



CITY OF BEVERLY HILLS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Trish Rhay, Assistant Director of Public Works 
Caitlin Sims, Senior Management Analyst *CS*

DATE: August 11, 2016

SUBJECT: MANAGEMENT STUDY OF THE WATER SUPPLY AND DISTRIBUTION PROGRAM

ATTACHMENTS: None

At its January 5, 2016, meeting, the City Council directed staff to complete an organizational, operational, and financial assessment of the water utility. At the May 12, 2016, Public Works Commission meeting, staff reported that Matrix Consulting Group ("Matrix") had been selected to complete this analysis.

Over the last three months, staff from Matrix has reviewed the policies and procedures of the water utility, including water operations, engineering, utility billing, and information technology. Matrix has also met staff in the City's Water Utility, Public Works Department, Finance Department, Information Technology (IT) Department, Engineering Division and City Manager's Office. This information will be used to complete a management study of the water supply and distribution program, including an assessment and evaluation, recommendations and implementation plan.

The Water Division Operational Audit is a comprehensive report that will affect departments across the City. As such, there must be adequate time for staff in all impacted departments to fully review the report. However, completion of the study is critical for moving forward with the water rates.

Public Works staff would like to present the Water Division Operational Audit to the Commission in September or October. However, Matrix staff is not available to present at the September Public Works Commission (PWC) meeting. The PWC Chair and Vice-Chair have recommended that the Commission provide input on how and when to present the report to the Commission. There are three options for consideration:

1. Move the September Meeting
2. Schedule an additional Special Meeting in September
3. Present the report at the October Meeting

Staff is seeking direction from the Commission on which of the three options to pursue for the presentation of the Water Division Operational Audit.