

CITY OF
HALF MOON BAY



**ADMINISTRATIVE
SERVICES
DIRECTOR**





The Community of Half Moon Bay

The City of Half Moon Bay rests on the Pacific Coast between forested hills and some of the most beautiful coastlines of California. Located approximately 28 miles south of San Francisco, the City lies within the westernmost portion of San Mateo County and offers a wide variety of private and public tourist attractions. Incorporated in 1959, Half Moon Bay has a resident population of almost 13,000.

The City's historic downtown and coastal areas are home to hotels, interesting shops, art galleries, restaurants, bed and breakfasts, and other businesses. The City's local beaches and parks are accessible by pedestrians, bikes, and equestrians. Half Moon Bay and the coastline are home to numerous nurseries and farms; a horticulture and floriculture center where roadside stands sell locally grown fruit, artichokes, greens, root vegetables, beans, herbs, and ornamental and flowering plants. The world-famous Pumpkin Festival, held annually in October, draws hundreds of thousands of people to the coast to enjoy its panoramic vistas, fresh seafood and fine cuisine, arts, crafts, and genuine hospitality.

City Government / City Management

The City of Half Moon Bay is currently governed by a five-member elected City Council that serve four-year staggered terms. However, the City is in the process of transitioning to district elections commencing in November 2020. Currently, the Mayor is selected annually by the Council members to a one-year term.

The City's adopted FY 2018-19 General Fund Budget is \$17.75 million. The City has seen steady growth in revenues over the past eight years. Financial reserves are strong with \$4.7 million operating contingency and \$1.1 million undesignated general fund balance. The anticipated payoff of debt obligations in the next three months will also free up city resources going forward for further reinvestment in the community. Currently, the Capital Improvement program is nearly \$13 million. The City staff of 40 FTEs work within the Departments of City Manager's Office (Community Services and Recreation divisions), Administrative Services/Finance, Communications/City Clerk, Community Development, and Public Works. The City Attorney, Police, and Fire Services are contracted. The City Council selected the City Manager, Mr. Robert Nisbet, in October 2018.

An Exciting and Stable Future

Responsible for city operations, the City Manager, now leads the renaissance of this municipal organization with a spirit of collaboration and inclusiveness. Importantly, the organization has emerged as a vibrant community with a renewed spirit and sense of energy following the recession of 2008. The previously mentioned contracting of several city services has made a positive financial impact without compromising the quality of city services to the community.

Under the leadership of the City Manager, all of these noted collective factors have positioned the City to embark on a

path of increased capital investment and other organizational enhancements. The future of Half Moon Bay is promising under this progressive and transparent leadership model including a cohesive and well-functioning City Council.

Citywide Opportunities for Improved Services

The City Manager, the City Council, and key staff are working collaboratively together to tackle numerous critical issues including:

Key Priorities for FY 2019-20:

- Development of Affordable Housing
- Emergency Preparedness
- Traffic/Transportation Demand Management
- Climate Change/Sustainability
- Minimum Wage Ordinance

Coastal and Land Issues – Development in the City is subject to its certified Local Coastal Program (“LCP”), currently undergoing an extensive update. Additionally, the City's land use entitlement, plan checking, and permitting processes must continue the trend of providing better service and quicker turnaround for customers. This may include realignment of resources and further investment in planning and development services.

Financial Management / Financial System – Half Moon Bay has experienced a period of economic strength in which the budget and staff have expanded back to more desirable levels. While the City's finances have improved, re-investment in technology needs to begin. Enhancements are vital to ensure that the organizational financial systems and reporting are updated. This focus will include implementation of the citywide enterprise resource program (ERP). Implementing a new payroll system will be a critical aspect of this implementation.

Employee Relations / Union Representation – The City has two bargaining groups with MOUs – IUOE Local 39 and the Represented Management Team Members – expiring in FY 2020-21. The City also has Compensation and Benefits Plans for the Non-Represented Confidential and Executive Employees.

Classification and Compensation Study – A full classification and compensation study will need to be completed by June 2020. Once a new Director is selected, an RFP will be issued to solicit proposals. The Director will have the responsibility for ensuring timely completion of this study and the various components.

Cannabis – In November 2018, Half Moon Bay voters approved Measure GG to allow limited commercial cannabis activities, including the production of immature plants (starts) in existing greenhouses. As a result, the City's business licensing, internal procedures, and various fiscal controls will need to be further refined to ensure successful revenue collection and reporting.

The Administrative Services Department

The Administrative Services Department has a \$2.1 million budget and 8 total full-time positions that ensure City departments have the resources they need to operate effectively. Currently, the

Department is organized into three key sections:

- **Finance** is responsible for the safeguarding and accounting of the City's financial assets. This includes the development and management of the budget, reporting of financial information to the City Council and various regulatory agencies, completion of the comprehensive annual audit process (Audit Firm currently prepares the "CAFR"), and investment of the City's assets in accordance with the City's investment policy. Finance also handles payroll, accounts payable, accounts receivable, general ledger, treasury/investments (with outside assistance), and business licensing.
- **Human Resources** oversees the City's employment process including recruitment, employee development and training, labor negotiations, classification and salary administration, employee relations, payroll support, and benefit administration. Human Resources ensures compliance with applicable laws and coordinates the employee evaluation process.
- **Information Technology** is responsible for providing cost-effective and innovative technology leadership that supports the City's operations. IT maintains the City's network infrastructure and applications to ensure critical City operations are available 24/7. Information Technology also supports initiatives within departments to enable greater efficiency using technology.

Additionally, the department is responsible for **Risk Management** and **Emergency Management**, in collaboration with the City Manager's office.

Key Responsibilities of the Director

The selected candidate will have a progressive and innovative management style that is essential to address internal and external needs for the City of Half Moon Bay.

- There is an expectation of improving customer service. The new Administrative Services Director has a significant opportunity to build strong internal relationships within the Departments, while also focusing on improving service to citizens and continuing to make the City of Half Moon Bay a rewarding city in which to work.
- Implementing a new Enterprise Resource Planning system, to replace the City's legacy financial software, will enable the City to streamline operations and make information more readily available to the various departments and divisions.
- Spearheading the Annual Budget Process is an important and key responsibility. Further refinement on development, administration, and reporting of this will be a primary focus.
- The Comprehensive Annual Financial Report ("CAFR") is currently finalized by outside consultants. The opportunity to handle this completely in-house is an option going forward.
- The Administrative Services Director is also responsible for Treasury and Investments. Currently, an outside consultant is used and the opportunity to bring all aspects in-house will depend on the experience and financial acumen of the Director.
- The staff of the City of Half Moon Bay is a tight-knit group and it will be imperative for the Administrative Services Director to be open, fair, accessible, and highly engaged in order to establish

and manage effective relationships within the workforce while at the same time holding employees accountable.

- The new Administrative Services Director will support and mentor a talented staff. There will also be opportunities to further build a team with current vacancies.

The Position

The Administrative Services Director is an at-will position reporting directly to the City Manager and is the financial strategist for this public organization. This key member of the City Manager's Executive Team is responsible for planning, managing, supervising, and directing the day-to-day management and operations of the Administrative Services Department. Operating within broad general policy guidelines and in alignment with the City Manager, the Director exercises substantial latitude and discretion to achieve effective and efficient utilization of resources to manage this organizational unit. The Director will be well versed in all aspects of municipal finance and will also be expected to have a working knowledge of sound human resource policies and practices, as well as have a general understanding of how technology can serve to enhance capacity and efficiency within City operations.

The Ideal Candidate

In addition to being a skilled financial professional, the new Administrative Services Director will be also be a hands-on leader with strong communication and interpersonal skills. The preferred candidate will eagerly foster positive working relationships with all levels of city staff.

Other personal attributes include being:

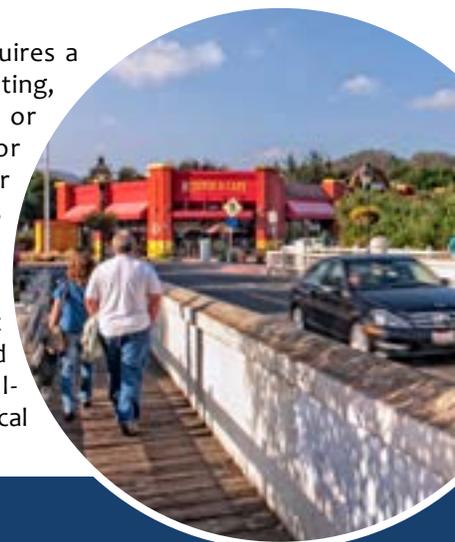
- Approachable with an energetic style;
- Able to multi-task and pivot quickly;
- Creative with the ability to develop effective solutions;
- Importantly, a Visionary and Strategic Big Picture Thinker.

Desired Qualifications

Experience: This position requires at least five years of progressively responsible experience in financial management and analysis, budget development, accounting, and treasury including four years managing professional staff. Experience working in a public entity setting.

Education: This position requires a Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration, or related field. MBA/MPA or other relevant advanced degree is desired.

Certification/License: While a CPA designation is not required, it may be an added plus combined with a well-rounded financial career in local government.



Compensation and Benefits

The City of Half Moon Bay offers an attractive and competitive compensation and benefits program. The annual salary range for this position is **\$160,440 to \$194,976**. Placement within the range will be based on the experience and skills of the selected candidate. Relocation and moving expenses may be explored for the selected candidate.

The benefit package includes:

- Retirement: PERS Classic employee receives 2% at 55, single highest year; and PEPRAs employee receives 2% at 62, with highest 3-year average. Classic employees pay 7% employee contribution and PEPRAs employees pay half the normal costs (currently 6.5%). The City of Half Moon Bay does not participate in Social Security, except the required Medicare.
- Health Insurance: Employee can choose from medical plans provided through CalPERS. Dental Insurance is available through Delta Dental and Vision coverage is available through VSP. The City provides an allowance of \$1,800 per month, which can be used for medical premiums. Any unused portion may be taken as additional compensation. Dental and Vision premiums are paid by the employer up to family coverage.
- Flexible Spending Account: Employees may elect to contribute pretax dollars towards their FSAs for approved uses under such plan(s).
- Other Insurance: The City provides long-term disability coverage equal to 2/3 of monthly salary to a maximum of \$6,000 per month.
- Life Insurance: City provides coverage equal to 1 X annual base salary.
- Holidays: 14 paid holidays per year.
- Vacation: Accrual of 12 days per year for the first four years; increasingly periodically thereafter to 23 days annually after 21 years.
- Administrative Leave: Accrual of 12 days per year.
- Sick Leave: Accrual of 12 days per year.

- Auto Allowance: Receive \$250 per month.
- Education Incentive: \$1,500 annually and an additional \$1,500 after two or more years of service for eligible expenses upon approval.
- Deferred Compensation: Voluntary participation in ICMA or CalPERS 457 plans are available. After one year of service, the City will match fifty cents for every dollar employee contributes up to (4.0%) of the employee's salary.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Candidates are encouraged to apply early in the process and no later than **Monday, June 3, 2019**. This position may close upon sufficient number of highly qualified candidates. Electronic submittals are strongly preferred to Ralph Andersen & Associates at apply@ralphandersen.com and should include compelling cover letter and comprehensive resume.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. **Tentative date for Panel Interview is Wednesday, June 26, 2019**. Confidential inquiries are welcomed to Ms. Heather Renschler at (916) 630-4900.

Serious candidates may request to meet confidentially with the Search Consultant at the **GFOA Conference in Los Angeles on Monday, May 20 or Tuesday, May 21**. Please contact the Search Firm's Recruitment Scheduler, Ms. Tina Keller, at (916) 630-4900 to coordinate an in-person meeting with Ms. Heather Renschler during the GFOA conference.



**Half Moon Bay is an
Equal Opportunity Employer.**