

City Manager

CITY OF PACIFICA, CALIFORNIA

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EXECUTIVE SEARCH

THE COMMUNITY

Located in San Mateo County just twelve miles south of San Francisco, Pacifica feels worlds away from it, yet is easily accessible from Highway 1. The most panoramic coastal town in the San Francisco Bay Area, Pacifica is famous for its six miles of scenic coastline, classic California beaches, breathtaking vistas, and charming ambience. The city is nestled in between small valleys, with Sweeney Ridge to the east, Montara Mountain to the south and the Pacific Ocean's rocky bluffs to the west. Pacifica encompasses roughly 12.6 square miles, of which, approximately one-half is publicly-owned open space. Numerous city, county and state parks provide panoramic views and a feeling of spaciousness rarely found in suburban areas. Several miles of coastal and ridge top trails tie Pacifica to neighboring communities.

This natural connecting point of beaches, headlands and hills provides a wide range of recreational opportunities from surfing, kayaking, paddle boarding, scuba diving and paragliding, to hiking, whale and bird watching and cycling. Pacifica's one-quarter mile fishing pier is considered to be one of the best in the state and is ranked number one by anglers in the Bay area. Other recreational amenities include golf, bowling, archery and team sports. Pacifica's natural beauty is enhanced by its Mediterranean style weather. Refreshing temperatures range 15-20 degrees cooler than the central coast, drawing visitors to Pacifica's shoreline to "cool" off with its natural air conditioning.

Pacifica's history is enriched by Spanish explorers, Mexican ranchers, Irish and Italian farmers, and a surfing community that made the community one of the first surfing destinations in the 1930's. Incorporated in 1957 as the union of nine previously separate communities along the historic Ocean Shore Railroad, the community's name came from the towering statue of "Pacifica" produced for the 1939-1940 Golden Gate International Exposition on Treasure Island. Because Pacifica evolved as several separate beach communities, there is no town center but rather a string of small shopping centers and commercial areas. The community enjoys a diverse economic base and has a significant number of smaller businesses. Many of the homes are hidden along peaceful valleys tucked away from the busy Coast Highway. To see Pacifica, you follow Highway 1 but to discover its secrets, you need to exit the main road and explore its byways.

Tourism is very important to Pacifica's economy with thousands of people annually attracted to its beaches, vistas, and open space. Unique shops and a variety of lodging are available with restaurants offering relaxing sunset and coastal viewing. For live local theater and performing arts, Pacifica Spindrift Players is a local and popular favorite, along with Pacifica Performances, which regularly provide both musical presentations and performing arts as well. The world-class bromeliad nursery, Sheldance Orchid Gardens, is located just off Highway 1. Pacifica plays host to the Pacific Coast Fog Festival each September, which showcases everything from artists and performers to children's activities and a hometown parade.

With a population of approximately 40,000, Pacifica is a unique family-oriented coastal community

that prides itself on fostering a "small town" feel. Many of Pacifica's residents are highly engaged and involved in the community. Pacifica has excellent elementary and secondary schools, both public and private, and was recently named one of the Top 100 Safest Cities in America by Location, Inc. The City was also awarded the League of California Cities Helen Putnam Award for Excellence for the restoration of Linda Mar Beach and the reclamation of the wetlands in that area.

Pacifica is a place where one can step into the natural world and enjoy a variety of recreational offerings, sample a cultural arts performance or gallery opening, and later relax at a local restaurant and bask in a spectacular sunset. Pacifica's rich cultural heritage and unique personality make it a community worth uncovering.

To learn more about the City of Pacifica, please visit www.cityofpacifica.org.

THE ORGANIZATION

The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected at large for four-year overlapping terms. The Mayor is selected each year by a majority vote of the other Council members. The next Council election is in November 2018, and three seats will be on the ballot. The Council appoints the City Manager, City Attorney, and members of advisory commissions and committees.

Pacifica is a full-service city (180 FTE) with a proposed FY 2017/18 general fund budget of \$31.1M. The City delivers municipal services through six departments: the City Manager's office (including the City Clerk and contract City Attorney, and Finance, Human Resources and IT Divisions); Parks, Beaches, and Recreation; Planning; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Employees are represented by nine bargaining units.

Each year the City Council develops a Work Plan focused on the goals, projects, and initiatives to be implemented in the following fiscal year. Goals adopted by the City Council in October 2016 include the following.

FISCAL SUSTAINABILITY – includes investing in economic development to increase revenues, funding a reserve/emergency fund, and being well prepared for grant opportunities.

A CONNECTED COMMUNITY – includes taking actions to restore trust in city government, expanding communication, and building community.

STEWARDSHIP OF CITY INFRASTRUCTURE – includes repairing/replacing outdated city facilities such as city hall, the libraries, fire stations, etc., improvement streets and responding to impacts of sea level rise.

A HEALTHY AND COMPASSIONATE COMMUNITY – includes addressing affordable housing and mental health services, investigating strategies related to homelessness, and supporting youth services.

PRESERVE AND ENHANCE NATURAL RESOURCES – includes mapping out parks and open space, preserving hillside and beaches, paying attention to flora and fauna needs, and environmental health.

A STRONG WORKFORCE INFRASTRUCTURE – includes strategies to address employee retention and attraction challenges, engaging staff in

decision-making, and recognizing staff.

MAINTAINING A SAFE COMMUNITY – includes supporting first responders (police, fire, public works), responding to storm emergencies, protecting infrastructure (streets, sidewalks, water), and engaging in emergency preparedness activities.

In addition, the Pacifica City Council recently called for a Special Election in November 2017 with a ballot measure to propose an ordinance entitled Pacific Community Preservation, Rent Stabilization, and Renters' Rights Act.

THE POSITION

This career opportunity is available with the departure of Lorie Tinfow, who served as Pacifica's City Manager since 2013 and recently accepted the position of Benicia City Manager. In conversations with the Pacifica Mayor and City Council and the City's executive leadership team, a profile of the ideal candidate for City Manager was developed.

The new City Manager will be a visionary and politically savvy leader who will work with the Mayor and City Council in setting attainable priorities and goals, lead staff toward accomplishing those goals, and ensure the timely delivery of information and updates on issues to the City Council. The City Manager will provide the Mayor and City Council with clear recommendations, treat all Council members equally, be respectful and responsive, but will also be able to say "no" as necessary.

The new City Manager will be fortunate to work with a highly skilled and dynamic leadership team. The ideal candidate will have the proven ability to serve as a strong leader and team builder of this team, establishing effective relations with staff and harnessing the energy of the team to accomplish objectives. The desired candidate will genuinely listen, take everyone's input, be decisive, and move things forward. The City Manager must be committed to staff development and training, serve as an example of customer service, and empower others to facilitate clear and frequent communications to Pacifica residents.

The ideal candidate brings a calm confidence and relatively thick skin in order to deal with challenges from this passionate community. The ability to be flexible and roll with the punches will be required. The new City Manager will take the time to become intimately familiar with Pacifica; willing to make a long-term commitment to the community; and will be accessible, involved, and visible in the community. The selected candidate will believe in local government transparency, providing opportunities to engage with the community through various communication formats including social media as well as attendance at various events and business clubs. The new City Manager will also facilitate open forums for communications with the community. The City Manager will serve as an ambassador of the City and will participate in discussions on regional issues and challenges. In addition, the City Manager will possess excellent communications skills and have the proven ability to work effectively with the media.



Photo Credit: Scott Leslie

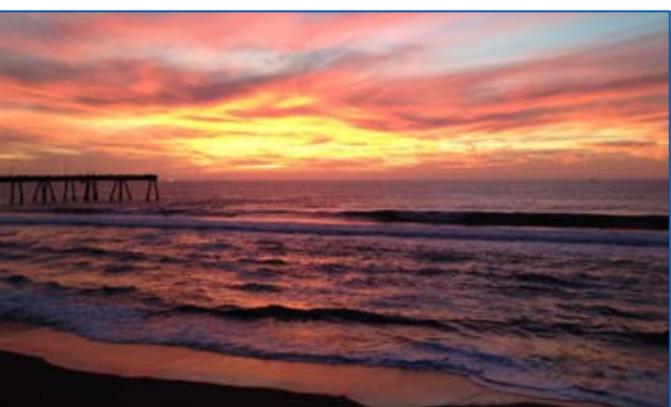


Photo Credit: Lorie Tinfow



Proven, experienced local government professionals with generalist and/or operational backgrounds are encouraged to apply. Those candidates with a solid understanding of municipal budgeting and finance as well as funding mechanisms to address infrastructure improvements; labor relations experience; and experience and/or familiarity of coastal zone, open space, and environmental issues and related regulatory agencies will be very strongly considered. A Bachelor's degree in public or business administration or a related field is required. A Master's degree is preferred.

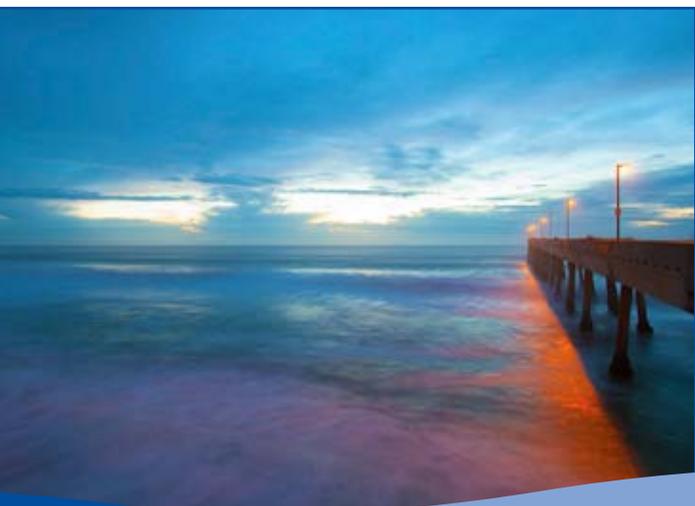


Photo Credit: Ferrer

THE COMPENSATION

The annual salary will be in the low \$200,000 range, and appointment will be made depending on the qualifications of the selected candidate. In addition, the City of Pacifica offers the following benefits:

RETIREMENT: 2.5% @ 55 CalPERS (classic); employee contributes 8%.

HEALTH BENEFITS: Health benefits are offered through the CalPERS Health Program. The City will contribute toward the cost of health benefits to cover a majority of the premium, based on coverage level.

DENTAL: City has self-funded dental plan (Delta) that typically covers 100% paid premiums of dental expenses and \$2,000 in orthodontic benefits.

VACATION LEAVE: 11-27 days annually depending on years of service.

HOLIDAYS: 11 paid holidays annually and 2 floating holidays.

ADMINISTRATIVE LEAVE: 40 hours per year (no cash value).

SICK LEAVE: 12 days accrued annually.

DEFERRED COMPENSATION: choice of three plans.

LONG-TERM DISABILITY INSURANCE AND LIFE INSURANCE: City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN.

VEHICLE ALLOWANCE: \$450 per month.

SEARCH SCHEDULE

Filing Deadline.....June 26, 2017
 Preliminary Interviews.....July 5-12, 2017
 Recommendation of Candidates..... Late July, 2017
 Finalist Interview ProcessAugust 5, 2017
 These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com