

Council Meeting of
March 6, 2012

Honorable Mayor and Members
 of the City Council
 City Hall
 Torrance, California

Members of the Council:

SUBJECT: City Manager - Adopt RESOLUTION amending the Torrance Municipal Employees (TME-AFSCME) Memorandum of Understanding modifying the Special Compensation section. Expenditure: \$4,500

RECOMMENDATION

Recommendation of the City Manager that City Council adopt a **RESOLUTION** pursuant to a Memorandum of Understanding amending Resolution No. 2011-26 setting forth hours, wages, and working conditions represented by TME-AFSCME by modifying the Special Compensation section.

Funding

Funding is available in the Community Services Department operating budget.

BACKGROUND/ANALYSIS

On June 21, 2011, Your Honorable Body approved the 2011-13 operating budget. One of the budget reductions for the Community Services Department was the reduction of weekend overtime for maintenance at various City parks (Attachment A). Since the adoption of the budget, City staff has been meeting and conferring with TME-AFSCME to implement the new weekend shifts. As a result of this process, parties agreed to implement new weekend shifts in order to reduce weekend overtime. Effective with the adoption of the attached Resolution, all new Maintenance Workers hired after February 1, 2012 will be required to work a regular weekend shift. Both parties also agreed to require the least senior Lead Maintenance Worker to work the weekend regular shift. The weekend crew will consist of the following positions based on Peak Season and Off Season:

Peak Season: Cover the period of May 1 to October 31

- Two (2) Full-Time Maintenance Workers
- One (.6) Part-Time Maintenance Worker
- One (1) Lead Maintenance Worker

Off Season: Covers the period of November 1 to April 30

- One (1) Full-Time Maintenance Worker
- One (1) Lead Maintenance Worker

Staff recommends the approval of a 5% shift differential for those employees required to work on weekends to provide an incentive for shift coverage. The cost of the shift differential will be offset

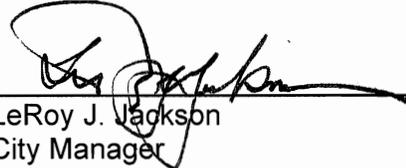
from budget savings as a result of the implementation of regular weekend shifts. Actual budget savings will be determined once staff has an opportunity to analyze future shift coverage data.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

- Attachments: A) Excerpt from the City Council Supplemental to Item 13A from the June 7, 2011 City Council meeting.
B) Torrance Municipal Employees (TME-AFSCME) Supplemental #2

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: June 7, 2011

TO: Aram Chaparyan, Assistant to the City Manager
FROM: Robert Carson, Park Services Manager
SUBJECT: Discussion – Proposed Budget Reduction Scenario

Focus Area: Elimination of two Maintenance Worker positions and the elimination of \$17,000 from the Overtime budget

Estimated Savings/Additional Revenue: **\$147,000**

The Park Services Division is responsible for approximately 300 acres of turf and landscape within the 46 parks and recreation amenities. This continued elimination of staffing resources over the past several years and the continued increase of park acreage to maintain has significantly taxed the division and will greatly impact the quality of services that the Park Services Division can continue to provide to our community.

With this being said, in these very challenging budget times, staff are recommending the elimination of two Maintenance Worker positions and eliminating \$17,000 from the Overtime budget.

Elimination of two Maintenance Worker positions

At the present time, there are two vacant positions within the Park Services Division. One position is a Maintenance Worker which was created by the promotion of the individual in that position to a Lead Maintenance Worker.

The second vacancy is a Lead Maintenance Worker, which just became vacant as the result of a retirement. With this vacancy of a Lead Maintenance Worker, staff would like to fill this position with one of the candidates on the eligibility list. Filling the Lead Maintenance Worker position will create a second vacant Maintenance Worker position. Staff would recommend eliminating the two vacant Maintenance Worker positions in order to fulfill our budget reduction scenario.

Staffing Plan: Over the past several years, three new properties (approximately 7 acres) have been developed. Bio-swales and the main Cityyard maintenance responsibilities have also been added to the Park Services Divisions responsibilities without the addition of any new manpower. With the elimination of the two Maintenance Worker positions, staff will evaluate these impacts as to how they will affect the division's ability to provide the highest level of service and the ability to complete our daily tasks in the city parks.

Elimination of Overtime Budget: The final piece of this scenario includes the reduction of the overtime budget by \$17,000, provided management can meet and confer with ASFSME to re-define the work shifts for our crews. We will need to reassign crews to cover the weekends to provide weekend maintenance. This stipulation is included in the work rules for the Division; however it has not been implemented.

Staffing Plan: Most of the overtime used in Park Services is to provide weekend park maintenance. Providing maintenance seven days a week in our parks assures that the restrooms are cleaned and stocked daily, litter is picked up, trash receptacles are emptied and re-lined and that play areas and equipment are checked for safety. The weekend maintenance staff is also responsible for the maintenance of the pond and watering the greens at Sea Aire golf course. By reducing the overtime budget, it will be necessary to create a weekend park maintenance shift assignment by utilizing our current 24 maintenance positions and 13 Lead Maintenance Worker positions. The Park Services Division will identify weekend staffing shift needs for a year round basis. These shifts focus on a peak season (April – October) needing four employees on the weekends and non-peak season (November – March) needing two employees on the weekends.

In addition, when we begin our summer mow schedule and move the Lead Maintenance Worker from the projects crew to the mow crew, we will then move the two Maintenance Workers from the projects crew to a park crew.

Peak season is the most heavily used time for our parks. During this time, four employees will be needed for weekend maintenance. This shift will be comprised of three Maintenance Workers and one Lead Maintenance Worker.

PEAK SEASON SHIFT

	S	M	T	W	T	F	S
Number of Maintenance workers per day Open Friday	3	22	22	22	22	10	3

	S	M	T	W	T	F	S
Number of Maintenance workers per day Closed Friday	3	22	22	22	22	16	3

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Open Friday	1	14	14	13	13	6	1

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Closed Friday	1	14	14	13	13	7	1

During the non-peak season, and the least used time for our parks, a two person weekend maintenance shift will be needed. This shift will be comprised of one Maintenance Worker and one Lead Maintenance Worker.

The proposed two week work schedule for the division is outlined below:

NON PEAK SEASON SHIFT

	S	M	T	W	T	F	S
Number of Maintenance workers per day Open Friday	1	22	22	22	22	8	1

	S	M	T	W	T	F	S
Number of Maintenance workers per day Closed Friday	1	22	22	22	22	14	1

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Open Friday	1	14	14	13	13	6	1

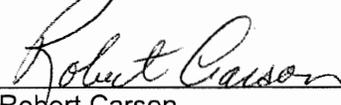
	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Closed Friday	1	14	14	14	13	7	1

If all of the proposed reductions are implemented, it will certainly pose a significant challenge to the Park Services Division. Park development seems to be eminent, but staff feels confident that through efficient scheduling, development of a pre-emergent weed control program, instituting a Park Tree Management Plan, a Turf Management Plan and the continuation of converting old hydraulic irrigation to electric and the ongoing pursuit of seeking out new technologies and methods for maintaining a municipal park system, we can be successful in providing quality parks and facilities with a very high level of customer satisfaction.

Park Services

Eliminate 2.0 Maintenance Workers	\$130,000
Reduce Overtime budget	\$ 17,000
SUB TOTAL	\$147,000

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Robert Carson
Park Services Manager

CONCUR:


John Jones
Community Services Director

MEMORANDUM OF UNDERSTANDING

TORRANCE MUNICIPAL EMPLOYEES – AFSCME, LOCAL 1117
(TME-AFSCME)

2011 - 2012

SUPPLEMENTAL #2

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE MUNICIPAL EMPLOYEES – AFSCME LOCAL 1117.

An agreement of the undersigned representatives of the TME-AFSCME and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions effective March 6, 2012, and was reached through agreement of the undersigned parties.

Signed this _____ day of March, 2012.

Management

TME-AFSCME





RESOLUTION NO. 2012-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2011-26 SETTING FORTH CHANGES REGARDING HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TME-AFSCME.

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2011-26 is hereby amended.

SECTION II

The following agreement between representatives of Management and the representatives of the TME-AFSCME is hereby amended as follows:

Effective March 6, 2012

ARTICLE 12 - AMENDMENTS

SECTION 12.2 AMENDMENT TO ARTICLE 3 – SPECIAL COMPENSATION

ADD:

SECTION 3.6 WEEKEND SHIFT

Weekend Shift Differential:

All employees in the Community Services Department, Park Services Division who are assigned weekend shifts, shall be paid as follows:

- Weekend shift: Five percent (5%) over and above base pay for hours worked on Saturdays and Sundays only.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this _____ day of March, 2012.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN L. FELLOWS III, City Attorney

ATTEST:

by _____
Patrick Q. Sullivan
Assistant City Attorney

Sue Herbers, CMC
City Clerk