

# City Manager

## CITY OF ORINDA, CALIFORNIA

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EXECUTIVE SEARCH

## THE COMMUNITY

The beautiful City of Orinda is a family-oriented community of approximately 18,500 residents who enjoy a semi-rural setting surrounded by majestic tree-studded hillsides within its 12.8 square miles. It is bordered by the cities of Lafayette, Moraga, Berkeley, and Oakland. Orinda is located in Contra Costa County, within 20 minutes of downtown San Francisco. A BART station is situated in the center of the community allowing a convenient commute within the Bay Area.

There are four community parks within the City, an historic Community Center and theater, a state-of-the-art public library, and a plethora of trails to explore. In addition, there are many private swim and tennis clubs. Orinda's school districts rank among the highest in the State of California.

Orinda residents are highly educated and actively involved in local decisions regarding the quality of life and the future direction of their city. Highly engaged residents are evidenced in over 30 volunteer groups. The Orinda Association, established in 1946, has encouraged community participation and support for a wide variety of community issues. Through their support, the City has an active volunteer program at the Orinda Volunteer Center. The Association sponsors both community celebrations, such as the July 4th Community Parade, service programs, and awards.

The Orinda Garden Club, established in 1939, has encouraged the love of local flora, gardening, beautification, and conservation. The Lamorinda Arts Council, started in 1950, is actively involved in the Orinda schools to support and encourage interest in the arts. The Orinda Chamber of Commerce, chartered in 1952, is an active network for local businesses and professionals. The Orinda Park and Recreation Foundation has contributed approximately \$1.5 million towards Orinda's park and recreational needs through the purchase of open space and support of recreational plus community service activities. The City also has a very active Rotary, Masons, Boy Scouts and Girl Scouts chapters, Education Foundation, garden clubs, as well as many other vital community groups and clubs that enrich the City.

Throughout the year, Orindans participate in a wide variety of activities supported by the City and local groups, including the Spring Egg Hunt, Concerts in the Park, Orinda Farmers' Market, Lamorinda Idol, Halloween Parade, Holiday Bazaar, Hospice Tree Lighting Ceremony, Orinda Restaurant Tour, Orinda Classic Car Show, July 4th Community Parade, and many more.

Natural beauty, excellent schools, safety, history, culture and close proximity to major San Francisco Bay locations and activities make Orinda a delightful place to work, live, visit, and play! To learn more about the City of Orinda, please visit [www.cityoforinda.org](http://www.cityoforinda.org).

## THE ORGANIZATION

Orinda incorporated as a City in 1985 after more than 100 years of gradual development, and the



City has a reputation as a well-managed and stable municipal government. Orinda is a General Law city and operates under a Council/Manager form of government. Orinda is fortunate to have a professional, thoughtful, and collegial City Council. As its governing body, Orinda's City Council is comprised of five elected members, who serve at-large, each for four-year terms. The Mayor and Vice Mayor are elected by the Council each year from their membership and serve one-year terms. The Council is responsible for adopting City ordinances, resolutions, the annual budget, appointing commissions and committees, and the hiring of the City Manager and City Attorney, among other key duties.

The City of Orinda has a dedicated and professional staff of approximately 38 full-time employees supplemented with part-time and seasonal staff. The City contracts with the Contra Costa County Office of the Sheriff for police services, and the department is comprised of 14 sworn personnel. The City has a projected \$13.2 million general fund operating budget for FY 2017/2018. City revenues are received primarily from property tax and fees, with minimal sales tax.

The City Manager is responsible for implementing the Council's policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the directors for each of the City's departments. These departments include Finance, Planning, Parks and Recreation, Police, City Clerk, and Public Works and Engineering Services. Human Resources and General Administration/Communication also fall under the City Manager's office umbrella. Orinda's staff exemplifies the City of Orinda's Mission Statement:

**"ORINDA STRIVES TO PROVIDE EXCELLENT SERVICE IN A FISCALLY RESPONSIBLE MANNER TO PROMOTE A SAFE, FRIENDLY, AND VIBRANT COMMUNITY."**

The City recently received a AAA bond rating from Standard & Poor's for a \$35M general obligation bond issue sold on April 5, 2017. This GO bond will fund necessary repairs to roads and storm drains. In addition, Orinda will continue to address ongoing maintenance issues of its roads, storm drainage, and infrastructure.

Another current focus area of the City is planning for the future and renewal of its downtown. The City Council has retained the National Main Street Center and the Urban Land Institute to facilitate this process. National Main Street Center has begun a study of Orinda's commercial districts and their potential for economic development. The Urban Land Institute has assembled a Technical Assistance Panel to address the downtown's land use and real estate issues ranging from site-specific development opportunities available to commercial property owners to public policy questions. Combined, these efforts may result in further planning for downtown Orinda and an economic development strategy for the City.

The City Manager will work closely with the Council managing a budget that is heavily reliant on property tax. Both controlling expenses and analyzing appropriate increases in existing and new fees will be important. The City Manager will also work closely with the Public Works Director to ensure the efficient delivery of the 3 year-\$35 million road improvement program.

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## THE POSITION

This career opportunity is available with the recent retirement of Janet Keeter, who came to the City in 2005 as Orinda's third City Manager since incorporation.

In conversations with the Mayor and City Council, executive leadership team, and community stakeholders, a profile of the ideal candidate for City Manager was developed.

The ideal candidate has been described as an articulate and effective communicator, both verbally and in writing, who is comfortable talking with and listening to a wide spectrum of interests in this highly engaged community. The City Manager will be creative in developing and enhancing multiple channels of communication with citizens, will engage stakeholders, and will be approachable and visible in the community.

In supporting the City Council, the City Manager will possess strong analytical skills and will provide well-reasoned recommendations based on thorough analysis. The ideal candidate will bring a hands-on, participatory leadership style. The City Manager will support and coach the City's team of professionals and will quickly gain the respect and credibility of the organization through a collaborative as well as informed, calm, and decisive management style. Building and promoting the positive teamwork that already exists among the management team, the City Manager will support collaborative approaches to enhancing communication and service delivery to the citizens.

The desired candidate will be a proactive and creative visionary who will work with the Council and community to create vibrancy for the downtown area while maintaining the charm of the community. The City Manager will work collaboratively with other agency partners, serve as an advocate and stand firm in serving the best interests of the City of Orinda.

The ideal candidate brings proven management and leadership abilities, an open communication style, strong interpersonal skills, as well as a solid knowledge and understanding of local government services. Technical strengths in municipal finance and budgeting, labor relations, contract negotiations, economic development, and infrastructure and capital improvements are desirable. A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field is required. A Master's degree is desirable.

While not given priority, the position should be given strong consideration by Assistant City Managers who are looking for advancement and recently retired City Managers from the Public Employee Retirement System.

## THE COMPENSATION

The annual salary will be in the low \$200,000 range, and appointment will be made





depending on the qualifications of the selected candidate. In addition, the City of Orinda offers the following benefit package:

**RETIREMENT PLAN** - The City contributes 10% of salary to an ICMA 401(a) defined contribution plan. The City will match up to an additional 3%. Note: The City does not participate in a defined benefit pension plan (i.e. CalPERS) or Social Security. The City does participate in Medicare.

**DEFERRED COMPENSATION** - Employees have an option of participating in an ICMA

457 deferred compensation plan where contributions are from employee earnings.

**MEDICAL AND DENTAL INSURANCE** – The City offers several medical benefit plan options for the employee and his/her dependents that require zero employee share, as well as premium plans with an employee share. The City pays the full family premium for dental and vision coverage. The City also offers a Flexible Benefits Plan for health and dependent care expenses.

**GENERAL LEAVE** - In lieu of vacation and sick leave, City provides General Leave of 25 days per year.

**ADMINISTRATIVE LEAVE** - 80 hours will be granted annually at the start of each contract year.

**HOLIDAYS** - The City observes 10.5 paid holidays.

**LIFE INSURANCE AND LONG-TERM DISABILITY** - The City pays for a life insurance policy for an amount equal to 2x annual salary as well as the cost of the monthly premium for Long-Term Disability. The City participates in SDI, which is fully funded by the employee.

**AUTO ALLOWANCE** - \$450 per month.

**MOVING ALLOWANCE** – The City will reimburse moving expenses up to \$15,000 if the selected candidate moves from outside the area to Central Contra Costa County within one year of their start date.



## SEARCH SCHEDULE

- Resume filing deadline ..... June 5, 2017
- Preliminary Interviews..... June 20-23, 2017
- Recommendation of Candidates..... July 5, 2017
- Finalist Interview Process ..... July 14 and 15, 2017

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

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



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