

**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 Parks and Recreation (P&R) Director has identified an immediate need for an equity adjustment for the Veterinarian classification to address issues with retention and future recruitment of a qualified candidate to fill the position. On July 1, 2022, the P&R Department will assume oversight of the Burbank Animal Shelter (Shelter) staffing. Prior to this transition the Burbank Police Department had difficulties filling the part-time Veterinarian position. The Veterinarian classification had been vacant since December 2017; during this time, only 21 candidates applied for the position and were either eliminated for not meeting the minimum qualifications, or withdrew their application, citing the low salary. With only one part-time Veterinarian employed at Burbank's Animal Shelter, the needs of the animals in its care could not be adequately met. In January 2022, after reviewing operations the decision was made to consolidate the two part-time positions to one full-time Veterinarian position. The full-time Veterinarian position will provide the needed staffing support to the Shelter, however there continues to be retention concerns. Thus, it is critical for the City of Burbank to be market competitive to retain, and in the future recruit, qualified candidates to fill the Veterinarian position.

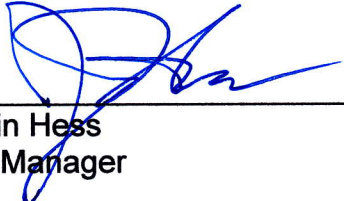
While there is not a clear market for the Veterinarian classification since many agencies do not have an Animal Shelter and/or Veterinarian classification, the Parks and Recreation Department worked with the Management Services Department to find relevant market data with which to conduct a salary survey. The department identified seven agencies in Southern California that have a Veterinarian classification: Irvine, Long Beach, City of Los Angeles, Los Angeles County, Orange County, Rancho Cucamonga, and Riverside County. A salary survey consisting of these seven agencies showed that the salary for Burbank's Veterinarian classification is 5.57% below its relevant market in Southern California. As such, to recruit and retain a qualified Veterinarian for Burbank's Animal Shelter, the City and BMA agree to a salary range increase as shown below:

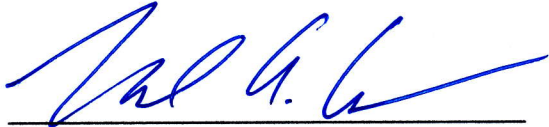
Classification	Current Top (Monthly)	New Top (Monthly)	Percentage Increase
Veterinarian	\$ 11,705.87	\$ 12,357.87	5.57%

This increase to the salary range shall remain valid through and beyond the term of the current MOU and will be incorporated into the City's official salary listing.

Effective Date: 4/6/22 4/17/22
 M.C.


Date Signed by City Manager:


 Justin Hess
 City Manager


 Michael Carson
 BMA President


 Betsy McClinton
 Management Services Director

Approved as to Form:

 JINA Oh for J. McDougall
 Joseph McDougall
 City Attorney

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