

January 13, 2026

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 ENHANCED RECRUITMENT AND RETENTION INCENTIVES PILOT PROGRAM*

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

TPSA and representatives of Management ("City") have met and conferred regarding the Enhanced Recruitment and Retention Incentives Pilot Program.

TPSA 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. Upon implementation on this "Pilot Program," previously approved recruitment and retention incentives including signing bonuses, childcare, and housing subsidies approved by City Council are terminated with existing participants grandfathered in, as to not adversely affect any employees receiving those benefits at time of incentive termination.
 - a. These employees will be grandfathered until payments are completed.
7. "Pilot Program" Incentive payments shall not be considered pensionable earnings/compensation.
8. TPSA and Management agree to revisit "Pilot Program" specifications during the duration of this program.

Signed this 13th day of January 2026.

Management

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

Signed by:

Robert Dunn

DC1C4F04FACD4E9...

Robert Dunn
Police Chief

Signed by:

Leslie Cortez

2DF9ACDE38D74AC...

Leslie Cortez
President

Signed by:

Jamie Le

B8C0DA7CF10B433...

Jamie Le
Assistant to the City Manager

Signed by:

Chuck Schaich

4ACD627C6B90472...

Chuck Schaich
Vice President

Exhibit A

Torrance Police Department Enhanced Recruitment and Retention Incentive Program

(Torrance Professional and Supervisory Association)

Effective September 8, 2024

Retention Bonus – Professional Staff

- **Maximum Bonus:** \$10,000 per year for five years
- **Eligibility:** Police Department employees in the following classifications are eligible:
 - Administrative Analyst
 - Administrative Assistants
 - Administrative Services Manager
 - Sr. Business Manager
 - Forensic Identification Specialist
 - Forensic Supervisor
 - Senior Forensic Identification Specialist
 - Information Technology Analyst
 - Information Technology Specialist
 - Info Technology Analyst - Infrastructure
 - Juvenile Diversion Case
 - Worker, Juvenile Diversion Coordinator
 - Police Records Technician
 - Police Services Administrator
 - Police Services Officer, Police Services Supervisor
 - Public Safety Communication Supervisor
 - Public Safety Dispatcher
 - Senior Administrative Assistant
 - Staff Assistant
- **Base Amount:** \$7,500 annual bonus
- **Uniform Bonus:** \$2,500 uniform bonus if permanently assigned (not on loan, working overtime, CARP...etc.) to a uniformed position including the jail, parking enforcement, front desk, etc.
- **Work Flexibility:** Current employees may be eligible to work from home 2 days per week if approved by a supervisor (non-patrol/essential functions)
- **Payment Structure:**
 - First payment upon initiation of program
 - Annual payments occur on anniversary of program start date capped at 5 total payments

Retention Bonus – Professional Staff effective January 11, 2026

- **Maximum Bonus:** \$10,000 per year for four years
- **Eligibility:** IT Department, Community Development Department, and Transit Department Employees in the following classifications are eligible:
 - Info Technology Analyst - Applications & Analytics
 - Info Technology Analyst - Infrastructure
 - Systems Analyst - Applications & Analytics
 - Systems Analyst - Customer Support
 - Systems Analyst - Cybersecurity
 - Systems Analyst – Infrastructure
 - Wireless & Radio Services Supervisor
- **Base Amount:** \$7,500 annual bonus
- **Uniform Bonus:** \$2,500 uniform bonus if permanently assigned (not on loan, working overtime, CARP...etc.) to a uniformed position including the jail, parking enforcement, front desk, etc.
- **Work Flexibility:** Current employees may be eligible to work from home 2 days per week if approved by a supervisor (non-patrol/essential functions)
- **Payment Structure:**
 - First payment upon initiation of program
 - Annual payments occur on anniversary of program start date capped at 4 total payments. These new classifications are eligible for September 2025 payment and the remaining 3 payments.

Certificate Of Completion

Envelope Id: 2B84D5C0-6078-48CE-AB34-38A4711732AB
 Subject: Complete with Docusign: TPSA Side Letter Agreement - Jan. 13, 2026.pdf
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 5
 AutoNav: Enabled
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 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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


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Status: Original
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 SDelgado@torranceca.gov
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Signer Events

Leslie Cortez
 LCortez@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 204.145.129.190

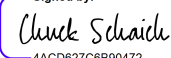
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 Viewed: 1/28/2026 8:55:33 AM
 Signed: 1/28/2026 8:57:17 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Chuck Schaich
 CSchaich@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)


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 4ACD627C6B90472...
 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

Accepted: 2/2/2026 1:29:29 PM
 ID: 60e88d0c-7f6f-4558-bc62-4e3485db5344
 Company Name: City of Torrance CA

Robert Dunn
 rdunn@TorranceCA.gov
 Chief of Police
 Security Level: Email, Account Authentication
 (None)

Signed by:

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 Signed: 2/5/2026 1:36:55 PM

Electronic Record and Signature Disclosure:

Accepted: 2/5/2026 1:36:41 PM
 ID: 61ada30f-91b4-4797-b9aa-2645e5e28cdb
 Company Name: City of Torrance CA

Jamie Le
 JLe@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)

Signed by:

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 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

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 Company Name: City of Torrance CA

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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	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 2/5/2026 2:22:33 PM
Sonia Delgado SDelgado@torranceca.gov Deputy City Clerk City of Torrance Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 2/5/2026 2:22:34 PM
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Completed	Security Checked	2/5/2026 2:22:34 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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- 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..

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