



# City of Huntington Beach

**File #:** 18-083

**MEETING DATE:** 6/18/2018

## REQUEST FOR CITY COUNCIL ACTION

**SUBMITTED TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Fred A. Wilson, City Manager

**PREPARED BY:** Michele Warren, Director of Human Resources

**Subject:**

**Approve the appointment of Ursula Luna-Reynosa to the position of Community Development Director; and, authorize the City Manager to execute the Employment Agreement**

**Statement of Issue:**

A national recruitment has been conducted for the position of Community Development Director. The City Manager is recommending the appointment of Ursula Luna-Reynosa to the position based on the outcome of the recruitment process.

**Financial Impact:**

Funding for this position is included in the FY 2018/19 adopted budget.

**Recommended Action:**

Approve and authorize the City Manager to execute the "Employment Agreement between the City of Huntington Beach and Ursula Luna-Reynosa" for the position of Community Development Director.

**Alternative Action(s):**

Do not approve the Employment Agreement of Ursula Luna-Reynosa for the position of Community Development Director and direct the City Manager to re-launch a national recruitment.

**Analysis:**

The position of Community Development Director has been vacant since December 2017 due to the retirement of the former incumbent, Scott Hess, thereby creating the need to fill the department head vacancy. Jane James, Planning Manager, has served as the Acting Community Development Director.

The City Manager authorized the Office of Human Resources to launch the recruitment for the Community Development Director in January 2018, utilizing the services of executive recruitment firm Ralph Andersen and Associates. More than two dozen applications were received from candidates nationwide. Five (5) candidates were invited to interview. The recruitment panel consisted of a panel of four comprised of a City Manager, an Assistant City Manager, a current and a former Community

Development Director. Ursula Luna-Reynosa was one of two (2) finalist candidates. The City Manager conducted follow-up interviews with each finalist, including interviews with various Department Directors, and Ursula Luna-Reynosa was selected.

Ursula Luna-Reynosa has more than fifteen years of managerial experience in the areas of Community and Economic Development. Most recently, Ursula served as the Community Development Director for the City of Dana Point.

Ursula also served as the Economic Development Director for the City of Vallejo and the City of Tracy prior to her tenure with Dana Point. Ursula holds a Bachelor of Arts Degree in Economics from the University of California at Riverside.

The City Manager recommends City Council approval to appoint Ursula Luna-Reynosa to the position of Community Development Director, effective July 16, 2018. The contractual compensation is recommended at Non-Associated/Executive Management Pay Grade NA 0589, High Point. The annual salary is \$208,270.

**Environmental Status:**

N/A

**Strategic Plan Goal:**

Strengthen economic and financial sustainability

**Attachment(s):**

1. Community Development Director - Recruitment Brochure
2. Resume - Ursula Luna-Reynosa
3. Employment Agreement
4. Non-Associated Resolution-Resolution No. 2016-50