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EXECUTIVE SEARCH



City Manager
CITY OF BRENTWOOD, CALIFORNIA

THE COMMUNITY

The City of Brentwood is one of the Bay Area's fastest growing and most dynamic communities. Located approximately 60 miles east of San Francisco in Eastern Contra Costa County, Brentwood has grown from a small agricultural community of 7,500 just over three decades ago to its current population of roughly 65,000 residents. Under the stewardship of the City Council, staff, and community leaders, the City has been carefully planned with tree-lined residential neighborhoods, new schools, award-winning parks, an extensive network of walking trails, retail shops, and a quaint downtown. Brentwood is a great place to live and work and a place for both families and retirees to enjoy extraordinary views of majestic Mt. Diablo, the bounty of fresh fruits and produce from the rich agricultural area adjacent to the City, and the recreational opportunities of the Delta. Many important projects have been completed and are planned in the near future, including the development of the Innovation Center at Brentwood along Highway 4, the planned development of the Sand Creek Sports Complex, and the creation of new retail and employment centers. The City's incorporated boundary is 14 square miles.

THE ORGANIZATION

Brentwood is a General Law city governed by a Council / Manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected from districts and who serve four-year terms. In addition to appointing the City Manager and City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. The City has partnerships with the two area school districts and has helped fund additional sports and cultural facilities at schools to maximize public money to benefit the residents. Staff from the City and school districts work closely together to ensure that schools and education are a top priority.

With a **FY 2024/25 total operating budget** of approximately \$382 million (General Fund \$80 million) which includes authorized staff of 340 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. Along with the City Manager and City Attorney's Offices, City departments include Community Development, Engineering, Finance and Information Systems, Human Resources, Parks and Recreation,

Police, and Public Works. Fiscal strength and long-term financial stability are key components of the City's budget development principles, and Brentwood maintains a healthy General Fund with an annual balanced budget, a 30% reserve, and a prefunding plan to address unfunded pension and retiree medical obligations. The City's Strategic Plan and 2025 Active Future Agenda Requests can be found [here](#).

DIVERSITY, EQUITY, BELONGING, AND INCLUSION

The City is committed to fostering an inclusive and equitable community where staff and all residents, regardless of race, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, or background, feel valued, respected, and empowered. The City's two **standing committees**, Diversity, Equity, Belonging, and Inclusion (DEBI) and Age and Disability Friendly Communities work to promote inclusivity, advance equity, encourage participation, celebrate diversity, educate and empower, and cultivate partnerships. The DEBI committee is working to create and develop a Racial Equity Plan, an Anti-Racism and Anti-Hate Crime Policy, and a Cultural Events Program.

THE CITY MANAGER'S OFFICE

The City Manager is responsible for directing the activities of the City and is accountable to the City Council for the overall performance of the City in carrying out the City's mission. This individual is responsible for developing an organizational culture to ensure successful implementation of City programs and operations and for leading the City's senior management team. The City Manager provides policy guidance, advice, and counsel to the City Council regarding strategic policy and problem solving and assumes responsibility for implementing policy decisions made by the City Council.



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The City Manager works closely with an Assistant City Manager and oversees the City's Economic Development Division, as well as the City Clerk's Office. The **City Manager Office's** budget is \$3.3 million and is staffed with 8.5 FTEs.



THE IDEAL CANDIDATE

The successful candidate must have a reputation of success in complex and fast-paced organizations, documented success managing large projects to completion, strong fiscal acumen, and a tactical and strategic long-term vision. The City Manager will maintain the excellence of this very high-performing organization and build upon the strong foundation to take the City to the next level.

The City Manager will effectively manage multiple concurrent projects; implement a structured project tracking system to monitor progress; and provide clear and timely reports to the City Council.

Experience establishing and maintaining a relationship of confidence and trust with the Mayor and City Council members, City staff, and others encountered while serving as the City Manager is required. The City Manager will be collaborative; offer honest and frank advice that reflects community interests and best practices for innovative municipal governance; and have the strength of character to say no when necessary and offer alternative courses of action.

The City Manager will be a critical thinker with excellent judgement who

is ambitious, innovative, and inquisitive. They will also demonstrate tact, discretion, diplomacy, humility, loyalty, and a sense of humor; and the courage to make difficult decisions and take responsibility for, and correct the impacts of, any mistakes.

The City Council expects the City Manager to be front-facing, accessible, and engaged with and visible in the community. They will demonstrate a commitment to honest, positive, and meaningful engagement with elected officials, neighborhood citizen groups, business and development communities, peer groups, and those members of the community who are not actively engaged. An ability to balance community involvement with duties to the City Council and City staff will be critical. Strong customer service in response to public inquiries and concerns is a high priority.

The Council is seeking a City Manager who is inspirational and has a track record of identifying, hiring, promoting, and developing great staff. They will be fair, approachable, and able to build sincere relationships across all levels of the organization. The new City Manager will have strong senior management experience and be a trust-based leader who leads by example, expects excellence, and has experience mentoring, succession planning, preparing staff to lead, and holding staff accountable. They will encourage staff to be creative, take calculated risks, express dissenting opinions, and engage in growth opportunities that allow staff to present and take ownership over their work product.

The City Council and community expect the City Manager to possess a strong moral compass and a commitment to act

in a manner to assure public confidence in the integrity of local government and its effective and fair operation. Excellent communication skills are a must, and the new City Manager will demonstrate the ability to explain and define complex issues in plain language to the Council, staff, and the public, and have a communication style that is concise, efficient, and values public outreach. The City Manager will be candid and politically astute while operating in an apolitical and objective fashion.

The City Manager will have an inclusive mindset; demonstrate an understanding and comprehension of diversity, equity, and inclusion; and infuse those concepts in all aspects of the role. They will have a high degree of emotional intelligence and have sensitivity to the multicultural environment and diverse needs of the City's residents. The individual selected will have a passion for public service and derive great satisfaction from their role in leading and continually improving a policy-driven, process oriented, and transparent organization.

EXPERIENCE/EDUCATION REQUIREMENTS

This position requires the equivalent of a Bachelor's degree with major course work in public administration, business administration, economics, or a related field and 10 years of progressively responsible experience in municipal government, including 5 years of management and administrative experience. Recent experience in a California public agency is required and a Master's degree is desirable.



It is desirable that the City Manager live in the City of Brentwood; however, unless otherwise temporarily permitted by the City Council, the City Manager must reside within the area of the former boundaries of the **East Contra Costa Fire Protection District**, which has been determined to be a reasonable and specific distance from City Hall.

COMPENSATION AND BENEFITS

The annual salary range for this at-will position is up to \$315,967, depending on qualifications. In addition, the City offers an attractive benefits package, including:

RETIREMENT: CalPERS 2.0% @ 60 formula for “classic members,” and 2% @ 62 for new members. The City does not participate in Social Security, but it does participate in Medicare; the employee portion is 1.45%.

RETIREE MEDICAL: The City pays a maximum premium equal to the PEMHCA minimum amount (currently \$158/month).

DEFERRED COMPENSATION SAVINGS PLAN (457): Voluntary participation through the City’s deferred compensation program.

MEDICAL INSURANCE:

PPO or HMO through CalPERS. The City pays:

- **Employee Only:** 100% of the premium, regardless of plan.
- **Employee+1:** Amount equal to the Region 1 Kaiser Employee & 1 Dependent rate, currently \$2,225.80.



SEARCH SCHEDULE

Filing Deadline: July 20, 2025
 Preliminary Interviews (telephonic): July 29 & 30, 2025
 Meeting to Review all Candidates: August 12, 2025
 Panel Interviews (In-Person): August 27, 2025
 Finalist Interviews (In-Person): August 28, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

• **Employee+Family:** Amount equal to 85% of the Region 1 Kaiser Employee & 2+ Dependents rate, currently \$2,459.51.

• **Cash in Lieu of Medical:** \$300 per month.

DENTAL: 100% of premiums paid by the City for employees and dependents enrolled in the Basic Plan; optional enhanced plan with employee contribution.

VISION: 100% of premiums for employees and dependents paid by the City.

ANNUAL PAID TIME OFF:

- **Personal Time Off:** 80 hours/FY
- **Vacation:** Up to 26 days, based on years of service.
- **Holidays:** 15 including two floating holidays.
- **Sick Leave:** 12 days with no accrual cap.

LIFE INSURANCE: City paid \$150,000 life insurance policy.

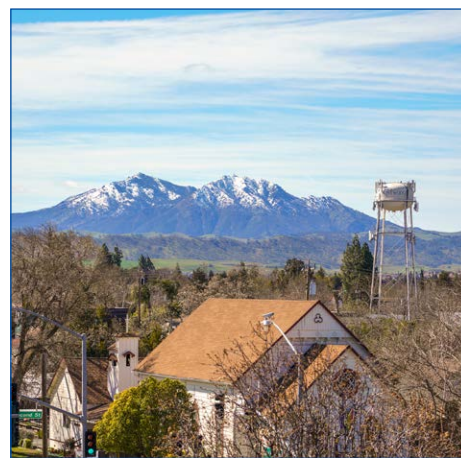
LONG TERM DISABILITY: City paid with a 29-day waiting period.

SEVERANCE PAY: Three months of severance following twelve months of employment.

RELOCATION & HOUSING

ASSISTANCE: May be offered at the discretion of the City Council.

The City of Brentwood is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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