



STAFF REPORT

AGENDA NO: 9k

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 Authorizing a Second Amendment of the City Attorney's Employment Agreement 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 Second Amendment to the Agreement Between the City of Burlingame and Michael Guina for Employment as City Attorney of the City of Burlingame ("Second Amendment") to implement a 10% equity adjustment to his salary, effective May 17, 2025, 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 Agreement Between the City of Burlingame and Michael Guina for Employment as City Attorney of the City of Burlingame ("Employment Agreement") and as authorized by Resolution No. 023-2021. In 2024, the City Council and the City Attorney executed a First Amendment to the Employment Agreement pursuant to Resolution No. 090-2024.

On May 7, 2025, the City Council met with Mr. Guina in a Closed Session to review his performance after his fourth 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 7, 2025. In recognition of Mr. Guina's positive performance evaluation, the City Council discussed a proposal to provide the City Attorney with an adjustment to his base salary of 10.0%.

To increase his salary, Paragraph 5, Monthly Compensation, of the Employment Agreement must be amended to increase the monthly salary from \$23,950.21 per month to \$26,345.23 per month, effective May 17, 2025. Furthermore, Mr. Guina will continue to receive the same salary adjustment provided to Department Heads, which is scheduled to be received at the end of 2025.

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 (AFSCME Administrative Unit and AFSCME Maintenance Unit) that will be effective on June 30, 2025, per their respective Memorandum of Understanding.

FISCAL IMPACT

The FY 2024-2025 budget impact is \$4,140 for the City Attorney's pay increase. The current budget is sufficient to cover the increase for the remainder of the fiscal year, and the future budget will be adjusted to cover the increase going forward.

Exhibits:

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