



STAFF REPORT

AGENDA NO: 10b

MEETING DATE: January 6, 2020

To: Honorable Mayor and City Council

Date: January 6, 2020

From: Sonya M. Morrison, Human Resources Director– (650) 558-7209

Subject: Adoption of a Resolution Authorizing Amendment of the City Manager's Employment Agreement to Provide a Salary Increase of 3%, 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 an amendment to City Manager Lisa Goldman's employment agreement to increase her salary by 3% effective the first pay period of January 2020, and authorizing the City of Burlingame pay rates and ranges for employees (salary schedule).

BACKGROUND

City Manager Lisa Goldman began her service with the City of Burlingame on December 27, 2012. On December 4, 2019, the City Council met with Ms. Goldman in closed session to review her performance after her seventh year in office. Per Paragraph 7, Employment Benefits, of the Employment Agreement, Ms. Goldman receives the same benefits provided to City Department Heads.

DISCUSSION

Following their evaluation of her performance, Ms. Goldman left the closed session, and the Council thereafter discussed her compensation. In recognition of Ms. Goldman's positive performance evaluation, the City Council discussed at the December 4 closed session a proposal to increase the City Manager's salary by 3%. This is the same increase provided to the City Department Heads and Unrepresented unit.

In order to increase her salary, Section 5 of the employment agreement must be amended to increase the monthly salary from \$20,721.55 per month to \$21,343.20 per month effective the first pay period of January, 2020.

The proposed increase for the City Manager 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.

FISCAL IMPACT

The financial impact of this increase is approximately \$9,000 per year. The City Manager's Office budget can absorb the increase using existing funds for the remainder of the current fiscal year.

Exhibits:

- Resolution
- Sixth Amendment to City Manager's Employment Agreement
- Salary Schedule