



**CITY ATTORNEY**



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

At the center of the Silicon Valley is the City of Santa Clara, with a population of about 129,488, just 45 miles south of San Francisco. This 170-year-old city is rich with history. For example, Santa Clara University is the oldest institution of higher learning in California and is home to the eighth California mission. Recently named one of the ten safest cities in America, the City has also been named as one of the most livable American cities because of its outstanding quality of life and opportunities for individual and business success.

The community has a small-town feel, while supporting high-tech businesses and a prosperous industry. Many of the world's largest technology corporations are based in Santa Clara, resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell, and NVIDIA are just a few of the companies that have established headquarters in the City, with Apple and Facebook having a presence as well. The City has three advanced education institutions: Santa Clara University, Mission College, and University of California, Santa Cruz extension. Levi's Stadium, home of the San Francisco 49ers, is also in Santa Clara. The stadium has hosted over 100 major events to date with an average of 20 events per year and has provided entertainment for fans across numerous platforms.

The City of Santa Clara enjoys over 300 days of sunshine annually and beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including an amusement park, museums, theater productions, and a summer concert series. Santa Clara's amenities also include an award-winning Convention Center, retail shopping, restaurants, medical facilities, and numerous community and recreation centers, including an International Swim Center attracting world-class swimmers and divers. The City is also partnering with Related Companies to break ground on the Related Santa Clara Project: the "most dynamic, fully integrated mixed-use destination in Silicon Valley" directly adjacent to Levi's Stadium. All this coupled with award-winning schools and a low crime rate help make Santa Clara a very attractive place to live and work.

## CITY GOVERNMENT

Santa Clara is a full-service Charter City with a mission to "promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership." The City operates



under a Council-Manager form of government. The City Council consists of a Mayor who is elected at-large, and six Council Members elected by district. Each serve four-year terms and the City Charter limits the Mayor and Councilmembers to two consecutive terms. In Santa Clara, the Police Chief and City Clerk are also elected positions.

The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City, Silicon Valley Power, Stadium Authority, and the appointing authority of employees. The City's total workforce is approximately 1,095 full time employees, and the 2021-22 fiscal year budget is \$1.2 billion, including \$337 million in Capital Improvement Projects.

In addition to the general municipal services conventionally provided by a local government, Santa Clara operates three additional lines of public service, either through a DBA or separate Joint Powers Authority (JPA) public agency: (1) a municipal electric utility doing business as Silicon Valley Power; (2) Santa Clara Stadium Authority, the Joint Powers Agency charged with oversight of the Levi's Stadium; and, (3) Santa Clara Convention Center, a City-owned facility operated by a third party management agreement with tourism attraction services supported by a Tourism Improvement District. Detailed information on the City can be found at: <https://santaclaraca.gov/>

## THE POSITION

The City Attorney is appointed by and reports directly to the Santa Clara City Council. The City Attorney's Office is comprised of the City Attorney, Chief Assistant Attorney, Assistant City Attorneys, and a Deputy City Attorney. As described in the City Charter, the City Attorney's Office advises and renders legal services to the City

Council and City officers in all matters of law pertaining to their offices. They represent and appear for the City and any City officer or employee (former or current) in any or all actions and proceedings in which the City or any such officer or employee, in or by reason of his/her official capacity is concerned or is a party, will provide the City Council with information and advice regarding ongoing litigation and legislation affecting the City; will attend all meetings of the City Council and give advice or an opinion in writing whenever requested; will staff board and commission meetings as necessary; will approve the form of all bonds given to and all contracts made by the City; will prepare any and all proposed ordinances or resolutions for the City, and amendments thereto; will prosecute on behalf of the people all criminal cases for violation of the Charter and City ordinances; and, will assist and provide training on current issues in the law and City policy as needed. The City Council has control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter to assist the City Attorney. The City Attorney's Office has historically hired and managed outside legal counsel.

The City Attorney's Office continues to provide legal advice and support on matters initiated by the City Council, City Manager's Office, and City departments, including review and negotiation of contracts, leases, licenses, policies, and Public Records Act requests responses. The City Attorney's Office assists with Stadium issues, comprehensive Zoning Ordinance Updates, election issues, analysis of conflict-of-interest issues, and City Administration improvements with procurement and contracting. The City Attorney will also advise and represent the Santa Clara Stadium Authority, Silicon Valley Power, the Santa Clara Convention Center, and the Related Santa Clara Project (a public-private partnership to create a LEED-certified, multi-phased, mixed-use destination adjacent to Levi's stadium).

## THE IDEAL CANDIDATE

The City of Santa Clara is seeking an experienced and confident legal professional with demonstrated expertise in a mid- to large- sized city or agency. The City Attorney will work collaboratively throughout the organization in an approachable, professional, and responsive manner. The City is seeking a candidate with municipal law experience that is ethical, impartial, and honest. The desired candidate is able to think quickly on their feet and make sound decisions. A driven problem solver that is not afraid to roll up their sleeves to help the City accomplish its goals



is sought. The new City Attorney will be innovative, driven, and proactive with a high emotional intelligence and will have the ability to guide Council while remaining neutral and non-partisan.

The ideal candidate should be a willing and active participant in the City's decision-making process and provide honest, consistent feedback and legal advice to protect the interests of the City. The successful candidate will be resourceful and will have a voice even among times of disagreement. A strong leader and team builder that is up for a challenge is sought. The new City Attorney demonstrates loyalty and flexibility. The City is seeking a highly effective communicator who is technically adept and will know when to outsource and how to manage outside counsel. Candidates with real estate and contracts experience are desired.

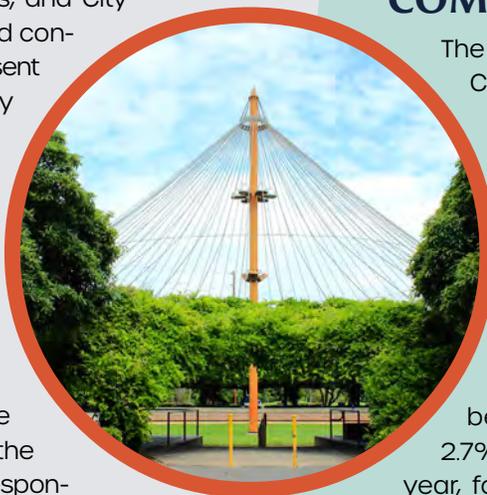
Candidates must have been admitted to practice as an attorney by the State of California, and shall have been engaged in the active practice of law for at least four years immediately prior to their appointment.

## COMPENSATION

The salary and benefits for the City Attorney are dependent on qualifications and determined by City Council upon appointment.

Benefits for the City Attorney (in accordance with negotiated contract terms) may include:

**Retirement** - A defined benefit plan under CalPERS, 2.7% at age 55, single highest year, for "Classic" CalPERS members. (Employees who have never been a member of CalPERS or a reciprocal agency, or who have had a break in service of 6 months or more from a CalPERS/reciprocal



agency, will have 2.0% at 62, highest three-year average final compensation in accordance with PEPRAs legislation).

**Health Insurance** - Choice of health insurance plans, offered by the City, through CalPERS health, with a health allocation of up to \$1,059.20 per month. Employee pays for additional premiums above the health allocation. A Flexible Spending Plan under Section 125 is available for employees to contribute pretax (federal, state, FICA, Medicare) dollars for dependent care and qualified unreimbursed medical expenses.

**Retiree Medical Reimbursement** - The City provides each employee who retires from the City with at least ten (10) years of regular City service with a reimbursement for unreimbursed single retiree health insurance premium.

**Social Security/Medicare (FICA)** - Employee pays into Medicare and Social Security.

**Dental and Vision Insurance** - City pays employee-only lowest cost plan. Employee pays for additional premiums above the employer contribution toward dental and vision insurance.

**Paid Leave** - Vacation is accrued initially at the rate of two weeks per year with amounts increasing to more than four weeks after 15 years of service. Consideration may be given for prior years of public sector service. Management Leave of 120 hours is granted per calendar year. If hired after July 1st, 60 hours is granted in the first year. Sick Leave is accrued at the rate of approximately 96 hours per year.

**Holidays** - The City observes thirteen (13) paid holidays annually and four (4) additional paid holidays between December 25th and January 1st.

**Deferred Compensation** - The City offers an optional 457(b) Plan.

**Voluntary Employee Beneficiary Association (VEBA)** - City contributes \$50 per month toward employee's defined contribution post-retirement medical benefit.

**Life Insurance** - City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

**Employee Assistance Program** - The City provides a comprehensive range of personal and professional services at no cost to the employee.

**Vehicle Allowance** - The City provides a vehicle allowance of up to \$520 per month.

**Cell Phone/Smart Phone Stipend** - \$80 per month in lieu of carrying a City-issued cell phone.

For more information on employee benefits, visit the City's benefits website:

<https://bit.ly/3cz899Y>

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

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

**Filing Deadline:  
Open Until Filled**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Santa Clara. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Valerie Phillips at:

(916) 784-9080

