



Date: May 20, 2025

To: Honorable Mayor and Members of the City Council

From: Aram Chaparyan, City Manager

By: Jamie Le, Assistant to the City Manager | JLe@TorranceCA.gov

Subject: City Manager – Approve Side Letter Agreement Between Torrance Professional and Supervisory Association (TPSA) and Management Adding Accounting Supervisor.
Expenditure: None.

RECOMMENDATION

Recommendation of the City Manager that City Council approve a side letter agreement between the Torrance Professional and Supervisory Association (TPSA) and Management which adds the position of Accounting Supervisor.

FUNDING

None required.

DISCUSSION

In previous years, Management and the various employee groups have produced “side letter” agreements to address issues that come up in between contract negotiations. A side letter is an agreement between an employer and union that typically: (1) modifies, clarifies, or interprets an existing provision in an MOU; or (2) addresses issues of interest to the parties that are not otherwise covered by the MOU.

Such agreements need to be approved by the City Council in an open session. This is particularly important if the side letter agreement pertains to potential PERSable income (i.e. salary adjustment) and premiums. As such, Staff requests the formal approval of City Council memorializing the following:

The subject Side letter agreement between the Torrance Professional and Supervisory Association (TPSA) and Management which adds the position of Accounting Supervisor. The annual fiscal impact will be \$10,413 and was included in the budget as part of the FY 2025-27 Proposed Operating Budget.

ATTACHMENT

1. Side Letter Agreement TPSA - Accounting Supervisor

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May 20, 2025

TO: Rebecca Poirier, City Clerk
FROM: Jamie Le, Assistant to the City Manager
RE: *MANAGEMENT and TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA) JOINT LETTER OF AGREEMENT REGARDING ACCOUNTING SUPERVISOR*

Management and Torrance Professional and Supervisory Association met and have reached agreement as noted on the attached document. Section 14.8.14.b of the Torrance Municipal Code reads:

*"If agreement is reached by management and a recognized employee organization or recognized employee organizations, on matters subject to approval by the City Council, they shall jointly prepare a written and signed memorandum of such understanding and present it to the City Council for determination. **If agreement is reached on matters not subject to approval by the City Council, those conferring shall jointly prepare a written and signed memorandum of such agreement which shall be filed with the City Clerk.**"*

Pursuant to the last sentence of the above paragraph, the City Manager's Office is filing the attached agreement with your office.

Management

Torrance Professional Supervisory Association (TPSA)

/s/ Aram Chaparyan

/s/ Leslie Cortez

/s/ Jamie Le

/s/ Chuck Schaich

Joint Agreement between the City of Torrance and
Torrance Professional Supervisory Association (TPSA)

Torrance Professional and Supervisory Association (TPSA) and representatives of Management (“City”) have met and conferred on the following effective May 18, 2025:

Section 3.1 entitled “Pay Ranges and Class Titles” of Article 3 entitled “Compensation” is modified to add B. in its entirety as follows:

“B. Effective June 1, 2025

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accounting Supervisor (PARS)	Hourly	\$49.83	\$52.33	\$54.95	\$ 57.70	\$60.59	\$63.62	\$66.81
Accounting Supervisor (Non-PARS)	Hourly	\$50.83	\$53.38	\$56.05	\$58.86	\$61.81	\$64.91	\$68.16

Effective July 12, 2026

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accounting Supervisor (PARS)	Hourly	\$50.83	\$53.38	\$56.05	\$58.86	\$61.81	\$64.91	\$68.16
Accounting Supervisor (Non-PARS)	Hourly	\$52.36	\$54.98	\$57.73	\$60.62	\$63.66	\$66.85	\$70.20

Effective July 11, 2027

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accounting Supervisor (PARS)	Hourly	\$51.34	\$53.91	\$56.61	\$59.45	\$62.43	\$65.56	\$68.84
Accounting Supervisor (Non-PARS)	Hourly	\$53.94	\$56.64	\$59.48	\$62.46	\$65.59	\$68.87	\$72.32

Signed this 20th day of May, 2025.

Management

**Torrance Professional and
Supervisory Association (TPSA)**

Aram Chaparyan
City Manager

Leslie Cortez
President

Jamie Le
Assistant to the City Manager

Chuck Schaich
Vice President