

Council Meeting of
August 8, 2006

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

Members of the Council:

SUBJECT: Amendment to Resolution for Elected Officials

RECOMMENDATION

The City Manager recommends that the City Council amend Resolution 2005-121 setting forth the wages, hours and working conditions for the Elected Officials.

Funding

Adequate funding is available in the wage reserve

BACKGROUND/ANALYSIS

On August 1, 2006 an item was brought forward to the City Council to obtain direction for adjusting the compensation for Elected Officials that also serve as department heads. At that time, the City Council directed the compensation for City Clerk and the City Treasurer to be adjusted by 3.5% effective August 1, 2006.

Respectfully submitted

LeRoy J. Jackson
City Manager



By: Eric E. Tsao
Finance Director

CONCUR:



LeRoy J. Jackson
City Manager

Attachments: A) Elected Officials Resolution
B) Item 11D August 1, 2006 Council Meeting

RESOLUTION 2006-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING
RESOLUTION 2005-121 SETTING FORTH WAGES, HOURS AND WORKING
CONDITIONS FOR ELECTED OFFICIALS .**

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

SECTION I

That Resolution No. 2005-121 is hereby amended as follows.

SECTION II

Effective August 1, 2006

ARTICLE 1 - CITY CLERK**SECTION 1.1 CITY CLERK'S COMPENSATION****Delete:**

The City Clerk shall be entitled to receive an annual general increase calculated under the following formula:

For Fiscal Years 2005-07, the Employee General Increase is determined to be 5%, effective December 25, 2005 to February 28, 2007.

No earlier than July 1, 2005, and upon the completion of a performance evaluation for the Deputy City Clerk, the City Clerk shall advance to Step B below:

MONTHLY PAY

	Step A	Step B	Effective Date
City Clerk	7373	7594	July 1, 2005
	7717	7974	December 25, 2005

Add:

Upon the completion of a performance evaluation for the Deputy City Clerk, the City Clerk shall receive the pay point of \$8,253 per month, effective August 1, 2006.

ARTICLE 2 - CITY TREASURER**SECTION 2.1 SALARY****Delete:**

The City Treasurer shall be entitled to receive an annual general increase calculated under the following formula:

For Fiscal Years 2005-07, the Employee General Increase is determined to be 5%, effective December 25, 2005, to February 28, 2007.

No earlier than July 1, 2005, and upon the completion of a performance evaluation for the Deputy City Treasurer, the City Treasurer shall advance to Step B below:

MONTHLY PAY			
	Step A	Step B	Effective Date
City Treasurer	8448	8701	July 1, 2005
	8870	9136	December 25, 2005

Add:

Upon the completion of a performance evaluation for the Deputy City Treasurer, the City Treasurer shall receive the pay point of \$9,456 per month, effective August 1, 2006.

SECTION III

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 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 August, 2006

Mayor of the City of Torrance

ATTEST:

City Clerk of the City of Torrance

APPROVED AS TO FORM:

JOHN L. FELLOWS
CITY ATTORNEY

By _____
Ron Pohl
Assistant City Attorney

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.

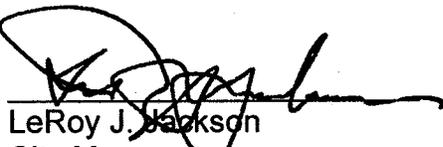
Based on Council direction, a new resolution would be brought forward adjusting the term of the fiscal year 2006-07 resolution, and with compensation increase if directed by Council with an effective date following the adoption of the Resolution.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Mary K. Giordano
Assistant City Manager

CONCUR:


LeRoy J. Jackson
City Manager

MKG/dle

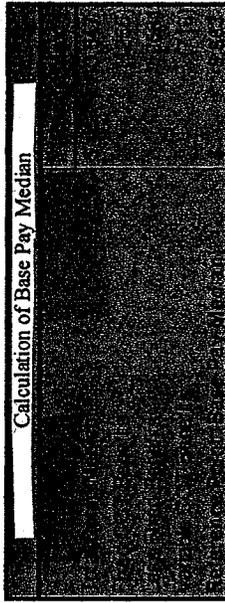
Attachments: A) 2005 Salary Surveys performed by Human Resources Department

City of Torrance

Torrance Title City Clerk		Salary						Benefits			Range	
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	\$ 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	\$ 8,973	7%	796			450	450		\$ 10,847	
Pomona	City Clerk	\$ 6,026	\$ 8,075	7%	600	75		637	854	\$ 7,760	\$ 10,169	
Burbank	City Clerk	\$ 7,690	\$ 7,690	7%	704				1203		\$ 10,135	
Garden Grove	City Clerk	\$ 6,183	\$ 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	571	\$ 9,192	\$ 9,430
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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

City of Torrance

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	\$ 9,389	\$ 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%	704				1203		\$ 10,135
Garden Grove	n/c										
Pomona	n/c										
Santa Ana	n/c										
Notes: N/C - No Comparable position											
Torrance	City Treasurer	\$ 8,446	\$ 8,701	7%	695		0.5%	571	571	\$ 10,348	\$ 10,620

Calculation of Base Pay Median

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, \$500/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 n/c
- Santa Monica Allowances includes \$400/mo car allowance, up to 10% Perf. Bonus, 176hrs/yr (14.66 hrs/mo) for Mgmt. Incentive plus \$400/mo