



STAFF REPORT

AGENDA NO: 9p

MEETING DATE: August 17, 2026

To: Honorable Mayor and City Council

Date: August 17, 2026

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

Subject: Adoption of a Resolution Authorizing the City Manager to Execute Memoranda of Understanding with the AFSCME Administrative Unit and the AFSCME Operations Unit on Behalf of the City, and Approve the Amended Salary Schedules for Merit and Casual Classifications

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute successor Memoranda of Understanding (MOU) between the City of Burlingame and the AFSCME Administrative Unit, and the City of Burlingame and the AFSCME Operations Unit (formerly known as the AFSCME Maintenance Unit), effective July 1, 2026, through June 30, 2029. Staff further recommends approving the amended salary schedules for Merit and Casual Classifications, effective June 29, 2026.

BACKGROUND

The AFSCME Administrative Unit and AFSCME Operations Unit's agreements expired on June 30, 2026. The City and the AFSCME units met and conferred in good faith on the terms and conditions of employment as provided by State law. After seven negotiation sessions, the City and the AFSCME units were able to agree on tentative agreements for their respective units. The members voted to approve the tentative agreements on July 15, 2026.

DISCUSSION

The major terms of the final package agreement included cost of living adjustments for a three-year period, a longevity payment for the Operations Unit, adjustments to certification pay, enhancements to bereavement leave, an increase to bilingual pay, an increase to the medical waiver, reclassification reviews, and a benchmark study for 2027. The overall impact will require a budget augmentation for the remainder of the fiscal year to cover the difference from what was originally budgeted for FY 2026-2027.

The changes being recommended for the successor MOUs are as follows:

For the Administrative Unit

Term:

- Three years, July 1, 2026, to June 30, 2029

Wages

- 4.0 % increase effective the first pay period in July 2026
- Additional one-time equity adjustments of 4.5% for Accountant II and 1.5% for Accountant Assistant II classifications effective the first pay period in July 2026

- 4.0% increase effective the first pay period in July 2027
- 4.0% increase effective the first pay period in July 2028
- Benchmarking study in 2027
- Bilingual pay increase to \$100 per pay period in July 2027

Benefits

- Increase in medical waiver to \$450 per month
- Expansion of leave usage for various bereavement situations, including designated non-immediate family member, reproductive loss, relatives, friend, pet, or service animal.

MOU Language Additions and Changes:

- Increase in union orientation time from 15 minutes to 30 minutes for newly hired employees
- Advising employees of their right to representation during investigatory interviews
- Addition of leave for union-related work at the union's expense, per Government Code 3558.8
- Ability to petition certain disciplinary actions to be removed from personnel file after four years from date of issuance
- Clarification of probationary period extension due to leave of absence, reinstatement, and temporary upgrade pay
- Notice timing for layoffs from 14 days to 28 days
- Up to six employee-initiated reclassification requests per year

For the Operations Unit

Term:

- Three years, July 1, 2026, to June 30, 2029

Wages

- 4.0 % increase effective the first pay period in July 2026
- 4.0% increase effective the first pay period in July 2027
- 4.0% increase effective the first pay period in July 2028
- Benchmarking study in 2027
- Certification pay for Class A license, clean truck check, backflow prevention device certification, and certified tree worker certification, up to a maximum of 8% of base pay
- Longevity pay in the amount of 2.5% of base pay after 10 years of employment with the City effective January 1, 2027

Benefits

- Increase in medical waiver to \$450 per month
- Expansion of leave usage for various bereavement situations, including designated non-immediate family member, reproductive loss, relatives, friend, pet, or service animal.

Language Additions and Changes:

- Increase in union orientation time from 15 minutes to 30 minutes for newly hired employees
- Advising employees of their right to representation during investigatory interviews
- Addition of leave for union-related work at the union's expense, per Government Code 3558.8
- Ability to petition certain disciplinary actions to be removed from personnel file after four years from date of issuance
- Clarification of probationary period extension due to leave of absence and reinstatement
- Notice timing for layoffs from 14 days to 28 days

Staff is requesting approval from the City Council to authorize the City Manager to execute successor MOUs for the bargaining groups with the provisions noted above in the attached agreements. Staff

is also requesting approval of the amended salary schedules to be effective June 29, 2026, which will reflect the changes in compensation as agreed upon by the parties.

Approval of the provisions noted above will have a positive impact on the retention of current employees as well as improve the overall total compensation package to attract future employees.

FISCAL IMPACT

The total cost for Year 1 of the negotiated agreement for all covered employees is estimated at \$21,532,258. The adopted budget for fiscal year 2026-27 included an estimated 4% increase for these groups. The additional impact of these negotiated changes to the fiscal year 2026-27 budget is approximately \$106,490 for the AFSCME Administrative and Operations Units (General Fund - \$33,727, Enterprise Fund - \$59,559, and Internal Services Fund - \$13,204). Staff proposes increasing the budget appropriation by the same amount. Future budgets will incorporate the approved increases going forward.

Exhibits:

- Resolution
- AFSCME Administrative Unit Memorandum of Understanding
- AFSCME Operations Unit Memorandum of Understanding
- Salary Schedule – Merit
- Salary Schedule – Casual