

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, REVISING THE PAY RANGES FOR JOB CLASSIFICATIONS REPRESENTED BY THE COSTA MESA DIVISION MANAGERS ASSOCIATION PURSUANT TO THE 2020 SIDE LETTER.**

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

WHEREAS, on April 18, 2017, the City Council adopted Resolution No. 17-26, revising the pay ranges for job classifications represented by the Costa Mesa Division Managers Association, effective April 16, 2017; and

WHEREAS, on June 25, 2020, the City Council approved a side letter of Agreement between the City of Costa Mesa and the Costa Mesa Division Managers Association in which the Association agreed to a furlough equivalent to a five percent reduction in pay to address economic concerns during the COVID-19 Pandemic in exchange for a guarantee of no layoffs in Fiscal Year 2020-21, no vacation cash out FY 2020-21, a parity clause for salary and benefit increase made to other groups, other benefit changes, and a one-time payment equivalent to furlough hours or reduction taken should the City receive stimulus funds in excess of \$40.5 million; and

WHEREAS, on May 4, 2021, the City Council approved a side letter of Agreement between the City of Costa Mesa and the Costa Mesa Division Managers Association in which the City Council approved to cease the furlough and provide staff with a one-time reimbursement for the pay reductions due to the furlough; and

WHEREAS, on December 2, 2021 and March 15, 2022, the City Council approved classification and pay range changes for various positions represented by the Costa Mesa Division Managers Association to address recruitment and retention challenges; and

WHEREAS, the City Council desires to repeal and replace Resolution Nos. 17-47, 19-30, 19-36, 2022-16 to revise the pay ranges for the classifications specified herein; and

WHEREAS, the City Council further desires to add the new classification of Real Property Manager.

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

SECTION 1. The Costa Mesa City Council hereby establishes the new job classification of Real Property Manager and the following pay ranges for the Real Property Manager classification are hereby established and placed under the Basic Salary Administration Plan effective June 19, 2022.

SECTION 2. The following job classifications are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective June 19, 2022. The rate of pay for individual classifications may be anywhere within the monthly minimum and maximum salary steps.

Class Code	Class Title	Grade	Step							
			1	2	3	4	5	6	7	
0143	Assistant Building Official	854	\$8,448	\$8,870	\$9,313	\$9,779	\$10,268	\$10,781	\$11,320	Monthly
			\$101,376	\$106,440	\$111,756	\$117,348	\$123,216	\$129,372	\$135,840	Annual
			\$48.74	\$51.17	\$53.73	\$56.42	\$59.24	\$62.20	\$65.31	Hourly
0157	Assistant Development Services Director	761	\$11,247	\$11,809	\$12,399	\$13,019	\$13,670	\$14,354	\$15,072	Monthly
			\$134,964	\$141,708	\$148,788	\$156,228	\$164,040	\$172,248	\$180,864	Annual
			\$64.89	\$68.13	\$71.53	\$75.11	\$78.87	\$82.81	\$86.95	Hourly
0142	Building Official	754	\$10,971	\$11,520	\$12,096	\$12,701	\$13,336	\$14,003	\$14,703	Monthly
			\$131,652	\$138,240	\$145,152	\$152,412	\$160,032	\$168,036	\$176,436	Annual
			\$63.29	\$66.46	\$69.78	\$73.28	\$76.94	\$80.79	\$84.83	Hourly
0112	City Engineer	751	\$11,737	\$12,324	\$12,940	\$13,587	\$14,266	\$14,979	\$15,728	Monthly
			\$140,844	\$147,888	\$155,280	\$163,044	\$171,192	\$179,748	\$188,736	Annual
			\$67.71	\$71.10	\$74.65	\$78.39	\$82.30	\$86.42	\$90.74	Hourly
0161	Community Improvement Manager	895	\$7,907	\$8,302	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597	Monthly
			\$94,884	\$99,624	\$104,604	\$109,836	\$115,332	\$121,104	\$127,164	Annual
			\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.14	Hourly
0239	Emergency Services Manager	855	\$8,804	\$9,244	\$9,706	\$10,191	\$10,701	\$11,236	\$11,798	Monthly
			\$105,648	\$110,928	\$116,472	\$122,292	\$128,412	\$134,832	\$141,576	Annual
			\$50.79	\$53.33	\$56.00	\$58.79	\$61.74	\$64.82	\$68.07	Hourly

**Attachment 8d**

0111	Energy and Sustainability Services Manager	897	\$8,804	\$9,244	\$9,706	\$10,191	\$10,701	\$11,236	\$11,798	Monthly
			\$105,648	\$110,928	\$116,472	\$122,292	\$128,412	\$134,832	\$141,576	Annual
			\$50.79	\$53.33	\$56.00	\$58.79	\$61.74	\$64.82	\$68.07	Hourly
0216	Fire Marshal	895	\$10,971	\$11,520	\$12,096	\$12,701	\$13,336	\$14,003	\$14,703	Monthly
			\$131,652	\$138,240	\$145,152	\$152,412	\$160,032	\$168,036	\$176,436	Annual
			\$63.29	\$66.46	\$69.78	\$73.28	\$76.94	\$80.79	\$84.83	Hourly
0451	Maintenance Services Manager	733	\$8,624	\$9,055	\$9,508	\$9,983	\$10,482	\$11,006	\$11,556	Monthly
			\$103,488	\$108,660	\$114,096	\$119,796	\$125,784	\$132,072	\$138,672	Annual
			\$49.75	\$52.24	\$54.85	\$57.59	\$60.47	\$63.50	\$66.67	Hourly
0160	Neighborhood Improvement Manager	719	\$7,907	\$8,302	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597	Monthly
			\$94,884	\$99,624	\$104,604	\$109,836	\$115,332	\$121,104	\$127,164	Annual
			\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.14	Hourly
0097	Police Administrative Services Commander	756	\$9,997	\$10,497	\$11,022	\$11,573	\$12,152	\$12,760	\$13,398	Monthly
			\$119,964	\$125,964	\$132,264	\$138,876	\$145,824	\$153,120	\$160,776	Annual
			\$57.68	\$60.56	\$63.59	\$66.77	\$70.11	\$73.62	\$77.30	Hourly
0464	Police Records, Property & Evidence Manager	899	\$8,804	\$9,244	\$9,706	\$10,191	\$10,701	\$11,236	\$11,798	Monthly
			\$105,648	\$110,928	\$116,472	\$122,292	\$128,412	\$134,832	\$141,576	Annual
			\$50.79	\$53.33	\$56.00	\$58.79	\$61.74	\$64.82	\$68.07	Hourly
0077	Public Affairs Manager	140	\$8,804	\$9,244	\$9,706	\$10,191	\$10,701	\$11,236	\$11,798	Monthly
			\$105,648	\$110,928	\$116,472	\$122,292	\$128,412	\$134,832	\$141,576	Annual
			\$50.79	\$53.33	\$56.00	\$58.79	\$61.74	\$64.82	\$68.07	Hourly
0162	Real Property Manager	730	\$7,907	\$8,302	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597	Monthly
			\$94,884	\$99,624	\$104,604	\$109,836	\$115,332	\$121,104	\$127,164	Annual
			\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.14	Hourly
0305	Recreation Manager	893	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447	\$10,969	\$11,517	Monthly
			\$103,140	\$108,300	\$113,712	\$119,400	\$125,364	\$131,628	\$138,204	Annual
			\$49.59	\$52.07	\$54.67	\$57.40	\$60.27	\$63.28	\$66.44	Hourly
0303	Senior Recreation Program Administrator	725	\$6,268	\$6,581	\$6,910	\$7,256	\$7,619	\$8,000	\$8,400	Monthly
			\$75,216	\$78,972	\$82,920	\$87,072	\$91,428	\$96,000	\$100,800	Annual
			\$36.16	\$37.97	\$39.87	\$41.86	\$43.96	\$46.15	\$48.46	Hourly
0236	Telecommunications Manager	894	\$9,684	\$10,168	\$10,676	\$11,210	\$11,771	\$12,360	\$12,978	Monthly
			\$116,208	\$122,016	\$128,112	\$134,520	\$141,252	\$148,320	\$155,736	Annual
			\$55.87	\$58.66	\$61.59	\$64.67	\$67.91	\$71.31	\$74.87	Hourly
0113	Transportation Services Manager	745	\$11,591	\$12,171	\$12,780	\$13,419	\$14,090	\$14,795	\$15,535	Monthly
			\$139,092	\$146,052	\$153,360	\$161,028	\$169,080	\$177,540	\$186,420	Annual
			\$66.87	\$70.22	\$73.73	\$77.42	\$81.29	\$85.36	\$89.63	Hourly

SECTION 3. If any bargaining unit in the City receives (through the labor negotiations process) a net base salary or certification/specialty/incentive pay increase that goes into effect on any date between July 1, 2023 and June 30, 2024, employees in the Association will receive the same net base salary or certification/specialty/incentive pay increase on the same effective date as that association. If more than one other association receives a base salary or certification/specialty/incentive increase (through the labor negotiations process) on any date between July 1, 2023 and June 30, 2024, employee in the Association will receive the higher increase provided on the same effective date.

SECTION 4. The City of Costa Mesa has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits to eligible City employees.

1. CalPERS - Miscellaneous Members

Employees covered by this resolution who do not meet the definition of “new member” under the California Public Employees’ Pension Reform Act of 2013 (PEPRA) (those unit members shall be referred to as “classic members”) are enrolled in either the CalPERS retirement plan provided for by Government Code § 21354.4, and commonly referred to as the 2.5% at age 55 retirement plan (“tier 1”), or the 2% at 60 formula provided for by Government Code § 21353 (“tier 2”).

A. Classic Members:

Effective April 16, 2017, the total contribution for tier 1 (2.5% @ 55) unit members will be 12% of compensation earnable, inclusive of statutory employee contributions and all cost sharing. The total contribution for tier 2 (2% @ 60) unit members will be 10% of compensation earnable, inclusive of statutory employee contributions and all cost sharing.

B. New Members: Under PEPRA (see section 2.2 below):

Effective April 16, 2017, the total contribution for PEPRA tier 3 (2% @ 62) unit members will be 9% of pensionable compensation, inclusive of statutory employee contributions and cost sharing.

2. THE CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA)

As it may from time to time exist, the PEPRA shall in its entirety be given full force and effect. PEPRA includes, but is not limited to, the provisions described below:

Members hired on and after January 1, 2013, deemed to be a "new member" as defined in Government Code § 7522.04, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said "new member" is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater.

Members who are "new members" on and after January 1, 2013, shall be enrolled in the PEPRA provided for 2% @ 62 retirement formula for miscellaneous employees (Govt. Code § 7522.20).

Members who are "new members" on and after January 1, 2013, shall have "final compensation" measured by the highest average annual pensionable compensation earned by the member during a period of at least 36 consecutive months (Section 7522.32.), and their retirement benefits shall be calculated based on "pensionable compensation" (Section 7522.10) rather than "compensation earnable" (Section 20636).

SECTION 5. Employees covered by this resolution shall be provided with a \$75 monthly technology allowance. The City Manager has the sole discretion to grant, modify or deny an allowance for employees covered by this resolution.

SECTION 6. The City shall contribute an amount toward the flexible benefit plan bucket for the payment of premiums for affected employees and dependents based upon the following criteria:

- Full family coverage for the PERS Choice medical plan under the California Public Employees' Retirement System (CALPERS) health insurance programs
- Full family coverage for the Dental Indemnity plan

- Full premium payment for Life Insurance
- Long Term Disability premium will be based upon the top step salary of the highest-salaried Division Manager within the classified service

Any amounts necessary to maintain benefit premiums in excess of the City contribution specified above shall be borne entirely by the executive employee.

SECTION 7. Effective October 15, 2017, employees covered by this resolution shall accrue vacation leave at the following rates and shall be capped at the following maximum levels:

<u>Years of Service</u>	<u>Annual Accrual 40-Hour</u>	<u>Maximum Accrual 40-Hour</u>
1-2	92	184
3-4	116	232
5-9	140	280
10-14	164	320
15-19	188	320
20+	212	320

Vacation Leave Cash-Outs – Each fiscal year, employees will have the following cash-out options: 1) One eighty (80) hour cash-out any time during the fiscal year, regardless of the employee’s maximum accrual and regardless of the employee’s Vacation Leave usage; and, 2) Up to four cash-outs per fiscal year, any time during the fiscal year (irrespective of quarter), based on a “2 for 1” usage ratio, up to a maximum of 80-hours for each cash out. For example, if an employee uses 10 hours of Vacation Leave, the employee could cash out up to 20 hours of Vacation Leave; in order for an employee to cash-out the maximum of 80-hours Vacation Leave, the employee would need to use 40 hours of Vacation Leave.

All employees who are at the Maximum Accrual Level or who may reach the Maximum Accrual Level shall utilize the “Cash-Out” and/or “Vacation Leave” options so as to NOT exceed the Vacation Accrual Ceiling. Other than exceptions granted based upon City and/or Departmental needs as approved by both the Department Director and

the City Manager there will no other cash-out of Vacation Leave time beyond the Maximum Accrual rates that have been established.

SECTION 8. Effective December 24, 2017, the City shall grant Executive Leave to management personnel not to exceed forty (40) hours per year. The City Manager may grant an additional sixty (60) hours of Executive Leave.

SECTION 9. Pursuant to the Executive Professional Development Reimbursement Program, the City agrees to reimburse Division Managers up to \$1,000 per fiscal year for activities, materials, equipment or fees that will aid in their individual professional development. The intent of this program is to encourage and recognize executive staff for pursuing educational, professional or community-oriented activities, enhancing job skills and expertise, and/or purchasing materials/equipment, which improve the executive's performance. These activities, materials, equipment or fees are intended to be beyond what is budgeted for individuals through the annual budget cycle. The reimbursement options available include the following:

- Professional memberships, licenses and certificates that are job-related
- Professional conferences that are job-related including fees and other expenses while attending
- Membership dues in community organizations relevant to the executive's job assignment
- Purchase of job-related professional journals, periodicals, books or other written materials which further knowledge or improvement of effectiveness in performance of duties
- Education fees that exceed the City's annual \$1,250 tuition reimbursement limit
- Direct purchase of qualifying computer equipment defined in Administrative Regulation 2.29

The Department Director and Assistant City Manager must approve participation in the activities and/or purchase of the materials/equipment in advance. Claims for reimbursement must be accompanied by documentation that an eligible expense has

been incurred during the fiscal year for the executive employee only. Any portion of the reimbursement amount not incurred within the fiscal year shall remain City funds unless prior approval has been received by the City Manager. Requests to carry forward unencumbered amounts to the next fiscal year must receive approval by the City Manager prior to the end of the fiscal year. All payments will be in the form of reimbursement and no executive employee will directly receive cash for this benefit. Reimbursements, which are subject to taxation, will be processed through the payroll system. The Finance Department shall administer this program in accordance to the stated purpose and will provide the appropriate forms and procedures. This reimbursement program does not prohibit individual departments from continuing to budget funds for executive staff attendance at professional conferences and seminars, for the payment of professional membership dues, and/or for the purchase of books, journals and written materials that are job-related and will enhance an executive's knowledge or expertise.

SECTION 10. The 401(a) deferred compensation plan provides executives with another tax-deferred savings plan for future financial planning. The City will provide a 0.5% per pay period employer contribution for any executive whose management group elects to participate in the 401(a) plan. The employer contribution will be reflected in that executive's annual total compensation calculation. However, the City will not provide an employer contribution to the current 457 deferred compensation plan and the executive must make all 457 contributions.

SECTION 11. All parts of resolutions in conflict herewith are hereby rescinded.

**PASSED AND ADOPTED this 7th day of June, 2022.**

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John Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:



\_\_\_\_\_  
Brenda Green, City Clerk

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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. 2022-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 7<sup>th</sup> day of June, 2022, 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 8<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Brenda Green, City Clerk