

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, REVISING THE PAY RANGES AND BENEFITS FOR JOB CLASSIFICATIONS REPRESENTED BY THE COSTA MESA DIVISION MANAGERS ASSOCIATION.

The City Council of the City of Costa Mesa does hereby resolve, determine and order as follows:

WHEREAS, the City Council previously adopted Resolution No. 2024-49 implementing changes agreed upon with the Costa Mesa Division Managers Association; and

WHEREAS, the City Council desires to repeal and replace Resolution No. 2024- 49 to revise the pay ranges, classification titles and benefits for the classifications specified herein; and

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

SECTION 1. The following job classifications are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective the pay period that includes July 1, 2024. 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
0157	Assistant Development Services Director	761	\$12,497	\$13,122	\$13,778	\$14,467	\$15,190	\$15,950	\$16,747
			\$149,964	\$157,464	\$165,336	\$173,604	\$182,280	\$191,400	\$200,964
			\$72.10	\$75.70	\$79.49	\$83.46	\$87.63	\$92.02	\$96.62
0142	Building Official	754	\$12,191	\$12,801	\$13,441	\$14,113	\$14,819	\$15,560	\$16,338
			\$146,292	\$153,612	\$161,292	\$169,356	\$177,828	\$186,720	\$196,056
			\$70.33	\$73.85	\$77.54	\$81.42	\$85.49	\$89.77	\$94.26
0112	City Engineer	751	\$13,041	\$13,693	\$14,378	\$15,097	\$15,852	\$16,645	\$17,477
			\$156,492	\$164,316	\$172,536	\$181,164	\$190,224	\$199,740	\$209,724
			\$75.24	\$79.00	\$82.95	\$87.10	\$91.45	\$96.03	\$100.83
0161	Code Enforcement Manager	895	\$9,783	\$10,272	\$10,786	\$11,325	\$11,891	\$12,486	\$13,110
			\$117,396	\$123,264	\$129,432	\$135,900	\$142,692	\$149,832	\$157,320
			\$56.44	\$59.26	\$62.23	\$65.34	\$68.60	\$72.03	\$75.63
0115	Deputy Director of Public Works	858	\$13,041	\$13,693	\$14,378	\$15,097	\$15,852	\$16,645	\$17,477
			\$156,492	\$164,316	\$172,536	\$181,164	\$190,224	\$199,740	\$209,724
			\$75.24	\$79.00	\$82.95	\$87.10	\$91.45	\$96.03	\$100.83

Class Code	Class Title	Grade Code	Step							Monthly Annual Hourly
			1	2	3	4	5	6	7	
0236	Emergency Communications Manager	894	\$10,761 \$129,132 \$62.08	\$11,299 \$135,588 \$65.19	\$11,864 \$142,368 \$68.45	\$12,457 \$149,484 \$71.87	\$13,080 \$156,960 \$75.46	\$13,734 \$164,808 \$79.23	\$14,421 \$173,052 \$83.20	Monthly Annual Hourly
0239	Emergency Services Manager	855	\$9,783 \$117,396 \$56.44	\$10,272 \$123,264 \$59.26	\$10,786 \$129,432 \$62.23	\$11,325 \$135,900 \$65.34	\$11,891 \$142,692 \$68.60	\$12,486 \$149,832 \$72.03	\$13,110 \$157,320 \$75.63	Monthly Annual Hourly
0111	Energy and Sustainability Services Manager	897	\$9,783 \$117,396 \$56.44	\$10,272 \$123,264 \$59.26	\$10,786 \$129,432 \$62.23	\$11,325 \$135,900 \$65.34	\$11,891 \$142,692 \$68.60	\$12,486 \$149,832 \$72.03	\$13,110 \$157,320 \$75.63	Monthly Annual Hourly
0216	Fire Marshal	895	\$12,191 \$146,292 \$70.33	\$12,801 \$153,612 \$73.85	\$13,441 \$161,292 \$77.54	\$14,113 \$169,356 \$81.42	\$14,819 \$177,828 \$85.49	\$15,560 \$186,720 \$89.77	\$16,338 \$196,056 \$94.26	Monthly Annual Hourly
0451	Maintenance Services Manager	733	\$11,971 \$143,652 \$69.06	\$12,570 \$150,840 \$72.52	\$13,198 \$158,376 \$76.14	\$13,858 \$166,296 \$79.95	\$14,551 \$174,612 \$83.95	\$15,279 \$183,348 \$88.15	\$16,043 \$192,516 \$92.56	Monthly Annual Hourly
0160	Neighborhood Improvement Manager	719	\$8,787 \$105,444 \$50.69	\$9,226 \$110,712 \$53.23	\$9,687 \$116,244 \$55.89	\$10,171 \$122,052 \$58.68	\$10,680 \$128,160 \$61.62	\$11,214 \$134,568 \$64.70	\$11,775 \$141,300 \$67.93	Monthly Annual Hourly
0159	Planning Manager	856	\$12,191 \$146,292 \$70.33	\$12,801 \$153,612 \$73.85	\$13,441 \$161,292 \$77.54	\$14,113 \$169,356 \$81.42	\$14,819 \$177,828 \$85.49	\$15,560 \$186,720 \$89.77	\$16,338 \$196,056 \$94.26	Monthly Annual Hourly
0464	Police Records, Property & Evidence Manager	899	\$9,783 \$117,396 \$56.44	\$10,272 \$123,264 \$59.26	\$10,786 \$129,432 \$62.23	\$11,325 \$135,900 \$65.34	\$11,891 \$142,692 \$68.60	\$12,486 \$149,832 \$72.03	\$13,110 \$157,320 \$75.63	Monthly Annual Hourly
0077	Public Affairs Manager	140	\$9,783 \$117,396 \$56.44	\$10,272 \$123,264 \$59.26	\$10,786 \$129,432 \$62.23	\$11,325 \$135,900 \$65.34	\$11,891 \$142,692 \$68.60	\$12,486 \$149,832 \$72.03	\$13,110 \$157,320 \$75.63	Monthly Annual Hourly
0162	Real Property Manager	730	\$8,787 \$105,444 \$50.69	\$9,226 \$110,712 \$53.23	\$9,687 \$116,244 \$55.89	\$10,171 \$122,052 \$58.68	\$10,680 \$128,160 \$61.62	\$11,214 \$134,568 \$64.70	\$11,775 \$141,300 \$67.93	Monthly Annual Hourly
0305	Recreation Manager	893	\$9,550 \$114,600 \$55.10	\$10,028 \$120,336 \$57.85	\$10,529 \$126,348 \$60.74	\$11,055 \$132,660 \$63.78	\$11,608 \$139,296 \$66.97	\$12,188 \$146,256 \$70.32	\$12,797 \$153,564 \$73.83	Monthly Annual Hourly

Class Code	Class Title	Grade	Step							
			1	2	3	4	5	6	7	
0113	Transportation Services Manager	745	\$12,881 \$154,572 \$74.31	\$13,525 \$162,300 \$78.03	\$14,201 \$170,412 \$81.93	\$14,911 \$178,932 \$86.03	\$15,657 \$187,884 \$90.33	\$16,440 \$197,280 \$94.85	\$17,262 \$207,144 \$99.59	Monthly Annual Hourly

SECTION 2. The following job classifications are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective the pay period that includes July 1, 2025. 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	
157	Assistant Development Services Director	761	\$13,495 \$161,940 \$77.86	\$14,170 \$170,040 \$81.75	\$14,879 \$178,548 \$85.84	\$15,623 \$187,476 \$90.13	\$16,404 \$196,848 \$94.64	\$17,224 \$206,688 \$99.37	\$18,085 \$217,020 \$104.34	Monthly Annual Hourly
0142	Building Official	754	\$12,650 \$151,800 \$72.98	\$13,282 \$159,384 \$76.63	\$13,946 \$167,352 \$80.46	\$14,643 \$175,716 \$84.48	\$15,375 \$184,500 \$88.70	\$16,144 \$193,728 \$93.14	\$16,951 \$203,412 \$97.79	Monthly Annual Hourly
0112	City Engineer	751	\$13,531 \$162,372 \$78.06	\$14,208 \$170,496 \$81.97	\$14,918 \$179,016 \$86.07	\$15,664 \$187,968 \$90.37	\$16,447 \$197,364 \$94.89	\$17,269 \$207,228 \$99.63	\$18,132 \$217,584 \$104.61	Monthly Annual Hourly
0161	Code Enforcement Manager	895	\$10,150 \$121,800 \$58.56	\$10,657 \$127,884 \$61.48	\$11,190 \$134,280 \$64.56	\$11,750 \$141,000 \$67.79	\$12,337 \$148,044 \$71.18	\$12,954 \$155,448 \$74.73	\$13,602 \$163,224 \$78.47	Monthly Annual Hourly
0115	Deputy Director of Public Works	858	\$13,531 \$162,372 \$78.06	\$14,208 \$170,496 \$81.97	\$14,918 \$179,016 \$86.07	\$15,664 \$187,968 \$90.37	\$16,447 \$197,364 \$94.89	\$17,269 \$207,228 \$99.63	\$18,132 \$217,584 \$104.61	Monthly Annual Hourly
0236	Emergency Communications Manager	894	\$11,166 \$133,992 \$64.42	\$11,724 \$140,688 \$67.64	\$12,310 \$147,720 \$71.02	\$12,925 \$155,100 \$74.57	\$13,571 \$162,852 \$78.29	\$14,250 \$171,000 \$82.21	\$14,962 \$179,544 \$86.32	Monthly Annual Hourly
0239	Emergency Services Manager	855	\$10,150 \$121,800 \$58.56	\$10,657 \$127,884 \$61.48	\$11,190 \$134,280 \$64.56	\$11,750 \$141,000 \$67.79	\$12,337 \$148,044 \$71.18	\$12,954 \$155,448 \$74.73	\$13,602 \$163,224 \$78.47	Monthly Annual Hourly
0111	Energy and Sustainability Services Manager	897	\$10,150 \$121,800 \$58.56	\$10,657 \$127,884 \$61.48	\$11,190 \$134,280 \$64.56	\$11,750 \$141,000 \$67.79	\$12,337 \$148,044 \$71.18	\$12,954 \$155,448 \$74.73	\$13,602 \$163,224 \$78.47	Monthly Annual Hourly

Class Code	Class Title	Grade	Step							
			1	2	3	4	5	6	7	
0216	Fire Marshal	895	\$12,650 \$151,800 \$72.98	\$13,282 \$159,384 \$76.63	\$13,946 \$167,352 \$80.46	\$14,643 \$175,716 \$84.48	\$15,375 \$184,500 \$88.70	\$16,144 \$193,728 \$93.14	\$16,951 \$203,412 \$97.79	Monthly Annual Hourly
0451	Maintenance Services Manager	733	\$12,420 \$149,040 \$71.65	\$13,041 \$156,492 \$75.24	\$13,693 \$164,316 \$79.00	\$14,378 \$172,536 \$82.95	\$15,097 \$181,164 \$87.10	\$15,852 \$190,224 \$91.45	\$16,645 \$199,740 \$96.03	Monthly Annual Hourly
0160	Neighborhood Improvement Manager	719	\$11,039 \$132,468 \$63.69	\$11,591 \$139,092 \$66.87	\$12,171 \$146,052 \$70.22	\$12,780 \$153,360 \$73.73	\$13,419 \$161,028 \$77.42	\$14,090 \$169,080 \$81.29	\$14,795 \$177,540 \$85.36	Monthly Annual Hourly
0159	Planning Manager	856	\$12,650 \$151,800 \$72.98	\$13,282 \$159,384 \$76.63	\$13,946 \$167,352 \$80.46	\$14,643 \$175,716 \$84.48	\$15,375 \$184,500 \$88.70	\$16,144 \$193,728 \$93.14	\$16,951 \$203,412 \$97.79	Monthly Annual Hourly
0464	Police Records, Property & Evidence Manager	899	\$10,150 \$121,800 \$58.56	\$10,657 \$127,884 \$61.48	\$11,190 \$134,280 \$64.56	\$11,750 \$141,000 \$67.79	\$12,337 \$148,044 \$71.18	\$12,954 \$155,448 \$74.73	\$13,602 \$163,224 \$78.47	Monthly Annual Hourly
0077	Public Affairs Manager	140	\$10,694 \$128,328 \$61.70	\$11,229 \$134,748 \$64.78	\$11,790 \$141,480 \$68.02	\$12,379 \$148,548 \$71.42	\$12,998 \$155,976 \$74.99	\$13,648 \$163,776 \$78.74	\$14,330 \$171,960 \$82.67	Monthly Annual Hourly
0162	Real Property Manager	730	\$9,115 \$109,380 \$52.59	\$9,571 \$114,852 \$55.22	\$10,050 \$120,600 \$57.98	\$10,553 \$126,636 \$60.88	\$11,081 \$132,972 \$63.93	\$11,635 \$139,620 \$67.13	\$12,217 \$146,604 \$70.48	Monthly Annual Hourly
0305	Recreation Manager	893	\$11,039 \$132,468 \$63.69	\$11,591 \$139,092 \$66.87	\$12,171 \$146,052 \$70.22	\$12,780 \$153,360 \$73.73	\$13,419 \$161,028 \$77.42	\$14,090 \$169,080 \$81.29	\$14,795 \$177,540 \$85.36	Monthly Annual Hourly
0113	Transportation Services Manager	745	\$13,363 \$160,356 \$77.09	\$14,031 \$168,372 \$80.95	\$14,733 \$176,796 \$85.00	\$15,470 \$185,640 \$89.25	\$16,244 \$194,928 \$93.72	\$17,056 \$204,672 \$98.40	\$17,909 \$214,908 \$103.32	Monthly Annual Hourly

SECTION 3. The following job classifications are hereby revised to reflect the salary ranges and monthly rates of pay specified, effective the pay period that includes July 1, 2026. 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	
157	Assistant Development Services Director	761	\$13,969 \$167,628 \$80.59	\$14,667 \$176,004 \$84.62	\$15,400 \$184,800 \$88.85	\$16,170 \$194,040 \$93.29	\$16,978 \$203,736 \$97.95	\$17,827 \$213,924 \$102.85	\$18,718 \$224,616 \$107.99	Monthly Annual Hourly
0142	Building Official	754	\$13,091 \$157,092 \$75.53	\$13,746 \$164,952 \$79.30	\$14,433 \$173,196 \$83.27	\$15,155 \$181,860 \$87.43	\$15,913 \$190,956 \$91.81	\$16,709 \$200,508 \$96.40	\$17,544 \$210,528 \$101.22	Monthly Annual Hourly
0112	City Engineer	751	\$14,004 \$168,048 \$80.79	\$14,704 \$176,448 \$84.83	\$15,439 \$185,268 \$89.07	\$16,211 \$194,532 \$93.53	\$17,022 \$204,264 \$98.20	\$17,873 \$214,476 \$103.11	\$18,767 \$225,204 \$108.27	Monthly Annual Hourly
0161	Code Enforcement Manager	895	\$10,506 \$126,072 \$60.61	\$11,031 \$132,372 \$63.64	\$11,583 \$138,996 \$66.83	\$12,162 \$145,944 \$70.17	\$12,770 \$153,240 \$73.67	\$13,408 \$160,896 \$77.35	\$14,078 \$168,936 \$81.22	Monthly Annual Hourly
0115	Deputy Director of Public Works	858	\$14,004 \$168,048 \$80.79	\$14,704 \$176,448 \$84.83	\$15,439 \$185,268 \$89.07	\$16,211 \$194,532 \$93.53	\$17,022 \$204,264 \$98.20	\$17,873 \$214,476 \$103.11	\$18,767 \$225,204 \$108.27	Monthly Annual Hourly
0236	Emergency Communications Manager	894	\$11,556 \$138,672 \$66.67	\$12,134 \$145,608 \$70.00	\$12,741 \$152,892 \$73.51	\$13,378 \$160,536 \$77.18	\$14,047 \$168,564 \$81.04	\$14,749 \$176,988 \$85.09	\$15,486 \$185,832 \$89.34	Monthly Annual Hourly
0239	Emergency Services Manager	855	\$10,506 \$126,072 \$60.61	\$11,031 \$132,372 \$63.64	\$11,583 \$138,996 \$66.83	\$12,162 \$145,944 \$70.17	\$12,770 \$153,240 \$73.67	\$13,408 \$160,896 \$77.35	\$14,078 \$168,936 \$81.22	Monthly Annual Hourly
0111	Energy and Sustainability Services Manager	897	\$10,506 \$126,072 \$60.61	\$11,031 \$132,372 \$63.64	\$11,583 \$138,996 \$66.83	\$12,162 \$145,944 \$70.17	\$12,770 \$153,240 \$73.67	\$13,408 \$160,896 \$77.35	\$14,078 \$168,936 \$81.22	Monthly Annual Hourly
0216	Fire Marshal	895	\$13,091 \$157,092 \$75.53	\$13,746 \$164,952 \$79.30	\$14,433 \$173,196 \$83.27	\$15,155 \$181,860 \$87.43	\$15,913 \$190,956 \$91.81	\$16,709 \$200,508 \$96.40	\$17,544 \$210,528 \$101.22	Monthly Annual Hourly
0451	Maintenance Services Manager	733	\$12,856 \$154,272 \$74.17	\$13,499 \$161,988 \$77.88	\$14,174 \$170,088 \$81.77	\$14,883 \$178,596 \$85.86	\$15,627 \$187,524 \$90.16	\$16,408 \$196,896 \$94.66	\$17,228 \$206,736 \$99.39	Monthly Annual Hourly
0160	Neighborhood Improvement Manager	719	\$11,428 \$137,136 \$65.93	\$11,999 \$143,988 \$69.23	\$12,599 \$151,188 \$72.69	\$13,229 \$158,748 \$76.32	\$13,890 \$166,680 \$80.13	\$14,584 \$175,008 \$84.14	\$15,313 \$183,756 \$88.34	Monthly Annual Hourly

Class Code	Class Title	Grade	Step							
			1	2	3	4	5	6	7	
0159	Planning Manager	856	\$13,091 \$157,092 \$75.53	\$13,746 \$164,952 \$79.30	\$14,433 \$173,196 \$83.27	\$15,155 \$181,860 \$87.43	\$15,913 \$190,956 \$91.81	\$16,709 \$200,508 \$96.40	\$17,544 \$210,528 \$101.22	Monthly Annual Hourly
0464	Police Records, Property & Evidence Manager	899	\$10,506 \$126,072 \$60.61	\$11,031 \$132,372 \$63.64	\$11,583 \$138,996 \$66.83	\$12,162 \$145,944 \$70.17	\$12,770 \$153,240 \$73.67	\$13,408 \$160,896 \$77.35	\$14,078 \$168,936 \$81.22	Monthly Annual Hourly
0077	Public Affairs Manager	140	\$11,068 \$132,816 \$63.85	\$11,621 \$139,452 \$67.04	\$12,202 \$146,424 \$70.40	\$12,812 \$153,744 \$73.92	\$13,453 \$161,436 \$77.61	\$14,126 \$169,512 \$81.50	\$14,832 \$177,984 \$85.57	Monthly Annual Hourly
0162	Real Property Manager	730	\$9,437 \$113,244 \$54.44	\$9,909 \$118,908 \$57.17	\$10,404 \$124,848 \$60.02	\$10,924 \$131,088 \$63.02	\$11,470 \$137,640 \$66.17	\$12,043 \$144,516 \$69.48	\$12,645 \$151,740 \$72.95	Monthly Annual Hourly
0305	Recreation Manager	893	\$11,428 \$137,136 \$65.93	\$11,999 \$143,988 \$69.23	\$12,599 \$151,188 \$72.69	\$13,229 \$158,748 \$76.32	\$13,890 \$166,680 \$80.13	\$14,584 \$175,008 \$84.14	\$15,313 \$183,756 \$88.34	Monthly Annual Hourly
0113	Transportation Services Manager	745	\$13,831 \$165,972 \$79.79	\$14,523 \$174,276 \$83.79	\$15,249 \$182,988 \$87.98	\$16,011 \$192,132 \$92.37	\$16,812 \$201,744 \$96.99	\$17,653 \$211,836 \$101.84	\$18,536 \$222,432 \$106.94	Monthly Annual Hourly

SECTION 4. A market analysis study will be conducted in February 2025 for the following classifications: Emergency and Sustainability Manager, Neighborhood Improvement Manager, Public Affairs Manager and Recreation Manager. Compensation updates based on that market analysis study are reflected in Section 2 and Section 3 for Neighborhood Improvement Manager, Public Affairs Manager and Recreation Manager.

SECTION 5. The City of Costa Mesa has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits to eligible City employees.

5.1 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 section 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 section 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.

Effective the pay period that includes July 1, 2023, classic member employees subject to the 2.5% @ 55 formula shall have their cost sharing per Government Code section 20516(a) reduced by 1.469% for a net contribution of one percent (1%) and cost sharing pursuant to section 20516(f) will be reduced from 1.531% to 0%.

Effective the pay period that includes July 1, 2023, classic member employees subject to the 2% @ 60 formula shall have their cost sharing per Government Code section 20516(f) reduced by 1% for a net contribution of two percent (2%).

B. New Members: Under PEPRA (see section 5.2 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.

5.2 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 section 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 6. 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 7. Employees including employees who meet the Department/City established standards and are routinely and consistently assigned to communicate in Spanish, Vietnamese, American Sign Language (ASL) and any other language approved by the City Manager shall receive two and one-half percent (2.5%) or five percent (5%) of the top step base salary and paid on a bi-weekly basis pursuant to subsections A or B below. The compensation in this section is special compensation and shall be reported as bilingual premium pursuant to Title 2 California Code of Regulations, sections 571 and 571.1.

A. The following standard of spoken Spanish, Vietnamese, or American Sign Language is followed for the 2.5% Certification:

1. The applicant has the ability to create with language, recombining and adapting learned material to express personal meaning and can handle simple situations and transactions in the course of his/her work such as explanation of procedures, obtaining personal information, instructions to victims and onlookers, among others.
2. The applicant is able to maintain simple face-to-face conversations, asking and answering questions regarding everyday survival on topics most related to self and immediate work environment; courtesy requirements, and personal needs during the course of routine calls not likely to be of a life or death nature.
3. The applicant can be understood with some repetition by a sympathetic native speaker.
4. The applicant demonstrates mastery of work-related vocabulary including: time, days of the week, months, family members, parts of the body, motions and states, greetings, home and community, food and beverages, alphabet and numbers, vehicles, simple commands, interrogatory words, etc.
5. Accuracy is required in the present tense and gender distinctions.
6. Core vocabulary of 300-600 words.

B. The 5% Certification requires:

1. Accuracy in present and past tenses.

2. Core vocabulary of 600-1200 words.
3. Exhibits good pronunciation, stress, and intonation skills as judged by the ability to be understood with little repetition or confusion by native speaker.
4. Ability to interview the victim of a crime or accident or other situation involving a native speaker and conduct simple interrogations and investigations which could be of a life or death nature.
5. Ability to understand description, narration, main ideas and details on a variety of topics beyond the immediate situation.

SECTION 8. The following are the eleven (11) designated observed holidays:

New Year's Day - January 1st

Martin Luther King, Jr - 3rd Monday in January

President's Day - 3rd Monday in February

Memorial Day - Last Monday in May

Juneteenth Day - June 19th

Independence Day - 4th of July

Labor Day – 1st Monday in September

Veteran's Day - November 11th

Thanksgiving Day - 4th Thursday in November

Day after Thanksgiving - Day after the 4th Thursday in November

Christmas Day - December 25th

In the event any of the above holidays fall on Saturday, the preceding Friday (or Thursday if the preceding Friday is a closure day) will be observed. In the event any of the above holidays fall on Sunday, the following Monday will be observed.

- A. In addition to the eleven (11) holidays above, employees receive sixteen (16) floating holiday hours. Employees may schedule with their supervisor any time during the year to use the floating holiday hours. At the end of the calendar year, any remaining holiday hours will be cashed out. Employees hired after January 1st of each year are eligible for the 16 hours of floating holiday pay on a pro-rata basis during the calendar year based on the established City holiday schedule. If an employee separates from the service of the City and has used or been paid for floating holiday pay in advance of Lincoln's Birthday and/or California Admission Day, the City will deduct the cash value for the floating holiday benefits paid, but unearned, from the final paycheck.
- B. In order to be eligible for holiday pay for the eleven holidays above, an employee must either work or be on paid status the day immediately before, or after the holiday if scheduled.

C. All employees who receive time off for the above listed holidays shall receive full pay.

SECTION 9. 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 Platinum medical plan (or equivalent PERS PPO 90/10 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 division manager employee.

SECTION 10. 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.

Vacation Leave Cash-Out for 2026 and Thereafter - On or before December 31 of each calendar year, an employee may make an irrevocable election to cash out up to 212 hours of vacation leave which will be earned in the following calendar year at the employee's base rate of pay as follows:

An employee can cash out vacation during any quarter of the following year as long as on the date(s) chosen for cash out the employee has earned at least the amount of vacation he/she chooses to cash out. Employees who made an irrevocable election to

cash out vacation (up to a maximum of 212 hours for the year) shall choose to be paid out during one or more of the following payroll periods:

- Payroll period which includes April 1st
- Payroll period which includes July 1st
- Payroll period which includes October 1st
- Final Payroll period of the calendar year.

Employees will notify the Human Resources Division of which quarter(s) they wish their cash outs to be paid by the payroll deadlines as set by the Finance Department and Human Resources Division. Any remaining elected vacation hours that have not been previously paid out during the year will be paid out on the final payroll period of the calendar year.

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 11. Employees covered by this resolution shall accrue 3.69 hours of sick leave per pay period into a Primary Sick Leave Bank. Employees may accrue up to 480 hours of sick leave in a Primary Sick Leave Bank.

When an employee has 480 hours of sick leave in their Primary Sick Leave bank, their pay period accrual will be distributed in the following manner:

- A. At the employee's option, one-half of the benefit will be:
 1. Paid as monetary compensation to the employee at the employee's then current hourly base rate of pay or,
 2. Converted into vacation hours. If this option is chosen, the employee cannot accrue more than the maximum vacation hours as provided in the vacation hours article of this MOU.
- B. The remaining one-half benefit will be placed in the employee's Secondary Sick Leave Bank.

If an employee has a Secondary Sick Leave Bank, the first 40 hours of sick leave used per calendar year must be from this bank. Hours in this bank may also be used in the event of a verified non-industrial disability which has resulted in an absence from duty of at least 60 consecutive calendar days. In this event, sick leave in the Secondary Sick Leave Bank may be used for additional consecutive absences resulting from the disability; or it may be used to supplement LTD payments (so that the employee receives his/her full compensation) should the employee qualify for long term disability benefits.

Additionally, an amount of sick leave equal to the hours used from the Primary Bank for said disability (i.e., if an employee is out for at least 60 days) may be transferred from the Secondary Bank to the Primary Bank provided that such transfer shall not result in there being in excess of 480 hours in the Primary Bank.

At the time of separation from the City, (unless terminated for cause) with a minimum of 20 years of continuous service, including/or if separation is by retirement (defined as having applied for retirement benefits from CalPERS), the employee shall have the option of:

- A. Being paid at his/her then current hourly rate for one-half of the sick leave accrued in both his/her Primary Sick Leave Bank, and Secondary Sick Leave Bank and the remaining one-half will be applied towards his or her service credit, or,
- B. The employee can choose to apply all credited time (both Banks) towards his or her service credit.

SECTION 12. The City shall grant Executive Leave to management personnel not to exceed forty (40) hours per payroll calendar year. The City Manager may grant an additional sixty (60) hours of Executive Leave.

SECTION 13. Pursuant to the Executive Professional Development Reimbursement Program, the City agrees to reimburse Division Managers up to \$1,300 per fiscal year for activities, materials, equipment or fees that will aid in their individual professional development or support employee wellness, mental and physical health. 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 and well-being. 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
- Activities, materials, equipment or fees that promote employee wellness, mental and physical health
- 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. Employee may not request reimbursement for any activities, materials, equipment or fees that have already been reimbursed through a Flexible Spending Account, Health Savings Account or similar program. 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 with 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 14. 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 15. All parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 20th day of January, 2026.

John Stephens, Mayor

ATTEST:

Brenda Green, City Clerk

APPROVED AS TO FORM:

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. 2026-XX and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 20th day of January, 2026, 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 21st day of January, 2026.

Brenda Green, City Clerk

(SEAL)