



City Manager

UNIQUE OPPORTUNITY

The Modesto City Council is seeking an enthusiastic, experienced local government professional to become its next City Manager. This is a wonderful opportunity for a creative and resourceful leader to help shape the future of this growing and vibrant Central Valley community.



“Water, Wealth, Contentment, Health”



MODESTO – THE COMMUNITY

In the heart of California's great Central Valley lies the City of Modesto, an attractive, charming and vibrant community exceeding 210,000. The City of "Water, Wealth, Contentment, Health" has long been known for its attractive amenities and convenient location in Northern California. Modesto is blessed with mild weather year-round and some of the world's most fertile soil. As the seat of Stanislaus County government, Modesto has a rich agricultural history and has worked hard to diversify its economy. The quality of life in Modesto is one of its most attractive features. Many urbanites have relocated to this welcoming community, attracted by its small town atmosphere with big city amenities, reasonable housing prices, reputable school districts, and protected open spaces. Modesto is California's 18th largest city and is frequently cited as an ideal community in which to live and raise a family. The City is expected to grow to approximately 400,000 over the next 20 to 25 years.

Featuring over 75 parks and recreation areas within The City, Modesto takes advantage of its appealing climate, and is home to many celebrations and activities year round. A town of diverse cultures, Modesto serves as the principal entertainment center for the Central Valley with a variety of venues, including the Modesto Symphony Orchestra, Modesto Civic Theater, the recently refurbished State Theatre, and the Modesto Nuts Class A baseball team. The centerpiece for Modesto arts and culture is the two-auditorium Gallo Center for the Arts that opened in the Fall of 2007.

If your tastes run more to the adventurous side, there is rafting on the Stanislaus River, bike trails throughout Modesto, horseback riding at area ranches, and outdoor in-line skating or skateboarding at Modesto's newest skate park. You can explore the regional mall or local shopping centers, picnic in one of the many parks, visit the McHenry Museum, play a round of golf, or just bask poolside in the warm sunshine.

Modesto has long been known for its convenient location in Northern California, emphasized by the numerous recreation areas nearby: Lake Tahoe, Yosemite National Park, the San Francisco Bay Area, the Silicon Valley, and California's world renowned wine country. Sacramento, California's Capital City, is just 70 miles north. Part of California's fertile Central Valley, which stretches 300 miles through the center of the state, Modesto is located in the heart of one of the greatest agricultural areas of the nation. Dairy products, almonds, apricots, melons, tomatoes, wine grapes, peaches, walnuts, and poultry products are some top local commodities.

Major employers in the area include Stanislaus County, E & J Gallo Winery, Modesto City Schools, Memorial Medical Center, Doctors Medical Center, Kaiser Permanente, City of Modesto, and Modesto Junior College.

CITY GOVERNMENT

Modesto is a charter city operating under the council/manager form of government. The City Council consists of seven members, including a directly-elected Mayor. Council members are elected by District to serve overlapping four-year terms (two-term limitation). Modesto is a full-service municipality, providing both police and fire services, along with eight additional departments, plus four charter officers and their respective staffs. The charter officers are City Manager, City Attorney, City Auditor and City Clerk.

The City budget of approximately \$483 million, including an operating budget of \$381 million and a new capital improvement program budget expense of \$76.8 million, reflects over 1,220 FTE's. For FY 2017-18, The City's general fund operating expenditures total \$122 million with \$122 million in operating revenues. The largest sources of general fund operating revenues are: property tax (\$31.35 million); sales tax (\$30.44 million); utility users tax (\$20.46 million); departmental revenues (\$16.16 million); business license tax (\$11.56 million); and franchise fees (\$4.61 million). Public safety, at approximately 76%, receives the majority of the general fund operating expense budget allocation. By Council policy, the general fund minimum reserve is established at eight percent of operating expenditures.



Modesto's Community Vision

- **Great Safe Neighborhoods** – A City where we all work together to ensure our neighborhoods are safe and attractive. Build on the diversity of our many neighborhoods. We engage our neighborhoods as our partners working together to achieve common goals and help make our community an even better place to live, work and play.
- **Healthy Economy and Great Quality of Life** – A City where in partnership with our governmental agencies, nonprofits, educational agencies and businesses, we have jobs and educational opportunities that help our families succeed. Work with the community to expand access to cultural, entertainment and recreational opportunities for youth and families.
- **Vibrant Infrastructure and Sustainable Environment** – A City where there is a safe and efficient multi-modal network of transportation and a healthy environment that protects its natural resources and strives for long-term sustainability.
- **Effective, Responsive and Transparent Government** – A City government of continuous improvement and effective and efficient use of resources; that is responsive to community needs while operating in a transparent and accessible environment.

Visit the City's website at:
www.modestogov.com



CITY MANAGER

The City Manager is appointed by the Mayor and City Council. He/she is the chief administrative officer of the City and is responsible to the City Council for the administration of City affairs, which are placed in his/her charge by the City Charter. Under the Council-Manager form of government, the City Council develops policies with guidance from the City Manager, who is responsible for implementing those policies. The City Manager has the responsibility for preparing, in coordination with the Mayor, the City's annual budget for Council's consideration.

The City Manager oversees 10 departments in a full service city that includes community and economic development; finance; fire; human resources; information technology; innovation and performance management; parks, recreation and neighborhoods; police; public works; and utilities. With hiring authority for all departments and department heads except the Council-appointed City Attorney, City Auditor, and City Clerk, the City Manager is the administrative head of city government operations and also plays a key role in intergovernmental relations and legislative monitoring.

The City Manager's office is located on the top floor of a beautiful six-story City-County administration building and Council/Board meeting room facility constructed in the late 1990's. The City Manager's office is staffed by the City Manager plus staff, including two Deputy City Managers (and an Executive Assistant), a Budget & Financial Analysis Manager (and five budget staff), Community & Media Relations Officer (and an Administrative Assistant), and an Executive Assistant (and an Administrative Assistant). The budget for the City Manager's office is \$2.3 million.

INITIATIVES, CHALLENGES AND PRIORITIES

In addition to becoming quickly acclimated and overseeing the day-to-day operations of the organization, the new City Manager will be expected to strategically address the following issues and priorities recently reaffirmed by the Mayor and City Council:

Growth and Economic Development

Modesto's population is expected to nearly double over the next quarter-century. With this growth comes the need to strategically plan for increasing demands related to infrastructure, transportation, and services. Developing a healthy economic development program to both attract new quality businesses - including expanding The City's

manufacturing base - and retain those The City already has will be vital to the future successes of The City. The new City Manager will work with the Mayor and City Council in developing a plan to best address these growth issues as Modesto continues its transition from "small town" to major urban center. Establishing an identity for the City through proactive marketing is paramount.

Council/Manager Relationship

The City Manager will be expected to quickly develop a constructive working relationship with the City Council based on a partnership philosophy, mutual respect, trust, open communication, and equal treatment of all members. The City Manager will also be actively involved in the policy development process by bringing creative ideas to the Council and, when necessary, squarely confronting difficult issues with a sense of conviction, creativity and optimism. Assisting the Mayor and Council in developing cooperative and constructive relationships in the spirit of "team" is a top priority.

Downtown Development

The City continues to seek ways for the continuing quality development of the City's Downtown. The Downtown entertainment district attracts visitors from throughout the region, and has been enhanced by the Gallo Center for the Arts. Opportunities still exist for businesses to invest in the community. Choosing the appropriate projects that will best enhance the high standards of the community is of utmost importance, while also identifying appropriate housing options to heighten livability choices for downtown residents. Addressing ongoing homelessness challenges is a Council priority.

Fiscal Responsibility

It is an ongoing challenge to continue the high quality services that provides for the health and safety of the public and city staff while facing challenging financial times, including changes to the Public Employees Retirement System (CalPERS). Dealing with the increasing demands of a growing municipality while facing budget constraints will be a primary challenge for the new City Manager.

Organizational Assessment

The City's Senior Leadership Team has current vacancies in key positions that need to be filled. This affords the new City Manager the opportunity to shape his/her Executive Team through an organizational assessment to identify strengths and weaknesses and ensure the appropriate pieces are in place to build momentum as The City moves forward.

This will require a new Manager who places a premium on staff development through mentoring, training, and empowerment while providing the appropriate oversight and accountability.

IDEAL CANDIDATE

The ideal candidate is a strongly committed individual who has a positive record of achievement and a history of developing constructive working relationships with both internal and external stakeholders. He or she will actively solicit ideas from all levels of the organization and will have the ability to earn respect and to foster innovative solutions through sound administrative practices and strategic planning skills. This strong leader will bring significant fiscal management, economic development, interpersonal, and communication skills, as well as an ability to work closely and effectively with Mayor and Council, city staff and the community. The City seeks a City Manager who is willing to commit significant tenure to the position to address city priorities, and has a strong desire for the new Manager to establish residence within the City of Modesto's boundaries.

Specific qualifications are as follows:

Education and Experience

The ideal candidate is a seasoned, experienced local government chief executive, assistant or deputy with substantial (e.g. 10 years) highly relevant experience. A Bachelor's degree in public/business administration, political science or related field is required. A Master's degree in a related discipline (e.g. MPA, MBA) is highly preferred.

In addition to the aforementioned experience and requirements, The City's leadership has identified the following qualities as important criteria to be utilized in the selection process:

Expertise

The Mayor and Council have outlined the following attributes of the ideal City Manager:

- An experienced manager and administrator with a larger city mentality who brings an established network of reliable resources.
- Ideally knowledgeable in California rules and regulations related to municipal government; practiced in working with organized labor.
- Able to establish a close working relationship with the Mayor and members of City Council.

- Experienced in organizational effectiveness – capable of assessing the organization and making the necessary changes to improve efficiencies and effectiveness.
- Community oriented – will actively engage community groups/leaders.
- Seeks partnership opportunities; is a “builder of bridges”.
- Seasoned and skilled negotiator.
- Possesses strong financial acumen in managing a city’s budget.

Personality/Management Style

- Manager and leader who empowers staff, recognizes accomplishments, while also setting high standards of accountability.
- Independent thinker with creative problem solving approach; innovative and entrepreneurial.
- Strives to earn and maintain the Mayor and City Council’s trust and respect, yet willing to raise difficult issues when necessary.
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others.
- Politically astute without being political. Has experience working with local elected officials and knows the difference between professional advice and policy making roles and does not duck difficult issues.
- Honest, straightforward and pragmatic – willing to share bad news when necessary.
- Creative – willing to take prudent risks and think outside the box.
- Responsive and proactive in addressing requests in a timely manner.
- Able to navigate through conflict with a sense of optimism.

- Approachable and accessible, with excellent communication skills and the ability to work effectively with a diverse population.
- Proactively plans for the future successes of The City; willing to develop a high level of commitment to Modesto and to the City Council’s vision.

COMPENSATION AND BENEFITS

Supplemented by a generous benefits package, the annual salary for this position will be competitive in accordance with experience and qualifications. The City’s attractive benefits package includes:

- **Retirement** – CalPERS retirement (2% @ 60 formula or 2% @ 62 dependent on eligibility).
- **Deferred Compensation** – Required 401(a) plan whereby City and employee each contribute 5%, and optional 457 plan whereby City and employee each contribute 1.5% (2.5% after nine years).
- **Leave** – The City provides generous allowances for vacation, sick leave and management leave.
- **Health & Welfare** – City pays \$1,310 per month toward the cost of employees’ and dependents’ premiums for all health, dental and vision plans offered. Life insurance of \$120,000 is provided by The City. Modesto also provides long-term disability coverage. A comprehensive physical exam is provided once a year at city expense.
- **Vehicle Allowance** – Modesto provides a city car or vehicle allowance (up to \$500 monthly for Charter Officers).
- **Master’s Degree Pay** – Following completion of one year of service, employees with a Master’s Degree from an accredited institution receive 1.5% pay on an on-going basis.
- The City does not participate in **Social Security** except for the required 1.45% Medicare contribution by both the City and the employee.

APPLICATION AND SELECTION PROCESS

To be considered, please submit a résumé, cover letter, and six work-related references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as size of staff and budgets managed. Submit required materials at the following website:

<https://secure.cpsr.us/escandidate/JobDetail?ID=319>

For additional information please contact:



Stuart Satow or Josh Jones
CPS HR CONSULTING
Phone: 916 263-1401
E-mail: resumes@cpsr.us

If you have questions please contact Stuart Satow or Josh Jones. **The final filing date for this recruitment is Monday, March 19, 2018.** Following the initial review of résumés, candidates will be screened in relation to the criteria outlined in this brochure. Individuals with the most relevant qualifications will be given preliminary interviews by the consultants in late March. Those deemed best suited for the position will be recommended to the City Council prior to finalist interviews anticipated to occur the week of April 16th. An appointment is expected shortly thereafter following extensive reference and background checks.



The City of Modesto is an Equal Opportunity Employer and is in compliance with the Americans with Disabilities Act.

