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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA, ESTABLISHING PAY RANGE ASSIGNMENT AND CONDITIONS OF EMPLOYMENT FOR THE VARIOUS OFFICERS, EMPLOYEES AND POSITIONS IN THE SERVICE OF THE CITY; AND REPEALING ALL PREVIOUS ORDINANCES OF THE CITY IN CONFLICT OR AT VARIANCE HERewith; THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The following schedules of pay range assignments, special compensation provisions, conditions of employment and employee benefits are hereby established and shall be paid and implemented for the various designated officers, employees and positions in the service of the City of Inglewood.

**SECTION 2.** Salary adjustment criteria for all pay plans shall be as follows:

- A. Internal classification relationships
- B. Total compensation analysis
- C. Labor market conditions
- D. Financial condition of the City
- E. Cost of living analysis

**SECTION 3.** The Pay Plan for Part-Time/Hourly employees is hereby amended to read as shown on Exhibit 'A'.

**SECTION 4.** The Pay Plan for General Bi-Weekly full-time employees, exclusive of fringe benefits, is hereby amended as shown on Exhibit 'B'.

**SECTION 5.** The Pay Plan for General Management and Professional employees, exclusive of fringe benefits, is hereby amended to read as shown on Exhibit 'C'.

**SECTION 6.** The Pay Plan for Confidential General Management and Professional employees, exclusive of fringe benefits, is hereby amended to read as shown on Exhibit 'D'.

1           **SECTION 7.** The Pay Plan for the Police Civilian Management employees, exclusive of  
2 fringe benefits, is hereby amended to read as shown on Exhibit 'E'.

3           **SECTION 8.** The Pay Plan for Police Officers (Sworn) and Police Management  
4 (Sworn), both exclusive of fringe benefits, are hereby amended to read as shown on Exhibit 'F'.

5           **SECTION 9.** The Pay Plan for Executive Employees, exclusive of fringe benefits, is  
6 hereby amended to read as shown on Exhibit 'G'.

7           **SECTION 10.** The Pay Plan for the Mayor and City Council Members, exclusive of  
8 fringe benefits, is hereby amended to read as shown on Exhibit 'H';

9           **SECTION 11. CITY CLERK – DUTIES**

10 The incumbent City Clerk is hereby assigned the following duties:

11           A. Serve as Escrow Officer for the City in connection with the purchase of sale of real  
12 property;

13           B. Serve as City Records Management Officer;

14           C. Place and keep official records of all advertisements regarding all bids for materials,  
15 equipment, improvements and supplies when formal bids are called for and be present at the  
16 opening of all bids;

17           D. Serve as secretary of each of the Successor Agency, Parking Authority, Housing  
18 Authority, Public Financing Authority and Regional Fire Training Authority and maintain all  
19 records and files thereof;

20           E. Serve as a member of the Permits and Licenses Committee;

21           F. Issue dog licenses and process through the City's contract agent appropriate  
22 complaints regarding dogs and other animals;

23           G. Serve as Director of the City Clerk's Department;

24           H. Serve as a member of the City's Liability Insurance Claims Committee.

25 As full remuneration for performing the foregoing duties, the City Clerk shall receive as  
26 compensation the sum of **\$8,694.54** (Salary Range 344.5) per month along with all other  
27 applicable benefits contained within the Inglewood Executive Organization (IEO) Memorandum  
28 of Understanding (MOU).

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**SECTION 12. CITY TREASURER – DUTIES**

The incumbent City Treasurer is hereby assigned the following duties:

- A. Serve as a member of the City's Liability Claims Review Committee;
- B. Serve as a member of the City's Investment Committee;
- C. Serve as a member of the City's Liability Claims Review Committee;
- D. Be appointed as an officer to represent the City in Small Claims Court;
- E. Review, along with the Chief Financial Officer the City's bank reconciliation system;
- F. Along with the Chief Financial Officer approve and sign all City warrants;
- G. Attend all meetings of the Inglewood Parking Authority;

As full remuneration for performing the duties enumerated in paragraphs A - F the City Treasurer shall receive as compensation the sum of \$6,482.70 (Salary Range 315.0) per month.

**SECTION 13. Prior compensation allocations, agreements, retention incentive**

payments and other benefits, monetary and otherwise, previously accorded to or payable to employees of the City in prior years pursuant to agreements with employees in accordance with meet and confer law, or otherwise, shall be continued in full force and effect and accorded and paid to the respective employees as though fully set forth in the herein ordinance, except insofar as such benefits or prior provisions are expressly repealed or amended by the herein ordinance or through negotiations with various bargaining units.

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3           **SECTION 14.** The City Clerk shall certify to the passage and adoption of this ordinance  
4 and to its approval by the City Council and shall cause the same to be published in accordance  
5 with the City Charter; and thirty days from the final passage and adoption, this ordinance shall  
6 be in full force and effect.

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8 PASSED, APPROVED, AND ADOPTED THIS 22nd DAY OF JULY 2014

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**JAMES T. BUTTS, JR.**

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James T. Butts, Jr., Mayor

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ATTEST:

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**YVONNE HORTON**

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Yvonne Horton, City Clerk

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