

**RESOLUTION NO. 2023-98**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, AMENDING RESOLUTION NO. 2020-97 SETTING FORTH HOURS, WAGES, AND WORKING CONDITIONS FOR THE CITY MANAGER EFFECTIVE OCTOBER 17, 2023**

**2023**

**AMENDMENT #5**

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

**SECTION I**

That Resolution No. 2020-97 is hereby amended as follows:

Subsection A entitled "Sick Leave – City Manager: of Section 2.4 entitled "Sick Leave" of Article 2 entitled "Benefits" is amended to read in its entirety as follows:

**"ARTICLE 2 – BENEFITS**

**SECTION 2.4 SICK LEAVE**

A. Sick Leave – City Manager:

1. The City Manager shall earn sick leave at the rate of six (6) hours per month.
2. There shall be no maximum on the number of hours of unused sick leave that can be accumulated except as provided by the City Charter. Each day of sick leave earned after reaching the maximum accumulation shall be converted into cash and deposited into a deferred account at the rate of 100% hour salary for each hour of sick leave in lieu of being accrued.
3. Sick leave may be used for personal or family illness.
4. Retirement Early Notification Incentive Program  
Employee may use sick leave in accordance with the Retirement Early Notification Incentive Program.
5. At time of termination after at least seven (7) years of service, each hour of earned unused sick leave shall be converted into cash or deferred income at the rate of ½ hour of pay for each hour of unused sick leave; upon retirement such conversion shall be at the rate of one hour of pay for each hour of unused sick leave; in case of death, conversion shall be at the rate of one hour of pay for each hour of unused sick leave to be paid to the employee's designated beneficiary.
6. The City Manager may elect to cash out unused hours of sick leave or defer hours of unused sick leave to the City's 457 deferred compensation plan. Each December any unused/accrued sick leave hours over 240 hours, will be deferred to the City's 401(a) deferred compensation plan.

7. The City Manager shall be covered by a long term disability insurance policy. The premiums shall be paid for by the City and the policy shall provide a 30 day waiting period, 50% compensation during illness after 30 days for 10 years in case of illness, or until age 65 in case of disability caused by accident. The policy shall include a premium refund for non-usage.
- a. If there is a refund of non-used premiums, that refund amount shall be converted to sick leave hours, taking the City Manager's hourly pay rate and dividing that amount into the total refund.
  - b. Those sick leave hours can only be used for deferral purposes into the City's 401A or 457 deferred plans. They may not be used for sick pay.
  - c. The entire amount of sick leave hours will then be deferred into the 401A or 457 deferred plans.
  - d. The City Manager must fill out a form no later than October 15 of each year in order to make this deferral.
  - e. The payment into the plan will be made the first pay period in November."

**SECTION II 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, or 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 17<sup>th</sup> day of October, 2023.

  
\_\_\_\_\_  
Mayor Pro Tem Asam Sheikh

APPROVED AS TO FORM:  
Patrick Q. Sullivan, City Attorney

ATTEST:  
  
\_\_\_\_\_  
Rebecca Poirier, City Clerk

by   
 Tatia Y. Strader, Assistant City Attorney


**TORRANCE CITY COUNCIL RESOLUTION NO. 2023-98**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )  
CITY OF TORRANCE             )        ss

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at an adjourned regular meeting of said Council held on the 17th day of October, 2023 by the following roll call vote:

AYES:        COUNCILMEMBERS        Griffiths, Kalani, Kaji, Lewis, Mattucci, and Mayor Pro Tem Sheikh.  
NOES:        COUNCILMEMBERS        None.  
ABSTAIN:    COUNCILMEMBERS        None.  
ABSENT:     COUNCILMEMBERS        Mayor Chen.

Date: 10/25/23

  
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Rebecca Poirier, MMC  
City Clerk of the City of Torrance