



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 18, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO APPROVE THE CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE INSPECTOR GENERAL AND THE CREATION OF THE OFFICE OF INSPECTOR GENERAL IN ACCORDANCE CITY CHARTER SECTION 420; INTRODUCE AN ORDINANCE TO CREATE THE OFFICE OF INSPECTOR GENERAL AND PROVIDE ABILITY TO RETAIN OUTSIDE COUNSEL

ISSUE:

Approve an amendment to the Citywide Fringe Benefits and Salary Plan for the creation of the classification and salary range for the Inspector General and subsequent creation of Office of the Inspector General in accordance with City Charter Section 420. Introduce an Ordinance to create the Office of the Inspector and provide ability to retain outside Counsel.

RECOMMENDATIONS:

That the City Council:

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 2.08.020 of and adding Section 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.

BACKGROUND:

- Charter Review Committee: Met on February 16, 2022, to propose amendment to establish an elected Office of Inspector General.

- City Council Decision: On April 12, 2022, City Council formed a working group led by Council Member Steven 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 Office of Inspector General.
- Sub-committee: Created by City Council in April 2025 and led by Council Member Steven Robillard. Subcommittee met in closed session on 7/22/25. An update was provided in open session on 8/12/25 and directed the Human Resources Department to present the new classification, salary and office structure for final approval with the October 21, 2025 City Council meeting. On October 21, 2025, City Council voted to move the presentation and discussion to the November 18, 2025 meeting in order to incorporate further edits to the Ordinance.

DISCUSSION:

Council Member and Subcommittee Chair Steven Robillard, presented during open session on August 12, 2025 an update on the creation of the new Office of Inspector General which included the Subcommittee's recommendation to eliminate the existing Internal Audit Division, currently housed within the City Manager's Office, and replacing it with the newly established Office of Inspector General. This transition reflects the City's commitment to building a truly independent oversight function, one that reports directly to the City Council and serves the public interest.

While the new office will continue to perform core audit responsibilities, its mandate will expand to include the review and management of ethics complaints and the identification of opportunities to improve efficiency and effectiveness within City departments. By broadening its scope beyond traditional auditing, the Office of Inspector General will provide a more comprehensive approach to transparency, accountability, and good governance.

The Human Resources Department has conducted a detailed internal and external review of comparable Inspector General roles to provide a recommendation on the classification and salary placement. The recommended salary adjustment for the Inspector General classification is illustrated below:

Job Code	Classification Title/Bargaining Unit	Proposed Monthly Salary Range
New	Inspector General/ Executive Unit (01)	\$13,408 - \$18,101

Following the City Council's approval of the classification and salary, the Human Resources Department will support the City Council and Mayor in conducting a recruitment process to appoint the City's first Inspector General.

FISCAL IMPACT:

The fiscal impact of the creation of the Office of Inspector General, including the newly created Classification is approximately \$785,384, which includes personnel and non-personnel costs. However, these costs are mostly offset by the elimination of the Internal Audit Division within the City

Manager's Office which is being replaced by the new Office of Inspector General. The Net fiscal impact is anticipated to be approximately \$131,890. The included amount in the FY 2025/26 budget of \$653,494 for the Internal Audit Division is sufficient to cover the costs for the new Office of Inspector General. With the timing of recruitments and vacancies within the previous division, there are sufficient funds to cover the remainder of the current fiscal year. The new department, and its related costs will be incorporated into the FYs 2026-2028 budget development.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to	
Availability of funds:	Kristie Thomas, Finance Director/Assistant CFO
Approved by:	Edward Enriquez, Assistant City Manager/CFO, City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
2. Salary Survey
3. Ordinance