

## Compensation and Benefits

The salary range for the City Manager is open and negotiable depending on qualifications. The City offers a competitive benefits package that includes:

- ◆ **Medical Benefits:** Employees are allocated an amount equal to 15% of their base earnings with which to purchase medical and/or dental insurance offered by the City. Any unused funds will be deposited into a deferred compensation 457 account.
- ◆ **Voluntary Benefits:** Employees can sign up for Vision Services (VSP) and AFLAC at their own expense. Premiums are paid via payroll deductions.
- ◆ **Flexible Benefits:** Employees can set aside pre-tax salary to pay for health care, mass transit, parking reimbursements and dependent care up to the statutory maximums.
- ◆ **Retirement Medical Benefits:** For employees retiring from the City of Lafayette after at least ten consecutive years of service and age 59 1/2 or older; the City will pay the equivalent of half of the least expensive single-person medical coverage for Kaiser Permanente available to employees and retirees through the City's group health care plan or the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum whichever is greater.
- ◆ **Retirement Benefits:** The City does not participate in CalPERS. The City contributes an equivalent of 10% of base salary towards employees' 401(a), and an additional 5% match with an equivalent employee contribution.
- ◆ **Social Security / Medicare:** The City participates in Social Security & Medicare and pays a total of 7.65% of base salary up to the maximum of \$113,700.
- ◆ **Life Insurance:** The City pays 100% of the cost for Life Insurance for all regular employees that work 20 or more hours a week. Life insurance covers 100% of salary up to \$50,000.
- ◆ **Short and Long Term Disability:** The City pays 100% of the cost for STD/LTD for all regular employees that work 20 or more hours a week. Disability elimination periods are 30 days for STD and 90 days for LTD.
- ◆ **Vacation Leave:** Employees earn 11 days of vacation during their first year with an additional day earned each year to a maximum of 20 days and a cap of 320 hours. There are provisions to cash out some unused vacation each year.
- ◆ **Executive Leave:** Exempt employees may take up to 80 hours per year of executive leave. Executive leave expires on December 31 and does not accumulate.
- ◆ **Sick Leave:** Employees earn sick leave at the rate of 8 hours per month. There is no cap on sick leave.
- ◆ **Holidays:** The City observes 12 holidays. City offices close between Christmas and New Year but employees may use accrued leave during that time.

## The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

Paul Kimura or Sam Avery  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is June 3, 2019.

If you have any questions regarding this position contact Paul Kimura at 408.399.4424 or by email at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or, Sam Avery at 408.399.4424 or by email at [samuela@averyassoc.net](mailto:samuella@averyassoc.net).



# The City of Lafayette



*invites your interest  
for the position of*

**City  
Manager**

## The Community

The City of Lafayette (pop. 24,000) is noted for its high quality of life with top rated schools, a low crime rate, and charming downtown. In addition, Lafayette boasts a mild climate, oak tree-studded hills and miles of scenic hiking trails nearby. Lafayette's engaged and active residents expect personalized service to deliver customized solutions to the community's unique priorities and this position will be part of the team whose mission is to ensure that Lafayette retains its semi-rural character and "small town" downtown feel.



The City is located on 15 square miles in Contra Costa County, one of nine counties of the San Francisco Bay Area. Lafayette was incorporated in 1968, although settlement of the area began in 1848. Situated between Berkeley and Walnut Creek, Lafayette has its own Bay Area Rapid Transit station (BART) and is only a 20 minute BART ride to San Francisco.

## City Government

The City of Lafayette is governed by a Council-Manager form of government with a five-member City Council, elected to staggered four-year terms. All City Council Members and Commissioners serve on a volunteer basis. The City is very sound financially and operates with a FY18-19 General Fund budget of \$17 million and a AAA bond rating. Lafayette is justifiably proud of its twenty-year record of balanced budgets and a current General Fund reserve equaling 60% of the current budget.

The City's departments are: Administration, Engineering & Public Works, Parks & Recreation, Planning & Building, and Police. The City has 41 regular employees with numerous City services performed on a contract basis including sworn-Police and Fire services which are provided by Contra Costa County.



## The Position and Ideal Candidate

The new City Manager will join the City of Lafayette at an important time for the community. There has been robust community debate related to quality of life, land use and development considerations. In the midst of these ongoing discussions, the City Manager will effectively engage with the City Council, community and city staff while embodying the City's core values of accountability and transparency and moving forward programs and efforts already initiated through City Council goals. This will require a high level of

community outreach with a clear communications style and active listening skills to build effective partnerships with all stakeholders within the community.

With the issues surrounding development and affordable housing and with increasing traffic congestion in the community, the Manager will be well-versed in land use and city planning. Further, with regional and statewide policy implications and potential legislation impacting local city considerations, the ideal candidate will be knowledgeable about policy matters at the broader level. A key priority will be the ability to openly convey complex information related to these issues to a wide array of constituents. This will require a close working partnership with the City Council to ensure the Manager is in "lock step" with the strategic and operational direction of the Council and community.

Another key focus area relates to financial management of the City. Despite the positive strength of the City's budget and reserves, the continual challenge is to deliver top notch services, programs and projects to the community within the financial constraints of uncertain revenue levels, largely based on economic considerations beyond the City's control. The City continues to operate with a small permanent staff and does not participate in a defined-benefit retirement system. The Manager is expected to be financially resourceful, prudent and knowledgeable. Furthermore, as the City heavily relies on contracted services, exceptional project and contract management skills are also critical.

The successful candidate will be an active, engaged and "hands on" working manager with a collaborative, empowering, and participative management style. This is essential in connecting with the passionate, dedicated and highly regarded management team and city staff. Mentorship and staff development is especially important at the entry levels of the organization. The expectation is to ensure that the city culture of customer service, expanded transparency and performance accountability is continued and enhanced. In partnering with the City Council, the expectation is to implement Council priorities while maintaining strong communication and customer service orientation. Prior experience as a top level public agency executive along with a Bachelor's degree in a related field is required. An MA/MS and generalist experience with land use/planning, finance and administration is preferred.

