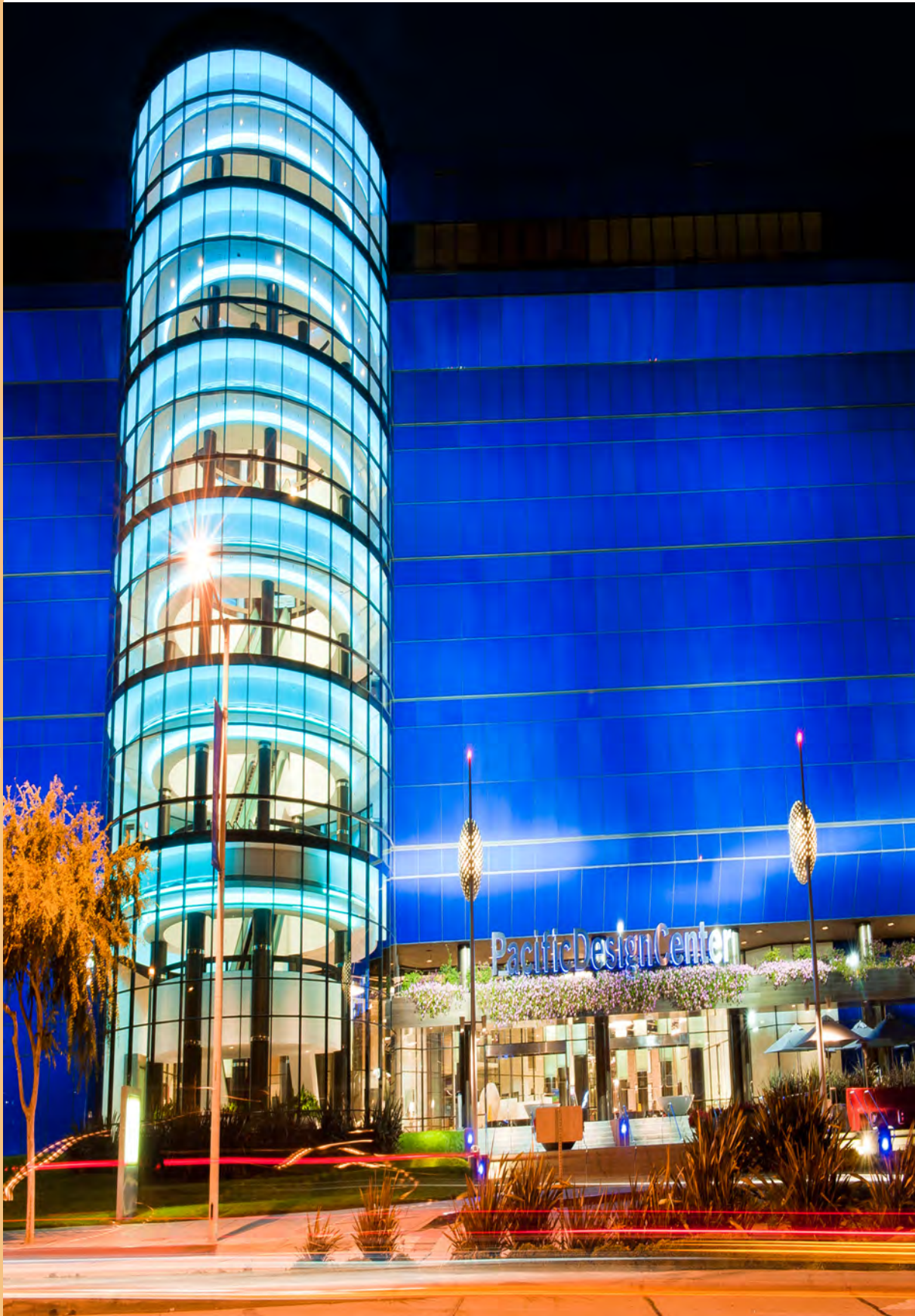


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EXECUTIVE SEARCH

Property Development Manager
CITY OF WEST HOLLYWOOD, CALIFORNIA

THE COMMUNITY

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles, the City was incorporated in 1984 by a unique collaboration of people including lesbian, gay, bisexual, and transgender activists; seniors; and advocates for affordable housing. At only 1.9 square miles, West Hollywood is an international destination with a diverse population. The City is a robust economic and cultural center instilled with idealism, creativity, and innovation. A spirit of community activism and civic pride thrives in West Hollywood for many of its approximately 37,255 residents.

The City of West Hollywood has a strong progressive voice, is a leader among communities, and is filled with rich history. The City prides itself on strong core values: Respect and Support for People; Responsiveness to the Public; Idealism, Creativity and Innovation; Quality of Residential Life; Promotion of Economic Development; Public Safety; and Responsibility for the Environment – as well as being proactive in responding to the needs of its diverse community.

With its iconic destinations such as The Sunset Strip, Historic Route 66, and LGBT entertainment area, West

Hollywood is also host to visitors from all over the globe. The City's thriving entertainment communities set trends in design, dining, music, fashion, art, and architecture.

According to the City of West Hollywood's most recent Community Study, nearly 90 percent of respondents rated their quality of life as excellent or good, citing pedestrian orientation, central location, safe and quiet neighborhoods, amenities, and well-kept infrastructure.

For more information about the City of West Hollywood, please visit www.weho.org.

THE ORGANIZATION

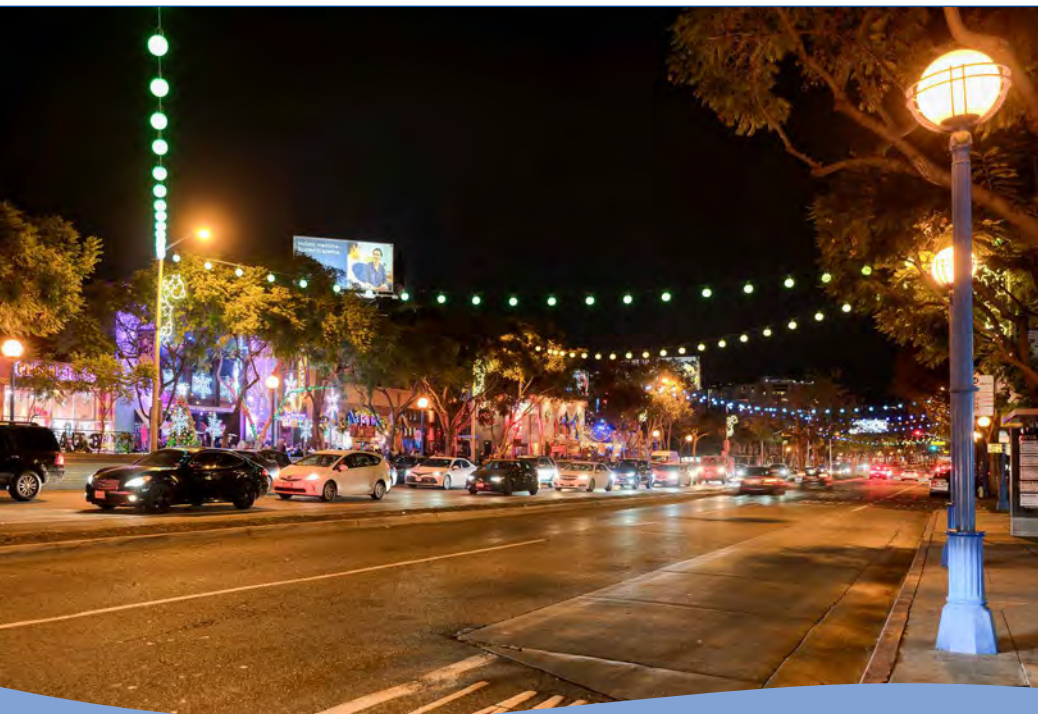
West Hollywood operates under a Council/Manager form of government. The City is known as a progressive and stable organization with high professional standards for excellence, customer service, ethics, fiscal responsibility, and a commitment to sustaining best practices. City programs and services are provided by the Departments: Administrative Services, City Manager, Communications, Planning & Development Services, Economic Development, Facilities and Recreation Services, Community Services, Finance and Technology Services, Human

Services and Rent Stabilization, Public Works, and Public Safety. The Property Development Manager reports to the Deputy City Manager who oversees Facilities and Recreation Services, Planning & Development Services, and Public Works. West Hollywood has 238 full-time positions, a FY 2019-20 \$139-million operating budget, and an \$8.1-million Capital Improvement Projects budget. The five-member City Council is elected at-large, and annually appoints one of its members to serve as Mayor for a one-year term.

The Property Development Manager is a new position. The successful candidate will bring professionalism, experience, and a collaborative approach to developing and managing a portfolio of City properties while balancing community and organizational priorities, fulfilling construction management responsibilities, overseeing landlord/tenant relationships, meeting revenue enhancement goals, and creating prospects for the development of Metro rail stations. The Property Development Manager will work with elected and appointed officials, City staff, residents, businesses, property owners, developers, consultants, brokers, and agencies, as well as wide range of stakeholders in the community and across the region, in developing a vision and achieving results. During the first year of tenure, the Property Development Manager will be expected to become familiar with West Hollywood's community, identify opportunities, and initiate activities toward achieving workplan results.

THE POSITION

Reporting to the Deputy City Manager for Community Services, the Property Development Manager serves management functions related to overseeing large municipal residential and commercial projects; developing and managing the City's real estate portfolio through strategic real property acquisition and disposition; and managing complex joint development projects. The position includes visioning, outreach,



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facilitation, consensus-building, planning, programming, design, and construction activities related to a variety of City projects such as Capital Improvement Projects (CIPs); tenant improvement projects related to City-owned and/or leased facilities and open spaces; and public/private joint development capital projects. In addition, the position includes community and business outreach, handling complex Request for Proposal (RFP) processes and overseeing commercial tenant matters.



The successful candidate is a team player, consensus-builder, self-starter, and problem-solver, who has a strong record in producing excellent work with experience in a public, educational, or institutional organization/structure. In addition, the successful candidate will be responsible for creating revenue-generating development that meets and serves the public interest. The candidate will have proven leadership, negotiation, interpersonal, project management, budgeting, organizational and communications skills; a reputation for working well with a variety of stakeholders; a positive approach to shaping and developing a new position; and an understanding for maximizing the development and use of City properties in a manner that supports community priorities.

As such, the successful candidate will:

- Possess strong ethics, openness, honesty, and responsiveness.

- Enjoy working among others in a collaborative manner.
- Be creative, forward-thinking, intuitive, sensitive, and flexible relative to options.
- Become immersed in the community to understand interests.
- Build strong, positive relationships and trust throughout the community and between competing or conflicting interests.
- Recognize the importance of the City's urban design goals and sense of "place" for development supportive of community interests.
- Identify, coordinate, and foster partnership opportunities.
- Lead presentations to residents, boards, commissions, the business community, and other groups as well as facilitate and represent the City at meetings.
- Negotiate, review, analyze and administer leases, agreements, and deeds; prepare, review and manage RFPs, contracts, and construction; and work with developers, consultants, City departments, land use attorneys, and financiers to facilitate real property land use.

Requirements include 5 to 7 years of progressively responsible experience, a Bachelor's degree from an accredited 4-year college or university in a related field, or a combination of education, training and experience that provides the knowledge, skills and abilities to perform the duties of the position. Licenses and certifications desirable, but not required include: registration as a Professional Architect in the State of California, Professional Civil Engineer in the State of California, Professional Planner (AICP), or Certified Construction Manager (CCM) in the State of California; and possession of LEED Professional

Accreditation or other green building rating system.

THE COMPENSATION

The annual salary range for this position is \$154,292 to \$203,069, and offer will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

RETIREMENT: CalPERS 2.7% @ 55 (single highest year) for classic members (employee pays pre-tax contribution of 8%) or 2% @ 62 (average of three highest years) for new members under the Public Employee Pension Reform Act (PEPRA) (6.75% employee contribution). The City does not participate in Social Security.

9/80 MODIFIED WORK SCHEDULE: Work schedule consisting of eight 9-hour days, one 8-hour day, and one day off in a 2-week period. Under a typical 9/80 arrangement, employees work four 9-hour days, followed by an 8-hour workday that is split into two 4-hour periods.



SEARCH SCHEDULE

Filing Deadline:February 28, 2020

Preliminary Interviews:March 4 – March 13, 2020

Recommendation of Candidates: March 31 2020

Finalist Interview Process: April 13, 2020

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

HEALTH PLAN: City-paid medical, dental, vision insurance.

TECHNOLOGY ALLOWANCES: City will pay an allowance of \$75 per month for use of personal technology devices for business purposes. These allowances provide complete reimbursement to the employee for the use of their private cell phone or other electronic devices for city business.

DEFERRED COMPENSATION:

Employees will be enrolled in a 401a Deferred Compensation Plan funded by a City contribution (\$150) and an optional employee contribution. This retirement savings plan allows employees to save funds on a tax-free basis for retirement.

RETIREE HEALTH SAVINGS (RHS):

Employees will be enrolled in an RHS Plan funded by a City contribution (\$100). This plan provides funds for medical expenses in retirement.

PAID LEAVES:

- **Vacation:** 116 hours the first year of service, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service
- **Sick Leave:** 96 hours per year
- **Holidays:** 10 City-paid holidays and 9 hours of floating holiday leave
- **Administrative Leave:** 12 hours per month.

DISABILITY INSURANCE: 66 2/3% of salary to cap of \$5,000 per month, after a 30-day elimination period.

LIFE INSURANCE: Equal to 1.5 times of annual salary plus \$20,000.

TUITION REIMBURSEMENT: Tuition will be reimbursed at 100 % of the fee schedule for the University of California for job-related courses approved by the Deputy City Manager.

OPTIONAL BENEFITS: AFLAC, Long -Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of accrued Vacation and Administrative Leaves.



THE RECRUITMENT PROCESS

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

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton “Tony” Dahlerbruch at (310) 567-1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.

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