

AGENDA ITEM D-1



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Discussion and possible action regarding the draft recruitment brochure for the position of city manager

MEETING DATE: September 14, 2004

PREPARED BY: City Clerk

RECOMMENDED ACTION: Discussion and possible action regarding the draft recruitment brochure for the position of city manager.

BACKGROUND INFORMATION: This item appears on the agenda at the request of Mayor Hansen.

FUNDING: N/A

A handwritten signature in cursive script, appearing to read "Susan J. Blackston".

Susan J. Blackston
City Clerk

SJB/jmp

APPROVED: _____
Janet S. Keeter, Interim City Manager

DRAFT

THE CITY OF LODI IS SEEKING A CITY MANAGER

THE COMMUNITY

Located in the heart of California's Central Valley between Sacramento and Stockton, Lodi is an attractive and active community of 60,500 residents situated along the Mokelumne River in San Joaquin County. The Lodi area was first settled in 1857. Early residents provided land for the construction of what was named as "Mokelumne Station" for the Central Pacific Railroad in 1869. By 1870 the community had a school, several businesses and more than 60 homes. The area thrived as the center of a highly productive agricultural area, and in 1874 the town was renamed "Lodi". The citizens of Lodi voted in 1906 to incorporate as a general law city.

The Lodi area includes more than 300,000 acres of rich agricultural lands. The crop pattern is widely diversified and includes vineyards and orchards of walnuts, cherries, and almonds. Approximately 80,000 acres of area vineyards produce a wine grape crop valued at more than \$300 million. Wineries including Robert Mondavi, E & J Gallo, Sutter Home, Glen Ellen and others rely on grapes grown in the region. Nearly 40% of California's premium wine grapes are grown in this region, making Lodi the "**Wine grape Capital of the World**". Lodi is also home to many other active businesses. Major manufacturing employers in the community include General Mills, Pacific Coast Producers, Lodi Fab Industries, Valley Industries and RM Holz.

Investing in the community is traditional for Lodi. In 1998 Lodi dedicated the 789-seat performing arts theater and community center of **Hutchins Street Square**. The Square is the product of a dynamic public private partnership converting 10-acre, former high school site into a cultural, business and recreation center for

the community. This was a passionate project of the community with hundreds of volunteers and private donations. The City has also invested over \$50 million into major segments of its **downtown and central city** in recent years to further enhance the City's commitment to an unparalleled quality of life. Additionally, the City developed a new City Council Chambers and renovated its City Hall within the last 10 years.

Lodi is oriented toward the family. Voter approved grow limitations, well-planned growth, and keeping up with necessary infrastructure needs have helped Lodi attract and build families. Crime rates are low. The schools are clean, safe and have a good reputation. Citizens are active, participate in community issues and volunteer their time to many civic causes. Similarly, the City has developed excellent working relationships with numerous organizations such as the Chamber of Commerce, Hutchins Square Foundation, Lodi Unified School District, Lodi Wine and Visitors Bureau, and other to make significant progress on issues of mutual interest.

Tree lined streets in a variety of old and new neighborhoods with well-kept homes characterize Lodi. Residents take pride in the City's small town charm and actively support community activities. The City has over 350 acres of parkland at 25 sites through the community. The "crown jewel" of the system is 40 acre **Lodi Lake Park** – a complement to the area's many outdoor recreational venues and the Delta waterway system. Lodi is 90 miles east of San Francisco, and provides a central location to the many attractions of the Sierra Nevada and Northern California.

CITY GOVERNMENT

The City Council is seeking the City's fourth City Manager since 1948.

Lodi is a general law city pursuant to California law, and operates under the council-manager form of government. Five City Council members are elected at

large for four-year, overlapping terms. The Mayor is selected by and from the Council for a one-year term. The City Council appoints the City Manager, City Attorney, City Clerk and City Treasurer; as well as the members of the City's six boards and commissions - Arts, Library, Planning, Recreation, Senior Citizen and Youth, as well as other committees and task forces.

The City of Lodi provides a full array of municipal services including police; fire; water, wastewater; public works; parks and recreation; library; planning; economic development; public transit, and traditional internal management support functions. The City also operates the community's electrical distribution system, which provides comparatively low rates to customers and contributes significantly to the City's operating budget. The City has a FY04-05 operating budget of \$101 million, and a \$27 million current year capital improvement budget.

CITY MANAGER

Reporting to the City Council, the City Manager serves as the administrative head of the City under the direction of the City Council. Powers and duties of the City Manager are outlined in the City Code and include carrying out policies of the City Council, preparing and administering the city budget, coordinating major City projects and initiatives, and appointing and removing department heads.

Members of the City's Executive Management Team reporting directly to the City Manager include the Deputy City Manager, Police Chief, Fire Chief, Electric Utility Director, Public Works Director, Community Development Director, Park and Recreation Director, Finance Director, and Human Resources Director.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities to be addressed by the City Manager include:

Financial Management – Like nearly all California local agencies, the City has been working to maintain high quality services during the State’s budget difficulties and related economic uncertainty. Addressing increased costs with a limited ability to increase revenues has required the City to make cutbacks and temporarily rely on use of accumulated reserves. The City Manager will lead efforts with the City Council and staff to find solutions that balance the budget, rebuild reserves, and keep valuable services operating effectively.

Community Development – The City has achieved good success in efforts to bring new businesses and tourism to the community. Next year the City will begin efforts to update its General Plan where related issues as designating more land for future business development, creating a greenbelt between Lodi and Stockton, and maintaining the City’s focus on families will be addressed.

Groundwater Cleanup – Since the late 1990s the City has been engaged in an environmental enforcement effort to cleanup soil and groundwater contamination in and around its downtown core area. The effort is currently in litigation with numerous property owners, businesses and to determine and apportion liability, and to address related financing issues. With a recent change in the City’s legal team and approach, the City is working to move the effort forward so that cleanup efforts can begin. Along with the City Attorney, the City Manager will play a lead role in bringing the effort to a successful conclusion.

Community Facilities – While the City has made major progress on creating and improving community facilities in recent years, additional needs still exist. For example, residents are seeking a new aquatics and indoor sports center, as well as a new animal shelter. The City Manager will assist the City Council in determining appropriate ways to finance these improvements and see them through to completion.

THE IDEAL CANDIDATE

The ideal candidate will be a seasoned general management professional or top-level assistant manager with significant experience in a comparably sized organization, and has extensive knowledge in financial management, economic development, and community development. This strong, self confident and energetic leader will bring exceptional interpersonal, communication, and negotiation skills to the position; be visible in and involved with an active community; and work closely and effectively with a talented City staff. The new City Manager will develop a strong relationship with the City Council based on partnership, mutual trust, respect, regular and candid communication, and equal treatment of all members. City/local government management experience is desirable, but not required. Electrical power management experience is also desirable.

Education

The successful candidate will have a Bachelor's degree in public or business administration or related field, or its equivalent. A Master's degree in a related field is desirable.

Leadership and Management Style

- An effective, service oriented manager who respects employees, holds the organization accountable, and cultivates high morale.
- Someone who will develop a strong identity with the Lodi community, its citizenry and unique characteristics.

Competencies and Personal Characteristics

In addition to the above qualifications, the City Manager will also:

- Possess integrity, a strong sense of ethics, and the courage of his/her convictions

- Maintain and enhance the City's financial health; manage City resources wisely.
- Be able to learn quickly
- Be visible in the community
- Be collaborative; values input from others
- Be an intelligent, strategic thinker
- Possess a strong work ethic
- Be a facilitator of consensus and collaboration
- Be a people person; accessible and approachable
- Be a creative problem solver
- Use a team approach to management, and lead by example
- Serve impressively as City spokesperson when necessary
- Be calm under pressure; thick skinned; and possesses a good sense of humor
- Be politically astute, yet apolitical

For additional information about the City of Lodi visit its website at www.lodi.gov.

COMPENSATION AND BENEFITS

The salary for the City Manager is open and negotiable based on the qualifications of the successful candidate. The City offers an attractive benefit package, certain elements of which are negotiable, that include:

PERS Retirement - Employees participate in the Public Employees Retirement System (PERS) 2% @ 55 plan; the City pays the employee's 7% contribution. The City does not participate in Social Security.

Medical Insurance – The City provides executive management employees fully paid family medical and pharmaceutical insurance.

Dental, Vision Insurance – The City provides executive management employees fully paid family dental and vision insurance with deductible and/or co-insurance features.

Holidays – The City observes 8.5 days annually, and provides 4 additional floating holidays.

Vacation Leave – The City's executive management vacation leave earning schedule varies based on appointment date and length of service up to 15-25 days per year.

Sick Leave – New City executive management appointees earn 10 days sick leave per year.

Administrative Leave – 10 days per year with limited cash out possible.

Life Insurance – City paid term life plan up to \$150,000; additional accident insurance also provided.

Long Term Disability Insurance – City provides limited coverage coordinated with other benefits.

Flexible Spending Account (Section 125 Plan) – Available

Annual Physical Examination – City reimburses costs not covered by medical insurance.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume, and cover letter with current salary and the names of three work-related references by **Friday, October 15, 2004** to:

Kris Kristensen
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
CPS ES web site: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with most relevant qualifications will be given preliminary interviews by the consultants in late October. Candidates appearing best suited for the City will be reported to the City Council. The Council is expected to select 6-8 candidates to participate in interviews in Lodi in mid November. An offer of appointment is anticipated in early December following final interviews, as well as full reference and background checks.



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region, making Lodi the "**Wine Grape Capital of the World**". Lodi is also home to many other active businesses. Major manufacturing employers in the community include General Mills, Pacific Coast Producers, Lodi Fab Industries, Valley Industries and Holz Rubber Company.

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Tree lined streets in a variety of old and new neighborhoods with well-kept homes characterize Lodi. Residents take pride in the City's small town charm and actively support community activities. The City has over 350 acres of parkland at 25 sites through the community. The "crown jewel" of the system is 40 acre **Lodi Lake Park** – a complement to the area's many outdoor recreational venues and the Delta waterway system. Located within a three hour drive or less from Lake Tahoe, Yosemite, Monterey, Santa Cruz and San Francisco, Lodi residents enjoy the benefits of easy access to Northern California's major attractions.

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Kris Kristensen
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
916 / 263-1401
Fax: 916 / 561-7205

Email: resumes@cps.ca.gov

CPS ES web site: www.cps.ca.gov/search

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