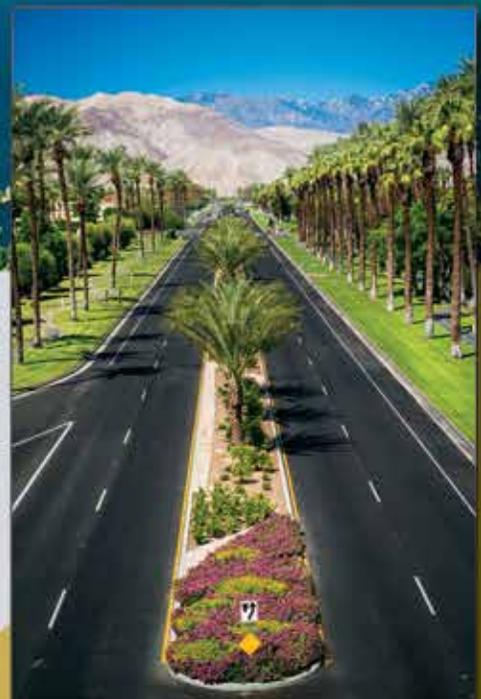


# *City Manager*



INDIAN  WELLS  
CALIFORNIA



## THE COMMUNITY

Located in the heart of the Coachella Valley spanning 15-square miles, the City of Indian Wells (full-time pop. 5,450) is recognized worldwide for its tranquil and luxurious environment amidst Southern California's foremost desert region. World class resorts, unrivalled tennis, championship golf, superb spas, outstanding residential country clubs, a myriad of recreational activities, abundant sunshine and beautiful scenery serve to define the good life of Indian Wells.

California's premier desert resort city is clearly an extraordinary place to live, work and play. Astute planning and civic leadership have helped Indian Wells achieve status as one of the most sought-after residential resort and vacation destinations in the United States, and residents and guests alike are continually drawn to the community's many amenities.

Indian Wells hosts many major sporting and cultural events throughout the year, including the world-renowned BNP Paribas Open, an ATP World Tour Masters 1000 and WTA Premier Mandatory combined event held at the Indian Wells Tennis Garden, USA Pickleball National Championships, Ironman 70.3 Indian Wells/La Quinta, Coachella Valley's leading speaker series, and the Indian Wells Arts Festival. Championship golf at the Indian Wells Golf Resort, first-class shopping, exceptional dining, and a wide variety of cultural programs and recreational activities appeal to wide ranges of ages and interests.

Exciting new projects on the horizon include the Delano Hotel and Residences Indian Wells. A partnership between an investment and development company and a leading international hospitality group will soon break ground on this multi-faceted project that is projected to open in 2020. The luxury brand development includes 154 hotel rooms, 54 condominium units and contemporary upscale culinary offerings.

Indian Wells is served by the Desert Sands Unified School District and is home to highly-rated Gerald R. Ford Elementary School. Distinguished private academic institutions can be found throughout the Coachella Valley, and higher education opportunities are available at the Palm Desert satellite campuses of the University of California, Riverside, and California State University, San Bernardino, among others.

**Idyllic Indian Wells offers a peerless experience that truly elicits a state of overall well-being. To learn more, visit <https://www.cityofindianwells.org>.**

## CITY GOVERNMENT

Incorporated in 1967, the City of Indian Wells is a Charter City operating under the Council/Manager form of government. The City Council consists of five Council Members elected at-large to serve four-year terms, while the Mayor and Mayor Pro Tempore are appointed by the Council out of its own membership to one-year terms. Council Members are limited to serving two consecutive four-year terms. The City Council acts on all legislative matters of the municipality, serves as the City's Housing Authority, and appoints the City Manager, City Attorney, and various other commissions, boards, and citizen advisory committees. Members of the City Council also serve on numerous boards and committees, including the Coachella Valley Association of Governments, the Greater Palm Springs Convention and Visitors Bureau, the Riverside County Transportation Commission, and many others, working to ensure residents and visitors experience the highest quality of life possible.

Indian Wells enjoys overall economic stability and expansion, including a healthy housing market and building activity and strong tourism. It is supported by a General Fund budget of \$15.7 million for FY2018-19 and a 5-year CIP of \$14.4 million. Collectively, transient occupancy tax, admissions tax, property tax, sales tax, and franchise fees account for 86% of General Fund revenues. In 2018, voters overwhelmingly approved a 1% increase in the City's Transient Occupancy Tax to 12.25%. The City also manages a robust Landscape and Lighting Maintenance District Program as well as the Indian Wells Golf Resort.

The traditional range of municipal services, including finance, community development, human resources, public works, building, code enforcement and others, are provided by a dedicated and stable workforce of 28 full-time staff. Police and fire/emergency medical response services are provided through contract with the Riverside County Sheriff's Department and the Riverside County Fire Department, respectively.

Each year, the City Council engages in an annual strategic planning session to set and monitor City goals. Current goals include:

- Implement strategies to improve the City's Fiscal Condition
- Encourage and Expand Economic Development Opportunities
- Implement the Golf Resort Strategic Plan
- Complete Highway 111/Cook Street Improvements
- Modernize Fire Station 55





### *Mission Statement*

*Create an unsurpassed quality of life for residents and guests by providing superior public safety, exceptional service and outstanding amenities that will further enhance our image as a prestigious community and international resort destination.*

## THE IDEAL CANDIDATE

The City Council is seeking a forward-thinking local government professional known for applying entrepreneurial approaches to opportunities that advance organizational goals and priorities. The ideal candidate will be a confident and resilient leader with a reputation for having high expectations and adhering to standards of excellence. An enthusiastic public servant, he/she will be energized by diverse challenges and committed to organizational health.

The ideal candidate will offer extensive experience interacting with elected and appointed officials and understand the unique nature and dynamics of small communities. Having mastered the art of diplomacy, he/she will be an exceptional communicator who generously conveys information with clarity and is sensitive to the varied information needs of constituents as well as staff. A sophisticated approach to brand marketing and management that is typically associated with the private sector will be advantageous.

Indian Wells' City Manager must display outstanding interpersonal skills and be comfortable interacting with well-informed and engaged constituents. Fueled by a strong community orientation, he/she must also be a highly effective relationship builder, enjoy having a visible role in the community and being accessible to residents and other stakeholders.

The professional selected will be capable of balancing the internal and external demands of the job while remaining closely engaged with staff. He/she will be an upbeat and empowering manager who can maintain the extraordinary camaraderie that currently exists among the Indian Wells team. To sustain this inspiring organizational culture, the new City Manager must have the demonstrated ability to engender trust and possess proven success with developing and maintaining cohesive teams that take collective ownership of outcomes. An influential mentor, he/she will have a history of investing in the professional growth of subordinates and support decision making and innovation at all levels.

This talented individual will be well-versed in all aspects of local government. Impressive depth in municipal finance and familiarity with enterprise operations and oversight is desirable. Extensive contract negotiations and management experience will help with a seamless transition into the role. Previous experience working with developers coupled with knowledge of effective economic development strategies suitable for resort communities will also be considered favorably.

A history of enhancing the customer experience and thoughtfully addressing organizational change will be expected. The ideal candidate will bring extensive success with streamlining systems and processes by automating functions where possible and providing digital options to traditional paper-based transactions.

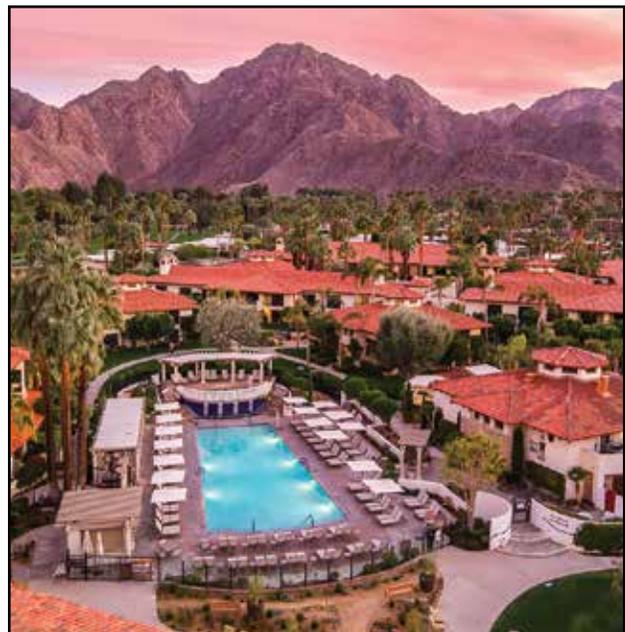
In addition, competitive candidates will present a stellar track record of selecting top quality vendors and consultants and holding them accountable superior deliverables.

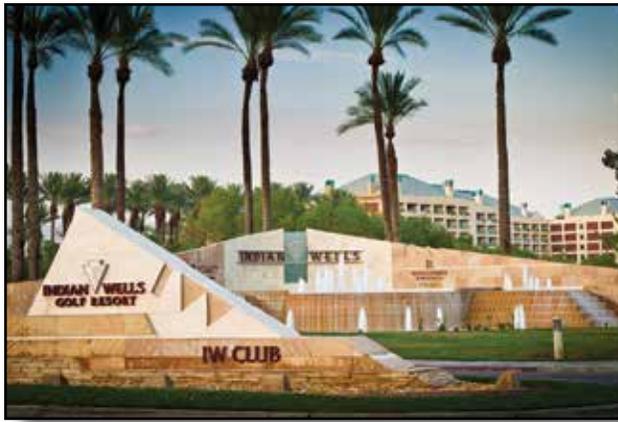
Experience as a City Manager, Assistant/Deputy City Manager or department head is preferred, however, candidates who demonstrate impressive leadership competency with relevant experience will be considered. Contract city experience and/or prior service in a resort or tourism-based community is desirable. California experience is preferred, but not required. A minimum of five years of management experience that includes at least three years of service at a senior or executive management level in a local government setting are required. A bachelor's degree is required, and a master's degree is highly desirable.

## COMPENSATION & BENEFITS

Salary will be competitive and dependent on qualifications and experience. The City Manager's salary is supplemented by an attractive benefits package that includes, but is not limited to:

**CalPERS Retirement:** Classic Members - 2.7% @ 55 formula, calculated off of highest single year compensation, with employer contribution paid by the City and the employee contribution paid at a rate of 8%. New Members - 2% @ 62 formula, calculated





off of highest three-year average compensation, with employer contribution paid by the City and the employee contribution paid at a rate of 6.5% per the Public Employees' Pension Reform Act of 2013.

**Deferred Comp:** City pays 2.5% of employee's annual salary into a tax deferred 401(a) retirement savings account. Employee eligible to pay up to IRS maximum into tax deferred 457 account.

**Social Security:** City pays employer portion of Social Security. City reimburses employees for employee portion of Social Security benefits.

**Medical Insurance:** City pays 100% for CalPERS administered HMO plans, for employee and dependents. If employee opts for a CalPERS administered PPO plan, employee will be responsible for the cost difference between the HMO and PPO plans (Tier C).

**Medical Stipend:** City pays \$1,000 per year to help cover costs of deductibles and prescriptions. A lump sum is paid at the beginning of each calendar year. Stipend is effective in January following the employee's hire date.

**Dental Insurance:** City pays 100% of cost for dental insurance coverage for employee and dependents.

**Vision Insurance:** City pays 100% of cost for vision insurance coverage for employee and dependents.

**Disability:** City pays 100% of cost for enrollment in Long and Short-term disability insurance coverage policy.

**Life Insurance:** City pays 100% of cost for enrollment in group term life insurance valued at 1.5 times employee's annual salary, capped at a maximum of \$100,000 valuation. Employees are eligible to pay for supplemental plans as a payroll deduction.

**Vacation:** Accrual rate negotiable and dependent on years of service. Maximum accrual of vacation time capped at three times employee's accrual rate.

**Holidays:** Employees enjoy 11 paid holiday days off per year, plus one floating holiday.

**Sick Leave:** Employees accrue up to 12 days of sick days off per year. Maximum accrual of sick leave time capped at 60 days, or 480 hours.

**Education Support:** City will pay up to 100% of cost of tuition and 50% of books for qualified pre-approved State University courses.

## APPLICATION & SELECTION PROCESS

This recruitment will close just prior to **midnight on Sunday, February 24, 2019**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted **preliminary interviews** by the consultants in late February through early March. Candidates deemed to be the best qualified will be invited to **interview with the City Council on Friday, March 29th & Saturday, March 30th**. The City Council anticipates making an appointment shortly thereafter following the completion of compensation negotiations as well as extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

