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January 13, 2026

TO: Rebecca Poirier, City Clerk

FROM: Jamie Le, Assistant to the City Manager

RE: ***MANAGEMENT AND TORRANCE MUNICIPAL EMPLOYEES - AFSCME LOCAL 1117 (TME - AFSCME LOCAL 1117) JOINT LETTER OF AGREEMENT REGARDING GENERAL SERVICES EQUIPMENT ATTENDANTS AND WELDERS 4/10 SCHEDULE***

Management and Torrance Municipal Employees - AFSCME Local 1117 met and have reached an agreement as noted on the attached document. Section 14.8.14.b of the Torrance Municipal Code reads:

> "If an agreement is reached by management and a recognized employee organization or recognized employee organization, 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 an 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 filling the attached agreement with your office.

Management	**Torrance Municipal Employees - AFSCME Local 1117 (TME - AFSCME LOCAL 1117)**
/s/ Shant Megerdichian	/s/David Inez
/s/ Jamie Le	/s/Robert Castrellon

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Joint Agreement between the City of Torrance and
Torrance Municipal Employees - AFSCME Local 1117 (TME - AFSCME)

TME - AFSCME and representatives of Management ("City") have met and conferred regarding the General Services Fleet Equipment Attendants and Welders 4/10 Schedule Pilot Program.

TME - AFSCME and City hereby agree to the General Services Equipment Attendants and Welders 4/10 Schedule Pilot Program as follows Effective November 16, 2025:

GENERAL SERVICES EQUIPMENT ATTENDANTS AND WELDERS
4/10 SCHEDULE PILOT PROGRAM

A. Pilot Schedule Implementation
   1. The pilot 4/10 schedule will begin on November 16, 2025, depending on operational readiness.
   2. The work shifts during the pilot period shall be as follows:
      a. Equipment Attendants:
         i. Shift A: 6:30 AM – 5:00 PM
         ii. Shift B: 12:00 PM – 10:30 PM
         iii. Monday and Friday: 1 opening Storekeeper 6:30am – 5:00pm and 1 closing Storekeeper 12:00pm to 10:30pm
         iv. Tuesday through Thursday: 2 opening 6:30am-5:00pm and 1 closing Storekeeper 12:00pm – 10:30pm (standard coverage)
      b. Welders:
         i. Monday – Thursday 6:30 AM – 5:00 PM

   3. The pilot will be in effect through May 31, 2026, and will be reviewed and evaluated prior to June 1, 2026, to determine whether it will be continued, modified, or discontinued.

B. Shift Assignment and Bidding
   Shift assignments and bidding procedures for the 4/10 schedule pilot program will follow the current terms and conditions outlined in the applicable Memorandum of Understanding (MOU).

C. Holiday Pay Provisions for 4/10 Schedule Participants shall be compensated in accordance with subsection D entitled "Value of Holidays" of Section 4.1 entitled "Holidays" of Article 4 entitled "Benefits" of the MOU.

D. Evaluation Schedule
   1. The City and Union agree to review and evaluate the effectiveness of the 4/10 schedule pilot program for a period of 12 months.
   2. The City and Union agree to meet prior to June 1, 2026 to discuss effectiveness of the pilot program.
   3. Based on the results of this evaluation, a determination will be made to either:
      a. Continue the 4/10 schedule,
      b. Modify the pilot program, or
      c. Revert to the previous 9/80 schedule.

E. Overtime Provisions
   Overtime compensation will be paid in accordance with Article 6 of the MOU entitled "Overtime."

Signed this 13th day of January 2026.

Management

Signed by:
Shant Megerdichian
D0ME6DA31BDA4A6...
Shant Megerdichian
General Service Director

Signed by:
Jamie Le
B8C0DA7CF10B433...
Jamie Le
Assistant to the City Manager

Torrance Municipal Employees - AFSCME Local 1117 (TME - AFSCME)

David Inez
President

Robert Castrellon
Vice President

docusign

Certificate Of Completion

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Status: Completed
Subject: Complete with Docusign: Side Letter Agreement -TME-AFSCME -January 13, 2026.pdf
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Electronic Record and Signature Disclosure:
Accepted: 8/17/2026 5:49:53 PM
ID: 8ce4f3f4-06fb-450d-a72c-db67cb7b774b
Company Name: City of Torrance CA

Jamie Le JLe@TorranceCA.Gov Security Level: Email, Account Authentication (None)	Signed by: Jamie Le B8C0DA7CF10B433... Signature Adoption: Pre-selected Style Using IP Address: 204.145.129.190	Sent: 8/11/2026 11:33:23 AM Resent: 8/17/2026 10:51:46 AM Viewed: 8/18/2026 5:46:56 PM Signed: 8/18/2026 5:47:09 PM

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Accepted: 8/18/2026 5:46:56 PM
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Company Name: City of Torrance CA

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Certified Delivery Events	Status	Timestamp

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Jamie Le JLe@TorranceCA.Gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/18/2026 5:47:11 PM

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Company Name: City of Torrance CA

Carbon Copy Events	Status	Timestamp
Theresa Yniguez tyniguez@TorranceCA.gov Deputy City Clerk I City of Torrance Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/18/2026 5:47:11 PM

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Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	8/18/2026 5:46:56 PM
Signing Complete	Security Checked	8/18/2026 5:47:09 PM
Completed	Security Checked	8/18/2026 5:47:11 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: RPoirier@torranceca.gov

To advise City of Torrance CA of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at RPoirier@torranceca.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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