



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 17, 2021**

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

**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE DELETION OF THE UNUSED JOB CODE FOR THE UTILITIES POWER RESOURCES MANAGER CLASSIFICATION; CHANGE IN THE BARGAINING UNIT FOR THE ARTS AND CULTURE MANAGER; AND CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE PARK AND NEIGHBORHOOD SPECIALIST**

**ISSUE:**

Approve a revision to the Master Fringe Benefits and Salary Plan for the deletion of the unused job code for the Utilities Power Resources Manager classification; change in the bargaining unit for the Arts and Culture Manager; and the creation of the classification and salary range for the Park and Neighborhood Specialist.

**RECOMMENDATION:**

That the City Council:

1. Approve the deletion of the unused job code for the Utilities Power Resources Manager classification;
2. Approve the change in the bargaining unit for the Arts and Culture Manager classification;
3. Approve the creation of the classification and salary range for the Park and Neighborhood Specialist; and
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect deletion of the unused job code for the Utilities Power Resources Manager classification; change in the bargaining unit for the Arts and Culture Manager; and the creation of the classification and salary range for the Park and Neighborhood Specialist.

**DISCUSSION:**

**Deletion of Unused Job Code and Bargaining Unit Change:**

The following management job code is recommended to be deleted from the classification plan as it is no longer utilized for the Utilities Power Resources Manager, as illustrated below. This

position currently exists under the Senior Management unit (07) and is being utilized by the department; the corresponding job code for the classification that will remain is 7521.

Job Code	Classification Title and Bargaining Unit
7520	Utilities Power Resources Manager (BU 10-MGMT)

A bargaining unit change is recommended for the following classification to align with other comparable management level classifications as illustrated below:

Classification Title/Job Code	Current Bargaining Unit	Proposed Bargaining Unit
Arts and Culture Manager (Job Code 8136)	BU 07-SR Management	BU 10-Management

*New Classification:*

The Human Resources Department received a formal request from the Riverside Police Department for the creation of a Park and Neighborhood Specialist classification. The Park and Neighborhood Specialist will be assigned to the Riverside Police Department under the Community Engagement Bureau. This new team will promote safety and welfare in City parks, trails, neighborhoods, public spaces, and buildings by preventing vandalism and facility abuse through the on-site presence and ongoing interaction with visitors, residents, and staff. Under general supervision, the Park and Neighborhood Specialist will perform a variety of non-sworn patrol, observation, and enforcement duties at City parks, park facilities, and adjacent neighborhoods to ensure safe and proper usage of City parks and public spaces and adjacent neighborhoods; enforce various municipal codes and regulations related to the use of public parks and park facilities; issue warnings or citations for violations; provide public with information, assistance and emergency services such as basic first aid, CPR; attend/assist with City-sponsored events or events coordinated with schools; and perform other related duties as assigned.

The Human Resources Department conducted a market analysis of comparable classifications and salaries utilizing the City’s approved market basket. A comparison with existing internal classifications was conducted to ensure proper placement of the salary range. It is recommended that maximum salary placement is above the current Police Program Coordinator salary and 5% below the current Senior Park Ranger maximum salary range. The market salary survey is illustrated on the attached salary survey (Exhibit B).

The proposed classification and the salary range is illustrated below:

Job Code	Classification Title and Bargaining Unit	Proposed Monthly Salary Range
New	Park and Neighborhood Specialist (BU 20-SEIU)	\$4,642 - \$5,924 (Tier 1 range) \$4,377 - \$5,582 (Tier 2/3 range)

## **STRATEGIC PLAN ALIGNMENT:**

The Park and Neighborhood Specialists (PANS) program align closely with the priorities and goals of the Envision Riverside 2025 Strategic Plan. Specifically, the program will help to achieve the City Council's strategic goals in the following priority areas:

### *Arts, Culture and Recreation:*

Goal 1.4 – Prioritize safety at parks, trails, arts, cultural and recreational facilities.

The sole function of the Park and Neighborhood Specialists is to facilitate peaceful activity within, as well as improve the safety and quality of life in, parks, public spaces, and adjacent neighborhoods. They will prioritize safety by monitoring the City's parks seven days a week and reinforcing the appropriate use and care of parks and public spaces. When necessary, the Park and Neighborhood Specialists will keep the peace by providing information and guidance taking responsible actions including, but not limited to, warning and counseling individuals, issuing written citations and calling upon sworn personnel to resolve more serious situations, if needed.

### *Community Well-Being:*

Goal 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement and build public trust.

The Park and Neighborhood Specialists will enhance safety in the parks and be knowledgeable in everything that happens in their assigned parks and public spaces, as well as in the neighborhoods and areas surrounding their parks. They will encourage neighborhood engagement by attending Neighborhood Watch Meetings and Block Parties in the areas surrounding their park and build relationships with the community to enhance public trust.

### *Environmental Stewardship:*

Goal 4.6 – Implement the requisite measures to achieve citywide carbon neutrality no later than 2040.

The Park and Neighborhood Specialists will help reduce the City's carbon footprint by patrolling mostly on foot and electric/pedal-assist bicycles. When significant distances need to be travelled, they will utilize electric or alternative fuel vehicles, which will contribute to the expansion of the City's use of zero and low-emission fleet.

In addition to advancing the strategic goals discussed above, the Park and Neighborhood Specialists program will adhere to the City's five Cross-Cutting threads as follows:

1. **Community Trust** – Build community trust by being on foot and bicycles, facilitating relationship building with park users and neighborhood residents, as well as working closely with neighborhood groups to learn about resident concerns and provide regular updates on the team's activities to improve safety in the parks and surrounding neighborhoods.
2. **Equity** – Advance geographic equity by regularly patrolling ALL parks throughout each ward and working to improve safety in all areas of the City.

3. **Fiscal Responsibility** – Maintain fiscal responsibility by utilizing a team of trained civilian personnel under the direction of sworn officers, as well as using foot and bicycle patrols rather than motorized vehicles to help reduce costs.
4. **Innovation** – Identify innovative solutions to improve public safety by forming PANS based on effective programs in Riverside and other communities, as well as coordinating with other Community Engagement Bureau teams, such as the Public Safety Engagement Team, Problem Oriented Policing Team, Community Behavioral Assessment Team, and the Downtown Entertainment District Team.
5. **Sustainability & Resiliency** – Apply sustainable and resilient practices such as patrolling on foot and electric pedal-assist bicycle and utilizing electric/hybrid vehicles when needed.

**FISCAL IMPACT:**

There is no fiscal impact for the deletion of the unused job code for the Utilities Power Resources Manager classification or the change in the bargaining unit for the Arts and Culture Manager classification.

The total fiscal impact of the proposed new classification of Park and Neighborhood Specialist is \$2,393,098, approved by Council on June 22, 2021. Funds are budgeted and available in the FY 2021/22 budget in the Measure Z Fund, Riverside Police Department, Special Operations Division.

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

**Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Job Code Table
2. Market Basket Salary Survey Data
  - a. Exhibit B – Park and Neighborhood Specialist