



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JUNE 6, 2017**

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

**SUBJECT: ADOPTION OF AN ORDINANCE AMENDING CHAPTER 2.36 OF THE RIVERSIDE MUNICIPAL CODE, AUTHORIZING THE CITY MANAGER TO MAKE INTERIM CHANGES TO THE NUMBER AND/OR CLASSIFICATION OF POSITIONS WITHIN THE ADOPTED FISCAL YEAR BUDGET**

## **ISSUE:**

Adopt an ordinance amending Chapter 2.36, Personnel System, of the Riverside Municipal Code to add Section 2.36.140, Changes In Number and Classification of Positions.

## **RECOMMENDATION:**

That the City Council introduce and subsequently adopt the attached ordinance (Attachment 1) amending Chapter 2.36, Personnel System, of the Riverside Municipal Code to add Section 2.36.140, Changes in Number and Classification of Positions.

## **BACKGROUND:**

The City of Riverside Charter, Section 701, Organization of City Operations and Activities, states that the City Council has the authority to provide for the number, titles, qualifications, powers, duties, and compensation of all officers and employees of the City. This provision is fulfilled upon the City Council's adoption of the City's budget, which includes a Citywide Personnel Detail Section, a comprehensive and complete listing of all authorized and budgeted positions in the City, presented by department, in any given fiscal year.

After the adoption of the City's budget, there may be a need to make changes to the authorized positions to be responsive to the changing needs of the City. Staff has historically brought these personnel changes to the City Council in an amended Citywide Personnel Detail, which included revisions to the number of positions, job classifications and reclassifications, and job titles.

On January 10, 2017, the City Council adopted the amended Citywide Personnel Detail for FY 2016-2018 Two-Year Budget. In that report it was recommended that an amendment to the Municipal Code be presented to the City Council that would grant the City Manager permission to approve administrative changes to the authorized positions within the City Council approved budget in a given fiscal year.

Consequently, the Finance Department, Human Resources Department, City Attorney and City Manager's Office worked collaboratively to amend the provisions of Chapter 2.36, Personnel System, the Riverside Municipal Code to grant authority to the City Manager to provide for the proper and efficient allocation and classification of City personnel.

### **DISCUSSION:**

Under the provisions of Section 2.36.140, Changes In Number and Classification of Positions, upon approval by the Finance Department(availability of funds) and the Human Resources Department (appropriate disposition of position), the City Manager may authorize an increase or decrease in the number of positions and/or classification of these positions.

These administrative changes would include employee classifications/ reclassifications, changes to the number of positions, promotion/ appointment of employees to certain classifications and ranges (exclusive of the appointment of offices reserved for City Council as provided in the City Charter), and creation, deletion, or modification of positions. Any change in the number of positions may not exceed the City Council approved budget appropriations in the fiscal year(s). Additionally, any change in the classification of positions is limited to classifications previously created by City Council. The authority to revise, update and/or change whole class salary ranges of positions or the creation of new City classifications would remain with the City Council.

Consistent with the City Charter, all changes authorized under the provisions of Section 2.23.140 would be presented to the City Council for adoption with the City's biennial budget or during the mid-cycle update, as necessary.

The Chief Financial Officer agrees with the recommendation(s) in this report.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this addition of Section 2.23.140, Changes in Number and Classification of Position to Chapter 2.36, Personnel System, of the City's Municipal Code.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Scott G. Miller, PhD, Chief Financial Officer/City Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:	Ordinance
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