



City of

COSTA MESA

CITY MANAGER

RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES





The Opportunity

On behalf of the City of Costa Mesa, Ralph Andersen & Associates invites applications for this exceptional career opportunity. Widely recognized for its high-quality of life, the City of Costa Mesa is seeking an energetic, experienced, professional to drive innovation across internal City functions and operations of this first-class community.

The Community

Located in the heart of Orange County, Costa Mesa is often referred to as “The City of the Arts and Culture”, the City also hosts and is the epicenter of actions sports industry as the birthplace for VANS, Volcom, RVCA, and others, a title befitting its world-class cultural venues. With a population of nearly 114,000, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. The festivals include a parade, train rides, pumpkin patch, face painting, and, of course, fire trucks.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209 Acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere. The South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.



A City Dedicated to Families

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space, and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.

City Government

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at-large. All Council Members serve four-year staggered terms. Council Members are limited to two consecutive terms. The Mayor is elected to a two-year term and is responsible for presiding over City Council meetings, representing the City Council at various business and ceremonial events, and executing all City ordinances, resolutions, and contracts. The Mayor Pro Tempore performs these duties in the absence of the Mayor. The City Council appoints the City Manager and City Attorney, as well as the members of the City’s various citizen advisory commissions and committees. The City Council and City Manager are heavily engaged in intergovernmental activities and are proactive about maintaining strong cooperative relationships with the numerous other governmental agencies in the region.

Costa Mesa is a full-service city supported by approximately 480 full-time staff and a FY 2018-19 Operating Budget of \$138 million. The Annual Capital Improvement Program for FY 2018-19 is approximately \$17 million. A new state of the art community center, and 20,000 square foot Library branch with an adjacent one acre renovated park is currently under construction and will serve as another excellent community gathering point for residents and visitors alike. The Library is scheduled to open in April 2019.



Opportunities and Challenges

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

- Possessing a willingness to embrace the public engagement process to encourage the belief in open government and welcome participation from Costa Mesa's diverse and engaged residents
- Assisting in the development of a strategy to address local homelessness, including implementing a shelter plan and the community impacts of sober living facilities.
- Addressing challenges related to increased pension costs and developing options to reduce the City's unfunded pension liability.
- Dealing with land use issues due to a built-out City with diverse commercial, industrial, office, and residential properties.
- Embracing technology upgrades and helping develop a vision for smart city development.
- Opportunity to create an Economic Development Plan to generate diverse increases, revenues, and drive business retention.

The Ideal Candidate

The successful candidate must be a professional with integrity, outstanding judgment, and management skills. The City Manager will be comfortable with a variety of municipal functions. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable personal style. He or she must be able to provide leadership that will inspire, motivate, and empower staff and department heads to achieve the Mayor, City Council's goals for the City. This position requires an individual who is politically astute, yet apolitical in carrying out his/her duties, consistently helping all Council to achieve their political goals, and having a comfort with, and a strong desire for, interacting with active elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

Other characteristics and abilities of the ideal candidate include:

- Knowledge and experience with managing a complex organization in an environment with high expectations.
- Experience collaborating with the public leaders.
- Committed to transparency in government.
- In-depth knowledge of the laws and core issues facing California cities.
- Able to embrace modern technology systems as a tool to minimize operational costs while enhancing internal and external services.
- Business-oriented and results-driven with the ability to identify, research, and recommend creative public-private partnerships, grant opportunities, economic development opportunities, and operational improvement strategies.
- Strong interpersonal skills and the ability to relate to a diverse community.
- Ability to form reliable partnerships with state, county and regional officials.
- Ability to work toward maintaining the City's high-quality service levels.
- Strong interpersonal skills and provide clear, transparent communication to the Mayor, City Council, staff, and community.
- Ability to build and maintain a cohesive, talented, and engaged staff.
- Innovative with a strong commitment to customer service.
- Confidence and comfort in working with an active, busy Council with a newly-hired Council staff.
- Decisive, forward thinker with excellent verbal and written communication skills.
- Good listener, excellent long-term planner, and problem-solver.



In summary, the ideal candidate will view City Hall as being a focal-point for citizens and will actively promote this open, transparent, and approachable government with a staff that is responsive, comfortable working in a team environment, and continually strives to achieve effective and efficient service delivery with a strategic approach to fiscal well-being.

Qualifications and Experience

Education: A Bachelor's degree in Public or Business Administration or other relevant discipline is required. A Master's degree is preferred.

Experience: A minimum of at least 7 years of senior level executive management experience is strongly preferred. A combination of public and private sector experience will be considered. California experience is desirable, but not required.

The Council wishes to continue the City's tradition of stability and is hopeful that the candidate selected will make a long-term commitment to the community and the organization.

Compensation & Benefits

The City is offering a salary up to \$249,864 annually and will be DOQ. As a condition of employment, all new employees are required to enroll and participate in the direct deposit program. The City offers an attractive benefits package that includes:

- **Retirement:** Employee will contribute 10% of his/her salary on a pre-tax basis towards the 2%@60 CalPERS retirement formula. An employee as a new member of CalPERS or a reciprocal agency or someone who will have had a break in service of 6 months or more from a Candidate CalPERS/reciprocal agency will contribute 9% on a pre-tax basis towards the 2%@62 CalPERS retirement formula in accordance with new PEPR legislation.

- **Health Insurance:** Full contribution toward employee and family medical, dental, and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2019 is \$2,152 per month.
- **Life Insurance:** Costa Mesa provides a \$50,000 term life insurance policy. Supplemental life, short-term disability and/or cancer insurance are available.
- **AD&D Insurance:** The City provides a \$50,000 accidental death and dismemberment insurance policy.
- **Deferred Compensation:** In addition to a voluntary 457 deferred compensation plan, Costa Mesa offers a 401 (a) deferred compensation plan through ICMA with a City match of 0.5%.
- **Executive Leave:** Effective the first pay period in 2019, up to one hundred (100) hours of Executive Leave per year is available upon approval.
- **Holidays:** Twelve paid holidays per year, which include 16 floating holiday hours.
- **Sick Leave:** Twelve sick leave days granted per year.
- **Vacation:** Vacation is accrued in accordance with tenure ranging from 11.5 days per year to 26.5 days per year.
- **Car Allowance:** This position is eligible for a monthly car allowance of \$575.
- **Technology Allowance:** This position is eligible for a monthly technology allowance of \$75.
- **Professional Development:** Up to \$2,000 annually for professional development.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Candidates are encouraged to apply by March 4, 2019. The review of resumes by Ralph Andersen & Associates will begin following the closing date. Electronic submittals are strongly preferred. Please submit all application materials to apply@ralphandersen.com. A complete application packet will include a compelling cover letter, comprehensive resume, and five professional references. Confidential inquiries welcomed to Mr. P. Lamont Ewell at (916) 630-4900.

Only the top tier of candidates will be invited to interview with the Mayor and City Council. The final selection process may also involve a supplemental questionnaire. It is anticipated that the newly selected City Manager will join the City of Costa Mesa in May 2019, or on a mutually agreeable date.

The City of Costa Mesa is an Equal Opportunity Employer/Drug Free Workplace.