

**SIDE LETTER AGREEMENT BETWEEN  
THE CITY OF BURBANK AND  
THE BURBANK MANAGEMENT ASSOCIATION (BMA)**

---

On October 29, 2019 the City Council approved the BMA Memorandum of Understanding (MOU) dated January 1, 2019 through June 30, 2022 by adopting resolution number 19-29,116. The adopted resolution provides authority to the Department Manager, after consultation with Management Services and with City Manager approval, to review and adjust total compensation in order to address recruitment and retention issues on a case-by-case basis. These adjustments are commonly known as “equity adjustments.”

The Community Development Director would like to adjust the top of the salary range for the Deputy City Planner job classification to address recruitment and retention issues in today’s market for experienced planning positions. Municipal employees in the planning field are currently in high demand due to recent State legislation and the increased number of residents and businesses in need of planning entitlement permits for construction. This high demand for experienced planners has led to more job opportunities for qualified candidates; thus, it is critical for the City of Burbank to be market competitive to recruit and retain qualified employees in this job classification.

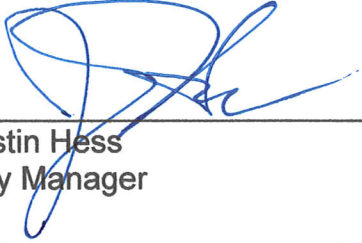
The Deputy City Planner is a high level position in planning that plays a critical role in providing oversight and management for the daily operations for current and long range planning projects for the Planning Division, and serves in an acting capacity to the Assistant Community Development Director - Planning in his/her absence.

The Community Development Department worked with the Management Services Department to conduct a salary survey for the Deputy City Planner classification. Unfortunately, there is not a clear market for the classification since many agencies don’t have a comparable position. As such, to keep the City of Burbank market competitive compared to its neighboring cities, the City of Glendale (\$13,306.31) and the City of Pasadena (\$13,713.00) the new top salary step for Deputy City Planner is increased by 5% as follows:

<b>Classification</b>	<b>Current Top (Monthly)</b>	<b>New Top (Monthly)</b>	<b>Percentage Increase</b>
Deputy City Planner	\$12,982.58	\$ 13,631.71	5%

**Date Signed by City Manager:** August 26, 2021

**Effective Date:** August 8, 2021



---

Justin Hess  
City Manager



---

Michael Carson  
BMA President



---

Betsy McClinton  
Management Services Director

Approved as to Form:



---

Amy Albano  
City Attorney

cc: Julianne Venturo, Assistant Management Services Director  
Juliana Demers, Deputy Financial Services Director