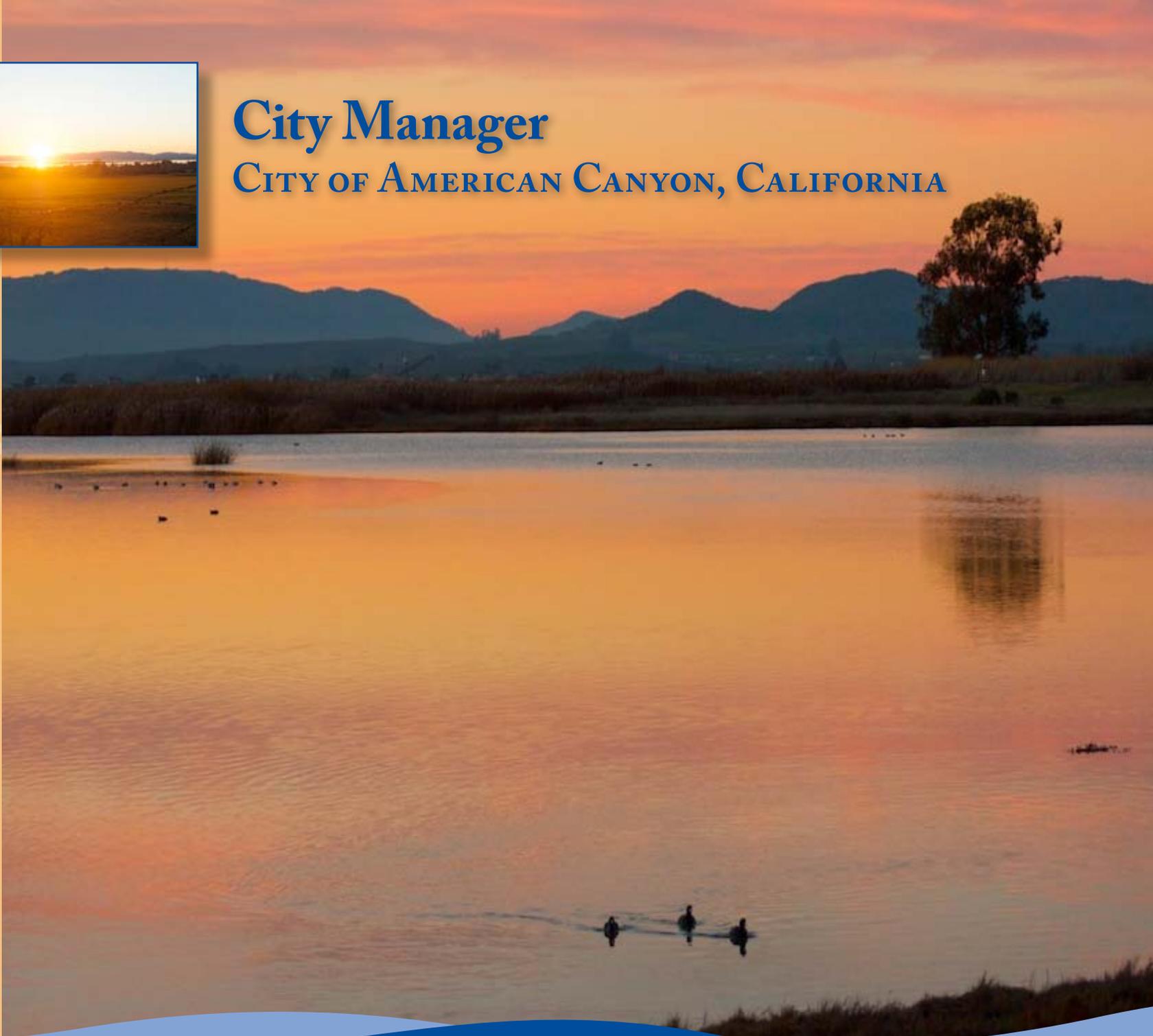




City Manager

CITY OF AMERICAN CANYON, CALIFORNIA



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EXECUTIVE SEARCH

THE COMMUNITY

Located in the southern portion of world-famous, wine-growing Napa County, approximately 35 miles northeast of San Francisco, American Canyon first developed following World War II and incorporated in 1992. American Canyon plays an important role in the Napa Valley wine industry with continuous growth in wine logistics, wine making, storage and distribution. American Canyon is also home to growing major food production industries, such as Coca Cola, Barry Callebaut Chocolate, Mezzetta, and Wallaby Yogurt. With a current population exceeding 20,000 in more than 6 square miles, the City plans for a population of 25,000 by 2025.

American Canyon has a mix of original and newer housing stock including single-family residential units, apartments, and manufactured homes. The City's residential growth rate justified the 2010 construction of LEED-certified American Canyon High School, home of the "Wolves," with its extensive athletic facilities. A new middle school and two new elementary schools will be constructed in the next few years.

American Canyon is poised for future growth in two industrial parks and two specific plan areas. The parks include 5 million square feet of space for industrial users; a Broadway District Specific Plan to include 1,200 homes and 850,000 square feet of commercial development along Highway 29; and the Watson Ranch Specific Plan, which includes 1,250 homes and rejuvenation of a century old cement factory ruins into a tourist and entertainment center.

American Canyon residents take great pride in their community and highly value the outdoor spaces and trails, numerous parks and quality schools. For more information on the City of American Canyon, please visit www.cityofamericancanyon.org.

THE ORGANIZATION

The City of American Canyon operates as a Council/City Manager form of government and is a general law city. The City Council is comprised of a directly elected mayor and four elected council members. Members of the City Council also serve as the Board of Directors for the American Canyon Fire Protection District.

The City employs approximately 75 full-time employees plus about 50 part-time/seasonal staff during peak summer season. The City's Fiscal Year 2017/18 general fund budget is \$21.3 million. The City Manager's office oversees the City Clerk, Human Resources/Risk Management, and Economic Development. Departments reporting to the City Manager include Finance, Public Works, Community Development, Parks & Recreation, and Police (contracted through the Napa County Sheriff).

The City of American Canyon is committed to public service and serving the community. At all levels of the organization, staff members embrace customer service, community engagement, professional excellence, and collaboration. In 2014, the City Council adopted a vision and strategic plan for the City, and the City team is focused on delivering results. Current priorities include the following.

- **Public Safety:** Ensure that American Canyon remains a safe community.
- **Community and Sense of Place:** Build on the strength of our local community to develop a clear sense of place and establish our unique identity.
- **Economic Development and Vitality:** Attract and expand diverse business and employment opportunities.
- **Outdoors and Recreation:** Expand opportunities for use of outdoor recreation and an active and healthy lifestyle.
- **Transportation:** Improve the City's transportation network to mitigate traffic and enhance the quality of life for the community.
- **Infrastructure:** Develop and upgrade infrastructure resources to support sustainable growth.
- **Quality Services and Organizational Effectiveness:** Deliver exemplary government services.

Challenges and opportunities facing the community and organization include major infrastructure projects such as the Watson Ranch development; upgrades to the Green Island industrial area including Green Island Road reconstruction, utility improvements, and working on creation of a CFD; and the Broadway Specific Plan. In addition, organizational priorities focus on economic development; improving traffic circulation within the community; and intergovernmental collaboration, particularly as it relates to regional transportation.

THE POSITION

This outstanding career opportunity is available with the retirement of Dana Shigley, who served as City Manager since 2012. The following summary incorporates input received from the Mayor and City Council regarding the ideal candidate.

DESIRED CAPACITIES AND ABILITIES:

- Willingness and passion to take on large, challenging projects as well as a proven record of bringing large projects to closure.
- Brings bold, creative problem-solving skills and has the ability to overcome obstacles.
- Cares about the community, creates a sense of accessibility for community members, and values everyone as a customer of City services.
- Communicates in a neutral, non-biased way, and provides all relevant facts for policy decisions.
- Respects the City Council as the face of the City and is able to navigate the distinct personalities of Council members while advancing the vision

of the Council as a whole. Recognizes that the City Manager is not the sixth Council member, and that the Council is actively engaged in the development of policy and the projects and strategies that advance the vision of the City.

- Ability to understand, interpret, and act on behalf of Council, particularly in negotiations, intergovernmental work, and other opportunities to represent the interests of the City.
- Strong interpersonal relationship skills, particularly with passionate and challenging stakeholders.
- Record of hiring staff members who have the capacity and capability to use good judgment in order to achieve positive outcomes. Values diversity in the workplace as well as employee growth and development.
- Demonstrates passion for the work; possesses "fire in the belly" and a desire to make a mark.
- Self-confident and exhibits mindfulness in their daily actions.
- Understands that American Canyon straddles two distinct areas – an urban mix of the Bay Area and the Agricultural Preserve of Napa County. The City Manager must understand both and seek a balance between the two perspectives.

DESIRED EXPERIENCE AND TECHNICAL SKILLS:

- Proven management experience in a similar organization and community.
- Experience overseeing large, complex projects.
- Effective negotiation skills.
- Financial acumen with demonstrated ability for developing creative financial solutions.



- Awareness and ability to terminate or change direction of a project or initiative when appropriate.
- Ability to provide thoughtful analyses and reasonable alternatives for Council consideration.

In addition, the selected candidate must have the ability to establish and maintain effective working relationships with contract public safety and other officials not directly supervised by the City Manager. A Bachelor's degree in public or business administration or a related field is



required; Master's degree is preferred. Eight years of increasingly responsible experience in government or business management, including five years of administrative and supervisory responsibility in a public agency.

THE COMPENSATION

The City is offering a competitive annual salary depending on the experience and qualifications of the selected candidate. In addition, benefits include:

RETIREMENT – CalPERS 2% @ 55 for Classic members; employee makes a 7% member contribution and 1.210% toward employer portion (single-highest year). 2% @ 62 for new members of CalPERS. Employee pays half the normal cost.

HEALTH INSURANCE – City contributes a monthly payment equal to 90% of the Kaiser HMO premium rates at each level of coverage (employee only, employee plus one dependent, and family) for active employees. Employees covered by another insurance plan may be eligible for \$400 per month in lieu of health coverage.

CAFETERIA PLAN – \$334.18 to be used toward out-of-pocket medical health premium, if any, Life, Group LTD, Dental, and Vision Insurance and an Employee Assistance Program.

VACATION ACCRUAL – 12-25 days based on years of service.

HOLIDAY LEAVE – 15 days per year.

MANAGEMENT LEAVE – 15 days per fiscal year.

SICK LEAVE ACCRUAL – 12 days per year, unlimited accumulation.

VACATION AND/OR MANAGEMENT LEAVE SAME AS CASH – Employees may convert a portion of their accumulated vacation and/or management leave to cash based on certain guidelines.

RETIREE MEDICAL – City contributes 100% of the current “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage Bay Area” (currently \$316.34) to assist with medical insurance costs for CalPERS covered retirees.

DEFERRED COMPENSATION – Two voluntary plans available. City will contribute 2% of employee's salary in a 401A with a 2% employee contribution.

The City of American Canyon does not participate in Social Security.

SEARCH SCHEDULE

Filing Deadline February 12, 2018
Preliminary Interviews February 19-21, 2018
Recommendation of Candidates Late February 2018
Finalist Interview Process Early March 2018

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

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com

