



The City of Sausalito
invites your interest for the position of
CITY MANAGER

The Community of Sausalito

The City of Sausalito is a beautiful bay-front community known for its Mediterranean flair and breathtaking views. The City is nestled at the foot of the Golden Gate National Recreation area and within its 2.2 square miles, houses 7,000 residents and a robust year-round tourism industry. Located in Marin County just a short trip over the Golden Gate Bridge from San Francisco, Sausalito offers small-town charm with close-knit, community-oriented residents, as well as close proximity to a wide range of cultural opportunities.

Boasting a colorful history, Sausalito has a variety of natural features that define the City's distinct residential neighborhoods, harbors, waterfront, commercial districts, and the maritime-oriented office and industrial district. Victorian homes dotting the lower hillsides give way to modern redwood-and-glass creations clinging precariously to the ridgelines. Green hills and a beautiful waterfront bring focus to the City's lively downtown area, offering boutique shopping, over 25 unique restaurants, and art galleries. Sausalito is also home to the Bay Model, a 3-D model of the San Francisco Bay and Delta. The City's year-round event calendar includes the Sausalito Art Festival, considered one of the finest outdoor festivals in the country, the summer Jazz and Blues by the Bay Series and in December, the Lighted Yacht Parade. The City's economic vitality is augmented by a diverse range of retail, service, and light industrial entities supporting the local community.



Those seeking recreational activities need not look far. Within the town, there are walking tours, bike rentals, kayaking, and boating. The City's location in Marin County offers varied hiking opportunities, from the Marin Headlands to nearby Mount Tamalpais. The delights of Sonoma Wine Country and the big-city bustle of San Francisco are each only a short drive away. The combination of wooded hillsides, sweeping Bay views, and ideal location makes Sausalito a community of unparalleled charm and natural beauty.

City Government

The City of Sausalito was incorporated in 1893 as a General Law City. The City operates under a Council-Manager form of government, with five elected, at-large Council Members that serve overlapping four-year terms. The Council annually elects one of the Council Members to serve as Mayor for one year.

Under the direction of the City Manager, city services include public safety (police and civil defense), streets, sanitary sewer, storm drainage, culture-recreation, library, public works, land use management, planning and zoning, and general administrative services. Fire protection and utility services are handled by Special Districts. The City's FY 2019-20 annual operating budget is almost \$35.2 million including an \$18.2 million General Fund and a staffing level of 64.3 FTE. The City Council and Management Team enjoy a united and highly effective working relationship that values trust, open communication and creativity.

The Position and Ideal Candidate Profile

The City Council and City staff are dedicated to providing quality services and enhancing the lifestyle that makes Sausalito such a desirable community. The new City Manager will continue this focus on providing top notch services to the community in the midst of significant



transition due primarily to ongoing impacts of the Covid-19 pandemic. This presents a great opportunity for new, innovative approaches in providing city services and necessitates a greater focus on organizational efficiencies in the delivery of those services. It will also require exceptional financial and budget acumen in addressing the pandemic related financial and economic challenges.

Sausalito's city operation has been enhanced by the focus on a multi-year strategic plan that provides the blueprint for the City's annual goals and objectives. The Strategic Plan and the City's two-year budget cycle are now due for updates and will provide the opportunity to identify, introduce, and implement a more creative operational model for the organization. It's expected that technology, process streamlining, greater organizational efficiency, and shared municipal/regional services will be the cornerstones for this major change initiative. The nature of organizational change will require an exceptional leader that encourages information sharing, mentorship, accountability, professional development, strategic thinking, organizational advocacy, and calculated risk taking.

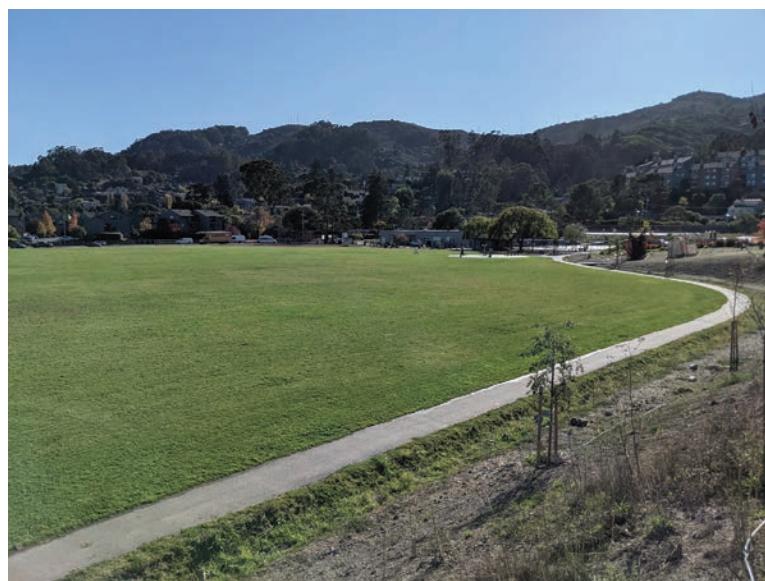


Among key priorities moving forward, the City's General Plan update anticipated for approval in early 2021, will need implementation as significant Zoning modifications have been incorporated. An updated Housing Element will be developed separately and will call for a significant increase in affordable housing stock. In the development review and permitting process, there is a desire to reduce approval cycle time while positively improving communications to clients. There will also be a greater focus on sustainability and environmental considerations at the local level, along with a strong pursuit in addressing social equity, diversity, and inclusion. Success in securing grants and other funding related to these areas will be expected.

The City Manager will develop an excellent working relationship with the City Council, regional partners, and a positive connection with the community. The new leader must maintain a proactive, regular two-way communication with the Council and be expected to effectively advise, counsel and as appropriate, advocate to the Council. This will ensure the Manager is in "lock step" with the strategic and operational direction of the Council and community. An exciting aspect of the new transition will be the presence of the new City Manager and three newly elected City Council members. On a regional level, collaboration with Marin County, other Marin cities, and neighboring jurisdictions and authorities, including Marin City, the Sausalito Marin City Sanitary District, and the Sausalito Marin City School District is essential.

This position will require a strategic forward thinker and creative problem-solving entrepreneur that has a positive, energetic and "get-it-done" spirit with a charismatic and flexible leadership style based on engagement, empowerment, and results. An innovative, energetic, "fresh-thinker" who can bring forth creative approaches and new ideas would provide a positive spark and a sense of spirit and vitality to the City. A strong systems and technology orientation will be an asset in identifying and implementing more productive, efficient and transparent solutions. The successful candidate will also have a value system based on collaboration, transparency, ethics

and integrity, and a personal approach that engenders high levels of trust and confidence. The successful Manager will also be politically astute yet apolitical in his/her approach and will be an effective regional partner in advancing mutually beneficial initiatives.



The new Manager will be dedicated to public service and will bring strong financial acumen, excellent management, administration and budget skills, along with a solid generalist background in the areas of land use, capital programs, and sustainability/environmental issues. Excellent written and verbal communications and effective presentation skills are expected in this role. A background that includes seven or more years of executive and staff management including previous experience as a City Manager, Assistant/Deputy City Manager, public sector executive or private sector CEO/ executive manager in a complex organization is required for this position. A BS/BA in a related field is required and an MS/MA is highly desired.

Compensation and Benefits

The City of Sausalito offers an excellent compensation and benefits package. The salary range for this position is open and negotiable, DOQ. The City also provides an attractive benefits program that includes:

- ◆ CalPERS Retirement: 2.0% @55 for Classic PERS participants. Employee pays 7% of the employee share. 2.0% @ 62 for PEPRA participants. Employee pays 50% of employee share. The City does not participate in Social Security.
- ◆ Total Health Plan: City will provide \$991.34 monthly for single coverage; \$1,724.15 monthly for employee and one dependent; \$2,143.79 for employee with more than one dependent. Employee may choose to waive coverage (if covered elsewhere) and receive payment equal to the Cafeteria Plan of Benefits for single employee credit.
- ◆ Vacation: Accrual at the rate of 136 hours annually during the first 10 years of service. Maximum accrual of 240 hours total.
- ◆ Administrative Leave: 120 hours per calendar year.
- ◆ Holidays: 10 designated holidays and 16 hours of floating holidays.
- ◆ Sick Leave: Accrual at the rate of eight (8) hours per month.
- ◆ Auto Allowance: \$400 per month.
- ◆ Additional Benefits Include: employee development reimbursement, life insurance, AD&D insurance, long-term disability insurance and more.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at 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).

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The final filing date for this position has been extended to February 15, 2021.

Please contact Paul Kimura at paulk@averyassoc.net or 408.472.7936 or Bill Lopez at williaml@averyassoc.net or 408.888.4099 if you have any questions related to this position.