



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 15, 2023**

**FROM: HUMAN RESOURCES DEPARTMENT      WARDS: ALL**

**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE NEW CLASSIFICATION AND SALARY RANGE FOR THE URBAN FORESTRY AND LANDSCAPE SUPERVISOR; DELETION OF EXISTING CLASSIFICATIONS; AND FOR MISCELLANEOUS LANGUAGE CLEAN-UP**

**ISSUE:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classification and salary range for the Urban Forestry and Landscape Supervisor; deletion of existing classifications; and for Miscellaneous language clean-up.

**RECOMMENDATION:**

That the City Council:

1. Approve the creation of the new classification and salary range for the Urban Forestry and Landscape Supervisor;
2. Approve the deletion of existing classifications;
3. Approve Miscellaneous language clean-up to the Fringe Benefits and Salary Plan; and
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classification and salary range for the Urban Forestry and Landscape Supervisor; deletion of existing classifications; and for Miscellaneous language clean-up.

**DISCUSSION:**

*New Classification:*

**Creation of Urban Forestry and Landscape Supervisor classification:**

The Public Works Department submitted a request to the Human Resources Department to conduct a classification and compensation study to create a new classification for an Urban Forestry and Landscape Supervisor. The new Urban Forestry and Landscape Supervisor will provide support to the Urban Forestry Manager and will handle the day-to-day operation of the

staff in the field which will include providing direction and support as needed to three Tree Inspectors, a Landscape Inspector, and one downtown Custodian. This classification will provide support on overseeing over 15 contracts and vendors, respond to claim investigations, resident inquires and concerns, and provide after hours and additional support during extreme weather conditions.

The Human Resources Department conducted a classification and compensation study for an Urban Forestry and Landscape Supervisor. The City’s approved Labor Market Basket was used for this classification and compensation study to locate comparable classifications within the approved labor market basket. Based on the results of the market survey, it is recommended that the maximum salary placement be 15% above the highest subordinate classification of Tree Maintenance Inspector. This salary recommendation places the range above our market basket agencies in close proximity to the City of Riverside to ensure attraction of the most qualified candidates.

The proposed salary range is illustrated below for the Urban Forestry and Landscape Supervisor which includes the 3% COLA adjustment that was effective in July 2023:

<b>Job Code</b>	<b>New Classification Title</b>	<b>Proposed Monthly Salary</b>
New	Urban Forestry and Landscape Supervisor (BU-50 Supervisory)	\$7,603 – \$9,182

*Deletion of Existing Classifications:*

The following classifications are no longer being utilized and are not budgeted for as such these positions will be deleted:

<b>Job Code</b>	<b>Deleted Classification Title</b>
8397	Utilities Fiscal Manager (BU10 - Management)
7940	Annexation Program Coordinator (BU15 – Professional)
8704	Human Resources Administrative Technician (BU 55 - Para-Professional)

*FBSP Language Clean-up*

Section 5 (e) (16) Salary Adjustments – Police/Police Management of the Fringe Benefits and Salary Plan allows for an additional five percent (5%) compensation for employees in the Police Pilot position who meet the necessary minimum requirements for the Chief Pilot assignment. This special compensation provision statement needs to be revised to indicate specifically that it applies only to those employees selected for that assignment upon meeting the minimum requirements.

## **STRATEGIC PLAN ALIGNMENT:**

This action contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.1:** Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.

1. **Community Trust** – New classifications allow the city to accurately align with comparable market classifications to attract the appropriate workforce skillset to efficiently maintain City services.
2. **Equity** – Classifications and salary levels are reviewed against comparable classifications within the approved City market basket. These are also reviewed internally to ensure the appropriate internal salary alignment with comparable classifications.
3. **Fiscal Responsibility** – Classifications and salaries are reviewed both internally and within the City’s comparable market basket to ensure appropriate salary alignment.
4. **Innovation** – Classifications are reviewed and updated to ensure the City is progressive on new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.
5. **Sustainability & Resiliency** – Classifications are updated, and salary adjustments are adopted to ensure employees can work effectively and efficiently; and at the same time retain a diverse range of highly skilled employees who can adapt to the changing needs of the City both internally and externally.

## **FISCAL IMPACT:**

The total Fiscal Year 2023/24 fiscal impact of this report is \$110,184, specifically for the new Urban Forestry and Landscape Supervisor classification (1.0 FTE). The fiscal impact is included in the adopted FY 2023/24 budget in the General Fund, Public Works Department.

Prepared by: Rene Goldman, Human Resources Director  
Certified as to  
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer  
Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
2. Job Code Table
3. Salary Survey Data for Urban Forestry and Landscape Supervisor