



AGENDA REPORT

Meeting Date: August 20, 2013
Item Number: G-8
To: Honorable Mayor & City Council
From: Jeffery C. Kolin, City Manager
Subject: AMENDMENT NO. 2 TO THE CITY OF BEVERLY HILLS EXECUTIVE EMPLOYEE COMPENSATION PLAN
Attachments: 1. Resolution

RECOMMENDATION

Staff recommends that the City Council move to approve the amendment to the City of Beverly Hills Executive Compensation Plan.

INTRODUCTION

This amendment facilitates the reorganization of the Public Works and Transportation Department by deleting the Director position and introducing the new title of Director of Public Works Services. The agreement also provides for adjustments to the pay tiers of the Director of Community Development and the Deputy City Manager in charge of Capital Assets.

DISCUSSION

To continue our commitment to the City Council for improving operations effectiveness and enhanced customer service throughout the organization and with the retirement of David Gustavson, the former Director of Public Works and Transportation, staff took the opportunity to reassess the Department's structure and evaluate the need for realignment of functions and span of control. After a comprehensive review and assessment combined with feedback during the transition period, the following changes to the Public Works and Transportation Department's organization structure are being implemented and these result in the proposed changes outlined in this amendment.

The position of the Director of Public Works and Transportation will be eliminated and the Department will be separated into two, Public Works Services Department and Capital Assets Department.

The Capital Assets Department will consist of three divisions, Project Administration, Civil Engineering, and Property Management. This department is led by the Deputy City Manager for Capital Assets. The Department combines all of the city assets and oversees construction, reconstruction and rehab for buildings and right of way improvements.

The Public Works Services Department will also consist of three divisions, Infrastructure Maintenance, Parking, and Utilities. The Department focuses on maintenance and operations of facilities (municipal and rental), parking operations, and utilities. The new department head title is Public Works Services Director and the department will be the liaison staff support to the Public Works Commission.

The Traffic and Transportation Planning functions will move to the Community Development Department. The Traffic and Parking Commission liaison and staff support will be shared by both Public Works Services and Community Development.

Proposed Amendment

The proposed amendment to the executive compensation plan results in:

- Eliminating the Director of Public Works and Transportation position, which was formerly in salary tier 11
- Establishing a Director of Public Works Services position with salary set at salary tier 9 starting at \$15,100 per month
- Establishing the DCM/Capital Assets position as a new department head position and setting salary at salary tier 9 starting at \$15,100 per month. The former DCM position was set at tier 7
- The Community Development Director salary is being adjusted from salary tier 10 at \$16,900 to 11 at \$17,352 per month for added responsibilities
- Title change of the Assistant Director of Public Works and Transportation to Assistant Director of Public Works Services with no change in salary
- Title change of the Deputy Director of Public Works and Transportation/Transportation to Deputy Director of Transportation with no change in salary

FISCAL IMPACT

The proposed amendment results in a modest salary saving of approximately \$8,500 per year.

Don Rhoads
Finance Approval



Jeff C. Kolin
Approved By



Attachment 1

RESOLUTION NO. 13-R-_____

AMENDMENT NO. 2 TO THE CITY OF BEVERLY HILLS
EXECUTIVE EMPLOYEE COMPENSATION PLAN

The City Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. On February 7, 2012, the City Council adopted an Amended and Revised Executive Employee Compensation Plan dated February 7, 2012.

Section 2. On July 2, 2013, the third paragraph of Subsection D.4 of Section VII of the City of Beverly Hills Executive Employee Compensation Plan was revised to address retiree health benefits of an employee promoted to Deputy Fire Chief between December 29, 2012 and July 10, 2013, and to add the following language:

“In addition, an employee promoted to Deputy Fire Chief from the sworn fire group between December 29, 2012 and July 10, 2013, who is a “Member” of the Beverly Hills Firemen’s Association Post-Retirement Medical Benefit Plan and Trust (“Plan”), as defined in the Plan, on the date of promotion and who would be eligible for post-retirement benefits under the Plan as a “Participant,” as defined in the Plan, except for the fact that the employee will no longer be a Member solely as a result of the promotion, will receive a substitute benefit consisting of the same benefit under the same terms as provided to other employees promoted to the Executive Employee group between December 2, 1997 and December 31, 2009, as provided in Section VII, Paragraph D, Sub-Paragraph 2, above. ”

Section 3. Section II of the Beverly Hills Executive Employee Compensation Plan is revised to: eliminate the title of “Public Works and Transportation Director” and insert in its place the title of “Public Works Services Director”; eliminate the title of “Assistant Director of Public Works and Transportation” and insert in its place the title of “Assistant Director of Public Works Services”; and eliminate the title of “Deputy Director of Public Works and Transportation/Transportation” and insert in its place the title of “Deputy Director of Transportation.” Section II is further revised to divide the “Deputy City Manager” position into two distinct positions, “Deputy City Manager/Capital Assets” and “Deputy City

Manager/Communications and Marketing.” The “Deputy City Manager/Capital Assets” will be placed under the category of Department Head and the “Deputy City Manager/Communications and Marketing” will remain under the category of Assistant Department Head.

Section 4. Appendix A of the City of Beverly Hills Executive Employee Compensation Plan is hereby revised to reflect the aforementioned changes to job titles and categorization, and to make the following changes: (1) establishing the base monthly salary of the newly created positions of Director of Public Works Services and Deputy City Manager of Capital Assets at \$15,100 and placing both positions into salary tier 9; and (2) adjusting the base monthly salary of the Community Development Director to \$17,352, placing the Director into salary tier 11, and aligning the tier control point for this position with the position of Director of Administrative Services.

Section 5. The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and his certification to be entered in the Book of Resolutions of the Council of this City.

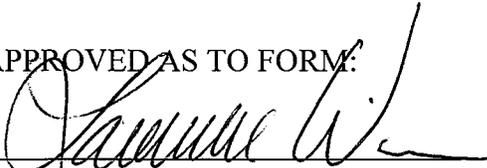
Adopted:

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

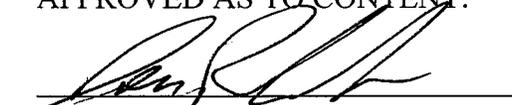
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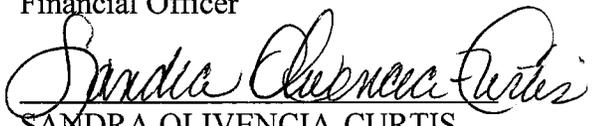
BYRON POPE
City Clerk (SEAL)

APPROVED AS TO FORM:


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:


DON RHOADES
Director of Administrative Services/Chief
Financial Officer


SANDRA OLIVENCIA-CURTIS
Assistant Director of Administrative Services/
Human Resources