



# STAFF REPORT

AGENDA NO: 9I

MEETING DATE: June 16, 2025

**To: Honorable Mayor and City Council**

**Date: June 16, 2025**

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

**Subject: Adoption of a Resolution Approving the City of Burlingame Salary Schedule – Casual Employees, Effective June 30, 2025**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing the City of Burlingame pay rates and ranges for Casual Employees (salary schedule) effective June 30, 2025.

## **BACKGROUND**

The Salary Schedule – Casual contains part-time and seasonal classifications that are unrepresented. The City Council last updated the Casual Salary Schedule in December 2024 (Resolution No. 147-2024).

## **DISCUSSION**

On June 30, 2025, the AFSCME Administrative and AFSCME Maintenance bargaining groups will receive their contractual cost-of-living increase. To maintain internal equity and mitigate compaction issues, Human Resources proposes increasing several positions listed in the Salary Schedule - Casual by 4%, the same cost-of-living adjustment that the AFSCME Administrative and AFSCME Maintenance bargaining units will receive. The positions proposed for the salary increase include the following.

ACCOUNTING TECH -RET ANNUITANT  
ADMINISTRATIVE SUPPORT  
ASSOCIATE PLANNER  
AUTOMOTIVE TECHNICIAN  
BUILDING INSPECTOR II  
BUILDING MAINTENANCE WORKER  
CUSTODIAN  
ENGINEERING TECHNICIAN II  
FACILITIES PROJECT MANAGER  
INTERN I  
INTERN II  
LABORER

LIB ASST II  
LIB ASST II - RET ANNUITANT  
LIBRARIAN I  
LIBRARIAN II  
LIBRARY AIDE I  
LIBRARY AIDE II  
LIBRARY ASSISTANT I  
LIBRARY ASSISTANT II  
MANAGEMENT ANALYST  
OFFICE ASSISTANT I  
PARKING ENFORCEMENT OFFICER  
PARKING ENFORCEMENT TECHNICIAN

PARKS AND TREE WORKER  
PASSPORT APPLICATION ACCEPTANC  
POLICE SERVICE AIDE  
PROGRAM MANAGER  
SIDEWALK PROGRAM COORDINATOR

SUMMER CREW  
SUMMER CREW LEADER  
SUSTAINABILITY COORDINATOR

The increases for these classifications require 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, in accordance with CCR Section 570.5.

**FISCAL IMPACT**

The financial impact from these increases will be absorbed by each affected department's existing funds in their respective budgets for the new fiscal year.

Exhibits:

- Resolution
- Salary Schedule – Casual