

City of Richmond, CA

Deputy Budget and Financial Services Agency Director



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The City of Richmond

The City of Richmond, CA occupies 33.7 square miles of land area on a peninsula along the east shore of the San Francisco Bay. Richmond also spans 32 miles of shoreline, more than any other Bay Area city. Historically, this deep-water access area sparked a turn-of-the-century industrial boom initiated by the Santa Fe Railroad and Standard Oil, which lead to Richmond's incorporation in 1905. The Ford Motor Plant followed in 1931, assembling 50,000 vehicles annually. Today, the 500,000 square foot waterfront complex has continued rehabilitation for mixed use, including a visitor center for the Rosie the Riveter World War II/Home Front National Historical Park.

Richmond's population grew dramatically in the 1940's as four Kaiser shipyards worked around the clock. The shipyards turned out 747 Liberty and Victory ships for the war effort, more than any other shipyard in the world.

Over 10,000 African Americans migrated from the south to work in the shipyards, contributing to Richmond's diverse population. The population today is equally diverse, with significant African American, White, Hispanic/Latino and Asian ethnic composition. A large number of languages are also spoken in the community.

Today, Richmond also supports a diverse economy adding light industry, new technologies and biotechnology to the historic industrial base. Examples of major employers and tax payers include Chevron USA, Tosco Corporation, Kaiser Permanente, Berlex Laboratories, Macys, MSC Pinole Point Steel, Dicon Fiberoptics, Susie Gee, BP West Coast Products, Bio Rad Laboratories and others.

The City's diverse economy provides many opportunities for future business and job generation. There is also a very ambitious focus on economic development, which has included nearly \$1.4 billion in private/public investment. The former Navy Fuel Depot at Point Molate, consisting of 350 acres of prime waterfront property, was transferred to the City in FY 2002-2003 and is being redeveloped. This includes the Winehaven Historic District that was once the largest winery in the world until it closed during Prohibition. An active redevelopment program in the downtown and waterfront areas and commercial expansion of the City's Hilltop area, along the Interstate 80 and Interstate 580 corridors, and along the new Richmond Parkway have added to the tax base of the City in recent years.

The City has a long tradition of supporting the arts, and is rich in cultural and historic resources such as the Rosie the Riveter World War II/Home Front National Historical Park, several National Register historic districts, and a number of individual structures on the National Register of Historic Places. Also notable are centers for the visual and performing arts, including the Richmond Art Center, East Bay Center for the Performing Arts and the National Institute of Art and Disabilities.

Richmond's shoreline of trails, parks, historic sites, museums, boat marinas, new communities and beaches provide inspiring views of the Bay's three bridges, the City of San Francisco, Marin County, and the East Bay. With 5,714 acres of parks, hillside open space and shoreline access, Richmond provides many recreational activities such as jogging, biking, fishing, nature studies, boating, swimming, and much, much more.

Richmond City Government

The City of Richmond operates under a Council-Manager form of government, with a Mayor and Eight (8) Council Members elected

at large to alternating 4 year terms. The Mayor is also elected at large and is a member of the City Council. An initiative measure passed by the voters in November, 2004 will reduce the size of the City Council from nine to seven members including the Mayor commencing with the November 2008 election. The current Mayor is Gayle McLaughlin.

Richmond is a full-service city with an overall FY 2008-2009 total budget of about \$273.2 million. The general fund budget is approximately \$141.5 million; special revenue funds are about \$19.5 million; internal service funds are \$41.16 million, enterprise funds are about \$25 million; development services funds are approximately \$10.1 million; capital projects funds are around \$647,000 and the Richmond Community Redevelopment Agency is about \$9.7 million. Trust & Agency funds of \$800,000 and the Richmond Housing Authority with about \$24.8 million round out the budget.

With a population of about 104,000, Richmond has an allocated citywide FTE staff for FY 2008-2009 of about 947.

Reporting directly to the Mayor and City Council are the City Manager, City Attorney, City Clerk, and Investigative Appeals Officer. The City Manager functions as the Chief Administrative Officer of the City and is appointed by the City Council. In this role he/she is responsible for the overall management of the City. The present City Manager is Bill Lindsay. The major city departments/agencies include Police, Fire, Human Resources Management, Richmond Community Redevelopment Agency, Library and Cultural Services, Planning and Building Services, Engineering, Public Works, Recreation, Information Technology, the Port, the Housing Authority, and Finance.

The Department of Finance and the Deputy Budget and Financial Services Agency Director

Under the general direction of the Budget and Financial Services Agency Director (Finance Director) the Deputy Director organizes, supervises and directs the Department with responsibility for budgetary, fiscal, general ledger and other supportive services. He/she represents the department on administrative matters involving other departments and agencies; supervises professional and technical staff and serves as the Financial Services Agency Director (Finance Director) in his/her absence. The Finance Department is organized into divisions of Administration, Budget, General Accounting, Treasury, Payroll, Revenue Collection, Accounts Payable, Purchasing, Grants Management and Capital Improvement Plan (CIP). The current Agency/Finance Director is James Goins. Current FTE staff in the Department is thirty nine (39).

The overall mission of the Department is to maintain and improve the financial health of the City through continuous financial management improvement in budgeting, auditing, payroll, treasury, accounting, accounts receivable, contracts, grants management, technology, capital planning, and purchasing. Broad based core strategic goals include: maintaining and enhancing the physical environment; promoting a safe and secure community; promoting economic vitality; promoting effective government; and promoting a sustainable City. Details of these strategies are available in the FY 2008-2009 Budget documents. The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and the standards established by the Governmental Accounting Standards



Board (GASB). In addition, the City also employs an independent certified public accountant, who, at such time or times as specified by the City Council, at least annually, and at such times as they determine, examines the financial statements and submits a final audit report to the City Council.

The City of Richmond won a Certificate of Award for Excellence in Capital Budgeting for FY 2007-2008 from the California Society of Municipal Finance Officers, a Distinguished Budget Presentation Award for Fiscal Year 2007, and a Certificate of Achievement Award in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association. Since FY 2001-2002, the City has prepared its audited Basic Financial Statements in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). The financial results for Fiscal Years 2005-2006 and 2006-2007 also show continued improvement of the City's general fund financial condition, and the City has received an "A" rating from the financial rating agencies.

Typical duties and responsibilities of the Deputy Director include:

- Provides fiscal management of the divisional programs which include budget, general ledger, and financial services;
- Advises the Director and others on program implications of financial activity and prepares/supervises a variety of financial reports;
- Maintains liaison with capital project staff, and Federal and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
- Coordinates with other City Departments, and the Finance Director in the development of the City's annual budget;
- Resolves difficult problems that cannot be resolved by subordinate staff; interprets policies, statutes and regulations;
- Assists in the development and implementation of goals, policies and priorities relating to accounting and financial planning activities;
- Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff;
- Reviews legislation, regulations and case law to determine effect on City operations;
- Participates in the selection of personnel and provides leadership for their training and professional development;
- Completes complex administrative and management studies for the Department, and prepares comprehensive written narrative and statistical reports;
- Provides leadership and technical assistance to committees, commissions or boards, directly or through professional and supervisory staff;
- Assists in the designs and implementation of automated and integrated financial accounting systems;

- Administers the City's investment portfolio and management of all City debt;
- Attends meetings, conferences and represents the Department on committees as directed and participates and represents the Department on administrative service matters;
- Assumes other duties and responsibilities as assigned.

Issues and Challenges

The City of Richmond reached a milestone on its road to financial recovery by proposing and accepting a balanced General Fund budget for FY 2004-2005. The key challenges for subsequent and the current Fiscal Year has been to continue this direction. The City has also established a \$10 million general reserve and in 2007 the City Council adopted policy updates providing for a minimum cash reserve of 15% of general fund expenditures. The City plans to reach the 15% target reserve level by retaining investment earnings on the reserve corpus each fiscal year in the reserve account until the target is reached.

Ongoing efforts to generate new revenues remain equally important to the City's future financial health. Revenue generating priorities include full cost recovery for some departmental services, maximizing other eligible fees and charges, proposed taxes and continued implementation of various economic development strategies. These and other actions will help enable the City of Richmond to continue to improve its fiscal health.

Some additional issues/challenges for the Department and the Deputy Director include:

- Work with the Director and Departmental staff to bring stronger financial acumen to the Department at all staff levels and further develop divisional, managerial and staff capability and capacity.
- Take the lead in developing staff training, succession planning and performance management in the Department as well as long term business planning.
- Provide hands-on day-to-day leadership within the Department that will enable the Director to focus more attention on overall strategic financial issues.
- Assist in the planning, initial conversion (planned for January, 2009) and ongoing involvement and support of the new integrated finance and accounting system, MUNIS to replace the current SAP system. Payroll/Human Resources/Finance are key components.
- Assume leadership in further implementation of Enterprise Resource Planning and other information and technology systems that improve fiscal controls and the abilities of the Department and City.

The City of Richmond takes seriously its motto of "The City of Pride and Purpose." Ultimate success depends upon the quality

of leadership and the ability to facilitate, manage, direct, and build strong partnerships and cooperation needed to meet City and Community goals.

The Candidate

Education and Experience

- Graduation from a four (4) year college or university with major course work in accounting, economics, finance, business, information systems, public administration or a closely related field.
- Five (5) years of progressively responsible professional experience, in accounting or financial management/systems, of which at least two (2) years shall include management and supervision of professional staff.
- Related experience in a public agency, CPA certificate and/or masters degree in accounting or business administration is highly desirable but not required.

Knowledge, Skills and Abilities

The successful candidate should have a thorough knowledge of public finance and budgeting. He/She should have strong communication, leadership, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills in:

- Written and oral communications, including the ability to organize and present complex material in a clear, concise and accurate manner, and making effective presentations.
- Principles, practices and laws regulating to investment of public funds and administration of debt management.
- Best practices, methods, and principles of general governmental and fund accounting, including financial statement preparation and methods of financial reporting.
- Principles and practices of budget development and administration.
- Effective employee supervision and management including selection, retention, training, work evaluation and discipline.
- Applicable City, State and Federal laws, codes and regulations.
- Business computer, user applications, computer conversions and financial systems.
- Explaining and interpreting decisions, procedures and requirements to individuals with differing educational levels, backgrounds and interests.
- A hands-on understanding of municipal government or other organizations of similar complexity.

In addition, he/she should be able to:

- Work effectively in an urban environment with diverse and sometimes competing interests.
- Motivate assigned staff, contractors, and other individuals and groups to better coordinate their efforts to achieve designated goals.
- Establish and maintain effective working relationships with a wide variety of people, including members of the public, staff

and colleagues, City Council, City Manager's Office, Finance and other City Departments, Federal and State Agencies, Legislative bodies, and other organizations and groups that may impact on City financial operations.

- Plan and organize work effectively, including the ability to identify work to be done and establishing priorities and schedules to accomplish required tasks.

Management Style and Personal Traits

The successful candidate will be someone of high integrity who is open to City management, staff and the community, is approachable and diplomatic, comfortable handling complicated issues, and results-oriented. He/She should be a team builder and hands-on manager/leader with strong interpersonal skills, a good business and financial sense, and have excellent verbal and written communication skills.

The selected individual must also be a good strategic thinker and problem solver, who is able to effectively express his/her financial/business opinion. He/She should be proactive and facilitative rather than confrontational in nature. In addition, he/she should be able to interact well and comfortably with people at various levels, and of diverse ethnic, social, economic and political backgrounds.

Finally, the person selected should be able to analyze complex problems, issues, challenges, and opportunities, evaluating alternative solutions, and recommending effective courses of action. He/She should have strong follow-through on projects and programs to ensure appropriateness, accuracy, efficiency, completion, and quality.

Compensation

The current salary range for this position is \$100,216 to \$124,236, with hiring dependent upon experience and qualifications. The City of Richmond also offers an excellent fringe benefits package. Details are available upon request.

How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President or
Lawrence Davenport, D.Ed., Executive Vice President

Neher & Associates

299 Westlake Drive
Suite 200
West Sacramento, CA 95605

Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at:
robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. Leading candidate applications will likely be reviewed with the Agency/Finance Director in late November or early December.

An Equal Opportunity/ADA Employer. Female, minority and disabled candidates are encouraged to apply.