



June 21, 2023

Dear Mayor Davis and City Council:

Bob Hall & Associates is pleased to submit this proposal to conduct the recruitment for the position of City Manager for the City of Brisbane.

If selected, Bob Hall will be the point of contact and lead project director for this search. As former City Manager of Laguna Niguel, Stanton, and Fountain Valley, Bob Hall's substantial knowledge and experiences will help the City of Brisbane find a candidate that fits the ideal criteria for the position. No one has a better pulse on the challenges that California cities face than Bob as a former City Manager. Recent recruitments by Bob Hall include the Cities of Manteca, Tracy, Morro Bay, San Bernardino, Laguna Hills, Fountain Valley, American Canyon, Laguna Niguel, San Clemente, Escalon and San Marino.

While not a large firm, Bob Hall & Associates' network encompasses a strong talent pool and will add the personal, individualized attention that each search requires. Attached is a summary of the search process and the services that the Bob Hall & Associates team is willing and able to offer the City of Brisbane.

For more information or clarification, do not hesitate to contact Bob Hall at (714) 309-9104 or by email at bob@bobhallandassociates.com. We appreciate the opportunity to be considered to aid in the search for the City Manager vacancy. Should you select our team, we are prepared to proceed immediately.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bob Hall', written over a light blue circular stamp.

Bob Hall

Executive Summary

We are excited to submit our proposal to the City of Brisbane for the opportunity to assist with the identification and recruitment for the City Manager position. The Bob Hall & Associates team is well connected throughout California with a keen knowledge of talent and is prepared to offer a strong pool of top candidates. At Bob Hall & Associates, we pride ourselves in adding a personal, individualized touch to each recruiting search. In the last 40 months, the Bob Hall & Associates team has conducted more than 80 recruitments across the state of California.

We provide an alternative to the large recruitment firms while providing excellent customer service focused specifically on our clients' needs to ensure we meet or exceed their expectations on every recruitment. Our individualized service helps target candidates who are equipped to specific needs within the region. We do not stray from a challenge and thrive in filling the tough to find positions at all levels throughout the organization. Our work ethic and desire to help our clients succeed is second to none. Given the structure of our firm, we have the ability to adjust our processes to fit the specific needs of our customers, whether it is recruitment timeline, outreach strategies, or even interview structures.

Bob Hall brings over 30 years of experience in municipal government and leadership. Hall has served as City Manager for Fountain Valley, Laguna Niguel, and Stanton. His prior City Manager experience gives him a unique perspective on the recruiting process. He knows first-hand the talent it takes to build a high-performance operation and wants to share that knowledge and experience with candidates and municipalities. His wide variety of experience throughout municipal organizations provides a strong understanding of the diverse needs throughout the City. Before assuming the leadership role in Orange County, he worked in many departments, including General Services Director for the City of Riverside.

Bob Hall holds a Master's degree in Public Administration from California State University, San Bernardino. Hall is a member of ICMA, former Board Member of Cal ICMA and has been an invited guest lecturer at Cal-State Northridge, Cal-State Fullerton and Long Beach State University.



The Team and Recent Placements

Our Recruitment Team

Bob Hall

Founder, Bob Hall & Associates

With Bob's 30 plus years of experience serving in most departments within a municipal organization, he brings a strong knowledge and understanding of city operations. This diverse knowledge has translated into Bob Hall & Associates keen ability to place highly qualified candidates in key positions. Bob's niche is finding that "perfect fit", especially in positions that traditionally are more challenging to fill. Bob Hall provides individualized customer service and responsiveness resulting in successful placements and ultimately, client satisfaction.

Rachel Hall

Recruitment Manager

Rachel has a Bachelor of Arts in Communications from the University of Arizona and brings a background in marketing and writing to the team. Rachel has experience working within municipal government and provides support services for Bob Hall & Associates recruitments. She is proficient in Adobe Creative Cloud, Microsoft Office, Google Workspace, and NeoGov.

Recent Recruitments

City Manager - Stanton

City Manager - Laguna Niguel

City Manager - Manteca

City Manager - San Bernardino

City Manager - Fountain Valley

City Manager - Tracy

City Manager - Laguna Hills

City Manager - San Clemente

Assistant City Manager - Costa Mesa

City Attorney - Manteca

Fire Chief - Morro Bay

Deputy Fire Chief - Placentia

Chief of Police - Signal Hill

Chief of Police - Imperial

Assistant to City Manager - San Luis Obispo

Director of Finance - Paramount

Director of Public Works - Signal Hill

Director of Human Resources - San Marino

Director of Community Development - Stanton

Director of Community Services - Costa Mesa

Director of Parks & Recreation - American Canyon

IT Director - San Bernardino

Recruiting Process

Below, you will find our proposed recruiting process, schedule, and cost breakdown for your consideration. During the recruitment process, we will require the following specific assistance from the City: a draft job description (we will work with the City to craft language), any other legal descriptions or City language and guidelines; City logo, high resolution photography, review of the brochure and other marketing materials and timely feedback; and logistics coordination with any City staff and our team.



Create Position Profile

The Bob Hall & Associates team will meet with the City to discuss the strategy for the search as well as communication preferences and project timeline. It is at this time that the team will collaborate with the City to determine characteristics of the ideal candidate. Communication and customer service is a priority, as the Bob Hall & Associates team will stay in touch with the City throughout the recruitment keeping them up to date. In the meeting, the search criteria will be determined to help aid the Bob Hall & Associates team in narrowing the search to appropriate candidates based on the specific goals and qualities of the organization.

Outreach and Recruiting

Outreach

Outreach begins with the creation of a job announcement and brochure that will be advertised for the public to see on platforms such as *Public CEO*, *California City News*, *Cal-ICMA*, *GovernmentJobs.com* and in *Western City Magazine*. We will also utilize social media engagement on LinkedIn, networking with top industry leaders throughout the nation, and personal outreach.

Candidate Identification

Following the creation of the job announcement and advertisement of the position, the Bob Hall & Associates team will actively seek out qualified candidates by tapping into the network of talented prospects both local to California and across the country. Unlike other firms, Bob Hall & Associates focuses on adding a personal touch to the identification process by tailoring the recruiting process to the needs and desires of the organization. Our active recruiting style has proved to increase the number of applications and resumes from potential candidates leading to a deeper evaluation of each individual.

Candidate Assessment

Screening

Every application is promptly acknowledged and carefully examined. Those that most closely fit the criteria indicated by the organization will be subject to a more thorough evaluation. Such evaluation will focus on aspects such as professional experience, size and complexity of current organization as compared to the advertised position.

Initial Research and Interviews

Research will be conducted on top candidates in the form of Internet searches and other public profiles to ensure prospects' values, experiences, and history match the criteria established by the organization. Following research, preliminary interviews will be conducted via phone, video-conferencing, or face-to-face, depending on candidates' location.

Selection and Presentation of Top Candidates

Bob Hall & Associates will manage the selected finalist candidates. Top candidates will be presented to the City for consideration to determine which candidates will be interviewed. City will be provided with detailed description of work history and other important information about each candidate prior to selection and scheduling of interviews.

Negotiations

The Bob Hall & Associates team is willing and able to support the City in the negotiation process of the selected candidate's compensation package.

Close Out

After the organization has successfully chosen a candidate, the search will be closed out. This includes informing finalist candidates of the status of the search via telephone.

Project Costs

The recruitment for the City Manager position will be a complete and comprehensive search in an effort to present the City of Brisbane with the most capable, talented, candidates available. The fee to perform the search will be a flat fee of \$30,000. This fee will include advertising, printing, five in-person trips to the City, and unlimited virtual meetings with City Council and/or staff. Additional in person visits to the City will be charged at \$900 per trip. Top candidates will be subject to DMV, civil and criminal background, and credit checks, which is also built into the fee. This proposal is good for at least 180 days from June 21, 2023.

Fees will be collected in three installments as follows:

1. Upon Execution of the Agreement: \$11,000
2. Following Presentation of Candidates: \$10,000
3. Upon Acceptance of Offer: \$9,000

*Hourly rate for any services that the City might request outside the scope of the items in the RFP: \$200/hour for principal and \$100/hour for manager.

Project Timeline

A typical search will be conducted in a 90 to 120-day period from start to finish. Following the final selection, negotiations can take up to two weeks. The proposed schedule includes four to five weeks of active recruitment, which reflects our suggested minimum timeline. However, this can be adjusted if the City would prefer a longer or accelerated process. An exact schedule will be provided once a firm start date has been provided by the City. If an expedited process is preferred we can reduce the process to about 60 days however we will need ensure review dates and interviews are scheduled early in the process.



Bob Hall & Associates' Guarantee

The Bob Hall & Associates team guarantees industry-standard services. If within one year following appointment, selected candidate resigns or is terminated for cause, our team will conduct another search free of professional services charges. However, the organization will be expected to pay for incurred costs.



References

Carrie Hanes, Director of Human Resources
carrie.hanes@fountainvalley.org
(714) 593-4506

Bob Hall & Associates provided the recruiting services for the City Manager search for the City of Fountain Valley, CA in early 2022 and worked closely with Ms. Hanes throughout the process. Bob Hall & Associates has also assisted with Finance Director recruitment as well as several staff-level recruitments in the Public Works department.

Janine Heft, Mayor Pro Tem of Laguna Hills
jheft@lagunahillsca.gov
(949) 735-0718

Bob Hall & Associates provided the recruiting services for the City Manager search for the City of Laguna Hills, CA in early 2022 and worked closely with Mayor Pro Tem Heft throughout the process.

Johanne Thordahl, Human Resources Manager of San Clemente
thordahlj@san-clemente.org
(949) 441-8127

Bob Hall & Associates provided the recruiting services for the City Manager search for the City of San Clemente, CA in late 2022/early 2023 and worked closely with Ms. Thordahl throughout the process. Bob Hall & Associates has also conducted recruitments for Director of Public Works, Deputy Public Works, Senior Civil Engineer, Code Compliance Manager, and Senior Planner for the City of San Clemente.

Availability

While Bob Hall & Associates, like other search firms, have several recruitments running concurrently, we affirm that we will have the ability to focus on this project and provide the City of Brisbane with the concierge-type service that is deserved. Should you select our team, we are prepared to proceed immediately.



Brisbane City Manager Recruitment Proposed Schedule

Thursday, July 6, 2023	Bob Hall & Associates Selected as Search Firm
Week of July 10, 2023	Meet with City Council to Develop Candidate Profile
By July 21, 2023	Finalize Brochure
Monday, July 24, 2023	Open Recruitment
Friday, September 1, 2023	Close Recruitment
Week of September 4, 2023	Initial Screening of Candidates
Thursday, September 21, 2023	Present Candidates to Council (Regular Meeting) *Unless desired by City Council to have special meeting week prior
Week of October 2, 2023	Interview Candidates (Special Meeting)
Week of October 9, 2023	2 nd Round of Interviews (optional)
Week of October 16, 2023	Negotiate Contract Terms & Conduct Background Checks
Thursday, October 19, 2023, or Thursday, November 2, 2023	Approval of City Manager Contract at Regular Open Meeting
By Monday, December 4, 2023	Start Date



The City of
LAGUNA HILLS
California



invites applications for the position of

CITY MANAGER

RECRUITING SERVICES PROVIDED BY



WHERE WE'VE BEEN...

Laguna Hills is built on one of the major land grants developed during the Rancho Era. Following Mexico's independence from Spain in 1821, those who had served in the government or who had friends in authority, were given vast lands for cattle grazing. Rancho Lomas de Santiago, Rancho San Joaquin, and Rancho Niguel covered much of the western portion of the Saddleback Valley. In 1842, Don Juan Avila was granted the 13,000 Rancho Niguel on which Laguna Hills is located.

In 1874, Lewis Moulton travelled from Boston to California and worked the land learning the trade of sheep herding. He began the Moulton Ranch by leasing Rancho Niguel. After purchasing it in 1895, he increased the original grant to 22,000 acres. Moulton and his partner, Jean Pierre Daguerre, used the ranch for dry farming and to raise sheep and cattle. The Moulton Ranch was eventually subdivided in the early 1960's, part of which is recognized as Laguna Hills.

Incorporation efforts began in 1987 and on March 5, 1991, the goal of incorporation was finally achieved with 86% of the residents voting in favor of forming the City of Laguna Hills. On December 20, 1991, Laguna Hills officially became a City.

On November 14, 1995, the City Council approved annexation of the North Laguna Hills area, which became part of the incorporated City on July 1, 1996.

On September 18, 2000, with the overwhelming support from the 1,800 residents, the "Westside" annexation area officially became part of the incorporated City. The annexation added 149 acres of residential land, which includes the Aliso Viejo Community Association's Sheep Hills Park.

WHERE WE'RE GOING...

Laguna Hills is a great community, a great place to live, and an excellent place to start or relocate a business. While residents value this small-town atmosphere they also enjoy the big city amenities the City has to offer.

The City's shopping and employment destinations provide for a strong and sound economy, further strengthening the City's quality of life. The City features streets lined with well-manicured homes, low crime rates, award-winning school districts, and an ethnically diverse population where over 45% of residents hold a Bachelor's degree or higher and households have an average income level of 23% above the state average.

The guiding themes of the City establish the vision and direction Laguna Hills foresees and they include:

- A City prepared for the future
- Focused revitalization in commercial centers
- Efficient transportation system
- Strong community identity
- Healthy and supportive community for families and people of all ages.

THE CITY



The City of Laguna Hills, has approximately 6.6 square miles of land in its corporate boundary and is now home to 31,508 people.

The majority of the area in the City has a distinctive residential character. Yet, the City has a commercial base in its northern part. This commercial area or "urban village," is anchored by the Village at Laguna Hills, the Oakbrook Village Shopping Center, and Saddleback Memorial Hospital. It includes retail, restaurant, professional office, and medical related building space. The Village at Laguna Hills is looking to build 1500 apartments, including retail space, and a hotel, which has been set for Council approval in February 2022.



The City of Laguna Hills is a General Law City that operates under the Council/Manager form of government. The voters elect five fellow citizens to the City Council for overlapping four-year terms. The Council, in turn, selects one of its members to serve as Mayor for a one-year term. In November 2022, there will be four council seats up for election. The City is financially stable with a \$45.5 million biennial budget where ongoing revenues meet ongoing expenses with a small surplus. In addition, the City has a \$90 million seven-year CIP budget. Many City services are delivered through long- and short-term contracts including police and fire.



THE POSITION

The City Manager oversees 26 full-time employees, with a five-member executive team including two Deputy City Managers, a Finance Manager, and Assistant City Manager/Public Services Director. Under policy direction, the City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates the provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development, and performs related work as required.

EDUCATION

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, or a related field. Ten (10) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation, including six (6) years of management or supervisory experience. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

DUTIES

- Plans, organizes, and administers operations of the City; coordinates and evaluates the work of the City in accordance with applicable laws, codes, regulations and adopted policies and objectives of the City Council.
- Oversees the preparation of the annual budget for the City; authorizes budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends plans for City service provision, capital improvements, and funding; directs the development of proposals for action regarding City needs.
- Oversees the administration, construction, use, and maintenance of all City facilities and equipment.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work performance of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Ensures that the Council is kept informed of City functions and activities, as well as legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



IDEAL CANDIDATE

The City of Laguna Hills is seeking a strong leader and experienced manager to provide effective leadership while coordinating the activities of a municipal organization. The ideal candidate will be a strategic visionary with an innovative mindset who can take a creative approach to solving problems and managing the long-term goals of the City. Ideally, the right candidate will be an excellent generalist and have a proven track record of delivering results.

The ideal candidate will place an emphasis on communication throughout the organization and community. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with council and staff, will stand behind their decisions, and be transparent and thorough in their communications.

The City is eager for a City Manager with the ability to propose and implement ideas for increasing city revenues without increasing taxes. The candidate will demonstrate a strong understanding of municipal management in the State of California and an in-depth understanding of the City's financial situation and the path forward. Experience in economic development and community services is a plus.

As Laguna Hills continues its upward trajectory, a passionate leader is needed to help the City realize its full potential. The future City Manager will value all the City has to offer, recognize needs of improvement, and take decisive action to meet the goals of the City Council. A collaborative, experienced, and ethical leader will excel in this role.

APPLICATION AND SELECTION PROCESS

First Review Date | February 25, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to bob@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

- **Salary** range for the position is \$260,000-\$280,000 depending on qualifications.
- **Insurance** - The City contributes the following towards medical premiums: employee only - \$822.65; employee + one - \$1,637.58; employee + family - \$2,126.94. The City pays 100% of dental and vision insurances for the employee and dependents. The City pays 100% of the premium for group life (100% of employee's salary) and short- and long-term disability insurances.
- **Retirement Benefits** - The City is a member of CalPERS with a 2% @ 60 formula and one-year final compensation, post-retirement survivor allowance, and pre-retirement survivor allowance. This defined benefit plan is supplemented with a 401A defined contribution plan administered by PARS in which the City contributes 7% of the employee's base salary on a bi-weekly basis. After ten years of employment, the City cashes out all unused sick leave in excess of 160 hours and deposits it into a Retiree Health Savings Plan for the employee. Thereafter, the City annually deposits into the employee's Health Savings Plan \$5,000 and the cash value of all accrued sick leave in excess of 160 hours.
- **Leave** - Three weeks of vacation in each of the first three years and four weeks annually thereafter. The City also offers 108 paid holiday hours and 96 hours of sick leave annually.
- **Vehicle and Technology Allowance**





The City of
FOUNTAIN VALLEY
California



invites applications for the position of

CITY MANAGER

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Fountain Valley refuses to be defined by outside expectations. It isn't just a city with small-town charm and a close-knit community, it is a city in the midst of growth with exceptional schools; laying the foundation for future jobs and opportunities. It is considered to be Orange County's "hidden gem." We pride ourselves on being a tight knit community both inside City Hall and throughout our town. Our residents love our city and the camaraderie between City staff and the community is second to none.

The City of Fountain Valley, population 56,987, encompasses 9.7 miles of premier Orange County land. We are minutes from points of interest as Disneyland, Knott's Berry Farm, the beach, and world class shopping. Major employers include Fountain Valley Regional Hospital, Orange Coast Memorial Hospital, Kingston Technology, and Hyundai Motor America.

One of the City's greatest amenities is the Mile Square County Regional Park, which totals 640 acres of land. Within the Park's boundaries are three regulation golf courses, two regulation soccer fields, baseball and softball diamonds, an archery range, and a wilderness area. Also, there are two fishing lakes, concession operated bike and paddle boat operations, a wide expanse of picnic areas, as well as numerous picnic shelters.

Thanks to the well-maintained streets and parkways, 20 parks, wide range of recreation programs for all ages, business-friendly practices, and overall quality of life, Fountain Valley truly is a "Nice Place to Live, Play, and Do Business."

CITY GOVERNMENT

The City of Fountain Valley was incorporated in 1957 as the 21st City in Orange County. Fountain Valley is a full-service, general law City with a Council-Manager form of government. The five-member City Council is elected to staggered four-year terms. Annually, the City Council appoints a Mayor and Mayor Pro Tempore from its members to serve a one-year term. The City's FY 21/22 Operating Budget is approximately \$107.6 million. The City employs 223 full-time employees working together to provide high quality customer service to its residents.

The City has a long history of fiscal responsibility, maintaining healthy reserves, and the reputation as a well-managed city. The City is proactive recognizing potential issues early on and addressing them effectively with the cooperation of the employees and the residents. The City has a strong commitment to professionalism, open and responsible customer service, and the well-being of its employees and citizens.

AT A GLANCE



EDUCATED

College
Graduates: 39%



WEALTHY

Average Household
Income: \$112,324



HOMEOWNERS

Homeowners: 72%
Households: 19,364



THE POSITION

The City Manager, serving at the pleasure of the City Council, is the chief executive officer of the City and directs the development and implementation of the City's goals, objectives, policies, and priorities and is assisted by an administrative team which includes a contract City Attorney and department directors and division managers responsible for Fire, Police, Public Works, Planning/Building, Finance, Human Resources, City Clerk, Community Services, and Information Services.

The City Manager is responsible for the overall coordination of the City's governmental activities as well as communicating organizational goals and values to the public. Managerial competence, maturity of judgment, strong personal leadership, and the ability to communicate effectively and positively with the public and the media are essential.

QUALIFICATIONS

EXPERIENCE: This position requires a minimum of eight (8) years of progressively responsible municipal management experience. California experience is highly desirable although all highly qualified candidates are strongly encouraged to submit career credentials for further consideration.

EDUCATION: A Bachelor's degree in public administration, business administration, or a closely related field is required. A Master's degree is desirable. Completion of other leadership or credentialing programs is also a plus.

DUTIES

- Plans, organizes, and administers operations of the City; coordinates and evaluates the work of the City in accordance with applicable laws, codes, regulations and adopted policies and objectives of the City Council.
- Oversees the preparation of the annual budget for the City; authorizes budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends plans for City service provision, capital improvements, and funding; directs the development of proposals for action regarding City needs.
- Oversees the administration, construction, use, and maintenance of all City facilities and equipment.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work performance of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Ensures that the Council is kept informed of City functions and activities, as well as legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



IDEAL CANDIDATE

The ideal candidate will have extensive municipal experience from a comparable community with similar opportunities and challenges. Ideally, the right candidate will be an excellent generalist (though experience in economic development would be a bonus) and have a proven track record of delivering results.

The ideal candidate will place an emphasis on communication throughout the organization and community. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with council and staff, will stand behind their decisions, and be transparent and thorough in their communications.

As Fountain Valley continues its upward trajectory, a passionate leader is needed to help the City realize its full potential. The future City Manager will value all the City has to offer, recognize needs of improvement, and take decisive action to meet the goals of the City Council. A collaborative, experienced, and ethical leader will excel in this role.

Come be a part of the family and see what makes Fountain Valley a nice place to live and work!

APPLICATION AND SELECTION PROCESS

First Review Date | April 1, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE: \$245,000 to 275,000 DOQ

RETIREMENT: Retirement: Cal PERS 2% at 60 with three highest years and a 7% employee contribution for classic/legacy members. For members from a reciprocal agency with a six month or more break in service, Cal PERS 2% at 62 with three highest years and a 6.75% employee contribution. The City of Fountain Valley does not participate in Social Security except for the mandated Medicare portion.

HEALTH INSURANCE: The City participates in the PEMHCA program and pays the medical and dental premium for the City Manager and dependents. The City also provides life insurance, long-term disability, and an employee assistance program.

AUTO ALLOWANCE: The City provides a city vehicle.

LEAVE PROVISIONS: The City provides 11 paid holidays (with one additional floating holiday), 96 hours of annual administrative leave, 12 days of sick leave annually, and vacation begins accruing at 80 hours increasing to 200 hours after 15 years of service.

WELLNESS BENEFIT: Up to \$500 per fiscal year.





The City of
SAN CLEMENTE
California



invites applications for the position of

CITY MANAGER

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The City is a family-oriented community of more than 65,500 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The City offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

CITY GOVERNMENT

The City of San Clemente operates under a City Council/City Manager form of government. The City Council consists of five members, elected at-large, for four year overlapping terms of office. Non-partisan City elections are held in November of even-numbered years for Council Members. The City Council acts as the legislative body, to set policy, approve the budget, pass local laws which are incorporated into the Municipal Code, and to give direction on matters concerning the City.

The City Departments include the City Clerk, Beaches, Parks & Recreation, Community Development, Finance & Administrative Services, Public Works and Utilities. The City contracts police and fire services with the Orange County Sheriff's Department and Orange County Fire Authority.



THE POSITION

To plan, direct, manage and oversee the activities and operations of the City of San Clemente including the Community Development Department, Public Works Department, Utilities Department, Beaches, Parks and Recreation Department, and the Finance & Administrative Services Department including City Clerk; and to provide complex administrative support to the City Council.

QUALIFICATIONS

EXPERIENCE: Seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility.

EDUCATION: Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assume full management responsibility for all City operations, including the Community Development Department, Public Works Department, Utilities Department, Beaches, Parks and Recreation Department, and the Finance & Administrative Services Department including City Clerk; recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through Department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Oversee the City's Economic Development program; establish and implement efforts to retain new investment; maintain an effective work relationship with the business community.
9. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations.
11. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
14. Respond to media inquiries, City Council concerns and issues, and community needs.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.



IDEAL CANDIDATE

The ideal candidate will have extensive municipal experience from a comparable community with similar opportunities and challenges. A candidate with experience working in coastal communities is preferred. Ideally, the right candidate will be an excellent generalist and have a proven track record of delivering results. A strong finance background is a plus.

The ideal candidate will place an emphasis on communication throughout the organization and community. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with Council and staff, will stand behind their decisions, and be transparent and thorough in their communications. Responsiveness to staff, Council, and community members is key.

The City of San Clemente, like many other cities in California, is facing staffing challenges. The ideal candidate will be a strategic visionary with innovative ideas to solve problems such as these. The City Manager will have the ability to recruit top talent, mentor and develop staff, and retain those employees.

The future City Manager will value all the City has to offer, recognize needs of improvement, and take decisive action to meet the goals of the City Council. A collaborative, experienced, and ethical leader will excel in this role.

APPLICATION AND SELECTION PROCESS

First Review Date | Wednesday, November 23, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE -\$240,219.20 - \$291,990.40
Annually, depending on qualifications.

FLEXIBLE WORK SCHEDULE - This position works a 9/80 schedule.

HOLIDAYS - The City presently recognizes 12 regular holidays, plus two floating holidays.

VACATION - Employees accumulate vacation at the rate of 140 hours per year increasing to a maximum of 180 hours based on years of service.

ADMINISTRATIVE LEAVE - Employees in this position are granted 96 hours per year.

SICK LEAVE - Accrual of 8 hours per month.

INSURANCE - The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance.

LIFE INSURANCE - Value equal to two times annual earnings up to a maximum of \$350,000.

DEFERRED COMPENSATION - The City contributes the IRS maximum.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in either or both of the Health Care or Dependent Care programs.

EMPLOYEE ASSISTANCE PROGRAM - The City offers full-time employees and their dependents an EAP program which provides a variety of professional services.

GYM - Gym available for employee use at City Hall.

AUTO ALLOWANCE - The City provides a \$450 per month auto allowance.

RETIREMENT - The City of San Clemente is a member of the California Public Employees' Retirement System (CalPERS), and is subject to the Public Employees' Pension Reform Act (PEPRA). Classic Member: 2% @ 55 CalPERS Retirement Plan Employee contribution: 7% (of the 7% employee contribution). PEPRA New Member: 2% @ 62 CalPERS Retirement Plan Employee Contribution Amount: 6.75%. The City is also a member of the Social Security system.

RETIREMENT HEALTH SAVINGS PLAN (RHS) - Enables employees to save for health care expenses in retirement on a tax-free basis. Participation is mandatory and provided through Mission Square Retirement (formerly ICMA-RC).

Reference Check Form

Bob Hall & Associates thanks you for taking the time to fill out this reference check form!

* Indicates required question



1. Your Name: *

2. Today's Date *

Example: January 7, 2019

3. Your Current Job: *

4. How do you know the candidate? (When, where, and how long did you work with the candidate?) *

5. What can you tell us about the candidate's supervision/leadership skills? *

6. What are the candidate's most prominent strengths? *

7. What are the areas that the candidate has room for improvement in? *

8. Given the chance, would you enjoy working with this candidate again? *

9. Is there anything else we should know about this candidate?

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