



City of Richmond, California
City of Pride and Purpose

City Manager

BAY FRONT. HOME FRONT. OUT FRONT.

Richmond is a waterfront city of 110,000 on the east shore of San Francisco Bay, five miles north of Berkeley and seven miles “as the crow flies” from downtown San Francisco. In WWII, Richmond had the largest and most productive shipyards in the world, proudly celebrated today by the Rosie the Riveter WWII Home Front National Historical Park. Richmond is one of the most racially and ethnically diverse cities in the Bay Area and has one of the most progressive city governments in California. Richmond has an unusually mild climate, more miles of Bay shoreline and more miles of San Francisco Bay Trail than any other Bay Area city. Richmond enjoys access to thousands of acres of regional parks, much of which is on the waterfront. Richmond’s economic advantage is based on its affordability, its central location in the Bay Area and its access to multimodal water, rail, transit, bus and freeway transportation.

Named by a nostalgic homesteader from Virginia, and incorporated fifty years later in 1905, Richmond was a small but ambitious industrial suburb until the bombing of Pearl Harbor. The Richmond Kaiser Shipyards sprang up along the city’s waterfront virtually overnight, building 747 cargo ships for the war effort. Workers poured into Richmond from all over the country quadrupling the city’s population to a peak of nearly 120,000 by the war’s end. However, with no more demand for ships, the boom town slowly went bust; theaters, shops, and factories closed; thousands of residents left; unemployment and crime soared. Population declined until the mid-1970s when it started creeping up again.

But, through grit and guile, Richmond has made a comeback, in no small part because the city resembles America’s future, with a population that is 40 percent non-white Latino, 22 percent African American, 17 percent white, and 15 percent Asian.

Richmond is full of fantastic places to explore including the Rosie the Riveter WWII Home Front National Historical Park. From the Bay Trail and dog friendly parks to beaches and watersports, museums, golf, art centers, cultural performances, antique shops, ethnic foods, music and restaurants. Historic Downtown Richmond is a safe and vibrant destination for arts, history and entertainment. The Main Street Initiative is dedicated to revitalizing the historic downtown and building community with music and family events, nutrition and cooking classes and the Wednesday Freshest Cargo Mobile Farmers’ Market in three locations. The beautiful and historic Richmond waterfront is accessible by foot, bike and boat. With five marinas and yacht clubs along the Bay Trail, there is no lack of water and outdoor activities as well as wineries and breweries with sunsets to explore.

With the most affordable housing prices in the Bay Area, neighborhoods and housing options offer a whole palette of lifestyle choices. From East Richmond hills homes to the shoreline of Marina Bay and Brickyard Cove Marina’s condos and townhouses, to the denser and affordable housing downtown to the charming cottages and Victorians in Point Richmond to the bungalows surrounding the 23rd Street vibrant Latino business district – there are many community options.

Richmond is a warm and welcoming city because of the diversity of its residents, businesspeople, land use and its historic contributions to the future of the nation.

CITY GOVERNANCE

The City of Richmond (pop. 110,000) is a full-service city operating under the Council-Manager form of government, with a mayor and six-member City Council. All are elected at large to four-year alternating terms. Reporting to the Council are the City Manager, City Attorney, City Clerk and Community Police Review Commission Investigative Officer. The Council also sits as the governing body of the Housing Authority. The City is supported by a FY2019-20 general fund budget of approximately \$176.2 million and 722.5 FTEs.

To learn more, go to: www.ci.richmond.ca.us

State of the City:

<http://www.ci.richmond.ca.us/3539/State-of-the-City>

City Manager’s Weekly Report:

<http://www.ci.richmond.ca.us/965/Weekly-Announcements>

2017 Community Survey:

<http://www.ci.richmond.ca.us/3500/2017-Community-Survey>

STATE OF THE CITY 2019

During his State of the City address in February 2019, Mayor Tom Butt reported on the significant progress the City has made on many fronts. These include:

- Historical low unemployment rate of 3.4% (currently 3.8%).
- Standard & Poor’s upgraded City’s credit rating.
- The City advances equity and inclusion and maintains a high Human Rights Campaign – Municipal Equity Index Score (MEI) of 84 out of 100.
- Rents remained stable and lower than the Bay Area average.
- The City of Richmond, in collaboration with the San Francisco Bay Area Water Emergency Transportation Authority (WETA), launched a new ferry service between Richmond’s newly constructed Ferry Terminal and the San Francisco Ferry Building





CITY MANAGER

Appointed by and reporting to the mayor and City Council, the city manager is the chief administrative officer of the City of Richmond and is responsible for providing administrative leadership in the daily management of the city. The city manager also provides policy advice to the City Council and leadership to city staff to meet the goals and objectives of the mayor and Council; facilitates the development of proactive policy with the mayor and City Council; and, is responsible for planning, directing, organizing and controlling the activities of the City's 18 departments/ agencies: Children & Youth, Community Services, Infrastructure Maintenance & Operations, Employment & Training, Engineering & CIP, Finance, Fire, Housing Authority, Housing Department, Information Technology, Human Resources, Library & Cultural Services, Planning & Building Services, Office of Neighborhood Safety, Police, Port, Rent Control and Water Resource Recovery, through department directors and other key management staff. A key area of focus will be fostering positive working relationships within a unionized environment.

Mayor Tom Butt notes, "Richmond is at the top of its game, with the lowest unemployment rate in history, diminishing violent crime, a balanced budget, growing reserves and an upward trending reputation."

OPPORTUNITIES

The City is in the midst of several exciting projects the next city manager will have the opportunity to help develop/implement including:

Point Molate Reuse Plan – The Reuse Plan outlines the development of 670 residential units on this 270-acre site located on the Point San Pablo Peninsula, while preserving 70 percent of it as open space. The plan was adopted by the City Council in 1997. The city also plans to restore the historic town of Winehaven, which is made up of a number of cottages, that once served as homes for the employees of Winehaven winery, which operated from 1907-1919 and was the largest winery in the world at that time.

UC Berkeley Field Station and former Zeneca property – In September 2002, the University of California, Berkeley, began remediation work at the Richmond Field Station (RFS) to clean up pollution from industrial activities that occurred prior to UC ownership of the land. The University expects to spend an estimated \$30-35 million for the entire cleanup and restoration project. The

ultimate goal of the remediation project is to enhance and restore the shoreline and habitat property, known as Western Stege marsh and to clean upland soils for safe commercial/institutional occupancy.

Richmond Historical Downtown and Transit Village – This is a mixed-use, transit-oriented infill project that provides high density housing within walking distance of BART (Bay Area Rapid Transit), AC Transit bus service and Amtrak, all linked through a new inter-modal station.

Spanning both sides of the transit corridor, the plan provides convenient access to the station from the new transit village as well as Richmond Downtown. An existing sunken pedestrian walkway was brought to grade to provide a safer pedestrian entrance and auto drop-off. The redesigned transit plaza has shops and restaurants to cater to commuters as well as residents. Other amenities include neighborhood parks and a performing arts center. Contributing to the project's success is the variety of housing types provided, with many of the townhomes being designed for live-work. This project is successfully transforming underutilized land while promoting transit ridership and home ownership. It has also helped to revitalize the historic commercial core of Richmond and encouraged other mixed-use projects in the area.

Housing – The city has 10,000 housing units slated for development.

IDEAL CANDIDATE

City leaders are seeking a seasoned public sector professional with a proven track record of quickly and effectively assessing, engaging with, and acclimating to an organization's needs, and embracing challenging opportunities for strategic success. This fiscally savvy individual will have a strong and credible background in municipal finance, be dedicated to the improvement of local economies, and be committed to active community participation and open, transparent government. A bridge builder who embraces collaborative partnerships as a method of improving services and creating efficiencies will be successful in this role. The new city manager will possess the emotional intelligence necessary to effectively lead and manage a diverse, high-performing staff and the political aptitude to anticipate issues of concern. Exceptional communication skills and a leadership presence supported by tangible accomplishments are expected.

Other desirable characteristics noted by City leaders/officials:

- A team-player who employs a fair and inclusive management style; creates and empowers leaders and fosters staff development; and is fair, respectful, and consistent when holding staff accountable.
- Strong supporter of equity and inclusion with past experience in diverse communities; has the ability and intelligence to work with a diverse city council and staff.
- Entrepreneurial, creative, innovative, and visionary in order to move Richmond forward.
- Committed to sustainability.
- An apolitical advocate who promotes the City in the region/ state and positions the City for beneficial partnerships, funding opportunities and creative partnerships, but who does not like doing things the way they've always been done.
- Highly communicative and committed public servant sensitive to the needs of the community and willing to go above and beyond in providing an open, transparent government organization.
- Patient, unflappable leadership demeanor but willing to tackle tough conversations and stand behind unpopular decisions when necessary; admires being respected rather than liked or admired by staff.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to completion of a college education and extensive administrative experience in the planning, coordination and financing of varied activities.

A typical way to obtain the knowledge and abilities would be a bachelor's degree with major course work in public administration, business administration, finance, or a closely related field; and, a minimum of eight years of strong governmental management and administrative experience preferably in a city of similar population and demographics. A master's degree is desirable.

COMPENSATION AND BENEFITS

The hiring salary range is **\$177,660 - \$282,804** depending on the qualifications of the successful candidate. Salary is complemented by an exceptional benefit package that includes:

Retirement – CalPERS 2.7% @ 55 for classic employees (already vested in PERS) 8% employee contribution; 2% @ 62 for employees new to PERS 6.75% employee contribution.

Medical – Managed through CalPERS with ten plan options. Maximum benefit paid by the City of Richmond is the Kaiser HMO family rate (no cost to employee).

Delta Dental, Vision Service Plan and Employee Assistance Program are all provided at no cost to the employee.

Life Insurance – 2x annual salary up to \$250,000 benefit.

Long Term Disability Insurance – 60% of salary up to \$5,000 per month after 30 day waiting period.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Thursday, October 31, 2019**. Résumé should reflect years **and** months of employment, beginning/ ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://executivesearch.cpshr.us/JobDetail?ID=558>

For further information contact:

CPS HR CONSULTING

Andrew Nelson
(916) 471-3329

Josh Jones
(916) 471-3301

Website: www.cpshr.us

Selection Process

Resumes and letters of interest will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. The City anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.

