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EXECUTIVE SEARCH



Town Manager

TOWN OF MORAGA, CALIFORNIA



THE COMMUNITY

The Town of Moraga is a picturesque, affluent community tucked in the beautiful hillsides of San Francisco's East Bay in Contra Costa County. Located 22 miles east of San Francisco and 10 miles from Oakland, Moraga is a small, family-oriented bedroom community offering a quiet semi-rural lifestyle within easy reach of big city amenities. It boasts spacious homes and lovely tree-lined streets, as well as bucolic views of cows grazing on grassy slopes.

Moraga was originally part of the Rancho Laguna de Los Palos Colorados, granted in 1835 by the Mexican government to cousins Joaquin Moraga and Juan Bernal for military services rendered. Incorporated in 1974, Moraga now encompasses an area of 9.5 miles and has a population of nearly 17,000. The Town is primarily residential in nature but has two shopping centers with a variety of shops and restaurants, as well as a movie theater and weekly farmer's market.

The community has no direct freeway access, but this seclusion has only enhanced Moraga's attractiveness as a desirable community. Commuters can easily access BART trains and the freeway in nearby Lafayette and Orinda just five miles away. Driving times to Oakland, Berkeley, and San Francisco typically range from 20 to 45 minutes.

The Town is acclaimed for its safe neighborhoods, small town atmosphere and excellent public schools. The Moraga School District includes three elementary schools and one intermediate school. Moraga's only public secondary school, Campolindo High School, is within the Acalanes Union High School District. It is ranked as one of the top high schools in California and was one of 500 schools nationwide to be awarded a gold medal by U.S. News and World Report in its 2016 list of the nation's best public high schools. The Town also is home to Saint Mary's College, a prestigious private Catholic university with over 4,200 undergraduate and graduate students. In 2011, Forbes.com ranked Moraga as one of the "Top Ten Cities to Live and Learn in the Nation."

Numerous recreational opportunities abound in Moraga. The Town has over 40 acres of parks and open space accommodating a variety of outdoor activities. Horseback riding, hiking and bicycling are popular activities on the several miles of public trails maintained by the East Bay Regional Park District. The Moraga Country Club includes an 18-hole golf course along with private swim and tennis facilities. Moraga fosters its strong sense of community through numerous special events such as the annual Easter Egg Hunt, 4th of July Fun Run & Pancake Breakfast, fireworks, outdoor concerts, and its annual Pear Festival, which celebrates the heritage of the Moraga Valley that was once covered with pear orchards.



To learn more about the Town of Moraga, please visit <http://www.moraga.ca.us>.

THE ORGANIZATION

Moraga is a General Law City and operates under the Town Manager/Council form of government. The Moraga Town Council is made up of five volunteer members of the community elected at-large for four-year staggered terms. The Council annually selects a Mayor from its members. The Council is responsible for general Town policy, as well as for the appointment of the Town Manager and Town Attorney. The Town Manager serves as the Town's chief administrative officer.

Through a staff of 36 employees, the Town operates with a philosophy of minimalist government and maximum service. The Town provides a range of municipal services including police, public works (construction and maintenance of streets, storm drains, public buildings and other infrastructure), parks and recreation (recreational programming, park acquisition and improvements, and maintenance of parks), planning and general administrative services. Fire protection services are provided by the Moraga-Orinda Fire District, a special district in Contra Costa County. Water services are provided by the East Bay Municipal Utility District (EBMUD). Sanitary sewer services are provided by the Central Contra Costa Sanitary District. Solid waste and residential recycling services are provided by Republic Services and RecycleSmart.

The Fiscal Year 2017/18 Operating Budget totals \$8.492 million for operating program expenditures with an anticipated annual surplus of \$46,217. The Capital Improvement Budget totals \$3.206 million. However, on June 28, 2017, as part of the adoption of a balanced budget for Fiscal Year 2017/18, the Town issued a Declaration of Fiscal Emergency. The declaration was made after the Town's reserves were impacted due to two infrastructure failures (the March 2016 sinkhole on Rheem Boulevard and the April 2017 Canyon Road Bridge failure), leaving the Town with currently just under \$600,000 in General Fund Reserves available for future events or emergencies. Funds that will be spent on the two infrastructure failures (\$2.8M on the sinkhole and \$3.3M on the bridge) will be reimbursed through Federal emergency funds over several years.

Despite declaring a fiscal emergency, Moraga is far from bankrupt. The declaration acknowledges the Town's fiscal situation and provides needed flexibility to enhance and expand options to secure additional revenue or local funding.

THE TOWN COUNCIL AND COMMUNITY GOALS FOR 2017 ARE:

1. Complete sinkhole repairs, restoring retail activity and traffic flow back to normal and continue to pursue financial relief.
2. Have development in Moraga reflect the sentiments of the Town's citizens by:
 - a) studying and implementing improvements to the three-step planned development process with emphasis on defining the conceptual stage;
 - b) ensuring disciplined application of the Town's design guidelines by thoughtfully

sorting out clear and workable standards to be enforced through ordinances.

3. Seek Town Council approval of general plan amendments, zoning code revisions and any other applicable regulations regulating development on hillsides and ridgelines.
4. Stimulate and attract retail activity in Moraga by improving the permitting process for Moraga businesses and work with the Chamber of Commerce to make shopping in Moraga a pleasurable activity.
5. Complete successful negotiation of labor agreements with all employee bargaining units.
6. Adopt balanced budget and continue high quality of financial reporting.
7. Make significant progress on Moraga Center Specific Plan Implementation Process.
8. Determine revenue measure(s) for a future ballot to fund the community's top priorities:
 - a) long-term fiscal stability;
 - b) defined infrastructure needs.

THE POSITION

The Town Manager serves at the pleasure of the Town Council and is responsible for implementing the vision, policies, and goals of the Town Council. This role requires a close, trusting working relationship with the Council, Town staff, and the community at large. As chief administrative officer, the Town Manager is directly responsible for planning, organizing, and directing the activities of all Town departments and agencies except those associated with the Town Attorney.

This career opportunity is available with the upcoming retirement of current Town Manager Robert Priebe. The Town Council is seeking an effective and decisive leader, a proven team builder, a detail-oriented manager, and a big-picture visionary. The ideal candidate for this position will be an experienced manager of staff, working effectively to create a positive and supportive work environment. Bringing a calm style, maturity, and self-confidence, the Town Manager will be politically savvy, yet remain apolitical. While working cooperatively with others, the Town Manager will also have the ability to say "no" when necessary. Most importantly, the Manager will be of the utmost integrity and will be a positive representative of the Town government and community.

The Town Manager will provide clear recommendations supported by research and facts in order to facilitate informed decision making by the Council. The Manager will assist the Council in strategic planning and short- and long-range goal setting.

The Manager will work to enhance transparency and customer service within the Town government and will seek venues in which to inform and educate the community. It is expected that the Town Manager will maintain and enhance relationships with neighboring communities and strategic partners, including Saint Mary's College, the School Districts, Chamber of Commerce, and other service organizations. The Manager will engage these partners to strategize and address future issues. Revenue enhancement and efficiency

maximization strategies will be a high priority focus area for the new Town Manager.

It is expected that the Town Manager will be a hands-on manager, possessing a solid knowledge and understanding of municipal planning and land use, finance and budget, economic development, business retention and retail investment, emergency preparedness, and fiscal challenges and revenue enhancement opportunities. The individual selected will communicate clearly and concisely, both orally and in writing, and have the ability to proactively engage community interests and collaborate on differences in opinion and philosophy. Individuals who possess strength of character, a sense of humor, and who are willing to compromise but never on principles are encouraged to apply. Experience in a community similar to Moraga is ideal.

A Bachelor's degree with major coursework in public or business administration or a related field is required. A Master's degree is preferred.

THE COMPENSATION

The Town is offering a competitive salary, and appointment will be made depending on the qualifications and experience of the selected candidate. The Town of Moraga also offers an attractive benefits package that includes the following:

RETIREMENT: 2% at 55 for CalPERS "Classic" members (employee contributes 7% plus 3% cost sharing); 2% at 62 for CalPERS "PEPRA" members.

HEALTH INSURANCE: Town offers three plans including Kaiser HMO – Gold level plan and two Blue Shield plans. Town pays up to premium rate for Kaiser HMO for employee and eligible dependents.

DENTAL INSURANCE: Town pays premium for employee and eligible dependents.

LIFE INSURANCE: Town provides policy in amount of \$100,000.

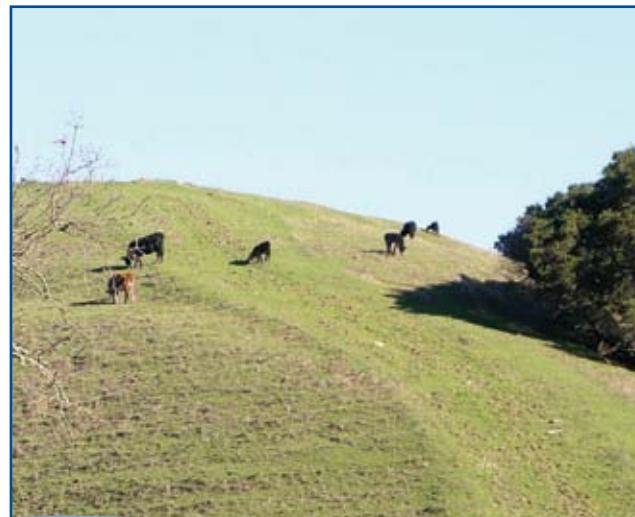
VACATION: 80 hours per year, plus an additional 8 hours for each additional year of service.

ADMINISTRATIVE LEAVE: 104 hours per fiscal year.

HOLIDAYS: 10 paid holidays plus 3 floating holidays per calendar year.

SICK LEAVE: 12 days accrued annually.

AUTOMOBILE ALLOWANCE: \$500/month.



SEARCH SCHEDULE

Filing Deadline.....	November 27, 2017
Preliminary Interviews.....	December 5-6, 2017
Recommendation of Candidates....	December 13, 2017
Finalist Interview Process	Early January 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.

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