CITY OF PALO ALTO, CALIFORNIA

INVITES YOUR INTEREST IN THE POSITION OF

CITY MANAGER
THE COMMUNITY

More than 100 years old, Palo Alto is named for a majestic 250 year old coastal redwood tree along San Francisquito Creek, where early Spanish explorers settled. Located 35 miles south of San Francisco and 14 miles north of San Jose, Palo Alto is a community of approximately 61,200 residents, and is also home to more than 6,000 businesses that employ more than 98,000 workers.

A blend of business and residential areas anchored by a vibrant downtown defines Palo Alto's unique character. A charming mixture of old and new, Palo Alto's tree-lined streets and historic buildings reflect its California heritage. At the same time, Palo Alto is recognized worldwide as a leader in cutting-edge technological development. This exciting mix of tradition and innovation makes Palo Alto an extraordinary place in which to live and do business. Many companies consider Palo Alto to be the premier business location in the Bay Area and Silicon Valley for a variety of reasons, not the least of which is its proximity to the Stanford Research Park, home to some of the most successful and innovative technology companies in the world.

Unique among California cities, Palo Alto is a full-service municipality that owns and operates its gas, electric, water, sewer, refuse and storm drainage services at very competitive rates for its customers. As befits the City known as the "Birthplace of the Silicon Valley," the City has developed a 31-mile dark fiber ring for ultra-fast Internet access. Complementing its exciting and innovative business community, Palo Alto's residents are highly educated, politically aware and culturally sophisticated. An abundance of local pride and numerous neighborhood organizations contribute to Palo Alto's charming historic and upscale commercial and residential areas.

Characteristic of Palo Alto is the care taken to protect open space and parkland. Palo Alto has a remarkable number of City-owned parks for its size (34 at last count) and nearly one-third of its 26 square miles is open space. Palo Alto's San Francisco Bay location and natural environment enhance the quality of life residents enjoy. Proximity to Stanford University with its cultural and educational offerings adds to the vibrant, innate charm and beauty of Palo Alto, as do its commercial districts, which include a lively downtown. Both day and night, the City's commercial streets are alive with pedestrians enjoying the many shops, restaurants, coffee houses, bookstores and movie houses the City has to offer.

Palo Alto residents enjoy a community that is reflected in the quality of their neighborhoods, schools, libraries, parks, public facilities, and businesses. The effort to ensure a balanced community continues to evolve in Palo Alto.

THE ORGANIZATION

The City has a council-manager form of government, which provides for a professional executive appointed by and responsible to the popularly elected City Council. The nine members of the Palo Alto City Council are elected at large for overlapping four-year terms. The Council elects a Mayor and Vice-Mayor from its members.

The City has an operating budget of $140 million in the General Fund and $262 million in Enterprise funds. The City employs approximately 1,100 employees and operates 13 departments. The City has four Council Appointed Officers: City Attorney, City Auditor, City Clerk and City Manager; all other departments including Administrative Services, Human Resources, Planning and Community Environment, Utilities Community Services, Library, Police, Fire, and Public Works report to the City Manager.

ISSUES, CHALLENGES & OPPORTUNITIES

The City Council's top four priorities for 2008 are:

- Planning for and constructing a new Library and Public Safety Building
- Ensuring Environmental Protection
- Promoting Civic Engagement
- Ensuring the Economic Health of the community

The City Auditor has recently completed a report identifying needed improvements to the infrastructure of Palo Alto. The report indicates a need to fund approximately $400 million in improvements. The City Council, residents and staff will be engaged in a discussion of the needs and how they will be financed.

Efforts are underway to plan for and develop a new Public Safety Building to meet the needs
of the residents of Palo Alto. A Blue Ribbon Task Force was created and has completed a needs assessment. Architectural plans have been completed and the projects environment assessment is nearing completion. It is anticipated that the facility will be financed with certificates of participation.

The City has hired Group 4 Architects to look at improvement possibilities for the Mitchell Park Library/Community Center, and the Main and Downtown Libraries. The City has already made some determinations with respect to potential designs in order to be the most cost effective. Voters will be asked to pass a bond in November to fund improvements to the library system.

The City Council and residents of Palo Alto have taken a leadership role in establishing the City as a sustainable, green community. The City Council desires to keep the City in the forefront of the effort to promote a green economy.

Palo Alto is a changing community. It is becoming a more diverse. The City is seeing greater diversity among its residents both in terms of ethnicity and age. The City also faces significant growth pressure not the least of which are the number of housing units the Association of Bay Area Governments (ABAG) has proposed be developed in the community over the next several years. As a mature, built out community the impacts of the suggested growth would be significant. The City has taken a position challenging these requirements. Over the next few years the City will also update its General Plan. This update will serve to define the blueprint for the City’s future growth.

Major projects are proposed for Stanford Shopping Center and Stanford University. Review is currently underway for major renovations to the Stanford Shopping Center and Stanford Medical Center. The Simon Group is proposing to expand Stanford Shopping Center with approximately 240,000 square feet of retail space distributed throughout the site.

The current shopping center contains approximately 1.4 million square feet of retail stores. Simon also proposes a 120-room hotel with conference and meeting room facilities focused primarily on serving Stanford University, the Stanford Medical Center, and the Stanford Shopping Center.

Stanford University is proposing the demolition of the existing Main Stanford Hospital at 300 Pasteur Drive and construction of a new hospital building, renovating and expanding the Lucile Packard Children’s Hospital and reconstruction of the medical school facilities. The renovation and expansion project, which would be constructed over a 20-year time line, would result in a net increase of approximately 1.3 million square feet of floor area, including 200,000 square feet of new medical office space at the Hoover Pavilion.

Palo Alto has also identified the need for workforce development. Over the next few years a large number of employees at all levels of the organization will retire. This loss of talent is recognized and efforts are underway to address the issue.

THE IDEAL CANDIDATE

The City is seeking a City Manager who will keep the City Council, staff and community well informed. The Council is seeking a seasoned individual who is an innovative, honest, flexible, open and capable leader. Individuals should possess the highest level of integrity. A collaborative approach will be valued in the new manager.

An individual that values and appreciates civic engagement is being sought. The new City Manager should value the views and concerns of residents and be open to their comments and opinions. The City Manager should possess a big picture, long term perspective. He/she should be able to communicate that perspective to staff, set the tone and direction for the organization, and hold staff accountable. At the same time the new manager should take a hand on approach without being a micromanager.

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The new Manager should be personally committed to the environmental stewardship policies of the City. An individual who thinks outside of the box is being sought. An individual with an open communication style, including the ability to listen effectively, will excel in this position.

The ideal candidate will have a passion for Palo Alto’s values, its residents, businesses, environment, and education. The new City Manager should be an individual who embraces sophisticated technology and appreciates its importance in a municipal enterprise.
The ideal candidate should be politically astute yet apolitical and be available to the active community members in Palo Alto. The City Council is seeking an individual who appreciates and values the City’s residents and the contributions they can make to the effective governance of the community.

A Bachelor’s Degree in public administration, business, or a related field is required. A Master’s Degree in one of these fields is preferred. Candidates should possess significant broad experience across a range of areas that relate to the activities of a complex full service city. A sound understanding of municipal finance and economics will be an asset.

**COMPENSATION**

The salary for the City Manager position is open, depending on qualifications. In addition to salary, the City of Palo Alto offers an outstanding benefits package that includes:

**Retirement** – PERS 2.7% @ 55, single highest year. The City pays a credit equal to 6% of the employees pay to offset a portion of the required employee contribution of 8%. Palo Alto does not participate in Social Security.

**Medical Insurance** – Employee can choose from 2 HMO plans and 1 PPO plan. City pays 100% of the premium for both the employee and eligible family members.

**Dental and Vision Insurance** – Coverage for employee and eligible dependents is provided.

**Life Insurance** – City provides coverage equal to annual salary.

**Long Term Disability** – 2/3 of monthly salary up to a maximum of $10,000. City pays premium for the first $6,000 of coverage.

**Holidays** – 12 paid holidays per year.

**Vacation** – Accrual of 120 hours annually for the first eight years; increasingly periodically thereafter to 200 hours after 19 years. Annual cash-out of balance in excess of 80 hours is possible.

**Sick Leave** – Accrual at the rate of 12 days per year. 20 hours per year may be used for personal business.

**Management Leave** – 80 hours per year, which can be taken as paid time, deferred compensation or cash out.

**Deferred Compensation** – $1,250 monthly City contribution into either 457 or 401 (A) plan.

**Tuition reimbursement and flexible spending account.**

City provided automobile.

**TO APPLY**

To apply for this opportunity please visit our website at www.bobmurrayassoc.com. You will be prompted to create an online profile. If you have any questions, please contact our offices at (916) 784-9080. A detailed brochure is available.

**Filing Deadline:**
April 21, 2008

Following the closing date, 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. 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. Finalist interviews will be held with the City of Palo Alto. Candidates will be advised of the status of the recruitment following selection of the City Manager. If you have any questions, please do not hesitate to call Mr. Bob Murray at:

(916) 784-9080.

Bob Murray & Associates
Experts in Executive Search