



CITY OF BEVERLY HILLS

PUBLIC WORKS SERVICES DEPARTMENT

MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Trish Rhay, Assistant Director of Public Works Services - Infrastructure & Field Operations
Michelle Tse, Senior Management Analyst *mst*

DATE: July 9, 2015

SUBJECT: PROJECT MANAGER WORKLOAD FORECAST

ATTACHMENT: None

During the July 9, 2015, Commission meeting, staff will be reviewing the workload forecast for the three project manager positions. The three project manager positions were identified as staffing needs related to the implementation of the Water Enterprise Plan.

The following framework is the recommended workload allocations based on industry standards.

Project Manager A:

- Central Basin Groundwater Project
- Wells, pump station, conveyance, treatment plant
- Foothill shallow groundwater Wells

Project Manager B:

- Water treatment plant upgrade/existing well improvements
- Shallow groundwater for irrigation study (currently not budgeted)
- Stormwater quality regional treatment facility

Project Manager C:

- Landscape Demonstration Projects
- Green Streets Implementation
- Conservation Capital Improvement Project – Water loss monitoring, park irrigation improvements, facility upgrades