



Remembering what connects us.

DEPUTY CITY MANAGER - REAL PROPERTY

CITY OF TUSTIN



THE COMMUNITY

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Tustin (pop. 78,844) is located just 37 miles southeast of Los Angeles, in the heart of Orange County, and offers an exceptional quality of life complemented by an ideal Southern California climate. This vibrant City of Trees is known for its outstanding quality of life characterized by low crime, superior schools, quality neighborhoods, premium parks and recreation facilities, and cultural and entertainment amenities.

Tustin encompasses just over 11 square miles and is conveniently located at the crossroads of the I-5 (Santa Ana) and SR-55 (Costa Mesa) Freeways, making numerous regional attractions—beaches, performing arts centers, and recreational facilities—easily accessible. Hillside areas present sweeping panoramic views of the Pacific Coast and Saddleback Mountains, while community and annual events, such as a weekly farmer's market, the Tustin Street Fair and Chili Cook-Off, and the long-running Tustin Tiller Days, contribute to the City's sense of community and connection. The District, Tustin Marketplace, Tustin Auto Center, and picturesque Old Town Tustin, born in the late 1800s, are all bustling centers of the City's cultural and economic vibrancy.

Celebrating history with a commitment to the future, Tustin is home to a diverse industrial commercial base that includes multinational corporate headquarters, thriving regional and neighborhood retail centers, flexible technology centers, computer component development, and manufacturing. The City is building on its rich history by developing Tustin Legacy, a 1,600-acre planned community on the former Marine Corps Air Station. The City is a substantial landowner at Tustin Legacy which offers opportunities to partner with some of the region's and nation's finest developers to add residential, retail, medical, education, park, and office projects. Active projects include: *The Landing*, with 400 homes sold, is close to build out; *Alley Grove Promenade*, an enhanced walkway/bikeway connecting different neighborhoods, with pickleball, basketball, and respite

areas; *MorningStar at Tustin Legacy*, a large-scale senior living community that will break ground in the first half of 2025; *Bark Barracks*, a dog park with separate large and small dog areas; and infrastructure for future projects, including grading, utilities, roads, pedestrian bridges, and park space.

The City and the region benefit from quality academic assets. Tustin Unified School District has an outstanding reputation for quality public education, while the University of California, Irvine; California State University, Fullerton; Chapman University; and numerous other higher and alternative educational opportunities are located nearby.

CITY GOVERNMENT

The City of Tustin was incorporated in 1927 as a General Law City operating under a Council-Manager form of government. The City Council is comprised of five members. Beginning with the November 2022 election, the City began transitioning to four districts, with a Mayor elected at-large and four Council Members elected by district. The transition will be complete this November, when Districts 1, 2, and 4 Council Members are up for election, each for a 4-year term. The City Council appoints the City Manager, City Attorney, and members of various boards and commissions. The City Manager appoints all Department Heads and is responsible for the day-to-day management of the City.

The City Council appointed Aldo Schindler as City Manager in May 2024. A veteran of local government, Mr. Schindler brings extensive economic and community development experience that will allow Tustin to continue building a prosperous community and a model of municipal excellence during an exciting time in its history.

Tustin provides an array of public services, including police, public works, parks and recreation, planning, building, and all traditional forms of management support. The City contracts with Orange County Fire Authority for fire prevention/suppression and emergency services, and City Attorney services are delivered contractually by a private firm specializing in local government. Tustin is supported by approximately 330.5

FTE and operates on a biennial budget. The FY 2024-25 General Fund budget is approximately \$98 million (total budget of \$282 million).

It is the mission of the City of Tustin to provide effective, high-quality services that foster safety, quality of life, and economic vitality throughout the community. To learn more, visit www.tustinca.org.



THE POSITION

Reflecting a re-energized commitment to the Tustin Legacy project, the City has created a position specifically dedicated to carrying out a new vision for property development. The Deputy City Manager – Real Property (DCM) will operate out of the City Manager's Office and be supported by a team of five professionals. The new Real Property Division of the City Manager's Office will focus exclusively on the buildout of Tustin Legacy and citywide property development, overseeing and managing the planning, marketing, disposition, and development of City owned/licensed real property. This includes over 500 acres of City controlled property within Tustin Legacy.

The DCM formally reports to the City Manager yet has extensive day-to-day interaction with the Assistant City Manager to ensure the City's momentum around real estate-related priorities is sustained. The position will:

- Lead the implementation of the Tustin Legacy Specific Plan/Local Reuse Authority Plan;
- Negotiate and manage complex real property transactions with public agencies and/or land developers. These transactions may involve exclusive negotiating agreements, development agreements, profit participation agreements, disposition and development agreements, purchase and sale agreements, and mitigation agreements;



THE IDEAL CANDIDATE

Given the City Council's commitment to completing projects like the buildout of Tustin Legacy, the City seeks a candidate with an advanced level of real estate and land development expertise for its Deputy City Manager – Real Property (DCM). They will be an industry leader known for generating excitement and action around a vision and identifying transformational opportunities that support ambitious community goals. Their portfolio of accomplishments will reflect an ability to manage multiple priorities simultaneously and a track record of successfully steering projects through to completion.

This energetic leader will enjoy working in a dynamic environment, be willing to take calculated risks, and pursue outside-the-box strategies to advance important initiatives. The DCM must be eager to spearhead projects and coordinate the resources and collaboration necessary to drive completion successfully. Reflecting the City's priorities and superior service standards, the ideal candidate will bring exceptional project management skills with a history of delivering priority projects and initiatives.

The ideal candidate will work to build relationships inside and outside the organization and foster a collegial work environment that honors the importance of cross-departmental and collaborative communication. With an impressive track record for fostering creative partnerships, they will present a portfolio of accomplishments reflecting successful public and private endeavors that advance the larger goals of a thriving community.

In addition to being an accomplished strategist, this role requires hands-on work, such as negotiating and managing contracts, drafting technical staff reports and memos, and diving deep into financial analyses, economic studies, and other projects. It involves communicating with developers, contractors, property owners, Council Members, and the community. With outstanding interpersonal and communication skills, the successful candidate will be an authentic leader who engenders trust with all stakeholders.

The DCM will be an empowering manager who trusts and respects staff

and can engage employees in achieving the division's goals and objectives. The individual selected will capitalize on the strengths of their team and lead them to the next level of excellence. Highly qualified candidates will exhibit an inclusive and collaborative leadership style that employees find motivating.

In addition to these attributes, the successful candidate will demonstrate the following:

- A collaborative problem solver who takes an entrepreneurial and creative approach to developing new, innovative ideas
- Internally driven with the ability to set clear and challenging goals; tenacious and accountable in driving results
- Ability to effectively use data to inform, persuade, and guide data-driven decisions in achieving strategic priorities
- Being comfortable with ambiguity and uncertainty with the ability to adapt nimbly and lead others through complex situations
- Viewed by others as having a high degree of integrity and forethought in their approach to making decisions
- Acts transparently and consistently while considering what's best for Tustin; demonstrates strong negotiation skills
- Owns their role, challenges assumptions, takes initiative, and provides well-thought-out recommendations
- Knowledge of public policy and political process, especially as it relates to federal, state, county, and municipal governments

A bachelor's degree in public administration, business administration, planning or a related field and seven years of professional experience in real property development, planning, economic development, and/or redevelopment, including three years in a supervisory or management capacity, is required. A master's degree in business administration, real estate or planning is desirable.

- Serve as primary liaison to various federal, state, and local public agencies, developers, contractors, professionals, community groups, property owners and residents;
- Manage or perform financial analyses and economic studies of real property offerings and transactions and develop financial strategies for implementing development plans;
- Work with internal and external legal counsel to ensure compliance with all applicable federal and state permitting and environmental requirements, including the Navy, for projects at Tustin Legacy; and
- Participate in planning future public infrastructure and capital improvement project needs to facilitate the buildout of Tustin Legacy.

COMPENSATION & BENEFITS

The salary range for this position is \$207,873 - \$265,304. Appointment within the range will be DOQE. In addition to salary, Tustin offers an attractive benefits package that includes but is not limited to:

Retirement – Classic CalPERS members will be enrolled in the 2% @ 60 plan, with an employee contribution of 10% (pre-tax). New CalPERS members will be enrolled in the 2% @ 62 plan, with an employee contribution of 7.25% (pre-tax). The City does not participate in Social Security, though participation in Medicare is mandatory (1.45% employee contribution).

Deferred Compensation – Employees may voluntarily defer earnings, on a pre-tax basis, into a 457(b) deferred compensation plan. The City matches the deferred compensation contribution, up to a maximum of 2% of employee salary, into a 401(a) deferred compensation plan.

Flexible Benefits Plan – City provides a specific dollar amount to each employee to use for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits. The benefit amount for family coverage is \$2,550 per month.

Holidays – 13 paid holidays per year.

Administrative Leave – Up to 80 hours each year.

General Leave – Accrue 4 – 6 weeks of combined vacation/sick leave per year based on years of service. Prior years of service will be considered in determining accrual rate. The city offers generous accrual caps and cash out provisions.

Vehicle Allowance – \$600 per month.

Life Insurance – City paid premium; death benefit of \$200,000.

Tuition Reimbursement – Reimbursement of up to \$4,000 per calendar year for graduate school, four-year college or university, or a job-related program.

Bilingual Pay – \$100 per month to employees in designated positions who demonstrate conversational skills in Spanish or another language necessary for City business.

Retiree Health Insurance – Employees who retire from City with 10 years of full-time service and continued enrollment in City's health plan are eligible for reimbursement of \$350 per month, plus the PEMHCA statutory minimum (currently \$157 per month), toward retiree health insurance costs.

Short & Long-term Disability Insurance – Program for non-industrial illnesses or injuries maintained by the City.

Other benefits – 9/80 work schedule and telecommuting options; cell phone stipend; Dependent Care and Medical Care reimbursement accounts, Supplemental Life Insurance, and Supplemental Catastrophic Care Insurance are available on a voluntary employee-paid basis.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, September 22, 2024**. To apply for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB&CO.

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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 recruiters. A small group of candidates will be invited to participate in additional interviews in Tustin in October. A selection is anticipated shortly thereafter following completion of 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 in close coordination with the candidate impacted.



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