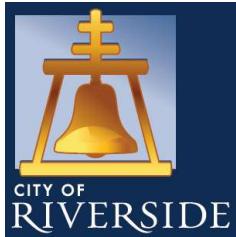


REVISED

CC Date: 11-18-25
Item No.: 44

OFFICE OF INSPECTOR GENERAL

CHARTER OFFICER

City Council
November 18, 2025

RiversideCA.gov

1

BACKGROUND

- **Charter Review Committee:** Met on February 16, 2022, to propose amendment to establish the Office of Inspector General (OIG).
- **City Council Decision:** On April 12, 2022, City Council formed a working group led by Councilmember Hemenway to draft a new Charter Amendment.
- **Resolution:** Adopted October 2023, to place Charter Amendment November 2024 Presidential Election
- **Election Results:** March 5, 2024, voters in favor of establishing the OIG
- **Sub-committee:** Created by City Council in April 2025 and led by Councilmember Robillard. Subcommittee met on 7/22/25 in closed session. Subcommittee met and presented in open session on 8/12/25. Final presentation on 10/21/25 City Council meeting; Council to vote on establishing classifications/salaries and adoption of Ordinance.
 - Created by City Council in April 2025 and led by Councilmember Robillard.
 - Subcommittee met on 7/22/25 in closed session.
 - Subcommittee met on 8/12/25 and presented in open session.
 - Final presentation was set for the 10/21/25 City Council meeting for Council to vote on establishing classifications/salaries and adoption of Ordinance.

On October 21, 2025, Council voted to move the OIG item to the November 18, 2025 meeting.

2



RiversideCA.gov

2

CHARTER AMENDMENT LANGUAGE

- Section 420. Office of Inspector General
 - **Duties:** Investigation, audits, inspections, operational performance evaluations
 - **Appointment:** Determined by Mayor and City Council
 - **Budget:** Annual Budget sufficient for efficient functioning
 - **Independence:** No interference from Mayor or City Council

NOTE: During 8/12/25 Subcommittee Meeting, a comprehensive list of duties/responsibilities was presented and shared with the Public. The job description does not require City Council approval and will be finalized by Human Resources.



3

RiversideCA.gov

3

INTRODUCTION OF ORDINANCE – OUTSIDE LEGAL COUNSEL

- Subcommittee discussed implementing a process for the Inspector General to retain Outside Legal Counsel in the event of conflict of interests. City Attorney's Office drafted Riverside Municipal Code Section ~~2.08.020~~ ~~2.08.010~~ and ~~Section 2.08.020~~ and ~~2.08040~~ to outline process.
- Introduction of an Ordinance amending ~~Section 2.08.010 and Section 2.08.020~~ ~~2.08.020~~ and adding ~~Section 2.09~~ ~~2.08.040~~ to the Riverside Municipal Code regarding the Office of Inspector General as an Administrative Office and department of the City and allowing the ability to retain outside legal counsel by the Inspector General if needed.



4

RiversideCA.gov

4

OFFICE STRUCTURE

New Classifications and Levels:

- (New) Inspector General – At-Will Position
- (New) Deputy or Assistant Inspector General OR Keep Current OPA Manager –At-Will Position
- Performance Analyst Position

Existing Internal Audit Division:

Replace Internal Audit Division with new Office of Inspector General – Reassign existing audit staff and division funding under a newly appointed Inspector General, expanding responsibilities to include ethics oversight and operational efficiency.



5

RiversideCA.gov

5

SALARY RECOMMENDATIONS

- Salary Recommendation by HR – Annual Maximum at \$217,213. Based on internal and external comparisons with existing OPA Manager, Charter Officers, Executives

Note: Salaries reflected below were adjusted by 3% due to recently approved Cost of Living Adjustment. 8/12/25 Meeting recommendation at \$210,886

City's Existing Classifications	Annual Maximum Salary
Organizational Performance & Audit Manager	\$178,700
+10.25% differential (2 steps)	\$197,017
+15.75% differential (3 steps)	\$206,868
+21.55% differential (4 steps)	\$217,213 *Recommended Salary*
+27.63% differential (5 steps)	\$228,072
Other Executive Classifications	Annual Maximum Salary
City Manager	\$390,094
City Attorney	\$372,629
RPU General Manager	\$336,031*
Assistant City Manager	\$302,276*
City Clerk	\$267,075*
HR Director	\$266,259*

*Maximum of salary range; not actual incumbent salary

City of Riverside – Inspector General – External Survey		
Agency	Classification	Max Annually
Los Angeles, County of	Inspector General	\$ 282,816
Los Angeles, City of	Inspector General	\$ 238,704
Los Angeles Unified School District	Inspector General	\$ 232,416
San Francisco, City and County	Inspector General	\$ 203,160
California Dept of Transportation	Inspector General	\$ 203,112
California Highway Patrol	Inspector General	\$ 179,979
Sacramento, City of	Office of Public Safety Accountability Inspector General	\$ 145,620
Sacramento, County	Inspector General	\$ 120,456
Average Max Annual Salary	\$200,783	



6

RiversideCA.gov

6

OIG BUDGET

Current Internal Audit Division Budget

Current IAD Budget	\$653,494
Personnel Cost	\$485,429
1 FTE –Organizational Performance and Audit (OPA) Manager - FILLED 1 FTE – Senior Performance Analyst – VACANT 1 FTE – Performance Analyst - FILLED	
Non-Personnel Cost	\$168,065

New Office of Inspector General Budget – 20% increase from current Audit division

OIG Budget	\$785,384
Personnel Cost	\$617,322
1FTE – Inspector General 1 FTE – Deputy/ Assistant Inspector General OR OPA Manager 1 FTE – Performance Analyst	
Non-Personnel Cost	\$168,065



RiversideCA.gov

7

RECOMMENDATION

1. Approve the creation of the classification and salary range for the Inspector General;
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to create the classification and salary range for the Inspector General;
3. Introduce an Ordinance amending Section **2.08.010 and Section 2.08.020** ~~2.08.020~~ and adding Section **2.09** ~~2.08.040~~ to the Riverside Municipal Code regarding the Office of the Inspector General as an administrative office and department of the City and retention of outside counsel by the Inspector General, if needed; and
4. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record an interdepartmental transfer of \$653,494 from the General Fund, City Manager's Office, Internal Audit expenditure accounts to the General Fund, Office of Inspector General, expenditure accounts, and any associated personnel and non-personnel costs as determined by the Finance Department, including the moving of 3.0 FTEs from the Internal Audit Division to the Office of Inspector General.



RiversideCA.gov

8

8