

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
Retired Employees' Medical Program	300-1	8-19-2003	1 of 3

PURPOSE

The purpose of this policy is to establish the eligibility criteria, participation requirements, and benefits to be provided for life and medical insurance for retired employees of the City.

POLICY

A. Eligibility

1. Employees:
 - (a) Full-time employees who are currently employed or who will be employed full-time as of December 31, 2003; and,
 - (b) Have participated in the City's group medical plan for a minimum of five (5) consecutive years at any time during employment and are enrolled in the medical plan immediately prior to retirement; and,
 - (c) Immediately commence receiving a retirement allowance from the Public Employees' Retirement System (PERS) upon separation from City employment.
2. City Council Members are eligible to participate on the same basis as full-time employees, with the following exceptions:
 - (a) City Council Members must have sufficient service time vested with PERS to be eligible for a monthly retirement benefit under the system (five (5) years of service time or more), and shall retire and commence receipt of a monthly retirement allowance within 30 days following their separation from office.
 - (b) Council Members shall be enrolled in the medical plan immediately prior to retirement.
 - (c) Council Members shall pay all premium costs without City contribution.
3. Retirees:
 - (a) All Retirees who are currently participating in the City's medical plan; and
 - (b) Who have previously met the eligibility requirements of this Policy; and
 - (c) Who continue to receive monthly benefits from the retirement system.

B. Participation Requirements and Contributions

1. The City contribution rate is based upon the following criteria:
 - (a) The effective date of retirement.
 - (b) The number of years the employee/retiree has spent with the City as a full-time employee, with a minimum of 10 years of service required for eligibility for a contribution.

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- (c) The maximum contribution is for the "employee only" premium of the plan selected by the majority of active employees, as determined by the City, to a maximum of \$500 per month.
 - (d) The contribution may be 100% of the rate for the Medicare-qualified Retiree, where the Supplement to Medicare premium is lower than the dollar contribution that the Retiree would otherwise qualify for.
2. The City's monthly contributions will be calculated as follows:
- (a) Retirees who have retired from City service on or before July 19, 1993:
 - 10 to 19 years of service 50%, not to exceed \$250
 - 20 to 29 years of service 75%, not to exceed \$375
 - 30 years of service or more 100%, not to exceed \$500
 - (b) Retirees who have retired from City service July 20, 1993 through August 18, 2003:
 The contribution rates are based upon the actual years of service (rounded to the nearest full year) beginning with 10 years of service at 50%, and progressing in 2½% increments to 100% at 30 years of service or more. The maximum monthly contribution at the 100% benefit level is \$500. The maximum monthly contribution at benefit levels less than 100% is the dollar amount resulting from the applicable % rate applied to \$500.
 EXAMPLE: Retiree is eligible for a 70% contribution
 $\$500 \times 70\% = \350 maximum monthly contribution
 - (c) Employees who retire effective August 19, 2003 and thereafter:
 The contribution rates are based upon the actual years of service (rounded to the nearest full year) beginning with 10 years of service at 50%, and progressing in 3 1/3% increments to 100% at 25 years of service or more. The maximum monthly contribution at the 100% benefit level is \$500. The maximum monthly contribution at benefit levels less than 100% is the dollar amount resulting from the applicable % rate applied to \$500. (See example above.)
 - (d) Employees hired after January 1, 2004 will participate in the mandatory defined contribution plan and are not eligible for the Retired Employees' Medical Program.
3. The Retiree will pay the remaining premium, if any, based upon the above schedules, in excess of the City contribution for the coverage selected. The Retiree will also pay all premiums for any eligible dependents enrolled on the Retiree's coverage.

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4. Premium remittance by the Retiree shall be in the method prescribed by the City and medical plan requirements, and may be subject to change from time to time. Premium payment may be facilitated through deductions from the Retiree's monthly PERS retirement allowance, or, may require direct payment to the City. By whatever method of payment used, the City shall have the right to cancel coverage if payment is not received in accordance with City requirements. This cancellation will only take place after the City notifies the participant of their rights of continuation under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
5. There is a forfeiture of contribution provision for the Retired Employees' Medical Program. Should a Retiree elect to cancel enrollment in the City Medical Plan, they may be eligible to re-enroll at a future Open Enrollment Period, subject to applicable plan rules. However, any premium contribution from the City previously received is forfeited and will not resume, and the Retiree will be solely responsible for payment of the full premium for the new coverage selected.

C. Life Insurance

1. Retired employees of the City will be eligible for term life insurance in the amount of \$1,000 for the retired employee and \$500 for their spouse.
 - (a) To maintain eligibility, the Retiree shall comply with all record keeping requirements of the City, including responding to periodic requests for updated information.

D. Notations

1. The benefits offered by the Retired Employees' Medical Plan are the same benefits available to active employees of the City under the City Medical Plan and are processed in the same manner.
2. This policy covers all employees currently retired and participating in the medical plan and is available to Employees retiring in the future who meet the eligibility requirements listed above, and who are employed full-time as of December 31, 2003.
3. Employees hired after January 1, 2004 will participate in the mandatory defined contribution plan and are not eligible for this Retired Employees' Medical Program.

Amended by Minute Resolution adopted December 11, 1989.
Amended by Minute Resolution adopted July 20, 1993.
Amended by Minute Resolution adopted September 2, 2003.

**CITY OF COSTA MESA, CALIFORNIA
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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
AUTO AND SEVERANCE POLICY	300-2	11/2/82 Rev. 12/1/89 Rev. 1/19/98 Rev. 5/15/00 Rev. 4/01/08	1 OF 1

The purpose of this Policy is to establish additional compensation benefits for the City Manager, Department Directors, and other executive personnel as designated.

A. **SEVERANCE** - As the City Manager is an "at will" employee employed at the pleasure of the City Council, he/she shall be afforded six months of compensation at the rate in effect at the time his/her employment would be terminated based on action by the City Council. This six months' compensation shall be in addition to any accrued vacation benefits. The purpose of this Severance Policy is to provide additional compensation should employment be terminated by action of the City Council only, and is not applicable should the City Manager voluntarily resign, retire or die while employed. The City Manager will provide the City Council with a thirty-day (30) notice should he or she voluntarily submit a letter of resignation.

All Department Directors employed after March 1, 1998 are designated as "at will" and are employed at the pleasure of the City Manager. Said employees shall be afforded the same severance benefits and consideration as stated for the City Manager.

B. **AUTO ALLOWANCE** - The following classifications shall be provided with a City vehicle or monthly automobile allowance:

Assigned City Vehicle: Fire Chief, Deputy Fire Chief, Fire Marshal, Police Chief, Police Captain, Police Lieutenant, Public Services Director

\$450 Monthly Automobile Allowance: City Manager, Assistant City Manager, Development Services Director, Finance Director, Administrative Services Director

Use of a City pool vehicle is available for all other employees for job-related purposes.

The monthly automobile allowance may be adjusted on an annual basis per the Executive Compensation Plan. In all situations, the City Manager has the sole discretion to grant, modify or deny use of a City vehicle or grant an auto allowance for Department Directors and Division Managers.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
EMPLOYEE OF THE MONTH RECOGNITION PROGRAM	300-3	5-20-85	1 of 1

PURPOSE

The purpose of this policy is to:

1. Formally acknowledge all City employees who provide exemplary service or make significant contributions to the City/citizens of Costa Mesa.
2. Increase employee and citizen awareness of employee actions/contributions which may be an inspiration to others through increasing community service and awareness.

POLICY

The City Manager's Office shall be responsible for overall administration of the Employee of the Month Recognition Program. Application forms shall be made available through community service clubs, City offices, community centers and upon request by telephone or mail. Completed application forms recommending employees for special recognition may be submitted by anyone (fellow employees, citizens, supervisors, community organizations, etc.). Information regarding the Program shall be disseminated through the City's Highlights, press releases, and all other means available in order to foster interest in the Program.

PROCEDURE

1. Completed application forms shall be submitted to the City Manager's Office.
2. The City Manager's Office shall be responsible for verifying the information supporting the nomination, as necessary, and may provide additional comments on the back of the form.
3. The City Council shall review nominations at the last Study Session/meeting of each month. The Council may select from nominations received or determine that no selection will be made. The Council may hold over any nomination for reconsideration at the next monthly meeting in addition to reviewing new nominations.
4. The City Council will send the selected employee a letter of selection, praise and congratulations with a brief outline on the basis of their selection. The letter shall be signed by the Mayor on behalf of the City Council.
5. The City Manager's Office shall arrange for the employee's picture to be taken and displayed in the City Hall lobby. The picture shall be accompanied by a copy of the Council letter of selection so others may read of the employee's accomplishments as well as to foster greater participation in the Program.
6. An appropriate frame/display shall be obtained to accomplish the preceding and at the end of the month, the employee shall receive the photograph.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT PART-TIME EMPLOYEES GENERAL LEAVE PROGRAM	POLICY NUMBER 300-4	EFFECTIVE DATE 1/1/89 Rev. 12/4/00	PAGE 1 OF 2
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PURPOSE

The purpose of this policy is to establish a "general leave" program for those at-will employees working in permanent part-time classifications, or for those working part-time in a Basic Salary Schedule classification that work a regular schedule. The intent is to provide a minimum threshold of "leave" benefits for those employees who work in permanent part-time classifications.

The provision of such leave benefits would primarily enhance the employment status of the City's part-time staff. In addition, this program may favorably affect the City's ability to attract and retain well-trained, long-term part-time employees.

POLICY

At-will employees working in the following permanent part-time classifications are eligible to receive "general leave" benefits as defined below upon meeting the eligibility criteria so established. At-will employees working part-time in classifications on the Basic Salary Schedule are also eligible to receive "general leave" benefits upon meeting the eligibility criteria.

The permanent part-time classifications are:

<u>Class Code</u>	<u>Classification</u>
601	Intern
506	Recreation Leader IV
505	Senior Lifeguard
503	Recreation Leader I
504	Recreation Leader II
507	Recreation Leader III
512	Lifeguard
509	General Aide I
510	General Aide II
513	Instructor Guard
650	Crossing Guard
710	Lead Crossing Guard

A. General Leave Defined

General leave is defined as leave accrued based on the amount of part-time hours worked at the current rate of .042 hours per hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service. This accumulated time can be used in lieu of regularly scheduled work hours for sick, vacation, or holiday time (as defined in Personnel Rules and Regulations for classifications covered by the Basic Salary Schedule). Part-time employees may also "cash-out" a portion of said general leave.

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B. Eligibility

At-will employees working in the classifications identified above, as well as those part-time employees working in classifications listed on the Basic Salary Schedule, who work on a regular, year-round basis, are eligible to accrue leave benefits so defined.

Eligibility commences after part-time employees have been employed for a minimum of 520 service hours.

Once eligible, the part-time employee will earn .042 general leave hours for each hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service.

C. Payoff and Accrual Limitation

All accrued time shall be paid off in full at the current hourly rate of pay upon termination or deactivation from employment.

The maximum accrual of general leave shall be 84 hours. Upon reaching this limit, employees shall be paid the rate in effect at the time the excess is earned.

“Cash-out” of accrued general leave will be permitted under the circumstances below:

1. A baseline is established of 20 hours of accrued leave. No cash out will be permitted unless an employee has greater than this baseline and no employee may cash-out any amount that would reduce the accrued leave to less than 20 hours.
2. The cash out option will be facilitated through the use of the employee’s time card and shall be paid in conjunction with the normal payroll process and cycle.
3. Any request outside the guidelines established by this policy shall be considered a hardship request and must be approved by the Administrative Services Director who will consult with the City Manager. Consideration will only be granted upon receipt of written verification of severe hardship including documentation of such.

The effective date of this policy shall be January 1, 1989, and may be revised by Resolution.

The revised effective date of this policy is December 4, 2000.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL ADVISOR PROGRAM	300-5	4- 1-91	1 of 2

BACKGROUND

The City of Costa Mesa first established the City Council Advisor Program in 1987. However, the Program has lacked clear direction and guidelines from the City Council, and participants in the Program have changed. The combination of these factors necessitates the adoption of a City Council Policy so as to clearly delineate the Council's intentions for the Program.

PURPOSE

The purpose of the City Council Advisor Program is to provide a means for Costa Mesa citizens with a particular background, interest, or expertise to share those skills in the development of local public policy. The Program is advisory only, and is intended to complement citizen advisory committees and commissions in providing the City Council with comments and recommendations on a variety of subjects.

POLICY

1. Establishment of Council Advisors - Any member of the City Council may request the establishment of a Council Advisor position. Council Advisors shall be appointed by majority vote and serve at the pleasure of the Council.
2. Term of Appointment - Council Advisors shall serve for a two-year term from the date of appointment. Individuals may be reappointed to subsequent terms by majority action of the Council. The City Council may, by majority vote, terminate the appointment of an individual as a Council Advisor without cause.
3. Compensation - Council Advisors shall receive no compensation except for the reimbursement of reasonable expenses incurred in the execution of their duties as an Advisor. Any reimbursement shall be done in accord with the adopted rules and regulations of the City of Costa Mesa.
4. Council Advisor Reports - Each individual appointed as an Advisor shall report to the City Council at least annually a summary of his/her activities as an Advisor. Reports may be given orally or in written form. Council Advisors may be requested by Council members to provide input on specific issues to the full Council on matters within their given area of expertise.

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CITY COUNCIL ADVISOR PROGRAM

POLICY
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300-5

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5. City Representation - Council Advisors may not make any commitment of City resources, financing, staffing, or support. From time to time, Council Advisors may be requested to represent the City's interests or position on a given issue before outside groups and organizations. Such representation shall not be made without clear policy direction from the City Council to do so.

C.A. No. _____

DEPT. _____

TYPE/VIOLATION _____

(Fire Code, Bldg Code,
Sign Ordinance, etc.)

COMPLAINT CHECKLIST
(Municipal Ordinance Violations)

NOTE: Use separate form for each defendant and attach all information available including statements or reports.

DEFENDANT: _____
Name Address

STATUS: _____
(Indicate whether Individual, Corporation, Partnership etc.)

VIOLATION(S): _____
(Indicate specific Code Sections to be charged and number them.)

LOCATION OF VIOLATION(S): _____

DATE OF VIOLATION(S): _____
(As to each violation)

ANY PRIORS? _____
(Yes or No)

WITNESSES: _____
(As to each violation and attach their statements - indicate what other City

Departments or personnel have information.)

OTHER EVIDENCE: _____
(Indicate as to each violation what documents or other exhibits are

available to prove violation and attach copies if possible. Witnesses should retain

originals in their custody.)

PRE-COMPLAINT EFFORTS: _____
(What was done to secure voluntary compliance.)

ANTICIPATED DEFENSES: _____
(What has defendant indicated is reason for non-compliance.)

SUBMITTED BY: _____ Title: _____

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL RELATIONS WITH EMPLOYEES	300-6	02-01-99 Rev. 07-15-02	1 of 2

PURPOSE

Costa Mesa Municipal Code Section 2-106 sets forth general provisions relating to communications between the City Council and City employees. The intent of this section of the code is to provide a framework for processing requests for information from the City Council through the City Manager. As the demand for information has increased and the manner in which information is communicated has changed with advanced technologies, the need has arisen to refine protocol under the Code. Section 2-106 provides that the City Council and City Manager may "...vary the provisions of this section by the establishment of contrary policies". The intent of this policy is to establish those "contrary policies" in terms of City Council, Commissions and Committees' relations with City employees.

POLICY

It is the purpose of this policy to:

1. Ensure clear guidelines for City Council, Commissions and Committees and City staff in terms of requesting and providing information, research, studies and similar staff responsibilities.
2. Designate appropriate levels of responsibility in responding to requests for information from the City Council, Commissions and Committees in a timely and accurate fashion.
3. Require that all reports, studies, memorandum and related staff work be provided concurrently to all members of the City Council.

PROCEDURE

1. Routine Inquiries

These requests involve the basic "day-to-day" Council Member inquiries, which typically can be handled via the telephone or email. Such requests generally include matters such as meeting schedules, complaint status, reporting service requests, etc. These typically do not require a written report. Such requests may be directed to the City staff assigned responsibility for the program/service under inquiry by a Council Member.

2. Requests for Limited Studies

On occasion, Council Members, Commission and Committees will have an interest or need for City staff to research a given subject or issue. Such requests, for purposes of this policy, are those which are defined as taking four (4) hours or less of a City staff

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member's time to complete and result in a written report, memorandum, correspondence or similar document. For requests of this nature, the Council Member shall make the request through either the City Manager or the appropriate Department Director. Commissions and Committees may likewise request limited studies by majority vote from a noticed, regular meeting. It is the responsibility of the City Manager or appropriate Department Director, upon receipt of the request, to make a determination as to whether the request can be completed within the time frame above.

3. Requests for Substantial Research

New proposals, concepts and ideas brought forward to the full City Council for formal consideration, often require substantial research by City staff beforehand. For purposes of this policy, substantial research is defined as requiring more than four (4) hours of a City staff member's time to complete. Council Members making such requests shall direct same to the City Manager, except for requests for legal research, which shall be directed to the City Attorney. Commissions and Committees shall forward requests for substantial research to the City Council for authorization. The City Manager and the requesting Council Member shall meet to establish the scope of the research desired. If the research can be accommodated within existing staffing levels, and without impact on current assignments, budget or a commitment of City equipment or facilities, the City Manager will assign the research to the appropriate Department Director.

4. Provisions of Reports, Studies and Documents

All reports, studies, memorandums, correspondence and related documents prepared pursuant to the provisions of this policy must be provided concurrently to each member of the City Council with a copy to the City Manager. It is the responsibility of the City staff member preparing the preceding to ensure that the information provided is timely, accurate and complete. It is the responsibility of the Department Director to review all such staff work and to ensure it is distributed in accordance with the preceding directive.

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ADJUSTMENTS TO EMPLOYEE COMPENSATION	300-7	5/15/00 REV: 4/1/2008	1 OF 1

PURPOSE

The City Council has established with its employee associations and unrepresented employees a methodology for adjustments of compensation that is revenue sensitive and recognizes the mutual interests of the City and its employees.

POLICY

It is the purpose of this policy to clearly state for City staff the consistent guidelines established by the City Council for the adjustment of compensation for employees within the City of Costa Mesa.

PROCEDURE

The basis for adjustment in compensation for employee classifications includes implementation of two distinct phases:

- **Phase I** - The City will use the average or median of the established contiguous benchmark survey cities to determine a fair wage. It is agreed that the average will be defined as the average of the established survey agencies, excluding the City of Costa Mesa. It is agreed that the median will be defined as the average of the number 3 and 4 agencies for total compensation, excluding the City of Costa Mesa. Total compensation shall be defined to include top-step base salary, employer-paid member retirement contribution, medical, dental, life, long-term disability, retirement supplement or enhancement costs, auto allowance (Executive employees) and P.O.S.T./education/performance incentive pay, if applicable by Memorandum of Understanding (MOU). The California Public Agencies Compensation Survey (CalPACS) and available data for the comparison agencies regarding tentative agreements pending ratification and official approval will be used in computing total compensation for each agreed upon benchmark classification.
- **Phase II** - The employee associations and City representatives have discussed and acknowledge that fiscal stability and the City's ability to continue operations and to pay salary/benefits are mutual interests. In an effort to insure that these occur, the following is to be used when the City experiences a "financial hardship." As previously agreed with the employee associations, if the City experiences a decrease of 3% or more in the combined revenue totals for Sales Tax, Property Tax and Transient Occupancy Tax (all indicators of the health of the local economy), the respective MOUs in effect shall be re-opened for the purpose of wage/salary discussions regarding the City's corresponding ability to pay.

The financial number used to determine the three revenue stream factors shall be the City's audited numbers. Audited numbers are typically available in August or September. If the provisions of this policy must be invoked, any adjustment (decrease) in salary will be on a prospective basis, not retroactive.

The above guidelines may be amended for salary equity considerations with the mutual consent of City representatives and the employee associations, and the adoption of a MOU that contains specific language that so stipulates. The above guidelines may be amended for salary equity considerations for unrepresented employees by Resolution by the City Council. Additionally, the City agrees to meet and confer in good faith with each employee association within two weeks upon the adoption of any State or Federal law or regulation, or after passage of any Act or decision of any court of competent jurisdiction which has significant financial impact upon the City and may, as a result, affect the terms and conditions of the MOU.