



MEMORANDUM

July 10, 2013

TO: City Council
FROM: Norm Baldwin, Assistant Director of Technical Services
Megan Moir, Stormwater Program Manager
RE: Creation of Stormwater and GIS Technician Position

Consistent with our FY 14 Stormwater Program proposed budget presentation, we are requesting Board of Finance approval for the creation of a new permanent “Stormwater and GIS Technician” position within DPW – Technical Services. The Stormwater Program Manager, which is also within DPW - Technical Services, will provide supervision to this position.

Budgetary Considerations:

This position was included as an Exempt, Non-Union Grade 18-1 (\$24.13/hour, \$50,190.40/year) in the proposed FY 14 Engineering/Technical Services Budget (101-19-150-5000_100 Salaries and Wages, Regular, Full time) and is included in the total anticipated expenses proposed of \$630,802.

Technical Services recoups the salary, fringe and overhead costs (through a billing rate based on a mark-up of hourly wage rates) of its employees through invoicing of “clients” such as the Stormwater Program.

For FY 14, the Stormwater Proposed Expenses include a total of \$215,000 (see attached FY 14 Proposed budget for Stormwater 245-19-000, line 6800_170 and line 9500_110) in anticipated payment of “Fee for Service” invoices from Technical Services for time spent by the Stormwater Program Manager (Megan Moir), the Stormwater and GIS Technician (TBD), and Project Engineer (Steve Roy). This total (which is a portion of the revenue shown in Technical Services in line 4600_113) reflects the anticipated billing shown below.

Position Billable to Stormwater (Anticipated % billable to Stormwater)	Cost ¹
Stormwater Program Manager (80 %)	\$ 110,010
Stormwater and GIS Technician (80 %)	\$ 82,531
Project Engineer (14 %)	\$ 21,327
Anticipated Maximum total billable	\$ 213,870
Fee for Service Programmed Expense in FY 14 Stormwater Budget	\$ 215,000
Conclusion: There are sufficient funds in the FY 14 budget to support the hiring of the Stormwater Technician	

Note 1: Based on a billing rate multiplier of 2.39

Need for Position:

The Stormwater Technician, under the guidance of the Stormwater Program Manager, will contribute to the efficient operation and sustainable growth of the Stormwater Program by assuming responsibility for and enhancing our level of service in the following ways:

- by increasing our frequency of infrastructure assessment, up to date tracking in GIS, and reporting so that we may prioritize capital expenditures

- by increasing our ability to ensure timely review of projects and consistent compliance with the City's Chapter 26 Stormwater Ordinance
- through providing a consistent level of customer service with regard to requests for technical assistance, drainage complaints, and requests for infrastructure mapping for projects
- through developing and distributing outreach materials for citizens to increase awareness of stormwater related issues

Having a dedicated staff person to the above duties will allow the Stormwater Program Manager to attend to necessary programmatic development elements such as:

- regulatory challenges and stormwater impaired watershed retrofit implementation
- prioritization of infrastructure repairs
- fine tuning of Chapter 26 ordinance and AMANDA workflow and development of Burlington Stormwater Manual to ensure consistency in the application of review criteria
- grant writing
- serving as a resource for other departments which may need support on stormwater related issues
- development and management of larger stormwater related projects that are helping to move Burlington forward on its commitment to being a sustainable community.

Please let me know if you have any questions or concerns about this position creation.