

GRACE K. LEUNG

Collaborative City Management Leader dedicated to delivering high quality, sustainable services to the community.

KEY SKILLS

Experienced municipal finance manager with expertise in long-term planning & performance management

Proven success in assessing organizational effectiveness and implementing innovative solutions to improve service delivery

Adept at developing and engaging strong executive leadership teams

STRENGTHS

Pragmatic problem solver with a focus on inclusive decision making to achieve City Council goals

Engaging and thoughtful communicator who can articulate challenging messages with respect, clarity and poise

Relationship builder who works to create an environment based on integrity and trust

EDUCATION

Masters in Public Policy
Harvard University, Kennedy School of Government

Bachelor of Arts, Urban Studies
Columbia University, Columbia College

LEADERSHIP

Board Member, Integrated Law and Justice Agency Orange County

Member, CalPERS Working Group – PEMHCA Issues

CAREER HIGHLIGHTS

Acting City Manager, City of Irvine CA

December 2017 - Present

Assistant City Manager

October 2016 - Present

Managing a diverse and growing city of 268,000 with a \$600 million citywide budget (\$192 million General Fund) and over 1,100 full and part-time employees.

Significant Accomplishments:

- Oversee development of the Orange County Great Park, 1,300 acres formerly part of the El Toro Marine Air Base transitioning into a regional hub for recreation and cultural activities. Milestones include the opening of a 194-acre sports park in 2017 and execution of agreement with the Anaheim Ducks Foundation for a major ice sports facility to be open at the end of 2018.
- Led creation of new Transportation Department and reinstatement of Transportation Commission to implement Mayor and City Council's priority focus on traffic and transportation issues.
- Created ten-year \$332 million Capital Improvement Plan (CIP) for the FY 2017-18 Budget to proactively plan and fund aging infrastructure needs. Established on-going monitoring and management tools for CIP projects.
- Facilitate and support complex intergovernmental issues including fiscal inequity concerns with the Orange County Fire Authority for fire services, the County of Orange regarding land development around the Orange County Great Park and Southern California Edison for the siting of new substations.
- Completed updated master plan of the City's extensive community parks system.
- Implemented technology enhancements and community improvements including online wait time application for the Community Development permit counter.
- Created new neighborhood services division within Community Development to proactively and collaboratively work to revitalize older neighborhoods.
- Manage Accelerated Pension Paydown Plan, on track to be 98% funded in 10 years.

Administrative Services Director, City of Irvine CA

January 2016 – October 2016

As Director of Administrative Services, led department of 51 employees to provide finance, human resources, and information technology services for the City. Oversaw and directed fiscal functions including accounting, financial reporting, investments, procurement and payroll. Managed comprehensive citywide program of personnel services including recruitment, employee relations, labor negotiations, benefits administration, training and performance evaluation. Oversaw development of citywide budget and Capital Improvement Plan. Managed outsourced information technology services contract and five-year Strategic Technology Plan. Led procurement effort to replace long-time IT services provider with a new vendor and implemented a performance-based services contract. Oversaw creation of new supervisory academy now in its fourth class. Conducted organizational assessment of department with outside consultant and implemented recommended actions.

Director of Finance, City of Sunnyvale CA

July 2010 – January 2016

Began Career with the City of Sunnyvale May 1997

Oversaw department of 49 employees in six functional areas: accounting and financial services, treasury services, centralized purchasing, utility billing, budget management and department administration. Served as Chief Financial Officer for the City, working closely with City Manager on fiscal strategies, planning and labor negotiations. Produced the City's performance based budget, twenty-year resource allocation plan and comprehensive annual financial report (CAFR). Managed City's \$300 million cash portfolio and OPEB Trust. Set rates and developed long-term rate projections for water, sewer and garbage services. Responsible for the City's Internal Audit Program including performance, fiduciary, compliance and revenue audits. Lead or Team Member for citywide projects and initiatives including replacement of the City's financial management system, civic center modernization project and city revenues strategy team.

Significant Accomplishments:

- Key member of executive leadership that developed and implemented plan to strengthen financial resiliency through economic cycles, resulting in no layoffs or significant service reductions through the 2008 Global Recession.
- In response to review for potential downgrade, presented to Moody's Rating Agency on City's financial condition and policies. Resulted in confirmation of Sunnyvale's AAA issuer credit rating – the highest rating possible.
- Implemented Other Post-Employee Benefits (OPEB) Trust to pre-fund City's retiree medical benefits. Oversaw management of OPEB investments (\$56 million), resulting in 42% funded for OPEB liabilities.
- Successfully implemented several technology improvements including: online bill pay for utility services, smart water meter pilot project and electronic timecards.
- Proactively addressed rising retirement costs with a collaborative approach: presented issues to City Council, employees and the community, developed long term funding plan and implemented contribution rates higher than required to pay down unfunded liability.
- Mentored and fostered career development for employees. Coach for the Santa Clara County Leadership Academy. Career coach for California Society of Municipal Finance Officers.

- Hired as Budget Analyst (1997-2000) and promoted several times during tenure with City of Sunnyvale. Served as Internal Audit Manager (2000-2002), Budget Officer (2002-2007) and Assistant Finance Director (2007-2010).

Management Assistant, City of Long Beach CA

July 1995 – May 1997

Competitively selected for one-year management training program. Completed various assignments during rotations through four City departments including: Police Department, City Manager's Office, Public Works Department and Finance Department. Assisted in development of capital project budgets and citywide budget. Evaluated budget reduction proposals for City Manager review. Analyzed human resources policies and practices related to recruitment of police officers and effect on minority applicants. Following training program, selected as project team member for implementation of city's new financial accounting system and performance based budget. Assisted in development of performance budget structures and transitioning departments to new service delivery focused model.

PRESENTATIONS

- Sales Tax Forecasting – California Society of Municipal Finance Officers (CSMFO) Conference
- Best Practices in Budgeting – CSMFO Webinar
- Long Range Financial Planning – Government Finance Officers Association (GFOA) 2-Day Workshop

REFERENCES

Donald P. Wagner, Mayor, City of Irvine
[REDACTED]

Sean Joyce, retired City Manager, City of Irvine
[REDACTED]

Michael Hamel, Chief of Police, City of Irvine
[REDACTED]

Susan Emery, retired Assistant City Manager, City of Garden Grove
[REDACTED]

Gary Luebbers, retired City Manager, City of Sunnyvale
[REDACTED]