



CHIEF OF POLICE

CITY OF BURLINGAME



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 throughout winter when clear, cool days often break up the area's wet spells. Additional sports, 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 country's seventh largest commuter rail system, has two stops in Burlingame, with one operating on weekends only. 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, near 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 and the University of California, San Francisco, and stadiums for the San Francisco 49ers, Giants, Sharks, and Warriors.

Burlingame is also known for its remarkable quality of life – from public safety to an excellent public school system. Burlingame, often called the City of Trees, maintains over 16,500 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 find out more about this beautiful and charming city, visit 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 by districts for four-year terms; the Mayor and Vice-Mayor are chosen annually by the Council from among its members. The City Council and professional staff maintain a mutually respectful and productive relationship. The Council appoints the City Attorney, who serves as chief legal counsel; and the City Manager, who serves as chief administrative officer and is responsible for appointing 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 authority that serves Burlingame, Hillsborough, and Millbrae.

Despite challenges to the economy following the Pandemic era, Burlingame remains fiscally strong. The City has a total FY 2024-25 budget of \$159.6 million and a General Fund budget of \$81 million, with \$48.7 million in General Fund reserves and a staff of 231.4 full-time equivalents.

The City of Burlingame prides itself on being an "Employer of Choice" and embraces a participative approach to 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, service to the community, and their commitment to diversity and inclusivity. The City also has an incredibly talented and supportive Executive Management team who work collaboratively across the organization. In addition, there is a healthy and mutually respectful relationship between elected officials and staff, which helps to foster an environment where employees feel valued for their contributions. To hear from employees

about what's great about working for the City of Burlingame, view this video: <https://bit.ly/Work4Burlingame>

BURLINGAME POLICE DEPARTMENT

The Burlingame Police Department (BPD) has three divisions and several bureaus and units, including Patrol, Investigations, and Administrative Services. It is responsible for protecting the City's residents, businesses, and visitors by patrolling roughly six square miles and responding to more than 45,000 calls for service each year. The Department has an annual FY 2024-25 budget of approximately \$24 million and is supported by 60 personnel, including 40 sworn officers.

The Department is progressive in that it embraces collaborative and guardian-style policing and works collaboratively with the City Manager's Office, other City departments, the City Council, and the community to address crime, crime prevention, and quality of life issues. BPD works closely with the residential and business communities, schools, and other government entities and various service-based organizations to address community needs. As an example, the Department partners with nonprofits LifeMoves and Star Vista for outreach to the unsheltered community, ensures all officers receive Crisis Intervention Training, and utilizes the San Mateo County Mental Health Assessment and Referral Team on most calls involving persons in crisis.

Burlingame Police Department

● Mission Statement

Dedicated to serving the community by providing safety, security, and confidence through excellence in policing.

This recruitment was initiated in response to Chief Michael Matteucci's retirement after a 34-year career with Burlingame, including the last six years as Chief.



THE IDEAL CANDIDATE

The ideal candidate will be an exceptional professional who thrives leading in a small-mid-size organization where meaningful employee and community engagement and superior service delivery are paramount. This outstanding individual will have a history of successfully managing diverse teams and driving initiatives to improve public safety and build departmental and community trust.

The candidate selected will be a respected mentor who approaches opportunities to develop talent with encouraging enthusiasm and empathy. They will bring an attractive breadth of local law enforcement experience and best practices that reflects an impressive level of operational and administrative expertise. A track record of ensuring efficient, effective, and ethical policing practices along with experience working productively with labor groups will also be expected.

The individual selected will become a member of a highly collaborative executive team that is devoted to collectively making a difference. To be a good fit in Burlingame, department heads must confidently perform at the top of their game while exercising humility and a healthy sense of humor. Further, a track record that reflects a commitment to diversity and inclusivity will align well with Burlingame's values.

KEY ATTRIBUTES AND CHARACTERISTICS

Along with the previously mentioned criteria, competitive candidates will reveal the following strengths and attributes:

- **Visionary** – A forward-thinking leader who can inspire people to dedicate themselves to a unified vision and common goals. The ability to accurately plan for the short and

long-term service demands and public safety goals will be necessary to succeed in Burlingame.

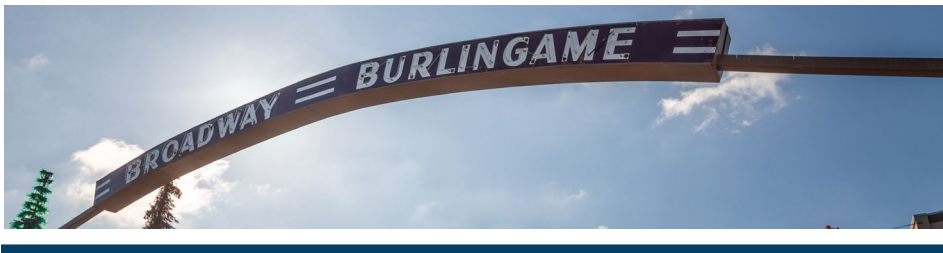
- **Upholds High Standards** – With uncompromising integrity, the ideal candidate promotes high expectations of self and others and operates with a continuous improvement mindset while instilling this norm throughout the organization. They will have a reputation for being unbiased, fair, and for holding others plus themselves accountable to high standards.
- **Values People** – Burlingame's Police Chief must genuinely care about people and acknowledge good work and outstanding contributions.
- **Engaging** – The successful candidate must be perceived as approachable and sincere and is a professional who enjoys engaging with team members throughout the department beyond superficial interactions. In addition, they will exercise a genuine interest in regularly interacting with members of the community.
- **Compelling Communicator** - They will be an impactful communicator within the organization as well as with the community and an effective listener who truly hears and appreciates the perspectives and ideas of others.
- **Passionate** – They will exhibit a contagious energy for the profession and exhibit excitement around the potential of having a positive impact on the Burlingame community.
- **Prioritizes Culture** – They will convey a sophisticated understanding of thriving organizational cultures in policing and exhibit the ability to

create and maintain an attractive culture for both sworn and professional staff with varying levels of experience.

- **Contemporary & Curious** – Given the evolving nature of policing, they will stay current on promising trends, tools, and technologies while encouraging curiosity around longstanding vs. emerging practices.
- **Resourceful & Innovative** – A skilled strategic thinker, they will possess a history of solving problems in creative and resourceful ways while mentoring others to do the same.

Competitive candidates will bring five years of increasingly responsible law enforcement experience, including at least two years at a level comparable to the rank of Captain. Experience in a mid-size agency is desired but not required. A bachelor's degree in a relevant field is required, and a master's degree is preferred.





Application & Selection Process

The closing date for this recruitment is **11:59 pm, Sunday, March 23, 2025**.

To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages.

COMPENSATION & BENEFITS

The base salary range for this position is \$225,242 – \$273,666 (4% COLA January 2026). Placement within the range will be DOQE. Upon obtaining the POST Executive Certificate, an additional \$1,034.50 per month may be earned. Along with salary, Burlingame offers a competitive benefits package that includes, but is not limited to:

Retirement: CalPERS Classic 3% at 50, Classic employees pay 9% required employee contribution plus 5% of the City's contribution to CalPERS retirement via payroll deduction on a pre-tax basis; 2.0% at 57, new members (PEPRA) pay 7.36% required employee contribution only. Burlingame does not participate in Social Security, except for 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, employees contribute 2% of their own salary to their HRA account.

Dental Reimbursement Plan: City will reimburse up to \$2,500 per calendar year for the employee. Additionally, there is a reimbursement of \$1,500/year for each dependent, not to exceed \$3,000 cumulative for all dependents per calendar year. Orthodontics 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 employees only.

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

Long-Term Disability: City provides coverage equal to 60% of monthly salary up to maximum of \$8,000.

Vacation Leave: Accrual of 80 hours annually for the first four years; increasing periodically thereafter to 192 hours annually after 25 years. Credit may be given for prior public service.

Administrative Leave: Accrual at the rate of 80 hours per year. Up to an additional 40 hours annually may be approved by the City Manager.

Paid Holidays: 14 days annually (includes two floating holidays).

Sick Leave: Accrual at the rate of 12 days per year.

Professional Development Allowance: \$2,500 per fiscal year for eligible expenses.

Deferred Compensation: City matches \$45 per biweekly pay period to a 457 plan.

Other Benefits: 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, Paid Parental Leave (4 weeks), and reduced fees on recreation fitness classes.



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Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be expected to participate in selection activities in April. The City anticipates making an appointment shortly thereafter, following the completion of negotiations and California POST compliant background and reference checks. Please note that references will not be contacted until mutual interest has been established.

