



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: December 1, 2025

To: Honorable Mayor and City Council

Date: December 1, 2025

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

Subject: Adoption of a Resolution Authorizing a Twelfth Amendment of the City Manager's Employment Agreement and a Third Amendment of the City Attorney's Employment Agreement and Approving the City of Burlingame Pay Rates and Ranges (Salary Schedules)

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the Mayor to execute a Twelfth Amendment to City Manager Lisa K. Goldman's Employment Agreement to provide a 4% salary increase and a Third Amendment to City Attorney Michael Guina's Employment Agreement to provide a 4% salary increase and approving the City of Burlingame pay rates and ranges for employees (salary schedules), effective December 29, 2025.

BACKGROUND

City Manager Lisa Goldman began her service with the City of Burlingame on December 27, 2012, pursuant to that certain Employment Agreement between the City and Ms. Goldman. On November 12, 2025, the City Council met with Ms. Goldman in a closed session to review her performance after her thirteenth year as City Manager. Per Paragraph 7, Employment Benefits, of the Employment Agreement, Ms. Goldman receives the same benefits provided to City Department Heads.

City Attorney Michael Guina began his service with the City of Burlingame on May 17, 2021. On November 17, 2025, the City Council met with Mr. Guina in a closed session to review his performance as City Attorney. Per 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 the City Manager's and City Attorney's performance, the Council discussed their compensation in Closed Session on November 12, 2025, and

November 17, 2025, respectively. In recognition of Ms. Goldman's and Mr. Guina's positive performance evaluations, the City Council discussed a proposal to provide a salary adjustment at the same time and in the same amount received by the Department Head group of 4% effective December 29, 2025. Per the current Compensation and Benefits Plan for Department Heads and Unrepresented Classifications, the Department Head group is scheduled to receive a salary adjustment of 4%, effective December 29, 2025.

To enact these changes, Section 5 of the respective Employment Agreements must be amended to increase the City Manager's monthly salary from \$27,989.75 per month to \$29,109.34 per month, and the City Attorney's monthly salary from \$26,345.23 per month to \$27,399.04 per month, effective December 29, 2025.

The proposed increases for the City Manager and City Attorney 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. The recommended new salary schedules are attached. The salary schedules effective December 29, 2025, also contain the previously approved increases for various employee groups (i.e. Burlingame Association of Middle Managers, Department Heads/Unrepresented) and related Casual/Seasonal classifications that are tied to the affected employee groups. Certain Casual/Seasonal classifications were also adjusted to reflect the new minimum wage that goes into effect on January 1, 2026.

FISCAL IMPACT

These increases were projected in the 2025-2026 fiscal year budget, so there is no additional financial impact from these changes.

Exhibits:

- Resolution
- Twelfth Amendment to City Manager's Employment Agreement
- City Manager's Employment Agreement and Subsequent Amendments
- Third Amendment to the City Attorney's Employment Agreement
- City Attorney's Employment Agreement and Subsequent Amendments
- Salary Schedules (Merit and Casual) effective December 29, 2025