



## **EXECUTIVE SUMMARY**

**COMMITMENT | LEADERSHIP | INTEGRITY**

### **A proven visionary and strategic leader**

**Summary of Qualifications:** More than forty one years of local government experience. Responsible for all facets of government service delivery. Specific experience included: working with and taking direction from a five member elected Council/Board; oversight of a full service City consisting of Central Administration; Police; Fire, Planning; Public Works; Water, Sewer; and Transportation Enterprises and Redevelopment Agency; development and implementation of organization's goals and priorities with Council; Community and Staff, Implementation of Council/Board policies and directives and supervision of professional staff.

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### **AREAS OF EXPERTISE**

- ABILITY TO ENGAGE AND COMMUNICATE WITH A DIVERSE GROUP OF COMMUNITY MEMBERS, INTEREST GROUPS AND STAKEHOLDERS
- ABILITY TO CLEARLY ANALYZE ISSUES AND TO MAKE RECOMMENDATIONS
- ABILITY TO DEVELOP COMPREHENSIVE AND CONCISE REPORTS
- ABILITY TO MAINTAIN EFFECTIVE RELATIONSHIPS WITH ELECTED AND NON ELECTED OFFICIALS REPRESENTING OTHER GOVERNMENT AGENCIES
- ABILITY TO DEVELOP AND IMPLEMENT A STRONG CUSTOMER SERVICE PROGRAM
- ABILITY TO MOTIVATE AND EMPOWER STAFF
- ABILITY TO FAIRLY AND CONCISELY INTERPRET AND IMPLEMENT POLICIES, RULES AND REGULATIONS APPLICABLE TO THE ORGANIZATION
- PROVEN ABILITY TO THINK AND WORK CREATIVELY
- ABILITY TO REPRESENT AND ADVOCATE THE POSITION AND INTERESTS OF THE ORGANIZATION

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### **PROFESSIONAL EXPERIENCE:**

THE CITY OF GROVER BEACH  
GROVER BEACH, CA 93433  
June 2006 – March 2016

#### **GROVER BEACH CITY MANAGER**

Grover Beach is a city of 13,000 residents and is located on the Central Coast of California. The permanent population increases dramatically during the summer months with the influx of visitors to the area. The adopted annual Combined Budget is \$19,000,000 including a General fund Budget of \$9 million and 50 employees. Working with a four member elected Council and a directly elected Mayor I was responsible for the day to day operation of the City. I assisted the Council with the development of an annual Goal and Work Program that provides direction for the development of the Budget. I was responsible for the

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supervision of a professional staff which includes the Police chief, Finance Director, City Clerk, Community Development Director, Public Works Director and Parks and Recreation Program Manager. Achievements during the last 10 years include; Completion of the local land use processing for the Grover Beach Lodge and Conference Center; Adoption of the Grand Avenue Master Plan and the subsequent improvement projects to renovate the Downtown area; Adoption of Broadband Technology Implementation Plan for the City; Consolidation of Public service functions within City Hall; Local consolidation of the Fire Service and the successful elimination of the Redevelopment Agency, Development of the first Economic Development Strategy for the City. Provided key staff leadership for the passage of \$48 million Bond Issue for the repair of local streets.

THE CITY OF COLFAX

COLFAX, CA 95713

MARCH 2001 - JUNE 2006

### **CITY MANAGER, CITY OF COLFAX**

City Manager for a small town, located in the Sierra Foothills with 1800 residents living within the corporate limits and another 8,000 living in adjacent areas. I was responsible for the day to day administration of the City. The functions I supervised included: Central Administration, Finance, and Public Works including wastewater collection and treatment, Planning, Volunteer Fire Department and Engineering. Law Enforcement was provided through a contract with the Placer County Sheriff's Department. The combined budget for the City was approximately 3 million dollars including capital.

The City of Cloverdale

Cloverdale, CA 95425

April 1990 - December 2000

### **CITY MANAGER/EXECUTIVE DIRECTOR COMMUNITY DEVELOPMENT AGENCY**

City Manager for a City comprised of 7500 residents. The City is located in Northern Sonoma County and was a full service City until 1994 when an independent Fire District was formed. I was responsible for providing oversight responsibility for Central Administration, Police, Planning, Public Works, Economic Development and engineering functions as well as the operation of water sewer and transportation enterprises. The workforce for the City consists of 45 employees and the City had a combined budget of approximately 9 million dollars including capital.

The City of Healdsburg

Healdsburg, CA 95448

September 1987- April 1990

### **ASSISTANT CITY MANAGER**

Served as Assistant City Manager for a City of 10,000 residents. The City of Healdsburg is a full service City located in Sonoma County. In addition to the provision of traditional municipal services the City provides electrical services and has an active economic development program. During my tenure with the City the City had approximately 100 employees and a combined budget of 19 million dollars. Primary duties include Capital Improvement Project oversight, Personnel Administration and Community Relations.

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The City of Simi Valley  
Simi Valley, CA 93065  
December 1982 - August 1987

### **ASSISTANT TO THE CITY MANAGER/ ADMINISTRATIVE ASSISTANT**

Served as Administrative Assistant in the Planning Department 1982-1984. The remaining three years with the City were spent as the Assistant to the City Manager. The City of Simi Valley is a community of approximately 100,000 residents located in Ventura County in Southern California. The City provides a variety of municipal services including central administration, police, planning, engineering, public works, water and sewer enterprises, public transportation, community relations and an active economic development program. While at Simi Valley I had responsibility for budget, economic development as well as planning and public works oversight.

The County of Ventura  
Public Social Services Agency  
Ventura, CA 93003  
1974 - 1981

### **ADMINISTRATIVE ASSISTANT**

Served as an Administrative Assistant in the Public Social Services Agency. Assisted with the administration of a variety of Employment Programs operated by the County of Ventura. Position included Job Program coordination and supervision of job placement and field counselling staff.

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### **EXPERIENCE FOCUS:**

- **Economic Development:** I have nearly 30 years of economic development experience. While at the City of Simi Valley I was responsible for the day to day operation of a large Redevelopment Agency. In Cloverdale I worked on the team that created an award winning Economic Development Strategy for the community. While serving with both Simi Valley and Cloverdale I was instrumental in developing agreements with several large private firms that resulted in commercial and industrial improvements for both communities. I worked with the Colfax City Council and the Community in developing and implementing an economic development strategy for the City. Again with the City of Grover Beach I was responsible for the development of an Economic Development Strategy for the City and the implementation of the City Council adopted vision for the City.
- **Finance and Budget:** During my tenure at Simi Valley I served as the Budget Officer and was responsible for the development and implementation of a 50 million dollar Budget. While at Cloverdale I served as the Chief Financial Officer with ultimate budget authority. I developed a two-year budget process that allowed the Council to evaluate long-term projects and make the necessary expenditure decisions. In Grover Beach I assisted the Council in reducing expenditures from a \$7.5 million dollar budget to a \$6.9 million dollar budget and ensuring the City would be able to live within its resources during a severe economic recession.
- **Personnel:** As Assistant City Manager for Healdsburg I was responsible for the entire personnel function including the recruitment, retention and discipline of employees, as well as the negotiation of all labor agreements. In Cloverdale I ultimately had the

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responsibilities for all areas mentioned. I was also responsible for developing and implementing a set of Personnel Rules and Regulations.

- **Planning and Community Development:** As an Administrative Assistant in the City of Simi Valley, I received an introduction to planning. My responsibilities included annexations of unincorporated lands and the formation of landscape assessment districts. In Cloverdale I supervised the Planning and Community Development Director. During this period, a new General Plan was adopted as well as a new Zoning Ordinance and a Downtown Specific Plan. The Urban Services Area was relined and several annexations were completed.
- **Public Works:** During the last ten years a number of Public Works projects were completed. I was instrumental in the development of the City's first five-year Capital Improvement Program as well as master plans for street, water and sewer utilities.

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### **ACHIEVEMENTS:**

- Voted Grover Beach Citizen of the Year- 2011
- Economic Development Board of Placer County Public Sector Award - 2006
- Voted "Man of the Year" by the Chamber of Commerce, Cloverdale, CA- 2000

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### **PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS:**

- Past President San Luis Obispo / Santa Barbara Area City Manager's Association
- Past president-Sonoma / Marin / Mendocino Area City Managers Association
- Secretary- Redwood Empire Division, League of California Cities
- Member- League of California Cities Revenue and Taxation Policy Committee
- Past Chair- Sonoma County Technical Advisory Committee, Community Development
- Block Grant Programs
- Rotary Club of Grover Beach
- Past President- Colfax Lions Club
- Officer Knights of Columbus Council 8762- Pismo Beach

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### **EDUCATION:**

Bachelor's of Arts, History- Cal State University, Northridge

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