

Council Meeting of
August 1, 2006

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

Members of the Council:

SUBJECT: Direction to prepare Salary Resolution for Elected Officials

RECOMMENDATION

The City Manager recommends that the City Council provide direction with respect to the timeframe of the salary resolution and to salary modification for Elected Officials that also serve as department heads.

Funding

Adequate funding is available in the Wage Reserve

BACKGROUND

At the Council meeting of October 25, 2005, certain salary resolutions were adopted, inclusive of a resolution for the elected positions of City Clerk and City Treasurer, whom also serve as department heads. The Resolution provided for a fiscal year increase of 5% effective December 25, 2005. The term of the Resolution was July 1, 2005 through February 28, 2007.

ANALYSIS

The City Manager is recommending that City Council consider for fiscal year 2006-07 and future years establishing the term of the Resolution for Elected Officials that also serve as department heads to be reflective of the fiscal year as is the standard for other department heads. This would result in a new resolution effective July 1, 2006 through June 30, 2007.

The City Manager further recommends that Council provide direction with respect to fiscal year 2006-07 compensation adjustment for the City Clerk and City Treasurer. Salary surveys conducted by the Human Resources Department in fiscal year 2005-06 provide the following comparative data:

Position	Surveyed Base Pay Median	Current resolution Base Pay*
City Clerk	\$8,863	\$7,974
City Treasurer	\$9,614	\$9,136

*Current resolution provides a 10% premium above base pay based on longevity or certification awarded by the International Institute of Municipal Clerks for the City Clerk position and the International Institute of Municipal Treasurers for the City Treasurer position.

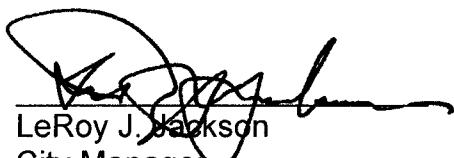
Based on Council direction, a new resolution would be brought forward adjusting the term of the fiscal year 2006-07 resolution, and with compensation increase if directed by Council with an effective date following the adoption of the Resolution.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By Mary Giordano
Mary K. Giordano
Assistant City Manager

CONCUR:



LeRoy J. Jackson
City Manager

MKG/dle

Attachments: A) 2005 Salary Surveys performed by Human Resources Department

City of Torrance**Torrance Title: City Clerk**

Survey Agencies	Position Title	Range Min	Range Max	PERS	Health	Dental	Def Comp	Other Min	Other Max	Range Min w/ Benefits	Range Max w/ Benefits
Anaheim	City Clerk	\$ 7,527	\$ 11,291	7%	779	53		826	1165	\$ 9,712	\$ 14,078
Pasadena	City Clerk	\$ 7,356	\$ 9,194	7%	825	68		533	809	\$ 9,296	\$ 11,540
Santa Ana	Clerk of the council	\$ 9,057	7%	794	70	1%		500	862		\$ 11,508
Glendale	City Clerk	\$ 8,647	\$ 8,950	0%	866	106		942	1139	10,561	\$ 11,060
Long Beach	City Clerk	\$ 8,973	7%	796				450	450		\$ 10,847
Pomona	City Clerk	\$ 8,075	7%	600	75			637	854	\$ 7,760	\$ 10,169
Burbank	City Clerk	\$ 7,690	7%	704					1203		\$ 10,135
Garden Grove	City Clerk	\$ 8,333	0%	909				634	675	\$ 7,726	\$ 9,917
Huntington Bch	City Clerk	\$ 6,078	\$ 7,533	7%	851	116		350	350	\$ 7,820	\$ 9,377
Santa Monica	n/c										

Notes: N/C - No Comparable position

Torrance	City Clerk	\$ 7,373	\$ 7,594	7%	695		0.5%	571	\$ 9,192	\$ 9,430

Calculation of Base Pay Median	
Total Range Median	\$ 9,192
Plus Comp. Benefits	\$ 1,203
Base Pay Benefits	\$ 1,531
Value of all Benefits	(7.5%)
Re-Breaked Point (Base Pay Median)	\$ 9,430

NOTES

Torrance Allowances includes \$446/mo car allowance, \$1500/yr (\$125/mo) reimbursable expenses, and max 15% longevity

Anaheim Allowances includes \$475/mo car allowance, Perf Bonus 3% - 7% of annual salary and annual physical \$1500/yr (\$125/mo).

Burbank Allowances includes \$374/mo car allowance, \$900/yr (\$75/mo) for Prof Dev, Perf Bonus 0-10%, and Exec Leave Cash out 100hrs/year (8.33hrs/mo)

Garden Grove Allowances includes car allowance \$515 mo. and 40 hours (3.33 hrs/mo) Admin Leave.

Glendale Allowances includes car allowance \$390/mo, Perf Bonus 1-5%, Fitness Plan \$400/yr (\$33/mo), \$200/yr (\$17/mo) annual physical, Exec Leave 100hrs/yr (8.33 hrs/mo)

Huntington Beach Allowances includes car allowance \$500/mo.

Long Beach Allowances includes car allowance \$450/mo (Midpoint on salary is reported as Range Max)

Pasadena Allowances include \$750/yr (\$63/mo) professional development and car allowance \$375/mo

Pomona Allowances include Exec Leave - 8-462 hrs/per pay period (18.33 hrs/mo)

Santa Ana Allowances include \$500/mo car allowance and merit bonus up to 7%

Santa Monica - n/c

Attachment A

City of Torrance

City Treasurer

Survey Agencies		Base Salary		Benefits		Base Pay Median		Calculation of Base Pay Median		Total Compensation	
Survey Agencies	Position Title	Range Min	Range Max	PERS	Health	Dental	Def Comp	Other Min	Other Max	Range Min w/ Benefits	Range Max w/ Benefits
Anaheim	City Treasurer	\$ 7,527	\$ 11,291	7%	779	53		826	1165	\$ 9,712	\$ 14,078
Huntington Bch	City Treasurer	\$ 7,921	\$ 9,812	7%	851	116		350	350	\$ 9,792	\$ 11,816
Glendale	City Treasurer	\$ 9,233	\$ 9,556	0%	866	106		976	1186	\$ 11,181	\$ 11,714
Pasadena	City Treasurer	\$ 7,442	\$ 9,303	7%	825	68		533	812	\$ 9,359	\$ 11,659
Santa Monica	Revenue Mgr	\$ 6,518	\$ 8,047	7%	877	86		1351	1883	\$ 9,289	\$ 11,456
Long Beach	City Treasurer	\$ 7,419	\$ 9,274	7%	796			450	450	\$ 9,184	\$ 11,169
Burbank	City Treasurer	\$ 7,690	\$ 7,690	7%	704			1203	1203	\$ 10,135	
Garden Grove	n/c										
Pomona	n/c										
Santa Ana	n/c										

Notes: N/C - No Comparable position

Torrance	City Treasurer	\$ 8,448	\$ 8,701	7%	695		0.5%	571	\$ 10,348	\$ 10,620

Calculation of Base Pay Median	
Total Comp./Median	\$ 11,759
Effect of Benefits	(126)
Less Payroll Benefits	1035
Value of CASH Benefits	779
Carried over from (Base Pay) Median	9,344

NOTES

Torrance Allowances includes \$446/mo car allowance and \$1500/yr (\$125/mo) for reimbursable expenses

Anaheim Allowances includes \$475/mo car allowance, Perf Bonus 3% - 7% of annual salary and annual physical \$1500/yr (\$125/mo)

Burbank Allowances includes \$374/mo car allowance, \$900/yr (\$75/mo) for Prof Dev, Perf Bonus 0-10%, and Exec Leave Cash out 100hrs/year (8.33hrs/mo)

Garden Grove - n/c

Glendale Allowances includes car allowance \$390/mo, Perf Bonus 1-5%, Fitness Plan \$400/yr (\$33/mo), \$200/yr (\$17/mo) annual physical, Exec Leave 100hrs/yr (8.33 hrs/mo)

Huntington Beach Allowances includes car allowance \$500/mo.

Long Beach Allowances includes car allowance \$450/mo (Midpoint on salary is reported as Range Max)

Pasadena Allowances include \$750/yr (\$63/mo) professional development and car allowance \$375/mo

Pomona - n/c

Santa Ana Allowances includes \$400/mo car allowance, up to 10% Perf. Bonus, 176hrs/yr (14.66 hrs./mo) for Mgmt. Incentive plus \$400/mo