



CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940
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DATE: December 17, 2024

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Approve Modification of Position Control List and Modification of the Salary Schedule to Reflect Promotion of Chief Bourquin to the position of Assistant City Manager/Chief of Police

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an organizational activity of the City that will not result in direct or indirect physical changes in the environment.

Recommendation

Approve the following changes to the Position Control list and Salary Schedule to reflect the promotion of Chief Chris Bourquin to the position of Assistant City Manager/Chief of Police with a 10% salary adjustment.

Background

In 2021, the City Council approved the establishment of the Assistant City Manager/Chief of Police position through the adoption of Resolution 2021-27. This role was created to address the City's need for streamlined leadership, combining the responsibilities of Chief of Police with executive-level support to enhance citywide operational oversight.

The Assistant City Manager/Chief of Police position is intended to:

- Assist the City Manager in managing citywide operations.
- Oversee major interdepartmental efforts and lead high-visibility initiatives.
- Serve as Acting City Manager in the absence of the City Manager.

The position remains unfilled since Chief Hoyne's departure from the City. Effective December 14, 2024, the City Manager has decided to promote Chief Chris Bourquin to this role based on his exceptional qualifications and performance.

Summary & Discussion

Chief Chris Bourquin has served the City with distinction as Chief of Police, demonstrating strong leadership, strategic thinking, and a deep commitment to community service. His experience, institutional knowledge, and ability to effectively collaborate across departments make him uniquely suited for the dual responsibilities of this position.

Under Chief Bourquin's leadership, the Police Department has consistently achieved operational excellence and maintained high levels of community trust. Promoting him to Assistant City Manager/Chief of Police will allow the City to capitalize on his leadership skills while addressing critical organizational needs, including:

- Strengthening coordination between departments.

- Enhancing responsiveness to citywide operational challenges.
- Providing continuity of leadership in the City Manager's absence.

To align with the increased scope of responsibilities, it is recommended that the Salary Schedule be updated to reflect a 10% salary adjustment for Chief Bourquin, raising his annual salary from \$160,000 to \$176,000. This adjustment ensures fair compensation for the expanded role and aligns with industry standards for similar executive positions.

Fiscal Impacts

The fiscal impact is limited to the proposed 10% salary adjustment, equal to \$16,000. The increase will be incorporated into the existing budget. No additional financial resources are required for this action.

Conclusion

Modifying the Position Control List and Salary Schedule to reflect the promotion of Chief Chris Bourquin to the position of Assistant City Manager/Chief of Police is a strategic decision that strengthens the City's leadership structure. His proven track record and qualifications make him an excellent choice for this key role, and the recommended salary adjustment ensures equitable compensation for the expanded duties.

ATTACHMENTS:

1. Resolution 2024-21
2. Revised Position Control List
3. Revised Salary Schedule

Respectfully Submitted,

John Guertin
City Manager

**RESOLUTION NO. 2024-21
CITY OF DEL REY OAKS CITY COUNCIL**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
DEL REY OAKS AMENDING THE POSITION CONTROL
LIST AND SALARY SCHEDULE TO REFLECT THE
PROMOTION OF THE CHIEF OF POLICE TO ASSISTANT
CITY MANAGER/CHIEF OF POLICE**

WHEREAS, the position of Assistant City Manager/Chief of Police was created by Resolution No. 2021-27 to assist the City Manager in performing the citywide day-to-day executive duties of the City through direct supervision over major interdepartmental efforts, leading citywide programs and initiatives having the highest level of City Council and community visibility, and serving as the City Manager in the City Manager's absence; and,

WHEREAS, the City Manager has decided to promote the Chief of Police to the position of Assistant City Manager/Chief of Police in order to assist the City Manager in performing the citywide day-to-day executive duties of the City; and

WHEREAS, this requires that the City Council amend the position control list and the salary schedule to reflect this change effective December 14, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City of Del Rey Oaks as follows:

1. The attached revised Position Control List and Salary Schedule are hereby approved effective December 14, 2024.

PASSED AND ADOPTED this 17th day of December 2024, by the following vote:

AYES:

NOES:

ABSENT:

Scott Donaldson, Mayor
City of Del Rey Oaks

Karen Minami, City Clerk
City of Del Rey Oaks

ASSISTANT CITY MANAGER/CHIEF OF POLICE

DEFINITION

Under administrative direction of the City Manager, plans, organizes, directs and administers the public safety and law enforcement activities for the community; performs a wide variety of complex administrative and analytical duties; administers the Police Department budget; manages and oversees assigned administrative processes, procedures, projects and programs; and provides information and assistance to the public regarding assigned programs and services; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is a department head classification responsible for providing overall administration in the wide range of activities that are involved in protecting life and property. This classification is responsible for assisting the City Manager with the overall management and administration of City operations and services and is required to make certain that all department activities are in accordance with City Manager directives and established City Council policy. Due to the visibility of the position within the community, there is also a public relations element that is important to the functioning of this classification.

EXAMPLE OF DUTIES

Establishes and maintains cooperative relationships with other agencies, public, City Council and City Manager.

Plans, organizes and coordinates the work of the Police Department.

Assume direct responsibility for monitoring and administering a variety of programs; oversee assigned administrative support functions including budget.

Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.

Participate in drafting and implementing City-wide and departmental goals, policies, and procedures.

Prepares budget estimates and controls budget expenditures.

Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

Serve as City liaison/facilitator with public and private organizations, community groups and other related organizations

Recommends purchase of equipment and supplies.

Formulates rules, procedures and policies for the efficient operation of the department.

Coordinates law enforcement activities with other City departments and law enforcement agencies.

Directs the development and implementation of departmental in-service training programs.

Interviews employment prospects and recommends the selection of new personnel.

Enforces discipline and training regulations.

Evaluates employee work performance and recommends promotions in accordance with established procedures.

Directs investigations of citizen complaints.

Meets with the public and deals with various officials and citizens in furthering the public relations program of the department.

Recommends and administers, as needed, intra-departmental disciplinary action in accordance with City and departmental procedures.

Develops sound and lawful department strategies to address needs for public safety.

Represents the Police Department in meetings with the City Manager, other State or local agencies and citizens.

Reviews department operations to insure and enforce compliance with laws, policies and department budget.

Prepares a variety of correspondence.

Reviews criminal investigations.

Makes public presentations to various community clubs and organizations.

Utilizes the department computers for entering and retrieving information as necessary.

KNOWLEDGE AND ABILITIES

Knowledge of:

Modern principles, practices and techniques of police administration, organization and management.

Principles and practices of public administration used in the operations of local government.

Methods of research, program analysis, and report preparation.

Laws, ordinances, regulations, and court decisions affecting public safety and law enforcement.

Federal, State and local laws, codes and regulations.

Principles and practices of budget administration.

Public relations techniques and facilitation skills.

Use and care of firearms.

Principles of supervision.

Ability to:

Plan, organize and coordinate the work of the Police Department.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures

Formulate, implement and administer department policy and procedures.

Develop, coordinate and administer departmental budget functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise reports.

Speak and write clearly and effectively.

Establish and maintain cooperative and effective relationships with other law enforcement agencies, public officials and the general public.

Implement procedures and policies of the City Manager and Council.

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

Education

Equivalent to graduation from a four-year college or university with a degree in Administration of Justice, Public Administration, or a related field. Masters degree highly desirable.

Experience

Five years of increasingly responsible municipal law enforcement experience, including at least three years at the command level.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's license.

Possession of Advanced and Management P.O.S.T. certificates.

City of Del Rey Oaks
Position Control List for FY 2024-2025
Effective 12/14/2024

	Actual	Budget	Proposed
Position	2022-23	2023-24	2024-25
City Manager	1	1	1
Deputy City Clerk & Assistant to the City Manager	1	0	0
City Clerk		1	1
Administrative Services Technician			1
Deputy City Clerk/Permit Clerk	0	0	1
Administrative Assistant	1	1	0
Assistant City Manager and Chief of Police	1	0	1
Chief of Police	0	1	0
Commander	1	1	1
Sergeant	3	3	3
Police Officer *	5	5	5
Public Works Supervisor	1	1	1
Total Positions	14	14	15

*Police Officer positions are authorized at 6 but only 5 positions are filled for FY 24-25 Budget

CITY OF DEL REY OAKS
SALARY SCHEDULE FOR FISCAL YEAR 2024-2025
Effective 12/14/2024

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Contract
City Manager	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
Assistant City Manager & Chief of	Per Contract					
Monthly						14,666.67
Bi-weekly						6,769.23
Hourly Rate						84.62
Annual	-	-	-	-	-	176,000.00
City Clerk						
Monthly	6,974.92	7,323.33	7,689.08	8,073.83	8,477.75	
Bi-weekly	3,219.20	3,380.00	3,548.80	3,726.40	3,912.80	
Hourly Rate	40.24	42.25	44.36	46.58	48.91	
Annual	83,699.00	87,880.00	92,269.00	96,886.00	101,733.00	
Deputy City Clerk/Permit Clerk						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
Administrative Services Technician						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
Police Commander						
Monthly	8,526.67	8,952.58	9,400.33	9,869.83	10,363.08	
Bi-weekly	3,935.40	4,131.96	4,338.60	4,555.32	4,782.96	
Hourly Rate	46.85	49.19	51.65	54.23	56.94	
Annual	102,320.00	107,431.00	112,804.00	118,438.00	124,357.00	
Police Sergeant						
Monthly	7,525.67	7,902.42	8,297.42	8,712.33	9,147.33	
Bi-weekly	3,473.40	3,647.28	3,829.56	4,021.08	4,221.84	
Hourly Rate	41.35	43.42	45.59	47.87	50.26	
Annual	90,308.00	94,829.00	99,569.00	104,548.00	109,768.00	
Police Officer						
Monthly	6,490.08	6,814.08	7,154.42	7,513.00	7,887.92	
Bi-weekly	2,995.44	3,144.96	3,302.04	3,467.52	3,640.56	
Hourly Rate	35.66	37.44	39.31	41.28	43.34	
Annual	77,881.00	81,769.00	85,853.00	90,156.00	94,655.00	
Public Works Supervisor						
Monthly	5,655.83	5,938.42	6,234.83	6,546.83	6,964.50	
Bi-weekly	2,610.40	2,740.80	2,877.60	3,021.60	3,214.40	
Hourly Rate	32.63	34.26	35.97	37.77	40.18	
Annual	67,870.00	71,261.00	74,818.00	78,562.00	83,574.00	
Temporary/Part Time EE						

CITY OF DEL REY OAKS

SALARY SCHEDULE FOR FISCAL YEAR 2024-2025

1. Mayor and City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.
2. The Mayor is paid an additional \$125 per month for promoting and advertising the City.
3. All employees of the City pay the full employee paid percent contribution to each employee's PERS account.
4. The Police Chief and the City manager's salaries are per individual contract.
5. Police Reserve officers are paid at a rate of \$35.66 per hour worked (1st step Police Officer).
- 6 Police Officers Uniform Allowance \$1,000 annually
- 7 City Manager: Auto Allowance \$450/month (\$5,400 annual)
- 8 PD works 84 hours/ pay period
- 9 Educational Incentive:
 - \$100 per month for Associate's degree
 - \$200 per month for Bachelor's degree
- 10 Longevity Pay:
 - 2% longevity pay for individual's working over 10 years
 - 4% longevity pay for individual's working over 20 years
- 11 Wellness: \$500 per year