

Peckham & McKenney  
"All about fit"



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

**City Attorney**  
CITY OF BRENTWOOD, CALIFORNIA

## The Community

The City of Brentwood is one of the Bay Area's fastest growing and most dynamic communities. Located approximately 60 miles east of San Francisco in Eastern Contra Costa County, Brentwood has grown from a small agricultural community of 7,500 just over three decades ago to its current population of roughly 65,000 residents. Under the stewardship of the City Council, staff, and community leaders, the City has been carefully planned with tree-lined residential neighborhoods, new schools, award-winning parks, an extensive network of walking trails, retail shops, and a quaint downtown. Brentwood is a great place to live and work and a place for both families and retirees to enjoy extraordinary views of majestic Mt. Diablo, the bounty of fresh fruits and produce from the rich agricultural area adjacent to the City, and the recreational opportunities of the Delta. Many important projects have been completed and are planned in the near future, including the development of the Innovation Center at Brentwood along Highway 4, the planned development of the Sand Creek Sports Complex, and the creation of new retail and employment



centers. The City's incorporated boundary is 14 square miles.

## The Organization

Brentwood is a General Law city governed by a Council / Manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected from districts and who serve four-year terms. In addition to appointing the City Manager and City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. The City has partnerships with the two area school districts and has helped fund additional sports and cultural facilities at schools to maximize public money to benefit the residents. Staff from the City and school districts work

closely together to ensure that schools and education are a top priority.

With a FY 2025/26 total operating budget of approximately \$327.6 million (General Fund \$83.3 million) which includes authorized staff of 341 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. Along with the City Manager and City Attorney's Offices, City departments include Community Development, Engineering, Finance and Information Systems, Human Resources, Parks and Recreation, Police, and Public Works. Fiscal strength and long-term financial stability are key components of the City's budget development principles, and Brentwood maintains a healthy General Fund with an annual balanced budget, a 30% reserve, and a prefunding plan to address unfunded pension and retiree medical obligations. **The City's Strategic Plan can be found here.**

## The City Attorney's Office

The City Attorney serves as the City government's legal counsel, under the direction of the City Council. Among other duties, the City Attorney's Office provides legal advice to the Mayor, City Council, City commissions, and employees; reviews and prepares ordinances, resolutions, contracts, leases, and other legal documents; provides legal assistance concerning City operations and procedures; represents the City in litigation, administrative hearings, and other legal matters; oversees work done by outside counsel on behalf of the City; and prosecutes violations of the Municipal Code. Specific areas of the law that are addressed by the attorneys in the City Attorney's Office include: administrative, contractual, City code enforcement, constitutional, employment, environmental, and land use/real estate. The City Attorney's Office has 6 full-time employees, and an annual department budget of \$2.5 million for Fiscal Year 2025/2026.



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### The Position

The City Council seeks an exceptional, experienced attorney with demonstrated expertise in municipal law. Reporting directly to the City Council, the City Attorney oversees the operations of the City Attorney's Office and serves as a member of the City's senior management team. The City Attorney is responsible for providing legal services and counsel on a wide range of legal issues for the City Council, City departments, and related agency boards and commissions. The City Attorney also works with outside legal



counsel providing specialized services to the City, coordinates assigned activities with other City officials, departments, outside agencies, and organizations, and provides highly responsible and complex support to the City Manager and department directors. Knowledge of federal, state, and local laws and codes, including land use, human resources, the Brown Act, Fair Political Practice Act, and other state laws are desired.

Additional duties include representing the City in litigation, overseeing and/or investigating claims by or against the City, maintaining awareness of new trends and developments in the field of municipal law, staying informed of up-to-date relevant case

law and legal proceedings, assisting staff in responding to and resolving difficult and sensitive citizen inquiries and complaints, and other duties as required.

### The Ideal Candidate

The City Council seeks a generalist practicing attorney with a strong working knowledge of California law who can work effectively in a fast-paced environment. The ideal candidate understands the importance of equally sharing legal advice and opinions with the City Council while patiently bringing Council members up to speed on complex legal issues. The ideal candidate is an open and transparent collaborator and demonstrates a willingness to develop positive working relationships with the City Council, the City Manager, and the executive team, and presents a calm demeanor while developing and maintaining cohesive working relationships.

The successful candidate has excellent communication skills and the ability to adjust their communication style to a diversity of audiences while informing the Council and City staff in a clear, concise and non-confrontational manner, is comfortable engaging in brainstorming and problem-solving sessions with City staff and other stakeholders on complex issues, and can work effectively in a fast-paced environment and provide thoughtful and timely legal advice. Involvement in and networking with colleagues in the profession is important in this role.

The next City Attorney is politically astute, while effectively advising the Council before decisions, that will likely result in legal challenge, are made.

This candidate is a calculated risk-taker and brings emotional intelligence, confidence, credibility, and the ability to handle all situations with tact and professionalism. The ideal candidate also has the ability to offer alternatives that allow City Council to meet their policy objectives in a way that protects the City from risk and reconciles the needs of City departments and individuals who may have differing interests.

Candidates committed to talent development, mentoring the City Attorney staff and encouraging professional growth opportunities make ideal candidates. Candidates who are approachable, proactive, exhibit a strong work ethic, are strategic and thoughtful leaders, and have the ability to anticipate issues in advance are encouraged to apply.

The minimum qualifications include any combination of education and experience which includes a Juris Doctorate Degree from an ABA or California State accredited school of law and eight (8) years of broad and extensive experience in all major phases of municipal law including California land use, liability, discrimination, Americans with Disabilities Act, Workers' Compensation, California Public Contract Code, public sector labor law, federal, state, and local ordinances, civil litigation, criminal issues, and administrative law and three (3) years of responsible management and administrative experience. Active membership in the State Bar of California is required.



## Compensation and Benefits

The annual salary range for this at will position is \$285,000 - \$315,000. In addition, the City also offers an attractive benefits package, including:

**RETIREMENT:** CalPERS 2.0% @ 60 formula for "classic members," and 2% @ 62 for new members. The City does not participate in Social Security, but it does participate in Medicare; the employee portion is 1.45%.

**RETIREE MEDICAL:** The City pays a maximum premium equal to the PEMHCA minimum amount (currently \$162/month).

**DEFERRED COMPENSATION SAVINGS PLAN (457):** Voluntary participation through the City's deferred compensation program with \$110/month match.

**RETIREE HEALTH SAVINGS ACCOUNT:** The City pays \$100/month.

**MEDICAL INSURANCE:** PPO or HMO through CalPERS. The City pays:

- Employee Only: 100% of the premium, regardless of plan.
- Employee+1: Amount equal to the Region 1 Kaiser Employee & 1 Dependent rate, currently \$2,337.72.
- Employee+Family: Amount equal to 85% of the Region 1 Kaiser Employee



## Search Schedule

**Filing Deadline:** ..... March 29, 2026

**Preliminary Interviews (telephonic):** ..... April 3, 2026

**Meeting to Review Candidates:**..... April 14, 2026

**Panel Interviews (In-Person):** ..... April 23, 2026

**Finalist Interviews (In-Person):**..... April 24, 2026

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

& 2+ Dependents rate, currently \$2,583.18.

- Cash in Lieu of Medical: \$300 per month.

**DENTAL:** 100% of premiums paid by the City for employees and dependents enrolled in the Basic Plan; optional enhanced plan with employee contribution.

**VISION:** 100% of premiums for employees and dependents paid by the City.

### ANNUAL PAID TIME OFF:

- Personal Time Off: 80 hours/FY
- Vacation: 21 days and may be adjusted at the discretion of City Council.
- Holidays: 15 including two floating holidays.
- Sick Leave: 12 days with no accrual cap.

**LIFE INSURANCE:** City paid \$150,000 life insurance policy.

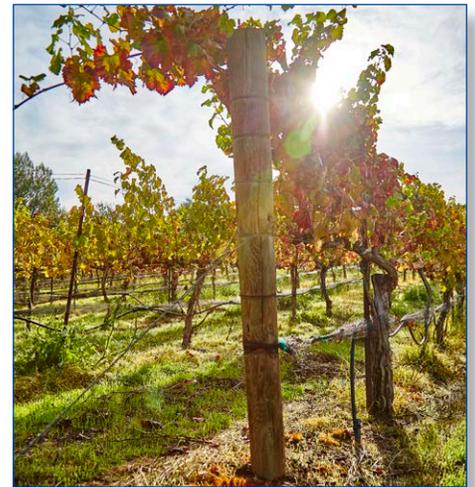
**LONG TERM DISABILITY:** City paid with a 29-day waiting period.

**SEVERANCE PAY:** Six months of severance following six months of employment.

**RELOCATION & HOUSING ASSISTANCE:** May be offered at the discretion of City Council.

**MANAGEMENT INCENTIVE PAY:** May be offered at the discretion of City Council.

*The City of Brentwood is an Equal Opportunity Employer.*



## 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)

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.

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