



City Council Staffing Review

City Manager's Office

City Council

March 7, 2023

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BACKGROUND

1. Beginning 1994-95 thru FY2005-06 – City Council administrative support was 3-5 FTE.
2. FY2006-07 – Council opted to reduce their shared administrative support and switched to the Legislative Field Representative (LFR) option.
 - Wards 1,3,5 and 7 were the only Wards opting for an LFR. LFR's were hired as contract employees-no benefits
 - FY2007-8 Ward 5 added an LFR
3. 2010 Human Resources reviewed the positions and determined that they should be classified as full-time benefited employees

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DISCUSSION

Duties and responsibilities of Council Assistants continue to grow.

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| <ul style="list-style-type: none"> • Case Management • Neighborhood Events • Service Request Reporting & Tracking • Grant Applications • Fellows/Intern management • Constituent calls and e-mails • Driving the ward • Resource management & public information • Meet and greet events • Policy research and analysis • Marketing Liaison | <ul style="list-style-type: none"> • Translation • Bridge the gap between community & government • Newsletters • Website information • Engaging with homeless individuals • Special events • Council calendar management • Social media account management • Liaison for City departments • Constituent concern response • Community Outreach |
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CITYWIDE SERVICE REQUEST FROM MARCH 2021- MARCH 2022

Ward	Total
1	19,630
2	12,027
3	18,612
4	12,239
5	15,067
6	12,357
7	10,579
	100,511



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CITY COUNCIL STAFFING SURVEY RESULTS

Market Basket City	Mayor / Vice-Mayor	Number of Councilmembers	Population	FTE
Anaheim	1	6	341,245	2
Burbank	2	3	104,966	3
Corona	2	3	156,778	0
Costa Mesa	1	6	112,780	3.5
Escondido	1	4	150,679	0
Fullerton	2	3	139,431	0
Glendale	1	4	193,116	2
Huntington Beach	2	5	198,039	1
Long Beach	1	9	462,081	50.71
Murrieta	1	4	117,683	0
Oceanside	2	3	173,048	5
Ontario	1	4	179,516	0
Pasadena	1	7	138,310	10
Riverside	1	7	317,847	7



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STAFF COSTING

CURRENT STAFFING – Council Assistant (Full-time with Fully Burdened Labor Costs)

Position	Step	Approx. Cost	FTE	# of Positions	Annual Total
Council Assistant (Non-classified)	N/A	\$ 95,424	1.0	7	\$ 667,968



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PART-TIME STAFFING OPTIONS

OPTION A – Current staffing with one additional half-time **Administrative Assistant** (with Fully Burdened Labor Costs)

Position	Step	Cost	FTE	# of Positions	Annual Total
Council Assistant (Non-Classified)	1	\$95,424	1	7	\$667,968
Administrative Assistant (Classified)	1	\$73,000	0.5	7	\$255,500
Total					\$923,468

OPTION B – Current staffing with one additional half-time **Council Assistant** (with Fully Burdened Labor Costs)

Position	Step	Cost	FTE	# of Positions	Annual Total
Council Assistant (Non-Classified)	1	\$95,424	1	7	\$667,968
Council Assistant (Non-Classified)	1	\$81,000	0.5	7	\$283,500
Total					\$951,468



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FULL-TIME STAFFING OPTIONS

OPTION C – Current staffing with one additional full-time **Administrative Assistant** (with Fully Burdened Labor Costs)

Position	Step	Cost	FTE	# of Positions	Annual Total
Council Assistant (Non-Classified)	1	\$95,424	1	7	\$667,968
Administrative Assistant (Classified)	1	\$73,000	1	7	\$511,000
Total					\$1,178,968

OR OPTION D – Current staffing with one additional full-time **Council Assistant** (with Fully Burdened Labor Costs)

Position	Step	Cost	FTE	# of Positions	Annual Total
Council Assistant (Non-Classified)	1	\$95,424	1	7	\$667,968
Council Assistant (Non-Classified)	1	\$81,000	1	7	\$567,000
Total					\$1,234,968



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ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

- Operates with a higher degree of independent judgment
- Thorough knowledge of divisional, department, and City-wide procedures and policies
- Ability to choose among several alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work.
- Routinely handle highly confidential and sensitive information
- May represent the City and/or City executive/elected officials as required.



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STRATEGIC PLAN ALIGNMENT

Strategic Priority 5 – High Performing Government

(Goal 5.1 – attract, develop, engage, and retain a diverse and highly skilled workforce across the entire City organization)

Cross-Cutting Threads



Community Trust



Fiscal Responsibility



Sustainability & Resiliency



Equity



Innovation



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RECOMMENDATION

That the City Council review and Provide Input on potential staffing options in the City Council Office.



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