



CITY MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The City of Laguna Beach, incorporated in 1927, is located on the coast of southern Orange County and is well-known as a unique beach community and artists' colony with seven miles of beautiful Pacific coastline. The City's 23,000 residents enjoy the ambience provided by its sandy beaches, canyons, and coastal hills. Visitors are drawn to the resort environment for its famous beaches, art festivals, and the annual "Pageant of the Masters" show. Since the late 1800's, Laguna Beach has been known as a travel destination and an artistic center, and the City strives to stay true to that heritage.

Laguna's downtown village shopping district, bluff-top walkways, and summer trolley system create a pedestrian environment and scale that is unique in southern California and reflect the City's interest in creating a more environmentally sustainable community. Galleries, boutiques, museums, and wide-ranging dining options can be found downtown, and public art installations delight the wanderer. Traditional architecture both downtown and in residential neighborhoods blends with the natural beauty of the area, and the City retains a small-town feel while welcoming six million visitors annually. Year-round beachgoers engage in surfing some of the best waves in southern California, skim-boarding, and general enjoyment of the sunny weather. More adventurous types can dive in and explore Laguna Beach's underwater world. If a resident or visitor ever tires of the beach, the 16,000 acres of open space that surround the city and almost 10,000 acres of State, City, and regional parks provide abundant alternatives for outdoor recreation.

Laguna Beach enjoys a mild climate with a range of temperatures from the 50's in December to the high 70's in August. When other California cities are baking in the summer heat, Laguna Beach's delights remain accessible to all.



THE ORGANIZATION

The City provides a full range of services, including police, fire, paramedic, and marine safety protection; maintenance of streets, parks, the sewer system, and parking facilities; solid waste; animal services; transit operations; community development; recreational activities and cultural events; and administrative services. The City employs more than 285 full-time employees and an additional 300 part-time employees during the peak summer months with an annual budget during normal times of \$100 million with a General Fund budget of \$70 million.

The City operates under the council-manager form of government; policy-making and legislative authority are vested in a City Council consisting of the mayor and four other council members. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council; for overseeing the day-to-day operations of the City; and for appointing the heads of the various departments, except for the City Clerk

and the City Treasurer, who are directly elected. The Council is elected on a non-partisan basis. Council members serve four-year staggered terms, with new council members elected every two years. The mayor is elected by the council members on an annual basis.



THE IDEAL CANDIDATE

The City of Laguna Beach is seeking an open, approachable leader for the City. An individual who values and encourages community engagement and stakeholder input would be well-suited for this position. The ideal candidate will be politically astute and work apolitically with the City Council; a City Manager is needed who will provide balanced recommendations to Council members and respect the Council's decisions. Given that Laguna Beach is a coastal city, experience working with and understanding the aims, principles, and jurisdiction of the California Coastal Commission is preferred.

The ideal candidate will be a creative problem solver and out-of-the-box strategic thinker. Candidates that possess excellent, clear, and succinct oral and written communication skills are sought. The incoming City Manager will be fair and ethical, with a high emotional IQ. The City is seeking a City Manager who delegates authority, values every employee, and is committed to fostering employee development. A City Manager who is approachable, accessible, and proactive in their response to the needs and concerns expressed by the Council and general public is sought.

The City will benefit from an individual with a strong finance background and a successful track record of financial management. As a representative of the City, the incoming City



Manager will exercise discretion, confidentiality, and tact when dealing with sensitive matters and represent the City in a positive and respectful manner. An ideal candidate will have thorough knowledge of municipal budgeting and accounting principles and experience in a city where tourism is a major part of the economy. An ability to hire and listen to feedback from the best staff available will suit the candidate well. A strong candidate will have a record of improving departmental responsiveness to the concerns and needs of the community.

General municipal skills and knowledge are essential and should be reflected in a minimum of ten years of progressive experience in city management.

Any combination of education, training, and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. The typical candidate will possess a Bachelor's degree; a Master's degree is desirable. It is expected that the candidate will be familiar with current technologies and their uses in municipal government. It is important to note that this position is open as a result of the retirement

of the incumbent manager after 20 years of service to the City.

THE COMPENSATION

The salary for the City Manager is open and dependent on qualifications. The City offers an attractive benefits package including:

Retirement - PERS 2.5% @ 55 (single highest year) for "Classic" members and 2% @ 62 for new members (PEPRA);

Deferred Compensation - City-paid contribution of two percent (2%) of base salary into one of the City's two Deferred Compensation programs;

Medical Benefits - 100% medical and dental coverage for employee and 90% coverage for dependents paid by the City;

Vacation Leave - Variable based on years of service, ranging from 17 to 22 days annually; vacation time may be accumulated up to a cap of 400 hours and may be paid at straight time hourly in lieu of time off;

Sick Leave - 80 hours per year; may be accumulated without limit and payout at 50% is available at any time;

Administrative Leave - 10 days annually;

Holiday - The City provides 10 paid holidays per year; and

Other Benefits - \$500 monthly allowance for car and other business expenses; cell phone stipend of \$80 per month, life and long-term disability insurance; conference and training expense reimbursement; employee assistance program; retirement health savings plan; and bereavement leave.



TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

March 19, 2021

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Laguna Beach. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

