

Peckham & McKenney  
"All about fit"



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

**City Attorney**  
CITY OF BURLINGAME, CALIFORNIA  
*"The City of Trees"*

## THE COMMUNITY

The City of Burlingame is a thriving and sophisticated suburban city of approximately 30,000 people in San Mateo County, California. Located three miles south of San Francisco International Airport on the beautiful San Francisco Peninsula, the city is a prime vacation destination for people wishing to visit the Bay Area. Its two main downtown areas, Broadway and Downtown Burlingame Avenue, are well-known commercial destinations featuring an eclectic mix of boutiques, restaurants, family owned and operated small shops, and national retailers. At approximately six square miles, Burlingame boasts a significant shoreline on San Francisco Bay and enjoys a warm, sunny microclimate. The area's temperate, Mediterranean climate makes outdoor recreation appealing year-round. Golfers can be found on the golf course even throughout winter, when clear, cool days often break up the area's wet spells. Additional sporting, entertainment, and arts and culture activities can be found throughout the Bay Area.

The 500-mile-long bicycle and pedestrian San Francisco Bay Trail meanders along Burlingame's shoreline, while State Highway 101 and Interstate 280 traverse the city. Burlingame is easily accessible by public transportation. Caltrain, the

seventh largest commuter rail system in the country, has two stops in Burlingame, with one operating on weekends only, and Bay Area Rapid Transit (BART) is within a short distance from the northern part of the city. Burlingame is located on the most dynamic economic corridor in the world, in close proximity to Silicon Valley innovation leaders such as Google, LinkedIn, Facebook, Adobe, Box, Salesforce, Tesla, Apple, Genentech, and Twitter. The Peninsula also includes major global institutions and destinations such as Stanford University, University of California San Francisco, and stadiums for the San Francisco 49ers, San Francisco Giants, San Jose Sharks, and Golden State Warriors.

Burlingame is also known for its exceptional quality of life – from public safety to an excellent public school system. Often referred to as the City of Trees, Burlingame maintains over 12,500 trees representing 294 species. The city's overall tree canopy covers 71% of streets and sidewalks. In addition to its six large parks and athletic fields, the City maintains seven neighborhood parks. It is home to the Mills Canyon Wildlife Area, Bayside Community Garden, Skyline Open Space Park, and Bayfront Bird Sanctuary.

To learn more about this beautiful and charming city, visit [www.burlingame.org](http://www.burlingame.org).

## CITY GOVERNMENT

Incorporated in 1908, Burlingame is a General Law City operating under the Council-Manager form of government. Five City Council members are elected at-large to four-year terms; the Mayor and Vice-Mayor are chosen annually by the Council from among its members. The current City Council is progressive, forward-thinking, and innovative. (Discussions relating to moving to district elections starting with the 2022 election are ongoing.) The City Council appoints the City Attorney and City Manager, who serves as chief administrative officer and is responsible for appointing the City Clerk and members of the executive team.

The City of Burlingame is comprised of departments that deliver municipal services including police, public works (water and sewer, streets and storm drainage), community development, parks and recreation, and library services; these departments are supported by the general government departments of human resources, finance, legal services, and City administration. Fire protection is provided by the Central County Fire Department, through a joint powers agreement between the City of Burlingame and the Town of Hillsborough.

Despite the COVID-19 pandemic and its impact on City finances, Burlingame remains fiscally strong. The City has a FY 2020-21 total budget of \$115 million and a General Fund budget of \$63.3 million, with \$41.9 million in General Fund operating and capital reserves and a staff of 222 full-time equivalents.

The City of Burlingame prides itself on being an "Employer of Choice" and embraces a participative approach in managing the City and the organization. As a self-described "small city that gets a lot done," staff is comprised of an energetic, dynamic, and proactive team of individuals who care deeply about integrity, innovation, and service to the community. In a recent survey, when asked about what employees valued most about working for the City, over 50% of respondents stated they enjoyed their colleagues most. Others emphasized the location, community, day-to-day work, and benefits as their favorite aspects of working for the City. To hear from Burlingame employees about why they enjoy working for the City of Burlingame, visit [YouTube](#) to watch the short video or visit the City's Human Resources page.

## THE POSITION

This career opportunity to join the City of Burlingame team comes with the departure of Kathleen Kane, who has served as City Attorney since 2013 and has recently been appointed General Counsel with the Metropolitan Transportation Commission.



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Appointed by and reporting to the City Council, Burlingame's City Attorney enjoys a professional and supportive relationship with the Council. The Attorney's office oversees and coordinates the City's liability and insurance programs and the enforcement of the municipal code. The office has a FY 20/21 budget of \$1,126,967 and is staffed by the City Attorney and an outstanding team



including an Assistant City Attorney; a shared Executive Assistant; and a Code Compliance Officer & Senior Risk Analyst, who is responsible for code compliance and supporting the city risk program.

Historically, Burlingame's City Attorney has been actively involved with the claims committee for the insurance JPA. While this role is not a requirement of the position, it is expected that the City Attorney will be actively involved professionally in order to maintain a strong network of industry contacts.

The ideal candidate for this position has been described as follows.

- Has a public service mindset. Personable, flexible, and patient.
- Enjoys the challenges and rewards of a fast-paced environment that provides a variety of current and future projects that will utilize all of the tools in the toolbelt.
- A self-starter who is able to hit the ground running, come up to speed on current issues, and move projects forward while not losing track of key action items.
- Interprets the intention of the law versus letter of the law. Provides creative and innovative options and alternatives for City Council consideration. Fortright with Council on what is doable and where risk and reward converge.
- Able to build rapport and serve as a sounding board with the City Council. Open to innovation and new ideas and provides honest and straightforward advice and counsel.
- Is politically astute, but apolitical. Listens and responds to all Council Members fairly and equally. Ethical beyond reproach. Trustworthy, discreet, and keeps confidences.
- Provides concrete legal advice without delving into policy. Remains neutral versus advocating for particular interests.
- Attentive in subscribing to the rule of "no surprises." Keeps Council and the organization informed of anticipated or potential issues before they arise.
- With City Council annual goals always in mind, able to navigate the pros and cons of the Council's and organization's needs and demands.
- Works collaboratively and as a partner with the City Manager, leadership team, and staff in a respectful, approachable, and responsive manner.
- Ensures that the organization as a whole, including Council-appointed commissions, operates within the parameter of legal boundaries and laws.
- Smart, eloquent, and quick on their feet. Possesses excellent communication and listening skills. Enjoys working with a highly-engaged community.
- Possesses a high EQ. Remains grounded with a professional demeanor. Focuses on the facts rather than the emotion.

- An excellent manager, coach, and mentor who is inclusive and supportive of a highly effective staff.
- Understands the strengths and limitations of their knowledge, possesses a network of resources, and has the ability to manage outside counsel. Rather than offering an immediate opinion, returns with well-researched recommendations to allow the City Council to make informed decisions.

The individual selected will have in-depth knowledge of municipal law and proven experience in a local government agency. The new City Attorney will be well versed in areas relating to land use, real estate, development agreements, CEQA, capital improvement, labor and personnel, risk management, elections code, the Brown Act, and interagency contracts. In addition, the City Attorney should be knowledgeable of business improvement districts, setting up bond counsel, and preparing ordinances and resolutions. With the historic stability of the Burlingame organization, an individual who intends to bring continued energy and enthusiasm to the position is desired. A Juris Doctorate from an accredited



school of law and membership in the State Bar of California is required.

## THE COMPENSATION

The City of Burlingame offers an attractive and competitive salary, and appointment will be depending on the qualifications and experience of the selected candidate. In addition, the City provides the following outstanding benefit package.

**RETIREMENT:** PERS 2.5% at 55, Classic employee pays 8% required employee contribution plus 1.5% of the City's contribution to CalPERS retirement via payroll deduction on a pre-tax basis; 2.0% at 62, new members (PEPRA) pay 7.25% required employee contribution. Burlingame does not participate in Social Security, except the required Medicare.

**HEALTH INSURANCE:** Employee can choose from medical plans provided through CalPERS. City pays 92.5% of selected medical premium, up to the third highest cost plan.

**RETIREE HEALTH/HEALTH REIMBURSEMENT ARRANGEMENT:** City contributes 3% of base pay for 0-4 years of service; 4% of base pay for 5-19 years of service, 6.5% of base pay for 20+ years of service. In addition, employee contributes 1% of their own salary to their HRA account.

**DENTAL REIMBURSEMENT PLAN:** City will reimburse up to \$2,500 per calendar year for the employee. In addition, there is a reimbursement of \$1,500/year for each dependent, not to exceed \$3,000

## SEARCH SCHEDULE

Filing Deadline .....	January 1, 2021
Preliminary Interviews .....	January 12-13, 2021
Recommendation of Candidates .....	January 20, 2021
Interview Process .....	February 4 and 5, 2021

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

cumulative for all dependents per calendar year. Orthodontic is included.

### VISION REIMBURSEMENT PLAN:

The maximum reimbursement for an employee for vision reimbursement is \$1,000 annually, not including an eye examination. If an eye examination is performed, the maximum reimbursement will be increased to \$1,200. The maximum cumulative reimbursement for vision eligible expenses for eligible dependents will not exceed \$600 per year, including eye examinations. City will reimburse up to \$3,000 for corrective eye surgery for employee only.

**LONG-TERM DISABILITY:** City provides long-term disability coverage equal to 60% of monthly salary to a maximum of \$8,000.

**LIFE INSURANCE:** City pays the premium for a \$250,000 term policy. Supplementary voluntary life insurance is available at the employee's cost.

**VACATION:** Accrual of 10 days annually for the first four years; increasing periodically thereafter to 23 days annually after 18 years. Credit may be given for prior public service.

**HOLIDAYS:** 14 paid holidays per year, including two floating holidays.

**ADMINISTRATIVE LEAVE:** 80 hours per fiscal year (prorated based on date of hire).

**SICK LEAVE:** Accrual at the rate of 12 days per year.

**PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENT:** \$2,500 annually for eligible expenses.

**DEFERRED COMPENSATION:** City matches \$45 per biweekly pay period to a 457 plan, plus City contribution of 2% of base salary.

**PROGRAMS:** Tuition Reimbursement (up to \$3,500 per year), Employee Assistance Program, Whole Life Insurance, Critical Illness and Injury Insurance, Section 125 Plan, Transportation Incentive Program, Bilingual Pay Certification, and reduced fees on recreation fitness classes.

## THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Please do not hesitate to contact Bobbi Peckham toll-free at (866) 912-1919 or at [bobbi@peckhamandmckenney.com](mailto:bobbi@peckhamandmckenney.com) if you have any questions regarding this position or recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

