

Moorpark
Life can be this good

CITY MANAGER





The Opportunity

The City of Moorpark is seeking a new City Manager following the retirement of its City Manager of nearly 35 years. In addition to excellent stability, the City of Moorpark offers an attractive environment for a development-focused City Manager in a highly desirable community in Southern California.

About the City of Moorpark

The City of Moorpark is located in the southeastern part of Ventura County near the communities of Simi Valley and Thousand Oaks. The City is an easy hour drive to Los Angeles to the south and Santa Barbara to the north. The City has a population of approximately 36,800, a high median family income of \$102,309, and is consistently ranked one of the safest cities in California. The City continues to grow with approximately 600 new housing units approved for development and an additional 1,500 housing units proposed and in the review process.

Moorpark is nestled in a flourishing valley with spacious mountain views, a perpetual vacation climate, historical western charm, beautiful residential neighborhoods, outstanding schools, an exceptional community college, fruit stands, cultural arts, excellent shopping, and a variety of restaurants. Residents are proud of Moorpark's family-oriented community with abundant open space, hiking and equestrian trails, golf courses, and incredible sunsets. Moorpark is a unique blend of natural, historical, and contemporary living – a perfect blend of country and city living.

The City Organization

The City of Moorpark was incorporated in 1983 and is governed by a Council/Manager form of government. The Mayor is elected to a two-year term and the four City Council members are elected at large to serve staggered four-year terms. The organization has

been remarkably stable over the years, with City Manager Steve Kueny serving in that capacity since 1984.

City departments include Administrative Services, Public Works, Community Development, Finance, and Parks, Recreation, & Community Services. Police services are provided by the Ventura County Sheriff's Office with the Moorpark Police Services Center conveniently located within the City. Fire Services are provided by the Ventura County Fire Protection District.

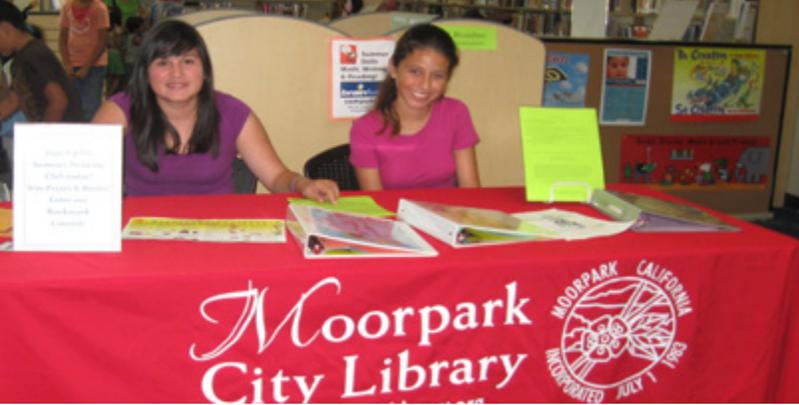
The City's all-funds budget for fiscal year 2017-18 totals \$62 million and the City has a total of 61.5 FTE positions.

The Position

The City Manager is appointed by the City Council to implement and administer the City Council's decisions and policy directives. The City Manager has significant responsibility for the operation of the City including:

- Assist the City Council on policy matters;
- Establish procedures for policy/program implementation;
- Maintain the delivery of established services within the community;
- Hire and assign employees and administer the City's personnel system;
- Regulate and allocate the use of resources; and
- Implement federal and state mandates as appropriate.

Additionally, the City Manager directs and coordinates the services and activities of the City through department heads and public safety contracts. The City Manager helps the organization anticipate and adapt to change and represents the organization within the community and with other government agencies.



Challenges and Opportunities

The next City Manager will be presented with a number of known challenges and opportunities in which to excel including:

- The City of Moorpark has limited General Fund revenues that have driven it to become very efficient at delivering services through contracts and a small core staff. Despite this, the City has built strong reserves and has an established endowment to provide funds for capital project delivery. Both a library and City Hall replacement are major scheduled projects in the upcoming years.
- The City will continue to be challenged to provide its share of the regional affordable housing allocation. The City has already demonstrated a strong commitment to the provision of affordable housing with almost 5% of the City's existing housing stock reserved for low and very-low income households through negotiated development and affordable housing agreements.
- The City's location at the intersection of State Routes 23 and 118 provides a strategic opportunity for growth; however, regional truck traffic on the non-freeway, surface street segments of these two state highways that intersect the City impacts adjacent land uses and has been an ongoing challenge, including traffic safety enforcement.
- As the City nears build-out, development opportunities will need to be explored that will help diversify and improve the City's tax base. A key development opportunity is High Street, which is the historic downtown of Moorpark. The

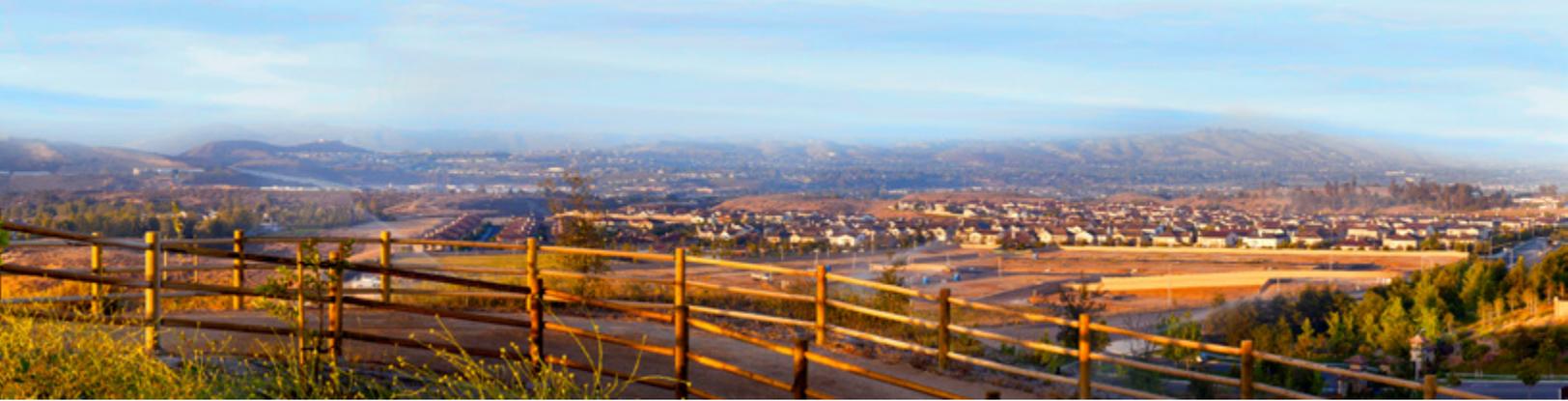
City has made significant improvements and investments on High Street, including owning and operating the High Street Arts Center, and facilitating the relocation of the U.S. Post Office to High Street.

- With constrained resources, the City of Moorpark would benefit from a City Manager experienced in growing existing revenues or exploring new ones.

The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next City Manager for Moorpark must possess certain traits that will be essential for success including:

- Experience with California municipal finance and revenue enhancement.
- Strong experience in various aspects of development including land use issues, economic development, negotiation of development and disposition agreements, and property dispositions.
- Experience with contractual municipal services, as the City of Moorpark contracts for the majority of its services. Both contract negotiation and performance management are key to the effective delivery of municipal services.
- As a City Manager of a contract city with a small core staff, the selected candidate will be situated close to the work of the City. He/She must have both broad knowledge of municipal service delivery and a powerful work ethic.



- The City of Moorpark is highly interested in presenting an image of accessibility, transparency, and business-friendliness. As society evolves, the City must fully embrace modern means of communication with its constituents and the City Manager should ensure that the City is taking full advantage of technology and social media, as well as traditional media opportunities.
- The City Council is the Successor Agency to the Redevelopment Agency of the City of Moorpark. The next City Manager should have experience with Successor Agencies and property dispositions.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, economics, urban planning, engineering, government, or a related field. A Master's degree is desirable.

Experience: Five years of increasingly responsible experience in city management including a minimum of four years of management, administrative, and supervisory responsibility. Prior City Manager experience is desirable.

Compensation

The annual salary range for the City Manager position is \$177,944–\$239,345.

Benefits

- The City participates in the California Public Employees Retirement System (CalPERS) and has a 2% @ age 62 formula for new CalPERS members with a current required employee contribution of 6.25% of salary. "Classic" members are eligible for a 2% @ age 55 formula with no required employee contribution.
- Car Allowance of \$515 per month.
- 3.0% contribution of base salary into an approved deferred compensation program.

- Generous medical (CalPERS), dental, vision, and life insurance benefits for employees and dependents.
- 96 hours of administrative leave per year.
- Generous annual leave program.
- City paid comprehensive annual physical.
- Cell phone allowance of \$70 per month.

To Apply

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. This recruitment closes on Monday, November 20, 2017. To be considered, candidates must submit a compelling cover letter, comprehensive resume, three years of salary history, and five professional references to apply@ralphandersen.com. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials.

Recruitment Timeline

- Recruitment Closes: November 20, 2017
- City Council Review of Candidate Submittals: December 6, 2017
- Interviews with City Council: December 18, 2017
- Second Round Interviews: January 8, 2018
- Begin Work: March 5, 2018 or a mutually agreeable time

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries welcomed to Mr. Greg Nelson at (916) 630-4900.



The City of Moorpark is an Equal Opportunity Employer.