

Torrance, California
January 25, 1960

MINUTES OF AN ADJOURNED REGULAR MEETING
OF THE TORRANCE CITY COUNCIL.

The City Council of the City of Torrance convened in an adjourned regular meeting at 5:30 p.m., Monday, January 25, 1960 in the Council Chamber, City Hall, Torrance, California.

Those responding to roll call by Secretary Ruth Perotti were:
COUNCILMEN: Beasley, Benstead, Bradford, Jahn and Isen. ABSENT:
COUNCILMEN: Blount and Drale. City Manager Stevens and City Attorney Remelmeyer were also present.

Mayor Isen asked that Item No. 9 on the Agenda, the Discussion of Commission Appointments, be deferred; he felt the full Council should be present to discuss commission appointments. He stated that since each commissioner serves until a successor is chosen, no emergency existed.

1. Report on Salary Survey Findings:

With his letter of January 20, 1960, City Manager Stevens presented a Summary of Salary Survey dated January 16, 1960. The purpose of the survey was to determine the relationships of Torrance city salaries to salaries of cities in the Los Angeles area most comparable to Torrance in size and population. After summarizing the results of the survey, Mr. Stevens, on Page 2 of his letter, made the following recommendations:

1. That no general overall salary adjustments be made at this time.
2. That a salary plan which is being prepared by this office be adopted as soon as practicable so that certain obvious pay inequities can be avoided and an orderly plan will be in use when we make our comprehensive survey in May.
3. That particular attention be given after the comprehensive Spring salary survey and prior to adoption of the 1960-61 budget, to those classes where pronounced variances exist from survey average maximums. (None of the classes surveyed is more than 7.5 per cent less than the survey average maximum.)

In connection with Recommendation No. 2, Councilman Benstead asked City Manager Stevens if it was his intention to correct inequities at this time. Mr. Stevens replied that it was not, but he strongly recommended that a salary plan be adopted now even though we do not put it into effect so that it might be used as a working basis in the preparation of the new budget.

Councilman Jahn moved to concur with Recommendations 1 and 3, and to table Recommendation No. 2.

Motion was seconded by Mayor Isen.

Considerable discussion followed on Recommendation No. 2. Councilman Jahn stated he would assume if Recommendation No. 2 were approved, the salary differentials would be adjusted in accordance with the attached salary survey, and he made it clear that if raises in pay were involved, then he would want to discuss them during

consideration of the budget when all salaries would be considered.

Councilman Drale joined the meeting at 5:35 p.m.

Assistant City Manager Bone pointed out that the attachment was merely a summary of the survey made and that the salary plan itself would be presented in tonight's Agenda Item 2, "Discussion of Uniform Pay Schedule." Mr. Bone suggested that action on Recommendation No. 2 be deferred for consideration of Agenda Item No. 2.

Councilman Jahn amended his motion, to approve Recommendations Nos. 1 and 3 and defer action on Recommendation No. 2.

The amendment was accepted by the second and carried by the following roll call vote:

AYES:	COUNCILMEN:	Beasley, Benstead, Bradford, Jahn, Isen.
NOES:	COUNCILMEN:	None.
ABSENT:	COUNCILMEN:	Blount.
ABSTAIN:	COUNCILMEN:	Drale.

2. Discussion of Uniform Pay Schedule.

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With his letter of January 22, 1960, City Manager Stevens presented a Recommended Uniform Pay Plan (referred to as Attachment "A"), and a Comparison of Recommended Uniform Pay Plan With Present Pay Plan", (referred to as Attachment "B").

Councilman Bradford felt that the plan should be worked on but not adopted at this time.

Councilman Benstead moved to approve Agenda Item No. 2 in principle and that the City Manager may work on that principle in connection with the budget.

Motion seconded by Councilman Beasley, carried unanimously by roll call vote of those present. (Blount absent.)

Mayor Isen, in reply to a question from Councilman Bradford, pointed out that the plan would be prepared and presented to the Council for adoption, that it would show the inequities and how they are adjusted, the difference in steps, etc.

3. Report on Bi-weekly Pay Periods.

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In a letter dated January 22, 1960, Director of Finance Scharfman summarized the advantages and disadvantages of a bi-weekly payroll, and stated that he now favors a bi-weekly payroll.

Mayor Isen said he had read Mr. Scharfman's letter with interest, and he felt there would be no objection from the Council if both Mr. Scharfman and City Manager Stevens recommended a bi-weekly payroll, particularly since the employees have asked for it.

In reply to a question from Councilman Jahn, Mr. Scharfman said that employees would be paid every 14 calendar days.

Councilman Beasley moved to adopt the bi-weekly payroll plan.

Motion seconded by Councilman Benstead, carried unanimously by roll call vote of those present. (Blount absent.)

Mayor Isen asked that Finance Director Scharfman work out and present the plan to management for approval, and if management feels that approval of the Council is necessary as a matter of policy, it can be presented to them for approval.

4. Report on Proposed Sick Leave Pay Program.

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In a letter dated January 22, 1960, City Manager Stevens presented a study of a proposed sick leave pay program based on the program now being used by the Los Angeles County Civil Service System. Attached also was a Proposed Revised Sick Leave Pay Program.

Mr. Stevens explained the proposed plan briefly for the Council.

Mayor Isen questioned whether anything would be gained by reaching a policy decision now on this matter since many fringe benefits would have to be considered at budget time.

Mr. Stevens said that this is a study only and he did not recommend that we go into this program right now. He did believe that the proposed plan was a good solution for our problems of (1) cutting down on the use of sick leave, and (2) rewarding those employees who do not use their sick leave. He agreed with Mayor Isen that we should go in to the matter of sick leave at budget time when dealing with wages and fringe benefits.

Mayor Isen moved to concur that the matter of sick leave insofar as modifications are concerned, be considered in connection with the next fiscal budget.

Motion seconded by Councilman Beasley.

Councilman Jahn asked if this in essence meant concurrence with the system as set forth by Mr. Stevens.

Mayor Isen replied that he did not think it necessary to concur with this particular system at this time.

Several of the Councilmen commented on the fact that between now and budget time Mr. Stevens might find a plan that he considered better than this proposed one.

Councilman Beasley said he would assume then the Council was generally in agreement that unless a better plan is found in the meantime, the proposed plan is considered the best plan to start with. It was agreed that this was the Council's intention.

The motion carried unanimously by roll call vote of those present. (Blount absent.)

Councilman Drale questioned the validity of the roll call votes taken at tonight's meeting in the absence of the City Clerk and his Deputy.

City Manager Stevens explained that he had understood this meeting would be a work session only, and he had told City Clerk Bartlett he need not attend.

City Attorney Remelmeyer, after checking the charter, said he did not believe it was necessary to have a City Clerk to have a Council meeting. He said there is a directive which states in essence that the Council shall cause the City Clerk to keep a correct record of all its proceedings, and at the desire of any member, the City Clerk shall call the roll and shall cause the "Ayes" and "Noes" taken on any question to be entered in the record journal. He did not believe the absence of the City Clerk would invalidate the meeting.

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Councilman Beasley was of the opinion that the Council could cause some other person to do the same thing.

Councilman Drale agreed but said that the Council must officially appoint somebody to take the roll call vote.

City Attorney Remelmeyer said the Council could appoint a Clerk of the Council.

Councilman Bradford moved that the Secretary act as Clerk of the Council, and that the roll call votes taken by her up to the time of this motion be ratified.

Motion seconded by Councilman Jahn, carried unanimously by roll call vote of those present. (Blount absent.)

5. Move-Up Pay Policy.

In his letter of January 20, 1960, City Manager Stevens submitted his comments regarding "move-up pay" as requested by the Council in connection with the Proposed Amendments to Civil Service Rules and Regulations. After reviewing the present practice and the proposed amendment to the Civil Service Rules and Regulations on move-up pay, Mr. Stevens recommended that the following administrative control be incorporated:

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1. Persons recommended for move-up pay must be qualified by virtue of eligibility established by Civil Service promotional lists. This should insure that proper licenses, physical conditions and background requirements have been met. When possible, move-up selection should be taken from among those appearing in the top three on the eligible lists:

2. Move-up assignments should be made to those persons when possible from the next lower related classification engaged in that activity.

3. Administrative approval from the office of the City Manager should be obtained prior to assignment of employees to move-up position when the necessity of said assignment is known 24 hours in advance.

4. Persons temporarily assigned to fill department and division head positions should not be authorized move-up pay. Temporary or acting appointments for extended periods (in excess of thirty days) should be made, when necessary, as authorized by the City Manager.

5. Persons assigned to higher positions should receive the salary rate of the entrance step for the higher position unless that step is less than the employee currently receives.

6. Move-up pay should not be authorized for single-day fill-in work but only after a reasonable time (two weeks, 30 days, etc.).

7. Employee should not be moved up unless a budgeted opening exists unless otherwise approved by the office of the City Manager.

Mr. Stevens said that the policy on move-up pay had never been clearly defined and there were no conditions or restrictions. He felt that the recommendations he made would set up logical controls.

Councilman Jahn commented that he had never been completely in accord with move-up pay as it has been practiced, and he thought the qualifications under Items 1 to 7 set forth by Mr. Stevens would give a person, where isolated cases occur, the opportunity to move up and would also eliminate the necessity of move-up pay when an employee is not qualified to perform in the higher classification. Councilman Jahn moved to concur with Mr. Stevens' report.

Councilman Bradford said he did not think the head of a department and his assistant should be out of the City at the same time. This has happened in the past, he said, and he felt if a 3rd man must take over and is capable of running the department, then that man should certainly be entitled to move-up pay.

Mayor Isen agreed that the heads of departments and their assistants should not be out of the City at the same time.

Councilman Benstead agreed with this thinking, but he felt that in any case where a man is moved up and is on the eligible list for that position, he is qualified and should be paid for the job.

Councilman Beasley commented that move-up pay is directly contrary to the principles of Civil Service. He pointed out also that a Resolution would have to be drawn to adopt move-up policy and it will have to be incorporated in the Civil Service Rules and Regulations.

Mayor Isen stated that the resolution should be drawn with Items 1 to 7 as a guide and considering the comments of the Council so that they may be considered as recommendations where material

parts have been omitted.

Councilman Jahn said it should be understood that in the absence of a department head, as it is more or less pointed out in Mr. Stevens' report, if a man must step in and fulfill the duties of the department head for a length of time, and it is deemed by management that he must assume responsibilities of the department head, he should be paid for it.

Councilman Drale objected to the phrase "length of time", saying he felt it was too loose a term.

Councilman Jahn pointed out that move-up pay in such cases would be authorized by the City Manager and would be left to his discretion.

In response to a question from Councilman Bradford, City Manager Stevens said it was his belief that if a department head goes on a vacation, it is the assistant's job to take over in the absence of the department head, and the specifications for his position so state. If the department head is gone for an extended period of possibly six weeks or three months, then he felt this was an entirely different matter; if he is to take over under such circumstances, then he should be paid for the job.

Mayor Isen seconded Councilman Jahn's motion.

Councilman Drale objected to the motion not including a length of time involved before a man draws move-up pay. It was his belief that there should be no question as to who should receive move-up pay or when. He stated that the oldest man in the next classification should be given the opportunity to move up providing he qualifies, and in the absence of an eligible list, the man having seniority on the job should have the opportunity to move up. It was his belief also that move-up pay should be paid after the completion of four hours' work in the new classification, and he believed this should apply to all but department heads.

Councilman Jahn disagreed, stating that under these circumstances a man could presumably be moved up who was not qualified, that is, a man could be moved up to truck driver, for instance, although he may never have passed a physical as a truck driver nor have a chauffeur's license. He did not believe move-up pay could be an automatic thing.

In reply to a question from City Attorney Remelmeyer as to the time interval, Councilman Jahn stated that the report gives the conversation concerning how it should be set up in loose terms, with the approval of the Personnel Head, City Manager Stevens. Mr. Jahn stated that this is his motion. In any particular case, Mr. Stevens will make the determination based on certain criteria.

Mayor Isen commented that there should be a right of appeal from this determination.

The motion carried by the following roll call vote:

AYES: COUNCILMEN: Beasley, Bradford, Jahn, Isen.

NOES: COUNCILMEN: Benstead, Drale.

ABSENT: COUNCILMEN: Blount.

Councilman Jahn stated that his motion was to draw the resolution based on Mr. Stevens' report and the comments of the Council. City Attorney Remelmeyer agreed.

6. Civil Service Rules - General.

In his letter dated January 21, 1960, City Manager Stevens submitted his comments regarding the Proposed Amendments to the Civil Service Rules and Regulations.

Mr. Stevens stated that in general the proposed amendments merely provide needed clarifications. There are needs in particular areas, such as the Fire Department, to determine an average hourly rate of pay since they do not have a normal work week of 40 hours. Mr. Stevens stated the method shown of determining an average hourly rate for firemen is what we have been doing, but it has never been

stated in writing. This provision is required for the determination of overtime, sick leave, etc. Other than this provision, the remainder of the proposed amendments are purely definitive.

Councilman Jahn moved to concur with Mr. Stevens' report with the exception of the last two items, "Page 6, Section 7, Sick Leave. (a) and (b)" and "Page 10, SECTION 8, Section 1, Move-Up Pay", since these have already been discussed.

Councilman Benstead questioned the paragraph on "Page 5, Section 2, Holidays. (c) Holiday Pay", in regard to some employees who take time off in lieu of pay. He did not believe this was fair for an employee to take only one day off for one holiday worked.

Assistant City Manager Bone explained that this provision applies mainly to instances other than the seven code holidays, where Council has authorized the maintenance of a skeleton staff at City Hall. It has been the policy in these instances to give employees who work these days time off in lieu of pay.

The motion was seconded by Mayor Isen, and carried by the following roll call vote:

AYES:	COUNCILMEN:	Beasley, Benstead, Bradford, Jahn, Isen.
NOES:	COUNCILMEN:	Drale.
ABSENT:	COUNCILMEN:	Blount.

7. Summary of Data - Police and Fire Integration Plans.

In a letter dated January 25, 1960, City Manager Stevens presented a summary of information on Police and Fire Integration. A survey was attached.

The Council deferred discussion on this item since the Councilmen had not had an opportunity to read the material. Councilman Jahn stated that he intended to bring the matter up before the Council again.

8. Offer of Sale of Surplus Federal Property to City.

1112 Re-submitted by City Manager Stevens was a letter dated January 12, 1960 from Mr. A. D. Wilson, Realty Assistant, General Services Administration, to Mr. Van Bellehem, notifying him that a portion of the Torrance Annex to the Long Beach Naval Shipyard had been determined to be surplus to the requirements of the Federal Government and was available for disposal.

Mr. Stevens explained that he had re-submitted this because he had received additional information which would indicate that if the City purchased the property they would be required to pay 50% of the fair market value, whereas the Torrance Unified School District would be able to obtain the property at 100% discount. In view of this development, Mr. Stevens felt the City should not attempt to compete with the School District but should withdraw in their favor.

A lengthy discussion followed, with the majority of the Council agreeing with Mr. Stevens' recommendation.

Councilman Jahn voiced the opinion that if the School District acquires the 26 acres of land for the use of the general taxpayers of Torrance, he thought we had the right to ask that the property be put to good and valuable use.

Councilman Drale moved that we waive all our rights to the property and endorse the acquisition of the land by the Torrance Unified School District.

More discussion followed.

Mayor Isen moved that City Manager Stevens reply to Mr. Wilson's letter to the effect that the City Council endorses the use of the property by the Torrance Unified School District.

Councilman Drale withdrew his motion and seconded Mayor Isen's motion.

The motion carried by the following roll call vote:

AYES: COUNCILMEN: Beasley, Benstead, Bradford, Drale, Isen.
 NOES: COUNCILMEN: Jahn.
 ABSENT: COUNCILMEN: Blount.

Councilman Benstead suggested that Mr. Stevens write to Dr. Hull to determine if the City could use a portion of the property for recreational purposes.

Mayor Isen said he felt there should be extreme cooperation between the City and the School District. He felt there has been a continuous advancement in the harmonious relationship between the City and the School District as to the use of school playgrounds for recreation purposes, and the relationship is constantly getting better.

ORAL COMMUNICATIONS:

1. Mayor Isen reported that the U. S. Conference of Mayors will be held in Chicago, Illinois from May 12 to May 14, and since he felt he might be unable to go to the AMA Convention in November, he asked approval to represent the City in Chicago on those dates. 1039

Councilman Beasley moved that Mayor Isen be given a choice of attending either the U. S. Conference of Mayors or the AMA Convention.

Motion seconded by Councilman Drale, carried by the following roll call vote:

AYES: COUNCILMEN: Beasley, Benstead, Bradford, Drale, Jahn.
 NOES: COUNCILMEN: None.
 ABSENT: COUNCILMEN: Blount.
 ABSTAIN: COUNCILMEN: Isen.

2. Councilman Bradford reported that Los Angeles County has written an ordinance regarding Water Department work and he asked if Mr. Stevens had seen this.

Mr. Stevens replied that he had and that the Water Association and our Water Commission are going on record as opposing the ordinance. He said our Water Commission will recommend to the Council that the City draft a resolution opposing the ordinance. 1088

Councilman Bradford moved that the City prepare a resolution opposing the ordinance.

Motion seconded by Councilman Jahn, no objections, so ordered.

3. City Manager Stevens said that Los Angeles County is also attempting to get a uniform refuse disposal ordinance setting up weight scales, uniform charges, etc., and they want the City to go along with it. Mr. Stevens did not believe it is feasible to install a weighing system in the City costing several thousand dollars since we have only one dump, and he thought we should go on record that we do not plan to do so. 1088
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Mayor Isen asked that Mr. Stevens write a letter to Mr. Murray explaining our position.

4. Councilman Drale asked if the City has any propositions to place on the ballot in April such as an auditorium, airport bonds, etc., since they must be proposed within the next week or two.

Mr. Stevens felt that we are not prepared to present any such issues as an auditorium or airport bonds, and that we had a better chance of having them pass if we were to have complete information on them and then hold special elections. 1090

In connection with airport bonds, Mr. Stevens informed the Council that he had talked with the only two firms who have shown an interest, Stone and Youngberg, and Hanower. He said the representative of Stone and Youngberg thought the maximum bond issue we could support would be \$300,000. He had talked further with Mr. Hanower, who will send us a proposal in writing.

1059
5. Councilman Beasley felt there should be some system of rewarding City employees who have worked for the City for many years. He suggested that the City provide work training programs of different kinds for them. He said he had asked the City Manager's office about a year ago to study the possibility of monetarily rewarding employees who attend school on their own for actual academic courses which they take if the course is strictly in line with their job and improves their qualifications.

Mayor Isen said that while he felt these people were to be congratulated for improving themselves, he thought it would be difficult to administer any type of program for monetary rewards. He thought we should have 5, 10, 15 and 20 year pins such as are given in private industries.

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automobile
6. Councilman Benstead, referring to the report on smog-free mufflers, said he had seen another newspaper article which indicated that the City of Los Angeles bought such mufflers at a price of \$105.00 each, and he understood they had purchased them for all of their trucks.

Mr. Stevens said he had not checked with the City of Los Angeles but would certainly do so. He had checked with the County Smog Control District and was told they were testing a number of prototypes, not of mufflers but of a device to take the fumes out of the crank case and work them back through the air intake or the exhaust pipes. The County told him they had nothing to recommend at this time but would supply us with any information that was obtained.

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7. Mayor Isen moved that a perma-plaquet resolution be sent to Assemblyman Vincent Thomas expressing the appreciation of the City and reciting in detail the things he has worked on on behalf of the City of Torrance.

Motion seconded by Councilman Benstead, no objections, so ordered.

The meeting adjourned at 7:00 p.m.

A. H. Bartlett

A. H. Bartlett, City Clerk of the City of Torrance, California

APPROVED:

Albert Isen

Mayor of the City of Torrance