

Marilyn Stollon
Amended 1/25/16

LABOR MARKET RESEARCH

Town Manager/City Manager in Northern CA Educational Background , Salary, Experience, Duties & Code of Ethics

I. Overview

I reviewed the city websites, Transparent California and other search engines to obtain current information on the background of 31 city managers. This information was gathered to provide the ad hoc committee with a general idea of what towns pay and the typical educational requirements for a city manager. Some sites provide more information than others, I have included a range of information to provide you with an idea of the career path that is taken to get into the field.

I separated the city manager listings by those who have a police department, those who contract out ,and those who have a combined position. There were no combined jobs with police chief or law enforcement. I utilized the Transparent California website for posted salary and total compensation benefits, except for those who were recently hired.

II. Reasons for Job Change / Demands of the Job

My impression from the research regarding news articles about a city manager is that it is common for them to change jobs every few years for various reasons. Some of the reasons stated were because of a change in the political scene when a new council was voted in, lack of compatibility with some new members, funding issues, problems with police, or the council pertaining to questionable unethical activities. (St. Helena, Lone)

Since the city manager has the power to hire and fire staff that can be problematic, if it is not in line with the board or the council. In one case a town manager in Oregon was going to be fired for investigating and then firing the police chief for cause. He chose to resign, the board reinstated the chief. The town manager's judgment was later upheld when the police chief was fired by the interim manager.

In another situation the city manager came under fire in Cloverdale for a similar situation, but he did not lose his job , was supported by the council and prevailed.

So the job can be political, stressful, demanding if one has to manage departments, budgets, projects , and interface with the council or board etc.

Kensington is much simpler in comparison to most towns, even small towns have water, and sewer to manage requiring technical staff.

III. Salary / Total Compensation

The salaries researched show salary and total compensation as posted on the

Transparent California website. Salary seems to be tied to the level of experience of a town manager, rather than the size of the town or city. So the highly experienced town manager of Clayton with 30 yrs of experience, managing a town of 11,000 earns as much as, an experienced town manager of Danville with a population of 42,000. When managers leave a town, they typically move on to a larger town and higher pay.

A less experienced city manager such as Colma's TM earns less, and has less than 10 years of experience.

I did not review compensation and benefits in depth, but I am including the city managers compensation study that I found on the Corte Madera website that breaks out the packages of others. Car allowance, cell phone, educational leave are fairly standard, and usually some type of severance or not depending on the contract agreement.

Salaries ranged from : \$103,804 (Willits)- \$233,729; (Lafayette, no pers)
Total compensation ranged from: \$162,768 (Willits) - \$377,187 (Pleasanton)

<http://transparentcalifornia.com/salaries/search/?q=City+Manager&page=20>

IV. Typical Duties: Per Wikipedia, Code of Ethics

As the top appointed official in the city, the city manager is typically responsible for most if not all of the day-to-day administrative operations of the municipality, in addition to other expectations.

Some of the basic roles, responsibilities, and powers of a city manager include:

- Supervision of day-to-day operations of all city departments and staff through department heads;
- Oversight of all hiring, firing, disciplining and suspensions;
- Preparation, monitoring, and execution of the city budget, which includes submitting each year to the council a proposed budget package with options and recommendations for its consideration and possible approval;
- Main technical advisor to the council on overall governmental operations;
- Public relations, such as meeting with citizens, citizen groups, businesses, and other stakeholders (the presence of a mayor may alter this function somewhat);
- Operating the city with a professional understanding of how all city functions operate together to their best effect;

Attends all council meetings, but does not have any voting rights

Manager members of the ICMA are bound by a rather rigid and strongly enforced code of ethics that was originally established in 1924. the body of the code--"to integrity; public service; seek no favor; exemplary conduct in both personal and professional matters; respect the role and contributions of elected officials; exercise the independence to do what is right; political neutrality; serve the public equitably and

governing body members equally; keep the community informed about local government matters; and support and lead our employees”.

V. Education & Experience

Approximately 22 (@70%) of the 31 town managers have a master’s degree in primarily public administration, or policy planning, some with a focus in finance , few having a master’s in business or planning. A few did not list education, one had a BA degree and a lot of experience. Common BA degrees are in business, political science, or government, with the graduate degree in PP or PA.. One person has a law degree, however, that individual promoted up from city attorney and holds both positions.

Towns that need planning expertise tend to hire those with that experience or education, those who need business development, or have finance problems select those with a finance background who can make major changes to improve their situation.

Most of the town managers surveyed have experience as a town manager, or have been an assistant town manager and then move on to another town and accept a position as a TM, in a few cases they might promote up when someone leaves and they fill an interim position, but this is not necessarily always the case.

All managers surveyed have extensive experience in government as deputy managers, department managers on city, state, county level. I did not identify anyone who had MA level education without relevant government experience.

An individual without extensive hands on experience applying their MA in Public Administration skills , would be at a disadvantage in this position of responsibility and is perhaps why there were none without experience hired, and most have 10 yrs or more experience.

► CITY MANAGERS—SMALL TOWNS WITH A POLICE DEPT

1. Moraga, 17,000, pop

Jill Keimach, Town Manager of Moraga since 2010

Experience

Community Development Director for Fremont, Prior to this she worked for government agencies such as ABAG, BART and the cities of Walnut Creek, El Cerrito, Wilmette in Illinois and small cities in New Hampshire.

Education

Masters in City and Regional Planning with a minor in Transportation Planning from the University of California at Berkeley. Bachelors in Architecture

Salary: \$210,391; \$272,411

Sample Benefits: 160 hrs vacation, increases over years, 104 hours of adminis leave, same holidays etc as other mgrs, pers, town contributes, , auto allowance, \$500/mo, profl memberships etc, 2 months notice if resign,no severance pay, if terminates w/o cause 6 months severance pay, with cause no pay

Keimach recently accepted a CM position with Alameda.

2. Colma, pop 1,492 (2 miles)

Sean Rabe, city manager

Experience

Worked in Sutter Creek as an assistant city manager for 2 years, then became city manager almost 4 years, then left for Colma, 2 years

Education

Masters in Public Policy, BA in government

Salary: \$ 164,951; \$206,266

3. Sutter Creek, 2300 pop, 2.5 miles

Amy Gedney, City Manager & Public Works

Experience

Started as interim city manager, 15 yrs exp in local government, former city manager of Gustine, Modesto

Education

Masters in Planning, plus advanced planning degree

Salary: \$136,324 no other info , based on the city budget

4. Tiburon, 9,179 pop

Greg Chanis, recently hired Dec 2015; after retirement of town manager(9 yrs) Ralph Andersen , Executive Search firm

Experience

Assistant Director of General Services, Santa Barbara; (managed divisions of facilities mtnce, real estate, capital projects, fleet opns, long range capital facilities planning), County Administrator, New Hampshire, (6 yrs), Director of Facilities & Opns, 20 yrs in parks mgmt. They will live in Tiburon

Education

MBA

Salary: \$192,000; from the press release on Tiburon Website.

5. Belvedere, 2,000 pop

Mary Neilan, CM since 2013

Experience

Had been city manager for close to 2 yrs with St. Helena, (fired without cause, clash with new council members), prio had been Novato's assistant city manager 6 yrs, temp HR Director in Vallejo; 20 yrs in government, 1994-2003 City of Sonoma (In Novato she prepared budgets, oversaw land use plan, negotiated labor contracts, handled lease of city offices.)

Education

MA Public Administration & BA

****Salary (Belvedere eliminated \$23k in pension contributions, supplemental reitrement benefits and a car allowance. Will get \$9k housing assistance if she moves to Marin**

Salary: \$180,000 at hire (from news media)

6. Ross, 2464, pop

Joe Chinn, Town Manager, hired 2015 the town wanted someone with finance or planning experience, and he has both.

Experience

25 years in public and private sectors; asst city manager Rancho Cordova for 10 yrs, finance administrator and finance director for City of Elk Grove 2002-06, Adm Svcs Mgr for Sacramento. Was a principal with Economic & Planning Systems, consulting firm with govt and private sectors (fiance, public policy, RE economics)

Education

MA Urban & Regional Planning, BS Finance

Salary: \$191,000 (news media)

7. Willits, 4900 pop

Adrienne Moore, City Manager

Experience

She started as interim, before had been city clerk
Formerly deputy clerk of the board of supervisors in Mendocino county, then city clerk /HR dir combined job for Willits, then interim

Education: no records on her

Salary: \$103,804; \$162,768

► **CITY MANAGERS —6 SMALL TOWNS WITH A COMBINED JOB (NONE @ COP)**

8. *Clayton, pop 11,505**

City Manager & Executive Director (Clayton Public Financing Authority)

Gary Napper

Experience

Previously was city manager in Morro Bay, Ceres and Glendora, 30 years of experience as a city manager.

Education

Master of Public Administration, BA Political Science

Salary: \$204,982; \$279,980

9. *Sebastopol, 8000 pop**

Larry McLaughlin, city manager & city attorney

Experience

Was the city attorney, became city manager in 2013 after serving as interim city manager. Will continue to hold both posts. Was earning \$110k as attorney.

Education : law degree

Salary: \$141,954 as CM, total pay \$190,653

10. **Fairfax, 7000 pop**

Garret Toy, Town Manager & Dept of Public Works (newly added)

Experience

Over twenty-three (23) years experience in managing redevelopment, real property, economic development, community development, and affordable housing for cities. Community Dev Agency, Admin Svcs Mgr; Cty of Marin; Director of Business Assistance & housing Svcs, City of Morgan Hill, Deputy Director of Housing & Redevelopment, City of Stockton

Education

UCB, Masters in Public Policy; BA Legal Studies

Salary: \$134,687; \$175,512

11. **Cloverdale, 8000 pop**

Paul Cayler, City Manager & City Clerk

Experience

Paul Cayler was city manager of Willits prior, 2008-13, Mendocino Cty Deputy Chief Executive Officer. He served previously as Mendocino County's solid waste division

manager and deputy transportation director. Started as Interim City Manager, at \$112,000 same as he was at Willits, then they went through an executive search process for candidates and he became permanent.

Education

BA, Public Administration

Salary: \$135,000 ; \$188,651

12. **Scotts Valley, 11,755 pop**

Stephen Ando, city manager & finance director

Experience

Was the deputy city manager, / administrative city services director then promoted into city manager when cm retired.

Education: no info

Salary: \$163,176; \$225,359

13. *Pleasanton, pop 74,000**

Nelson Fialho, City Manager & Housing Authority Executive Director (serves as the secretary and treasurer, liaison with HUD). Started additional duties in June 2015. Hired in 2004

Experience

Pleasanton deputy city manager in 1996-2004, prior to this worked in local government in Hayward, San Dimas, Campbell.

Education

MA in Public Administration with emphasis in Public Finance; BA in Political Science/Economics

Active member of city manager professional organizations MMANC, MMASC, League of California Cities and ICMA

Salary : \$206,877(recent raise), \$377,187

► **CITY MANAGERS—LARGER TOWNS WITH A POLICE DEPT**

14. Albany 19,192 pop

Penelope Leach, city manager , since 2013

Experience

Recreation and Community Svc Director, 6 yrs; assistant city manager

Education

MPA /organizational change, BA in HR Mgmt

Salary: \$169,548; 227,738

15. Benicia, 27,618, pop

Brad Kilger

Experience

34 yrs of municipal govt experience, formerly city manager of Ceres, and Yucca Valley, previously was Community and Economic Development Director in several cities i.e. Modesto. Hired in 2011

Education

Masters in Business Administration; Certificate in Economic Development; BS Environmental Science

Salary: \$183,708; \$303,932

16. Belmont, pop 26,000

Greg Scoles, city manager since 2010

Experience

Former deputy city manager of Santa Rosa; (Peckham & McKenney recruiters); prior to that was Public Works Director; 35 yrs local govt exp, city administrator in Ashland, OR, Community Dev Director, Vice President and Regional Manager for Majors Engineering, San Ramon; Planning and Building Director in Tiburon; City Planner in Pinole; Planning Director in The Dalles, Oregon; and Administrative Assistant in Los Alamitos.

Education

MPA

Salary: \$229,845; \$344,471

17. Los Altos, 30,000, pop

Marcia Somers, Town Manager

Experience

Assistant Town Manager of Danville 6 yrs, worked as community services director, City of Sunnyvale, 8 yrs, other mgmt experience in non profit agencies and city. Taught graduate courses in strategic planning, fiscal mgmt, org dev.

Education

Masters Public Administration

Salary: \$196,000 recent no other info

18. Pacifica, pop 38,000

Lorie Tinfow, City Manager, hired in 2013

Experience

Asst City Mgr, Walnut Creek, Adm Svcs Director, Pleasanton, Asst City Mgr, Saratoga

Education

Masters in City & Regional Planning, BS Applied Earth Science (land res. plg)

Salary \$184,807; \$267,515

19. Danville, pop 42,000

Joseph Calabrigo, Town Manager

Experience:

started as chief of planning in 1985; town manager in 1993

Education: no info

Salary: \$207,312, \$338,899

20. San Bruno, pop 41,114 pop

Constance Jackson, city manager since 2003

Experience

18 yrs Hercules, progressive experience, city manager , Fort Bragg
2012 city manager of distinction award, League of CA cities

Education

No info

Salary: \$211,401; \$295,690

► **CITY MANAGERS—TOWNS THAT CONTRACT OUT FOR PD (smaller to larger)**

21. Los Altos Hills, 8,334 pop, contracts with Sheriffs dept

Carl Cahill, City Manager, since 2006

Experience:

He was planning director for 6 yrs in Los Altos Hills. Prior ...planner for Pittsburg

Education

MPA, Mgmt

Salary: \$183,053; \$252,720

22. Woodside, pop 5,287

Kevin Bryant, Town Manager, since 2011

Experience

Asst Town Mgr of Woodside in 2008, , Sausalito, assistant town mgr, advance planner for Tiburon, planning associate in Alameda

Education

Masters in Regional Planning, BA political science

Salary: \$ 202,459; \$263,600

23. Calistoga 5,254 pop, 2 miles

Richard Spitler, was city manager for 6 yrs, just retired; Koff & Assoc to recruit, determined position was underpaid.

Experience

Had been planning director early in his career at Calistoga, worked there for 6 years

Education: no info

Salary: \$141,760; \$ 193,721

24. Pacific Grove, 15,504, pop, 4 miles

Thomas Frutchey, worked for 6 years... and left for Paso Robles
Hired an interim city manager while they utilize a search firm for a search

Experience:

He had been city manager in Oxnard, Campbell, Los Altos Hills; has private sector experience managing Ranch Owners Assoc, VP for Center for Policy Studies, VP and Pres of 2 different firms. Combo exp appealed to Paso Robles

Education

MA Public Policy

Salary: \$175,000; \$213,085

25. Orinda, pop. 18,600, contract with Sheriffs dept, not in pers system

Janet Keeter, City Manager

Experience

Formerly deputy city manager of Lodi for 8 yrs, acting city manager for 6 months; economic dev mgr Tracy, 1 yr, and previous 7 yrs admin coordinator or assistant positions with city and county

Education

Masters Public Administration, BA sociology-criminal justice

Salary: \$207,355; \$268,786; not in the pers system

26. Lafayette, 24,000 pop. contract out PD Sheriffs Dept
Steven Falk, city manager for a long time

Education

MPP JFK School of Govt, Harvard, BA Economics

Salary: \$233,729 , with benefits etc \$357,404, inc. 401 contribution@15%, no pers

27. Millbrae, 20,000 pop, contract out sheriff since 2011 for cost cutting
Marcia Raines, City Manager

Experience

Formerly city manager of Half Moon Bay, Martinez, CM of Millbrae since 2008, started as a planner in redevelopment agency, asst city manager, --ICMA credentialed manager (very few with that distinction)

Education No info

Salary: \$212,759; \$319,769

28. San Carlos, 29,387, pop contracts out since 2010 with the county
Jeff Maltbie, since 2011; former city manager was there 26 yrs

Experience

Was interim city manager;(Bob Murray & Assoc search firm); experience with contracting with police in San Carlos, hired as sr mgmt analyst, in 2001, moved up to deputy city mgr, administrative services director, then interim city mgr, mgmt analyst Daly City(4 yrs)

Education

BA degree, no info

Salary: \$231,499 ; \$309,318

29. Windsor, pop 27,000

Linda Kelley, Town Manager & Interim Community Dev Director (temporary)

Experience

Formerly city manager of Sonoma, town manager of Fairfax, 25 yrs of experience in local govt

Education

MA Political Science, BA Political Science, Certificate In HR Mgmt
ICMA credentialed manager

Salary: \$188,338,

standard benefits of car, phone, cost of living increases , profl dev, retirement , pers etc.
from the town website, not on transparent ca

30. Saratoga, pop 30,000, contract with Sheriff's dept
David Anderson, City Manager, hired in 2000,retired in 2014

Experience

Assistant city manager of Danville, San Jacinto

Education

MA Public Administration; BA urban planning

Salary: \$123,283; \$250,530

31. Cupertino, 60,000 pop, contracts with Sheriffs dept
David Brandt, City Manager

Experience

City manager for Redmond, Or, Alameda City Attorney's office, Planning dept

Education

BA and MA in City Planning, Law degree;

Salary: \$224,020; \$318,078