The City Manager is an effective manager of resources.*

Relevant Codes:

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 shall be responsible for the efficient administration of all the affairs of the city which are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in this chapter.

Comments:

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.

Comments:

2.10.100 Appointment, removal, etc., of employees: 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

Comments:

	Needs Improvement	Meets Standards	Exceeds Standard

	Needs Improvement	Meets Standards	Exceeds Standard
<p>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.</p> <ol style="list-style-type: none"> 1. Works closely with the department heads for effective use of resources, personnel management, and planning 2. Promotes a positive work environment 3. Is knowledgeable about current law effecting personnel management, city government 4. Packets, budgets, and other public information is accurate, timely, and complete <p>Comments:</p>			

Council Support

Standard: *The City Manager works well with and supports the Council*

Relevant Codes:

2.05.090 Agenda – Preparation – Posting and delivering agenda: The agenda shall be prepared by the city manager, in consultation with the mayor. 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.

Comments:

	Needs Improvement	Meets Standards	Exceeds Standards
<p>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 deems necessary or expedient.</p> <p>Comments:</p>			

	Needs Improvement	Meets Standards	Exceeds Standard
<p>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, and neither the city council nor any member thereof shall give orders to any subordinates of the city manager. The city manager shall take his 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.</p> <ol style="list-style-type: none"> 1. Keeps abreast of current local and state issue 2. Recommendations to the council include clear analysis, alternatives, and recommendations 3. Follows Council direction and supports Council Decisions 4. Is knowledgeable about budget and other city issues 5. Works effectively and consistently with all council members 6. Works with Mayor to establish agendas <p>Comments:</p>			

Public Relations

Standard: *The City Manager promotes a positive public image*

Relevant Codes:

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.

Comments:

	Needs Improvement	Meets Standards	Exceeds Standard
<p>Public Relations</p> <p>Standard: <i>The City Manager promotes a positive public image</i></p> <p>Relevant Codes:</p> <p>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.</p> <p>Comments:</p>			

Overall Rating

Needs Improvement Meets Standards Exceeds Standard

Comments:

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Future Development: List three performance objectives for the City Manager that you feel are the most important targets for this year.

A: _____

B: _____

C: _____



AGENDA ITEM

December 13, 2016

TO: Honorable Mayor Hansen and Members of the Council

FROM: Natalie Butler, City Clerk

SUBJECT: Council Committee Appointments for 2017

RECOMMENDATION:

Consider appointments to various committees / panels for 2017.

SITUATION:

Attached for Council's review and consideration is a list of the various committees on which Council members serve as City representatives. The appointments of the primary representative(s) and alternate(s) to specific committees are reviewed annually by the Council. Consistent with past practice, the Mayor, with the concurrence of Council, initiates recommendations for both continued and new appointments.

As indicated on the current list of committee representatives, a number of the positions are appointed for a specific period, while others do not have term expiration dates. Several of the committee appointments are made through the City Select Committee on which the City has an appointed representative (the Mayor). The City alternates every other year with the City of Orland with respect to appointments on the Glenn County Transportation Commission. During 2017, the City of Willows will have one member and one alternate on the Transportation Commission.

Please note that those committees/boards/commissions highlighted in yellow are required to have assignments made for 2017.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION:

County Clerk's Office

ALTERNATE ACTIONS:

None

RECOMMENDATION:

Consider appointments to various committees / panels for 2017.

ATTACHMENTS:

Exhibit A – Blank list of available Committee Assignments & Term Expirations that need to be assigned to Council Members for 2017.

Exhibit B – (Current) Committee Assignments for 2016 (For Reference Only)

Exhibit C – Draft Agenda for City Selection Committee Meeting to be held January 9, 2017 at 8:30 a.m. (2017 Mayor attends).

Respectfully submitted by:



Natalie Butler,
City Clerk

Approved By:



Wayne Peabody,
Interim City Manager

EXHIBIT A

WILLOWS CITY COUNCIL 2017 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	1 Member		5/3/2021
*Glenn County Waste Management Regional Agency	1 Member 1 Alternate		01/2018
*Transit Committee	2 Members 1 Alternate		01/2018
*Transportation Commission	1 Member 1 Alternate		01/2018
*LAFCO (Term is four years)	1 Member 1 Alternate		5/3/2021 12/2018
City Select Committee	Mayor		12/2017
Countywide Mosquito & Vector Committee	Mayor		12/2017
Finance Committee	2 Members		12/2017
GCID Voting Delegate	Mayor		12/2017
League Legislative Delegate	Mayor		12/2017
Library Board	1 Member		12/2017
3CORE (Formerly known as Tri-Counties Economic Development Committee)	1 Member 1 Alternate		12/2017
CDBG Loan Committee	2 Members		12/2017
Public Safety (Police & Fire) Committee	2 Members		12/2017
City & Counties Economic Development Steering Committee	2 Members 1 Alternate		12/2017

*** The City Selection Committee makes the final selection to these Committees.
Updated 12/9/2015**

NOTES:

- The Willows City Council on December 11, 2007, by consensus, deleted the Community User Access Group, the Water Awareness Committee, the Central Sacramento Valley Resource Conservation Development Area, and the Cities/County Library Advisory Board due to these Committees no longer being active. The California Water Service Company Community Advisory Panel was added to the list. The Wastewater Treatment Plant Liaison was deleted from the Committee list at the City Council Meeting of December 9, 2008.
- The Willows City Council on June 23, 2009, adopted a Resolution that designated the Mayor in any given year to be the Voting Delegate for Glenn Colusa Irrigation District Elections.
- The Willows City Council on December 16, 2009, by consensus, deleted the California Water Service Company Community Advisory Panel and the CDBG Loan Committee due to lack of activity.
- The Willows City Council on December 14, 2010, by consensus, reinstated the CDBG Loan Committee.
- The Willows City Council on December 13, 2011, by consensus, added the "Public Safety (Police & Fire) Subcommittee" to the list of Committee Representative.
- The Willows City Council on December 11, 2012, by consensus, added the City & Counties Economic Development Steering Committee. They also, by consensus, disbanded the Weed Abatement Subcommittee & the Budget Development Subcommittee.
- The Willows City Council on December 9, 2014, by consensus determined that the Mayor would be the Committee Member for the Countywide Mosquito & Vector Committee in any given year.

EXHIBIT B
CURRENT WILLOWS CITY COUNCIL 2016 COMMITTEE
REPRESENTATIVES

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Domenighini	12/09/2014	5/1/2017
*Glenn County Waste Management Regional Agency	Hansen Mello Williams (Alternate)	12/08/2015	01/207
*Transit Committee	Hansen Williams Yoder (Alternate)	12/08/2015	01/2017
*Transportation Commission	Hansen Williams	12/08/2015	01/2017
*LAFCO (Term is four years)	Domenighini	12/08/2015	05/2017
City Select Committee	Mayor	12/2004	12/2016
Countywide Mosquito & Vector Committee	Mayor	12/08/2015	12/2016
Finance Committee	Williams Mello	12/08/2015	12/2016
GCID Voting Delegate	Mayor	12/2000	12/2016
League Legislative Delegate	Mayor	12/2004	12/2016
Library Board	Domenighini	12/08/2015	12/2016
3CORE (Formerly known as Tri-Counties Economic Development Committee)	Mello Yoder (Alternate)	12/08/2015	12/2016
CDBG Loan Committee	Domenighini Hansen	12/08/2015	12/2016
Public Safety (Police & Fire) Committee	Hansen Yoder Williams (Alternate)	12/08/2015	12/2016
City & Counties Economic Development Steering Committee	Hansen Yoder Williams (Alternate)	12/08/2015	12/2016

EXHIBIT C



COUNTY OF GLENN CLERK OF THE BOARD OF SUPERVISORS

Willows Memorial Hall
525 West Sycamore Street
P. O. Box 391, Willows, CA 95988
530-934-6400 -- FAX 530-934-6419
website: www.countyofglenn.net

DI AULABAUGH
Clerk of the
Board of Supervisors

DEBBIE LAMBERT, Sr. Deputy Clerk
COURTNEY HOULE, Deputy Clerk

CITY SELECTION COMMITTEE

The City Selection Committee is created pursuant to Government Code Section 50270 for the purpose of appointing city representatives to boards, commissions, and agencies as required by law. The membership of the committee consists of the mayor of each incorporated city within the County. If you have any questions concerning this agenda or the City Selection Committee please contact the Clerk of the Board.

AGENDA

MONDAY, JANUARY 9, 2017 – 8:30 A.M.
Board of Supervisors Chambers
525 West Sycamore Street
Willows, CA 95988

1. Appoint **Chairman** and **Vice Chairman** to serve for Calendar Year 2017.
2. Appoint city representatives to the **Transportation Commission**, to serve a one year term to January 2018:
 - a. City of Orland: Two (2) member
 - b. City of Willows: One (1) members and one (1) alternate member
3. Appoint city representatives to the **Regional Transit Committee**, to serve a one year term to January 2018:
 - a. City of Orland: Two (2) members and one (1) alternate member
 - b. City of Willows: Two (2) members and one (1) alternate member
4. Appoint city representatives to the **Glenn County Waste Management Regional Agency Governing Board**, pursuant to the provisions of Joint Exercise of Powers Agreement (Contract No. 1174) executed March 17, 1998 with the City of Willows, City of Orland, and the County of Glenn for Solid Waste Disposal and AB 939, to serve a one year term to January 2018:
 - a. City of Orland: Two (2) members and one (1) alternate member
 - b. City of Willows: One (1) member and one (1) alternate member
5. Appoint City representatives to the **Local Agency Formation Commission** to serve a four year term to May 3, 2021; (Representation alternates between Cities each year. 2016 Alternate was appointed from the City of Orland);
 - a. City of Orland: One (1) member
 - b. City of Willows: One (1) member
 - c. Appoint one (1) alternate member (Willows) to serve to January 2018.
6. Appoint one Willows City representative to the **Airport Land Use Commission** serve a four year term from May 1, 2017 to May 3, 2021.
7. **Unscheduled Matters and Public Comment.**



AGENDA ITEM

TO: Honorable Mayor Hansen and City Council Members

FROM: Natalie Butler, City Clerk

SUBJECT: Election of Mayor and Vice Mayor for 2017

RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2017.

SITUATION

Administrative Procedure and Policy Number 1-7 of the City of Willows provides for an election of a Mayor and a Vice Mayor in December of each year. The terms of office for the newly selected Mayor and Vice Mayor will run from January 1, 2017, through December 31, 2017 unless otherwise appointed by the Council to serve an additional term or terms.

FINANCIAL CONSIDERATIONS

None

NOTIFICATION

None

ALTERNATE ACTIONS

No alternatives are recommended

RECOMMENDATION

- 1) Receive nominations for Mayor for 2017 and upon closure of nominations, by motion, elect a Mayor for 2017; and
 - 2) Receive nominations for Vice Mayor for 2017 and upon closure of nominations, by motion, elect a Vice Mayor for 2017.
-

Respectfully submitted,



Natalie Butler,
City Clerk

Approved By:



Wayne Peabody,
Interim City Manager