

**TOWN OF SAN ANSELMO
STAFF REPORT
June 5, 2013**

For the meeting of June 11, 2013

TO: Town Council

FROM: Sean Condry, P.E., Public Works Director

Subject: Staffing Changes

RECOMMENDATION

That Council reviews the proposal to hire a Senior Engineer for the Public Works Department and provide direction to staff.

BACKGROUND

In 2008 Town Council approved the hiring of a Senior Engineer for the Public Works Department. However, a senior engineer could not be found at that time to fill the position and a number of contract engineers have been used to fill that position since then. In 2011 the Building Department was moved from the Planning Department to the Public Works Department as part of an effort to increase efficiency and have more cross training between disciplines that were more similar than building and planning. While this effort has been successful, the Public Works Department is understaffed and struggling daily to keep up, jumping from one project to another as the work dictates because our professional staff is severely limited due to the amount of work.

DISCUSSION

Currently the Public Works Department has one full time engineer, the Public Works Director, and a part time senior engineer for Public Works who is also the Building Official. The Public Works Department oversees the following work on a day to day basis:

1. Street improvement projects;
2. Park improvement and maintenance;
3. Floodplain management;
4. Building Maintenance and Improvement;
5. Review all planning and building applications regarding drainage, work in the right of way, ADA improvements, soil reports, etc.;
6. Encroachment permit review for all utility and private work within the Town;
7. Fence permit review and approval;
8. Coordination of work by utilities on a daily basis;
9. Trees-consisting of permit issuance to remove and/or plant trees and appeals regarding the removal of trees;
10. Traffic Safety Committee and traffic safety improvements;

11. Drainage design, maintenance; and repair throughout the Town;
12. Streetlight maintenance and repair;
13. Traffic signal design, maintenance and repair;
14. Management of all public right of way work including pedestrian, bicycle, and motor vehicle related issues;
15. Grant and funding applications for sidewalks, streets, trails, buildings, etc.;
16. MCSTOPPP stormwater enforcement;
17. Town wide notice of abatement enforcement for sidewalks, trees, fences, etc
18. Resident/business issues regarding the public right of way, Town projects, private projects, utility projects, trees, parks, etc.
19. Writing and implementation of new ordinances;
20. Managing public works staff;
21. Managing consultants for various projects; and
22. Managing the building department staff and resolving resident/business comments/complaints.

With all the above items to implement, manage, and/or oversee the Public Works Director is in essence a “jack of all trades and master of none” leaving little room to manage specific projects one at a time. Therefore, for many years now the Public Works Department has tackled the above items on an as needed basis in a triage fashion with the use of contract consulting engineers and temporary employees such as former Public Works Director George Davison. While this model allows the department to survive and function it is far from ideal and in fact creates other issues.

A contract consultant engineer that is hired for a specific project or task may not look beyond that task to incorporate the bigger picture at hand. We have hired numerous outside consultants who do not understand the complexities of the Town or neighborhood they are working in and thus make design mistakes or leave something out. Examples of this include the following:

1. Squeezing those extra parking spaces out of the project by doing field and not paper checks;
2. Changing the location of a sidewalk from one side to another because children/pedestrians use one side more than another;
3. Holding off on a piece of work because it may be eligible for grant funding;
4. Looking for opportunities to coordinate with utilities and then following it through for months and years to come;
5. Last minute fine tuning by adding in medians and moving crosswalks because new information becomes available;
6. Designing small, medium, and large capital improvement projects using firsthand knowledge of the Town...such as shallow utilities are on this street; and
7. Remembering on this one street there is a person that needs special assistance throughout the course of the project.

All of the above take an engineer who has the knowledge of the Towns complexities and nuances while having a personal interest and stake in the Town for the long haul.

In addition, the typical cost for an engineer consultant ranges from \$100 per hour for an entry level engineer to \$150 per hour for an experienced professional engineer equaling salaries of \$208,000 to \$312,000 a year if used full time. An in house engineer at a salary of \$7,987 per month would be

approximately equivalent to a fully encumbered rate of \$133,356 per year or \$64.11 per hour. This huge savings is typical across the board for our professional staff when compared to our private counterparts. The value to the Town is also significantly increased because the employee is not hired for a single specific item but is cross trained and will insure that other projects, the numerous miscellaneous small items, shared services, and other opportunities do not fall through the cracks.

FISCAL IMPACT

Staff proposes that a Senior Engineer be hired at a monthly salary of \$7,987 and be placed in the middle management job category. A proposed job description and salary study, comparing this position to other positions in Marin, are attached (Attachments 1 and 2). The Senior Engineer would be responsible for the design and construction management of the Town's capital projects, including road maintenance along with many other tasks as listed above. The majority of funds for this position would be taken from the Road Maintenance Fund and the Capital Projects Fund, as part of the expense of doing these projects. The hiring of a Senior Engineer would allow the Public Works Director to pay attention to the big picture projects, catch up on regular work and take on projects that have broader Town wide long term implications such as the Flood Map, Flood Control, Bridge Replacement Projects, a Drainage Improvement Plan, writing a new Street and Highways plan for the Town, writing a new Town Specifications for Frontage Improvements, grant applications and reimbursements, and more. Total estimated annual cost for this position is \$133,356.

CONCLUSION

As the Town moves forward to begin to address the many large issues that confront it in these two important departments, reinforcing our staff levels will ensure that we are able to address issues professionally and provide superior service to the Town of San Anselmo

Respectfully submitted,



Sean Condry, P.E.

Attachments:

1. Senior Engineer proposed job description
2. Senior Engineer salary study

TOWN OF SAN ANSELMO

SENIOR CIVIL ENGINEER

DEFINITION

Under direction of the Public Works Director/Town Engineer, this position plans, organizes, directs and oversees the engineering services for the Town of San Anselmo. This position also provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned. May provide engineering services as prescribed below on a contract basis to other cities as directed by the Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Reports to the Public Works Director and directly supervises part time staff and outside consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include but are not limited to the following:

- Plans, supervises and performs professional engineering work in the design and construction of public capital projects, specializing in street improvements, drainage, structures, buildings and related facilities.
- Supervises and participates in the preparation of plans, project specifications, inspections, legal descriptions, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and Town standards and policies.
- Meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from the public and provides technical information to outside Agency staff, Town Council and the public.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, Town Council and other agencies as required.
- Coordinates engineering activities and capital projects with other departments and agencies.
- Reviews and approves engineering drawings, plans and specifications and other legal documents for signature by the Public Works Director.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Manages and develops the Town's mapping and geographic information system.
- Prepares and manages the application of grants for Town projects from Federal, State and local funding sources.

- Provides administrative support to the Public Works Director.
- Administers Town encroachment permits, grading permits, well permits and creek bank permits.
- Approves and oversees the traffic signals operations and maintenance.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering, construction management and administration.
- Design, construction and operation of public works facilities.
- Methods of preparing designs, plans, specifications, estimates, reports & recommendations.
- Streets, storm drains, buildings, parks, and other public works projects.
- Laws and codes related to civil engineering, building construction and ADA compliance.
- Principles of organization, administration, budget and supervision.
- Current engineering technology and related engineering software.
- Grant applications and execution.
- Traffic signal operation.

Ability to:

- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

EXPERIENCE AND TRAINING:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Bachelor's degree in Civil Engineering and six years of increasingly responsible public work construction and maintenance experience.
- Registration as a Civil Engineer in the State of California.

License or certificate required: Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS: Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

Date: _____

Approved: _____
Town Manager

Town of San Anselmo
Senior Engineer
Salary Comparison

Agency	Annual	Monthly	Date
Marin County	\$118,416	\$9,868	2013
San Rafael	\$95,268	\$7,939	2013
Mill Valley	\$106,008	\$8,834	2013
Novato	\$94,344	\$7,862	2013
San Anselmo	\$95,844	\$7,987	2013