



# *City of* **Los Altos**

C A L I F O R N I A



## **CITY MANAGER**

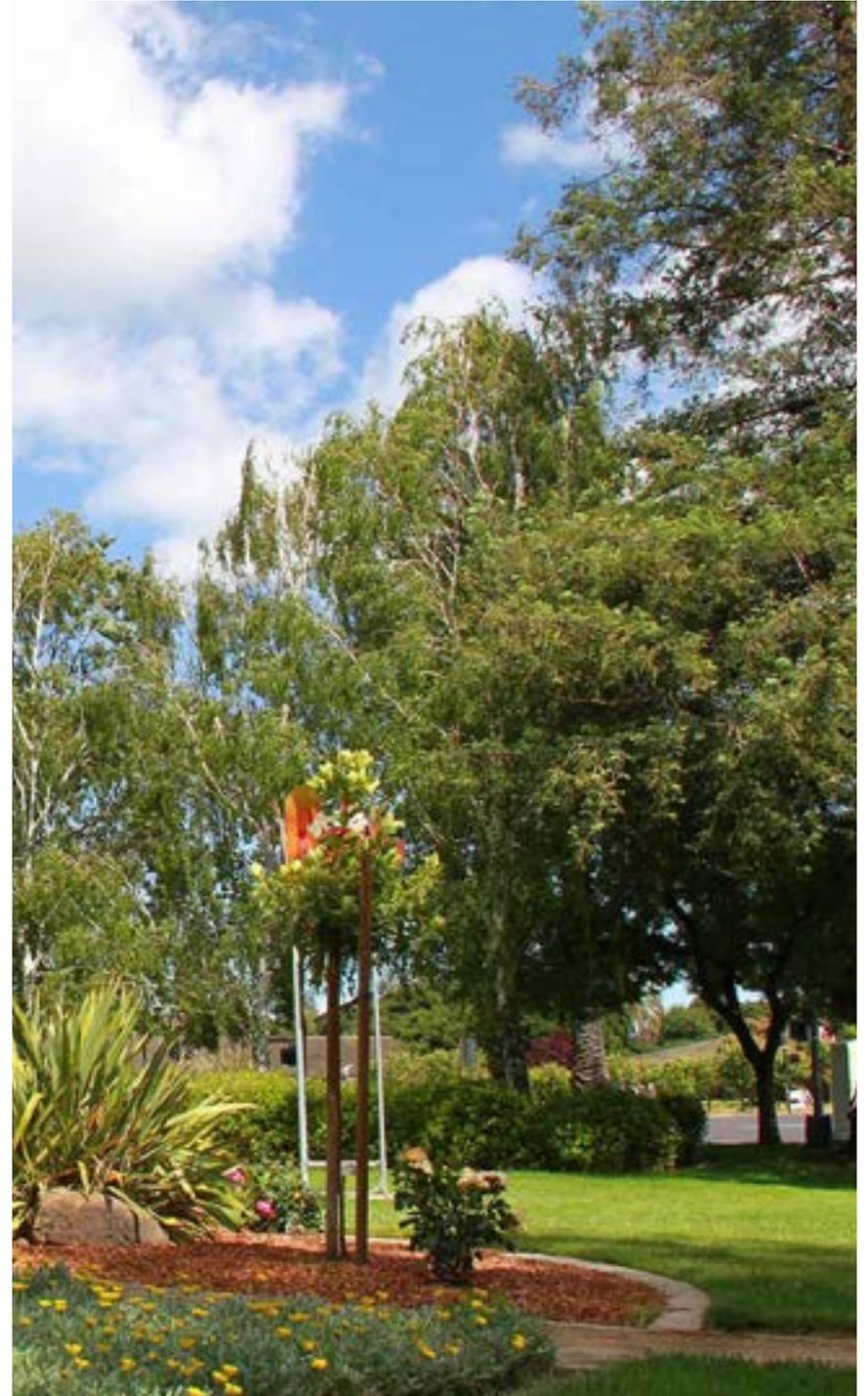
Recruitment Services Provided by Ralph Andersen & Associates

# A UNIQUE OPPORTUNITY

Known for its outstanding quality of life and small-town setting, the City of Los Altos is seeking a dynamic and accomplished executive to become its new City Manager. The City Council is looking for a candidate who would be a good fit for the community, a strong leader for City staff, and a successful partner with City Council. This top professional is expected to have exceptional leadership skills, effective interpersonal and communication skills, and a strong passion for public service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. A thorough understanding of municipal finance, budgeting, community planning, and public works is of high importance to the City Council.

The City Manager will be faced with opportunities and challenges related to meeting the State affordable housing requirements, managing long-term capital improvement program priorities and projects, and overseeing existing City services and programs aimed at maintaining and enhancing the City's high quality of life for its residents. A strong candidate would be someone who thrives in an environment that has high expectations and demands high-quality work, has a collaborative approach, and is adept at applying best practices to managing municipal services.

In summary, the new City Manager will be charged with ensuring the organization continues to deliver excellent customer service and be responsive to an engaged and well-informed community, while working closely with a dynamic and forward-thinking City Council.



## THE COMMUNITY



Los Altos is a diverse and highly educated community. Residents have a long tradition of volunteerism, with many actively involved in City government and other community service organizations. Tree-lined streets and a small-village atmosphere characterize Los Altos, which is located in the heart of Silicon Valley. Just 40 miles south of San Francisco and 17 miles north of San Jose, Los Altos is an upscale residential community that blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational, and business attractions. Many Silicon Valley executives, managers, and engineers choose to live in this City of over 30,000 because of its attractive climate, lovely neighborhoods, and charming downtown. Los Altos has been identified as a top Bay Area locale for families with children. Los Altos has a number of highly ranked schools that serve K-12 students, including schools recognized as California Distinguished Schools and National Blue Ribbon Schools. Its students consistently achieve the highest scores in the State on standardized tests. The community also includes excellent private schools. Foothill College as well as Stanford, Santa Clara, and San Jose State Universities are within close proximity to Los Altos.

Los Altos provides spacious lot sizes for residents to build or purchase their dream home, walkable neighborhoods, parks, and open space as well as seven neighborhood commercial areas that provide services to the community. The city is just completing construction of a new state of the art, sustainable \$37 million Community Center that will host recreational and educational opportunities. With its picturesque neighborhoods, downtown village, and highly-rated public and private schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and prides itself as an exceptional place to live, work, and raise a family.

# THE ORGANIZATION

Los Altos is a General Law City and operates under the Council/Manager form of government. The five members of the City Council are elected to four-year overlapping terms, with the Mayor selected among his/her peers to serve a one-year term. The City Council appoints the City Manager, who in turn, serves as chief executive of the municipal organization. The City also utilizes several standing volunteer commissions. The City relies upon these commissions as well as ad-hoc committees to advise City Council on community issues. The City of Los Altos is a full-service city with a total 2020 - 2021 budget of \$83.7 million (\$57.2 million operating budget), \$26.5 million FY 20-21 CIP, and \$886,000 for Debt Transfers. Current staffing includes 136 benefited FTEs and 51 part-time non-benefited FTEs. The City currently follows a 9/80 schedule with offices closed every other Friday. The City has its own Police Department and contracts for fire services with Santa Clara County Fire District. Notably, the City is financially stable with over \$50.8 million in General fund reserves primarily due to its property tax revenues. The City Council has a long-standing policy to hold at least a 20% general reserve in accordance with best practices in local government.



## The 2021 Goals adopted by the City Council are:

- 1. Housing:** The City of Los Altos will support the creation of housing that is diverse, equitable, and affordable for all income levels in the Community and support funding and legislation that will help the City to do so and also retain its flexibility in zoning decisions.
- 2. Land Use:** The City of Los Altos will implement policies that support a land-use mix and density that reflect the values of the Community, including seeking to protect and increase its green space, while ensuring compliance with any applicable laws and regulations.
- 3. Fiscal Sustainability:** The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community.
- 4. Community Safety:** The City of Los Altos will continue to implement plans, strategies, and educational opportunities to ensure public safety, traffic safety, and emergency preparedness services are done in a responsive, equitable, professional, socially responsible, and trustworthy manner.
- 5. Asset Management:** The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents.
- 6. Environmental Sustainability:** The City of Los Altos will be a leader on environmental sustainability through education, and adopting and embracing policies, initiatives, and practices that advance this effort.
- 7. Community Engagement:** The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.
- 8. Transitioning Through Change:** The City Council will proactively address the impact of COVID-19 and other consequential changes on the community during 2020 and 2021 to ensure Los Altos successfully navigates these transitions to be an even stronger community.

# THE IDEAL CANDIDATE

The City Council is seeking a strategic, experienced, and innovative manager to employ a team approach to proactively address issues that impact the community. The new City Manager will also embrace the culture of the organization and continue to promote the values held by the community for responsive and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are absolutely key to success in this community.

The City Manager will need to effectively develop and propose initiatives and creative solutions for the City Council's consideration and adoption. The City Council desires a manager who enjoys working in the public sector and appreciates contributions from all sources within the organization as well as the engaged community. Additionally, the City Manager will be expected to foster an open dialogue and strong lines of communication with staff and City Council. Having a City Manager who is respectful, collaborative, inclusive, and professional is also very important to the City Council. The City Manager should have unquestioned personal integrity, honesty, and strong ethics.

The ideal candidate will also possess the following characteristics:

- Genuine concern and appreciation for preserving the quality of life presently enjoyed by residents of Los Altos;
- Results-driven approach to municipal finance, public safety, and all aspects of municipal service delivery;
- Appreciation for exceptional customer service, effective and efficient operations, transparency, service delivery that exceeds community expectations, and overall community access;



## The Ideal Candidate *continued*

- Open and accessible style that promotes candid discussions among Staff, Council, and Commissions and encourages the review of options and alternatives for the City Council's consideration;
- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, motivate others, and contribute effectively to their timely achievement and successful performance; and
- Comfortable with and proficient in using technology.

The new City Manager will provide strong leadership and be primarily involved in:

- Balancing an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- Addressing ongoing infrastructure needs, service delivery, public safety, and overseeing overall enhancements through effective planning and community development; and
- Establishing constructive relationships among the City Manager, staff, Council, commissions, and the community.

## EXPERIENCE AND EDUCATION

**Review of Qualifying Experience and Education:** The full City Council will be actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience and education.

**Experience:** Candidates should demonstrate successful performance and advancement through progressively responsible experience in administrative, managerial, and/or staff positions. Experience working with an engaged elected body and community is strongly desired. All highly qualified candidates are strongly encouraged to apply. In an effort to find the most suitable candidate, the City Council will consider a broad spectrum of talented individuals.

**Education:** Ideally, candidates will have a Master's degree or other advanced degree from an accredited college or university with major course work in planning, public or business administration, or a closely related field.



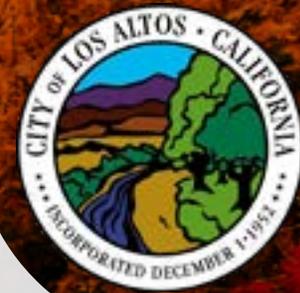
# COMPENSATION

The City Council is prepared to offer a highly competitive salary for the region consistent with recent practices; salary appointment will be made depending on qualifications and experience of the selected candidate. A mutually agreeable employment agreement will be negotiated and may include relocation assistance for the selected candidate.

The benefits package offered by the City includes:

- **Retirement:** CalPERS retirement plan for Classic members is 2% @ 60 with employee paying a contribution of 7%. PEPRAs employees participate on a 2.0% @ 62 plan, with employee paying 6.75% of the retirement contribution. Benefits based on average of highest three years of compensation. The City *does not* participate in Social Security.
- **Health Benefits:** Choice of HMO or PPO medical plans through CalPERS Health Benefits with most family plans covered at 100%. Employees who waive coverage may receive stipend of \$350 per month.
- **Dental and Vision Reimbursement plan:** Employee and dependents receive reimbursements up to annual maximum.
- **Vacation Leave:** Prior years of experience from other public agencies may be cumulated to increase accrual rate.
- **Life Insurance:** City paid term life at 150% of salary; additional life insurance purchase option.
- **Holidays:** Ten observed holidays and one floating day annually.
- **Sick Leave:** Twelve days annually.
- **457 Deferred Compensation plans:** Voluntary participation in either Nationwide or ICMA-RC.
- **Flexible Spending Section 125 plans:** Dependent care and health care reimbursement.
- **Management Leave and other benefits will be negotiated with the successful candidate.**

Further details can be obtained through discussions with Ralph Andersen & Associates.



## TO BE CONSIDERED

Interested candidates should apply by submitting a compelling cover letter, comprehensive resume, and five professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) no later than **April 16, 2021**.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed and should be directed to Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

***The City of Los Altos is an equal opportunity employer.  
The City values diversity and encourages all qualified  
candidates to apply for consideration.***

**LOSALTOSCA.GOV**