

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 open and negotiable based on the experience and skills of 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 years. 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.
- ◆ Other Insurance: The City provides long-term disability coverage equal to 2/3 of monthly salary to a maximum of \$6,000/mo.
- ◆ Life Insurance: City provides coverage equal to 1 X annual base salary.
- ◆ Holidays: 14 paid holidays per year.
- ◆ Vacation: Accrual of 12 days annually for the first four years; increasingly periodically thereafter to 23 days annually after 21 years.
- ◆ Administrative Leave: 12 days per year.
- ◆ Sick Leave: Accrual at the rate of 12 days per year.
- ◆ Auto Allowance: Receive \$200 per month.
- ◆ Education Incentive: \$1,500 annually for eligible expenses upon approval.
- ◆ Deferred Compensation: Voluntary participation in ICMA or CalPERS 457 plans are available.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is July 13, 2018.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net, or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net



The City of Half Moon Bay



*invites your interest
for the position of*

City Manager

Photos by: Joe Butcher

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. Nearly one-third of the City's residents are Hispanic.



The City's historic downtown and coastal areas are home to hotels, interesting shops, art galleries, restaurants, bed and breakfasts, and other businesses. 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.

Residents of this charming community live a lifestyle that many think no longer exists in California. Neighbors care about each other, schools are important, and there is a real sense of community.

City Government

Half Moon Bay is 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 Manager is appointed by City Council and is responsible for oversight of daily operations. The City's adopted FY 2018-19 General Fund budget is \$17.75 million. The Capital Improvement program is nearly \$13 million in FY 18-19. The City staff of 36 FTEs work within the departments of Administrative Services/Finance, City Clerk, Community Development, and Public Works. The City Attorney, Police, and Fire Services are contracted.

Half Moon Bay has emerged as a vibrant community with a renewed spirit and sense of energy following several difficult years due to severe financial pressures. The contracting of several city services has also had a positive financial impact without compromising the quality of city services to the community. These collective factors have positioned the City to embark on a path of desired Capital Improvement Projects in the new fiscal year. The immediate future of Half Moon Bay is promising under the leadership of a cohesive and well-functioning City Council, a dedicated city staff and a community spirit that's helping move the City forward.

The Position and Ideal Candidate

The new City Manager will have the opportunity to work in a beautiful community with a tremendous opportunity to build and expand on the organizational



and community success that has transformed the City over the past several years. The position will require a manager with vision, a can-do attitude, strong communications skills and a commitment to community engagement. The preferred candidate will possess a track record of developing and maintaining strong relationships with all stakeholders and providing creative and timely solutions to priorities, projects and services.

The City and the Council are working together to tackle numerous critical issues. A priority is the completion and adoption of the current update of the City's Local Coastal Program consistent with the California Coastal Act. Half Moon Bay is located entirely within the Coastal Zone as defined in the California Coastal Act (Chapter 3 of Division 20 of the Public Resources Code). Development in the City is subject to its certified Local Coastal Program ("LCP"), currently undergoing an extensive update. Some projects in some areas of the City are appealable to the 12-member California Coastal Commission. Other key priorities include: development of affordable housing; funding and implementation of the parks and recreation and bicycle and pedestrian master plans as well as other priority capital improvement projects; and completion of the Main Street Bridge and SR 1 traffic improvement projects. The fate of cannabis regulation will depend on the outcome of November 2018 ballot questions.

Land use continues to be a key issue in Half Moon Bay. The City's location in the Coastal Zone creates ongoing challenges for development, zoning and land use. Potential development opportunities exist and are of acute interest to the community. 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. Prior experience with a coastal city or comparable will provide an appreciation for the fragile environmental nature of a coastal setting for enabling appropriate development. Knowledge of sustainable land use concepts and practices will be critical to this role.



The new City Manager will be expected to maintain close communications with the City Council and must have the ability to adjust to the evolving needs of the community. The Manager will be expected maintain and expand upon the City's engagement and outreach initiatives to the diverse and active community. Half Moon Bay has experienced a period of economic strength that has seen the budget and staff expand back to more desirable levels. While the City's finances have improved, strong budget and financial skills are necessary to ensure that the organization remains on sound fiscal ground. Additionally, the City Manager must be a strong leader capable of uniting the team behind the common mission and ensuring that a collaborative team culture is fostered within the staff. The ability to develop, mentor and empower staff to grow in their roles and with the organization is strongly desired as well.

The nature of this high profile and visible position requires excellent communication skills and diplomacy in maintaining continuous contact with the City Council, staff and the community. The community is actively engaged in local issues and has passionate beliefs about their community. A Manager with the ability to communicate effectively and productively with the public is essential. The sense of community in Half Moon Bay is very strong and the City Manager is expected to fully immerse him/herself into the community fabric, as well as ensure that staff also continues to do so as well.

The new Manager will be a proven administrator who develops a strong partnership in providing knowledge, guidance and effective recommendations to the Council and staff. In providing direction, the Manager will maintain a focus on organizational goals while leading the city operation towards resourceful, energetic and innovative approaches in "getting things done" as well as utilizing the latest platforms to ensure the community is connected, informed and involved. This position requires previous experience as a public-sector executive with at least five years of staff and budget management experience along with a Bachelor's degree in a related field. An MA/MS is preferred and strong generalist experiences in the various disciplines mentioned are highly desirable qualifications. A fluency in Spanish is advantageous as well.