



**CITY OF COSTA MESA
HUMAN RESOURCES / RISK MANAGEMENT
SUPPLEMENTAL MEMORANDUM**

TO: THE HONORABLE CITY COUNCIL

FROM: KASAMA LEE, HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 1, 2023

**SUBJECT: AGENDA ITEM NO. NB-2: FISCAL YEAR 2022-2023 MID-YEAR
BUDGET UPDATE AND ADJUSTMENTS INCLUDING
RECOMMENDED STAFFING CHANGES**

For Agenda Item No. NB-2, the Facilities Maintenance Technician and Lead Facilities Maintenance Technician classifications in the Maintenance Worker series were inadvertently left off of the list of classifications in Attachment I: CMCEA Resolution No. 2023-XX and Attachment V: Summary of Proposed CMCEA Updates. The corrected attachments are attached for your reference.

The updated fiscal impact for the current Fiscal Year 2023-24 pro-rated increase is estimated at \$792,729 for the full-time classifications. The total estimated annual fiscal impact of these adjustments in future budgets is \$981,475 for the full-time classifications.

If you have any questions, please let me know.

c. Lori Ann Farrell Harrison, City Manager
Kimberly Hall-Barlow, City Attorney
Brenda Green, City Clerk
Carol Molina, finance Director

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING RESOLUTIONS NO. 2022-70 AND 2022-71 TO REVISE THE PAY RANGES FOR VARIOUS CLASSIFICATIONS OF EMPLOYEES REPRESENTED BY THE COSTA MESA CITY EMPLOYEES ASSOCIATION.

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, on November 15, 2022, the City Council adopted Resolutions No. 2022-69, 2022-70, and 2022-71 revising the pay ranges for job classifications represented by the Costa Mesa City Employees Association; and

WHEREAS, on March 21, 2023, the City Council adopted Resolution 2023-15 amending Resolutions No. 2022-69, 2022-70, and 2022-71 approving updates to various classifications; and

WHEREAS, on June 6, 2023, the City Council adopted Resolution 2023-27 to establish the new job classifications of Animal Services Supervisor and Cyber Security Analyst and to establish the pay ranges for the new classifications; and

WHEREAS, on June 20, 2023, the City Council adopted Resolution 2023-37 approving updates to various classifications; and

WHEREAS, the City Council desires to amend Resolutions 2022-70 and 2022-71 to establish the new job classification of Code Enforcement Officer I and to establish the pay ranges for the new classification; and

WHEREAS, the City Council further desires to rename the existing “Code Enforcement Officer” as the “Code Enforcement Officer II” classification; and

WHEREAS, the City Council further desires to rename the existing “Animal Services Supervisor” as the “Animal Control Supervisor” classification; and

WHEREAS, the City Council further desires to amend Resolutions 2022-70 and 2022-71 to revise the pay ranges for the classifications specified herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. The existing “Code Enforcement Officer” classification is hereby renamed as the “Code Enforcement Officer II” classification.

SECTION 2. The existing “Animal Services Supervisor” classification is hereby renamed as the “Animal Control Supervisor” classification.

SECTION 3. The following pay ranges and monthly rates of pay for the identified job classifications are hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes September 24, 2023. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0126	Chief of Code Enforcement	CMC	664	\$7,514	\$7,890	\$8,284	\$8,698	\$9,133	\$9,590	\$10,069	Monthly
				\$90,168	\$94,680	\$99,408	\$104,376	\$109,596	\$115,080	\$120,828	Annual
				\$43.35	\$45.52	\$47.79	\$50.18	\$52.69	\$55.33	\$58.09	Hourly
0125	Code Enforcement Officer	CMC	449	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048	\$7,400	Monthly
				\$66,264	\$69,576	\$73,056	\$76,704	\$80,544	\$84,576	\$88,800	Annual
				\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66	\$42.69	Hourly
0120	Code Enforcement Officer II	CMC	626	\$6,219	\$6,530	\$6,857	\$7,200	\$7,560	\$7,938	\$8,335	Monthly
				\$74,628	\$78,360	\$82,284	\$86,400	\$90,720	\$95,256	\$100,020	Annual
				\$35.88	\$37.67	\$39.56	\$41.54	\$43.62	\$45.80	\$48.09	Hourly
0121	Construction Inspector	CMC	867	\$6,750	\$7,087	\$7,441	\$7,813	\$8,204	\$8,614	\$9,045	Monthly
				\$81,000	\$85,044	\$89,292	\$93,756	\$98,448	\$103,368	\$108,540	Annual
				\$38.94	\$40.89	\$42.93	\$45.08	\$47.33	\$49.70	\$52.18	Hourly
0099	Crime Analyst	CMC	859	\$6,574	\$6,903	\$7,248	\$7,610	\$7,990	\$8,389	\$8,808	Monthly
				\$78,888	\$82,836	\$86,976	\$91,320	\$95,880	\$100,668	\$105,696	Annual
				\$37.93	\$39.83	\$41.82	\$43.90	\$46.10	\$48.40	\$50.82	Hourly
0407	Facilities Maintenance Technician	CMC	589	\$5,277	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,072	Monthly
				\$63,324	\$66,492	\$69,816	\$73,308	\$76,968	\$80,820	\$84,864	Annual
				\$30.44	\$31.97	\$33.57	\$35.24	\$37.00	\$38.86	\$40.80	Hourly
0304	Fairview Park Administrator	CMC	887	\$8,862	\$9,305	\$9,770	\$10,258	\$10,771	\$11,310	\$11,876	Monthly
				\$106,344	\$111,660	\$117,240	\$123,096	\$129,252	\$135,720	\$142,512	Annual
				\$51.13	\$53.68	\$56.37	\$59.18	\$62.14	\$65.25	\$68.52	Hourly
0057	Financial Analyst	CMC	899	\$8,298	\$8,713	\$9,149	\$9,606	\$10,086	\$10,590	\$11,120	Monthly
				\$99,576	\$104,556	\$109,788	\$115,272	\$121,032	\$127,080	\$133,440	Annual
				\$47.87	\$50.27	\$52.78	\$55.42	\$58.19	\$61.10	\$64.15	Hourly

0409	Lead Facilities Maintenance Technician	CMC	863	\$6,200	\$6,510	\$6,836	\$7,178	\$7,537	\$7,914	\$8,310	Monthly
				\$74,400	\$78,120	\$82,032	\$86,136	\$90,444	\$94,968	\$99,720	Annual
				\$35.77	\$37.56	\$39.44	\$41.41	\$43.48	\$45.66	\$47.94	Hourly
0405	Lead Maintenance Worker	CMC	864	\$6,200	\$6,510	\$6,836	\$7,178	\$7,537	\$7,914	\$8,310	Monthly
				\$74,400	\$78,120	\$82,032	\$86,136	\$90,444	\$94,968	\$99,720	Annual
				\$35.77	\$37.56	\$39.44	\$41.41	\$43.48	\$45.66	\$47.94	Hourly
0402	Maintenance Assistant	CMC	550	\$4,244	\$4,456	\$4,679	\$4,913	\$5,159	\$5,417	\$5,688	Monthly
				\$50,928	\$53,472	\$56,148	\$58,956	\$61,908	\$65,004	\$68,256	Annual
				\$24.48	\$25.71	\$26.99	\$28.34	\$29.76	\$31.25	\$32.82	Hourly
0403	Maintenance Worker	CMC	846	\$4,690	\$4,925	\$5,171	\$5,430	\$5,701	\$5,986	\$6,285	Monthly
				\$56,280	\$59,100	\$62,052	\$65,160	\$68,412	\$71,832	\$75,420	Annual
				\$27.06	\$28.41	\$29.83	\$31.33	\$32.89	\$34.53	\$36.26	Hourly
0243	Management Aide	CMC	892	\$6,205	\$6,515	\$6,841	\$7,183	\$7,542	\$7,919	\$8,315	Monthly
				\$74,460	\$78,180	\$82,092	\$86,196	\$90,504	\$95,028	\$99,780	Annual
				\$35.80	\$37.59	\$39.47	\$41.44	\$43.51	\$45.69	\$47.97	Hourly
0074	Management Analyst	CMC	872	\$7,134	\$7,491	\$7,866	\$8,259	\$8,672	\$9,106	\$9,561	Monthly
				\$85,608	\$89,892	\$94,392	\$99,108	\$104,064	\$109,272	\$114,732	Annual
				\$41.16	\$43.22	\$45.38	\$47.65	\$50.03	\$52.53	\$55.16	Hourly
0012	Police Records Shift Supervisor	CMC	594	\$5,660	\$5,943	\$6,240	\$6,552	\$6,880	\$7,224	\$7,585	Monthly
				\$67,920	\$71,316	\$74,880	\$78,624	\$82,560	\$86,688	\$91,020	Annual
				\$32.65	\$34.29	\$36.00	\$37.80	\$39.69	\$41.68	\$43.76	Hourly
0010	Police Records Technician	CMC	546	\$4,455	\$4,678	\$4,912	\$5,158	\$5,416	\$5,687	\$5,971	Monthly
				\$53,460	\$56,136	\$58,944	\$61,896	\$64,992	\$68,244	\$71,652	Annual
				\$25.70	\$26.99	\$28.34	\$29.76	\$31.25	\$32.81	\$34.45	Hourly
0119	Senior Code Enforcement Officer	CMC	896	\$6,684	\$7,018	\$7,369	\$7,737	\$8,124	\$8,530	\$8,956	Monthly
				\$80,208	\$84,216	\$88,428	\$92,844	\$97,488	\$102,360	\$107,472	Annual
				\$38.56	\$40.49	\$42.51	\$44.64	\$46.87	\$49.21	\$51.67	Hourly
0432	Senior Lead Maintenance Worker	CMC	871	\$6,753	\$7,091	\$7,446	\$7,818	\$8,209	\$8,619	\$9,050	Monthly
				\$81,036	\$85,092	\$89,352	\$93,816	\$98,508	\$103,428	\$108,600	Annual
				\$38.96	\$40.91	\$42.96	\$45.10	\$47.36	\$49.73	\$52.21	Hourly
0404	Senior Maintenance Worker	CMC	587	\$5,105	\$5,360	\$5,628	\$5,909	\$6,204	\$6,514	\$6,840	Monthly
				\$61,260	\$64,320	\$67,536	\$70,908	\$74,448	\$78,168	\$82,080	Annual
				\$29.45	\$30.92	\$32.47	\$34.09	\$35.79	\$37.58	\$39.46	Hourly

0244	Senior Management Analyst	CMC	895	\$7,975	\$8,374	\$8,793	\$9,233	\$9,695	\$10,180	\$10,689	Monthly
				\$95,700	\$100,488	\$105,516	\$110,796	\$116,340	\$122,160	\$128,268	Annual
				\$46.01	\$48.31	\$50.73	\$53.27	\$55.93	\$58.73	\$61.67	Hourly
0011	Senior Police Records Technician	CMC	561	\$4,799	\$5,039	\$5,291	\$5,556	\$5,834	\$6,126	\$6,432	Monthly
				\$57,588	\$60,468	\$63,492	\$66,672	\$70,008	\$73,512	\$77,184	Annual
				\$27.69	\$29.07	\$30.53	\$32.05	\$33.66	\$35.34	\$37.11	Hourly

SECTION 4. The following pay ranges and monthly rates of pay for the identified job classifications are hereby established and placed under the Basic Salary Administration Plan effective the pay period that includes July 1, 2024. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0126	Chief of Code Enforcement	CMC	664	\$7,739	\$8,126	\$8,532	\$8,959	\$9,407	\$9,877	\$10,371	Monthly
				\$92,868	\$97,512	\$102,384	\$107,508	\$112,884	\$118,524	\$124,452	Annual
				\$44.65	\$46.88	\$49.22	\$51.69	\$54.27	\$56.98	\$59.83	Hourly
0125	Code Enforcement Officer	CMC	449	\$5,687	\$5,971	\$6,270	\$6,584	\$6,913	\$7,259	\$7,622	Monthly
				\$68,244	\$71,652	\$75,240	\$79,008	\$82,956	\$87,108	\$91,464	Annual
				\$32.81	\$34.45	\$36.17	\$37.98	\$39.88	\$41.88	\$43.97	Hourly
0120	Code Enforcement Officer II	CMC	626	\$6,407	\$6,727	\$7,063	\$7,416	\$7,787	\$8,176	\$8,585	Monthly
				\$76,884	\$80,724	\$84,756	\$88,992	\$93,444	\$98,112	\$103,020	Annual
				\$36.96	\$38.81	\$40.75	\$42.78	\$44.93	\$47.17	\$49.53	Hourly
0121	Construction Inspector	CMC	867	\$6,952	\$7,300	\$7,665	\$8,048	\$8,450	\$8,872	\$9,316	Monthly
				\$83,424	\$87,600	\$91,980	\$96,576	\$101,400	\$106,464	\$111,792	Annual
				\$40.11	\$42.12	\$44.22	\$46.43	\$48.75	\$51.18	\$53.75	Hourly
0099	Crime Analyst	CMC	859	\$6,770	\$7,109	\$7,464	\$7,837	\$8,229	\$8,640	\$9,072	Monthly
				\$81,240	\$85,308	\$89,568	\$94,044	\$98,748	\$103,680	\$108,864	Annual
				\$39.06	\$41.01	\$43.06	\$45.21	\$47.48	\$49.85	\$52.34	Hourly
0407	Facilities Maintenance Technician	CMC	589	\$5,435	\$5,707	\$5,992	\$6,292	\$6,607	\$6,937	\$7,284	Monthly
				\$65,220	\$68,484	\$71,904	\$75,504	\$79,284	\$83,244	\$87,408	Annual
				\$31.36	\$32.93	\$34.57	\$36.30	\$38.12	\$40.02	\$42.02	Hourly

0304	Fairview Park Administrator	CMC	887	\$9,129	\$9,585	\$10,064	\$10,567	\$11,095	\$11,650	\$12,232	Monthly
				\$109,548	\$115,020	\$120,768	\$126,804	\$133,140	\$139,800	\$146,784	Annual
				\$52.67	\$55.30	\$58.06	\$60.96	\$64.01	\$67.21	\$70.57	Hourly
0057	Financial Analyst	CMC	899	\$8,548	\$8,975	\$9,424	\$9,895	\$10,390	\$10,909	\$11,454	Monthly
				\$102,576	\$107,700	\$113,088	\$118,740	\$124,680	\$130,908	\$137,448	Annual
				\$49.32	\$51.78	\$54.37	\$57.09	\$59.94	\$62.94	\$66.08	Hourly
0409	Lead Facilities Maintenance Technician	CMC	863	\$6,387	\$6,706	\$7,041	\$7,393	\$7,763	\$8,151	\$8,559	Monthly
				\$76,644	\$80,472	\$84,492	\$88,716	\$93,156	\$97,812	\$102,708	Annual
				\$36.85	\$38.69	\$40.62	\$42.65	\$44.79	\$47.03	\$49.38	Hourly
0405	Lead Maintenance Worker	CMC	864	\$6,387	\$6,706	\$7,041	\$7,393	\$7,763	\$8,151	\$8,559	Monthly
				\$76,644	\$80,472	\$84,492	\$88,716	\$93,156	\$97,812	\$102,708	Annual
				\$36.85	\$38.69	\$40.62	\$42.65	\$44.79	\$47.03	\$49.38	Hourly
0402	Maintenance Assistant	CMC	550	\$4,371	\$4,590	\$4,820	\$5,061	\$5,314	\$5,580	\$5,859	Monthly
				\$52,452	\$55,080	\$57,840	\$60,732	\$63,768	\$66,960	\$70,308	Annual
				\$25.22	\$26.48	\$27.81	\$29.20	\$30.66	\$32.19	\$33.80	Hourly
0403	Maintenance Worker	CMC	846	\$4,830	\$5,072	\$5,326	\$5,592	\$5,872	\$6,166	\$6,474	Monthly
				\$57,960	\$60,864	\$63,912	\$67,104	\$70,464	\$73,992	\$77,688	Annual
				\$27.87	\$29.26	\$30.73	\$32.26	\$33.88	\$35.57	\$37.35	Hourly
0243	Management Aide	CMC	892	\$6,390	\$6,710	\$7,046	\$7,398	\$7,768	\$8,156	\$8,564	Monthly
				\$76,680	\$80,520	\$84,552	\$88,776	\$93,216	\$97,872	\$102,768	Annual
				\$36.87	\$38.71	\$40.65	\$42.68	\$44.82	\$47.05	\$49.41	Hourly
0074	Management Analyst	CMC	872	\$7,349	\$7,716	\$8,102	\$8,507	\$8,932	\$9,379	\$9,848	Monthly
				\$88,188	\$92,592	\$97,224	\$102,084	\$107,184	\$112,548	\$118,176	Annual
				\$42.40	\$44.52	\$46.74	\$49.08	\$51.53	\$54.11	\$56.82	Hourly
0012	Police Records Shift Supervisor	CMC	594	\$5,831	\$6,123	\$6,429	\$6,750	\$7,087	\$7,441	\$7,813	Monthly
				\$69,972	\$73,476	\$77,148	\$81,000	\$85,044	\$89,292	\$93,756	Annual
				\$33.64	\$35.33	\$37.09	\$38.94	\$40.89	\$42.93	\$45.08	Hourly
0010	Police Records Technician	CMC	546	\$4,589	\$4,818	\$5,059	\$5,312	\$5,578	\$5,857	\$6,150	Monthly
				\$55,068	\$57,816	\$60,708	\$63,744	\$66,936	\$70,284	\$73,800	Annual
				\$26.48	\$27.80	\$29.19	\$30.65	\$32.18	\$33.79	\$35.48	Hourly
0119	Senior Code Enforcement Officer	CMC	896	\$6,885	\$7,229	\$7,590	\$7,970	\$8,368	\$8,786	\$9,225	Monthly
				\$82,620	\$86,748	\$91,080	\$95,640	\$100,416	\$105,432	\$110,700	Annual
				\$39.72	\$41.71	\$43.79	\$45.98	\$48.28	\$50.69	\$53.22	Hourly

0432	Senior Lead Maintenance Worker	CMC	871	\$6,956	\$7,304	\$7,669	\$8,052	\$8,455	\$8,878	\$9,322	Monthly
				\$83,472	\$87,648	\$92,028	\$96,624	\$101,460	\$106,536	\$111,864	Annual
				\$40.13	\$42.14	\$44.24	\$46.45	\$48.78	\$51.22	\$53.78	Hourly
0404	Senior Maintenance Worker	CMC	587	\$5,257	\$5,520	\$5,796	\$6,086	\$6,390	\$6,710	\$7,045	Monthly
				\$63,084	\$66,240	\$69,552	\$73,032	\$76,680	\$80,520	\$84,540	Annual
				\$30.33	\$31.85	\$33.44	\$35.11	\$36.87	\$38.71	\$40.64	Hourly
0244	Senior Management Analyst	CMC	895	\$8,216	\$8,627	\$9,058	\$9,511	\$9,987	\$10,486	\$11,010	Monthly
				\$98,592	\$103,524	\$108,696	\$114,132	\$119,844	\$125,832	\$132,120	Annual
				\$47.40	\$49.77	\$52.26	\$54.87	\$57.62	\$60.50	\$63.52	Hourly
0011	Senior Police Records Technician	CMC	561	\$4,944	\$5,191	\$5,451	\$5,724	\$6,010	\$6,310	\$6,625	Monthly
				\$59,328	\$62,292	\$65,412	\$68,688	\$72,120	\$75,720	\$79,500	Annual
				\$28.52	\$29.95	\$31.45	\$33.02	\$34.67	\$36.40	\$38.22	Hourly

SECTION 5. Except as modified by this Resolution, Resolutions No. 2022-69, 2022-70, 2022-71, 2023-15, 2023-27 and 2023-37 shall remain in full force and effect.

PASSED AND ADOPTED this 19th day of September, 2023.

John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:

Brenda Green, City Clerk

Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, **BRENDA GREEN**, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2023-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 19th day of September, 2023, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 20th day of September, 2023.

Brenda Green, City Clerk

(SEAL)

SUMMARY OF PROPOSED CMCEA UPDATES

Classification	Current Monthly Max Salary	% Below Market	Proposed Monthly Max Salary*
Code Enforcement			
Code Enforcement Officer I (New classification)	N/A	Based on internal alignment	7,400
Code Enforcement Officer II (Former Code Enforcement Officer)	7,400	-12.63%	8,335
Senior Code Enforcement Officer	7,952	Based on internal alignment	8,956
Chief of Code Enforcement	8,940	Based on internal alignment	10,069
Community Improvement Manager	11,349	Based on internal alignment	12,636
Police Records			
Police Records Technician	5,320	-12.24%	5,971
Senior Police Records Technician	5,731	Based on internal alignment	6,432
Police Records Shift Supervisor	6,758	Based on internal alignment	7,585
Maintenance			
Maintenance Assistant	5,245	Based on internal alignment	5,688
Maintenance Worker	5,796	-8.44%	6,285
Senior Maintenance Worker	6,308	Based on internal alignment	6,840
Facilities Maintenance Technician	6,522	Based on internal alignment	7,072
Lead Maintenance Worker	7,663	Based on internal alignment	8,310
Lead Facilities Maintenance Technician	7,663	Based on internal alignment	8,310
Senior Lead Maintenance Worker	8,346	Based on internal alignment	9,050
Construction Inspection			
Construction Inspector	8,055	-12.29%	9,045
Fairview Park			
Fairview Park Administrator	11,208	N/C**	11,876

*Proposed monthly salary based on combination market survey results and internal alignment

**No or minimal comparable positions in survey market. Proposed adjustment based on internal alignment