



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** September 4, 2018  
**TO:** Chair John Bauters and MESA Board of Directors  
**FROM:** Lisa Lopez, Human Resources Director  
**SUBJECT:** **City Manager Employment Agreement:**

**Resolution Of The Board Of Directors Of The Management Of Emeryville Services Authority (MESA) Approving An Agreement Of Employment Between MESA And Christine S. Daniel, As City Manager, And Authorizing The Chair Of The Board Of Directors To Execute Said Agreement On Behalf Of MESA**

**Resolution Of The City Council Of The City Of Emeryville Approving And Consenting To An Agreement Of Employment Between The Management Of Emeryville Services Authority And Christine S. Daniel As City Manager**

## RECOMMENDATION

Staff recommends the MESA Board of Directors and City Council review and adopt the attached resolutions approving An Agreement of Employment ("Agreement") between MESA and Christine S. Daniel as City Manager, for a two-year period from October 1, 2018, and ending September 30, 2020.

The MESA resolution approves the Agreement and authorizes the Chair of the Board of Directors to execute the document with Christine S. Daniel. The City Council resolution approves and consents to the Agreement between MESA and Christine S. Daniel. The proposed Agreement is attached as Exhibit A to both resolutions.

## BACKGROUND

Earlier this year, City Manager Carolyn Lehr announced her retirement with her last day of work being June 30<sup>th</sup>, 2018. The City Council directed the Human Resources Director to retain Prothman Company to assist in the recruitment of a City Manager to assume the role vacated by Ms. Lehr.

The three-month recruitment process which was thorough and detailed, included stakeholder's interviews with Council, City staff and labor representatives; application screening interviews by the recruiter; a City Council work session to narrow the candidate pool and finally a day of interviews conducted by the City Council. The candidate pool which began at 30 applicants ended with six finalists being interviewed. While the candidate pool proved to be exceptional, Ms. Daniel was the finalist chosen by the Council to assume the role of City Manager.

## DISCUSSION

The proposed Employment Agreement, a copy of which is attached to the proposed resolutions as Exhibit A, is the agreement staff is recommending the Council approve to appoint Ms. Daniel as City Manager from October 1<sup>st</sup>, 2018 until September 30<sup>th</sup>, 2020.

The proposed agreement includes but is not limited to the following substantive provisions:

- Section 6, Salary: \$18,454.00 per month.
- Section 7, Expenses: a compensated expense allowance in the amount of Five Hundred Dollars (\$500.00) per month
- Section 8, Deferred Compensation: \$14,000 annually
- Section 9, Sick Leave, Holiday and Vacation: credit a pro-rated amount of Administrative Leave upon commencement of employment. Current amount is 80 hours per fiscal year. Current contract language also allows for accrual of four weeks' vacation and three weeks of sick leave per year.
- Section 10 provides that MESA will provide for participation of the City Manager in the PERS 2% @ 60 (average highest compensation earnable over a continuous three-year period) retirement formula plan, provided the City Manager is a "classic member" as provided by the Public Employee Retirement Law ("PERL"). If the City Manager is determined to be a "new member" under the PERL, MESA will provide for participation of the City Manager in the PERS 2% @ 62 (average highest compensation earnable over a continuous three-year period) retirement formula plan.
- Section 11 provides that the City Manager's expenses for membership in and attending conferences of the International City/County Management Association and League of California Cities as well as other business expenses shall be budgeted.
- Section 12 provides that the City Manager shall be provided medical, dental and other health care benefits provided to other MESA employees.

Ms. Daniel is a seasoned public-sector professional with twenty-six years of experience in three different cities in Alameda County, including having served as the City Manager and Deputy City manager in Berkeley.

She is currently serving as the Assistant City Administrator for the City of Oakland. In her present role, she supports the Mayor and City Administrator in overseeing service delivery in a city of 426,000 people with 4,000+ employees and an annual budget of approximately \$1.4 billion. She oversees Public Works, Transportation, Housing and Community

Development and Human Services. Ms. Daniel is also responsible for coordinating citywide homeless services and programs including encampment management. Daniel previously acted as Oakland's Finance Director overseeing the Treasury, Controller and Revenue & Taxation bureaus, as well as Human Resources, Employee Relations and Information Technology. Prior to joining the City of Oakland, Daniel was the City Manager for the City of Berkeley, and previously its Deputy City Manager. She was also the Deputy City Manager for the City of Fremont and prior to that, served in the City Attorney's Offices for both Fremont and Berkeley.

### **FISCAL IMPACT**

Salary and benefits for the City Manager position are estimated at \$225,000 for the remainder of Fiscal year 2018-19. Sufficient funds are available in the fiscal year 2018-19 budget.

### **STAFF COMMUNICATION WITH THE PUBLIC**

A media release was sent to City Council, City staff and multiple news agencies on August 6<sup>th</sup>, 2018 announcing the selection of Ms. Daniel.

### **CONCLUSION**

Staff recommends the MESA Board of Directors and City Council review and adopt the attached resolutions approving An Agreement of Employment ("Agreement") between MESA and Christine S. Daniel as City Manager, for a two-year period from October 1, 2018, and terminating September 30, 2020.

### **PREPARED AND FORWARDED TO THE BOARD OF DIRECTORS OF THE MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY:**



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Lisa Lopez, Human Resources Director

### **ATTACHMENTS**

- MESA Resolution
- Exhibit A to Resolution: Proposed Contract October 1, 2018 – September 30, 2020
- City Council Resolution
- Exhibit A to Resolution: Proposed Contract October 1, 2018 – September 30, 2020