

## Jane Chambers

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*Strategic Leader, Team Builder and Generalist. Thrives in Collaboration, Mentors and Learns from Others. Committed to Public Service, Sustainable Practices and Purposeful Public Discourse. Believes the Best is Ahead for Innovative and Adaptable Communities.*

### EXPERIENCE

#### CITY MANAGER

**City of Ukiah, California** (15,500, plus regional 15,000) May 2008 – Present

Ukiah is the county seat, medical, educational, government and urban center for rural Mendocino County. City is surrounded with unincorporated urban development and agricultural land uses. An additional 15,000 or so of these residents consider themselves citizens of Ukiah. Ukiah valley is internationally recognized as a leader in organic farming, zero carbon-based and biodynamic wine production. Ukiah is a full service city, with water, wastewater, and electric utilities. Municipal Budget \$55M, including \$15M General Fund, a \$15M electric utility, former \$5M Redevelopment Agency, and 162 FTE's.

***Resolving Ukiah's GF Deficit.*** As newly appointed City Manager, confronted 7% structural deficit in the FY 2008/09 GF, compounded when revenues fell nearly 10% in subsequent fiscal years.

- Established five year forecasting, strategic steps for phased reductions, and general fund strategic reserves.
- New service delivery models such as regional fire services, negotiated employee compensation reductions, and extensive re-organization addressed ongoing structural deficits in the General Fund. Immediate measures, successfully implemented, mitigated substantial costs, and preserved reserves when first wave of revenue loss hit in 2008. General Fund weathered additional loss of \$1M from dissolved redevelopment agency.
- Balanced FY 2014/15 General Fund includes new street repair program, a priority of Council and community.

#### ***Improving Ukiah's Economic Future.***

- Secured opportunity for over 100 new jobs and \$1M new sales tax revenues by bringing a Costco store to Ukiah. Costco EIR process nearing completion, anticipated 2015 opening.
- Secured opportunity for State Administrative Office of Courts to build new \$123M Mendocino County Courthouse. Retention of Courthouse in downtown Ukiah deemed key to sustained vitality. Site assembly in the downtown required public/private collaboration with multiple agencies, including County, State Water Board, AOC, and local developer. Site required brown field remediation, which has been achieved. AOC in final stages of site selection process.
- Instituted pro-active business liaison effort, led by City's ACM, to facilitate expansion of local industries, such as local food movement (new restaurants), tourism (Visit Ukiah), retail sales, and manufacturing.

- Dissolution of RDA: Certificate of completion from State of California Department of Finance achieved, allowing remaining projects to move forward.

***Assuring Sustainability: Water, Sewer, Electric and Constructing Capital Improvements.***

- Two new wells constructed, recycled water master plan initiated, community voluntarily reduced water use by 40% from the Russian River, and 20% overall. City's electric utility provides green power resources (hydro and geo-thermal) with membership in Northern California Power Association (NCPA). Currently Ukiah exceeds 60% green energy use.
- Completion of outstanding capital projects including \$56M wastewater treatment plant, \$9M Substation, community Skate Park, bridge, and historic train depot restoration. Downtown railway corridor bike and pedestrian trail construction underway.

**INTERIM PUBLIC WORKS DIRECTOR/ASSISTANT CITY MANAGER**

**City of San Bruno, California** (44,460) May 2006 to May 2008

San Bruno's executive team experienced retirement of the Public Works Director, the Police Chief, departure of the Community Development Director and Parks and Recreation Director in short succession. Assisted City Manager Connie Jackson during executive team transition, including appointment as Interim Public Works Director. Goals of the interim period achieved:

- Development review for significant new housing projects, including a transit oriented project
- Engineering reviewed, proposed, and revised projects for inclusion in the 2007-2012 CIP document, with projects in excess of \$22M.
- New City Engineer hired, and together addressed delayed projects such as a traffic signal project, a sidewalk repair program, street overlay, six medians renewal, a gateway sign project, sewer main replacement and water pump station replacement. Projects were designed, bid, and constructed.

**ASSISTANT CITY MANAGER**

**City of Daly City, California** (106,000) October 2002 –May 2006

Full service densely populated urban community, 579 FTE's, \$148M all funds. Supervised department operations for Parks and Recreation, Human Resources, Library, Water/Wastewater, Community Service Center, Finance, and City Manager's office with direct report of five Department Heads, (Departments representing about 200 FTE's), and 8 support staff under City Manager John Martin. Responsible for financial oversight of expenditures and personnel requisitions in \$61M General Fund and other funds.

- Resolved operations issues such as fleet management, police staffing for public events and sewer lateral replacement policy.
- Collaborated with Department Heads to successfully address staffing shortages, unit performance and individual employee performance issues. Provided staff support for City Council committees, and represented City Manager in various design reviews.

- Coordinated cross departmental special projects, one project resulting in establishment of a new commercial parking zone ordinance to resolve long standing truck parking issues.
- Managed community information efforts, producing newsletters, brochures, maps, and presentations, including materials to help citizens understand revenue loss related to California State taking of local revenues. Established new outreach efforts to communicate effectively with multi-ethnic Daly City population.

**ASSISTANT CITY MANAGER**

**City of Brooklyn Center, Minnesota (29,000)** April 1997 – September 2002

Supervision of administrative staff of five, including City Clerk and Human Resources offices, and two Enterprise Department Heads (representing 40 FTE's and Part-time personnel). Participated with City Manager in two high profile public safety personnel discipline processes, and implementation of Police and Public Works labor/management committees.

- Resolved significant cost overrun and construction delay issues after termination of contracted construction manager for \$7.9M construction of new Police and Fire facilities.
- Reduced costs and increased profit margins of two City operated enterprises, the \$3.3M Liquor Enterprise, (Minnesota cities can retain selling rights for liquor) and the \$3.8M Earle Brown Heritage Center, a city owned events and convention center.

**ASSISTANT TO THE CITY MANAGER**

**City of Burnsville, Minnesota (52,000)** January 1996- April 1997

- Established a public/private partnership known as the Burnsville Neighborhood Alliance, addressed rental housing issues, excessive police calls, poor building conditions, and related neighborhood concerns, involved a team including Police, Building, Fire inspections, Recreation, and Planning personnel.

**ASSISTANT TO THE HEAD**

College of Pharmacy, University of Minnesota January 1995 – January 1996, Supervised four staff

**PROGRAM ADMINISTRATOR** California Public Health Foundation

Sacramento, California. February- July 1994, Supervised three staff

**JANE CHAMBERS ASSOCIATES** 1987-1994

Consultant/administrator/grant writer for innovative Yolo County California joint powers agreement, \$5M in project funds providing services to homeless families and individuals

**ASSISTANT CITY MANAGER and COMMUNITY DEVELOPMENT COORDINATOR**

City of Chico, California (40,000) January 1978-July 1981 Supervised 3 staff

**ADMINISTRATIVE ASSISTANT/MANAGEMENT INTERN** City of Burbank, California  
(80,000) 1976 – 1978

**EDUCATION**

University of California, Los Angeles, Masters of Public Administration, 1975  
California State University Northridge, Bachelors in Political Science, 1973

**PROFESSIONAL DEVELOPMENT AND MENTORING**

ICMA Credentialed Manager 2002-2013  
Mentor: Emerging Leaders Development Program, 2014  
Leadership Practices for Challenging Times, 42-Hour Course, Synectics LLC, 2013  
Berkeley Executive Seminar, July 2011  
UCLA Anderson School of Management Managerial Negotiations Program, 2006  
The Wharton School: Finance and Accounting for the Non-Financial Manager Program, 2002

**AFFILIATIONS**

League of California Cities Revenue and Tax Policy Committee  
International City/County Management Association, Certificate 20 years  
California City Management Foundation  
Women Leading Government  
Cal/ICMA 2006 City Managers Department Meeting Planning Committee  
Minnesota Urban Assistant Managers Association, Executive Board  
League of Minnesota Cities Fiscal Futures Committee