



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 6, 2022

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: AMEND CHAPTER 2.32 (SALARY REGULATIONS) OF THE RIVERSIDE MUNICIPAL CODE TO CLEARLY DEFINE AND ENSURE CONSISTENCY OF THE ADMINISTRATION OF THE SALARY AND CLASSIFICATION PLAN

ISSUE:

The issue presented for consideration by the City Council is to amend Chapter 2.32 of the Riverside Municipal Code to clearly define and ensure consistency of the administration of the salary and classification plan by revising Section 2.32.060.

RECOMMENDATION:

That the City Council introduce and adopt an ordinance to amend Chapter 2.32 of the Riverside Municipal Code entitled Salary Regulations to clearly define salary step progression in accordance with established personnel policies and procedures in Section 2.32.060.

DISCUSSION:

The review and revision of the Riverside Municipal Code Section 2.32.060 was undertaken by the Human Resources Department to eliminate outdated provisions of the Code and to clearly define salary step progression in accordance with established personnel policies and procedures. As a result of changes to negotiated Collective Bargaining Agreements, revisions were necessary to specify that employees may be granted a one-step salary increase after satisfactory completion of twelve months of continuous service rather than a salary increase given at six months. Exceptions to this rule are clearly defined in each Memorandum of Understanding. The City Attorney's Office has prepared this ordinance to amend the City of Riverside Municipal Code to formally authorize and provide clarity for these revisions.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.3**, Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Necessary changes to Section 2.32.060 of the Riverside Municipal Code contained within this report were reviewed and approved in collaboration with the City Attorney’s Office to receive input and ensure transparency.
2. **Equity** – The contents of the Riverside Municipal Code Section 2.32.060 was reviewed and updated to ensure consistency with the Fringe Benefit and Salary Plan and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, the updated section of the Riverside Municipal Code ensures that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise this section of the Riverside Municipal Code to meet the City’s current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all sections of the Riverside Municipal up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Ordinance
2. Riverside Municipal Code Section 2.32.060