



CITY MANAGER

City of Mill Valley





An Incredible Opportunity!

The City Council for the City of Mill Valley (population 13,810) is seeking an accomplished professional to become its new City Manager. This vibrant Marin County community rates as one of the most affluent and highly educated cities in the nation with a focus on fiscal responsibility, top-notch service delivery to the community, sustainability, and environmental stewardship.

Nestled beneath Mount Tamalpais with proximity to San Francisco, the City of Mill Valley is renowned for its outstanding quality of life, vibrant downtown, high standards for service delivery, and very engaged community. The history of the community and the pride of residents is abundant. An approachable management style, with personal attention to detail and highly tuned listening skills are essential by the new City Manager.

Additionally, this top executive will be an innovative leader with exceptional interpersonal and communication skills. Known as a “people person,” this individual will value collaboration and strive for best practices in service delivery while at the same time invite and encourage community engagement. In this high-touch and hands-on environment, an open and approachable leadership style is strongly desired in order to relate well to a broad spectrum of stakeholders including staff, elected and appointed officials, business and community leaders, and, of course, an active community. This passionate leader will welcome input and value contributions from all sources yet be able to guide the policymakers with a strong sense of purpose, decisiveness, and action.

The City Manager will also be skilled in managing public meetings in terms of maturation of new ideas and concepts, agenda preparation, addressing politically sensitive issues, and well-prepared and completed staff reports.

Without exception, the City Council collectively believes the new City Manager will continue the strong and pro-active leadership role on local,

regional, and Marin County related issues. Exploring and cultivating public-private partnerships is also important as is frequent interaction with working groups, such as Mill Valley Friends of Parks & Recreation.

In summary, the City Manager will strive to consistently deliver excellent customer service and responsiveness to support a progressive and engaged community, while at the same time, protecting staff workload to ensure effective service delivery.

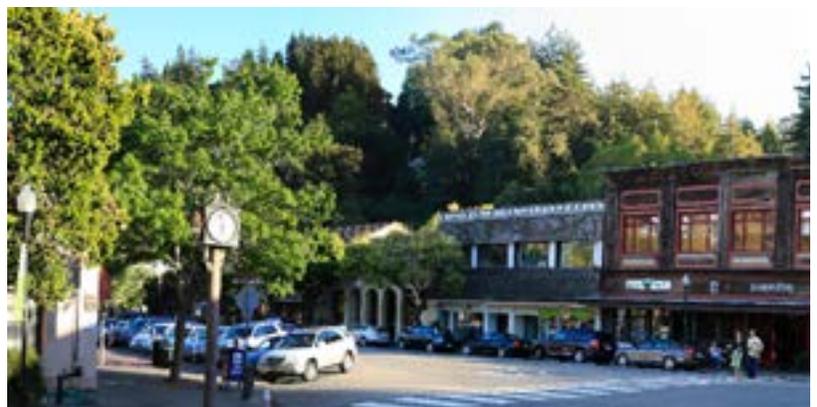
Organizational Overview

Mill Valley is a General Law City and operates under the Council-Manager form of government. The five members of the City Council are elected to four-year overlapping terms, with the Mayor selected among his/her peers to serve a one-year term. The City Council appoints the City Manager, who in turn, serves as chief executive of the municipal organization. The City also utilizes several standing volunteer commissions. The City relies upon these commissions as well as ad-hoc committees to work through community issues.

The City of Mill Valley is a full-service city with a total 2019-2020 budget of \$47.8 million (\$37.5 million operating budget), \$7.3 million CIP, and \$2.9 million for Debt and Reserves Transfers. Current staffing includes 156 for benefited FTEs and 150 part-time non-benefited FTEs. The City has its own Police Department and fire services with Southern Marin Fire Protection District in a shared services model.

Importantly, the City is financially stable with over \$9 million in general fund reserves. The City Council has a long-standing policy to hold a 10% general reserve and an additional 15% contingency reserve of prior year operating costs within general fund balances in accordance with best practices in local government. Currently, Mill Valley has a low annual debt payment obligation with principal and interest payments totaling less than 5.2% of general fund revenues and has a S&P debt quality rate of AAA.

Additionally, the City Council reacted early to the CalPERS decision to basically double pension contribution requirements in the short-term for all participating cities by creating a buffer reserve of \$1.2 million dollars, accumulated over the last several years. The City has also created a detailed 10-year financial forecast that includes a recession assumption in order to carefully manage through future CalPERS cost impacts. This financial forecast is available upon request and is linked on the Ralph Andersen & Associates' website.



The City Manager's Office

The City Manager directs, coordinates, and manages the overall administrative activities and operation of the City and advises and assists the City Council while exercising significant independent judgment and initiative. The City Manager is appointed by the City Council and serves at its pleasure. The most recent City Manager retired in January 2020 after ten years in this leadership position. On an interim basis, the Chief of Police is serving in the role of City Manager until the search process concludes.

The Ideal Candidate

The City Council is seeking a creative and innovative individual to employ a team approach to problem solving and be proactive in addressing issues that impact the community. Additionally, the City Manager will be an idea person who is able to develop and promote strategic initiatives for the City Council's discussion and consideration while incorporating best practices in local government. Continuing to explore public-private partnerships and shared services with neighboring municipalities and potentially with the County of Marin, is an area of ongoing interest for the City Council.

The City Manager will have a hands-on and collaborative approach to management with frequent interaction with department heads and staff, fostering an open dialogue. The City Council also desires a Manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community.

The City Manager should be a person who can successfully address a variety of issues at the highest levels using sound judgment. Top candidates for consideration will have a solid career track record of having unquestioned personal integrity, honesty, and strong ethics.

The ideal candidate will also possess the following characteristics:

- ◆ Genuine concern for preserving the quality of life presently offered to residents of Mill Valley with an appreciation for the natural beauty of the area and a high regard for the importance of the natural environment, emergency management, and emergency preparedness to local residents;
- ◆ Results driven approach to the successful management of an organization including a key understanding of municipal finance, public safety, emergency management, recreation (including programs supporting arts and culture), and all aspects of municipal service delivery;
- ◆ Confident style that will promote candid discussions and encourage diversity of thought by providing an environment that listens intently to the community and emphasizes the review of options and alternatives for the City Council's consideration;
- ◆ Appreciation and ardent supporter of technology to both enhance and improve service delivery, operations, financial reporting, and overall community access; and

- ◆ Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives as well as the ability to motivate and contribute effectively to their timely achievement and successful performance, all for the betterment of the community.

Key Community Issues

The City Council is continuing to solicit information by inviting input throughout the recruitment process prior to the final selection of the new City Manager.

Comments received to date through a public forum and other methods of communication include:

- ◆ Enhance community dialogue on key issues that impact residents or may be of safety concerns (due to natural disasters or resulting aftermath of fires, floods, or mudslides), historical significance, environmental sustainability, impacts of climate change, or other quality of life issues (traffic, lack of affordable housing, etc.) by expanding the level of transparent, frequent, and open dialogue and communication at City Hall;
- ◆ Financial acumen and ability to manage effectively with limited resources in a local government environment yet bring innovation and creativity to day-to-day operations;
- ◆ Recruitment, retention, and succession planning for the City's workforce including enhancing and improving on the concept of re-branding and elevating the City of Mill Valley an employer of choice;
- ◆ Committed to the economic vitality of the community including support of a vibrant business community;
- ◆ Increase the use of technology in various areas to increase efficiencies, data collection, citizen access, archiving, analysis, and record-keeping;
- ◆ Emphasize the value of community readiness on emergency preparedness, environmental sustainability, and vegetation management through frequent interaction with the public;
- ◆ Expand and enhance arts, recreational, and community-based programs that better serve the residents while, at the same time, examining for efficiencies including shared services in various areas;
- ◆ Possess a track record of successful involvement with labor and employee relations issues, including working with unions/associations;
- ◆ Proactively continue the City's leadership role in intergovernmental relationships with Marin County, Marin Managers' Association (MMA), Mill Valley Chamber of Commerce, school district, other local agencies, and various boards;
- ◆ Address on-going infrastructure needs and capital investment of city facilities; and
- ◆ Valuing, empowering, delegating and celebrating the accomplishments of staff are important elements the new City Manager's must bring to the organization.



Qualifying Experience and Education

The City Council has established broad general guidelines for consideration of interested individuals:

Experience – This position requires a minimum of eight (8) years or more of progressively responsible experience in an administrative, managerial, or senior level staff capacity in a comparable or larger organization with similar issues. California municipal experience, particularly in Marin County, is highly regarded by the City Council although all highly qualified candidates are strongly encouraged to apply. Importantly, the City Council may consider a broad spectrum of talented individuals, including candidates from the non-profit organizations or the private sector, if that individual is able to demonstrate exceptional leadership and a verifiable track record of success with transferable skills. Alignment on core values and passion for public are very important to this City Council and to the community.

Education – Bachelor’s degree from an accredited college or university with major course work in finance, planning, public or business administration, or a closely related field is required. An advanced degree may be a plus based on overall career experience.

Compensation

The City Council is prepared to offer a competitive salary for the Marin County plus executive level benefits including CalPERS Retirement (2%@55-Classic; 2%@62-New). A mutually agreeable employment agreement will be negotiated and may include relocation assistance at the discretion of the City Council. Candidates should be aware that the City does not participate in Social Security. Further details on compensation and benefits may be obtained through discussions with Ralph Andersen & Associates.

To Be Considered

Interested candidates should apply immediately for this career opportunity by submitting a resume and a compelling cover letter to apply@ralphandersen.com. Due to COVID-19, the application date has been extended. Candidates should be aware that the City Council desires a smooth transition of leadership and, as a result, the Council will work to facilitate this during these extraordinary times.

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

Recruitment Timeline

The City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of career experience and education. Review of resumes and qualifications of all Applicants will begin at the beginning of May and will involve the full City Council. Final selection interviews will be held in late May (or sooner).

Accept Interest (Closing Date)	End of April
Review List of Applicants	Early May (Date Pending)
City Council Interviews (Round #1)	Mid-May (Date Pending)
City Council Interviews (Round #2)	Late May (Date Pending)
Negotiations Conclude / Approve Contract at Regular Meeting (Open Session)	Late May / Early June