

**LETTER OF AGREEMENT
BETWEEN
THE CITY OF BURBANK
AND
THE BURBANK MANAGEMENT ASSOCIATION**

Subject: PRINCIPAL ACCOUNTANT CLASSIFICATION - SALARY RANGE DECREASE

On October 29, 2019, the City Council adopted resolution number 19-29,116 to approve the Burbank Management Association (BMA) Memorandum of Understanding (MOU) dated January 1, 2019 through June 30, 2022.

On May 23, 2022, in anticipation of the expiration of the MOU, the City and BMA began negotiations for a new MOU contract. In preparation for negotiations with BMA, staff conducted a salary survey for valuation of relevant market salaries, which showed the Principal Accountant classification is 17.17% above its relevant market as of July 2022.

Simultaneously, the Financial Services Department expressed an immediate need to recruit for Principal Accountant. With no current incumbents in the position, staff recognized this as an opportunity to establish a lower salary range for Principal Accountant, bringing the classification into alignment with the market while having no impact on any current City employees.

After discussion, the City and BMA agreed that an equity adjustment would best enable the department to expedite its recruitment for Principal Accountant with the corrected salary included as part of the recruitment posting. Thus, the purpose of this Letter of Agreement is to lower the salary range for Principal Accountant by 17.17% to align with the average monthly salary of its relevant market.

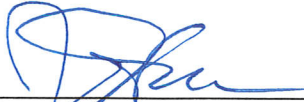
Considering that negotiations between the City and BMA are currently ongoing, the Parties agree that upon execution of this Letter of Agreement, the Principal Accountant classification will be at its market average for the 2022 market salary survey. Any salary increases for the Principal Accountant classification during the term of the contract currently under negotiation will be subject to those negotiations.

Effective the beginning of the pay period following the execution of this Letter of Agreement, the top step of the Principal Accountant classification will be adjusted as follows, with the full salary range adjusted accordingly:

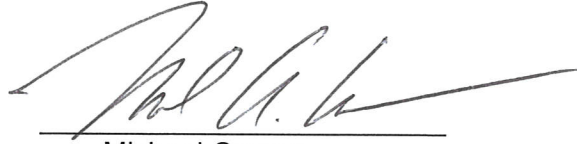
Classification	Current Top (Bi-Weekly)	Current Top (Monthly)	New Top (Bi-Weekly)	New Top (Monthly)	Percentage Decrease
Principal Accountant	\$5,573.55	\$12,076.03	\$ 4,616.75	\$10,002.96	-17.17%

Date Signed by City Manager:  _____

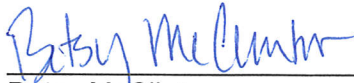
Effective Date (Pay Period Following City Manager's Signature): _____



Justin Hess
City Manager

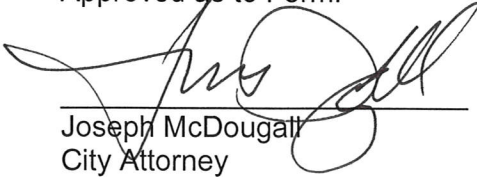


Michael Carson
BMA President



Betsy McClinton
Management Services Director

Approved as to Form:



Joseph McDougall
City Attorney

cc: Jennifer Becker, Financial Services Director
Julianne Venturo, Assistant Management Services Director