

CITY OF GLENDALE, CALIFORNIA

# City Manager





## THE COMMUNITY

With a population of approximately 205,000 residents, Glendale is the fourth largest city in Los Angeles County. It is located northeast of Los Angeles in the foothills of the San Gabriel Mountains and is traversed by the Golden State (5), Glendale (2), Ventura (134) and Foothill (210) freeways; and the Hollywood Burbank Airport is minutes away. Glendale is one of the most livable cities in Southern California, with excellent well-established suburbs, a walkable downtown mixed-use district, a top-rated school system, and numerous parks and recreational facilities located all within the 31.5 square miles of the City. The City enjoys a mild climate with an average high temperature of 77 degrees and average rainfall of almost 18 inches per year.

Glendale is noted for its beautiful residential areas, parks, schools, libraries, hospitals, shopping facilities, and high tech, creative business environment. The Americana at Brand is a one-of-a-kind community gathering place and dynamic shopping, dining, residential and entertainment district, while the recently updated Glendale Galleria provides over 200 retail stores and restaurants. Glendale is also home to several leading corporations including The Disney Company's Grand Central Creative Campus, Whole Foods, DineEquity, a number of tech giants including Age of Learning, Avery Dennison, Cisco, LegalZoom and rising tech stars, ServiceTitan, Beyond Limits and more. The City also offers 6-million square feet of office space, a well-paid workforce and 3,500 new luxury apartments in the City's downtown, within walking distance of retail, dining and entertainment amenities. Neighborhood business districts, including the Montrose Shopping District, Adams Square, Kenneth Village, and the South Brand Boulevard auto dealerships provide additional economic opportunities outside of Downtown Glendale and add character and support to surrounding neighborhoods.

Since the adoption of the Glendale Tech Strategy in 2017, the City of Glendale has quickly transformed into a regional hub for technology and innovation. Glendale's tech industry stimulates economic growth in the region by providing an ample source of jobs and high paying salaries. Currently, Glendale is home to 1,029 tech companies that employ over 41,000 people in the City. As part of this effort, Glendale has been successful in attracting first-rate co-working space operators including Regus, Industrious, and WeWork.

The City is home to the Brand Library and Art Center, the Alex Theatre, the Museum of Neon Art, the Glendale Centre Theatre, and Antaeus Theatre and is the future home of the Armenian-American Museum & Cultural Center. Currently, efforts are underway to transform two blocks of the Artskakh Avenue Paseo into an exciting new destination and pedestrian-

friendly Arts & Entertainment hub within the Downtown. Nearby attractions include Universal Studios, the Hollywood Bowl, the Los Angeles Zoo, Descanso Gardens, the Autry Museum of Western Heritage, the Norton Simon Museum, the Huntington Library & Gardens, Forest Lawn Art Collections, Dodger Stadium, Staples Center and the Rose Bowl.

Glendale experiences the benefits of a culturally diverse community. Approximately 65 different languages are spoken in the City's schools. Glendale has the largest Armenian-American population of any city in the United States. The City has strong neighborhood identification, with over 20 active neighborhood associations. Glendale has diverse and affordable housing choices, featuring a variety of housing styles and types.

The City is home to an award-winning school district, with an enrollment of 26,000 students, which includes nine National Blue-Ribbon Schools, and 26 California Distinguished Schools. Students are also served by 15 parochial and private schools. In addition to Glendale Community College, area colleges and universities include Pasadena City College; Occidental College; California State University, Los Angeles; California State University, Northridge; University of California, Los Angeles; and the University of Southern California.

Health care services available within the immediate area are provided by three outstanding institutions: Glendale Memorial Hospital and Health Center (Dignity Health), USC Verdugo Hills Hospital, and Glendale Adventist Medical Center.

## CITY GOVERNMENT

Glendale was incorporated in 1906 and is a charter city operating under a council-manager form of government. The five Council members are elected at large to four-year staggered terms. The Mayor, a member of the Council, is selected from among its own members, and serves a one-year term. Other elected officials are the City Clerk and the City Treasurer. The City Manager and the City Attorney are appointed by the City Council.

The total City budget for FY 2020-2021, including all general government services, enterprise operations and a water & power utility is about \$907 million (\$250.5 million – General Fund only). The City has 1,584 full-time staff positions. The City has identified ten Strategic Goals which are implemented through the Budget and measured through departmental key performance indicators. They include: Fiscal Responsibility; Exceptional Customer Service; Economic Vibrancy; Informed & Engaged Community; Safe & Healthy Community; Balanced, Quality Housing; Community Services & Facilities; Infrastructure and Mobility; Arts & Culture, and; Sustainability.





Glendale is a full-service City that includes Glendale Water and Power that services over 34,000 water customers and 89,000 electric customers. In addition to obtaining transmission from outside sources, the City operates its own power plant. Water comes primarily from the Metropolitan Water District, along with a small portion from local wells. The City also owns its own landfill which is operated by the Los Angeles County Sanitation Districts, is half owner of the area's sewage treatment plant, and provides refuse collection for City residents.

The Glendale Police Department is committed to providing proactive law enforcement and high quality police services, and this has contributed to the City's low crime rate and perennial ranking among America's ten safest cities (pop. 100K – 500K). The Glendale Fire Department is one of only nineteen fire departments (out of 950) to achieve a Class 1 rating, indicating that it has exceptional firefighting abilities, personnel, response times, fire prevention efforts, water supply availability and communications.

In addition to Brand Library, the City operates the recently repurposed and renovated Central Library in downtown Glendale and six other library branches. It also provides a wide variety of arts and cultural programming in the City and is current implementing its Urban Art Plan. Glendale's residents enjoy 47 City parks, nearly 5,000 acres of publicly owned open space and numerous hiking trails. Maintained facilities and recreational activities are available for the public's use and participation. Some of the most popular facilities include the Civic Auditorium, Pacific Park Pool, Glendale Sports Complex, and historical buildings such as the Casa Adobe, Verdugo Adobe, Tea House and the Doctor's House. Glendale also provides a variety of transportation services. The City operates a Dial-A-Ride service for the elderly and disabled. The City also has a City-wide bus service known as the Beeline. The Glendale Railroad Depot was purchased by the City of Glendale in 1989 and has been preserved and listed on the National Historic Register. It has been converted to the Larry Zarian Glendale Transportation Center, which serves as a connecting point for several modes of transportation, including rail. The City is also part owner (as part of a joint powers association with cities of Burbank and Pasadena) of Hollywood Burbank Airport, located in the City of Burbank.

## THE POSITION

Under the direction of City Council, the City Manager acts as the Chief Executive Officer of the City, directing, planning, and organizing all administrative activities of the City. This includes development of goals, objectives, policies and procedures, as well as enforcing and administering the charter, municipal code and ordinances governing the City.

## Opportunities and Priorities to Address

- Ensuring Continued Fiscal Stability in Light of COVID-19 Pandemic and Other Challenges
- Addressing Affordable Housing Challenges in the City
- Balancing Growth and Quality of Life Issues
- Multi-Modal Transportation, Connectivity, and Traffic Improvements/ Programs
- Implementation of Glendale's Integrated Resource Plan including Proposed Grayson Energy Center and Clean Energy Programs
- Implementing Sustainable Practices and Strategies Across City Operations and in City Development Policies and Practices

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, ethical, and confident leader with a record of professional accomplishments that demonstrate his/ her ability to effectively lead a large and diverse public organization. A proven record in project management, strategic planning and sound fiscal management skills are essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals, managing a strong executive team, and working with a passionate and involved city council. A background working with diverse communities, environmental and sustainability projects, land use and development, and working in a full-service city are all highly desired.

## Key Competencies and Characteristics

Desirable attributes and characteristics for the new City Manager include but are not limited to the following:

- Shares the vision of the council and community, and can advocate, articulate, and implement that vision; able to blend innovation and creativity, someone who can think outside the box, while acknowledging the challenges of the City and addressing those in a strategic manner.
- A visionary leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- A proactive manager who takes initiative and is willing to stand up for what is right.





- A strong communicator with excellent interpersonal skills; able to articulate ideas to different audiences in a clear and direct manner.
- Able to establish a positive relationship with city council based on honesty and respect, while providing balanced information on issues and programs, as well as solution alternatives; be an advisor, not an advocate.
- A commitment to the organization, the community, and building unity within the City.
- The ability to analyze trends and problems to develop long range plans.
- Able to establish and build effective business relationships.
- Foster a team-oriented working environment based on collaboration, respectful interaction, and positive mentorship.
- An active listener.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business, public finance or a related field.
- Ten (10) years of highly responsible administrative or executive-level experience in public sector employment including principles and procedures of municipal management and budgeting for government programs.
- Master's degree preferred.

## SALARY AND BENEFITS

The salary range is **\$250,000 to \$280,000**, commensurate with work experience and education of the selected candidate.

**Retirement** is provided through the California Public Employees' Retirement System (PERS) with a 2% at 55 retirement formula for PERS "classic" member employees; new PERS members have the PEPPA formula of 2% at 62. Note: the employee pays the entire PERS employee contribution of 7% (2% at 55 formula) or 6.50% (2% at 62 formula), plus 4% of the employer's contribution.

**Vacation** - Up to 160 hours per year, with carryover and cash-out provisions.

**Holidays** - 115 hours per year.

**Executive leave** - 100 hours per year.

**Sick leave** - 96 hours per year.

**Medical Benefits/Life Insurance** - Medical insurance (choice of four plans); executive medical reimbursement plan (EMRP), in which out-of-pocket medical expenses are reimbursed up to \$10,000 annually; dental insurance (choice of three plans); life insurance equal to 1.33 times annual earnings to a maximum of \$500,000; voluntary life insurance, including spouse and child coverage; long term disability (LTD) insurance; and vision benefit plan.

**Other benefits** - PERS level four survivor benefit; PERS pre-retirement option 2W death benefit; retiree health savings plan (RHSP); voluntary 457 deferred compensation program; voluntary 401(a) defined contribution plan; monthly auto allowance of \$490 per month; free parking; compensation for car-pooling and van-pooling; credit union; employee assistance program (EAP); tuition reimbursement; executive physical fitness/civic organization membership; flexible savings account (FSA) for dependent care.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date for this position is Friday, February 5, 2021.**

To be considered, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=1730>

Resumes should reflect years **and** months of positions held, as well as size of past organization(s).

For additional information, please contact:



Frank Rojas  
Tel: 916- 471-3111  
Email: [frojas@cpshr.us](mailto:frojas@cpshr.us)

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.