

Council Meeting of  
July 22, 2008

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

Members of the Council:

**SUBJECT: City Manager - Direction to prepare Salary Resolution for Elected  
Officials**

### **RECOMMENDATION**

Recommendation of the City Manager that City Council provide direction with respect to salary modification for Elected Officials that also serve as department heads.

#### Funding

Adequate funding is available in the Wage Reserve

### **BACKGROUND**

In 1976, the residents of Torrance approved Charter Amendment No. 3 which allowed the City Council to set the salary for the City Clerk and City Treasurer. A distinguishing characteristic for these elected positions is their department head status; which entails direct management of City staff. Since 1976, the City Council has used several different methodologies in establishing the salary levels for the City Clerk and City Treasurer. These included basing the salary on the general employee increases, the merit system for Department Heads and utilizing salary surveys from comparable agencies in Southern California. On August 1, 2006, the City Council approved a term for future resolutions based on the fiscal year and consistent with the Resolution for Executive and Management Employees (July 1 to June 30).

The current Elective Officials Resolution was approved by your Honorable Body on August 28, 2007. The compensation level for the City Clerk and City Treasurer positions was determined after the Human Resources Department conducted salary surveys of comparable-sized cities. An increase of 5% was approved initially with an additional increase of 5% approved on October 23, 2007 for City Clerk due to the position's below market salary. Attached are background materials (recent City Council items and resolutions from 2006 and 2007) to assist with providing Council with historical perspective on the Resolution for Elected Officials.

## ANALYSIS

The City Manager recommends that Council provide direction with respect to fiscal year 2008-09 compensation adjustment for the City Clerk and City Treasurer. Salary surveys conducted by the Human Resources Department in fiscal year 2007-08 provide the following comparative data:

Position	Surveyed Base Pay Median	Current resolution Base Pay*
City Clerk	\$10,544	\$9,099
City Treasurer	\$11,092	\$9,929

\*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.

Your Honorable Body has the following options to consider for adjusting the salary for the City Clerk and City Treasurer:

- **Option A:** Setting the salary level based on the general employee increase of 3.5% for 2008-2009.
- **Option B:** Utilizing the guidelines of the “Merit Plan” for department managers, using a formula based on “Employee General Increase (3.5%, plus [Department Pool (5.5%) less Employee General Increase (3.5%) divided by 2].” This formula option is preferred by the City Clerk and the City Treasurer.
  - $3.5\% + (5.5\% - 3.5\%/2) = 3.5\% + 1\% = 4.5\%$
- **Option C:** Using the compensation survey data and increasing the salary levels to match the surveyed base pay median range. Generally a 5% adjustment per resolution term.
- **Option D:** Set a percentage level based on Council preference.

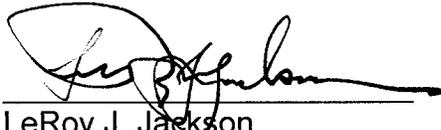
Based on Council direction, a new resolution would be brought forward adjusting the term of the fiscal year 2008-09 resolution, an adjustment to the health insurance contribution for all elected officials, and with compensation increase for the City Clerk and City Treasurer if directed by Council with an effective date following the adoption of the Resolution.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Aram Chaparyan  
Assistant to the City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

- Attachments:
- A) Memo from Sue Herbers, City Clerk
  - B) Memo from Linda Barnett, City Treasurer
  - C) City Council Item 11D dated August 1, 2006 (Limited Distribution)
  - D) City Council Item 11B dated August 8, 2006 (Limited Distribution)
  - E) City Council Item 12B dated August 28, 2007 (Limited Distribution)
  - F) City Council Item 12B dated October 23, 2007 (Limited Distribution)
  - G) 2008 Salary Surveys performed by Human Resources Department



**City of Torrance**  
Inter-office Communication

Date: July 17, 2008  
To: Mayor Scotto and  
Members of the City Council  
From: Sue Herbers, City Clerk  
Re: Compensation for City Clerk

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While this office has had its ups and downs over the past year due to some unexpected staffing issues we have survived and look forward to the coming fiscal year where we hope to gain momentum to address tasks set aside during the election year.

The City Clerk's office provides the City Council with weekly meetings services – agenda preparation, distribution, draft agendas and minutes. The workload resulting from the city council actions at weekly meetings includes contracts, bids and management of the commission and committee support services, responding to a fairly high level of public records requests and subpoenas. Other tasks are added – elections and election preparation, commissioner certification, management of ethics training, annual conflict of interest filing for over 350 employees.

I would ask that City Council carefully consider the tasks that this office performs on a regular basis – some weekly, add in additional duties assigned and compares the salary of the City Clerk to those of other full time department heads in the city as well as to the last salary survey of city clerks and bases their decision for pay for the City Clerk on that comparison.

Goals include:

- Revision of the conflict of interest filing system to ensure its relevance;
- Introduction of an information management system giving the ability to provide documents including minutes, resolutions and ordinance online for public use; and
- Amendment of the citywide Records Retention Schedule (working with City departments) to allow for better use of the City's resources and making the public records available to as many people as possible; and
- Work with the City Manager to implement an electronic agenda system so that the City can move forward from the agenda preparation methods in place since well before my predecessor's time;

*"In the middle of difficulty lies opportunity." -Albert Einstein*



**CITY OF TORRANCE  
INTEROFFICE COMMUNICATION**

**DATE:** July 17, 2008

**TO:** Mayor Scotto and  
Members of the City Council

**FROM:** Linda M. Barnett, City Treasurer

**SUBJECT:** Compensation for City Treasurer

The last year has been a very challenging year. This office has been very busy streamlining the way we do business to create a more efficient process. I am sharing with you the primary duties and responsibilities, along with what this office has been able to accomplish over the last year.

The City Treasurer's primary responsibility is to record, receipt and deposit all money's received into the City. Therefore, one of the primary goals of this office is to expedite the collection, receipt and deposit of revenue received daily. At least 90% of revenue received is either in check form or by the use of a credit card. The Treasurer's Office has been able to bring the deposit procedure into the 21 century by taking advantage of remote deposit. This procedure allows us to scan all checks received each day and it immediately post to our bank account same day. We have eliminated next day deposit and have same day access of funds. This works to our advantage because it allows me to have better cash flow control for investment purposes.

California Government Code Sections 53600 vests the City Council with the authority to invest the City's surplus funds. The code also provides the Council with the authority to delegate the investment duties to the City Treasurer, which is what the City Council chose to do several years ago. Therefore, another very important duty of the City Treasurer is to monitor and invest the City's Portfolio, keeping in mind our ultimate investment philosophy of the "prudent investor rule" – Safety, Liquidity and Return. The market over the last year has been somewhat challenging but due to diversification and prudent investing the portfolio has been able to maintain a conservative rate of return and in the process outperform our targeted benchmark by FYE. Below is a recap of the portfolio as it stands at FYE:

Average Daily Balance:	\$179.9 million
Average Rate of Return:	4.55%
Benchmark – Average CMT (Constant Maturing Treasury-2yr)	2.63%
Interest Earnings for FY 2007/08	\$8.5 million

In addition, the City Treasurer's Office is responsible for the City Employee's Deferred Compensation Plan's; PARS Benefit Plan; and the Retirement Health Savings Plan. The Treasurer is the Plan Administrator of the above plans and works with both the employee associations and the Third Party Administrator to provide appropriate educational seminars and educational material regarding all Plans. Also, we work closely with our Providers to make sure deposits are audited and correctly recorded quarterly.

Although these are not all the duties performed by this office, I chose to highlight the duties most pertinent to my responsibilities. I would request that City Council take into consideration the above accomplishments and assign compensation that would be fair and equitable and in line with City Department Heads.

**Goals:**

- Consolidate Citywide Credit Card Procedure by the use of one vendor
- Continue to streamline Banking Services



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:

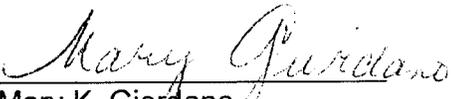
Position	Surveyed Base Pay Median	Current resolution Base Pay*
City Clerk	\$8,863	\$7,974
City Treasurer	\$9,614	\$9,136

\*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.

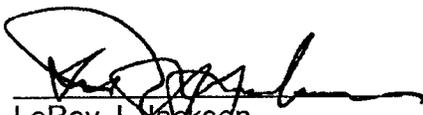
Based on Council direction, a new resolution would be brought forward adjusting the term of the fiscal year 2006-07 resolution, and with compensation increase if directed by Council with an effective date following the adoption of the Resolution.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Mary K. Giordano  
Assistant City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

MKG/dle

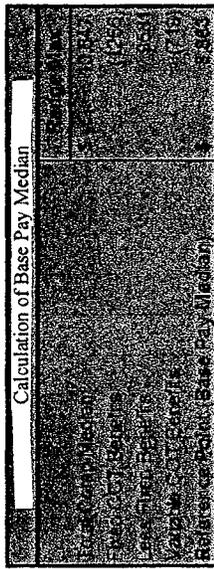
Attachments: A) 2005 Salary Surveys performed by Human Resources Department

City of Torrance

Torrance Title: City Clerk		Base Salary				Benefits				Cash Allowance			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	\$ 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	\$ 6,026	\$ 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	\$ 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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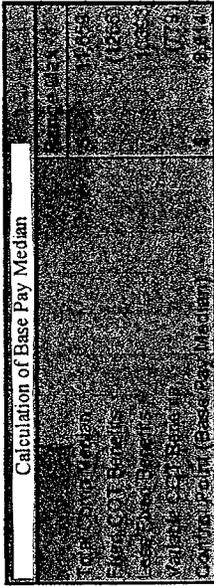


NOTES

- 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

City Treasurer		Base Salary				Benefits				Cost of 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	\$ 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	105		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															
<b>Torrance</b>	<b>City Treasurer</b>	<b>\$ 8,448</b>	<b>\$ 8,701</b>	<b>7%</b>	<b>695</b>		<b>0.5%</b>	<b>571</b>	<b>571</b>	<b>\$ 10,348</b>	<b>\$ 10,620</b>				



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.
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- 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

Council Meeting of  
August 1, 2006

**SUPPLEMENTAL TO ITEM 11D**

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

Members of the Council:

**SUBJECT: SUPPLEMENTAL MATERIAL #1 TO COUNCIL AGENDA ITEM  
11D-Direction to prepare Salary Resolution for Elected Officials**

In 2001 when the Council adopted to replace the step plan for department directors and managers with a "merit plan" based on performance, two department director positions were filled by elected officials, the City Treasurer and the City Clerk. While performing many duties of a department director they do not receive a formal performance evaluation from the Mayor and Council or the City Manager. Their performance evaluations are essentially given by Torrance residents every four years.

In lieu of a formal performance evaluation under the guidelines of the "merit plan" for department managers, a formula was used to compensate both the City Clerk and City Treasurer. The formula included the following language:

"Employee General Increase, plus Department Pool less Employee General Increase Divided by two."

For example, in FY 2001-02 the Employee General Increase was defined at 3% and the Department Pool was determined to be 5%. The amount given to the City Clerk and City Treasurer was 4%  $((3\% + 5\%)/2)$ .

This language was included in the City Clerk and City Treasurer pay resolution for the fiscal years beginning 2001 through 2004. The language was not included in the 2005 resolution.

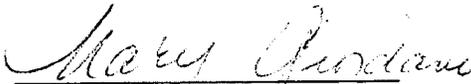
This supplement is being provided for informational purposes only, as the Council provides direction to the City Manager with respect to the salaries of elected officials.

Respectfully Submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Eric E. Tsao  
Finance Director

CONCUR:

  
Mary K. Giordano  
Assistant City Manager

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**

	<b>Step A</b>	<b>Step B</b>	<b>Effective Date</b>
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:

<b>MONTHLY PAY</b>			
	<b>Step A</b>	<b>Step B</b>	<b>Effective Date</b>
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**

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### **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:

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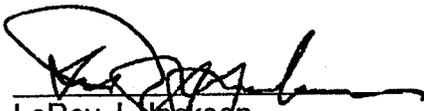
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Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Mary K. Giordano  
Assistant City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

MKG/dle

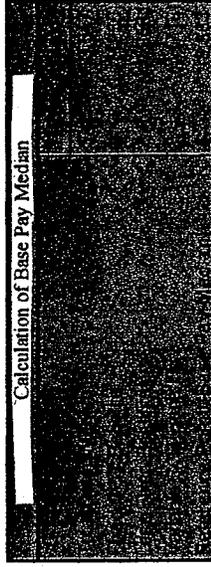
Attachments: A) 2005 Salary Surveys performed by Human Resources Department

City of Torrance

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
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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
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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: NIC - 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

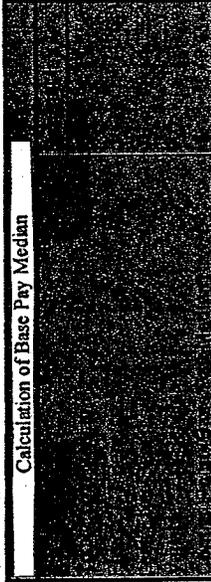
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 Santa Ana Allowances include \$500/mo car allowance and merit bonus up to 7%  
 Santa Monica - n/c

City of Torrance

Survey Agencies	Position Title	Range Min	Range Max	PERS	Health	Dental	Dis 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	\$ 9,369	\$ 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	\$ 8,445	\$ 9,701	7%	695		0.5%	571	571	\$ 10,348	\$ 10,620
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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 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



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:

<b>Health Insurance</b>				
	<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

CONFIDENTIAL

City of Torrance

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	\$ 9,288	7%	786	0			1360	\$ 8,208	\$ 12,084
Garden Grove	City Clerk	\$ 6,527	\$ 8,747	0%	1041	5		640	683	\$ 8,208	\$ 10,476
Glendale	City Clerk	\$ 7,854	\$ 8,129	0%	1042	116		896	1075	\$ 9,908	\$ 10,362
Huntington Bch	City Clerk	\$ 10,579	\$ 11,774	7%	936	122		350	350	\$ 12,728	\$ 14,006
Long Beach	City Clerk	\$ 10,475	\$ 10,475	7%	796	0		450	450	\$ 11,299	\$ 12,454
Pasadena	City Clerk	\$ 9,196	\$ 11,494	7%	886	40		533	878	\$ 11,299	\$ 14,102
Pomona	City Clerk	\$ 7,245	\$ 9,710	7%	700	75		766	1027	\$ 9,293	\$ 12,192
Santa Ana	Clerk of the council		\$ 9,891	7%	938	90	1%	500	896		\$ 12,606
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	Range Max
Fixed COT Benefits (1266)	\$ 12,454
Less Fixed Benefits 11188	
Variable COT Benefits (839)	
<b>Reference Point (Base Pay Median)</b>	<b>\$ 10,349</b>

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: NIC - 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	
Total Comp Median	Range Max
Fixed COT Benefits	\$ 12,955
Less Fixed Benefits	(1266)
Variable COT Benefits	11689
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

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.

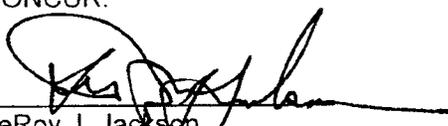
Lastly, the Resolution implements new changes to include previously approved amendments to the Elected Officials Resolution which were omitted inadvertently from the latest Resolution. The omitted amendments were Resolutions 2006-76, 2006-77 and 2006-78. The attached Resolution includes all of the language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

<b>Health Insurance</b>				
	<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
<b>Totals</b>	<b>\$0</b>	<b>\$373.98</b>	<b>\$747.96</b>	<b>\$972.34</b>

- 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.

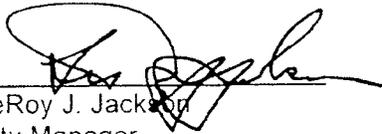
Lastly, the Resolution implements new health insurance benefit coverage as approved for all miscellaneous employees effective January 1, 2008.

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				
	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 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



CONFIDENTIAL

City of Torrance

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	7%	786	0			1360		\$ 12,084
Garden Grove	City Clerk	\$ 6,527	\$ 8,747	0%	1,041	5		640	683	\$ 8,208	\$ 10,476
Glendale	City Clerk	\$ 7,854	\$ 8,129	0%	1,042	116		896	1075	\$ 9,908	\$ 10,362
Huntington Bch	City Clerk	\$ 10,579	\$ 11,774	7%	936	122		350	350	\$ 12,728	\$ 14,006
Long Beach	City Clerk		\$ 10,475	7%	796	0		450	450		\$ 12,454
Pasadena	City Clerk	\$ 9,196	\$ 11,494	7%	886	40		533	878	\$ 11,299	\$ 14,102
Pomona	City Clerk	\$ 7,245	\$ 9,710	7%	700	75		766	1027	\$ 9,293	\$ 12,192
Santa Ana	Clerk of the council			7%	938	90	1%	500	896		\$ 12,606
Santa Monica	n/c										

Notes: N/C - No Comparable position

Torrance	City Clerk	\$ 7,717	\$ 8,253	7%	895	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	Range Max
Fixed COI Benefits	\$ 12,454
Less Fixed Benefits	(1266)
Variable COI Benefits	11188
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

Survey Agencies	Position Title	Base Salary		Benefits				Cash Allowances			Total Compensation	
		Range Min	Range Max	PEERS	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

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

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

**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