

SUBJECT: RETENTION OF ASSISTANT CITY MANAGER/DIRECTOR OF PUBLIC WORKS

SUMMARY OF THE MATTER

This agenda bill recommends a strategy for the retention of the City's Assistant City Manager/Director of Public Works to provide continuity for several major projects that are underway and management of the Public Works Department and its services. As the Assistant City Manager, Ms. Dupuis has coordinated the preparation of the Wildfire Mitigation and Fire Safety Report before the City Council tonight as a separate agenda item, along with other responsibilities. As the Director of Public Works, Ms. Dupuis oversees the activities of eleven divisions in charge of maintaining publicly owned facilities (streets, parks, beaches, buildings, landscaped areas, and storm drains); developing and upgrading the City's infrastructure (Capital Improvement Program and Utility Undergrounding); Engineering Services; Transit Services; Parking Services and Programs; Street Signs; and Solid Waste and Recycling Services. She also leads the department efforts in responding to emergencies.

Ms. Dupuis has been in her role at the City for three years, has 30 years of experience, and is being actively recruited for positions in the area. Additionally, the Deputy Director for Parks and Maintenance Services in the Public Works Department is retiring in the next six weeks and the Deputy Director for Parking and Transit Services just recently advised that she is planning to retire this fall. Losing the ACM/Director of Public Works to a new opportunity, and two Deputy Directors to retirements within the next few months, could cause delays for significant projects that are already in progress. Some examples of these projects include following through on over 40 actions proposed in the aforementioned Wildfire Mitigation and Fire Safety Report (if approved by the City Council tonight); completing the second phase of the Village Entrance project; restructuring the City's neighborhood transit services; implementing several neighborhood assessment districts, including one of the City's largest in Woods Cove; and completing a number of significant infrastructure and maintenance projects related to sidewalks, beach ends, and flood control channels.

In order to retain Ms. Dupuis and compensate her for her experience, growing responsibilities, and forgoing other opportunities, it is recommended that the City Council approve a 10 percent pay increase for her at a cost of \$25,000 annually. This would require an increase in the pay range for this position from \$216,428 to \$238,060. She would continue to be eligible for exceptional performance pay of up to 5% and other management benefits. This increase would make her salary commensurate with the salary ranges for Assistant City Manager positions in Irvine (\$249,121) and Newport Beach (\$252,864). It is expected that this increase can be absorbed from savings in the Public Works Department in FY 2019-20.

RECOMMENDATION: It is recommended that the City Council modify the salary and pay plan to increase the base salary range of the Assistant City Manager/Director of Public Works position by 10 percent from \$216,428 to \$238,060, while maintaining all other benefits for the position.

Appropriations Requested: \$ _____

Submitted By: _____

Fund: _____

Coordinated with: _____

Attachments: _____

Approved: _____

John Pietig, City Manager