

Peckham & McKenney
"All about fit"



City Manager

CITY OF SONOMA, CALIFORNIA

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EXECUTIVE SEARCH

THE COMMUNITY

Located in the heart of one of the world's premier wine-producing regions, the beautiful community of Sonoma offers its 10,933 residents a vibrant lifestyle and rich, cultural heritage. Just 45 minutes north of the Golden Gate Bridge, Sonoma spans approximately 2.8 square miles.

The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.

The Mission San Francisco de Solano and other historic buildings that surround the central town plaza complement the area's viticultural prominence and visual beauty to make Sonoma a distinctive and successful tourism destination. In the middle of the plaza, Sonoma's early 20th century city hall is a National Historic Landmark and still serves as the community's focal point, hosting many community festivals and drawing tourists all year round.

Sonoma serves as the economic hub for the rural Sonoma Valley, which has a population of about 39,000. Residents and numerous visitors enjoy shopping in the historic square, wine tasting, golf, spas, hiking, as well as a vibrant restaurant scene with choices ranging from casual cafes to five-star restaurants. The agricultural bounty of the area has resulted in dining choices ranging from casual cafes to five-star restaurants, with ethnic choices including Italian, French, Mexican, Thai and Nepalese. Local artisan cheeses, organic produce, fresh bread, and the fine wines of Sonoma Valley make for a memorable culinary experience.

According to a new reader poll recently released by Condé Nast Traveler magazine, Sonoma made the top 10 of friendliest cities in America. Said the magazine, "praised for its laid-back style and people and amazing wines. A fabulous destination for foodies, visitors find Sonoma to be charming and picturesque with a quaint, yet up to date vibe. But above all, it's known to be a wonderful place to unwind and just enjoy the day."

THE ORGANIZATION

Incorporated in 1883 as a general law city, Sonoma has a Council/Manager form of government. The five members of the City Council are elected to overlapping four-year terms, ensuring that there are councilmembers with experience guiding the City at all times. Councilmembers also sit as the Board of Directors of the Community Development Agency and participate in regional activities. The next election will be held in November 2016 with two Council seats on the ballot. In addition, three ballot measures will be considered, including the extension of a five-year, half-cent sales tax that currently raises approximately \$2.2 million annually.

City Council Goals for 2016/2017 include:

City Character – To preserve, promote and celebrate the unique characteristics of Sonoma; encourage the incorporation of our history into City, community

and business identities; focus on fostering a tourism economy while maintaining and strengthening historic values; create a sense of place for our residents in a safe, healthy and vibrant community; preserve Sonoma as a "hometown."

Fiscal Management – Maintain high-level fiscal accountability that ensures short- and long-term sustainability of City's financial position; provide for effective and efficient management of local taxpayers' dollars; apply prudent internal policies and practices to assure the most cost-effective methods are utilized; be wise with our resources.

Housing – To analyze policy and programmatic tools suggested by the City's Housing Element; implement strategies to facilitate creation of affordable rental and workforce housing; sustain and increase opportunities to continue the programs currently in place to maintain current affordable housing stock.

Infrastructure – To provide reliable, safe and effective infrastructure (streets and roads, sidewalks, parking and pedestrian safety) throughout the City; maintain the high level of service and reliability of City facilities; monitor, mitigate and reduce community impacts related to development, infrastructure repair, community events or other outside agencies.

Policy & Leadership – Promote the highest standard of ethics and accountability; respond to County, State and Federal legislative issues with a focus on retaining local control; maintain strong relationships with institutional partners to maintain economic vitality; promote actions to protect agricultural and natural resources from climate change impacts through Climate 2020 Plan strategies.

Public Service & Community Resources – Provide continued leadership as public officials and residents of the community; display the values exemplified through the extensive community-wide volunteerism by participation and actions; promote synergy of local and regional non-profits, community youth groups, School District and Sonoma Valley organizations; recognize that local agencies and non-profits fill vital roles with services that the City does not provide.

Water – Evaluate, develop and implement short- and long-term strategies to address the environmental and financial impacts of drought conditions; strengthen capital infrastructure with a focus on enhancing the City's local water supply; promote and support the value of water conservation to protect local resources.

The City of Sonoma has a total operating and capital 2016/17 budget of approximately \$31.4 million and a staff of 32 full-time and 5 part-time employees. The organization provides general government services (City Manager, City Clerk, Finance, Human Resources, and Risk Management), and Planning and Public Works operations (Administration, Streets, Parks, Water, and Cemetery). Sonoma contracts its police services with the Sonoma County Sheriff's Department and its fire services with the Sonoma Valley Fire Rescue Authority. Water is wholesale provided from the Sonoma County Water Agency, and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

The City has experienced a healthy economy with significant gains in major revenue sources over

the past several years. The City is financially stable with a balanced budget, strong General Fund reserves, and a two-year employee Memorandum of Understanding (MOU).

To learn more about the City of Sonoma, please visit www.sonomacity.org.

THE POSITION

This position is available due to the upcoming retirement of Carol Giovanatto, who has served the City of Sonoma since 2001 and in the capacity of City Manager since 2011. Ms. Giovanatto has successfully assembled a professional executive management team and staff and moved the City forward in a positive direction. The new City Manager will continue the course, assessing current systems and making necessary improvements in order to maximize customer service.

In conversations with the Mayor and City Council, the ideal candidate has been described as a strategic thinker and proven leader and manager who will trust and respect staff, communicate priorities, challenge when appropriate, and be open to new ideas. The City Manager will bring experience in succession planning and will coach and mentor staff in order to develop future leaders. The City Manager will be accessible, having an open door and an engaged and calm demeanor. The City Manager will bring an entrepreneurial approach, be fiscally conservative, and will be able to facilitate necessary improvements while promoting small-town values.

The ideal candidate for City Manager will be actively engaged and visible in the community and sensitive to the delicate balance between residents and the tourism industry. A demonstrated ability to listen to and understand a variety of viewpoints, facilitate discussions, and address complex issues pragmatically and with respect is essential to this position. An ability to effectively and transparently communicate with the Council, staff, and citizens is essential, as is the ability to take problems head-on and suggest innovative solutions.

The ideal candidate brings proven, hands-on supervisory and management experience in a local government setting. Familiarity with and/or knowledge of municipal finance/budgeting, grants, and planning/land use are desirable, but candidates with generalist experience are also strongly encouraged to apply. Experience with a tourism-based industry is strongly desired. A Bachelor's degree in public or business administration or related field is required; a Master's degree is desirable.

THE COMPENSATION

The City of Sonoma provides a competitive compensation and benefits package. The current City Manager's annual salary is \$166,000, and appointment of the new City Manager will be





made depending upon the qualifications of the selected candidate. The benefits package includes:

RETIREMENT: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. The City does not participate in Social Security. Employees pay the 8% employee portion of their PERS.

MEDICAL: The City pays a large portion of the monthly medical premium for the employee and any eligible dependents with a cap on the amount paid negotiated with each MOU.

DENTAL AND VISION INSURANCE: City pays 100% of the premium.

AD&D AND LONG-TERM

DISABILITY INSURANCE: City pays 100% of the premium.

LIFE INSURANCE: City pays 100% of the premium for \$100,000 term policy.

VACATION: Accrues at the rate of 80 hours per year for the first three years and increases with years of service.

SICK LEAVE: Accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1, and 24 hours awarded January 1 of each year.

ADMINISTRATIVE

LEAVE: 80 hours awarded on July 1 of each fiscal year.

HOLIDAYS: 12.5 holidays per year.

AUTO ALLOWANCE: \$400 per month.



SEARCH SCHEDULE

- Resume filing deadline September 26, 2016
- Preliminary Interviews.....September 27 – October 5, 2016
- Recommendation of Candidates October 10, 2016
- Finalist Interview Process October 19, 2016

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