

**2025 LETTER OF AGREEMENT**  
**BETWEEN THE CITY OF LONG BEACH AND**  
**THE LONG BEACH MANAGEMENT ASSOCIATION**

**RE: ACTING PAY & TRANSPORTATION ALLOWANCE**

This Letter of Agreement is entered between the City of Long Beach (“City”) and the Long Beach Management Association (“LBMA”), (collectively “the Parties”).

WHEREAS, the Parties have entered into a Memorandum of Understanding (MOU) covering the period of October 1, 2023 to September 30, 2026, which includes a provision for Acting Pay for temporary appointments to LBMA represented classifications, and a provision for Transportation Allowance.

WHEREAS, the LBMA MOU, Article Two, Section II (ACTING PAY) indicates the following:

- An employee will be eligible for an Acting Appointment when they are designated by the Department Head or Appointing Authority to perform the principal duties of a higher position for a temporary period of ten (10) or more consecutive business days. The employee shall receive temporary acting pay, retroactive to the first Saturday following the date they were designated to perform the duties, once approved by the City Manager or appointing authority, equivalent to a ten percent (10%) salary adjustment or the minimum of the salary range for the position, whichever is greater, provided that in no case shall the rate for that period exceed the maximum rate of the higher-paying position.
- The City Manager or designee and/or Appointing Authority shall review and approve the appropriateness of the Acting Appointment for management positions. Employees will revert to their previously established hourly rate following the expiration of the Acting Appointment.

WHEREAS, the LBMA MOU, Article Two, Section III (TRANSPORTATION ALLOWANCE) indicates the following:

- Managers shall be entitled to a transportation allowance in accordance with Administrative Regulation 4-2. Effective December 1, 2023, and paid the second paycheck in January 2024, transportation allowance will be issued as follows:

Position(s)	Monthly Amount
Department Head	\$650
Deputy Director / Manager / Director (Harbor/Utilities)	\$550
Division Officer / Superintendent	\$450
Asst. to Executive / Executive Assistant / Executive Secretary	\$300

WHEREAS, the Parties have met and discussed modifications of the Acting Pay and Transportation Allowance provisions as follows:

NOW THEREFORE, the Parties agree to the following, effective December 1, 2023:

- The employee shall receive temporary acting pay, retroactive to the beginning of the first pay period (Saturday) following the date they were designated to perform the duties, once approved by the City Manager or appointing authority, equivalent to a ten percent (10%) salary adjustment or the minimum of the salary range for the position, whichever is greater, provided that in no case shall the rate for that period exceed the maximum rate of the higher-paying position.
- If approved for an Acting Appointment, the employee shall receive the Transportation Allowance that corresponds with the management classification of the Acting Appointment. The allowance may be pro-rated, depending on the duration of the Acting Appointment.
- Employees will revert to their previously established hourly rate and corresponding transportation allowance (if applicable) following the expiration of the Acting Appointment.


This Letter of Agreement shall not change any Memorandum of Understanding (MOU) provisions other than as outlined above.

**IT IS SO AGREED:**

FOR THE CITY OF LONG BEACH:

FOR THE LONG BEACH  
MANAGEMENT ASSOCIATION:

  
\_\_\_\_\_  
Thomas B. Modica  
City Manager

  
\_\_\_\_\_  
Michael Goldschmidt  
LBMA President

7/3/25  
\_\_\_\_\_  
Date

7/2/2025  
\_\_\_\_\_  
Date