



City of Huntington Beach

File #: 19-1226

MEETING DATE: 12/16/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: Oliver Chi, City Manager

Subject:

Approve the appointment of Travis Hopkins to the position of Assistant City Manager and authorize the City Manager to execute the associated Employment Agreement

Statement of Issue:

Since May 2019, Mr. Hopkins has served the City capably as the Interim Assistant City Manager. Based on an assessment of his overall job performance, it is recommended that Mr. Hopkins be officially appointed as the next Assistant City Manager for Huntington Beach.

Financial Impact:

Funding for this position is included in the FY 2019/20 budget.

Recommended Action:

Approve the "Employment Agreement Between the City of Huntington Beach and Travis Hopkins," and authorize the City Manager to execute any and all relevant and associated documents.

Alternative Action(s):

Do not approve the employment agreement with Mr. Hopkins to serve as Assistant City Manager, and provide staff with alternate direction.

Analysis:

In May 2019, Mr. Hopkins was asked to begin serving as Interim Assistant City Manager, a position he has filled since that time. Previously, Mr. Hopkins served as the City's Public Works Director, a position he had held since December 2007.

Based on an evaluation of his overall performance, it is now recommended that Mr. Hopkins be appointed to the permanent role of Assistant City Manager. Of note, Mr. Hopkins has more than 27 years of private sector and public sector professional experience, as follows:

- 6/1992 - 1/2000: Chicago Bridge and Iron - Field Engineer, Design Engineer, Project Manager

- 1/2000 - 11/2004: City of Carson - Assistant City Engineer / Associate Civil Engineer / Senior Civil Engineer
- 11/2004 - 6/2006: City of Placentia - Director of Public Works / City Engineer
- 6/2006 - 12/2007: City of Huntington Beach - City Engineer
- 12/2007 - Present: City of Huntington Beach - Director of Public Works

Mr. Hopkins also holds a bachelor's degree in civil engineering from the University of Idaho, and a master's degree in public administration from CSU Long Beach.

Based on an overall assessment of Mr. Hopkins' performance, it is recommended that the City Council authorize his appointment to the Assistant City Manager position, effective December 17, 2019. The contractual compensation is recommended at Non-Associated / Executive Management Pay Grade NA 0592, Starting Point Step E (\$106.32 / hour).

Environmental Status:

N/A

Strategic Plan Goal:

Non-Applicable - Administrative Item

Attachment(s):

1. Employment Agreement
2. Exhibit 1 - Non-Associated Executive Management Salary Schedule Effective November 04, 2019