



## AGENDA REPORT

**Meeting Date:** May 6, 2014  
**Item Number:** G-3  
**To:** Honorable Mayor & City Council  
**From:** Jeffrey C. Kolin, City Manager  
George Chavez, Director of Public Works Services

**Subject:** RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS  
APPROVING AMENDMENT NO. 4 TO THE CITY OF BEVERLY HILLS  
EXECUTIVE EMPLOYEE COMPENSATION PLAN

**Attachments:** 1. Resolution

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### **RECOMMENDATION**

Staff recommends that the City Council adopt the resolution to amend the City of Beverly Hills Executive Compensation Plan to facilitate the reorganization of the Public Works Services Department.

### **INTRODUCTION**

The proposed amendment facilitates the reorganization and consolidation of management responsibilities of the Public Works Services Department based on the following:

1. Delete four Executive level positions (Assistant Director of Public Works Services, Director of Parking Operations, Environmental Utilities Manager, and Maintenance Operations Manager).
2. Introduce three new Executive level positions (Assistant Director of Public Works Services/Infrastructure and Field Operations, Assistant Director of Public Works Service/Parking and Facilities, Deputy Director of Public Works Services/Operations Support).

### **DISCUSSION**

The Public Works Services Department currently consists of three Divisions which include Infrastructure Management, Parking Services, and Utilities. The department is charged with maintenance and operations of the City and Parking Authority facilities (municipal and commercial/residential rentals), infrastructure maintenance, (streets, street lighting, etc.) parking services (meters, garages, enforcement, etc.) and utilities (water, wastewater,

stormwater and solid waste). The department operation and areas of responsibility is large and serves the community with over 240 full-time equivalent employees.

To further continue our commitment to the City Council for improving operations effectiveness and enhanced customer service throughout the organization, the newly formed Public Works Services department completed a Strategic Plan assessing department priorities, basic operational functions, and areas of weakness that were not being adequately addressed.

During this same period, the Assistant Director and Maintenance Operations Manager positions were vacated. These two executive level vacancies created a unique opportunity to reassess the Department's management structure and evaluate the need for realignment to organize and focus resources in areas of critical need.

After a comprehensive review and assessment, the following changes are being recommended in the proposed amendment.

Proposed Amendment

The proposed amendment to the executive compensation plan results in the following:

Existing Executive Positions	Tier	Recommended Action	Salary
Assistant Director of Public Works Services	7	Eliminate	\$13,430.00
Environmental Utilities Manager	3	Eliminate	\$12,841.00
Director of Parking Operations	3	Eliminate	\$11,844.00
Maintenance Operations Manager	3	Eliminate	\$10,964.00

Proposed Executives Positions	Tier	Recommended Action	Salary
Assistant Director of PWS-Infrastructure and Field Ops	7	Establish	\$13,997.00
Assistant Director PWS-Parking and Facilities Ops	7	Establish	\$13,146.00
Deputy Director PWS- Operational Support	4	Establish	\$11,194.00

This recommendation results in one less executive position. Salary savings from the eliminated position is intended to be applied to create a position in the Management and Professional unit, specifically an Environmental Compliance Manager. This manager position will fill in critical environmental compliance gaps for the City.

The following is a detailed explanation of the recommended changes.

**1. Eliminate the following positions:**

a. Assistant Director of Public Works Services

The position of Assistant Director of Public Works Services exists and is currently vacant. The current job description for this position does not carry any specific operational responsibilities. The Assistant Director Title will remain, and the job description will be updated and expanded to reflect the operating needs of the department.

- b. Environmental Utilities Manager  
It is recommended the Utilities Manager position be eliminated and the incumbent, Trish Rhay, be promoted to the newly established Assistant Director of Public Works Services/ Infrastructure and Field Operations position with expanded responsibilities.
- c. Director of Parking Operations  
It is recommended the Director of Parking Operations position be eliminated and the incumbent, Chad Lynn, be promoted to the newly established Assistant Director of Public Works Services/Parking and Facility Operations position with expanded responsibilities.
- d. Maintenance Operations Manager  
It is recommended that the vacant Maintenance Operations Manager position be eliminated and a new position titled, Deputy Director of Public Works Services/ Operational Support, be established to address current operational and service gaps.

## 2. Newly created Executive positions:

- a. Assistant Director of Public Works Services /Infrastructure and Field Operations. It is recommended that Trish Rhay be appointed to this position. This recommendation requires the roles and responsibilities of the existing Assistant Director to be expanded to include the Utilities Manager's current responsibilities and elements of the Maintenance Operations Manager, specifically all the street maintenance operations. The position will oversee all Field Services Operations.

There is a natural synergy with the field operations and combining the division will improve communication, coordination and create efficiencies in the field. Furthermore, there may be opportunities to share heavy construction-type equipment which will also provide added benefits and savings.

- b. Assistant Director of Public Works Services / Parking and Facility Operations.  
It is recommended that Chad Lynn be appointed to this position. Mr. Lynn's parking operation responsibilities will be expanded by taking on programs relating to Facilities Maintenance and Fleet Operations previously managed by the Maintenance Operations Manager. This responsibility includes the maintenance of 64 buildings encompassing 3,000,000+ square feet of building space and over 382 pieces of vehicles and equipment, with two vehicle shop locations.

Parking operations include managing 19 parking facilities (6,500 spaces), with many of the facilities containing retail lease space. These facilities are heavily dependent on facilities maintenance for support. Combining the Parking and Facilities divisions will improve communication, coordination and improve tenant support services. Fleet operations are unique, however, too small to stand alone as a division but does fit well under this new division headed by this position.

- c. Deputy Director of Public Works Services / Operational Support  
It is recommended to take the salary and benefits from the Maintenance Operations Manager to fund this position. Roles and responsibilities for this position will focus on Operational Support of the two major operating divisions. This program will provide administrative support to all areas of the department providing consistency and allowing operations to focus on their core businesses.

The position will oversee the remaining responsibilities of the Assistant Director and Maintenance Operations Manager. Key functions of responsibility would include Policy and Planning, Regulatory Compliance, Contract Administration, Capital Project Management, Emergency Management, Warehousing/Central Stores, Work Order Management, Purchasing, Safety, Customer Service, Public Outreach and Education. Additionally, the position will be responsible for assisting the Director in the implementation of the Strategic Plan. This position is similar to the Police Department's civilian *Division Commander*.

If approved, the position will be filled through a recruitment process.

### 3. Newly created Management & Professional position:

This request also proposes to establish an Environmental Compliance Manager position within the Management & Professional classification. Salary savings derived from the executive management consolidation would be applied to this position.

a. Environmental Compliance Manager

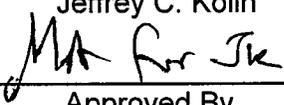
It is recommended to take the salary and benefits savings from the elimination and consolidation of the executive positions to fund this position.

This position is necessary to properly support the utilities program, specifically in the environmental compliance and planning areas including the City's growing NPDES and other regulatory compliance obligations. These regulatory obligations continue to expand with an increasing number of compliance regulations standards that the City is responsible to maintain. This position will focus the City's efforts on program development and compliance. This position is also envisioned to attend stakeholder meeting and participate in regional environmental compliance efforts. The position will also provide management and oversight over water conservation and environmental compliance efforts.

Adding this position to the Management & Professional Association will require a meet and confer process that will be coordinated with Human Resources. It suggested that the position salary be set at M-70, based on comparable cites and internal relationships.

### FISCAL IMPACT

The proposed elimination of four executive positions would result in a monthly salary savings of \$64,179. The creation of three new executive positions would cost \$53,437. Including the proposed Management & Professional position at monthly cost of \$10,029, the net savings resulting from this request would be \$713 or approximately \$8,600 per year.

Jeffrey C. Kolin  
  
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Approved By

George Chavez  
  
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Approved By

# **Attachment 1**

RESOLUTION NO. 14-R-\_\_\_\_\_

RESOLUTION OF THE COUNCIL OF THE CITY OF  
BEVERLY HILLS APPROVING AMENDMENT NO. 4 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 the City of Beverly Hills Executive Employee Compensation Plan (Plan) dated February 7, 2012, Comp. Plan CP-01-2012.

Section 2. On July 2, 2013, August 20, 2013 and December 5, 2013 the City Council amended the Plan.

Section 3. The Plan is hereby further amended with the revision of Appendix A to the Plan, also referenced as Exhibit A, as follows:

(a) Deletions: The existing job titles, salary tiers and salaries for Assistant Director of Public Works Services, Environmental Utilities Manager, Director of Parking Operations, and Maintenance Operations Manager are deleted from Appendix A.

(b) Additions: New job titles, salary tiers and salaries are added to the Plan for:

Assistant Director of Public Works Services/Infrastructure and Field (Assistant Department Director level), Tier 7/Control Point \$13,146, Salary \$13,997;

Assistant Director of Public Works Services/Parking and Facilities (Assistant Department Director Level), Tier 7/Control Point \$13,146, Salary \$13,146;

Deputy Director of Public Works Services/Operational Support (Senior Management Level), Tier 4/Control Point \$11,194, no actual salary because of position vacancy.

Section 4. Section II of the Plan is revised to eliminate the deletions and insert the additions, specified in Section 3, above, with the additions at the level of management specified.

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.

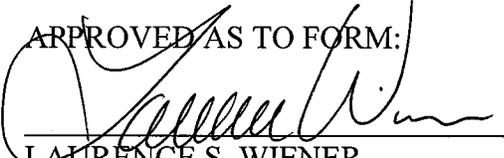
Adopted:

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LILI BOSSE  
Mayor of the City of Beverly Hills, California

ATTEST:

\_\_\_\_\_  
BYRON POPE (SEAL)  
City Clerk

APPROVED AS TO FORM:

  
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LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

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JEFFREY C. KOLIN  
City Manager