

SIDE LETTER OF AGREEMENT

BETWEEN

THE CITY OF LAGUNA BEACH

AND

THE LAGUNA BEACH MUNICIPAL EMPLOYEES' ASSOCIATION

This Side Letter of Agreement ("Agreement") between the City of Laguna Beach ("City") and the Laguna Beach Municipal Employees' Association ("LBMEA") is entered into with respect to the following:

WHEREAS, the parties are currently parties to a Memorandum of Understanding (MOU) with a term of July 1, 2025 through September 30, 2026; and




WHEREAS, the City had agreed to a pilot program for holiday closure during calendar 2022, agreed to holiday closure for 2023 and 2024 and is now agreeing to it for 2025; and

WHEREAS, the following sets forth the parties' Agreement:


1. In 2025, the City administrative offices will be closed between Thursday, December 25, 2025 and Thursday January 1, 2026.
2. December 25, 2025 and January 1, 2026 are already holidays for employees represented by the LBMEA. As such, City administrative offices would already be closed on December 25, 2025 and January 1, 2026. An employee represented by the LBMEA who is required to work on December 25, 2025 and/or January 1, 2026, shall be paid in accordance with Article 8.2 of the MOU.
3. December 26, 2025 is the off Friday for most employees represented by the LBMEA who work a 9/80 work schedule with alternating Fridays off. As such, for these employees this is their regular day off.
4. For any employee whose alternating Friday off is December 19, 2025 and January 2, 2026, they are scheduled to work on December 26, 2025. For these employees they will be required to use vacation for that day unless their supervisor approves or requires that they work that day.
5. For employees whose regular days off are Wednesday, Thursday and alternating Friday, they will be on holiday closure leave on their regular day off from work of Friday December 26, 2025. These employees will also be on leave for holiday closure on Monday, Tuesday and Wednesday December 29 through 31, 2025. Even though December 27, 2025 is a Saturday, it is a workday for these employees.
6. Unless informed otherwise by their supervisor, employees who are scheduled to work between December 29 and 31, 2025, shall be given these days off from work with pay regardless of the number of regularly scheduled hours they are scheduled to work. Department Heads will coordinate with their staff to ensure appropriate standby staffing within their departments to cover emergency and urgent issues.

7. Any employee who is required to work on any or all of the days between December 29 and 31, 2025, shall receive up to nine (9) hours of leave per day on January 5, 2026 that can be used up to December 20, 2026, as approved by the Department Head. This leave has no cash value and cannot be cashed out.
8. Since Marine Safety employees represented by the LBMEA will be working their regularly scheduled hours between Thursday December 25 and Wednesday December 31, 2025 (subject to leave usage like any other time of the year), the City agrees to provide twenty-seven (27) hours of leave for all Marine Safety employees in the bargaining unit represented by the LBMEA after January 5, 2025 that can be used as leave up to December 20, 2026. This leave has no cash value and cannot be cashed out.
9. If there is any employee to whom paragraphs 3-8 above does not apply, (i.e., employees who are scheduled to work on one, two or all of the days of the 2025 holiday closure of December 29 through 31, 2025) City agrees to provide up to nine (9) hours of leave per day and up to twenty-seven (27) hours of leave (if they work all three days) after January 5, 2026 that can be used as leave up to December 20, 2026. This leave has no cash value and cannot be cashed out.

FOR THE CITY OF LAGUNA BEACH

 <small>Dave Kiff (Oct 30, 2025 15:48:02 PDT)</small>	10/30/2025
Dave Kiff, City Manager	Date
	10/30/2025
Gavin Curran, Assistant City Manager	Date
	10/30/2025
Aggie Nesh, Director of Human Resources & Risk Management	Date
<u>Peter Brown</u> <small>Peter Brown (Oct 30, 2025 17:32:18 PDT)</small>	10/30/2025
Peter Brown	Date

FOR THE LAGUNA BEACH MUNICIPAL EMPLOYEES' ASSOCIATION

 <small>MEA President (Nov 4, 2025 07:50:31 PST)</small>	11/04/2025
President MEA	Date
<u>Veronica Rodarte</u> <small>Veronica Rodarte (Oct 30, 2025 14:45:01 PDT)</small>	10/30/2025
Veronica Rodarte Labor Negotiator	Date











Side Letter of Agreement re Holiday Closure with LBMEA - 2025 vFinal


Final Audit Report

2025-11-04

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 Agreement completed.

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