



Town of Moraga	Agenda Item
Ordinances, Resolutions, Requests for Action	11. B.

Meeting Date: September 9, 2020

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

**From: Cynthia Battenberg, Town Manager
Shawn Knapp, Public Works Director/Town Engineer**

Subject: Review and Accept Update on Insourcing Engineering Services

Background

The Town's Public Works/Engineering Department manages the Town's Capital Improvement Program (CIP) and land development projects and provides engineering support for ongoing operations such as street maintenance and storm drains. The engineering staff rely heavily on consultants to plan, design and complete the capital improvement program, handle the plan review and inspections of land development projects, and implement the street maintenance and storm drain and clean water programs.

The Town has used consultants over the years to address the increasing workload due the following circumstances:

- A new pavement management program (primarily funded by Measure K local sales tax) was launched in 2012 which mandates the dedication of employee and consultant hours to design and manage.
- Land development activities, including a series of subdivision projects, have increased since the end of the recession. Homeowners, developers and contractors require ongoing engineering plan check and construction oversight services.
- Significant success in identifying outside grant opportunities has enabled the Town to complete long overdue capital improvement projects in recent years. In fiscal years 2009-2013 the Town completed, on average, \$1.2 million in capital improvement projects annually. In fiscal years 2014-2018, the Town completed, on average, \$6.6 million in capital improvement projects annually. Last year, the Town completed \$7.3 million in projects.
- Increased maintenance of the storm drain system which includes repair of the 2017 Rheem sinkhole, abatement of the 2019 Rheem sinkhole on private property, field mapping of the publicly owned storm drain system, development of

1 the 2019 Amendment to the 2015 Storm Drain Master Plan and implementation
2 of an enhanced Storm Drain Operations and Maintenance (O&M) program.

- 3 • New regulations, mainly multiple changes in clean water mandates, also draw
4 upon the staff's limited time.

5
6 At the March 27, 2019 Town Council meeting, information was provided to the Council
7 regarding staff, which consisted of three engineers (Public Works Director/Town
8 Engineer, Senior Civil Engineer and Assistant Engineer) and consultants who assisted
9 with civil engineering, construction management and inspection, geotechnical
10 engineering, architectural, and landscape architectural services on an as-needed basis.
11 At the time staff was managing 34 consultant contracts totaling over \$4 million annually.

12
13 A recommendation was made to insource some of the services that were being
14 provided by consultants. The projected benefits of insourcing included improved
15 customer service, greater consistency and stability, and potential cost savings.

16
17 In late summer 2019, the Town hired a full-time Associate Civil Engineer to handle land
18 use development project plan check and assist in management of the enhanced storm
19 drain O&M program and street projects. The projected annual cost in FY 2019/20 was
20 \$156,000. The costs were allocated as follows:

	Actual FY 2019/20	Projected FY 2020/21
21		
22		
23		
24 Public Works Administration (70%)	\$75,543	\$103,307
25 Storm Drain Maintenance (20%)	21,584	29,516
26 Street Maintenance (10%)	10,791	14,758
27	<u>\$107,918</u>	<u>\$147,581</u>

28
29 **Analysis**
30

31 The Town's Public Works/Engineering Department staff costs are offset by fees
32 received for service. Developers pay for services based on either flat fees or hourly
33 fees which cover the cost of service. Additionally, a portion of staff costs are charged to
34 Capital Improvement Projects which are funded by grants and restricted funds (such as
35 Garbage Vehicle Franchise Fees, Gas Tax, etc.). In FY 2019/20, 72% of Public
36 Works/Engineering staff costs of \$477,995 were offset by \$343,600 in revenue (Public
37 Works/Engineer staff, encroachment permits and grading fees). In FY 2020/21, 73% of
38 staff costs are projected to be offset by revenue (staff costs of \$492,823 are projected to
39 be offset by \$360,000 in revenue). Note: 25% of the hourly fees collected are deposited
40 into a General Government account, Overhead Recovery (101-5100-380-01) and used
41 to offset general overhead for the Town administrative functions, including finance,
42 human resources, legal services.

43
44 The majority of the Associate Engineer's time last year (695 hours) was spent on land-
45 use development and billed to multiple projects. The Town collected \$115,370 in hourly
46 fees (of \$166 per hour) to cover the Associate Engineer's work and Public Works
47 overhead costs (\$86,527) and general overhead costs (\$28,843). If the plan check
48 work were to have been completed by a consultant (CSG Consultants), the Town would
49 have billed customers an average of \$225 per hour (\$180 per hour plus 25% overhead)

1 which would have cost developers/homeowners \$156,375. The net result was
2 improved customer service and a savings to customers of \$59 per hour or a total of
3 \$41,005. The Town also benefitted by having staff available to easily coordinate with
4 other departments, provide consistent answers, and resolve issues in a timely manner.
5

6 The Associate Engineer also spent time (389 hours) on various Capital Improvement
7 Program (CIP) projects, including Moraga Way and Canyon/Camino Pablo
8 Improvements (CIP 18-101), 398 Rheem Blvd. Sinkhole Abatement (CIP 20-101), 2019
9 Addendum to the Storm Drain Master Plan (CIP 14-201), and Laguna Creek
10 Restoration at the Hacienda de las Flores (CIP 16-201). These hours were billed to the
11 project and resulted in \$64,574 in revenue (\$48,430 in Public Works staff and overhead
12 costs and \$16,144 in general overhead costs). In the case of CIP projects, the projects
13 benefited from the lower cost of the in-house engineering services. The estimated
14 savings to the projects is \$22,951 (389 hours x \$59/hour).
15

16 An additional benefit to having an in-house Associate Engineer is that he works full-time
17 and is also available to respond to unexpected needs as they arise and work as much
18 as needed to get the job done. The Associate Engineer is an exempt employee (he is
19 paid a salary, not hourly) and part of the Mid-Management/Professional bargaining
20 group.
21

22 The Associate Engineer also spent time on storm drain matters, specifically drafting the
23 Town's Private Storm Drain policy adopted in May 2020, developing specifications for
24 CCTV inspections, managing the Request for Proposals process and awarding an on-
25 call contract for services, and managing field inspections. Prior to the hiring of the
26 Associate Engineer, the Town would have retained the services of consultants (Schaff
27 and Wheeler and NCE) to complete this work at a cost of approximately \$175 per hour.
28 The cost to the Town of the Associate Engineer, including benefits and pension, is \$75
29 per hour. This cost savings enables the Town to complete the work at a lower cost,
30 thereby decreasing the cost of the enhanced storm drain O&M program.
31

32 Ten percent of the Associate Engineer's time was allocated to Street Maintenance. In
33 this capacity he developed plans and specifications and managed construction
34 contracts which would have been completed by a consultant (NCE) in the past at a cost
35 of \$175 per hour. Completing work in-house enables the Town to leverage the
36 Pavement Management funding to complete more work with the same dollars.
37

38 Given that it is less expensive to have staff complete work than consultants, Public
39 Works has been looking for additional in-sourcing opportunities. For example,
40 construction management work on the 2020 Pavement Overlay Program is being done
41 in-house. Harris & Associates bid \$36,400 for the work which will be completed in-
42 house by the Town's Assistant Engineer for a cost of approximately \$28,680, a savings
43 of \$7,720 or 21%. Staff's ability to complete projects at a lower cost frees up funding for
44 additional work in the future. Staff is planning to in-source design work for the 2021
45 Pavement Overlay Program and looking for other opportunities as they arise.
46

47 While not being recommended at this time, an opportunity exists to in-source additional
48 services. Specifically, an Engineering Technician/Inspector could be hired to handle
49 encroachment permits and field inspections, tasks currently handled by the Assistant

1 Engineer and consultants. The Assistant Engineer spends approximately 16 hours a
2 week issuing encroachment permits. This task could be handled by a lower level
3 employee, such as an Engineering Technician/Inspector, if this position were filled. The
4 Assistant Engineer would then be available to handle more technical projects currently
5 completed by consultants due to staffing constraints. The Engineering Technician/
6 Inspector could also handle construction inspection which is currently being completed
7 by CSG Consultants for approximately \$162.50/hour (\$130/hour plus 25% overhead).
8 Using the 2020 Pavement Management Program as an example, the Town is paying
9 \$72,975 for construction inspection. This work could be completed by the Engineering
10 Technician/Inspector for \$49,500, a savings of \$23,475 or 32%.

11

12 **Conclusion**

13

14 The hiring of an Associate Engineer to complete tasks previously handled by
15 consultants has saved developers/homeowners money, reduced the cost of capital
16 improvement projects and storm drain and street maintenance work. The Town has
17 also benefited from having an Associate Engineer available full-time to assist as needed
18 on various projects. There is also value to the Town in the Associate Engineer's
19 knowledge about the Town's policies and procedures. Staff believes that the Town's
20 investment in the Associate Engineer will continue to provide benefits to the Town in the
21 future.

22

23 **Recommendation**

24

25 Review and accept the report on insourcing of engineering services.

26

27 **Attachment:**

28

- 29 A. March 27, 2019 Staff Report – Discussion of Insourcing Engineering Services,
30 Consider Resolution ___-2019 Adopting the Associate Civil Engineer Job
31 Description and Amending the Fiscal Year 2018/19 Salary Schedule for the Town
32 of Moraga to Add the Associate Civil Engineer Salary and Revise the Assistant
33 Engineer and Senior Civil Engineer Salaries to the Median Salary of Comparable
34 Cities, Effective March 31, 2019

ATTACHMENT A

March 27, 2019 Staff Report – Discussion of Insourcing Engineering Services, Consider Resolution ___-2019 Adopting the Associate Civil Engineer Job Description and Amending the Fiscal Year 2018/19 Salary Schedule for the Town of Moraga to Add the Associate Civil Engineer Salary and Revise the Assistant Engineer and Senior Civil Engineer Salaries to the Median Salary of Comparable Cities, Effective March 31, 2019



Town of Moraga	Agenda Item
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Meeting Date: March 27, 2019

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Cynthia Battenberg, Town Manager

Subject: Discussion of Insourcing Engineering Services, Consider Resolution _____ - 2019 Adopting the Associate Civil Engineer Job Description and Amending the Fiscal Year 2018/19 Salary Schedule for the Town of Moraga to Add the Associate Civil Engineer Salary and Revise the Assistant Engineer and Senior Civil Engineer Salaries to the Median Salary of Comparable Cities, Effective March 31, 2019

Background

The Town's FY 2018/19 Budget is \$15.82 million, which consists of a \$9.45 million General Fund operating budget and a \$6.37 million Capital Improvement Program (CIP) budget. The Town's Public Works/Engineering Department manages the Town's CIP and land development projects and provides engineering support for ongoing operations such as street maintenance and storm drains. The engineering staff of three (Public Works Director/Town Engineer, Senior Civil Engineer and Assistant Engineer) rely heavily on consultants to plan, design and complete the capital improvement program, handle the plan review and inspections of land development projects, and implement the street maintenance and storm drain and clean water programs.

The Town's engineering staffing level has remained flat over the past six years despite the dramatic increase in workload due to the following circumstances:

- A new pavement management program (primarily funded by Measure K local sales tax) was launched in 2012 which mandates the dedication of employee and consultant hours to manage.
- Land development activities, including a series of subdivision projects, have increased since the end of the recession. Homeowners, developers and contractors require ongoing engineering plan check and construction oversight services.
- Significant success in identifying outside grant opportunities has enabled the Town to complete long overdue capital improvement projects in recent years. In fiscal years 2009-2013 the Town completed, on average, \$1.2 million in capital improvement projects annually. In fiscal years 2014-2018, however, the Town completed, on average, \$6.6 million in capital improvement projects annually.

- Two unanticipated emergencies occurred, the Rheem Boulevard Sinkhole and the Canyon Road Bridge closure, also took substantial staff and consultant resources and caused Town engineering staff to delay other projects. Engineering is still dealing with the fallout and working hard to obtain the emergency relief funding reimbursement for the temporary bridge project costs and start the permanent replacement bridge project.
- Implementation of a new Storm Drain Operations and Maintenance program will require significant resources to identify and implement an asset management program, manage vendor contracts and provide engineering support for maintenance repairs.
- New regulations, mainly multiple changes in clean water mandates, also draw upon the staff's limited time.

The engineers manage a series of on-call contracts for civil engineering, construction management and inspection, geotechnical engineering, architectural, and landscape architectural services on an as-needed basis. These on-call contracts include 19 consultant firms for a total amount of approximately \$1.5 million annually. In addition to these on-call contracts, the engineers currently manage seven active project-specific consultants for a total amount of \$2.1 million. The Public Works Director/Town Engineer also oversees contracts for electrical, excavation, tree, and weed abatement services which include eight vendors for a total amount of \$510,000 annually. In summary, the engineering staff manages 34 consultant contracts totaling over \$4 million annually. Staff has evaluated the possibility of insourcing some of the work currently being given to contractors to determine if it would be to the benefit of the Town to do so.

Analysis

Insourcing Engineering Services

An evaluation of the department's operations has resulted in a recommendation to insource some of the services currently being provided by consultants. As an initial step, staff recommends the creation of an Associate Civil Engineer (Associate Engineer) position to handle land use development project plan check review. The Town currently contracts with CSG Consultants for plan check services which are paid from developer deposits. There is sufficient ongoing land use work to bring this function in-house. Customer service benefits include increased responsiveness, greater consistency and potential cost savings.

The Town Associate Engineer position will help stabilize the department by providing additional staff to meet ongoing department needs and cover evening meetings as well as respond to unexpected needs as they arise and eliminate some of the challenges in consistency the Town faces due to changes in consultant staffing. The Associate Engineer position also creates a career path which supports succession planning. The end result should be a skilled, high performing engineering team that has greater understanding and familiarity of the Town's needs and goals, and employees who are ready to step up when the opportunity arises.

1 The projected annual cost (salary and benefits) of the Associate Engineer position,
2 based on the salary recommended by the compensation study outlined in the
3 Engineering Compensation Study section below, is \$156,000.

4
5 Staff recommends 70% of the Associate Engineer position be allocated to Public Works
6 Administration – Department 710. These costs are fully recoverable, including
7 administration and overhead costs from developers. The estimated net cost recovery
8 from developer fees for this position is 86%, or \$135,000. Currently, this revenue is
9 used to pay CSG Engineering whose hourly rates range from \$135 - \$180 per hour
10 depending upon the needs of the Town and qualifications of the staff. In FY 2017/18,
11 CSG was paid \$194,000 and in FY 2018/19 the amount paid through December 2018 is
12 \$120,000. The cost of insourcing land use development plan check work currently
13 handled by consultants is projected to have a positive impact on the General Fund as
14 the Town will be able to recover not just the cost of the Associate Engineer's time, but
15 also related overhead and administrative costs.

16
17 The Associate Engineer would also assist in managing the Town's storm drain
18 operations and maintenance and clean water programs. Thus, staff recommends 10%
19 of the Associate Engineer's salary be allocated to Storm Drain Maintenance –
20 Department 730 which is 50% funded by NPDES and 50% by the General Fund.
21 Adequate funds would be available due to the resulting reduction in consultant fees
22 from bringing services in house.

23
24 The Department would also benefit from additional support in traffic engineering from
25 the Associate Engineer and therefore staff recommends that 20% of the Associate
26 Engineer's salary be allocated to Street Maintenance – Department 740 which is 84%
27 funded from Gas Tax and 16% by the General Fund. Currently the Department Director
28 or Senior Engineer need to provide direction to the Assistant Engineer and sign off on
29 minor traffic decisions. The Associate Engineer would handle these responsibilities,
30 freeing up the Senior Engineer and Director's time so they can work on other priority
31 projects. The Senior Engineer and Director will then be able to spend time on other
32 projects where the costs of their efforts are recoverable or directly offset the cost of
33 consultants.

34
35 An additional benefit of having an Associate Engineer in house is that they could also
36 serve as project manager for minor CIP projects. Currently there is insufficient staff to
37 address all issues in a timely manner. The Town's budget includes funding for multiple
38 minor CIP projects and any hours charged to CIP projects would reduce the charges to
39 other funding sources.

40
41 Staff recommends that the Town Council adopt the Associate Engineer job description
42 included as Attachment B. No adjustment to the FY 2018/19 Budget is required as the
43 estimated start date is July 1, 2019. Should the Town be able to bring someone on
44 board this fiscal year, there are sufficient budgeted funds available to cover the expense
45 due to current cost savings associated with the vacant Assistant Engineer position. The
46 Associate Engineer position, along with the projected increase in revenue, would be
47 added to the FY 2019/20 budget. The hourly rate for cost recovery is set by formula
48 and includes employee labor costs and overhead costs related to administrative and

1 indirect cost operations. The hourly rate for the Associate Engineer would be added to
2 the FY 2019/20 Master Fee Schedule.

3
4 As part of the FY 2020/21 Budget process, staff will evaluate the impact of this position
5 on the Town and explore if additional insourcing opportunities could prove beneficial.

6
7 Engineering Attraction and Retention

8
9 Compounding the challenges in managing the increasing demands of the Town's Public
10 Works Department over the past six years, the Town has had a difficult time recruiting
11 and retaining engineers. The Assistant Engineer position (responsible for the Town's
12 clean water requirements, encroachment permits, engineering's geographic information
13 system, traffic action requests and analysis, right-of-way code violations, and assisting
14 the Senior Engineer and Public Works Director/Town Engineer with the pavement
15 management program and other projects), has been vacant since June 2018. The
16 Town's two recruitment efforts were unsuccessful in attracting qualified staff and the
17 position is now open until filled.

18
19 An Engineering Compensation Study (see section below), revealed that the Town's
20 engineering classifications are significantly under median market value which is likely
21 responsible for the Town's inability to attract a qualified Assistant Engineer. The salary
22 of the Town's Senior Civil Engineer is similarly under median market value which will
23 likely impact the Town's ability to retain the Senior Civil Engineer who is now fully
24 trained, highly productive and stretched to the limit as he attempts to perform the duties
25 of the Senior Engineer and a portion of the vacant Assistant Engineer's duties.

26
27 Fortunately, the Senior Civil Engineer does not have to fulfill all of the vacant Assistant
28 Engineer's duties, as the \$132,000 personnel budget for the vacant position has been
29 redirected to pay a consultant to complete some of the work. It should be noted,
30 however, that it is costing \$155,000 a year for a part-time engineering consultant (BKF
31 Engineers) who is only able to meet a portion of the full-time Assistant Engineer position
32 responsibilities because they only work 24 hours a week. Furthermore, employee
33 turnover at BKF has resulted in three different consultants serving the Town since June
34 2018. This circumstance has impacted the level of service provided to the Town as it
35 takes time for the Town to train each new consultant assigned by BKF.

36
37 Engineering positions are difficult to recruit for and the skills necessary are specialized.
38 In order to enable the Town to attract and retain qualified engineering staff to manage
39 the \$6.37 million of Capital Improvement projects, the Pavement Management Program
40 and Storm Drain operations and maintenance program, staff recommends that the
41 Town adjust the salaries of the Assistant Engineer and Senior Civil Engineer by 11.2%
42 and 13.1% respectively to the market median value consistent with the findings and
43 recommendations of the Engineering Compensation Study.

44
45 The total estimated cost of the recommended salary increases for the Assistant and
46 Senior Engineer positions is \$33,000 annually. The planned outlay for these costs
47 would be allocated in the Town's budget as follows:

48	Public Works Admin. – Dept 710 (funded by General Fund)	\$18,400
49	Storm Drain Maint. – Dept 730 (funded by NPDES & GF)	\$7,300

1 Street Maint. – Dept 740 (funded by Gas Tax & GF) \$7,300
2 \$33,000
3

4 However, staff estimates that, in fact, approximately \$31,000 or 94% of the additional
5 cost will end up getting charged against capital improvement and other non-General
6 Fund activities. Thus, the additional cost is projected to have negligible impact on the
7 General Fund. No adjustment is required in FY 2018/19 as there are sufficient salary
8 savings.
9

10 About the Engineering Compensation Study
11

12 The Town retained the services of Koff & Associates (K&A) to complete a compensation
13 study of the Town’s Engineering positions. The study included three engineering
14 classifications – senior, associate and assistant. The following ten comparable
15 agencies were selected based on: organization type and structure; similarity of
16 population, staff and operational budgets; scope of services provided; and labor market
17 and geographic location.

18 City of El Cerrito	City of Piedmont
19 City of Emeryville	City of Pinole
20 City of Hercules	City of Pleasant Hill
21 City of Lafayette	City of San Pablo
22 City of Orinda	Town of Danville

23

24 Salary and benefit data were collected and analyzed through comparator agency
25 website, conversation with human resources, accounting, and/or finance personnel and
26 careful review of agency documentation such as classification descriptions, memoranda
27 of understanding and organization charts. K&A’s methodology is to analyze each class
28 description and the whole position by evaluation factors such as:

- 29 • Definition and typical job functions;
- 30 • Distinguishing characteristics;
- 31 • Level within a class series;
- 32 • Reporting relationship structure;
- 33 • Education and experience requirements;
- 34 • Knowledge, abilities, and skills required to perform the work;
- 35 • Scope and complexity of the work;
- 36 • Independence of action/responsibility;
- 37 • Contacts with others (inside and outside of the organization); and,
- 38 • Consequences of action and decisions.
39

40 The Engineering salary compensation study compared the salary ceiling for each
41 position to determine the median, in order to enable the Town to successfully recruit for
42 and retain engineers. This does not mean that staff recommends everyone get paid top
43 salary; however, the top salary is relevant to a candidate’s decision regarding
44 employment. The market median salary is recommended as opposed to the average
45 because the median is not skewed by extremely high or low salary values. The median
46 salary should enable Moraga to successfully recruit and retain qualified engineering
47 candidates.
48

1 Municipalities establish salary schedules which include a salary range for positions.
2 Moraga, like most municipalities, has five steps in a salary range with a 5% differential
3 between each step. As employees gain experience and become more valuable, they
4 move up the salary scale.

5
6 The following table represents a summary of the market median salary ceiling for the
7 Assistant, Associate and Senior Civil Engineer positions discussed in this report.
8

Classification Title	Proposed Monthly Salary Ceiling *	Differential	Current Monthly Salary Ceiling	% Below Median
Assistant Engineer	\$8,762	10% below Assoc.	\$7,880	11.2%
Associate Engineer	\$9,638		n/a	Market Median
Senior Civil Engineer	\$11,566	20% above Assoc.	\$10,224	13.1%

9 * Market Median of comparable agencies

10
11 Staff recommends that the addition of the Associate Engineer salary scale and revisions
12 to the Assistant Engineer and Senior Civil Engineer salaries be effective March 31,
13 2019 and that these positions be exempt from any 2019/20 Cost of Living Adjustment or
14 other salary adjustment provided to the Moraga Employee Association or Mid-
15 Management Group to which these positions belong.

16
17 **Conclusion**

18
19 Insourcing of the Town's land use development project plan checking is recommended
20 to improve customer service including increased responsiveness, greater consistency
21 and potential cost savings. The new Associate Engineer position could also serve as
22 project manager for minor CIP projects, assist in managing the Town's storm drain
23 operations and maintenance and clean water programs, and provide traffic engineering
24 support to the department. The impact to the General Fund would be negligible as 86%
25 of the cost of the position could be covered by developer fees with the remaining costs
26 covered by savings in consultant costs.

27
28 To address the Town's inability to attract and retain engineers, staff is also
29 recommending an adjustment to the Assistant Engineer and Senior Civil Engineer
30 salaries to the median market value based on the results of an Engineering
31 Compensation Study performed by Koff & Associates. The estimated annual fiscal
32 impact of \$33,000 will be minimal as much of the engineers' time is charged to capital
33 improvement projects and other non-General Fund activities.

34
35 **Alternatives**

- 36
37 1. Adopt Resolution ____ - 2019 Adopting the Associate Civil Engineer Job
38 Description and Amending the Fiscal Year 2018/19 Salary Schedule for the Town
39 of Moraga to Add the Associate Civil Engineer Salary and Revise the Assistant
40 Engineer and Senior Civil Engineer Salaries to the Median Salary of Comparable
41 Cities, Effective March 31, 2019; or
42 2. Adopt attached Resolution ____ - 2019, with modifications; or

1 3. Not adopt attached Resolution ____ - 2019 and provide direction to staff.
2

3 **Recommendation**
4

5 Adopt Resolution _____ - 2019 Adopting the Associate Civil Engineer Job Description
6 and Amending the Fiscal Year 2018/19 Salary Schedule for the Town of Moraga to Add
7 the Associate Civil Engineer Salary and Revise the Assistant Engineer and Senior Civil
8 Engineer Salaries to the Median Salary of Comparable Cities, Effective March 31, 2019
9

10
11 **Attachments:**
12

- 13 **A.** Resolution _____ - 2019 Adopting the Associate Civil Engineer Job Description
14 and Amending the Fiscal Year 2018/19 Salary Schedule for the Town of Moraga
15 to Add the Associate Civil Engineer Salary and Revise the Assistant Engineer
16 and Senior Civil Engineer Salaries to the Median Salary of Comparable Cities,
17 Effective March 31, 2019
18 **B.** Associate Civil Engineer Job Description
19 **C.** Town of Moraga Salary Schedule Effective March 31, 2019

ATTACHMENT A

Resolution _____ - 2019 Adopting the Associate Civil Engineer Job Description and Amending the Fiscal Year 2018/19 Salary Schedule for the Town of Moraga to Add the Associate Civil Engineer Salary and Revise the Assistant Engineer and Senior Civil Engineer Salaries to the Median Salary of Comparable Cities, Effective March 31, 2019

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the matter of:

Adopting the Associate Civil Engineer)
Job Description and Amending the)
Fiscal Year 2018/19 Salary Schedule)
for the Town of Moraga to Add the)
Associate Civil Engineer Salary and)
Revise the Assistant Engineer and)
Senior Civil Engineer Salaries to the)
Median Salary of Comparable Cities,)
Effective March 31, 2019)

Resolution No. - 2019

WHEREAS, the Town Council approves the salary schedule for Town of Moraga employees; and

WHEREAS, the salary schedule establishes the salary ranges and steps for each classification within the Town's classification plan; and

WHEREAS, the salary schedule requires amendment to add the Associate Civil Engineer classification and associated salary range based on comparable cities; and

WHEREAS, the salaries for the Assistant Engineer and Senior Civil Engineer classifications are to be adjusted based on comparable cities to enable the Town to attract and retain professional engineers; and

WHEREAS, the Assistant Engineer, Associate Civil Engineer and Senior Civil Engineer classifications will be exempt from any July 2019 Cost of Living Adjustment which may be negotiated by the Moraga Employees Association or the Mid-Management Group on behalf of their membership; and

WHEREAS, Exhibit A included as part of this resolution, is the amended salary schedule for Fiscal Year 2018/19 that reflects the required changes; and

WHEREAS, adoption of the amended salary schedule does not require an additional allocation of funds for Fiscal Year 2018/19.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga hereby amends the salary schedule for Town of Moraga to add the classification of Associate Civil Engineer and its associated salary and revise the Assistant Engineer and Senior Civil Engineer salaries based on the median of comparable cities, effective March 31, 2019.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on March 27, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Roger N. Wykle, Mayor

Attest:

Marty C. McInturf, Town Clerk

DRAFT

ATTACHMENT B

Associate Civil Engineer Job Description



Town of Moraga

Associate Civil Engineer

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: March 27, 2019
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under general supervision, performs advanced professional field and office engineering work related to the management and administration of the Town's Capital Improvement Program (CIP), land development, traffic engineering, and public works infrastructure construction and maintenance projects; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; develops, negotiates, and manages professional services and construction contracts; provides professional staff assistance to other engineers, departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Distinguishing Characteristics

This is a journey-level class in the professional engineering series. Incumbents are expected to perform the full range of professional and technical engineering work for the Town's CIP, land development, traffic engineering, and public works infrastructure construction and maintenance projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. This class is further distinguished from the Senior Engineer in that the latter is the full supervisory-level class in the series and/or has ultimate responsibility for organizing, assigning, supervising, and reviewing a major functional area of the Engineering Division.

Supervision Received and Exercised

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision of staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Manages the planning, design, and inspection of all phases of civil engineering public works construction projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting and public utility agencies; performing historical document

- research and review; preparing environmental documents; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents.
2. Reviews various private land development applications as related to the right-of-way; provides assistance to the Planning department during the entitlement phase; serves as lead coordinator during the improvement plan and final map phase; reviews and comments on plans submitted by developers for compliance with established standards; and ensures public improvements are built per approved plans.
 3. Performs traffic engineering and transportation planning for the planning, design, operation, and maintenance of the Town's transportation system; and ensures compliance with laws, rules, regulations, and ordinances.
 4. Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with Town requirements and for conformance with regulations; reviews engineering calculations of other engineers or consultants; participates in pre-design, construction, and progress meetings.
 5. Prepares bid advertisements for the construction of capital improvement projects; issues addendums to clarify plans and specifications; conducts pre-bid and site meetings with contractors; reviews and analyzes bid openings for lowest responsible and responsive bidder; and prepares staff reports for award of contracts
 6. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs); participates in the selection of consulting engineers and professional services; negotiates scope-of-work, fees, and schedules; administers and tracks related contracts; and reviews and approves contract work and invoice payments.
 7. Identifies and defines potential CIP projects; develops project descriptions and conceptual level project costs; identifies potential funding sources.
 8. Provides construction management of municipal public works projects; performs routine field inspections, surveys, and testing; informs management of work in progress, operating problems, and potential delays; resolves disputes between the Town and contractors; negotiates and recommends contract change orders and progress payments; and archives files, record drawings, and base maps at project closeout.
 9. Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding Town development requirements.
 10. Investigates field problems affecting property owners, contractors, and maintenance operations; responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
 11. Serves as a liaison for an assigned functional area with other Town departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups; stays abreast of new trends and innovations.
 12. Develops and reviews staff reports related to engineering activities and services; may present information to the Town Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
 13. Provides excellent customer service; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.
 14. Performs other duties as assigned.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR TYPICAL JOB FUNCTIONS

Physical: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Mental: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

QUALIFICATIONS

Education and Experience: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Five (5) years of increasingly responsible professional engineering experience involving capital improvement projects, development services, and traffic engineering. Project management and municipal engineering desired.
- Bachelor of Science Degree from an accredited college or university in Civil, Structural, or related engineering curriculum.

License or Certificate: Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineering.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.

- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes
- Project management and contract administration principles and techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects on-time and within budget.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Assist in the development and administration of contracts for professional services and construction in a public agency setting; direct the work of contract consultants.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Perform mathematical and engineering computations with precision.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

****The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.***

ATTACHMENT C

Town of Moraga Salary Schedule
Effective March 31, 2019

