

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AUTHORIZING POSITION AMENDMENTS, AMENDING THE PART-TIME SALARY & BENEFIT PLAN, AMENDING THE DEPARTMENT HEAD & UNREPRESENTED COMPENSATION AND BENEFIT PLAN, AND APPROVING THE CITY OF BURLINGAME PAY RATES AND RANGES

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:

- Add a 1.0 Full Time Equivalent (FTE) Permit Technician position in the Building Division of the Community Development Department;
- Add a 1.0 FTE Senior Building Inspector/Plan Checker position in the Building Division of the Community Development Department;
- Add a 1.0 FTE Associate Planner position in the Planning Division of the Community Development Department;
- Add a 1.0 FTE Senior Planner position in the Planning Division of the Community Development Department;
- Add a 0.25 FTE to the Economic Development and Housing Specialist position in the Community Development Department;
- Add a 1.0 FTE Human Resources Analyst II position in the Human Resources Department;
- Add a 1.0 FTE Program Manager position in the Transportation/Traffic Division of the Public Works Department;
- Add a 0.5 FTE Sustainability Coordinator position in the Office of the City Manager;
- Add a 0.625 FTE Assistant to the City Manager position in the Office of the City Manager; and.

WHEREAS, the Council has carefully considered all requests for increases in staffing levels at the City, being mindful of budget impacts, unfunded pension and benefit liabilities, and overall City costs; and

WHEREAS, the addition of these positions is necessitated by changes in legislation, regulatory obligations, service demands, and Council priorities, and to ensure adequate staffing to effectively carry out the City's priorities and support both General Fund and Capital Improvement Program activities; and

WHEREAS, the addition of positions will result in a reduction of contractor and temporary staff hours to off-set the budget impact of these changes; and

WHEREAS, the Part-Time Salary and Benefit Plan is amended in the areas of salary and leaves, and the Department Head and Unrepresented Compensation and Benefit Plan is amended to include part-time employees; and

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

WHEREAS, the Recreation Department desires to have control over the salary increases of casual staff in the Recreation Department; and

WHEREAS, the Recreation Leader casual classification series will no longer accrue vacation.

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

1. The Council approves the addition a 1.0 FTE Permit Technician position in the Building Division of the Community Development Department.
2. The Council approves the addition of a 1.0 FTE Senior Building Inspector/Plan Checker position in the Building Division of the Community Development Department.
3. The Council approves the addition of a 1.0 FTE Associate Planner position in the Planning Division of the Community Development Department
4. The Council approves the addition of a 1.0 FTE Senior Planner position in the Planning Division of the Community Development Department.
5. The Council approves the addition of a 0.25 FTE to the Economic Development and Housing Specialist position in the Community Development Department.
6. The Council approves the addition of a 1.0 FTE Human Resources Analyst II position in the Human Resources Department.
7. The Council approves the addition of a 1.0 FTE Program Manager position in the Transportation/Traffic Division of the Public Works Department.
8. The Council approves the addition of a 0.5 FTE Sustainability Coordinator position in the Office of the City Manager.
9. The Council approves the addition of a 0.625 FTE Assistant to the City Manager position in the Office of the City Manager.

Emily Beach, 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 18th day of February 2020, and was adopted thereafter by the following vote:

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

Meaghan Hassel Shearer, City Clerk