



AGENDA ITEM
CITY COUNCIL MEETING DATE – FEBRUARY 28, 2017
BUSINESS ITEMS

DATE : February 21, 2017

TO : City Council

FROM : City Attorney

SUBJECT : APPOINTMENT OF LORIE TINFOW AS CITY MANAGER WITH A
BASE SALARY COMPENSATION OF \$226,788 PLUS FRINGE
BENEFITS OF \$33,888

EXECUTIVE SUMMARY:

When the previous city manager left to take a job with another city, the City Council hired Avery & Associates to conduct a recruitment for the City Manager. After extensive interviews and background checks, the City Council has selected Lorie Tinfow to be the new City Manager.

RECOMMENDATION:

Adopt the resolution appointing Lorie Tinfow as City Manager, effective April 17, 2017.

BUDGET INFORMATION:

The annual base salary for Ms. Tinfow is \$226,788. See below for further details.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

N/A

CEQA:

Approval of the City Manager agreement is not subject to the California Environmental Quality Act under Guidelines Section 15378 (b) (2) and 15061 (b) (3) because administrative activities such as personnel related actions do not

constitute a project and it can be seen with certainty that there is no possibility the action may have a significant effect on the environment.

BACKGROUND:

Following the departure of the previous incumbent, the City Council engaged the services of the Executive Search Firm of Avery and Associates to conduct a nationwide search for a new City Manager. Thirty-seven applications were received. The qualifications of fourteen candidates were reviewed and six were ultimately selected to be interviewed. Candidates were interviewed by three panels including a community panel, a staff panel and the City Council panel.

Upon completion of the interviews, Council met in closed session to consider the strengths, experience, record and suitability for Benicia of each candidate. As a result of the interviews, and Council deliberations, the Council selected Ms. Tinfow to be the next City Manager for the City of Benicia.

Ms. Tinfow has over twenty years of experience working for cities. She is currently the City Manager of Pacifica. Prior to Pacifica, she was as an Assistant City Manager for the cities of Saratoga and Walnut Creek, where she was responsible for creating and implementing a new economic development strategy, developing a 10-year long term financial plan adopted by the city council, and managing the construction of news libraries in Saratoga and Walnut Creek. In addition to her professional accomplishments in her roles as Assistant City Manager and City Manager, Tinfow worked for the City of Pleasanton as an administrative services director, responsible for managing three divisions: human resources, city clerk's office and central services plus a diverse portfolio of projects such as a solar energy program.

In addition to Ms. Tinfow's strong background in economic development and finances, she is an accomplished speaker and has made presentations to a variety of groups including the Municipal Managers Association of Northern California (MMANC) and the League of California Cities' City Managers conferences. She is a member of the International City/County Management Association, the California City Managers Foundation, California Society of Municipal Finance Officers, and the Municipal Managers Association of Northern California.

Ms. Tinfow's background and past experience will help the City face the challenges ahead.

Compensation for the position was determined by a compensation survey. Her fringe benefits are similar to those of the City's senior managers. Ms. Tinfow's compensation includes:

1. Base salary of \$226,788/year;

2. A 2.75% increase on July 1, 2017 which is consistent with what some of the City's employee groups will receive;
3. A 4% contribution to a 401a Deferred Compensation Program;
4. CalPERS retirement as a second tier "Classic" member in the 2%@60 Plan. The City will pay the Employer contributions but she will pay the full Employee contributions (7%);
5. Sick leave will accrue at the rate of 8 hours per month; and may be cashed out in some circumstances;
6. 12 paid holidays;
7. 2 personal paid days;
8. 80 hours of vacation plus accrual of vacation at the rate of 13.3 hours per month. This may be cashed out in some circumstances;
9. 16 days of administrative leave some of which may be put into a 457 deferred compensation plan;
10. Health insurance like the senior managers receive;
11. \$300,000 of life insurance; and
12. Dues and training as appropriate.

No housing allowance is being provided to Ms. Tinfow. It is not anticipated that she will move to Benicia.

Ms. Tinfow's first date of employment is anticipated to be April 17.

Attachments:

1. Resolution
2. Employment Contract
3. Employee Resume