



STAFF REPORT

AGENDA NO: 11f

MEETING DATE: July 1, 2024

To: Honorable Mayor and City Council

Date: July 1, 2024

From: Maria Saguisag-Sid, Human Resources Director– (650) 558-7209

Subject: Adoption of a Resolution Authorizing a First Amendment of the City Attorney's Employment Agreement to Provide a Salary Increase of 8.0% and Approving the City of Burlingame Pay Rates and Ranges (Salary Schedule)

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the Mayor to execute a First Amendment to the Agreement Between the City of Burlingame and Michael Guina for Employment as City Attorney of the City of Burlingame (Employment Agreement) to increase his salary by 8.0%, effective May 17, 2024, and authorizing the City of Burlingame pay rates and ranges for employees (salary schedule).

BACKGROUND

City Attorney Michael Guina began his service with the City of Burlingame on May 17, 2021, pursuant to the Employment Agreement. On May 22, 2024, the City Council met with Mr. Guina in a closed session to review his performance after his third year as City Attorney. Per Paragraph 5, Monthly Compensation, and Paragraph 7, Employment Benefits, of the Employment Agreement, Mr. Guina receives the same cost of living adjustments and benefits provided to City Department Heads.

DISCUSSION

Following their evaluation of his performance, the City Council discussed Mr. Guina's compensation in a Closed Session on May 22, 2024. In recognition of Mr. Guina's positive performance evaluation, the City Council discussed a proposal to provide the City Attorney with an 8% equity adjustment to his base salary.

To increase his salary, Paragraph 5, Monthly Compensation, of the Employment Agreement must be amended to increase the monthly salary from \$21,120.12 per month to \$22,809.73 per month effective May 17, 2024. Furthermore, Mr. Guina will continue to receive the same cost of living adjustment provided to Department Heads.

The proposed increase for the City Attorney requires the City Council to authorize a new salary schedule that, once approved, will be made available to the public via the City of Burlingame website. The recommended new salary schedule, which is attached, also contains the previously

approved increases for various employee groups that will be effective on July 1, 2024, per their respective memoranda of understanding.

FISCAL IMPACT

The FY 2023-24 budget impact is \$2,938. The Current budget is sufficient to cover the increase for the remainder of the fiscal year. The FY 2024-25 budget impact is \$25,256, which will be included in the mid-year budget update.

Exhibits:

- Resolution
- Amendment to City Attorney's Employment Agreement
- Salary Schedule