



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 *umst*

DATE: August 11, 2015

SUBJECT: PROJECT MANAGER WORKLOAD FORECAST

ATTACHMENT: None

The Water Enterprise Plan identified the need for three project manager positions to implement the Plan. The following framework was presented to the City Council during the May 18, 2015, meeting. The recommended workload allocations are 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

As part of the City's FY15-16 budget process, the City Council approved two Project Manager positions instead of the proposed three positions. During the August 11, 2015, Commission meeting, staff will be reviewing the revised workload forecast for the two project manager positions related to implementation of the Water Enterprise Plan.