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EXECUTIVE SEARCH

Planning Director
CITY OF WESTLAKE VILLAGE, CALIFORNIA

THE COMMUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space and adjacency to points of destination throughout Southern California, the City of Westlake Village (pop. 8,378) is one of the most desirable communities to live, work and recreate in California. In support of sustaining its unique character as a master planned community, quality of life for residents, strong professional city management and collaborate working team, the City is seeking a creative, thoughtful leader, and a strategic thinker to serve as its new Planning Director.

Located in Los Angeles County adjacent to the border of Ventura County, the City of Westlake Village was incorporated in 1981 and was one of the first master-planned communities in the country. With nearby highway 101 and the Santa Monica Mountains National Recreation Area, the City is uniquely situated as an attractive and inviting locale for residents, businesses and visitors on a national scale.

With great emphasis on its unofficial motto “city in the country”, the community has a special small-town charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors;

incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; top-notch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity.

Those who choose to live and work in Westlake Village tend to have a very strong connection to the community given its overall beauty, tranquility, and peacefulness, coupled with the many amenities it offers. The City helps encourage this connection in various ways that promote an engaged lifestyle for its residents. Also typifying this lifestyle is a commitment to public and community service manifested through the support of numerous charitable organizations by the City and by residents through contributions, volunteering, and direct financial support. Residents have a long history of participation in numerous City volunteer projects, committees, and boards, and they have a genuine and sincere appreciation for the quality services provided by the City.

The City is the current or former location of choice for major employers and corporate offices including the Conrad N. Hilton Foundation, Bank of America Home Loans, Move, Inc., and Securitas Security Services. Currently, hotels located in the City serving the community and visitors to the region include the Four Seasons

Hotel, the Marriott Residence Inn, and the locally owned Westlake Village Inn. Daytime population of the community swells to approximately 10,000 with the influx of employees and visitors.

Although the City is primarily built-out, the City’s new North Business Park Specific Plan, among other projects, provide many opportunities and a variety of fun and interesting challenges for the future. Other projects and areas of focus for the City are centered around meeting State affordable housing requirements, updating zoning codes and development related ordinances, upgrades/renovations to existing commercial and business properties, economic development in support of businesses, and coordinating creative public-private partnerships. In addition, the City has several exciting long-term capital improvement program priorities and projects.

THE ORGANIZATION

The City 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 has a long and well-established tradition of civility and decorum, prioritizes good governance and professional city management, and is known for maintaining a strong, supportive, familial and respectful relationship with staff. The City Council appoints the City Manager, who in turn, serves as chief executive of the organization. Additionally, the City Council appoints the City Treasurer and the City Attorney. City Council meetings are held on the second and fourth Wednesdays of every month with the exception of a one-month hiatus in August when the City Council holds no meetings.

In Westlake Village, the City Council also serves as the Planning Commission. The City utilizes two advisory Boards including the Cultural Recreation Advisory Board, composed of 15 residents and 2 members of the City Council, and the Public Safety Advisory



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Board, composed of seven residents and two members of the City Council. Typically, the City will rely upon these boards, as well as both standing and ad-hoc City Council committees, to review and work through City issues leading to recommendations to the full City Council.



In alignment with the City's founding history and priorities, services and programs focus on maintaining the City's character, high quality of life, connectivity with residents and businesses, and both excellence and responsiveness in the delivery of public services. The City's FY 2020/21 budget includes General Fund operating expenditures of \$12.3 million, a \$3.2 million Capital Improvement Program, 12 full-time staff, and 3 part-time staff. The City is financially stable with a General Fund reserve of 50% (approximately \$6.4 million) and \$11.5 million in restricted and unrestricted capital improvement program reserves.

The City of Westlake Village is a general law municipality with contracts in place for many of the day-to-day services of local government. Currently, the City contracts for animal control, building and safety, legal, library, parks, recreation and cultural services, law enforcement, and public works. Fire protection services are provided by the Los Angeles County Consolidated Fire District.

To learn more about the City of Westlake Village, please visit www.wlv.org.

THE POSITION

The City of Westlake Village is an organization that prides itself on strong inter-departmental cooperation, collaboration and interdisciplinary approaches to work. As such, the City seeks a Planning Director who is a creative, thoughtful leader; team member; strategic thinker; thrives in an environment that embraces an entrepreneurial spirit; sets and exceeds high expectations; values public service; and embraces customer service.

The Planning Director is appointed by and will report to the City Manager, Rob de Geus, who joined the City of Westlake Village in 2019. The Director will be responsible for the Planning Department consisting of a full-time Associate Planner, part-time Community Preservation Officer, a contract with a private consultant for plan review, and a contract with Los Angeles County for plan check and building inspection. The Planning Director will oversee the operations, programs, contracts, and services associated with all aspects of planning and zoning including implementation of the General Plan, advance and current planning, development review, plan check, building inspection, and code enforcement. The Planning Director will also serve as the lead in intergovernmental relations with planning agencies, and support economic development efforts in addition to working closely with the City Attorney.

As a member of the Executive Team, the Director will provide advice and assistance to the City Council and City Manager on all planning issues; respond to staff and citizen inquiries; conduct

studies; and collaborate with other departments in all matters relating to planning and city services. The ideal candidate will be a detailed, engaged, collaborative, inclusive, astute, and enthusiastic individual that possesses and employs big-picture skills and perspectives to address current and prospective local and regional planning matters and policy issues in a dynamic, fast paced environment. Moreover, the successful applicant must be a "people person," have maturity for working with the public, staff, homeowners' associations and consultants; serve as a role-model and mentor for staff; be articulate and approachable; convey confidence, and engender trust. As a small City, the staff work together in a family oriented manner through sharing responsibilities and opportunities, balancing work and personal time, engaging in interdisciplinary team work, and being supportive of each other. The position requires a working professional who is knowledgeable about all aspects of development; a generalist that will work through all matters related to zoning and building and safety; and an advocate of good planning.

The Planning Director should be skilled in public engagement, attentive to community interests, and genuinely care about the community. This is critical



for addressing the implementation of the North Business Park Specific Plan, integration of higher density zoning, and the future potential of new housing in the City. Several long-range planning projects for the City and Planning Department include the City's 6th Cycle Housing Element, updating zoning codes, updating the City's 2025 Strategic Plan and update of the City's policies, technologies and development outlook.

This position requires a Bachelor's degree from an accredited college or university in urban planning or a related field, and at least 5 years of progressively responsible experience in municipal planning and management. A Master's degree with major coursework in community development, urban planning or a related field or AICP certification, and 3 years of experience as a supervisor is highly preferred.

THE COMPENSATION

The City is prepared to offer a competitive salary based on experience and qualifications plus executive level benefits including:

RETIREMENT – Classic Member – PERS 3% @ 60, highest three years. Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share. New Member – PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

SEARCH SCHEDULE

Filing Deadline: January 29, 2021

Preliminary Interviews: February 1 - 12, 2021

Recommendation of Candidates: February 25, 2021

Finalist Interview Process: March 11 and 12, 2021

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

MEDICAL INSURANCE – City contributes up to \$1,805/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.

RETIREE HEALTH INSURANCE – City contribution for retiree health insurance for retired employees with at least five years of service with the City.

OTHER INSURANCE BENEFITS – City pays 100% of AD&D, short- and long-term disability insurance.

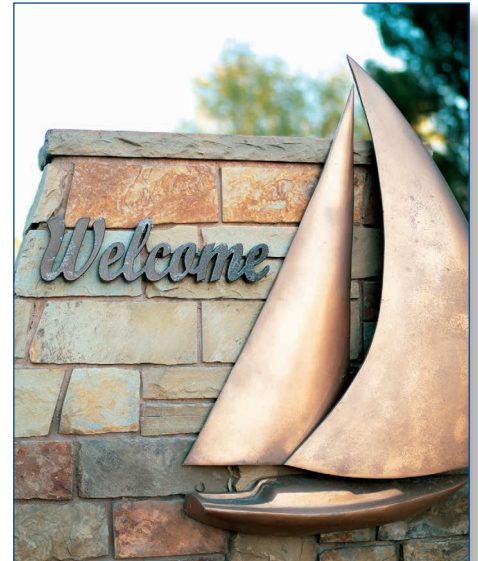
VACATION – 10-20 days annual accrual based on years of service.

ADDITIONAL LEAVE – 12 days of sick leave per year, 14 days paid holiday leave per year, and 9 days of administrative leave per year.

DEFERRED COMPENSATION – City contributes \$50/month match into an ICMA 457 plan.

AUTO ALLOWANCE – \$400 per month.

The City does not participate in Social Security.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Anton "Tony" Dahlerbruch toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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