

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AUTHORIZING POSITION ADDITIONS

WHEREAS, under the City of Burlingame Civil Service Rules, adopted pursuant to Municipal Code Section 3.52.030, the City Council is the final authority for approving the classification and compensation plan; and

WHEREAS, the proposed changes are as detailed below:

- Increase the Administrative Assistant position from .80 to 1.0 FTE in the City Clerk's Office Department; and
- Reclassify one Assistant to the City Manager position to one Deputy City Manager (new classification) position in the City Manager's Office; and
- Reclassify one Senior Building Inspector to one Building Division Supervisor (new classification) in the Community Development Department; and
- Reclassify two Assistant Planner positions to two Associate Planner positions in the Community Development Department; and
- Remove one Administrative Assistant position from the Community Development Department; and
- Increase the Administrative Assistant position from .20 to 1.0 FTE in the Finance Department; and
- Add one Information Technology Manager (new classification) in the Finance Department; and
- Add one Parks Maintenance Worker position in the Parks & Recreation Department; and
- Add one Recreation Supervisor position in the Parks & Recreation Department; and
- Reclassify one Management Analyst classification to one GIS Coordinator classification in the Public Works Department; and
- Add one Administrative Assistant in the Public Works Department; and

WHEREAS, the basis for the proposed changes is fully detailed in the budget staff report for this item on the May 21, 2025 City Council agenda; and

WHEREAS, the proposed changes are contingent upon adoption of the Fiscal Year 2025-2026 Budget; and

WHEREAS, the bargaining units representing the impacted classifications have reviewed the proposed changes and have not brought forth any objections or concerns.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Burlingame finds, orders, and declares that the Council approves

1. Increasing the Administrative Assistant position from .80 to 1.0 FTE in the City Clerk's Office Department; and
2. Reclassifying one Assistant to the City Manager position to one Deputy City Manager (new classification) position in the City Manager's Office; and

3. Reclassifying one Senior Building Inspector to one Building Division Supervisor (new classification) in the Community Development Department; and
4. Reclassifying two Assistant Planner positions to two Associate Planner positions in the Community Development Department; and
5. Removing one Administrative Assistant position from the Community Development Department; and
6. Increasing the Administrative Assistant position from .20 to 1.0 FTE in the Finance Department; and
7. Adding one Information Technology Manager (new classification) in the Finance Department; and
8. Adding one Parks Maintenance Worker position in the Parks & Recreation Department; and
9. Adding one Recreation Supervisor position in the Parks & Recreation Department; and
10. Reclassifying one Management Analyst classification to one GIS Coordinator classification in the Public Works Department; and
11. Adding one Administrative Assistant in the Public Works Department.

Peter Stevenson, Mayor

I, Meaghan Hassel Shearer City Clerk of the City of Burlingame, certify that the foregoing resolution was introduced at a regular meeting of the City Council held on the 16th day of June 2025, and was adopted thereafter by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Meaghan Hassel Shearer, City Clerk