



AGENDA REPORT

Meeting Date: December 9, 2014
Item Number: D-10
To: Honorable Mayor & City Council
From: Daniel Cartagena, Senior Management Analyst
Subject: AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND BROWNING AND ASSOCIATES, LLC TO PROVIDE PROFESSIONAL DEVELOPMENT SERVICES; AND

APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$68,500 FOR A TOTAL NOT TO EXCEED \$118,500.00

Attachments:

1. Agreement
2. Public Works Services Strategic Plan
3. FY 2013/14 Department Accomplishments

RECOMMENDATION

Staff recommends that the City Council move to approve Amendment No. 1 to the agreement between the City of Beverly Hills and Browning and Associates, LLC (B&A) to provide Professional Developmental Services for the Public Works Services Department, and approve a Change Purchase Order in the amount of \$68,500 for these services for a total not to exceed \$118,500.

INTRODUCTION

In conjunction with the reorganization of the Public Works & Transportation Department, the new Public Works Services Department initiated a strategic planning process and worked with B&A to develop a strategic plan during its formation in Fiscal Year 2013-2014 at a cost of \$50,000. With B&A's assistance, the strategic plan was formed and has served as a platform to engage employees in setting priorities and determining future direction.

During the strategic planning process, several priorities were identified including the department's need for a comprehensive study of core services, roles and responsibilities, and a succession plan to be put in place and set into motion.

DISCUSSION

The Public Works Services Department is the largest department in the City, with approximately 250 full and part-time employees and a budget of \$118.2 million. The Department is tasked with maintaining the public right-of-way, street, pedestrian and traffic lights, management of public parking structures and off-street parking, maintenance of all City buildings, facilities, fleet vehicles, and delivery of utility services.

Development of the department's workforce was recognized as a priority in its efforts to provide core services in the areas of: Emergency Management, Utilities, Infrastructure Management, Parking Operations, Public Works Service Administration, Events Services and Environmental Sustainability. It is vital that the department elevate its employment development efforts to capture institutional knowledge and increase the skill levels of current staff and future leaders.

Public outreach and education of the City's priorities, projects and initiatives are the direct community benefits resulting from the strategic plan effort to meet and exceed industry standards. In support of the Public Works Services FY 2014-2015 Work Plan and essential need for training and preparation of staff, B&A will concentrate on completing the following work plan items:

- Identify industry standards, core service levels and Best Management Practices (BMP) as they are related to each work group making up the Public Works Services Department
- Assist and support staff in developing methods to meet industry standards, implement BMPs, and establish core service levels
- Develop a training and professional development program to ensure the successful attainment of service levels and staff's ongoing ability to meet and surpass industry standards as well as be prepared to take on leadership opportunities as staff retires from service in the very near future

The next step in this process will be to implement the strategic plan and monitor its progress. The cost for implementing this plan is \$68,500. Implementation of the strategic plan is essential to improving and meeting the Department's long term objectives, and to serve the City Council, Public Works Commission and the community more effectively.

FISCAL IMPACT

Funding for this agreement will be allocated from the fiscal year 2014/15 Public Works Services Contract Services budgets. The cost will be shared among the department's eleven programs.


George Chavez
Approved By