



CITY MANAGER

REDWOOD CITY, CA





THE COMMUNITY

Located in the heart of Silicon Valley, Redwood City (pop. 82,423) is the third-largest City in San Mateo County. Incorporated in 1867, it serves as the county seat and home to the San Mateo County History Museum, located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the City slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deepwater port south of San Francisco.

Redwood City boasts a robust employment base, home to world-class firms and organizations, including Box, Electronic Arts, and Google. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Initiative, and more than 500 various industry start-ups also have a strong presence in the City. World-renowned Stanford University has relocated administrative functions to a new campus just 1.5 miles from downtown, marking the university's first significant expansion outside its main campus. Redwood City is a key station on the regional Caltrain system, and substantial service expansion over the next decade will enhance efficient rail travel between San Jose and San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique blend of retail, entertainment, and dining experiences. Beautiful Courthouse Square is the centerpiece of downtown and has become a gathering place for people throughout the community and the

peninsula. More than 30 unique parks, ten sports fields, a senior center, and five community centers are popular with the community. The arts and culture scene features a historic theater and live music venues.

Redwood City is a Welcoming City, and the community has long been recognized for its diversity, strong neighborhoods, community organizations, social involvement, and civic pride. Approximately 55% of the population identifies as Hispanic, Asian, two or more races, or as Black, American Indian, Hawaiian, or Pacific Islander. Nearly half of the residents speak a language other than English at home, and almost a third of the residents were born outside of the United States.

The City works diligently to maintain positive and productive relationships with San Mateo County and other government agencies and community partners to provide residents with outstanding services, programs, and opportunities. This unique mix of commitment to collaboration, innovation, community, and diversity makes Redwood City an extraordinary place to work and call home.

CITY GOVERNMENT

Redwood City is a charter City with a council-manager form of government. The seven-member City Council is elected to four-year staggered terms, and the Mayor serves a two-year term based on a rotation policy. The City has district-based elections with seven City Council districts. Council relations are professional, civil, and mutually respectful and the elected officials and staff also maintain excellent working relationships.

The City Council appoints the City Manager, who implements the strategic direction and manages the day-to-day operations of the City Government, as well as the City Attorney and the members of the City's boards, committees, and commissions. Redwood City is consistently recognized as being well-managed and innovative, strategically driven, and strongly connected to the community it serves. Redwood City has benefited from a decade of stable and responsive leadership under City Manager Melissa Stevenson Diaz, who will retire in December after 34 years of Bay Area local government service.

In addition to the City Manager's Department and City Attorney's Office, the City is organized across the departments of Community Development; Engineering and Transportation; Finance, Fire; Human Resources; Information Technology; Library;

Parks, Recreation & Community Services; Police; and Public Works. Together, these departments are supported by 634 FTE. The City's FY2025-26 budget for all funds totals \$396.8 million in expenditures, with a General Fund expenditure budget of \$201 million. The Fiscal Year 2025-26 Capital Improvement Program (CIP) budget totals \$72.9 million.

The current Strategic Plan identifies three major priorities: Housing and Homelessness, Transportation, and Children and Youth. Redwood City was the first City in San Mateo County to receive State approval for its Housing Element and is among the top 4% of California cities to be awarded a Prohousing Designation, qualifying for nearly \$1 million in additional funding. In 2023, the City was a finalist for an All-America City Award for its efforts to improve the health and well-being of young people in the community.

City initiatives are guided by the City's Core Purpose – **Building a Great Community Together** – as well as the City's values:

- **Excellence:** Commitment to Pride in Our Work
- **Integrity:** Do the Right Thing, Not the Easy Thing
- **Service:** Building Community and Improving Quality of Life
- **Collaboration:** Working Together for a Better Tomorrow
- **Inclusion:** Celebrating Diversity, Promoting Justice, and Inviting Participation
- **Innovation:** Freedom to Imagine and Courage to Act

THE CITY MANAGER'S OFFICE

The City Manager serves as Redwood City's chief executive officer and is responsible for implementing Council policies and overseeing all City operations. The City Manager appoints and leads a talented executive team that offers more than 350 combined years of local government experience and 54 years of executive level experience in Redwood City.

The City Manager's Office includes several key divisions: Administrative Services, City Clerk, Communications and Community Engagement, Economic Development, Housing and Homelessness, and IDEAL RWC (Inclusion, Diversity, Equity, Accessibility, and Leadership in Redwood City).

Two Assistant City Managers support the City Manager. One oversees internal administrative functions and the other leads land development-related departments. Their assignments are periodically adjusted to meet organizational needs and support the professional development of the Assistant City Managers.

In addition to managing City operations, the City Manager's Office leads strategic initiatives and performance management efforts, partnering closely with the City Council, staff, and community stakeholders to advance Redwood City's mission, values, and priorities.

Key Priorities and Opportunities

Redwood City's next City Manager will have the opportunity to lead a dedicated and talented team committed to delivering high-quality services, strengthening infrastructure, and enhancing quality of life across the community. The City Manager's leadership will be instrumental in advancing several high-impact initiatives, including:

- **Modernizing City Operations** – Overseeing the successful implementation of a new agenda management system to improve transparency and efficiency and an update to the existing ERP system.
- **Economic Vitality** – Leading the development of a five-year economic vitality strategy to foster a resilient and thriving local economy.
- **Equity and Inclusion** – Advancing the City's Equity Plan through expanded ADA access, deeper engagement with historically underrepresented communities, and initiatives that promote community resilience, safety, and mobility.
- **Housing and Homelessness** – Supporting housing efforts that preserve affordability, encourage new housing development, and continue the City's effective homeless response strategies.
- **Public Safety** – Working to provide for the safety, protection and well-being of all community members, neighborhoods, visitors and businesses.
- **Transportation and Safety** – Championing Redwood City's Vision Zero goals by improving pedestrian and bicycle safety, daylighting intersections, and supporting transformative projects.
- **Youth and Community Services** – Expanding after-school and summer programs, creating intergenerational recreation spaces, and fostering partnerships that deliver mental health and wraparound services to help children and youth thrive.

THE IDEAL CANDIDATE

The City Manager of this dynamic organization is expected to be an open-minded and entrepreneurial problem solver who has the courage to break new ground, design new strategies and set new industry standards. To that end, the City is seeking a strong leader with a proven track record of successfully executing on organizational priorities. The ideal candidate will be a forward-thinking leader who can energize others around a vision of what is possible for a vibrant, diverse, and welcoming Bay Area city.

Competitive candidates will also possess the following strengths and attributes:

- Inspiring and ethical role model who is dedicated to public service.
- Approachable relationship builder with a reputation for collaborating and innovating with regional partners.
- Has a history of recruiting, selecting, and retaining exceptional talent, and is comfortable surrounding themselves with the best and brightest.
- Known for advancing equity and inclusionary workplace practices.
- Effective communicator with a calm presence and diplomatic style who offers a balance of warmth and firmness.
- High emotional intelligence with an impressive level of self-awareness.
- Effective at working with elected and/or appointed officials; is capable of pushing back and advocating in the community's best interests.
- Proven ability to be an effective sounding board and thought partner in addressing major policy issues and ambitious goals.
- Welcomes opportunities to engage in healthy debates and thoughtful discussions regarding complex topics and challenges to arrive at the best solutions.
- Proficient at balancing the multifaceted demands of an executive level role.

Building on Redwood City's prominence for developing leaders in the profession, the candidate selected will have a passion for mentoring and developing others and a history of identifying and maximizing the potential in future leaders. They will be a champion for ongoing professional development and an advocate for activities that bolster morale and cultivate an enriching workplace.

Local government generalists with a sophisticated understanding of the administration and operations of a full-service municipality are encouraged to apply. Deep knowledge regarding municipal finance and/or expertise in multifaceted land use matters is desirable. Familiarity with proactive and contemporary economic development strategies is strongly preferred. Senior or executive level public sector management experience is expected although transferable leadership experience relevant to local government may be considered. A bachelor's degree is required and a master's degree is preferred.

Organizational Culture

With the intent of enhancing Redwood City's reputation for being an innovative and well-managed municipality, the City Council is desirous of attracting exceptional leaders who demonstrate the ability to support a culture that:

- Values and celebrates diversity, including diversity in ideas, backgrounds, and perspectives.
- Facilitates inclusive evidence-based decision making.
- Respectfully challenges tradition and status quo.
- Is responsive to community needs and desires and ensures the organization maintains a close connection to all its customers.
- Promotes a spirit of ongoing innovation and continuous improvement.
- Insists on a relentless commitment to modernization and technological advancement.
- Nurtures creativity in developing and discovering new tools and strategies to achieve goals.
- Ensures there is closeknit collaboration and good synergy across internal departments as well as with external partners.
- Fosters a high-performance vibe driven by best practices and a commitment to strategic planning and purposeful performance management and measurement.

COMPENSATION & BENEFITS

The City Council is committed to being competitive with the market while also being fiscally responsible (current salary \$405,667). Salary is supplemented by attractive benefits that include, but are not limited to:

CalPERS Retirement:

Tier 1 - Employees hired before October 24, 2011

2.7% @ 55 formula; employee contribution 15% (includes the employee cost share of 7%).

Tier 2 – Employees hired on or after October 24, 2011

2% @ 60 formula; employee contribution 14% (includes the employee cost share of 7%).

Tier 3 – Employees hired on or after January 1, 2013, and meet the definition of “new member”

2% @ 62 formula; employee contribution 9% (includes the employee cost share of 2%).

Effective the first full pay period beginning on or after December 1, 2025, the employee's additional cost share toward the employer's pension share will be reduced by one percent (1%).

401(a) Retirement Plan: The City will contribute an amount equal to 2% of the employee's base monthly salary to a defined contribution plan. There is a mandatory 5% employee contribution to a 401(a) retirement plan.

Medical Plan: Choose from a range of HMO, PPO, and EPO options. The City pays up to 90% of the CalPERS Bay Area Kaiser Family Premium per employee.

Dental/Vision: City pays 90% of insurance premiums for eligible employees and their dependents.

Auto Allowance: \$400 per month.

Cellular Phone Stipend: \$46.15 per pay period or city-issued phone.

Flexible Work Schedule: While most department employees provide services in person, the City values flexibility and periodic remote work can be accommodated.

Potential candidates outside the Bay Area are strongly encouraged to research the cost of housing and overall cost of living in the area before applying.

Vacation/Sick Leave: Annual vacation of 80 to 200 hours per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day for each whole calendar month of service. Accruals will be based on years of service with City and total public sector years or years in the industry.

Holidays: 13 recognized holidays + 2 administrative holidays.

Management Leave: 160 hours per calendar year may be taken as time off or paid in cash for any portion of this leave remaining as of the end of the calendar year. Hours will be prorated at time of hire for the first calendar year. Thereafter, this equates to an annual payment of approximately \$31,208 (at current salary level) in addition to the base salary.

Educational Reimbursement: Annually up to \$1,500 for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

Professional Development Reimbursement: Reimbursement for authorized personal development and improvements will be granted up to a maximum of \$750 per fiscal year. Personal well-being activities such as fitness and gym membership fees qualify for the \$750 per fiscal year.

Retiree Health: Generous city-paid health insurance offered to eligible retirees.

Life Insurance: The City offers basic life insurance coverage of \$3,000 to all members of the Executive Management Group; additional voluntary life insurance is available.

For a complete description of benefits, visit: [Summary of Benefits](#).

Application & Selection Process

This recruitment will close at **11:59pm on Sunday, September 14, 2025**. To be considered for this opportunity, upload cover letter, resume, and a list of six professional references using the “Apply Now” feature at www.tbcrecruiting.com



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview with the City Council. The City Council anticipates making an appointment in a timely manner following the completion of thorough background and reference checks. Please note that references will not be contacted until the final stage of the process and in close coordination with the candidate selected.

