

LAST MINUTE AGENDA INFORMATION NO. 3 03/20/13 Regular Meeting

(Agenda Related Writings/Documents provided to a majority of the City Council after distribution of the Agenda Packet for the March 20, 2013 Regular meeting.)

ITEM NO. DESCRIPTION

2.6	<p>AUTHORIZATION TO ENTER INTO A CONTRACT TO RECRUIT A CITY MANAGER. (0550-70)</p> <ul style="list-style-type: none"> a. Additional Staff Report Content b. Resolution No. 2013-7315 c. Teri Black & Company Proposal Package
3.1	<p>ORDINANCE NO. 2013-1135 AND PUBLIC HEARING; REX BUTLER FOR BIKEWAY VILLAGE LLC (APPLICANT) AND THE CITY OF IMPERIAL BEACH: ZONING CODE AMENDMENT (ZCA) 100008 FOR ECOTOURISM COMMERCIAL USES AT 536 13th STREET & 535 FLORENCE STREET AND AIRPORT PARCEL 616-021-10-00 @ 500 13TH STREET. MF 1034 (0610-95)</p> <ul style="list-style-type: none"> a. Letter from California Coastal Commission RE: Certification of Major Amendment #1-12 (Commercial/Recreation-Ecotourism) dated March 8, 2013.
6.1	<p>SPORTS PARK DISCUSSION. (0920-40)</p> <ul style="list-style-type: none"> a. E-mail correspondence regarding IB Little League's latest proposal dated March 18, 2013.



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *[Signature]*
MEETING DATE: WEDNESDAY, MARCH 20, 2013
SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT TO RECRUIT A CITY MANAGER

2013 MAR 18 PM 4:14
CITY MANAGER
CITY CLERK OFFICES

BACKGROUND:

This memo is a follow-up for Item 2.6 and provides a recommendation of a firm to recruit a new city manager.

Four firms were interviewed. All were well-qualified and it was a difficult choice. Teri Black & Company distinguishes itself by its many coastal city recruitments and networking system within and outside of California. It also provides another recruitment without a professional fee if the chosen manager terminates employment for any reason before completion of the first two years of service.

Please see attached proposal.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

The professional fee will be \$18,000 and reimbursable expenses will be between \$7,000 and \$7,500.

CITY MANAGER'S RECOMMENDATION:

Teri Black & Company is recommended as the firm to recruit a new city manager for Imperial Beach.

Attachments:

- 1. Resolution No. 2013-7315
- 2. Teri Black & Company Proposal

RESOLUTION NO. 2013-7315

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING ENTERING INTO A CONTRACT WITH TERI BLACK & COMPANY FOR RECRUITING A NEW CITY MANAGER

WHEREAS, the current city manager plans to retire in June, 2013; and

WHEREAS, the City Council wishes to recruit a new city manager; and

WHEREAS, four recruiters were interviewed after submitting proposals; and

WHEREAS, Teri Black & Company appears to be well-qualified and has successfully recruited city managers for California coastal cities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The city manager is authorized to enter into a contract with Teri Black & Company for an amount not to exceed \$25,500; and
2. Funds be provided from the City's general fund reserve for this contract.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 20th day of March 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK



Teri Black & Company
Your Executive Search Solution™

PROPOSAL

**Executive Search Services
for the**

CITY OF IMPERIAL BEACH

to recruit a

CITY MANAGER



March 2013



March 5, 2013

Mr. Gary Brown
City Manager
City of Imperial Beach
825 Imperial Beach Blvd.
Imperial Beach, CA 91932

Dear Mr. Brown:

Teri Black & Company (TBC) is pleased to present this proposal to assist the City of Imperial Beach with its efforts to successfully recruit a new City Manager. We are the recruiter of choice for many California communities and would be honored to add Imperial Beach to our distinguished client base by assisting the City Council with a recruitment for a new City Manager.

Founded in 2006, TBC is dedicated to providing the most personalized executive search services to clients and candidates in the industry. The business goals of the firm are centered on producing quality results and establishing long-term relationships with our customers. Personalized service and attentiveness have never been more important in our industry as the competition for outstanding talent continues to intensify and global economic challenges persist. With hard work and dedication, our consultants have developed tremendous credibility based on outstanding results and service. Nearly 85 percent of our business is a result of repeat customers.

TBC is not driven by volume which helps set us apart from our competitors. We are committed to providing customized and flexible service to our clients and will only take on a select number of recruitments at any given time. In addition, TBC is one of only two woman-owned recruiting firms serving local government in the western United States. Detailed information about the firm and our clients is available on our website – www.tbcrecruiting.com.

If retained, you will have my commitment that Imperial Beach will receive the highest level of attention and will not be delegated to junior level staff. Please do not hesitate to call if you have any questions or need additional information regarding our services or qualifications.

Sincerest regards,

Teri Black-Brann
President/CEO

Teri Black & Company, LLC • 4232 Pascal Place - Palos Verdes Peninsula, CA 90274
tel 310.377.2612 • fax 310.377.1362 • www.tbcrecruiting.com





Your Executive Search Solution

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I. CREDENTIALS & QUALIFICATIONS

Teri Black & Company (TBC) has a solid reputation for providing exemplary service to its clients and has enjoyed great success in **recruiting impressive professionals** for a number of communities throughout the western United States. Our **Southern California clients** include the Cities of Del Mar, El Cajon, Anaheim, Tustin, Newport Beach, Pasadena, Vista, Santa Monica, Long Beach, Goleta, Murrieta and San Diego among numerous others. In the last three years, we have recruited City Managers for the cities of Del Mar, El Cajon, Hermosa Beach, Pismo Beach, Anaheim, San Luis Obispo, Tustin, and Laguna Niguel. As evidence of our **clients' high satisfaction levels**, close to 85% of our projects are generated through repeat business. Our qualifications also feature extensive experience serving **coastal communities**.

Because we are driven by a concern for **quality results rather than volume**, we limit the number of recruitments the firm handles at any given time. In addition, we are careful to only partner with clients that appreciate the value of highly personalized service and the importance of finding qualified candidates who would be a good fit rather than simply attracting individuals who meet minimum qualification criteria. Lastly, our **Placement Guarantee** (Section VI) is typically **double the industry standard** and is consistent with the International City/County Managers Association (ICMA) Code of Ethics.

TBC has an **excellent track record** for recruiting well qualified candidates and has been very successful in attracting diverse candidate pools. We are frequently called upon to manage exceptionally challenging assignments which is attributable to our commitment to personalized service and not limiting the amount of resources we dedicate to any given project.

Teri Black-Brann would serve as the lead consultant on this project. She maintains a **strong nationwide network** in the city management profession through her

involvement and membership with the California League of Cities, Cal-ICMA, ICMA, and the California City Managers Foundation. She is a founding member of Cal-ICMA's *Preparing the Next Generation* initiative.

Profiles on the consultants and staff who will be actively engaged in this assignment can be found in Section V.

II. RECRUITMENT STRATEGY

The executive search strategy that follows describes four complete phases of a comprehensive recruitment for Council appointed positions.

PHASE I

Client Feedback & Involvement

The lead consultant will work closely with the elected body to design the candidate profile, recruitment strategy and timeline in accordance with the Client's desires and expectations. It is our goal to gain a complete understanding of the experience, knowledge, expertise and strengths the City Council is seeking in a new City Manager, as well as learn about the City's priorities, current and upcoming challenges, fiscal health, organizational culture, and composition of the management team.

At the City Council or subcommittee's discretion, the consultants can also meet with various stakeholders of the organization including the current City Manager, department heads, community leaders, city commissioners, etc. These supplemental meetings sometimes allow us to obtain additional feedback and gain a broader understanding of the community along with the organization's culture and inner workings. This additional knowledge can often be helpful to the consultants as they assess the critical factors relating to candidate "fit" later on in the process. With respect to community input, we have facilitated such formats as focus groups, town hall meetings in addition to one-one-one sessions. We have also created online surveys for our clients to host on their website as this has become the most popular, convenient and cost-effective strategy for obtaining input throughout the duration of a recruitment.

In order for TBC to represent any opportunity with conviction and credibility, we prefer to get as much information and feedback as possible before a recruitment is officially launched. Because our clients know their organizations best, we rely on

their guidance to determine the best sources of information upon starting an assignment.

Strategy Refinement

Following the gathering of feedback, TBC will develop a detailed timeline for the project along with proposed methodologies for attracting the best possible candidates. A detailed timeline and specific strategies will be reviewed and approved by the Client prior to execution.

Material Development & Production

Immediately following the client feedback activities, the lead consultant will draft advertising and recruitment brochure text for the Client's review. This information (description of community, organization, ideal candidate profile, compensation/benefits, etc.) should accurately summarize what was learned from the feedback sources. Sample TBC recruitment brochures are included as separate attachments to this proposal.

PHASE II

Advertising & Marketing

Following the consultants' developing a clear understanding of what the City is seeking, we will create aggressive advertising and marketing campaigns for the recruitment. Both the traditional and electronic campaigns will be interrelated to ensure the position has a powerful presence in the marketplace.

Once the advertising is executed, TBC will distribute the recruitment brochure with a personalized cover letter to professional contacts in our database, with primary emphasis on California candidates. Both e-mail and traditional mail are utilized in our marketing efforts. The job will also be promoted through the firm's social media presence via Facebook, LinkedIn and Twitter.



The TBC website is also capable of hosting video. If the City has video production capacity, we would be happy to post a video promoting the City or a taped message from the Mayor or other representative encouraging potential candidates to consider the opportunity. The lead consultant can assist with drafting a suggested script if the Client wishes to produce a customized message for this important recruitment.

Personalized Outreach

As a follow-up to the advertising and marketing campaigns, the consultants will personally contact the individuals targeted and generate new contacts through referrals made by respected sources. The most impressive candidates are usually found this way and it frequently requires several persuasive conversations to attract them into a recruitment if they are content and successful in their current position. The majority of highly qualified candidates will not respond to an advertisement, so we proactively reach out to them.

Our clients pay for results and that's exactly what we deliver. Unlike many of our competitors, TBC invests whatever time is necessary to generate a number of outstanding candidates from which the Client can make a selection. While many of our competitors charge additional consulting fees beyond a specific threshold, we do not limit the number of consulting hours dedicated to any given project.

PHASE III

Resume Assessment

While the lead consultant will review resumes as they are received throughout the search, a final detailed review of each submission will be conducted immediately following the closing date. Those candidates determined to be the most highly qualified will be selected for screening interviews.

Screening Interviews

TBC does not restrict the number of candidates to be screened. Rather, we interview every candidate who meets our Client's criteria. As a rule, this group frequently amounts to 8-12 candidates. The number of candidates screened ranges from just a handful of professionals for highly specialized positions to 15-20 for highly coveted opportunities.

To the extent the project budget and timeline allow, TBC will conduct as many in-person meetings as possible with the top candidates prior to making recommendations to the City Council. Alternatively, screening interviews are also conducted via phone and Skype™.

Report to Client

Following the completion of the screening interviews, the consultants will develop a written report for the Council that includes: a master list of all the applicants, resumes and cover letters for each candidate interviewed, a one-page profile summarizing each candidate's professional history, plus an overview of the consultant's initial assessment of each individual based on their experience and the results of their screening interview.

Candidate Communications & Care

Throughout the entire recruitment, TBC will take responsibility for communicating with the candidates throughout every stage of the recruitment. In addition, the City should feel free to refer any inquiries from potential or existing candidates directly to the lead recruiter at any time during the engagement. We handle all administrative aspects of the assignments.

TBC is extremely attentive to internal candidates. Our consultants make sure they understand the process and are kept informed at every juncture as they may have never worked with a recruiter before. We take great care to meet the needs of the entire candidate pool throughout our engagements as it is critical that **all the participants have a positive experience** and leave the process with a favorable

impression of the City of Imperial Beach - regardless of whether or not they are selected.

PHASE IV

Selection Process

TBC will design and administer an appropriate final selection process for the City Manager search. Most City Manager selection processes entail at least one interview with a Council sub-committee and/or the entire Council followed by follow-up interviews with the very top ranking candidate(s) by the full Council. Additional assessment activities can be developed such as executive level psychological assessments, writing and presentation exercises, problem solving scenarios, etc. We tailor all of our processes to best meet our Clients' needs and will assist the decision makers with deliberation.

Background & Reference Checks

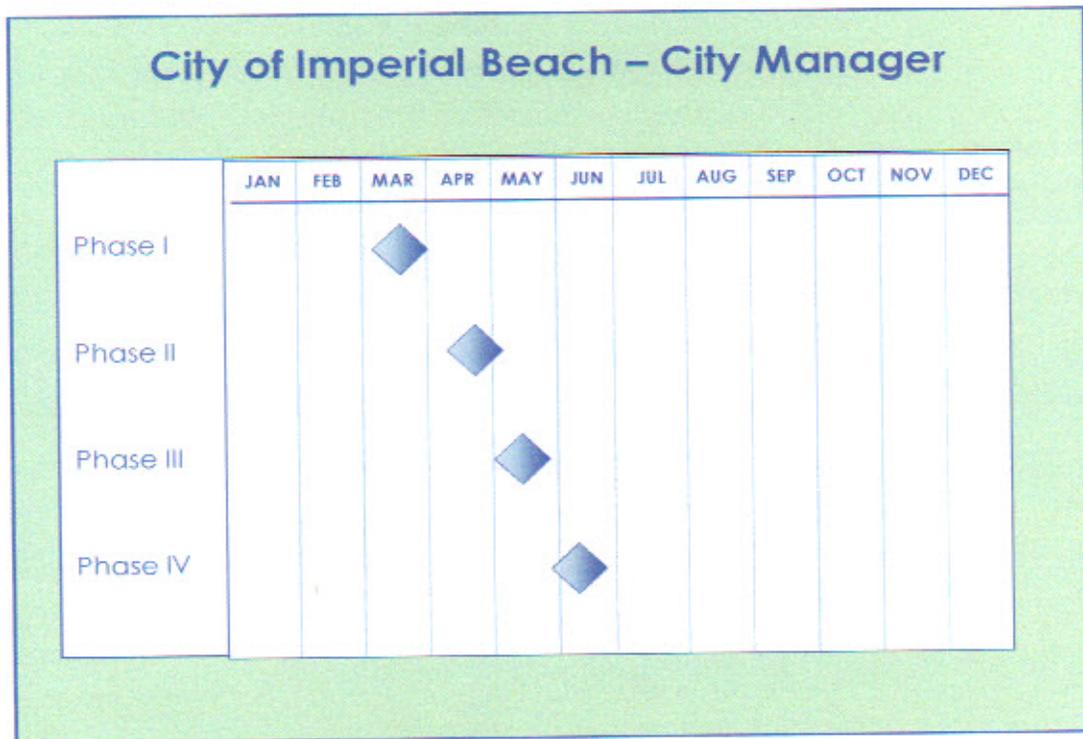
Following the final process and the Client's selection of its top candidate, TBC will conduct **thorough background** and **in-depth reference checks**. Our background checks are performed by a licensed private investigator and entail credit, driving record, civil, criminal and academic credential records checks. Court records checks include county, state and federal systems. Media, internet and social networking checks are also included. The reference checks are conducted by a recruiting consultant and are supplemented by comments generated from contacts that do not appear on the candidate's reference list. Extensive written reports are provided to the Client for review and recordkeeping.

Negotiations

Once the Client reviews and is comfortable with the findings in the report, TBC is available to assist with negotiations on compensation, benefits, start date and other transition details to bring the assignment to successful completion.

III. PROJECT TIMELINE

TBC is prepared to begin work in March. An executive level recruitment can typically be completed within approximately 100 - 120 days. A visual of a projected timeline is portrayed below and assumes that the Council will select its executive search partner by April 2013.



IV. REFERENCES

Client: City of Pismo Beach **Tel:** 805.773.4657

Contact: Mayor Shelly Higginbotham

Searches: City Manager (2012), Community Development Director, Administrative Services Director, Public Works Director

Client: City of Hermosa Beach **Tel:** 310.318.0216

Contact: Council Member Jeff Ducos (was Mayor during recruitment)

Searches: City Manager (2012), Fire Chief, Police Chief, Community Development Director

Client: City of Anaheim **Tel:** 714.765.5247

Contact: Mayor Tom Tait

Searches: City Manager (2012), Assistant City Manager (2012), Finance Director, Police Chief, Fire Chief, Planning Director

Client: City of Laguna Niguel **Tel:** 949.362.4300

Contact: Mayor Robert Ming

Searches: City Manager (2012-13)

V. CONSULTANT & STAFF PROFILES

Teri Black-Brann, President

Following a distinguished career in local and federal government, Teri has been dedicated to public sector executive search since 1999. Serving communities with populations in the millions to as small as 1,500 over the last 11 years, she has built a substantial base of clients across the Western United States that continually rely on her personalized service and recruitment expertise. In addition to cities and counties, Teri's clients also include special districts, utility agencies and non-profit organizations. She has managed a multitude of high profile and sensitive recruitments over the years. Prior to starting her own firm in 2006, Teri was affiliated with Shannon Executive Search/CPS Human Resource Services and The Oldani Group.

Before entering the executive search profession, Teri served as a Chief of Staff in the U.S. Department of Justice/COPS Office. Her local government experience includes management positions in the Cities of Santa Ana, Lakewood and Oakland, California. As a consultant, clients find her prior government experience to be of tremendous value as they often comment, "She has walked in our shoes and understands our business."

Teri earned her Master's degree in Public Administration from the University of Southern California and holds a Bachelor's degree from California State University, Fullerton. She is a graduate of the UCLA Anderson School of Management's invitational certificate program for entrepreneurs and a founding member of Cal-ICMA's *Preparing the Next Generation* (PNG) committee which has served as a model for the national association. Teri has just accepted ICMA's invitation to serve on the *Task Force on Women in the Profession*.

*Teri will serve as the **lead consultant** on the Imperial Beach assignment.*

Carolyn Seeley, Senior Consultant

Carolyn has over 20 years of human resource experience and has personally assisted Teri Black-Brann with over 200 local government recruitments. She provides invaluable support to our engagements by conducting extensive research and generating referrals from non-traditional sources. Carolyn has supported all of Teri's Council appointed and department head level recruitments over the past seven years. Her dedication and professionalism have been instrumental in bringing hundreds of our projects to successful conclusions.

Although she has focused exclusively on recruiting the past several years, Carolyn also possesses extensive experience in employee relations, employee benefits, compensation, training, and human resource information systems. She earned her MBA degree from Pepperdine University and holds a Bachelor's degree in Health Administration from California State University, Northridge. She is based in Orange County, CA.

Carolyn will co-lead this engagement in partnership with Teri Black-Brann

Tracey Hill, Executive Assistant & Engagement Manager

Tracey is responsible for managing the numerous administrative activities associated with TBC recruitments and special projects. From overseeing our massive database, ensuring contractual requirements are met and interacting with candidates to coordinating background checks, she is involved with all aspects of the search process.

Tracey brings over a decade of project management experience to TB&Co. Prior to joining the firm, she held a variety of finance, IT and project management related positions with Northrop Grumman and Toyota Motor Sales, USA. Tracey serves as Teri's invaluable "right hand" in ensuring that all client and candidate needs are met.

VI. PRICING, GUARANTEE & CONTACT INFORMATION

The **professional fee** for this City Manager assignment is \$18,000. This includes all work outlined in Phases I – IV in the proposal's scope of work. The professional fee covers the entire scope of work and does not cap the number of visits or the amount of time invested in bringing the project to a successful conclusion.

Reimbursable expenses for this project will range from \$7,000 - \$7,500 (depending on the extent of advertising and consultant travel). Reimbursable expenses include advertising, brochure design and reproduction, printing/copying, postage and delivery charges, as well as consultant travel. Consultant travel entails traveling from Los Angeles to Imperial Beach for client meetings and interviews, as well as meeting with the top candidates in-person at locations TBD to the extent possible. Professional fees and expenses are billed on a monthly basis.

Placement Guarantee

Because we have a high degree of confidence in our work, TBC's placement guarantee for Council appointed positions is **double the industry standard**. Consistent with the ICMA Code of Ethics, if a candidate selected and appointed as City Manager by the Imperial Beach City Council as a result of a TBC recruitment terminates employment for any reason before the completion of the first **two years** of service, TBC will provide the City with the necessary consulting services required to secure a replacement. Professional consulting services are provided at no cost to the Client; expenses are covered by the City.

Contact Information

Business address:	4232 Pascal Place Palos Verdes Peninsula, CA 90274
Telephone:	310.377.2612
Fax:	310.377.1362
Web site:	www.tbcrecruiting.com
Skype Address:	tbc.recruiting
Twitter:	@teriblack

Federal Tax ID: 13-4346458

Primary Contact: Teri Black-Brann
teri@tbcrecruiting.com
Office: 310.377.2612 Mobile: 310.781.0878

VII. COMPREHENSIVE LIST OF CLIENTS

Cities

Anaheim
Arlington, TX
Ashland, OR
Belmont
Beverly Hills
Buena Park
Cannon Beach, OR
Carlsbad
Carmel-by-the-Sea
Carpinteria
Chandler, AZ
Colorado Springs, CO
Concord
Costa Mesa
Davis
Del Mar
Denver, CO
Dublin
East Palo Alto
El Cajon
Eugene, OR
Fort Worth, TX
Fresno
Goleta
Hayward
Hermiston, OR
Hermosa Beach
Laguna Niguel
La Habra
La Palma
Livermore
Long Beach
Los Banos
Lynwood
Manhattan Beach
Menlo Park
Modesto
Moreno Valley
Murrieta
National City
Newport Beach
Oakland
Palo Alto
Pasadena
Pismo Beach
Pittsburg
Pleasanton
Prescott Valley, AZ

Pomona
Redlands
Redwood City
Riverside
Roseville
San Diego
San José
San Leandro
San Luis Obispo
Santa Barbara
Santa Clara
Santa Clarita
Santa Cruz
Santa Monica
Sunnyvale
Surprise, AZ
Torrance
Tracy
Turlock
Tustin
Vista
West Sacramento
Yucca Valley, Town of

Counties

Alameda
Denver, CO (City/County)
Lane, OR
Los Angeles
Merced
Monterey
San Diego
Santa Barbara

Special Districts/Authorities

Ashland, OR Parks Commission
Beach Cities Health District
Calleguas Municipal Water District
Castaic Lake Water Agency
Goleta Water District
Hi-Desert Water District
Mesa Consolidated Water District
Municipal Water District of Orange County
San Ramon Valley Fire Protection District
Southern California Association of Governments
West Basin Municipal Water District

City Manager



City of
Pismo Beach
California

City Manager



The Community

The City of Pismo Beach is a classic California beach community, offering visitors and residents a unique opportunity to enjoy one of California's longest and widest stretches of white sand beaches. The City has over 20 City parks and hiking trails, award-winning cliff top restaurants and hotels, varied recreational opportunities, and unique shops and outlets. Within a short distance of Pismo Beach, wineries, championship level golf courses, whale watching, ATV riding on the dunes, deep-sea fishing, and beautiful state parks can be enjoyed. The City is located on the California Central Coast in San Luis Obispo County, midway between San Francisco and Los Angeles, along Pacific Coast Highway 1 and Highway 101.

The resident population of Pismo Beach is approximately 7,655 with a seasonal tourist population reaching 18,000 – 32,000. The City enjoys a temperate marine climate all year long, with an average temperature of 70 degrees. A high quality of life, a low crime rate, clean air, and a strong sense of community pride make Pismo Beach a wonderful place to work and live.

Annually, thousands of Monarch butterflies migrate to Pismo Beach, clustering in California's largest populated Monarch butterfly grove from late October through February. Pismo Beach hosts many annual events including a Classic Car Show, 4th of July Fireworks,

Stride With The Tide, Jubilee By the Sea Jazz Festival, St. Anthony's Celebration and the Annual Clam Festival.

City Government

The City of Pismo Beach is a full service, general law city. The City's commercial base is primarily tourism-oriented and is the largest source of revenue for the City. The FY 2012-13 General Fund budget is \$15.9 million (total budget \$30 million). Pismo Beach currently maintains its reserve policy of 20 percent.

Pismo Beach operates under a Council-Manager form of government. The City Council is comprised of a Mayor directly elected for a two-year term, and four Council Members elected to staggered four-year terms. There are no term limits. The City Manager is responsible for the administration of City affairs, and is assisted by an administrative team, which includes the City Attorney and department heads for Administrative Services, City Clerk, Public Works, Community Development, Police, and Fire. The City Manager appoints the Directors for each Department.

Pismo Beach benefits from impressive fiscal strength, a stable work force and valuable political stability. Dedicated to an effective functioning democracy, the City Council is thoughtful, respectful, and adheres to a comprehensive Code of Ethics that was formally adopted in 2005. The Council also has an established practice of meeting annually to define short-range, mid-range, and long-range goals for the City and staff at the beginning of each calendar year. In addition, the City Council has reached agreements with the labor groups to reform retiree health and pension benefits, ensuring long-term fiscal health for the City.

Pismo Beach has a reputation for providing superior customer service and maintaining a high quality of life and service for both its residents and visitors. The candidate selected will inherit an outstanding executive team that enjoys performing in a professional and rewarding culture. Kevin Rice has served as City Manager since March, 2004. This recruitment is being initiated in preparation for Mr. Rice's retirement scheduled for February 2013.

Vision for Pismo Beach

*Provide a safe place;
maintain its small beach
town character; expand into
our Sphere of Influence;
maintain a vibrant tourist-
based economy, while
becoming a world-renowned
tourist destination.*



The Ideal Candidate

The ideal candidate will be a visionary and confident leader who inspires excellence. Known for setting high expectations and holding people accountable, he/she will be an empowering working manager whose style is dominated by a strong appreciation for cohesive teams. The City Manager's staff currently enjoys a strong sense of team and high morale through top down participation in staff events that enhance camaraderie, strengthen relationships and bring an appropriate level of fun to the workplace. Committed to being an influential mentor, he/she will take a sincere interest in maximizing the potential and success of subordinates.

A results-oriented leader, the ideal candidate will demonstrate the ability to facilitate organizational discipline around adopted goals and priorities. Revealing a strong business mindset and impressive financial acumen, the ideal candidate will have a history of being a good steward of public resources. The ability to be innovative while being fiscally responsible will be considered favorably. The City Manager will convey an ongoing willingness to explore new ideas and a desire for continuous improvement.

A visible and accessible manager, the ideal candidate will be a credible and diplomatic communicator. He/she must be an outstanding writer and speaker who can effectively synthesize complicated subject matter into concise understandable terms. The City

Manager will have the ability to present well organized analyses and options to policy makers in order to facilitate thoughtful and well-informed decision making.

The ideal candidate will possess superior interpersonal skills along with demonstrated long-term success in building and maintaining productive working relationships with internal and external stakeholders. A reputation for interacting productively with elected and appointed officials will help to ensure a smooth transition for the new City Manager. Previous experience or exposure to constructive labor relations is desired.

A history of good judgment and wise decision making that includes a track record of selecting exceptionally talented professionals will be expected. A proven ability to make tough decisions when necessary is also required to succeed as City Manager in Pismo Beach.

The individual selected shall be active in the profession and familiar with emerging trends and best practices in local government. California experience is encouraged but not required. He/she will convey a sophisticated understanding of state and federal legislative processes as the City maintains a visible presence in both Sacramento as well as Washington, DC. The Pismo Beach City Manager is expected to be an effective ambassador and passionate advocate for the City's best interest.

Experience as a City Manager and/or Assistant/Deputy City Manager, or department director in a municipality of similar complexity is desirable. Experience serving in a comparable setting that involves tourism, coastal issues, large-scale special events or other dynamics that trigger dramatic fluctuations in populations and/or service demands is preferred. Involvement in economic development activities and/or downtown revitalization efforts is highly desirable. A track record of being accountable for large scale projects from conception to completion will be considered favorably. Familiarity with land use issues, such as annexation, will be welcomed.





Ten (10) years of municipal management or administrative experience along with a Bachelor's degree in public or business administration, or related discipline is required. A Master's degree is preferred.

Compensation

Salary will be DOQE. The City also offers an attractive benefits package that includes, but is not limited to:

Retirement: California Public Employees Retirement System (PERS) – 2% @ 60. The City currently contributes 3% of the member contribution. At retirement, unused sick leave may be converted to additional retirement credit. The City Manager receives \$4,500 annual City Paid Contribution to 457 Plan (paid in 24 equal payments). Retiree Health Insurance is available upon retirement from the City, with lifetime City contribution of \$112 per month. The City participates in Social Security.

Cafeteria Plan: Up to \$1,071 monthly allowance to purchase medical, dental, and vision insurance with available provision to opt out and receive up to \$554 per month in taxable cash. The City offers both PPO and HMO medical plan options

Life Insurance: Group term life insurance is provided.

Vacation: Up to 22 days per year depending on years of service.

Holidays: 13 days per year.

Sick Leave: 12 days per year.

Administrative Leave: 80 hours per year.

Car and Phone Allowance: \$300 and \$55 per month respectively.

Additional Benefits: City offers additional benefits such as additional life and other insurances, Deferred Compensation program, and Employee Assistance Program.

Application and Selection Process

The closing date for this recruitment is **Sunday, September 16, 2012**. Upload resume, cover letter and list of six professional references online using the "Apply Now" feature at www.tbcrecruiting.com.



Teri Black-Brann
Tel 310.377.2612
Carolyn Seeley
Tel 949.487.7606
TERI BLACK & COMPANY, LLC
info@tbcrecruiting.com
www.tbcrecruiting.com



Immediately following the submission deadline, the candidates with the most relevant qualifications will be interviewed by the lead consultant. Those individuals determined to be best suited for the position will be interviewed by the City Council in October. An appointment is anticipated in December following additional selection activities and the completion of extensive background and reference checks.

The City of Pismo Beach is an Equal Opportunity/ADA Employer.

For more information regarding Pismo Beach and the City Council's goals, visit www.pismo-beach.org.

City of Hermosa Beach, California



City Manager



The Community

Encompassing 1.5 miles of one of Southern California's most coveted coastlines, the City of Hermosa Beach is a 1.3 square mile general law city with a population of approximately 19,557 residents. Known as "The Best Little Beach City," Hermosa Beach is located 5 miles south of Los Angeles International Airport and 22 miles from the Los Angeles Civic Center in the heart of the South Bay region of Los Angeles County at the southern end of the Santa Monica Bay. Named "Southern California's Greenest City," this thriving community's beaches have been ranked among the best in the world.

The City has been undergoing exciting changes over the past few years. Building activity remains stable as the housing stock continues to be rebuilt with new upscale homes and condominiums. Hermosa Beach recently completed a \$4.3 million national award winning beautification project on Pier Avenue which is considered to be one of the City's most dynamic thoroughfares. Widened sidewalks, landscaped medians, new trees, additional crosswalks and improved lighting have re-energized this part of the community that is home to popular retail shops, restaurants and contemporary residential and commercial options. Pier Avenue is once again a dynamic destination for both tourists and locals alike.

The City's Pier Plaza attracts year-round visitors from near and far. Hermosa Beach is frequently touted as a quaint urban coastal destination. World class volleyball tournaments and international surfing events attract visitors from around the world. The City's hotels and hospitality facilities offer breathtaking ocean views surrounded by a generous array of dining options, upscale shops, special events and unlimited recreational activities. Residents also enjoy several community and family oriented special events throughout the year.

Two recent actions by the City Council reflect a continued commitment to environmental sustainability. In early 2012, the City instituted a ban on smoking in designated public areas. A comprehensive ban on single-use polystyrene (Styrofoam) products was approved by the Council in March and will go into effect by the fall of this year.

The community's close proximity to all the "big city" amenities that accompany urban life in Los Angeles provide relatively easy access to major museums, sporting and entertainment venues, and some of the nation's most premier universities – the University of Southern California, the University of California at Los Angeles, Loyola Marymount University, and California State University at Long Beach among others – are only a short distance away.

City Government

A full-service city, Hermosa Beach operates under a Council-Manager form of government. The five-member City Council is elected at large with one member selected to serve as Mayor on a rotating basis. The City Clerk and City Treasurer are also elected positions. City operations are supported by 126 full-time employees and an annual operating budget of \$36 million (\$27 million General Fund). The midyear budget report shows some positive signs of economic recovery. For the first half of the fiscal year, general fund revenue is up nearly 4 percent and sales tax receipts have increased by 11 percent. Property taxes are also on an upward trend during that same time frame.

In addition to the City Manager, the organization's executive team consists of the Police Chief, Fire Chief, Director of Finance, Director of Community Development and Director of Public Works. The Human Resources and Recreation & Community Resources responsibilities are currently handled within the City Manager's Office.





The new City Manager will have the rare opportunity to select a new Police Chief and an Assistant to the City Manager during the early stages of his/her tenure. The Hermosa Beach Police Department is one of only a handful of police departments accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) in California.

This recruitment has been activated in response to the recent retirement of Steve Burrell who served as City Manager for the past 18 years. Veteran City Manager John Jalili (Santa Monica) is serving in an interim capacity and will not be a candidate for the permanent position.

The Ideal Candidate

The ideal candidate will be a high energy local government professional who is accustomed to meeting the diverse demands of a small dynamic coastal community or similar setting. Knowledge and experience that reflects a generalist background in municipal government will help the new City Manager succeed in Hermosa Beach. Familiarity with issues and challenges facing a comparable municipality, such as nightlife activities, parking, traffic and other seasonal fluctuations that impact service demands is desirable. A general understanding of sound urban planning principles will also be advantageous.

The ideal candidate must possess a track record that reveals a high degree of appreciation for healthy team dynamics as well as the ability to maintain a strong collaborative environment. He/she will be an exceptional and supportive manager of people who sets high standards and acknowledges outstanding performance. Given the limited resources in a small organization, he/she must be adept at leveraging the expertise and talent of others. A natural coach and mentor, the ideal candidate will have a reputation

for exercising a sincere interest in the professional development of his/her staff. A proven history of recruiting and selecting superior staff is required.

Ideally, the next City Manager will possess in-depth knowledge regarding all aspects of human resources and risk management and self-insurance pooling. Impressive candidates will also have expertise in labor negotiations and creating and maintaining productive relationships with employee groups. A sophisticated understanding of municipal finance and budgeting will also be expected.

Previous experience with the development and implementation of strategic plans that encourage discipline and include built in accountability tools is desired. The ideal professional will be a visionary leader as well as an accomplished problem solver who inspires innovation in others. A mindset of continuous improvement and ongoing concern for increased efficiency will be expected. Proven success with information technology and redesigning systems and processes that enhance capacity will be considered favorably. A history of utilizing meaningful performance measures is preferred. The candidate selected will be aware of current technological applications that assist or increase organizational effectiveness and possess a history of embracing such technology and its potential benefits.

Competitive candidates will be accessible and approachable, and demonstrate a consistent even-keeled demeanor. The ideal candidate will display exceptional interpersonal and communications skills. A clear and articulate communicator who is dedicated to government transparency, the City Manager must also be comfortable being visible and directly engaged with the community he/she serves.

The ideal candidate will exhibit sophisticated political acumen and have extensive experience interacting and working with, as well as being responsive to elected and/or appointed officials. The ability to





quickly establish trust and respect among internal and external stakeholders will be carefully evaluated. Management experience in a comparable setting is required. Knowledge of California labor laws is desirable but not necessary. A combination of public and private sector experience is acceptable. A Bachelor's degree in a relevant discipline is required and an MPA or MBA is strongly preferred.

Compensation

The salary will be competitive based on current market and DOQE. The salary is supplemented by an attractive benefits package. Benefits currently provided to department heads include but are not limited to:

Retirement – CalPERS 2% @ 60. The City pays the full amount of the employees' share. The City does not participate in Social Security. This second tier formula was adopted by the City in April 2011.

Deferred Compensation – The City contributes \$8,000 per year to one of three deferred compensation plans available. There is no employee matching requirement.

Leave – Maximum vacation accrual rate is 445 hours per year. Management employees also receive 100 hours of administrative leave per year and 9 paid holidays. 72 hours of sick leave is accrued annually.

Auto Allowance – Negotiable; department heads currently are provided a monthly allowance of \$450.

Health Insurance – Currently \$917.18 per month is available for the purchase of medical, dental, and vision insurance coverage. Any unused amount may be taken as a cash payment. The City also provides fully paid life insurance of up to \$200,000 and a long term disability plan.

Application & Selection Process

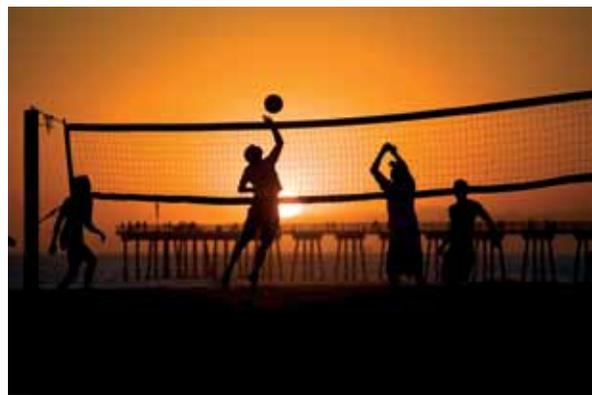
The closing date for this recruitment is **Sunday, May 13, 2012**. Upload resume, cover letter and list of six professional references online using the "Apply Now" feature at www.tbcrecruiting.com.



Teri Black-Brann • tel 310.377.2612
Carolyn Seeley • tel 949.487.7606
Teri Black & Company, LLC
info@tbcrecruiting.com
www.tbcrecruiting.com



Immediately following the submission deadline, the candidates with the most relevant qualifications will be interviewed by the lead consultant. Those individuals determined to be best suited for the position will be interviewed by the City Council in May with an appointment anticipated shortly thereafter upon the completion of extensive background and reference checks.



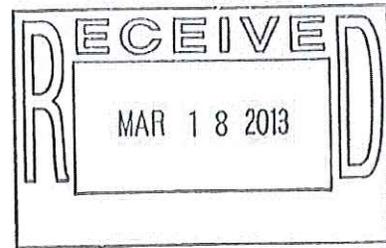
CALIFORNIA COASTAL COMMISSION

SAN DIEGO AREA
 7675 METROPOLITAN DRIVE, SUITE 103
 SAN DIEGO, CA 92108-4421
 (619) 767-2370

2013 MAR 18 PM 4:06



CITY MANAGER March 8, 2013
 CITY CLERK OFFICES



Jim Nakagawa
 City of Imperial Beach
 825 Imperial Beach Boulevard
 Imperial Beach, CA 91932

Re: Certification of Major Amendment #1-12 (Commercial/Recreation-Ecotourism)

Dear Mr. Nakagawa:

On March 7, 2013, the California Coastal Commission approved the above referenced amendment request to the Imperial Beach Implementation Plan and Zoning Ordinance. The approved amendment creates a new land use category and zone entitled Commercial/Recreation-Ecotourism (C/R-ET) to provide for land to meet the demand for goods and services required primarily by the recreational and ecotourist visitor, including small-scale visitor-serving retail and services and visitor accommodations such as hostels, hotels, and motels. Other non-visitor-serving uses such as professional offices and live/work units are also permitted.

The Commission approved the LCP amendment with one suggested modification that clarifies that revetments and other shoreline protection devices that alter natural shoreline processes may be permitted when required to serve coastal-dependent uses or to protect existing principal structures, and when designed to eliminate or mitigate adverse impacts on local shoreline sand supply. The attached modifications contain the specific changes adopted by the Commission.

Because the amendment was certified with suggested modifications, before the amendment request can become effectively certified, the Executive Director must determine that implementation of the approved amendment will be consistent with the Commission's certification order. In order for the Executive Director to make this determination, the local government must formally acknowledge receipt of the Commission's resolution of certification, including any terms or suggested modifications; and take any formal action which is required to satisfy them, such as rezonings or other ordinance revisions. This certification must also include production of new LCP text demonstrating that the amendment, as approved by the Commission and accepted by the City, will be incorporated into the City's certified Local Coastal Program immediately upon concurrence by the Commission of the Executive Director's determination.

As soon as the necessary documentation is received in this office and accepted, the Executive Director will report his/her determination to the Commission at its next regularly scheduled public hearing. If you have any questions about the Commission's action or this final certification procedure, please contact our office. Thank you and the

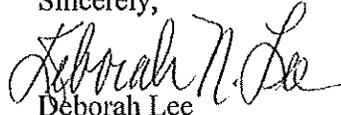
Date: 3/29/13 Item No. 3.1
 Last Minute Agenda Information

March 8, 2013

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other staff members who worked on this planning effort, and we remain available to assist you and your staff in any way possible to continue the successful implementation of the local coastal program.

Sincerely,

A handwritten signature in cursive script, appearing to read "Deborah N. Lee".

Deborah Lee
District Manager

cc: Mayor Jim Janney

(\\TIGERSHARK\groups\San Diego\DIANA\Imperial Beach misc\LCPA 1-01 certification Letter.doc)

SUGGESTED MODIFICATIONS

The underlined sections represent language that the Commission suggests be added, and the ~~struck-out~~ sections represent language which the Commission suggests be deleted from the language as originally submitted.

1. Modify Section 19.25.060, Development Regulations and Design Standards, subsection G. Climate Change/Sustainability provisions, Adaptation Measures, subsection 2(b) Sea Level Rise (SLR) to read as follows:

Sea Level Rise (SLR). Buildings may have a useful life of 50 to 100 years or more. Global warming scenarios project an increase in sea level rise due to the effects of greenhouse gases. The State of California projects a rise of 10 to 17 inches by the year 2050 and a rise of 31 to 69 inches by the year 2100 (State of California, Sea Level Rise Task Force of the Coastal and Ocean Working Group of the California Climate Action Team (CO-CAT), *Sea Level Rise Interim Guidance Document*, October 2010). Project proponents shall, using best available science, assess their projects for its vulnerability to impacts from sea level rise and, if vulnerable, propose a reasonable adaptation strategy that may take the form of hard structures (such as seawalls, levees, bulkheads, or rip-rap), soft structures (such as wetland restoration, low impact development (LID), detention basins, bioinfiltration, or bioswales), accommodation (such as elevated grades, elevated structures, floodable development, or floating structures), or withdrawal (such as buffers, rolling easements, disassembly design, or managed retreat). However, revetments and other shoreline protection devices that alter natural shoreline processes shall be permitted when required to serve coastal-dependent uses or to protect existing principal structures, and when designed to eliminate or mitigate adverse impacts on local shoreline sand supply. New development shall be sited and designed to account for sea level rise such that the need for hard protective structures is avoided.

From: Imperial Beach Little League [mailto:ibll-info@cox.net]
Sent: Monday, March 18, 2013 4:04 PM
To: Greg Wade
Cc: Don Spicer
Subject: Clarification of Annual Maintenance

2013 MAR 18 PM 4:47
CITY MANAGER &
CITY CLERK OFFICES

Greg,

In our 3/17/2013 response, we stated:

Annual Maintenance:

IBLL will pay no more than \$3,500 per year for field maintenance and/or repairs.

You asked whether or not IBLL would stop completing field maintenance and/or repairs once \$3,500 was spent.

For clarification, we would continue to maintain baseball fields to meet our current standards, as well as Little League safety standards. However, repairs would be evaluated on a case by case basis and possibly roll over for repair the following fiscal year.

Respectfully,

Elizabeth McKay
IBLL Secretary

Date: 3-20-13 Item No. 6.1
Last Minute Agenda Information