



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: May 24, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Matthew Lee, Public Works Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Authorize an Agreement Amendment with TJKM Transportation Consultants for Traffic Engineering Services on an As-Needed Basis in an Amount not to Exceed \$130,000

BACKGROUND: With a total street network of approximately 89 centerline miles, the City is responsible for the implementation and operation of all traffic control devices located within public right-of-way such as traffic signals, stop signs and pavement markings. As authorized by the San Bruno Municipal Code, the powers and duties of the traffic engineer consist of determining proper timing of traffic control devices, conducting engineering investigations of traffic conditions, and developing methods to improve traffic conditions. Traffic engineering duties are currently being overseen by the City Engineer with the support of a traffic engineering consultant on an as-needed basis who performs specialized services such as revising signal timing, reviewing development traffic impact analyses, helping to update and execute the City's traffic calming program, evaluating traffic safety and parking requests, reviewing more complex traffic control plans, reviewing traffic related capital improvement projects, performing California Municipal Uniform Traffic Control Device warrant analyses, analyzing requests for additional or enhanced pedestrian crossings, and representing the City on traffic engineering issues at community meetings. The City has been relying on a consultant traffic engineer to provide these services because the position intended to perform these duties has been vacant since April 2020.

TJKM Transportation Consultants have been providing as-needed traffic engineering services since April 2020 when the in-house traffic engineer departed. Prior City Council's authorizations were exhausted by the end of FY 2020-21. In August 2021, the City Manager authorized utilization of \$100,000 in salary savings from the vacant engineering position so that traffic engineering services could continue to be provided. This amount has been fully expended and the utilization of a consultant to provide traffic engineering services continues to be necessary because the City has been unable to attract and recruit a qualified engineer to perform the services described above.

Public Works has been actively recruiting for an Associate Engineer to perform traffic engineering services since March 2020 but has been unable to fill the position. The transportation consultant firm, which consists of staff that have previously worked in other local municipal agencies in the role of traffic engineer, indicated some reasons San Bruno may be unable to attract qualified applicants is due to the classification that the City is trying

to recruit for the expectation level and the noncompetitive salary.

Traffic engineering at the level expected by the City is normally performed at the Senior Engineer level or higher; however San Bruno's authorized personnel budget aligns traffic engineering support at an Associate Engineer level which is one classification below the Senior Engineer. While the position of Senior Engineer is currently not on the San Bruno salary schedule, staff will be recommending the creation of the position and the Associate Engineer for Traffic to a Senior Engineer in the FY 2022-23 Proposed Budget. Doing so will also create a journey level position that is above the Associate Engineer but below the Principal Engineer, which is responsible for management of a division within Public Works, such as capital improvement or land development divisions. Effectively, the salary for a Principal Engineer in San Bruno is 10% - 15% lower than the salary for a Senior Engineer in South San Francisco, San Mateo, and Burlingame. As a result, the salary range that is anticipated for the Senior Engineer classification will continue to make it difficult for San Bruno to attract and retain a qualified traffic engineer, until the overall compensation structure for engineering staff can be aligned to the labor market. As such, staff projects that it will be necessary to continue paying for a consultant to provide this service.

DISCUSSION: In March 2020, the City issued a Request for Proposals (RFP) for consultants to perform as needed engineering services in the field of traffic engineering. The RFP was distributed to the traffic engineering consultants on the City's on-call list and an evaluation was conducted based on the following criteria:

- Understanding and approach;
- Qualification and experience of the traffic engineer and firm; and
- Qualifications related to traffic signal design, traffic studies and warrant analysis.

After evaluating the proposals, staff selected TJKM Transportation Consultants to serve in the role of consultant traffic engineer. Their proposal demonstrated a professional, well qualified level of experience and expertise in traffic engineering. Furthermore, the firm's engineer that would be serving as our consultant traffic engineer had recent experience serving as City Traffic Engineer at other Bay Area municipalities including the Cities of Mountain View and Santa Clara.

With the continued need for traffic engineering support by the City, the consultant currently providing support in the role of traffic engineer is recommended to continue serving on an as-needed basis until the engineer position can be filled. However, the initial \$100,000 in salary savings that was previously authorized has since been expended and it is necessary to amend that agreement with \$130,000 of additional funding so that traffic engineering services can continue to be provided through the end of the current fiscal year. The remaining salary savings from the vacant engineer position, which is approximately \$50,000, is proposed to be utilized as well as \$80,000 from the Engineering Section's operating budget which was allocated for this purpose for a total not to exceed amount of \$230,000. This amount is sufficient for the consultant to provide professional traffic engineering services for approximately half time for one year.

Staff will continue to recruit for an engineer to perform the traffic engineering responsibilities. During the upcoming operating budget for FY 2022-23, the position of Associate Engineer will be proposed to be converted to Senior Engineer so that the classification level can be commensurate with the responsibilities and expectations of the position. However, reclassifying the position to the appropriate level may not resolve the issue of attracting qualified candidate with a salary below the compensation provided by surrounding cities. Should recruitment of a qualified engineer continue to be unsuccessful then it will be necessary to enter into a new agreement for FY 2022-23 for a similar amount after the current authorized funds have been expended. The existing agreement with TJKM Transportation Consultants is in the amount of \$100,000. This agreement amendment is in the amount of \$130,000 and will result in a total not to exceed amount of \$230,000. Salary savings in the amount of \$100,000 from the vacant engineer position were already utilized in the existing agreement.

FISCAL IMPACT: This agreement amendment will authorize the remaining \$50,000 in salary savings and \$80,000 from the approved Engineering Section's operating budget for consultant services. Hourly rates for contract traffic engineering support is appropriately \$230/hour.

Certain services, such as those for reviewing private land development projects, are directly reimbursable by applicants through developer reimbursement agreements. Pass through costs will not be included in the agreement not to exceed amount as they would not affect the Engineering Section's operating budget.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt resolution authorizing the City Manager to authorize an agreement amendment with TJKM Transportation Consultants for Traffic Engineering Services on an as-needed basis in an amount not to exceed \$130,000.

ALTERNATIVES: 1. Do not authorize award of this contract and defer all traffic engineering services, except on private land development projects, until a qualified engineer can be retained.

ATTACHMENTS: 1. Resolution