Docusign Envelope ID: 5C217851-063C-80B0-8080-8BCC1078A7C7

March 24, 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 ENHANCED RECRUITMENT AND RETENTION INCENTIVES PILOT PROGRAM***

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/ Robert Dunn	/s/
/s/ Jamie Le	/s/

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 Enhanced Recruitment and Retention Incentives Pilot Program.

TME - AFSCME and City hereby agree to the addition of the Enhanced Recruitment and Retention Incentive Pilot Program as follows Effective September 8, 2024:

TORRANCE POLICE DEPARTMENT
ENHANCED RECRUITMENT AND RETENTION PILOT PROGRAM

1. The Torrance Police Department Enhanced Recruitment and Retention Pilot Program ("Pilot Program") will remain in effect until terminated by the City Manager and is subject to the limits of the City budget and approved staffing levels.

2. The City Manager may elect to terminate any portion of this "Pilot Program" providing it is not warranted or needed.

3. Paid active status in regard to this "Pilot Program" is defined as receiving payment for hours during which an employee is eligible to receive pay with the exception of hours paid running time.

4. Employees will need to remain on a paid, active status in the Torrance Police Department ("Department") to be eligible for incremental payments as outlined in **Exhibit A**.

5. Retention incentives, will be issued over the duration of the commitment as long as the employee remains on a paid, active status in the "Department."

6. "Pilot Program" Incentive payments shall not be considered pensionable earnings/compensation.

7. TME - AFSCME LOCAL 1117 and Management agree to revisit "Pilot Program" specifications during the duration of this program.

Signed this 24th day of March 2026.

Management	**Torrance Municipal Employees - AFSCME Local 1117 (TME - AFSCME)**
Robert Dunn Police Chief	David Inez President
Jamie Le Assistant to the City Manager	Robert Castrellon Vice President

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Signed this 24th day of March 2026.

Management

Signed by:
Robert Dunn
DC1C4F04FACD4E9...
Robert Dunn
Police Chief

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

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Exhibit A

Torrance Police Department Enhanced Recruitment and Retention Incentive Program

(Torrance Municipal Employees - AFSCME Local 1117)

Effective September 8, 2024

Public Safety Dispatcher Recruitment Incentive – New Hire

- **Maximum Bonus**: $10,000 total
- **Base Amount**: $10,000 signing bonus
- **Payment Structure**:
  - 50% of total bonus upon hire
  - 25% of total bonus upon completion of probation
  - 25% of total bonus upon completion of full year following probation

Public Safety Dispatcher Recruitment Incentive – Lateral

- **Maximum Bonus**: $40,000 total
- **Base Amount**: $15,000 signing bonus
- **Escalator Clause**:
  - **Specialized Detail**: Additional $5,000 per year, up to a maximum of 5 years ($25,000) to include Communications Training Officer (CTO) and Tactical Dispatcher
- **Payment Structure**:
  - 50% of total bonus upon hire
  - 25% of total bonus upon completion of probation
  - 25% of total bonus upon completion of full year following probation

Retention Bonus – Professional Staff

- **Maximum Bonus**: $10,000 per year for five years
- **Eligibility**: Police Department employees in the following classifications are eligible:
  - Police Services Officer
  - Public Safety Dispatcher
- **Base Amount**: $7,500 annual bonus
- **Uniform Bonus**: $2,500 uniform bonus if permanently assigned as a Police Services Officer.
- **Payment Structure**:
  - First payment upon initiation of program
  - Annual payments occur on anniversary of program start date capped at 5 total payments

Effective September 8, 2025

Retention Bonus – Professional Staff

- **Maximum Bonus**: $7,500 per year for four years
- **Eligibility**: Information Technology Department employees in the following classifications are eligible:
  - Wireless Technician
- **Base Amount**: $7,500 annual bonus
- **Payment Structure**:
  - First payment upon CLETS Completion
  - Annual payments occur on anniversary of program start date capped at 4 total payments

docusign

Certificate Of Completion

Envelope Id: 5C217851-063C-80B0-8080-8BCC1078A7C7
Status: Completed
Subject: Complete with Docusign: Side Letter Agreement -TME-AFSCME -March 24, 2026.pdf
Source Envelope:
Document Pages: 3
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Sonia Delgado
3031 Torrance Blvd
Torrance, CA 90503
SDelgado@torranceca.gov
IP Address: 204.145.129.190

Record Tracking

Status: Original
8/5/2026 7:52:23 AM
Holder: Sonia Delgado
SDelgado@torranceca.gov
Location: DocuSign

Signer Events	Signature	Timestamp
Robert Dunn rdunn@TorranceCA.gov Chief of Police Security Level: Email, Account Authentication (None)	Signed by: Robert Dunn DC1C4F04FACD4E9... Signature Adoption: Pre-selected Style Using IP Address: 204.145.129.191	Sent: 8/5/2026 7:53:52 AM Viewed: 8/5/2026 7:56:48 AM Signed: 8/5/2026 7:57:08 AM

Electronic Record and Signature Disclosure:
Accepted: 8/13/2026 8:25:28 AM
ID: 25a157e6-ec8a-464e-b8ea-d3f3b20a7e6d
Company Name: City of Torrance CA

Jamie Le JLe@TorranceCA.Gov Security Level: Email, Account Authentication (None)	Signed by: Jamie Le B8C6DA7CF10B433... Signature Adoption: Pre-selected Style Using IP Address: 204.145.129.190	Sent: 8/5/2026 7:57:09 AM Resent: 8/10/2026 8:35:42 AM Resent: 8/17/2026 10:52:03 AM Viewed: 8/18/2026 5:48:18 PM Signed: 8/18/2026 5:48:26 PM

Electronic Record and Signature Disclosure:
Accepted: 8/18/2026 5:48:18 PM
ID: de0c593e-c3f4-4c9f-ab1a-94fee13a18c0
Company Name: City of Torrance CA

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Theresa Yniguez tyniguez@TorranceCA.gov Deputy City Clerk I City of Torrance Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/18/2026 5:48:27 PM

Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Not Offered via Docusign		
Sonia Delgado SDelgado@torranceca.gov Deputy City Clerk City of Torrance Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/18/2026 5:48:28 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/5/2026 7:53:52 AM
Certified Delivered	Security Checked	8/18/2026 5:48:18 PM
Signing Complete	Security Checked	8/18/2026 5:48:26 PM
Completed	Security Checked	8/18/2026 5:48:28 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Torrance CA (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Torrance CA:

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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Torrance CA

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.

To withdraw your consent with City of Torrance CA

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Torrance CA as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Torrance CA during the course of your relationship with City of Torrance CA.