

# CHRISTOPHER A. JORDAN

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## EXPERIENCE

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### **2016-2020: City of Los Altos, California**

#### **City Manager (Appointed Interim City Manager, April 2016; Appointed City Manager, September 2016; Resigned, December 2020)**

Chief Executive Officer for the city of 31,000 people in Santa Clara County. Los Altos is a full-service city with 135 employees and a total operating budget of \$45 million, \$100 million 5-year Capital Improvement Plan, and \$95 million in reserves. Los Altos citizens are very engaged in the community and have high expectations for their local government agencies. In 2018, Los Altos was ranked as the #3 city in California for raising a family by Wallethub.com.

Initiated several City Council and community priorities that had long languished:

- Downtown Visioning project to develop a plan for the downtown that reflects the community's interest in a more vibrant commercial core, that included significant public outreach and community engagement. Outcomes include regulatory changes affecting parking and development standards to provide greater redevelopment opportunities.
- New Community Center constructed at the site of the 70-year old Center that was originally an elementary school. Construction of the new, 25,000 square foot facility is the culmination of a robust community design process and will be funded with City reserves and a loan totalling \$38 million.
- Redevelopment of other City facilities such as the police station, Emergency Operations Center and City Hall. These facilities are all in a state of disrepair and we developed a design and financial strategy to initiate reconstruction of these critical facilities.
- Advanced the opportunities for more affordable housing by partnering with Santa Clara County to facilitate the acquisition of land for the development of the first all-affordable housing project in Los Altos; developing new regulations such as an affordable housing impact fee, encouragement of accessory dwelling units, and supporting the creation of Regional Housing Needs Allocation (RHNA) planning collaborative in Santa Clara County to assist in the development of more housing opportunities.
- Improved staff morale following several decisions in prior years that led to the unionization of many City Hall employees. Successfully negotiated new union agreements with all three unions.
- Acting as Emergency Services Director, declared a state of emergency on March 12, 2020 in response to the COVID-19 virus outbreak and initiated emergency protocols in the City of Los Altos.
- Served as Santa Clara County City Manager Association representative on the Santa Clara County Economic Recovery Team and the Silicon Valley Regional Interoperability Agency Working Group
- Received Commendation from Santa Clara County Board of Supervisors and United States Representative Anna Eshoo upon resignation

**October, 2005 – August, 2015**

**City of West Linn, Oregon**

#### **City Manager**

Chief Executive Officer for the city of 26,000 people located 10 miles south of Portland. Named by Family Circle Magazine as one of the 10 best towns in America for families and by Money Magazine as one of the 50 Best Places to Live. Neighbourhood Scout rated West Linn as the 36<sup>th</sup> Safest City in America. The City of West Linn employs approximately 130 staff in the departments of police, public works, parks and recreation, library, planning, finance, human resources, and information technology.

During my tenure in West Linn, we have made numerous improvements to the internal and external operations of the City:

- Managed the re-building of the community's trust in the City following the arrests of three city employees on theft and embezzlement charges.
- Created a new revenue structure that provides the city with a sustainable financial future while reducing property taxes
- During the recession, reduced staff by 11% while maintaining services and focusing City Council on the City's goals.
- Completed four new parks and acquired over 25 acres to create two new parks
- Contracted out the management of a department to bring private sector vision while saving costs
- Entered into innovative partnership agreements with other public agencies to share services and reduce expenses
- Adopted and implemented a community sustainability plan
- Initiated an economic development program and master planning for the redevelopment of a commercial/industrial area
- Received voter approval and constructed a new Police Station.
- Created the West Linn Leadership Academy to identify and educate future West Linn leaders

**1996-2005            City of Lake Oswego, OR**

**Assistant City Manager (December, 2000 – October, 2005)**

Provide executive oversight of the Finance Department, Parks and Recreation Department, Information Technology and Municipal Court. Oversight of the preparation and implementation of the City and Redevelopment Agency biennial budgets totalling \$158 million, including preparation of the Comprehensive Annual Financial Report, financial projections to accompany the Capital Improvement Plan, utility rate projections as well as the day to day operations of a full service municipal finance department. Provided management oversight of 37 employees. Also acted as the Assistant Executive Director of the Lake Oswego Redevelopment Agency. Have also acted as the City's Director of Maintenance Services on an interim basis.

As a member of a three-person executive team with the City Manager and other Assistant City Manager, provided strategic planning and visioning for the agency and community. Also acted as City Manager in his absence.

**Assistant to the City Manager (January, 1996 – December, 2000)**

Director of a small staff responsible for protection of natural resource; park planning; City beautification; negotiation of park and open space acquisition; implementation of athletic field improvement bond measure; manage the City's emergency clean-up efforts after the 1996 flood; city liaison to Chamber of Commerce; provide policy analysis to the City Manager and City Council on other complex issues.

**May 1999-October 1999            City of Oregon City, Oregon**

**Interim City Manager**

Appointed Interim City Manager (loaned by the City of Lake Oswego) after the resignation of the incumbent.

**April 1995 – January 1996 Executive Office of the President, Office of Management and Budget (OMB), Health and Human Services Unit Washington, DC**

**Acting Chief**

Supervisor for a small team of OMB Budget Examiners responsible for reviewing all HHS management initiatives including streamlining, development of performance measures, financial management, and the consolidation of the HHS corporate structure. Responsible for overseeing the \$300 million budget of the HHS Office of the Secretary.

- Selected for the OMB Senior Executive Service Candidate Development Program (June, 1995).

**April 1994 – April 1995 Executive Office of the President, Office of Management and Budget (OMB), Washington, DC**

**Budget Examiner**

**March 1987 – April 1994 Executive Office of the President, Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP)**

**Policy Analyst**

## **EDUCATION**

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**Cornell University Ithaca, NY**

B.A., History and Government