



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: September 11, 2012

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Council/Staff Workshop

The Council is asked to consider the proposal to conduct a Council/Staff workshop.

Attachments: Proposal from John Blacklock, Bio of John Blacklock

Recommendation:

Consider the concept, and if agreeable offer feedback on potential dates and times. And authorize the City Administrator to sign an agreement with John Blacklock Consulting not to exceed \$750.00.

Fiscal Impact:

Workshop facilitator: \$750.00, plus incidental workshop expenses.

Background:

At the conclusion of his interim City Administrator service, Tom Lando recommended that the City conduct a Council/Staff workshop to assist in defining roles, responsibilities, communications and related items. Mr. Lando suggested former Butte County Chief Administrative Officer John Blacklock.

I had the pleasure of working with Mr. Blacklock during my 9 years on the Board of Directors of the Chico Chamber of Commerce. I have firsthand knowledge of, experience with, and respect for Mr. Blacklock's skills and extensive knowledge of local government operations, challenges and successes. I believe that Mr Blacklock will do an excellent job for the City of Biggs.



Mark Sorensen, City Administrator

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City Council/Staff Workshop Proposal – City of Biggs

The following outlines my proposal to facilitate a 3 hour workshop to include the City Council, City Administrator, and key staff as discussed at a recent meeting between Consultant John Blacklock and City of Biggs City Administrator Mark Sorensen:

The scope of services will be to facilitate a three hour workshop to review the City Council/City Administrator/staff relationship including roles, responsibilities, communications, and related items. I propose to include a brief review of the existing Mission/Vision/Values of the City of Biggs and discussion of the “Critical Success Factors” necessary to achieve the City’s vision. Also, I propose to discuss City Council expectations of staff participating in the workshop with particular emphasis on the role of and relationship to the City Administrator.

My full cost to prepare for and facilitate this workshop would be \$750.00.

BIOGRAPHY of JOHN S. BLACKLOCK

John Blacklock retired from his position of Chief Administrative Officer for Butte County in September, 2001, after having served in that position for 9 years and 3 months. He reported to the Board of Supervisors and was responsible for the administration of all offices, departments, and agencies under the jurisdiction of the Board. He developed fiscal and organizational plans and managed an annual operating budget of \$275 million with approximately 2,000 employees as well as contract services.

In his retirement John maintains a private consulting business which has included contracts with the Chico Chamber of Commerce to provide government relations services and working with Chico State University in developing and serving as faculty on the Local Government Leadership Institute. He has served as interim city manager in the Cities of Anderson and Red Bluff and as interim county administrative officer in Tehama and Lassen Counties. He has conducted a variety of organizational development and teambuilding programs for various local government agencies.

John graduated from the University of California at Santa Barbara in 1966 with a Bachelor's degree in Geology. In 1977 he received a Master's Degree in Business Administration from California State University in San Jose.

John served two years in the United States Army from 1967 to 1969. He worked six years for Leslie Salt Company in land management and six years as Administrative Aide and Clerk of the Board for the Solano County Board of Supervisors. John worked for seven years as District Coordinator for State Senator Jim Nielsen.

John was appointed by Governor Pete Wilson to the Board of Directors of the Silver Dollar Fair and was subsequently appointed by Governors Schwarzenegger and Brown. He is a member of the Butte County Farm Bureau, International City/County Managers Association, and American Legion. He served for four years on the Butte College Foundation Board of Directors.

John was born in Napa, California, and is a fourth generation Californian. He and his wife Kathleen have three children, Patrick, Brigit and Sam.