

Council Meeting of
October 23, 2007

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

Members of the Council:

SUBJECT: City Manager – Adopt revised Elected Officials 2007 Resolution

RECOMMENDATION

The City Manager recommends that the City Council adopt a revised Resolution setting forth the wages, hours, and working conditions for Elected Officials effective October 14, 2007.

Funding

Funding is available in the wage reserve.

BACKGROUND AND ANALYSIS

On August 28, 2007, your Honorable Body adopted the 2007 Elected Officials Resolution. Staff indicated in the item that the City Clerk position pay is well below the market range for comparable size cities with a City Clerk position. The City Manager recommends an additional adjustment of 5% to the base pay for the position of City Clerk. This adjustment is necessary to maintain a comparable pay level.

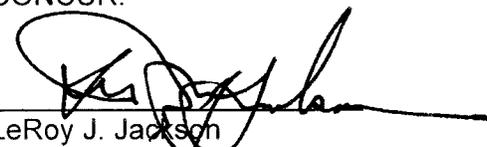
Lastly, the Resolution implements new changes to include previously approved amendments to the Elected Officials Resolution which were omitted inadvertently from the latest Resolution. The omitted amendments were Resolutions 2006-76, 2006-77 and 2006-78. The attached Resolution includes all of the language from Resolutions 2006-76, 2006-77 and 2006-78.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachments: A) Revised Elected Officials 2007 Resolution
B) August 28, 2007 City Council Item

RESOLUTION NO. 2007-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TORRANCE AMENDING AND RESTATING RESOLUTION 2007-86
RELATING TO WAGES, HOURS, AND WORKING CONDITIONS
FOR ELECTED OFFICIALS BEGINNING OCTOBER 14, 2007**

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

SECTION I

That Resolution No. 2007-86 is hereby repealed in its entirety and amended and restated as set forth herein.

SECTION II

Effective October 14, 2007, the following personnel wage and expense procedure is adopted for Elected Officials of the City of Torrance to read in its entirety as follows:

ARTICLE 1 - CITY CLERK

SECTION 1.1 CITY CLERK'S COMPENSATION

The City Clerk shall be entitled to receive an annual general increase of 5%, making the pay point \$8,666 effective August 19, 2007.

The City Clerk shall be entitled to a one-time salary adjustment of 5%, making the pay point \$9,099 effective October 14, 2007.

Such compensation is for the performance of the duties of the office as set forth in Article VI of the City Charter.

SECTION 1.2 BENEFITS

Benefits for the City Clerk shall be the same as provided for Department Heads.

Incumbent in the position of City Clerk will be eligible for either one of the two premiums noted below:

- A. A longevity premium in the amount of 10% awarded with the completion of five years as an elected department head and with the commencement of 25 years of service with the City of Torrance. This premium is over and above base pay. Earned PERS service credit in another agency can be credited for up to seven years of the required 25 years of service;

-OR-

- B. A longevity premium in the amount of 10% for the acquisition of the designation of "Certified California Municipal Clerk" awarded by the International Institute of Municipal Clerks. This designation must be retained in order to receive the premium.

ARTICLE 2 - CITY TREASURER

SECTION 2.1 SALARY

The City Treasurer shall be entitled to receive an annual general increase of 5%, making the pay point \$9,929 effective August 19, 2007.

The salary for the City Treasurer is for performance of the duties of the office as set forth in Article VI of the City Charter. Additional duties assigned to the City Treasurer are: investment of City funds, central cashiering, citation program, bond maintenance, deferred compensation and other administrative duties. The City Treasurer may be assigned by the City Council the administration of other City programs.

The City Treasurer shall devote full time to the interest of the City.

SECTION 2.2 BENEFITS

Benefits for the City Treasurer shall be the same as provided for department heads.

Incumbent in the position of City Treasurer will be eligible for either one of the two premiums noted below:

A. A longevity premium in the amount of 10% awarded with the completion of five years as an elected department head and with the commencement of 25 years of service with the City of Torrance. This premium is over and above base pay. Earned PERS service credit in another agency can be credited for up to seven years of the required 25 years of service;

-OR-

B. A longevity premium in the amount of 10% for the acquisition of the designation of "Certified California Municipal Treasurer" certificate awarded by the International Institute of Municipal Treasurers. This designation must be retained in order to receive the premium.

ARTICLE 3 - MAYOR AND CITY COUNCIL

SECTION 3.1 ROUTINE LOCAL EXPENSES

The Mayor and City Council shall be reimbursed for routine local monthly expenses in accordance with Resolution 2006-78.

SECTION 3.2 VEHICLE ALLOWANCE

The Mayor and City Council shall be reimbursed for vehicle use in accordance with Resolution 2006-76.

SECTION 3.3 CONFERENCE AND OTHER TRAVEL

The Mayor and City Council shall be reimbursed for Conference and other travel in accordance with Resolution 2006-77.

SECTION 3.4 OTHER MEETINGS EXPENSES

In addition to the amounts set forth in Sections 3.1, 3.2, and 3.3 herein, the Mayor and each member of the City Council shall be reimbursed for actual and necessary expenses while engaged in City business as a result of travel to and attendance at meetings held outside the boundaries of Los Angeles County in an amount not to exceed a sum which shall be determined in each case in advance by the City Council.

SECTION 3.5 OTHER EXPENSES

Notwithstanding the provisions of Sections 3.1, 3.2, 3.3, and 3.4 herein, the Mayor and any member of the City Council may receive reimbursement for any other actual and necessary expenses upon approval of the City Council for good cause shown.

SECTION 3.6 INSURANCE

Effective August 28, 2007 through December 31, 2007:

- A. Effective January 1, 2007, the City shall pay \$80.80 per month per employee and eligible annuitants toward medical insurance. The \$80.80 employer contribution will only apply toward the health insurance premium of one of the authorized PERS health insurance plans. If the employee does not participate in the PERS insurance plans, the \$80.80 cannot be used for any other purposes.
- B. The City shall allocate \$188.00 per month per active employee for the purpose of deducting the payment of the employer's contribution to administrative and contingency fees as required by the PERS insurance plan. The payment of this fee is based on the percentage provided by PERS multiplied by the premium selected by the employee.

The remainder may be used by the employee for the balance payment of PERS-approved health insurance plan premiums, dental or life insurance. The employee does not need to participate in the PERS health insurance plan to be eligible to use the allocation for either dental or life insurance, insured savings, or group benefits.

Effective January 1, 2008:

- A. Effective January 1, 2008, the City shall pay \$97 per month per employee and eligible annuitants toward medical insurance. The \$97 employer contribution will only apply toward the health insurance premium of one of the authorized PERS health insurance plans. If the employee does not participate in the PERS insurance plans, the \$97 cannot be used for any other purposes.
- B. Effective January 1, 2008, employees covered by this agreement are eligible to receive the following City provided health insurance:

Health Insurance				
	No Coverage	1 Party	2 Party	3 Party
PERS Mandated Amount	\$0	\$97.00	\$97.00	\$97.00
City Health Contribution	\$0	\$276.98	\$650.96	\$875.34
Totals	\$0	\$373.98	\$747.96	\$972.34

- C. Any amount remaining may be used by the employee for the balance payment of PERS approved health insurance plan premiums, dental or life insurance. The employee does not need to participate in the PERS health insurance plan to be eligible to use the allocation for dental or life insurance, insured savings, or group benefits.
- D. The City shall cover each employee under a \$100,000 accidental and \$200,000 universal term life insurance policy.

ARTICLE 4 - EFFECTIVE DATES

SECTION 4.1 PROVISIONS EFFECTIVE

The provisions of this Resolution shall be effective commencing August 19, 2007.

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 anyone or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved, and adopted this _____ day of October, 2007.

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

Mayor Frank Scotto
ATTEST:

by _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, City Clerk

Council Meeting of
August 28, 2007

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

Members of the Council:

SUBJECT: City Manager – Adopt Elected Officials 2007 Resolution

RECOMMENDATION

The City Manager recommends that the City Council adopt a Resolution setting forth the wages, hours, working conditions and new health insurance coverage for Elected Officials effective August 19, 2007.

Funding

Funding is available in the wage reserve.

BACKGROUND AND ANALYSIS

The proposed compensation level for Council consideration was determined after the Human Resources Department conducted a salary survey for comparable-sized cities with City Clerk and City Treasurer positions. The findings of the survey indicate a need to adjust the City Clerk and City Treasurer positions to maintain a salary range that is consistent with the rest of Southern California cities. The City Clerk's position is well below the market range for comparable cities; therefore, Council may consider an additional adjustment to the base pay when staff returns to the City Council with several proposed adjustments in the next 90 days.

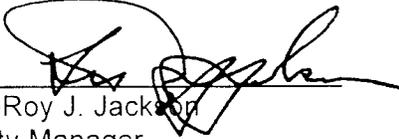
Lastly, the Resolution implements new health insurance benefit coverage as approved for all miscellaneous employees effective January 1, 2008.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By Aram Chaparyan
Aram Chaparyan
Assistant to the City Manager

CONCUR:



LeRoy J. Jackson
City Manager

Attachments: A) Elected Officials 2007 Resolution
B) 2007 Salary Surveys performed by the Human Resources Department

RESOLUTION 2007-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE SETTING FORTH WAGES, HOURS AND WORKING CONDITIONS FOR ELECTED OFFICIALS BEGINNING AUGUST 28, 2007, AND REPEALING RESOLUTION NO. 2005-121

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

SECTION I

That Resolution No. 2005-121 is hereby repealed in its entirety.

SECTION II

The following personnel wage and expense procedure is adopted for Elected Officials of the City of Torrance to read in its entirety as follows:

ARTICLE 1 - CITY CLERK

SECTION 1.1 CITY CLERK'S COMPENSATION

The City Clerk shall be entitled to receive an annual general increase of 5%, making the pay point \$8,666 effective August 19, 2007.

Such compensation is for the performance of the duties of the office as set forth in Article VI of the City Charter. The City Clerk shall receive a car allowance as set by the City Council.

SECTION 1.2 BENEFITS

Benefits for the City Clerk shall be the same as provided for Department Heads.

Incumbent in the position of City Clerk will be eligible for either one of the two premiums noted below:

- A. A longevity premium in the amount of 10% awarded with the completion of five years as an elected department head and with the commencement of 25 years of service with the City of Torrance. This premium is over and above base pay. Earned PERS service credit in another agency can be credited for up to seven years of the required 25 years of service;

-OR-

- B. A longevity premium in the amount of 10% for the acquisition of the designation of "Certified California Municipal Clerk" awarded by the International Institute of Municipal Clerks. This designation must be retained in order to receive the premium.

ARTICLE 2 - CITY TREASURER

SECTION 2.1 SALARY

The City Treasurer shall be entitled to receive an annual general increase of 5%, making the pay point \$9,929 effective August 19, 2007.

The salary for the City Treasurer is for performance of the duties of the office as set forth in Article VI of the City Charter. Additional duties assigned to the City Treasurer are: investment of City funds, central cashiering, citation program, bond maintenance, deferred compensation and other administrative duties. The City Treasurer may be assigned by the City Council the administration of other City programs.

The City Treasurer shall devote full time to the interest of the City. The City Treasurer shall receive a car allowance as set forth by the City Council.

SECTION 2.2 BENEFITS

Benefits for the City Treasurer shall be the same as provided for department heads.

Incumbent in the position of City Treasurer will be eligible for either one of the two premiums noted below:

- A. A longevity premium in the amount of 10% awarded with the completion of five years as an elected department head and with the commencement of 25 years of service with the City of Torrance. This premium is over and above base pay. Earned PERS service credit in another agency can be credited for up to seven years of the required 25 years of service;

-OR-

- B. A longevity premium in the amount of 10% for the acquisition of the designation of "Certified California Municipal Treasurer" certificate awarded by the International Institute of Municipal Treasurers. This designation must be retained in order to receive the premium.

ARTICLE 3 - MAYOR AND CITY COUNCIL

SECTION 3.1 ROUTINE LOCAL EXPENSES

- A. The Mayor shall be reimbursed for actual and necessary expenses while engaged in City business in an amount not to exceed \$350.00 per month.
- B. Each member of the City Council, other than the Mayor, shall be reimbursed for actual and necessary expenses while engaged in City business in an amount not to exceed the sum of \$250.00 per month.

SECTION 3.2 VEHICLE ALLOWANCE

The Mayor and the members of the City Council shall, in addition to the amounts set forth in Section 3.1, receive a car allowance the same as established for department heads.

SECTION 3.3 CONFERENCE AND OTHER TRAVEL

In addition to the amounts set forth in Sections 3.1 and 3.2 herein, the Mayor and each member of the City Council shall be reimbursed in an amount not to exceed fifteen hundred dollars (\$1,500) per fiscal year for actual and necessary expenses while engaged in City business as a result of travel to and attendance at national, state, and local conventions, conferences and seminars.

SECTION 3.4 OTHER MEETINGS EXPENSES

In addition to the amounts set forth in Sections 3.1, 3.2, and 3.3 herein, the Mayor and each member of the City Council shall be reimbursed for actual and necessary expenses while engaged in City business as a result of travel to and attendance at meetings held outside the boundaries of Los Angeles County in an amount not to exceed a sum which shall be determined in each case in advance by the City Council.

SECTION 3.5 OTHER EXPENSES

Notwithstanding the provisions of Sections 3.1, 3.2, 3.3, and 3.4 herein, the Mayor and any member of the City Council may receive reimbursement for any other actual and necessary expenses upon approval of the City Council for good cause shown.

SECTION 3.6 INSURANCE

Effective August 28, 2007 through December 31, 2008.

- A. Effective January 1, 2007, the City shall pay \$80.80 per month per employee and eligible annuitants toward medical insurance. The \$80.80 employer contribution will only apply toward the health insurance premium of one of the authorized PERS health insurance plans. If the employee does not participate in the PERS insurance plans, the \$80.80 cannot be used for any other purposes.
- B. The City shall allocate \$188.00 per month per active employee for the purpose of deducting the payment of the employer's contribution to administrative and contingency fees as required by the PERS insurance plan. The payment of this fee is based on the percentage provided by PERS multiplied by the premium selected by the employee.

The remainder may be used by the employee for the balance payment of PERS-approved health insurance plan premiums, dental or life insurance. The employee does not need to participate in the PERS health insurance plan to be eligible to use the allocation for either dental or life insurance, insured savings, or group benefits.

Effective January 1, 2008

- A. Effective January 1, 2008, the City shall pay \$97 per month per employee and eligible annuitants toward medical insurance. The \$97 employer contribution will only apply toward the health insurance premium of one of the authorized PERS health insurance plans. If the employee does not participate in the PERS insurance plans, the \$97 cannot be used for any other purposes.

- B. Effective January 1, 2008, employees covered by this agreement are eligible to receive the following City provided health insurance:

Health Insurance				
	<u>No Coverage</u>	<u>1 Party</u>	<u>2 Party</u>	<u>3 Party</u>
PERS Mandated Amount	\$0	\$97.00	\$97.00	\$97.00
City Health Contribution	\$0	\$276.98	\$650.96	\$875.34
Totals	\$0	\$373.98	\$747.96	\$972.34

- C. Any amount remaining may be used by the employee for the balance payment of PERS-approved health insurance plan premiums, dental or life insurance. The employee does not need to participate in the PERS health insurance plan to be eligible to use the allocation for dental or life insurance, insured savings, or group benefits.
- D. The City shall cover each employee under a \$100,000 accidental and \$200,000 universal term life insurance policy.

ARTICLE 4 - EFFECTIVE DATES

SECTION 4.1 PROVISIONS EFFECTIVE

The provisions of this Resolution shall be effective commencing August 19, 2007.

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, 2007.

Mayor of the City of Torrance

ATTEST:

City Clerk of the City of Torrance

APPROVED AS TO FORM:

JOHN L. FELLOWS
CITY ATTORNEY

Torrance Title: City Clerk		Base Salary		Benefits			Cash Allowances		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 Clerk	\$ 8,458	\$ 11,533	7%	954	56		775	888	\$ 10,835	\$ 14,239
Burbank	City Clerk	\$ 9,288	\$ 12,454	7%	786	0			1360	\$ 8,208	\$ 10,476
Garden Grove	City Clerk	\$ 6,527	\$ 8,747	0%	1041	5		640	683	9,908	10,362
Glendale	City Clerk	\$ 7,854	\$ 8,129	0%	1042	116		896	1075	12,728	14,006
Huntington Bch	City Clerk	\$ 10,579	\$ 11,774	7%	936	122		350	350	11,299	14,102
Long Beach	City Clerk	\$ 9,196	\$ 11,494	7%	796	0		450	450	9,293	12,192
Pasadena	City Clerk	\$ 7,245	\$ 9,710	7%	886	40		533	878	896	12,606
Pomona	City Clerk	\$ 9,891	\$ 10,475	7%	700	75		766	1027		
Santa Ana	Clerk of the council			7%	938	90	1%	500			
Santa Monica	n/c										

Notes: N/C - No Comparable position

Torrance	City Clerk	\$ 7,717	\$ 8,253	7%	695	67	0.5%	571	571	\$ 9,629	\$ 10,205
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Entry	Top Step
\$ 8,624	\$ 10,349

Calculation of Proposed Salary Range	
Total Comp Median	\$ 12,454
Fixed COT Benefits	(1,266)
Less Fixed Benefits	11188
Variable COT Benefits	(639)
Reference Point (Base Pay Median)	\$ 10,349

NOTES

- Torrance Allowances includes \$446/mo car allowance, \$1500/yr (\$125/mo) reimbursable expenses, and max 15% longevity
- Anaheim Allowances includes \$650/mo car allowance, Perf Bonus 0% - 4.5% of annual salary and annual physical \$1500/yr (\$125/mo).
- Burbank Allowances includes \$125 car allowance, 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 Treasurer		Base Salary		Benefits			Cash Allowances			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	\$ 8,458	\$ 12,687	7%	954	56		775	917	\$ 10,835	\$ 15,502
Huntington Bch	City Treasurer	\$ 11,287	\$ 13,985	7%	936	122		500	500	\$ 13,635	\$ 16,522
Glendale	City Treasurer	\$	\$ 10,493	0%	866	106			1259		\$ 12,724
Pasadena	City Treasurer	\$ 8,490	\$ 10,481	7%	825	68		533	847	\$ 10,510	\$ 12,955
Santa Monica	Revenue Mgr	\$ 7,220	\$ 8,913	7%	877	86		1411	2000	\$ 10,099	\$ 12,500
Long Beach	City Treasurer	\$ 7,947	\$ 9,934	7%	796			450	450	\$ 9,749	\$ 11,875
Burbank	City Treasurer		\$ 10,305	7%	786	88			1136		\$ 13,036
Garden Grove	n/c										
Pomona	n/c										
Santa Ana	n/c										

Notes: N/C - No Comparable position

Torrance	City Treasurer	\$ 8,870	\$ 9,136	7%	695		0.5%	571	571	\$ 10,801	\$ 11,087
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Entry	Top Step
\$ 9,010	\$ 10,812

Calculation of Proposed Salary Range		Range Max
Total Comp Median		\$ 12,955
Fixed COT Benefits		(1266)
Less Fixed Benefits		11689
Variable COT Benefits		(877)
Control Point (Base Pay Median)		\$ 10,812

NOTES

- Torrance Allowances includes \$446/mo car allowance and \$1500/yr (\$125/mo) for reimbursable expenses
- Anaheim Allowances includes \$650/mo car allowance, Perf Bonus 0% - 4.5% of annual salary and annual physical \$1500/yr (\$125/mo).
- Burbank Allowances includes \$125 car allowance, 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