



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: July 7, 2025

To: Honorable Mayor and City Council

Date: July 7, 2025

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

Subject: Adoption of a Resolution Authorizing the City Manager to Execute Side Letter Agreements to the Memoranda of Understanding with the AFSCME Local 829 Administrative Unit and AFSCME Local 829 Maintenance Unit

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute side letter agreements to the Memoranda of Understanding (MOUs) with the AFSCME Local 829 Administrative Unit and the AFSCME Local 829 Maintenance Unit.

BACKGROUND

The AFSCME Local 829 Administrative Unit and AFSCME Local 829 Maintenance Unit MOUs are set to expire on June 30, 2026. The MOUs include terms and conditions of employment for the employees of the respective units. Both units are due for salary adjustments in July 2025. Representatives for the City and AFSCME Local 829 Administrative Unit and AFSCME Local 829 Maintenance Unit met and conferred, as required by law, on the issue of the effective date of this July 2025 salary adjustment.

DISCUSSION

A language error was recently found in the AFSCME Local 829 Administrative Unit and Maintenance Unit MOUs. In both agreements, Section 7.1 Salary Adjustments states, "Effective in the first **full** payroll period of July 2025, the City will provide a four (4%) salary increase to all bargaining unit members." As currently written, the salary adjustment would start on July 14, 2025, which was not the intent of the parties.

The City has a long-standing practice to make the annual salary increase effective with the pay period that includes the first of the month it is effective, which in this case means the pay period that includes July 1st. That pay period starts on June 30, 2025, and ends on July 13, 2025. Therefore, the language in the MOU should strike the word "full" from the sentence and read as follows: "Effective in the first ~~full~~ payroll period of July 2025, the City will provide a four (4%) salary increase to all bargaining unit members." This language change will reflect the past practice and intent.

All parties have met and conferred regarding this issue and are agreeable to a side letter to implement this change to the current MOUs. The City is required to have amendments to existing MOUs approved by the governing board. These side letters, once approved by the City Council, will be made available to the public via the City of Burlingame website, attached to the existing MOUs.

FISCAL IMPACT

There is no fiscal impact with this change.

Exhibits

- Resolution
- Side Letter to the AFSCME Local 829 Administrative Unit Memorandum of Understanding
- Side Letter to the AFSCME Local 829 Maintenance Unit Memorandum of Understanding