



CITY MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

At the center of the Silicon Valley is the City of Santa Clara, with a population of about 129,488, just 45 miles south of San Francisco. This 170-year-old city is rich with history. For example, Santa Clara University is the oldest institution of higher learning in California and is home to the eighth California mission. Recently named one of the ten safest cities in America, the City has also been named as one of the most livable American cities because of its outstanding quality of life and opportunities for individual and business success.

The community has a small-town feel, while supporting high-tech businesses and a prosperous industry. Many of the world's largest technology corporations are based in Santa Clara, resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell, and NVIDIA are just a few of the companies that have established headquarters in the City, with Apple and Facebook having a presence as well. The City has three advanced education institutions: Santa Clara University, Mission College, and University of California, Santa Cruz extension. Levi's Stadium, home of the San Francisco 49ers, is also in Santa Clara. The stadium has hosted over 100 major events to date with an average of 20 events per year and has provided entertainment for fans across numerous platforms.

The City of Santa Clara enjoys over 300 days of sunshine annually and beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including an amusement park, museums, theater productions, and a summer concert series. Santa Clara's amenities also include an award-winning Convention Center, retail shopping, restaurants, medical facilities, and numerous community and recreation centers, including an International Swim Center attracting world-class swimmers and divers. The City is also partnering with Related Companies to break ground on the Related Santa Clara Project: the "most dynamic, fully integrated mixed-use destination in Silicon Valley" directly adjacent to Levi's Stadium. All this coupled with award-winning schools and a low crime rate help make Santa Clara a very attractive place to live and work.

CITY GOVERNMENT

Santa Clara is a full-service Charter City with a mission to "promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership." The City operates under a Council-Manager form of government. The City Council consists of a Mayor who is elected at-large, and six Council Members elected by district. Each serve four-year terms and the City Charter limits the Mayor and Council members to two consecutive terms. In Santa Clara, the Police Chief and City Clerk are also elected positions.



The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City, Silicon Valley Power, Stadium Authority, and the appointing authority of employees. The City's total workforce is approximately 1,095 full-time employees, and the 2021-22 fiscal year budget is \$1.2 billion, including \$337 million in Capital Improvement Projects.

In addition to the general municipal services conventionally provided by a local government, Santa Clara operates three additional lines of public service, either through a DBA or separate Joint Powers Authority (JPA) public agency: (1) a municipal electric utility doing business as Silicon Valley Power; (2) Santa Clara Stadium Authority, the Joint Powers Agency charged with oversight of the Levi's Stadium; and, (3) Santa Clara Convention Center, a City-owned facility operated by a third party management agreement with tourism attraction services supported by a Tourism Improvement District. Detailed information on the City can be found at:

<http://santaclaraca.gov/>

THE DEPARTMENT

The City Manager's Office is responsible for providing direction and support to all City departments for day-to-day operations and strategic planning and supports the City Council with its policy-making. The City Manager's Office also provides general administration for the Sports and Open Space Authority, Housing Authority, and Successor Agency of the former Redevelopment Agency; ensures city-wide emergency preparedness; drives strategic planning and organization development; oversees employee relations; directs the preparation of the budget in conformance with the Council's approved priorities and Budget Principles; and advises Council of the City's financial outlook. In addition, the City Manager's Office has direct responsibility for economic development, community

outreach and engagement, property management, special projects, and legislative research and analysis. The City Manager's Office consists of 12.5 full-time employees and has a fiscal year 2022/23 budget of \$5.69 million.

THE POSITION

The City Manager is selected by the City Council on the basis of his/her executive and administrative qualifications and implements the City Council's goals and objectives to enhance the quality of life for residents, businesses, community organizations, and visitors. The mission of the City Manager is to provide for the efficient performance of all City operations, implementation of Council policy, formulating staff recommendations to Council on policy and other matters, supervision of all property and assets under control of the City, and enforcement of City ordinances and applicable State and Federal laws. The City Manager appoints officers and employees of the City, prepares and administers the annual budget, manages the City-owned water and power departments, and ensures City Council is advised of the financial condition and future needs of the City. Other responsibilities include but are not limited to:

- Representing the City in its dealings with various municipalities and other levels of government.
- Serving as Director of Civil Defense for emergency services and training.
- Serving as chief negotiator on meet-and-confer matters with representatives from various employee organizations.
- Establishing and maintaining the City's commercial, industrial, and land management divisions for the City for economic development and sustainability.
- Establishing and maintaining the City's public relations division.
- Handling special projects, contract administration, and executing all City contracts on behalf of the City.
- Establishing administrative rules and regulations for the conduct of departments and operations of the City.
- Other duties as assigned.

THE IDEAL CANDIDATE

The City Council is seeking a collaborative, knowledgeable, and forward-thinking City Manager. The ideal candidate has a strong financial background and customer service mindset. A transparent, honest, and ethical candidate who has open communication with Council and staff will do well. The new City Manager will be approachable and fair and will have a



proven record of excellent political and business acumen. The successful candidate will be personable and professional and will have the ability to develop and earn the respect of colleagues, the community, and Council.

The ideal candidate will provide balanced recommendations to City Council and will focus on both immediate and future needs. A strategic candidate who thinks outside of the box and has the ability to communicate effectively and transparently is essential. The new City Manager will inspire, motivate, and empower staff and will embrace diversity, equity, and inclusion. They will foster an open and transparent environment, encourage, and model continuous improvement and best practices through respectful and clear goals and evaluation.

Qualified candidates possess a Master's degree in public or business administration or related field, as well as previous experience as a City Manager, Assistant City Manager, or Department Director, along with many years of increasingly responsible managerial experience in a local public or private agency.

THE COMPENSATION

The salary and benefits for the City Manager are dependent on qualifications and are determined by City Council upon appointment. The City also offers competitive benefits for City employees. Benefits for the City Manager may include:

Retirement - A defined benefit plan under CalPERS, 2.7% at age 55, single highest year, for "Classic" CalPERS members. (Employees who have never been a member of CalPERS or a reciprocal agency, or who have had a break in service of 6 months or more from a CalPERS/reciprocal agency, will have 2.0% at 62, highest three-year



average final compensation in accordance with PEPPRA legislation).

Health Insurance – Choice of health insurance plans, offered by the City, through CalPERS Health, with a health allocation of up to \$1,059.20 per month. Employee pays for additional premiums above the health allocation. A Flexible Spending Plan under Section 125 is available for employees to contribute pretax (federal, state, FICA, Medicare) dollars for dependent care and qualified unreimbursed medical expenses.

Retiree Medical Reimbursement – The City provides each employee who retires from the City with at least ten (10) years of regular City service with a reimbursement for unreimbursed single retiree health insurance premium.

Social Security/Medicare (FICA) – Employee pays into Medicare and Social Security.

Dental and Vision Insurance – City pays employee-only lowest cost plan. Employee pays for additional premiums above the employer contribution toward dental and vision insurance.

Paid Leave – Vacation is accrued initially at the rate of two weeks per year with amounts increasing to more than four weeks after 15 years of service. Consideration may be given for prior years of public sector service. Management Leave of 120 hours is granted per calendar year. If hired after July 1st, 60 hours is granted in the first year. Sick Leave is accrued at the rate of approximately 96 hours per year.

Holidays – The City observes thirteen (13) paid holidays annually and four (4) additional paid holidays between December 25th and January 1st.

Deferred Compensation – The City offers an optional 457(b) Plan.

Voluntary Employee Beneficiary Association (VEBA) – City contributes \$50 per month toward employee's defined contribution post-retirement medical benefit.

Life Insurance – City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

Employee Assistance Program – The City provides a comprehensive range of personal and professional services at no cost to the employee.

Vehicle Allowance – The City provides a vehicle allowance of up to \$520 per month.

Cell Phone/Smart Phone Stipend – \$80 per month in lieu of carrying a City-issued cell phone.

For more information on employee benefits, visit the City's benefits website:

<https://bit.ly/3cz899Y>

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

July 24, 2022

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Santa Clara. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

