



A Proposal to Conduct an Executive Recruitment
for the Position of
CITY MANAGER
on behalf of the
CITY OF



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June 15, 2023

CITY COUNCIL
CITY OF BRISBANE
BRISBANE CITY HALL
50 PARK PLACE
BRISBANE, CALIFORNIA 94005

Dear Members of the City Council:

Bob Murray & Associates is pleased to submit a proposal to conduct the City Manager recruitment for the City of Brisbane. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms by capitalizing on our decades of experience and vast network of contacts. As a minority and woman owned firm, Bob Murray & Associates' places diversity, equity, and inclusion at the forefront of each recruitment. We recognize the importance of meeting each client's unique recruitment needs and building a plan together to establish success. Our expertise ensures that the candidates we present to the City of Brisbane will match the criteria you have established, be a positive addition to your organization, and be outstanding in their field.

Bob Murray & Associates recognizes that we work at the pleasure of the City Council and our job is to facilitate the Council in finding the City of Brisbane's next City Manager. Our best practice is to establish a strong partnership with the Council, to ensure the placement of a City Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the Council individually to discuss their expectations for the City of Brisbane's new City Manager. The feedback received from Council will be essential in providing guidance when recruiting and screening candidates for the position.

With respect to the City Manager recruitment and the City of Brisbane, Bob Murray & Associates has placed over 200 City Managers since our firm's inception in 2000. We are currently conducting City Manager recruitments on behalf of the California cities of Desert Hot Springs, Merced, San Marino, San Ramon, South Gate, Ventura, and Winters. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the City of Brisbane's next City Manager.

Recent City Manager recruitments we have completed similar in size and scope to your upcoming search include the following:

2023

Auburn, CA
Gonzales, CA
Clayton, CA
Downey, CA

Moraga, CA (Town Manager)
Piedmont, CA (City Administrator)
Rio Vista, CA
San Bruno, CA
San Rafael, CA

Santa Clara, CA
Yountville, CA

2022

Calistoga, CA
Monterey County, CA (County Administrative
Officer)
Livermore, CA
Placer County, CA (County Executive Officer)
Rohnert Park, CA
St. Helena, CA
Sonoma County, CA (County Administrator)
Yolo County, CA (County Administrator)

2021

Carpinteria, CA (Assistant City Manager)
Cathedral City, CA (Assistant City Manager)
Cudahy, CA

Gridley, CA (City Administrator)
Irvine, CA
Laguna Beach, CA
Los Altos Hills, CA
Los Banos, CA
Marion, IA (Deputy City Manager)
Mt. Shasta, CA
Orinda, CA
San Carlos, CA (Assistant City Manager)
San Clemente, CA
Santa Barbara, CA (Assistant City
Administrator)
Scotts Valley, CA
Selma, CA
Sonoma, CA
South Pasadena, CA
Willits, CA

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Gary Phillips, who conducts a majority of our City Manager and Assistant City Manager recruitments. Mr. Phillips is highly experienced in guiding elected bodies through the decision-making process and would not only direct and supervise the project team from beginning to end but also serve as your Recruiter.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 17 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Gary Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding a positive placement, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the City Manager will lead to superlative results for the City of Brisbane. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Brisbane's needs will be key to a successful search. Gary Phillips will meet with the City Council and key stakeholders to learn as much as possible about the ideal candidate for the City Manager position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Brisbane.

Mr. Phillips will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City Council and Mr. Phillips will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the City of Brisbane desires, we will work with the City Council to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Phillips and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Brisbane to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Brisbane that you feel best represent your organization and your community.

Upon your approval, Mr. Phillips will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the City Manager position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Phillips will also design an effective advertising campaign appropriate for the City Manager recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Manager field.

Suggested City Manager-specific advertising sources for the City of Brisbane’s search include:

- ICMA Newsletter
- League of Women in Government
- California City Management Foundation
- California City News

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women’s Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Phillips will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Brisbane, to maximize the potential for individuals from a wide variety of backgrounds, cultures, physical abilities, life experiences, and gender to be considered for the City Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the City Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Mr. Phillips will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the

field of candidates. Internal candidates receive sensitive consideration, and Mr. Phillips will discuss with the City Council how the City of Brisbane wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Mr. Phillips will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Mr. Phillips will explore each candidate's background and experience as it relates to the City Manager position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Mr. Phillips will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Mr. Phillips, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Phillips to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Mr. Phillips will recommend a limited number of candidates for your further consideration. He will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience, education, and salary information for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Brisbane to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the City Council and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Mr. Phillips helps the City of Brisbane to design.

Mr. Phillips will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Mr. Phillips and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Phillips knows what other organizations have done to put deals together with great candidates and what the current market is like for City Manager positions in organizations like the City of Brisbane's. He will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate.

With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Brisbane, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Mr. Phillips on behalf of the City of Brisbane.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Phillips will be available to the City of Brisbane by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the City Manager recruitment on behalf of the City of Brisbane is \$25,000. Services provided for in this fee consist of all steps outlined in this proposal, including three (3) meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Brisbane. Therefore, Mr. Phillips will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

The City of Brisbane will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$7,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the City of Brisbane.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the City of Brisbane.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$25,000
Reimbursable Expenses <i>Example costs and approximate amounts include:</i>	
Brochure Design and Printing (\$1,275)	
Advertising (\$3,000)	\$7,000
Background Checks – 3 candidates (\$550)	
Consultant Travel (\$1,600)	
Other expenses – supplies, shipping, clerical (\$575)	
Not-to-Exceed Total	\$32,000

Optional Services

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey: \$250
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Other services: \$250/hour or \$1,500/day

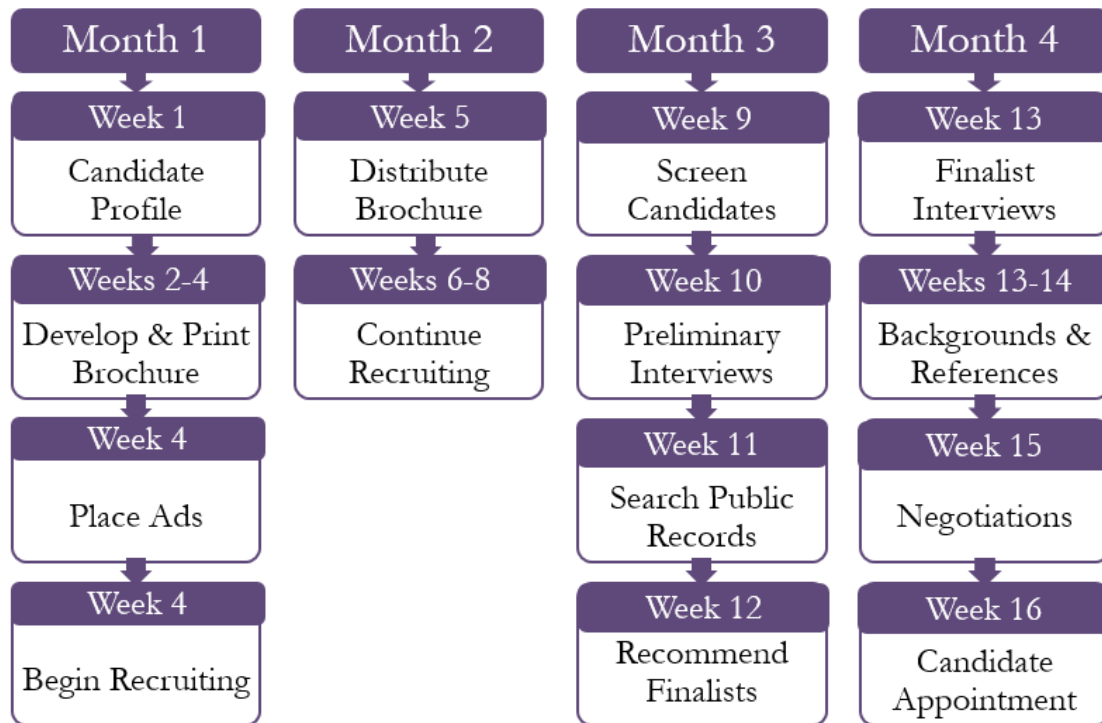
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the City of Brisbane with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the City of Brisbane's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Brisbane. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of fifteen (15):

- ✦ Bob Murray, *Founder*
- ✦ Valerie Gaeta Phillips, *President*
- ✦ Gary Phillips, *Executive Vice President*
- ✦ Joel Bryden, *Vice President*
- ✦ Yasmin Beers, *Senior Executive Recruiter*
- ✦ Carmen Valdez, *Senior Executive Recruiter*
- ✦ Adele Fresé, *Senior Executive Recruiter*
- ✦ Bryan Hill, *Senior Executive Recruiter*
- ✦ Stacey Stevenson, *Senior Executive Recruiter*
- ✦ Deanna Cantrell, *Executive Recruiter*
- ✦ Jon Lewis, *Executive Recruiter*
- ✦ Alexandria Kopack, *Recruitment and Operations Manager*
- ✦ Kathy Lolas, *Senior Recruitment Coordinator*
- ✦ Stephanie Marshall, *Recruitment Coordinator*
- ✦ Gini Herndon, *Contracts Administrator/Bookkeeper*

BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of

fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013.

Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

YASMIN BEERS, SENIOR EXECUTIVE RECRUITER

Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Adventist Medical Center's Civic Advisory Board and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

CARMEN VALDEZ, SENIOR EXECUTIVE RECRUITER

Carmen Valdez provides executive recruitment and human resource services to municipal government agencies and non-profits. She has more than 25 years' experience in team-building, executive search, general human resources, classification and compensation, testing, policy

development, performance management, organizational development, discipline, and other employee relations activities.

Carmen has most recently been consulting with Municipal Resource Group, prior to which she spent over 30 years with the City of Milpitas, a Silicon Valley city of 70,000 residents. In this capacity, she was responsible for collective bargaining, PEPRA and Affordable Care Act implementation, modernizing Human Resource services to improve efficiencies and reduce costs, revamping the Workers Compensation service delivery and completing a City-wide strategic plan. Carmen also spent almost 2 years as the Director of Recreation Services.

In addition to her significant experience in the public sector, Carmen earned a Bachelor of Arts degree in Business from University of Phoenix. She is also a member of Local Government Hispanic Network and League of Women in Government. She is an avid runner and enjoys giving back to her community.

ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER

Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as a Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

BRYAN HILL, SENIOR EXECUTIVE RECRUITER

Chief Bryan Hill (ret.) spent over 30 years serving as a public safety leader in the San Francisco Bay Area. During his career, he worked for three appreciably different East Bay cities and developed and led several regional programs providing him a broad perspective of local government. Much of Bryan's career was spent working in a wide variety of leadership and executive level roles. As a police chief and city department head he was known for a progressive and principled leadership approach.

Throughout his career, Bryan emphasized community engagement. As a municipal government executive, he was dedicated to establishing lasting community partnerships, building strong teams, and continues to participate in leadership development.

Bryan received the California Police Officer's Association Award of Distinction for his efforts in developing regional partnerships that increased efficiencies, professionalism and service to the community. Bryan received his Bachelor of Arts degree in Social Science from California State University, Sacramento and he earned a Master of Science in Organizational Leadership. He is a graduate of the FBI National Academy and holds a California POST Executive Certificate.

STACEY STEVENSON, SENIOR EXECUTIVE RECRUITER

In Ms. Stevenson's 32 years of service in municipal government, she worked for the California cities of San Diego, National City, and Murrieta. Ms. Stevenson began her professional career in City of San Diego as a Personnel Analyst and went on to work in the Personnel, Metropolitan Wastewater, Engineering, and Contracting departments; as well as the City Manager's office, progressing from Analyst to Deputy Director. She also assumed special projects such as the creation and opening of the City's neighborhood service centers and Liaison to the City Council.

From San Diego she joined the City of National City where she served as the Director of Human Resources, the Director of Administrative Services, and Deputy City Manager. She oversaw Community Services, Finance, Human Resources, and Information Technology; and managed special projects such as the balloting and passage of the City's local sales tax and the implementation of a new payroll module.

In the City of Murrieta, Ms. Stevenson served as Administrative Services Director and Deputy City Manager, again overseeing Community Services, Finance, Human Resources and Information Technology and managing special projects. Ms. Stevenson has also served as a commissioner on both the Child Care and Civil Service Commissions for the City of Chula Vista.

Ms. Stevenson holds a Bachelor's degree in Industrial Organizational Psychology as well as a Master of Business Administration degree with an emphasis in Human Resource Management.

DEANNA CANTRELL, EXECUTIVE RECRUITER

Deanna Cantrell brings 28 years of municipal government passion and experience to Bob Murray & Associates as an executive recruiter. Deanna is recognized as a prominent driver of public safety leadership, innovative and evidence-based problem solving, advancing trust and community building, and developing leaders. She has a proven record for exceptional communication, talented public speaking, forward thinking policing, strategic planning, staff development, mentoring, and coaching.

Deanna was the Chief of Police for the City of Fairfield, California for over two years. Prior to that, Deanna served almost five years as the Chief of Police in San Luis Obispo (SLO) California, and over 21 years with the Mesa, Arizona Police Department where she moved through the ranks from Officer to Assistant Chief.

Deanna has built a deep-rooted history of building trust with the community, improving employee health and wellness, and advancing meaningful police transformation. Deanna has developed numerous testing processes, has assisted in over 20 executive recruitments, and is gifted in mentoring, coaching and recognizing and developing talent. She served for four years as the Co-Chair for the California Women Leaders in Law Enforcement (WLLE) and is the WLLE Foundation Board President, also chairing the mentoring committee. Deanna served for six years on the California Police Chiefs Association Board. She is currently an Executive Fellow for the National Policing Institute and is on the Board for Police2Peace. In 2018 Deanna was selected as the 24th District, California Congressional Woman of the year, and in 2022, Women Leaders in Law Enforcement established the Deanna Cantrell Exceptional Leadership award.

Deanna holds a Bachelor of Science in Education and a Master of Administration from Northern Arizona University. She has an Executive Development Certificate from CA POST, teaches Advancing Ethical Leadership for CA POST through Cal State Long Beach, and is a graduate of Northwestern University Police Staff and Command School where she is also an adjunct faculty member, teaching policy, executive image, strategic planning, internal conflict.

Deanna enjoys the arts, playing the guitar, golfing, and growing future leaders.

JON LEWIS, EXECUTIVE RECRUITER

Jon Lewis brings over 30 years of municipal government experience to Bob Murray and Associates. Jon began his career in public service in 1991 with the City of Newport Beach, an iconic coastal community of 53 square miles in Southern California. After successfully working his way through the ranks of the Police Department, he honorably retired in December of 2022 after serving as the Chief of Police for nearly seven years. Jon is known for his commitment to selfless service, ethical leadership and maintaining longstanding community partnerships. During his tenure as Chief of Police, the Newport Beach Police Department achieved reduction in crime to historic lows through effective, data-driven community policing strategies as well as excellence in emergency response and 911 call answer times.

Jon graduated with honors from California State University Long Beach with a Bachelor of Science degree in Criminal Justice and Speech Communication, and holds a Master of Arts degree in Criminal Justice from Chapman University. He is a graduate of several advanced law enforcement training courses including the California Commission on Peace Officer Standards and Training Command College. Jon has authored two university-level textbooks in criminal justice and is an instructor with the Center for Criminal Justice Research and Training at California State University Long Beach.

He and his wife, Darcy, have two children and reside in Orange County.

ALEXANDRIA KOPACK, RECRUITMENT AND OPERATIONS MANAGER

Alex is the Recruitment & Operations Manager with Bob Murray & Associates, and partners closely with each executive recruiter to support both clients and candidates through the entire recruitment process. Alex offers support to the recruitment coordinators by ensuring each employee has the tools necessary for success within the firm. She also posts available positions to

job boards, schedules interviews, conducts background checks on candidates, and creates marketing materials for each search.

Alex graduated with a bachelor's degree in Business Administration from Boise State University. She has several years of experience in many different office settings and is eager to assist in the hiring process.

In her spare time, Alex enjoys spending time with her husband, family, and poodle (Theo), as well as playing tennis whenever weather allows.

KATHY LOLAS, SENIOR RECRUITMENT COORDINATOR

Kathy recently joined the Bob Murray & Associates team after eight years of retirement. She is serving as a Recruitment Coordinator and brings over 30 years of experience from the residential real estate, state government, and life coaching industries. As a Recruitment Coordinator, Kathy partners closely with executive recruiters to provide support to candidates and clients throughout the recruitment process. She assists with scheduling, conducting background checks, creating marketing materials, and posting advertisements for open recruitments.

Kathy returned to graduate school in 2015, earned her Master's degree and launched a private life-coaching practice. She is known for her outgoing personality, attention to detail and collaborative approach to successfully completing executive recruitments. In her free time, Kathy enjoys playing jazz piano, travel, boating, and playing with her poodle, "Rocky".

STEPHANIE MARSHALL, RECRUITMENT COORDINATOR

Stephanie serves as a Recruitment Coordinator with Bob Murray & Associates, partnering closely with executive recruiters to support clients and candidates through the recruitment process. She assists with scheduling interviews, creating marketing materials, posting advertisements, and conducting background checks, as well as many other administrative tasks that contribute to the success of each recruitment.

Stephanie graduated with a Bachelor's degree in Anthropology and earned a Paralegal certification from the University of California, Davis. She's worked in various offices before her time at Bob Murray & Associates and is excited to assist in the hiring process.

During her free time, Stephanie enjoys spending time with family, reading high fantasy novels, and being out on the water.

GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 280
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Brisbane:

- California Special Districts Association – *Member*
- California City Management Foundation (CCMF) – *Member*
- International City/County Management Association (ICMA) – *Member*
- League of California Cities – *League Partner*
- League of Women in Government – *Sponsor/Member*
- Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month; and
- “The Next Step on Your Career Ladder: A Rung Up or a Missed Step? What City Managers are Seeking to Create a Dream Team,” Bob Murray & Associates is a leading participant on the MMANC 2019 Conference Panel

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: City of Auburn, CA
POSITION: City Manager
REFERENCE: Ms. Joan Phillipe, Interim City Manager
(916) 616-9615

CLIENT: City of Livermore, CA
POSITION: City Manager
REFERENCE: Ms. Nancy Dias, Human Resources Manager
(925) 960-4115

CLIENT: City of Rohnert Park, CA
POSITION: City Manager
REFERENCE: Ms. Michelle Kenyon, City Attorney
(510) 388-4669

*We appreciate the City of Brisbane's consideration of our proposal
and look forward to working with you.*





LIVERMORE
CALIFORNIA

CITY MANAGER



 **BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

Located in the heart of the northern California megaregion, Livermore is a thriving city with a collaborative and community-centered spirit. It is one of California's oldest wine regions, home to two national research labs, and even has its own element: Livermorium. There are fountains where children play, superb libraries, tech maker spaces, farmers' markets, a dynamic performing arts community, and even an annual rodeo.

The City was founded in 1869 and encompasses 26.44 square miles, with a population of approximately 90,000 residents. There are a wide range of amenities and cultural opportunities: over fifty wineries, year-round diverse cultural and civic events, an outstanding downtown and arts district with fine restaurants, local retail, and a 500-seat performing arts theatre. The City and its partner agency, Livermore Area Parks and Recreation District (LARPD), maintain forty parks and forty-one miles of bicycle trails and paths. Nearby, there are several larger regional recreation areas. In addition, Livermore has a premium outlet center, Las Positas Community College, and the Livermore Municipal Airport.

Livermore is best defined by its strong community spirit. City culture fosters this with a willingness to listen, collaborate, and work together to accomplish goals. In 2021, that spirit was rewarded as Livermore received the All-America City Award, one of ten cities nationwide and the only California city to earn this award. The City, together with the school, community college, and park districts, collaborated to accomplish goals that improved youth mental health, restricted youth vaping, addressed housing inequity and homelessness, and built a foundation to address equity and inclusion across the City.

Continuing to nurture our unique and diverse culture is an essential part of Livermore's character.

THE ORGANIZATION

Livermore is a General Law city, operating under the Council-Manager form of government. The City Council provides policy direction to the City Manager and the City Attorney. The City Attorney's office provides legal counsel for the City Council, volunteer advisory groups, and City staff. The City Manager and City Attorney work with each other and their respective staffs to inform and implement Council directions and policies.

The City Council consists of four districted Council Members, each serving no



more than two four-year terms, and an at-large Mayor, serving no more than four two-year terms. As the City's legislative body, Council sets policy and goals, enacts ordinances and resolutions, adopts the City budget, represents the City on County and regional governmental agencies, and carries out other municipal responsibilities.

The City Manager's Office has several areas of responsibility. It translates the Council's community vision into reality by enacting City policies and procedures adopted by Council. It is responsible for ensuring that all City Departments operate competently and effectively. It works with local and regional intergovernmental groups to advocate for and represent the City's interests. Finally, it nurtures Livermore's strong community spirit and encourages civic engagement through ongoing communication and dialog.

The City of Livermore employs around 415 people organized as follows.

- Administrative Services provides finance, technology, human resources, and other support services, and is where the City Clerk's Office resides.
- Community Development manages land use, building construction, infrastructure development, and housing and human services.
- Office of Innovation & Economic Development develops and implements programs that develop our vibrant, innovation-driven business and arts communities.
- Livermore Public Library connects everyone with information, education, and inspiring experiences to support individual interests and build community.



- Public Works operates and manages Livermore's infrastructure and assets including the City's airport, water and sewer services, and waste collection.
- Police Department protects the City's residents with a problem-solving, service-oriented philosophy.
- Livermore-Pleasanton Fire Department is a joint powers authority that is administered by the City Managers for Livermore and Pleasanton to manage the risk of fire, work to limit injury and property damage from disasters, and to prepare City staff and the community as a whole for disaster response.



In addition, the City's sister agency, LARPD, provides most recreation and leisure services, albeit in close conversation with public works.

THE POSITION

As one of only two employees hired by the City Council, the City Manager has great responsibility that extends from implementing long-range visions to managing individual resident's concerns. The City Manager must model the qualities the city strives to embody: integrity, competence, accountability, vision, and a collaborative spirit. The City Manager's specific responsibilities include:

- Working with and supervising the executive team to execute the City Council's policies and, in conjunction with the City Attorney's office, recommending adoption of ordinances and resolutions as directed by Council.
- Maintaining a healthy and vibrant work environment, informed by deep knowledge of trends in municipal government issues. As the final authority over City employees, the City Manager is responsible for recommending and implementing appropriate personnel policies, and effectively addressing any personnel issues.
- Ensuring a fiscally sound yearly budget that enables forward progress and ensuring good management of the City's infrastructure and assets.
- Interacting with community members to address issues, questions, or complaints about the administration of the City government or services maintained by public utilities in the City.
- Performing the duties as the Director of Emergency Services.



- Co-administering the Livermore-Pleasanton Fire Department joint powers authority.
- Representing the City with other governmental agencies locally and regionally.

THE IDEAL CANDIDATE

As Livermore develops its vision for the coming decades, the ideal City Manager will be someone who can transition from past to future while purposefully nurturing the City's communal spirit.

The ideal candidate will be intellectually curious and creative. They will be able to imagine and implement the City's long-range vision in a collegial and professional way, working collaboratively with Council, community members, regional partners, and staff. They will be personable and professional, able to develop and earn the respect of colleagues, community, and Council.

The ideal candidate will inspire and empower staff by modeling respect and collegiality and will embrace diversity, equity, and inclusion. They will foster an open and transparent environment, encourage, and model continuous improvement and best practices through respectful and clear goals and appropriate evaluation.

Qualifications: The ideal candidate will hold a Master's degree in public or business administration or related field, with a robust financial background. They will have experience as City Manager, Assistant City Manager, or Department Director, along with many years of increasingly responsible management experience in a local public or private agency.

COMPENSATION

The City Manager's salary will depend on experience and qualifications. The City of Livermore offers a highly competitive compensation and benefits package including:

Cafeteria Plan (Medical, Dental Vision) – Employer maximum of \$1950/month toward medical, dental, and vision insurance. The unused portion of the City's contribution will be added as taxable income to the employee's earnings.

Life Insurance – \$175,000 employee coverage and \$1,000 dependent coverage.

PERS –

- 1st Tier - 2.7% at 55 (Employees hired prior to 12/30/12); Member Rate - 8% employee paid.
- 2nd Tier - 2% at 60 (Classic PERS Misc Member); Member Rate - 7% employee paid.
- PEPR Tier - 2% at 62 (New PERS Misc Member); Member Rate - 6.25% employee paid.

Retirement Health Savings (RHS) – City contribution of 4% of base pay into RHS account. Medicare – Employee paid 1.45%; Employer paid 1.45%. The City does not participate in Social Security except for Federal Medicare.

Vacation – Years of Service Accrual per Year 1 80.6 hrs 2-5 120.12 hrs 6-10 135.98 hrs 11-15 160.94 hrs 16-19 180.18 hrs 20+ 192.4 hrs

Holidays – 12 observed holidays.

Sick Leave – 96.2 hours per year. (PERS benefit for unused sick leave).

Other benefits may include: Tuition Reimbursement, Cell Phone Allowance, Bereavement/Funeral Leave, Health Club Reimbursement.



TO APPLY

This is a confidential process. To be considered for this career opportunity candidates should submit a cover letter and resume and apply online at:

www.bobmurrayassoc.com

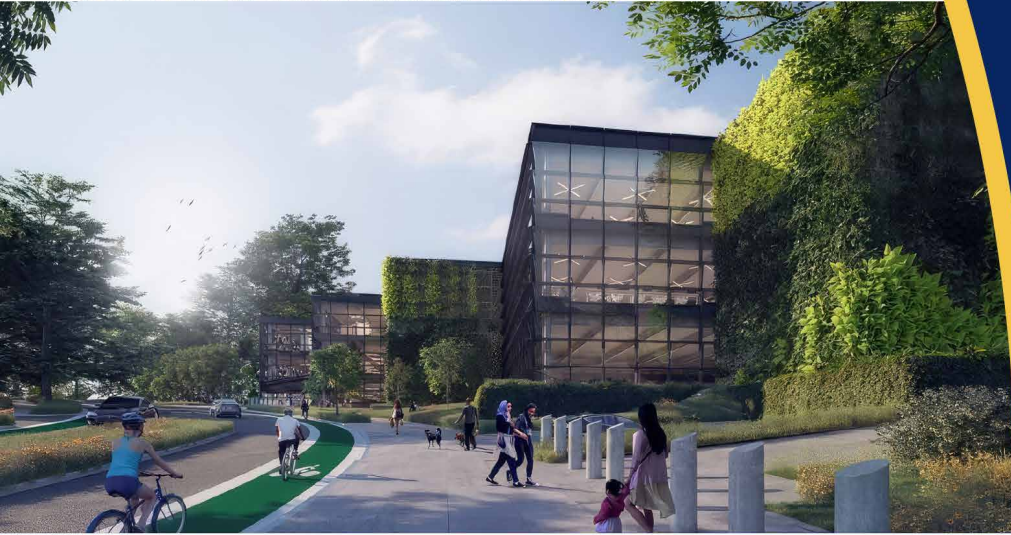
**Filing Deadline:
February 6, 2022**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with Livermore City Councilmembers. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. The select group of candidates may also be asked to complete a supplemental questionnaire to provide additional information about their experience. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080





CITY MANAGER



THE COMMUNITY

Building on recent progress, the City of San Bruno is ready for even more success. Just ten miles south of San Francisco and adjacent to the San Francisco International Airport, San Bruno sits at the center of three major freeways, the historic El Camino Real, two regional commuter rail lines (BART and Caltrain) and regional bus and express bus service - creating many exciting opportunities for transit-oriented mixed-use and residential redevelopment along transit corridors.

San Bruno, known as the "City with a Heart," is primarily a residential community, rich in ethnic diversity. With a population of 43,000, San Bruno is home to the world headquarters of YouTube and Walmart.com and boasts a diverse and up-and-coming downtown retail core. Located directly adjacent to the City of South San Francisco and its world-renowned Life Science industry, San Bruno is now attracting Life Science lab and research development along with interest from top residential developers for all types of housing at all affordability levels. San Bruno is a very diverse community which maintains a small-town charm while embracing the future and the need for economic growth and smart development, which is needed in order to strengthen city finances and create new revenue for city services, infrastructure, and community benefits.

San Bruno's mission is to provide exemplary services for the community that enhance and protect the quality of life. The City's values include integrity; protecting, guarding, and shepherding public resources and interests; teamwork; exemplary service to the community; competent, well-trained employees; friendliness; and commitment to the community.

THE ORGANIZATION

The City of San Bruno was incorporated on December 23, 1914, as a General Law City. San Bruno is governed by the City Council and operates under a Council-Manager form of government. As the policy-making body, it has the ultimate responsibility to the people of San Bruno and the implementation of all programs and City services. It approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing a City Manager and City Attorney. The City Council appoints residents to advisory boards, commissions and committees.

All major changes in direction or emphasis and organizational changes must be approved by the City Council. The City Council sets the policy and adopts the City budget. The City Manager and staff enforce the laws and implement the programs and policies which are established by the City Council.

San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. The Mayor chairs the City Council meetings, issues proclamations of recognition, represents the City in certain intergovernmental affairs and is the ceremonial head



of the City. Although the Mayor is expected to provide political leadership on City issues, the Mayor has no greater authority than any other City Council member. The Mayor and City Council as a collective body is the power of authority.

On March 22, 2022, the San Bruno City Council completed its sixth and final public hearing on the district formation process. By adopting Ordinance 1907, the City Council established the City's first district map for City Council elections. The Ordinance implements by-district elections of four City Council Members beginning in November 2022. The City of San Bruno's first by-district election began with representatives for Districts 1 and 4 during the November 2022 election. In November 2024, the remaining two districts (2 and 3) will be up for election. Each district Council Member will serve a four-year term and must live in their respective district. The remaining Council Member, the Mayor, will continue to be elected every two years. In the 2022 election, voters also enacted term limits, limiting Council members and the Mayor to twelve consecutive years of service.

The City is a full-service municipal organization including police, fire, and a cable television/internet service enterprise (CityNet). Furthermore, the City operates a water supply system and produces water through five production wells. In addition to the City Manager's Office, the City has ten departments including: City Attorney's Office, City Clerk, Community & Economic Development, Community Services, Finance, Fire, Human Resources, Police, Public Works, and CityNet Services. There are six organized employee bargaining units, five of which are represented by Teamsters Union Locals 856 and 350.

THE POSITION

The City Manager is the Chief Executive Officer of the City and reports directly to the five-member City Council, providing policy and program support. The City Manager's office is comprised of the City Manager, the Assistant City Manager, the Assistant to the City Manager, an Executive Assistant, and a Management Analyst. In accordance with

the provisions of the Municipal Code, the City Manager is responsible for preparing and managing the implementation of the City Council's Adopted Annual Operating and Capital Improvement Program budgets which outline the City's annual work program and the five-year capital improvement program. The work program balances the cost of providing City services within the available financial resources.



The City Manager serves as the Chief Executive Officer of San Bruno. As such, the City Manager is responsible for the appointment and supervision of all City department heads other than the Public Works Director and Community Economic Development Director who report to the Assistant City Manager. The City Manager is also responsible for oversight of approximately 260 full-time employees and all City operations to ensure delivery of high-quality City services. In addition, the City Manager supports the City Council by guiding the formulation, development and implementation of Council directed policies, programs and projects.

The City Manager is the administrative head of city government operations including: Police, Fire, Public Works, Community & Economic Development, Parks, Recreation, & Community Services, CityNet Services, Finance, and Human Resources. This position also plays a key role in intergovernmental relations and legislative monitoring. Essential functions include participating in and directing the preparation and administration of the City budget; addressing City Council on behalf of City staff; representing City Council to employees, community groups, the public, and other agencies; and providing a variety of other complex administrative support to the City Council. The City Manager must be focused on best practices in municipal government in order to further enhance the delivery of services to residents and increase access of information to the public.

OPPORTUNITIES & PRIORITIES

Capital Projects - San Bruno has a 5-year Capital Improvement Program (CIP) totaling \$216 million. The City's major projects include completing and dedicating a new Recreation and Aquatic Center, constructing two new neighborhood parks, replacing aging water, wastewater, and stormwater infrastructure, installing cable fiber optic for high speed internet services, and more. The new City Manager will continue to ensure that these projects move forward toward development and completion.

Council Priorities - The new City Manager will be expected to quickly develop a strong partnership with the Mayor and City Council and will address Council's current priorities.

Growth & Economic Development - As the Bay Area continues its economic boom, San Bruno continues to develop and grow along with other peninsula cities. The new City Manager must be able to manage a healthy economic

development program while also maintaining quality of life for the existing community. Developing and revitalizing the downtown and Transit Corridors Area is a top priority.

Fiscal Management - San Bruno has continued to maintain financial stability and success despite downturn cycles in the economy. The new City Manager will continue this work with renewed focus on funding and executing on much-needed long-term infrastructure projects.

Organizational Development - San Bruno, similar to other local agencies, is experiencing the continued wave of retiring baby boomers. The new City Manager will ensure ongoing staff development through mentoring and training while providing appropriate oversight and accountability.

THE IDEAL CANDIDATE

The City of San Bruno is seeking a solution oriented, strategic, and proactive candidate to serve as the next City Manager. The ideal candidate must be committed to quality services and programs, and must be responsive to the diverse community while encouraging greater community partnerships and engagement. The successful candidate will possess excellent interpersonal skills, emotional intelligence, and the political astuteness necessary to build and maintain relationships with Council, external partners, and the community. A collaborative, innovative, and adaptable candidate will be successful. The incoming City Manager must be a good listener with strong negotiation skills. A forward thinker with a proven track record of successful employee management is desired.

The incoming City Manager must be a strong leader with a proven track record of mentoring and building teams while empowering staff. A team oriented and transparent candidate will do well. The successful candidate should have a history of working effectively with elected



and appointed officials, as well as labor unions. Resiliency, persistence, and patience are essential. The new City Manager must be capable of handling economic and commercial development while ensuring the long-term financial stability of the organization. Candidates must have the ability to strategically present all viable options and alternatives for the City Council's consideration with full disclosure of pros/cons without a bias.

The City is seeking an honest, trustworthy, and approachable candidate with effective communication skills, both orally and in writing. Candidates with knowledge and experience in development and planning are encouraged to apply. Other essential characteristics of the incoming City Manager include excellent problem-solving abilities; the ability to build and maintain a cohesive, talented, and engaged staff; and the ability to address regional issues. A result driven candidate with excellent follow through and a customer service mindset is desired.

Qualified candidates possess a Bachelor's degree and significant experience in local government, with a minimum of five (5) years of senior level executive management experience. Prior or current experience as a City Manager, Assistant/Deputy City Manager, Department Director, or similar capacity is desired. A Master's degree in a related field is preferred.

COMPENSATION

The annual salary range for the City Manager is \$275,141 to \$385,000. Placement is dependent on experience and qualifications. The City also offers an excellent benefits package including:

CalPERS Retirement

Classic Member (2.7% @ 55 with Employee Share 8%)

New Member (2% @ 62 with Employee Share 6.25%)

Vacation - based on years of service; up to 23 days annually

Sick Leave - 12 days annually

Holidays - 14.5 days annually

Management Leave - 100 hours

Medical/Dental/Vision/Prescription Insurance - Choice of two generous plans (\$10/\$20 Prescription Co-Pay Plan or 100% Prescription Coverage Plan) available with significant amount paid by City for Employee or Employee + Family; Opt-Out Benefit

Employee Home Loan Assistance Program - Lower of up to \$140,000 or 20% of home's purchase price

Life Insurance, ADD, and Long-Term Disability

*The City does not participate in Social Security except for the Medicare portion of 1.45%.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
May 1, 2023**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San Bruno. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

