

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AUTHORIZING POSITION CHANGES

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:

- Reclassify one (1.00 FTE) Planning Manager position to one (1.00 FTE) Assistant Community Development Director (*new classification*) position in the Community Development Department; and
- Reclassify one (1.00 FTE) Financial Services Manager position to one (1.00 FTE) Deputy Finance Director position in the Finance Department; and
- Add one (1.00 FTE) Senior Technology Analyst (*new classification*) position in the Finance/IT Department; and
- Increase one of the permanent part-time Librarian II positions from 0.75 FTE to one (1.00 FTE) and reduce another permanent part-time Librarian I position from 0.75 FTE to 0.50 FTE in the Library Department; and
- Reclassify one (1.00 FTE) Deputy Public Works Director position to one (1.00 FTE) Assistant Public Works Director position in the Public Works Department and realign the position between the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund at a 20/40/40 split; and
- Reclassify one (1.00 FTE) Recreation Supervisor position to one (1.00 FTE) Senior Management Analyst position in the Parks and Recreation Department; and
- Reclassify one (1.00 FTE) Recreation Manager position to one (1.00 FTE) Deputy Recreation Director position in the Parks and Recreation Department; and
- Add one (1.00 FTE) Recreation Coordinator position in the Parks and Recreation Department; and
- Reclassify one (1.00 FTE) Police Clerk II position to one (1.00 FTE) Police Evidence Technician position in the Police Department; and
- Adjust the percentage allocations for the following existing positions:
 - a) *Realign the Maintenance Electrician position between the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund at a 20/40/40 split. (PW)*
 - b) *Move 25% of one of the Financial Services Manager positions out of the IT Internal Services Fund and back to the General Fund. (Finance)*
 - c) *Realign the Finance Director position between the General Fund and the IT Internal Services fund at a 60/40 split. (Finance)*

WHEREAS, the basis for the proposed changes is fully detailed in the budget staff report for this item on the May 19, 2026, City Council agenda; and

WHEREAS, the proposed changes are contingent upon adoption of the Fiscal Year 2026-2027 Budget; and

WHEREAS, the City Council held a duly noticed public hearing on June 15, 2026, to consider adoption of the Fiscal Year 2026-2027 budget, including the personnel classification and position changes;

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

1. Reclassify one (1.00 FTE) Planning Manager position to one (1.00 FTE) Assistant Community Development Director (***new classification***) position in the Community Development Department; and
2. Reclassify one (1.00 FTE) Financial Services Manager position to one (1.00 FTE) Deputy Finance Director position in the Finance Department; and
3. Add one (1.00 FTE) Senior Technology Analyst (***new classification***) position in the Finance/IT Department; and
4. Increase one of the permanent part-time Librarian II positions from 0.75 FTE to one (1.00 FTE) and reduce another permanent part-time Librarian I position from 0.75 FTE to 0.50 FTE in the Library Department; and
5. Reclassify one (1.00 FTE) Deputy Public Works Director position to one (1.00 FTE) Assistant Public Works Director position in the Public Works Department and realign the position between the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund at a 20/40/40 split; and
6. Reclassify one (1.00 FTE) Recreation Supervisor position to one (1.00 FTE) Senior Management Analyst position in the Parks and Recreation Department; and
7. Reclassify one (1.00 FTE) Recreation Manager position to one (1.00 FTE) Deputy Recreation Director position in the Parks and Recreation Department; and
8. Add one (1.00 FTE) Recreation Coordinator position in the Parks and Recreation Department; and
9. Reclassify one (1.00 FTE) Police Clerk II position to one (1.00 FTE) Police Evidence Technician position in the Police Department; and
10. Adjust the percentage allocations for the following existing positions:
 - a) *Realign the Maintenance Electrician position between the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund at a 20/40/40 split. (PW)*
 - b) *Move 25% of one of the Financial Services Manager positions out of the IT Internal Services Fund and back to the General Fund. (Finance)*
 - c) *Realign the Finance Director position between the General Fund and the IT Internal Services fund at a 60/40 split. (Finance)*

Michael Brownrigg, 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 15th day of June 2026, and was adopted thereafter by the following vote:

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

Meaghan Hassel Shearer, City Clerk