

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

**Members of the Council:**

**SUBJECT: City Manager – Adopt a Supplemental Resolution to the Torrance City Employees Association (TCEA) Memorandum of Understanding, adding the 2008 and 2009 salary range for Police Records Technicians**

**RECOMMENDATION**

Recommendation of the City Manager that City Council adopt a Resolution pursuant to a Memorandum of Understanding amending Resolution No. 2007-48 setting forth hours, wages and working conditions for employees represented by the Torrance City Employees Association (TCEA) to add the salary range for Police Records Technician.

Funding

Not applicable.

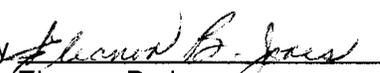
**BACKGROUND AND ANALYSIS**

On October 9, 2007, your Honorable Body approved the proposed class specification for Police Records Technician and adopted a supplemental to the Resolution governing employees represented by the Torrance City Employees Association (TCEA) to implement the salary range. Due to the change in title, the salary grid had to be updated to include the new Police Records Technician position with no change to salary. In the original item, the proposed salary range was updated for 2007 only.

Inadvertently, the grids for 2008 and 2009 were omitted. In order to avoid confusion associated with future pay raises, staff recommends adoption of a supplemental to add the Police Records Technician position to the 2008 and 2009 salary grid. There are no impacts to funding since the increases were already accounted for when employees were classified as Typist Clerks.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Eleanor B. Jones  
Management Associate

CONCUR:

  
LeRoy J. Jackson  
City Manager

Attachment: TCEA Supplemental #4



**MEMORANDUM OF UNDERSTANDING  
TORRANCE CITY EMPLOYEES ASSOCIATION  
(TCEA)**

**2007 – 2010**

**SUPPLEMENTAL #4**

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE CITY EMPLOYEES ASSOCIATION (TCEA)

An agreement of the undersigned representatives of the Torrance City Employees Association (TCEA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period of February 3, 2008 to February 28, 2010, and was reached through agreement of the undersigned parties.

Signed this \_\_\_\_ day of December, 2008.

Management

TCEA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Cynthia Rose*  
\_\_\_\_\_  
*Rubie*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## RESOLUTION NO. 2008-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE  
AMENDING RESOLUTION NO. 2007-48 SETTING FORTH CHANGES  
REGARDING HOURS, WAGES AND WORKING CONDITIONS FOR  
EMPLOYEES REPRESENTED BY THE TORRANCE CITY EMPLOYEES  
ASSOCIATION (TCEA)**

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

**SECTION I**

That Resolution No. 2007-48 is hereby amended.

**SECTION II**

The following agreement between representatives of Management and the representatives of the Torrance City Employees Association (TCEA) is hereby amended as follows:

***Effective February 3, 2008***

**ARTICLE 13 – AMENDMENTS****SECTION 13.4 AMENDMENT TO SECTION 2.1 SALARY RANGES AND CLASS TITLES****ARTICLE 2 – COMPENSATION****SECTION 2.1 SALARY RANGES AND CLASS TITLES**

- C. The following salary ranges are assigned to classes covered by this MOU **effective February 3, 2008:**

**ADD:**

**BASE HOURLY PAY RANGE**

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Police Records Technician	15.68	16.47	17.27	18.17	19.06	19.56*	20.02*		

\*Extended Steps

- D. The following salary ranges are assigned to classes covered by this MOU **effective February 1, 2009:**

**ADD:**

**BASE HOURLY PAY RANGE**

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Police Records Technician	16.23	17.05	17.87	18.81	19.73	20.24*	20.72*		

\*Extended Steps

**SECTION III SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision

shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this \_\_\_\_\_ day of December, 2008.

\_\_\_\_\_  
Mayor of the City of Torrance

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

ATTEST:

By \_\_\_\_\_  
Ronald T. Pohl, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, CMC  
City Clerk