

RESOLUTION NO. 26-29,684

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING THE COMPENSATION PLAN FOR UNREPRESENTED MID-MANAGEMENT EMPLOYEES

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The following Compensation Plan is established for Unrepresented Mid Managers.

A. SALARIES

Effective June 22 2025, the salary and salary ranges for all Unrepresented Mid Management titles and incumbents shall be adjusted as specified in Column 3 of the attached Exhibit "A".

Effective the pay period containing July 1, 2026, the salary and salary ranges for all Unrepresented Mid Management titles and incumbents shall be adjusted as specified in Column 5 of the attached Exhibit "A".

Any further placement and movement within the salary range shall be determined by the effective Department Manager<sup>1</sup>.

B. TOTAL COMPENSATION

Total compensation may be reviewed and adjusted as necessary on a case-by-case basis by the affected employees' Department Manager, after consultation with Management Services and with City Manager approval, to correct for inequities relative to market salary surveys; correct internal inequities; address recruitment and retention issues; and compensate for new and/or increased services and/or duties.

C. EMPLOYEE ANNUAL EVALUATIONS

Each employee holding a position in classifications listed in Exhibit "A" shall be periodically evaluated, at least annually on the anniversary of the employee's initial appointment or promotion into any classification listed in Exhibit "A", unless otherwise approved by the City Manager, using performance evaluation forms approved by the City Manager or their designee. Such evaluation shall be conducted and approved by the Department Manager in which the employee is assigned. For purposes of

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<sup>1</sup> Department Manager means Assistant City Manager, Chief Information Officer, Community Development Director, Deputy City Manager, Deputy City Manager-Public Works & Capital Projects, Financial Services Director, Fire Chief, General Manager-BWP, Library Services Director, Management Services Director, Parks and Recreation Director, Police Chief, Public Works Director, as well as the City Clerk, City Treasurer, and City Attorney.

this Resolution, the "Department Manager" shall also include the City Manager, City Attorney, City Treasurer, and City Clerk.

#### D. MOVEMENT WITHIN THE SALARY RANGE

Salary increases should generally be given in conjunction with the annual performance evaluation described in Section C above, unless otherwise approved by the City Manager. However, at the Department Manager's discretion, salary increases not in conjunction with the annual performance evaluation may be granted if a performance evaluation was completed within the last twelve months of the date of the salary increase. In no case will an employee be given more than a 10% increase within a fiscal year, unless approved by the City Manager. The provisions of Sections 2-1-701 through 2-1-705, inclusive, of the Burbank Municipal Code, shall not be applicable to employees holding positions in the classifications listed in Exhibit "A".

A Department Manager may reduce the monthly salary of an employee in a classification listed in Exhibit "A" by up to 5% during any fiscal year on the basis of a less than satisfactory performance evaluation. Any action by a Department Manager with regard to an increase or decrease in salary, or refusal to grant any increase or decrease in salary, pursuant to the provisions of this Resolution, shall not be considered a grievable action and shall not be subject to the Grievance Procedure established in Administrative Procedure No. II-4. Any employee (except for Police Captains who are governed by the provisions of Government Code §§3300-3312 (Public Safety Officers Procedural Bill of Rights)) may, within five days of receipt of their copy of a performance evaluation calling for a reduction in pay, request an informal meeting before the City Manager or their designee and present evidence as to why the reduction in pay should not occur. Testimony and cross-examination of witnesses, other than the employee, shall not be allowed at the informal meeting. The decision of the City Manager or their designee shall be final.

#### E. HIRING

No person shall be hired in a position in a classification listed in Exhibit "A" at a salary more than 15% above the bottom of the salary range without the written approval of the City Manager.

#### F. PROMOTION

When an employee is promoted into a position in a classification listed in Exhibit "A", the employee shall be placed at a salary at least 5% higher than the salary such employee received at such employee's previous position. At the Department Manager's discretion, an employee may be placed at a

salary not to exceed 10% higher than the salary such employee received at such employee's previous position, unless otherwise approved by the City Manager. This advance placement may be based on performance, supervisory-subordinate salary relationship, and/or seniority. At no time shall an employee be placed below the bottom of the salary range for the position to which they are promoted. The next salary increase consideration shall be one year from the date of promotion.

## G. POLICE CAPTAINS

1. **Peace Officer Standards and Training (POST).** Police Captains shall receive POST pay and be paid the following percentages of the top of the Police Captain salary range:

Intermediate POST certificate:	6%
Advanced POST certificate:	10%
Supervisory POST certificate:	10%
Management POST certificate:	16%

2. **Education Incentive.** Effective June 22, 2025, Police Captains possessing a post-secondary degree issued from an educational institution that is accredited by an agency recognized by the U.S. Department of Education shall be paid the following:

Associate's degree:	\$192/month
Bachelor's degree:	\$400/month
Master's degree:	\$565/month

3. **Shooting Pay.** Police Captains shall receive shooting pay equivalent to the Burbank Police Officers' Association (BPOA) classifications.
4. **Probationary Period.** Police Captains shall serve a probationary period of one year. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their new position, and for rejecting any probationary employee whose performance does not meet the required standards of work. When the Police Chief reasonably concludes that extension of the employee's probationary period will improve the performance of the employee they may recommend, in writing, that the City Manager extend the employee's probationary period for up to six (6) months in two-month increments. The City Manager shall have exclusive authority over any such extension. In the event the probationary period is extended, the affected employee shall have an opportunity to discuss the extension with the Police Chief. A probationary appointment may be terminated without cause or right of appeal at any time during the probationary

period. An employee rejected during the probationary period for Police Captain, shall be reinstated to the position from which they were promoted, unless charges are filed and they are discharged as provided under the Civil Service Rules.

5. **Disability Insurance Allowance.** Police Captains shall receive the difference in the amount of the premium for the City-wide disability insurance plan and the amount of the premium for the BPOA disability insurance plan. The Management Services Director will be responsible for calculating the difference and establish the increased amount for Police Captains.
6. **Voluntary Employees' Beneficiary Association (VEBA).** Effective July 12, 2016, Police Captains shall participate in a VEBA under the same provisions as BPOA. In addition, the City will also make contributions to each active employee's individual VEBA account at the same rate that is contributed to BPOA represented employee accounts.

The Cafeteria Plan benefit for Police Captains will be reduced by the percent contribution towards VEBA (see Section 6 above) of their base salary to offset the cost of the City's contribution to an individual VEBA account, in the name of the said employee.

In addition, effective February 24, 2026, Police Captains shall contribute the following percentages of their accrued leaves to VEBA at time of separation:

Vacation Leave:	50% of eligible payout
In-Lieu Leave:	50% of eligible payout
Floating Holiday:	50% of eligible payout
Universal Leave:	50% of eligible payout
Management Leave:	50% of eligible payout
Personal Leave:	50% of eligible payout

7. **Uniform Allowance.** Effective June 22, 2025, Police Captains will receive \$1,250 per year uniform allowance. This uniform allowance will transition from biannual payments to biweekly payments, as follows:
  - a. On the pay date of November 20, 2025, Police Captains will receive a final lump-sum payment of \$625, covering the period from May 11, 2025, through November 8, 2025.
  - b. Beginning November 9, 2025, the uniform allowance will be paid biweekly in the amount of \$48.46 per pay period.
8. **Deputy Police Chief Differential.** Any Police Captain serving in the capacity of Deputy Police Chief shall receive a differential pay of 12% of base salary. The Deputy Police Chief assignment is intended to be a

non-rotating assignment. However, appointment to and removal from the assignment will be at the sole discretion of the Police Chief.

#### H. CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) CONTRIBUTION

1. The City of Burbank contracts with the CalPERS for a defined benefit pension plan. Each Unrepresented Mid Manager will be enrolled as a member of CalPERS on the date they first become eligible. CalPERS classifies each member as either Classic or New.
2. The City's contracted CalPERS retirement formula for Miscellaneous employees who are classified as Classic members is 2.5% at age 55. Based on the Public Employees' Pension Reform Act (PEPRA) effective January 1, 2013, Miscellaneous employees who are classified as New members have a CalPERS retirement formula that is 2% at age 62.
3. Police Captains who are classified as Classic CalPERS members have a retirement formula that is 3% at age 50. Based on PEPRA, Police Captains who are classified as New CalPERS members have a retirement formula that is 2.7% at age 57.
4. Unrepresented Mid Managers, except Police Captains, who are Classic CalPERS members, and who were not paying the full 8% CalPERS member contribution, began to do so effective August 17, 2014. Police Captains who were Classic CalPERS members began to pay the full 9% CalPERS member contribution effective the same date. Unrepresented Mid Managers who were already paying the full 8% CalPERS member contribution will continue to do so. New CalPERS members will continue to pay for half of the pension's normal cost as required by PEPRA.
5. **Cost Sharing.** Pursuant to the CalPERS contract amendment, which was effective February 7, 2021, Unrepresented Mid Managers who are CalPERS Classic Members shall contribute an amount equal to the percentage listed below of compensation earnable towards the employer CalPERS contribution, which is separate from, and in addition to the 8% or 9% required CalPERS member contribution described in Section 1.H.4. of this resolution, for a total contribution as shown below.

Column 1	Column 2	Column 3	Column 4
Employee Type	Current Contribution	Cost Share	Total Contribution
Classic Miscellaneous	8%	1.14%	9.14%
Classic Fire Safety (None)	9%	3.70%	12.70%
Classic Police Safety (Police Captain)	9%	6.93%	15.93%

6. Employer Paid Member Contributions (EPMC) are defined as contributions designated as employee contributions that are paid by the City of Burbank to CalPERS. Effective August 17, 2014, the City of Burbank shall no longer contribute EPMC to CalPERS on behalf of Unrepresented Mid Managers.

#### I. UNIVERSAL LEAVE

1. Unrepresented Mid Managers shall only accrue Universal Leave (consolidation of sick, vacation, floating holiday, and management leave). All leave balances earned prior to becoming an Unrepresented Mid Manager shall remain on the books under existing cash-out policies. However, employees may elect to convert their existing leave balances, up to a maximum of 1200 hours, to Universal Leave within 30 days after being promoted to a classification listed in Exhibit "A". Sick leave may be part of this conversion. However, sick leave will be converted at a 50% value after all vacation, floating holiday, and management leave balances have been exhausted.
2. Employees will accrue Universal Leave at the following rates:
 

0 - 5 years:	7.462 hours per pay period
5 - 14 years:	9.000 hours per pay period
15 - 29 years:	10.729 hours per pay period
30+ years:	11.459 hours per pay period
3. At the discretion of the Department Manager, an additional 40 hours of leave may be authorized in a calendar year. On an employee's 5th and 15th anniversary date, a one-time (lump sum) leave of 40 hours is accrued. Only those employees in a paid status shall accrue this lump sum leave time. This anniversary leave time shall be prorated on an annual basis whenever an employee goes on unpaid leave status or returns from unpaid leave status.
4. Each employee shall be allowed to accrue a maximum of 1200 hours of Universal Leave at any time. If an employee's accrued balance exceeds 1200 hours, they will stop accruing until such time as their balance falls below the 1200 hours.
5. With the approval of the Department Manager, employees may cash out, at 100% current value, up to 500 hours of Universal Leave at any time during the fiscal year as long as their total combined leave balances do not fall below 160 hours after cash out and they have used ten (10) days of said leave in the last twelve (12) months. The 12-month prior will be calculated using the rolling backward method. Sick leave usage does

not count toward the calculation of days/hours used for the purpose of annual cash out.

6. Should an employee terminate their service with the City, their Universal Leave balance will have 100% cash out value and will be paid out in accordance with Section W below. Upon the death of an active employee all accrued leave shall be paid to the beneficiary at 100% cash out value.
7. **Annual Sick Leave/Universal Leave Conversion.** On January 1 of each year, any Unrepresented Mid Manager may convert not more than thirty (30) hours of accumulated sick leave at 50% cash value or Universal Leave at 100% cash value for the sole purpose of reimbursing the employee for medical costs accrued during the prior calendar year not otherwise paid for by the City's medical insurance. This conversion is subject to the following:
  - a. Only employees who have served a minimum of two (2) full-time continuous years of service shall be eligible.
  - b. Reimbursement shall be made only for covered medical and hospital costs not otherwise paid by the City's medical insurance plan which are incurred by the employee and any of their dependents covered by the City's medical insurance program. Reimbursement shall not be made for any category of medical, hospital, or dental costs not eligible for coverage by the City's medical insurance plan.
  - c. An employee is not eligible for this conversion policy if their total accumulated leave hours would drop below 96 hours as of January 1 of each year, after the conversion is processed.
  - d. An employee's request for reimbursement shall be made during the month of January.
8. **Time Bank Donations for Illness/Injury.** Any leave types may be donated, except sick leave, to an established Employee Assistance or Catastrophic Illness/Injury time bank pursuant to rules and procedures established in Administrative Procedures II-29 regarding Voluntary Time Bank for Catastrophic Illness/Injury and II-49 regarding Employee Assistance Time Bank. Donated hours do not count toward the calculation of days/hours used for the purpose of annual cash out in Section I.5. above and do not count toward the 500 hours cash out limit.

## J. HOLIDAY AND BEREAVEMENT LEAVE

1. Holiday shall be as follows:
  - January 1st known as "New Year's Day"
  - Third Monday in January known as "Martin Luther King Jr. Day"
  - Third Monday in February known as "Presidents' Day"
  - March 31st, known as "Dolores Huerta Day"
  - Last Monday in May known as "Memorial Day"
  - June 19th, known as "Juneteenth National Independence Day"
  - July 4th known as "Independence Day"
  - First Monday in September known as "Labor Day"
  - November 11th known as "Veterans Day"
  - Fourth Thursday in November known as "Thanksgiving Day"
  - Friday following "Thanksgiving Day"
  - December 25th known as "Christmas Day"
  
2. An employee shall be entitled to take up to five days of bereavement leave in the event of the death of a member of the employee's immediate family, provided a written leave request is filed. Pay shall be authorized for all or any portion not to exceed three (3) days. The additional two days of bereavement leave may be taken as authorized unpaid leave or the employee may use their own accrued leave. Any absence in excess of five (5) days shall be in accordance with the existing provisions. For purpose of this Bereavement Leave policy, the term "member of the immediate family" is limited to: any relative by blood or marriage who is a member of the employee's household, spouse, registered domestic partner, children, step-children, son/daughter-in-law, parents, step-parents, father/mother-in-law, brother, sister, sister/brother-in-law, grandchildren, great grandchildren, grandparents, great grandparents, grandparents-in-law, or responsible guardian or person who has acted in that capacity, regardless of place of residence.

## K. MILITARY LEAVE

Until such time as the City Manager adopts an Administrative Procedure relating to salary and insurance assistance for City employees involuntarily called to active military duty in the armed forces, such Unrepresented Mid Managers shall be compensated as provided for in this resolution.

1. An employee may be absent on military leave as authorized in §395 through §395.8 of the Military and Veterans Code of California. The employee shall furnish to the Department Manager satisfactory proof of their orders to report for duty and of their actual service pursuant to such orders. The employee shall be returned to their position thereafter as provided in the Military and Veterans Code.

2. Notwithstanding the foregoing, for the period beginning September 11, 2001, and continuing to a date as determined by the City Manager, the City of Burbank shall compensate any Unrepresented Mid Manager who has been or is involuntarily called to active military duty the difference between the salary they would receive as an employee of the City of Burbank and that which they receive from the United States Government for their military duty. The amount of pay each such employee shall be entitled to receive shall be the difference between the gross pay and allowances actually received from the United States for such involuntary military service and the gross wages that said employee would have received from the City of Burbank had they not been involuntarily called to active military duty (subject to all necessary and appropriate deductions and withholdings). The City shall also continue to pay to the appropriate insurance companies, the City's contribution towards the premium of each employee's insurance benefit programs necessary to maintain the insurance benefit programs as determined by the City and the respective insurance companies. No payment of any wage or insurance premium provided for in this resolution shall be made by the City unless and until an employee requesting such payment provides sufficient and satisfactory documentation and proof (such as certified copies of official orders and pay records) concerning their eligibility to receive any such payments and with respect to the amount of such payments.

#### L. PARENTAL LEAVE

Effective the beginning of the pay period immediately following Council adoption, the City shall provide six weeks of paid parental leave, as set forth in the City's policy regarding Paid Parental Leave.

#### M. OTHER LEAVES

Notwithstanding any other provision of this resolution, all Unrepresented Mid Managers shall be eligible for all statutorily mandated leaves including but not limited to Maternity Leave, Family Medical Leave, California Family Rights Leave, Jury Duty, and Emergency Leave as set forth in the City's Administrative Procedures and subject to any terms and conditions as established by the City Manager.

#### N. CAFETERIA PLAN

1. A Cafeteria Plan as set forth in Resolution No. 21,481, passed and adopted on the 23rd day of December, 1985, for the provision of fringe benefits for employees in classifications enumerated in Exhibit "A" is hereby continued. This Cafeteria Plan is designated for programs of health or medical insurance, and subject to rules established by the City

Manager. In addition, reimbursement for qualified benefits as provided for in 26 USCS §125 shall be allowed with an administrative fee for employees who elect the out-of-pocket medical expense reimbursement under the City's flexible benefit plan.

2. The City will contribute the statutory minimum health premium contribution for employees and retirees under the Public Employees' Medical and Hospital Care Act (PEMHCA).
3. Effective November 19, 2017, each active regular full-time employee hired prior to January 1, 2008 who is enrolled in a City medical plan, or who provides proof of medical coverage other than a City medical plan, shall receive \$570.00 per month for the Cafeteria Plan. Active employees hired on or after January 1, 2008 will receive \$350.00 per month. This change has no impact to the "total potential allowance" described in Subsection 4 below. Cafeteria Plan amounts not utilized by an employee for eligible fringe benefits shall be added to their earnings. The PEMHCA statutory minimum health premium contribution is included in the base Cafeteria Plan amounts provided for in this paragraph.
4. Effective the beginning of the pay period containing December 1, 2025 (which is 11/23/25), additional City contributions towards the cost of medical premiums will be adjusted as listed in the chart below. These additional "up to" medical allowances can only be used for CalPERS medical premiums that are in excess of the cafeteria amount.

**Effective 12/01/25  
For Employees Hired Prior to January 1, 2008**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE INCLUDING CAFETERIA
One Party	\$ 570.00	\$ 197.00	\$ 767.00
Two Party	\$ 570.00	\$ 962.00	\$ 1,532.00
Family	\$ 570.00	\$ 1,420.00	\$ 1,990.00

**Effective 12/01/25  
For Employees Hired On or After January 1, 2008**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE INCLUDING CAFETERIA
One Party	\$ 350.00	\$ 417.00	\$ 767.00
Two Party	\$ 350.00	\$ 1,182.00	\$ 1,532.00
Family	\$ 350.00	\$ 1,640.00	\$ 1,990.00

**Effective 12/01/26  
For Employees Hired Prior to January 1, 2008**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE INCLUDING CAFETERIA
One Party	\$ 570.00	\$ 235.00	\$ 805.00
Two Party	\$ 570.00	\$ 1,039.00	\$ 1,609.00
Family	\$ 570.00	\$ 1,519.00	\$ 2,089.00

**Effective 12/01/26  
For Employees Hired On or After January 1, 2008**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE INCLUDING CAFETERIA
One Party	\$ 350.00	\$ 455.00	\$ 805.00
Two Party	\$ 350.00	\$ 1,259.00	\$ 1,609.00
Family	\$ 350.00	\$ 1,739.00	\$ 2,089.00

5. Regular employees with a job assignment of 30-40 hours per week shall be entitled to the full cafeteria plan amount as defined in Section 2 above, and the full additional "up to" medical amounts as defined in Section 3 above.
6. Regular employees with a job assignment of 20 hours to less than 30 hours per week shall be entitled to half of the full cafeteria plan amount as defined in Section 2 above, and half of the additional "up to" medical amounts as defined in Section 3 above.

**O. VISION AND DENTAL PLAN**

An employee vision plan shall be provided to each regular Unrepresented Mid Manager with a job assignment of at least 30 hours per week. Dependent coverage for the vision plan is voluntary and premiums shall be paid for by the employee. Each regular Unrepresented Mid Manager with a job assignment of at least 30 hours per week will be automatically enrolled in a dental plan, which includes dependent coverage if applicable.

**P. DIFFERENTIAL PAY**

1. **Professional Development.** The City shall pay \$55.00 per month (\$25.38 per pay period) to each regular full-time employee for Professional Development.
2. **Bilingual Pay.** A bilingual payment of \$100.00 per month shall be paid to any employee holding a position in a classification listed in Exhibit "A" who is assigned by a Department Manager to speak a second language

and such employee's proficiency in the second language has been evaluated pursuant to rules and procedures established by the City Manager.

3. **Minutes Differential.** At the Department Manager's discretion, an employee may receive an additional 5% of their monthly base salary when assigned to take the minutes at any official City Board or Commission.
4. **Working Out of Class (WOC).** Unrepresented Mid Managers who spend a majority of their time performing duties of a higher level, which are not generally included in their job specification, may receive WOC pay of 7.5%, unless otherwise approved by the City Manager, or the bottom of the range of the job title in which they are WOC, whichever is greater. If 7.5% exceeds the top of the WOC salary range, the WOC pay will be 5%. Unrepresented Mid Managers are only eligible for WOC pay for professional development purposes during job vacancies or long-term absences.
5. **Engineer Certification and Project Management Professional (PMP) Certification**  
Unrepresented Mid Managers at BWP will be eligible for a 5.25% differential by having earned either an Engineer Certification or Certification as a Project Management Professional (PMP).
6. **Certified Access Specialist (CASp).** To enhance their ability to complete their job duties, the Assistant Community Development Director-Building Official will receive an additional 10% of base pay for maintaining their CASp, effective June 22, 2025. The employee must provide certification documentation to the employer for verification before compensation begins, and payments shall commence the pay period following submission of proof of certification.

#### Q. CIVIL SERVICE STATUS AND OVERTIME

All Unrepresented Mid Managers, except Police Captains, shall be exempt from Civil Service. Police Captains shall be exempt from the Civil Service Rules regarding hiring and shall be subject to expediting hiring.

Unrepresented Mid Manager titles that have been found to be subject to the Fair Labor Standards Act (FLSA) shall be paid in accordance with FLSA. Unrepresented Managers who are exempt from FLSA shall not be eligible for overtime or in lieu time off unless approved by the City Manager.

## R. DISABILITY

1. The City shall provide short term disability and long-term disability insurance coverage to Unrepresented Mid Managers.
2. For Police Captains, the City shall contribute to the BPOA disability insurance plan provided the premium rate does not exceed the City's disability insurance plan premium rate.

## S. EDUCATION REIMBURSEMENT PROGRAM

Effective September 24, 2017, the Education Reimbursement Program shall reimburse 75% of eligible education cost up to a maximum amount of \$5,000 per fiscal year, per individual. The entire program will be subject to rules established by the City Manager.

## T. LIFE INSURANCE

A life insurance policy of \$50,000 will be provided to each Unrepresented Mid Manager at no cost. In addition, an Accidental Death and Dismemberment (AD&D) insurance policy of \$52,000 will be provided through the City's insurance vendor and a City self-funded AD&D policy of \$50,000 will be provided.

## U. BURBANK EMPLOYEES RETIREE MEDICAL TRUST (BERMT)

1. Effective February 25, 2018, the City began contributing \$100.00 per pay period on behalf each employee to the trust.
2. The City Manager or their designee is authorized to enter into the special agreements for participation of employees in the Trust as authorized by Article V.3 of the Trust Agreement.

## V. UTILITY RETIREE MEDICAL TRUST (URMT)

Unrepresented Mid Managers in the classifications of Assistant General Manager-BWP, Assistant General Manager-Customer Service & Marketing, Chief Financial Officer, Administrative Officer-BWP, Assistant General Manager – Utility Administrative Services, and Sustainability Officer, will have a one-time option to participate in URMT pursuant to the Plan documents. These are the only Unrepresented Mid Managers that are eligible to participate in URMT.

## W. RETIREE HEALTH SAVINGS (RHS)

1. Upon separation from the City, all Unrepresented Mid Managers will contribute into an RHS Plan as set forth in the Adoption Agreement.

Pursuant to the Adoption Agreement, the current contribution percentages are listed below.

Sick Leave:	50% of eligible payout
Vacation Leave:	50% of eligible payout
In-Lieu Leave:	50% of eligible payout
Floating Holiday:	50% of eligible payout
Universal Leave:	50% of eligible payout
Management Leave:	50% of eligible payout
Personal Leave:	50% of eligible payout

2. Police Captains will not contribute any leave payout into an RHS at the time of separation because leave payout is accounted for per the VEBA provisions of this resolution.

#### X. EMPLOYER 457 MATCHING CONTRIBUTION

1. City Match for "Classic" PERS Members

The City will match employee contributions to the City-provided 457 Deferred Compensation Account in an amount not to exceed \$75.00 per month.

2. City Match for "New" PERS Members

Effective June 22, 2025, the City will match employee contributions to the City-provided 457 Deferred Compensation Account up to 3% of base salary, for employees identified by PERS as New Members, as defined in Government Code §7522.04(f).

Effective the pay period containing July 1, 2026, the City's match for New Members will increase to up to 4% of base salary.

#### Y. SIGNING RETENTION PAY

Effective June 22, 2025, the City Manager, at their sole discretion, has the option of providing signing or retention pay, up to a maximum of 8% of salary, for any classification and/or individual in a position for which the City is experiencing difficulty in recruiting or retaining.

2. The Financial Services Director is authorized to make such revisions, changes in summaries, fund amounts, totals, and grand totals of the Annual Budget, and other budget documents as deemed necessary or prudent to reflect and implement the programs specified in this Resolution.

3. The City Manager or their designee is authorized to enter into, or amend, any agreement necessary to implement the benefit provisions of this Resolution.

4. Resolution No. 25-29,623 passed and adopted on June 24, 2025, is hereby repealed. It is the intent of the City Council in adopting this Resolution as an Amended and Restated Compensation Plan to change the leave payouts for Police Captains, and that all other provisions appearing herein shall continue in effect and shall not be deemed to have been repealed or readopted by this Resolution.

PASSED and ADOPTED this 24th day of February 2026.

Tamala Takahashi  
Mayor

Attest:

Approved as to Form:  
Office of the City Attorney

  
\_\_\_\_\_  
Kimberley Clark, City Clerk  
By: \_\_\_\_\_  
Joseph H. McDougall  
City Attorney

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF BURBANK                )

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the 24th day of February, 2026, by the following vote:

AYES:           Anthony, Rizzotti, Mullins, and Takahashi.

NOES:           None.

ABSENT:       Perez.

  
\_\_\_\_\_  
Kimberley Clark, City Clerk

**Exhibit A**  
**Unrepresented Mid Management Classifications**  
**Bi-Weekly Salaries**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
CLASSIFICATION	Current Range Top (Bi-weekly)	6/22/25 Range & In-Pocket % Incr.	6/22/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)
Administrative Analyst I (Z)	\$3,159.98	15.34%	\$3,644.72	11.67%	\$4,070.06
Administrative Analyst II (Z)	\$4,055.93	7.22%	\$4,348.77	4.00%	\$4,522.72
Administrative Officer	\$5,347.36	12.69%	\$6,025.94	4.00%	\$6,266.98
Administrative Officer-BWP	\$6,110.68	9.74%	\$6,705.86	4.00%	\$6,974.09
Applications Development Analyst III (Z)	\$5,144.49	4.58%	\$5,380.11	4.00%	\$5,595.31
Assistant Chief Information Officer	\$8,301.40	9.00%	\$9,048.53	4.00%	\$9,410.47
Assistant City Attorney	\$7,483.20	6.99%	\$8,006.28	4.00%	\$8,326.53
Assistant City Clerk	\$5,547.24	5.14%	\$5,832.37	4.00%	\$6,065.66
Assistant City Engineer	\$7,381.48	7.22%	\$7,914.42	4.00%	\$8,231.00
Assistant City Treasurer	\$5,463.28	9.38%	\$5,975.74	4.00%	\$6,214.77
Assistant Community Development Director - Business & Economic Development	\$7,867.44	7.81%	\$8,481.89	4.00%	\$8,821.17
Assistant Community Development Director-Building Official	\$7,744.53	7.81%	\$8,349.38	4.00%	\$8,683.36
Assistant Community Development Director-Transportation & Planning	\$7,867.44	7.81%	\$8,481.89	4.00%	\$8,821.17
Assistant Financial Services Director	\$7,828.55	9.38%	\$8,562.87	4.00%	\$8,905.38
Assistant General Manager-BWP	\$10,184.47	9.74%	\$11,176.44	4.00%	\$11,623.50
Assistant General Manager-Customer Service & Marketing	\$9,166.11	9.74%	\$10,058.89	4.00%	\$10,461.25
Assistant General Manager-Utility Administrative Services	\$7,099.34	13.35%	\$8,047.10	4.00%	\$8,368.98
Assistant Information Technology Director-Application Services	\$6,581.34	9.00%	\$7,173.66	4.00%	\$7,460.61
Assistant Information Technology Director-Operations	\$6,581.34	9.00%	\$7,173.66	4.00%	\$7,460.61
Assistant Library Services Director	\$6,618.06	6.49%	\$7,047.57	4.00%	\$7,329.47
Assistant Management Services Director	\$7,219.89	7.92%	\$7,791.71	4.00%	\$8,103.38
Assistant Management Services Director-Labor & Human Resources	\$7,219.89	7.92%	\$7,791.71	4.00%	\$8,103.38
Assistant Management Services Director-Risk Management & Safety	\$7,070.98	7.92%	\$7,631.00	4.00%	\$7,936.24
Assistant Park, Recreation, and Community Services Director	\$7,277.74	10.99%	\$8,077.56	4.00%	\$8,400.66
Assistant Public Works Director-Fleet & Buildings	\$7,708.35	7.22%	\$8,264.89	4.00%	\$8,595.49
Assistant Public Works Director-Streets & Waste Management	\$7,708.35	7.22%	\$8,264.89	4.00%	\$8,595.49

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
<b>CLASSIFICATION</b>	<b>Current Range Top (Bi-weekly)</b>	<b>6/22/25 Range &amp; In-Pocket % Incr.</b>	<b>6/22/25 New Range Top (Bi-weekly)</b>	<b>7/1/26 Range &amp; In-Pocket % Incr.</b>	<b>7/1/26 New Range Top (Bi-weekly)</b>
Assistant Public Works Director-Traffic	\$7,957.74	7.22%	\$8,532.29	4.00%	\$8,873.58
Assistant Public Works Director-Wastewater Systems	\$7,957.74	7.22%	\$8,532.29	4.00%	\$8,873.58
Assistant to the City Manager	\$5,788.10	13.13%	\$6,548.08	4.00%	\$6,810.00
Budget Manager	\$6,508.18	5.35%	\$6,856.37	4.00%	\$7,130.62
Capital Projects Program Manager	\$7,143.42	7.22%	\$7,659.17	4.00%	\$7,965.54
Chief Assistant City Attorney	\$9,934.20	6.99%	\$10,628.60	4.00%	\$11,053.74
Chief Assistant Community Development Director	\$8,359.17	7.81%	\$9,012.02	4.00%	\$9,372.50
Chief Assistant General Manager-BWP	\$12,667.82	10.51%	\$13,999.21	4.00%	\$14,559.18
Chief Assistant Public Works Director-City Engineer	\$8,376.57	7.22%	\$8,981.36	4.00%	\$9,340.61
Chief Financial Officer	\$9,675.23	9.74%	\$10,617.60	4.00%	\$11,042.30
Communications Manager	\$6,009.73	12.73%	\$6,774.77	4.00%	\$7,045.76
Community Assistance Coordinator	\$3,978.22	7.22%	\$4,265.45	4.00%	\$4,436.07
Deputy City Attorney	\$5,856.41	6.99%	\$6,265.77	4.00%	\$6,516.40
Deputy City Manager (Z)	\$7,633.04	7.22%	\$8,184.15	4.00%	\$8,511.52
Deputy Director-Park, Recreation, and Community Services	\$6,421.53	10.99%	\$7,127.26	4.00%	\$7,412.35
Deputy Financial Services Director	\$7,368.05	9.38%	\$8,059.17	4.00%	\$8,381.54
Diversity, Equity, and Inclusion Manager	\$5,594.66	7.92%	\$6,037.76	4.00%	\$6,279.27
Emergency Management Administrator	\$5,898.69	9.49%	\$6,458.48	4.00%	\$6,716.82
Executive Assistant	\$3,157.83	15.00%	\$3,631.50	4.00%	\$3,776.76
Financial Analyst (Z)	\$5,243.41	7.22%	\$5,621.98	4.00%	\$5,846.86
Fire Administrator	\$6,634.89	9.51%	\$7,265.87	4.00%	\$7,556.50
Human Resources Manager	\$5,594.66	11.42%	\$6,233.57	4.00%	\$6,482.91
Landscape and Forestry Services Superintendent	\$6,421.53	10.99%	\$7,127.26	4.00%	\$7,412.35
Law Office Administrator	\$3,497.62	7.22%	\$3,750.15	4.00%	\$3,900.16
Litigation Paralegal	\$4,771.89	6.99%	\$5,105.45	4.00%	\$5,309.67
Management Secretary	\$2,986.05	15.00%	\$3,433.96	4.00%	\$3,571.32
Police Administrator	\$7,070.54	12.00%	\$7,919.00	4.00%	\$8,235.76
Police Captain	\$9,064.72	12.00%	\$10,152.49	4.00%	\$10,558.59
Principal Civil Engineer (Z)	\$6,800.62	18.64%	\$8,068.26	4.00%	\$8,390.99
Purchasing Manager	\$5,957.70	16.51%	\$6,941.32	4.00%	\$7,218.97
Records Manager (Z)	\$5,216.60	5.14%	\$5,484.73	4.00%	\$5,704.12
Release Train Engineer	\$6,536.53	9.00%	\$7,124.82	4.00%	\$7,409.81
Revenue Manager	\$6,508.18	5.35%	\$6,856.37	4.00%	\$7,130.62
Secretary to the City Manager	\$3,656.48	15.00%	\$4,204.95	4.00%	\$4,373.15
Senior Administrative Analyst (Z)	\$4,715.46	2.24%	\$4,821.09	4.00%	\$5,013.93
Senior Assistant City Attorney	\$8,676.16	6.99%	\$9,282.62	4.00%	\$9,653.92
Senior Litigation Paralegal	\$5,487.68	6.99%	\$5,871.27	4.00%	\$6,106.12
Sustainability Officer	\$7,332.56	9.74%	\$8,046.75	4.00%	\$8,368.62