

HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

To: Board of Finance

From: Stephanie Reid, Interim Human Resources Generalist

Susan Leonard, Human Resources Director

Date: June 20, 2013

Re: Department of Public Works - Creation of Limited Service, Full Time Stormwater Technician

Position

As detailed in the attached memo and job description, the Director of Public Works has requested the creation of a Stormwater Technician position necessary to address the increasing demands of managing storm water and its impacts on the City.

The position, which will report to the Stormwater Program Administrator at the Department of Public Works, as shown on the attached existing and proposed organization charts, was classified and scored using the Willis Classification System. The resulting classification is a non-union exempt grade 18 with a corresponding salary range \$50,687.77 to \$59,515.29 (Proposed FY14 Budget Request Numbers). Creation of this position will result in an addition to headcount and will be funded through Stormwater revenues as understood from the attached memo.

We respectfully recommend your approval of the Director of Public Works request to create a Stormwater Technician position.

This position will become effective following City Council approval and signature of the Mayor.

Thank you.



MEMORANDUM

July 3, 2013

TO: Board of Finance

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.

City of Burlington Job Description

Position Title: Stormwater Technician

Department: Public Works - Planning & Engineering

Reports to: Stormwater Program Administrator - Technical Services Division

Pay Grade: 18

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: Assists the Stormwater Program Manager in providing regulatory oversight and technical guidance for stormwater management in the City, including the management of public stormwater infrastructure and related GIS data.

Essential Job Functions:

- Inspects stormwater infrastructure, manages related data in a GIS environment, and provides reports to the Stormwater Program Manager related to:
 - o catch basins, pipes, manholes, outfalls
 - o IDDE sampling
 - o cleaning and repair and of infrastructure
- Reviews plans for stormwater management (construction and post-construction) and performs compliance inspections related to the City's Chapter 26 Ordinance for small projects, with guidance from the Stormwater Program Manager.
- Investigates violations of Chapter 26 ordinance for small projects
- Provides initial response to customer service requests related to drainage issue and resolution under the guidance of Stormwater Program Manager.
- Develops outreach materials and outreach/public involvement programs and disperses information via the Stormwater Program website and social media techniques. Maintains accurate records and files.
- Assists the Stormwater Program Manager with various programmatic activities including, but not limited to:
 - Maintaining compliance with the 6 minimum measures of the Phase II MS-4 Permit
 - o Inspection activities and reporting related to State permitted stormwater systems;
 - o Representing the city at various public forums, including trainings;
 - o Preparation of reports to the Mayor, City Council, Public Works Commission and other committees regarding assigned activities;
 - o The review of stormwater fee appeals and stormwater credit applications; and
 - o The coordination and management of small scale stormwater related projects.
- Assists Stormwater Program Manager in the management of the GIS and asset management framework for stormwater infrastructure and may assist with GIS/asset management of other

public works infrastructure. This includes, but is not limited to, mapping of new features, inventory and updates to existing features, maintaining GIS based service records.

Non-Essential Job Functions:

• Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in environmental science, engineering, or other water quality related field and 2 years of experience in stormwater management, engineering or related fields or any equivalent combination of the education and experience which provides the requisite knowledge, skills and abilities for the position.
- Knowledge of and experience with post-construction stormwater management and erosion prevention and sediment control operations with an emphasis on low impact development techniques, including the preparation and/or review of plans and the performance of field inspections to ensure compliance with plans preferred.
- Minimum 2 years of experience with GIS or equivalent combination of education and experience. Experience or related skills with asset management in a ArcGIS environment including the collection of new data using professional mapping grade GPS and maintenance of related tables to store inspection, maintenance and other related data preferred.
- Must have strong computer skills; demonstrated ability to effectively use computer equipment and related software; competent in use of Microsoft Office (Excel, Word, Powerpoint, Publisher) and GIS (ArcGIS); demonstrated ability to use GPS hardware and software.
- Must have skill in public speaking with the ability to present public education programs.
- Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- Must have the ability to exercise independent judgment within the limits of the position;
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedule on track.
- Ability to read, and analyze specifications and blueprints to ensure work complies with all contract specifications.
- Ability to establish and maintain good relations with his/her co-workers.
- Must have and maintain driver's license valid in the State of Vermont.
- Ability to receive constructive criticism and react appropriately.
- Must be able to operate and have a general working knowledge of personal computers, tablet computers, smartphones, and other standard office devices.

Stormwater and GIS Technician Page 3 of 3

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<u>x</u> seeing	_x_ ability to move distances	x_ lifting (specify)
$\underline{\mathbf{x}}$ color perception	within and between	_50_ pounds
(red, green, amber)	warehouses/offices	_x_ carrying (specify)
x hearing/listening	x climbing	10_pounds
x clear speech	ability to mount and	$\underline{\mathbf{x}}$ driving (local/over the
x touching	dismount forklift/truck	road) VTDL required
\underline{x} dexterity	pushing/pulling	1
$\underline{\underline{x}}$ hand		
\underline{x} finger		
<u>_a_</u> ger		
reading - basic	math skills - basic	x analysis/comprehension
x reading - complex	x math skills - complex	x judgment/decision-
writing - basic	x clerical	making
x writing - complex		
shift work	x outside	pressurized equipment
x works alone	x extreme heat	moving objects
\underline{x} works with others	x extreme cold	high places
x verbal contact w/others	x noise	fumes/odors
$\frac{x}{x}$ face-to-face contact	x mechanical equipment	hazardous materials
\underline{x} inside	x electrical equipment	x dirt/dust
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Supervision:		
•		
Directly Supervises: 0	Indirectly Supervises: 0	
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Disclaimer:		
Name of the second seco	ded to describe the general nature a	nd level of work being
	s classification. They are not intend	
	lities, duties and/or skills required of	
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Approvals:		
Department Head:	Date:	
Human Resources:	Date: _	
(Final January 2013)		

Budget Worksheet Report - with ITEMIZED TRANSACTIONS

											Total Amount	\$4,000.00	\$25,000.00	\$29,000.00											Total Amount	\$1,200.00	\$1,200.00	
			٠	٠							Cost Per Unit	4000.0000	25000.0000												Cost Per Unit	1200.0000		
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2014 Department Requested	Stormwater	Public Works	Admin	\$					\$26		Transaction	NEIWPCC/	ERP Grant	Total Department Requested	86\$	86\$	808		Public Works	Admin	other	0			Transaction		Total Department Requested	
cription	245	19	000	Penalties & Interest	Water/Wastewater and Stormwater Charges - Retail	Misc Rev	Interest / Investment Income	Grant State Operating	Grant Miscellaneous	Budget Transactions:	Ig	Department Requested	Department Requested	-	ii	ıblic Works			19	000	Other Personal Services Other Compensation	Other Personal Services Allowance Taxable	Computer Equipment	Budget Transactions:	Level	Department Requested	_	
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Friday, May 03, 2013

Budget Worksheet Report

Account Number	Description	2014 Department Requested				
Fund Department Division	245 19 000	Stormwater Public Works Admin				
6015	Computer Software	\$0.00				
6017	Computer Licensing and Maint.	ıt. \$4,320.00				
	Budget Transactions:					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Department Requested	License for PCSWMM		2.00	2160.0000	\$4,320.00
	Total I	Total Department Requested			I	\$4,320.00
6211	Specialized Equipment	\$12,000.00			l	
	Budget Transactions:					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Department Requested	Misc specialized field equipment	quipment	1.00	2000.0000	\$2,000.00
	Department Requested	Sewer Gauging/Sampling equipment	ng equipment	1.00	10000.0000	\$10,000.00
	Total I	Total Department Requested				\$12,000.00
6212	Fuel	\$8,665.00			I	
6300_165	Repair & Maintenance Other Small Charges Not Capital	\$2,000.00				
	Budget Transactions:					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Department Requested	miscellaneous		1.00	2000.0000	\$2,000.00
	Total I	Total Department Requested				\$2,000.00
6300_182	Repair & Maintenance Drainage and Catch Basins	\$5,000.00			l	
	Budget Transactions:					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Department Requested	Misc materials for repair	Misc materials for repair/maintenance stormwater infrastructure	1.00	5000.0000	\$5,000.00
	Total	Total Department Deguested			J	

Budget Worksheet Report

Budget Transactions:		Professional and Consultant Services Information Technology	Transaction Cost Per Unit	Strictures Collidations of Vices	Professional and Consultant \$2,500.00 Services City Attorney Professional and Consultant \$137,500.00 Services Contractual Services	Total Department Requested \$50,00	245 ariment 19	-		Landfill fees for CB/Street sweeping grit epartment Requested \$2,500.00 \$137,500.00 \$137,500.00 SW Friendly Driveways Manhattan Area Modeling_Model Calibration Flow Monitoring Study (?) CB/Street Sweep grit hauling (increase because of moretown close Additional funds for outside consultants (GIS, etc.) College Street SW study Flow Restoration Plan - Englesby (1/2 of FRP) epartment Requested \$0.00 \$13,200.00	et Transactions: transactions: transactions: transactions: transactions: ssional and Consubes City Attorney ssional and Consubes Contractual Set transactions: transactions: transactions: transactions: transactions: transactions: transactions: ssional and Consubes Information nology ssional and Consubes Information nology ssional and Consubes Information nology ssional and Consuber Information of transactions:
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Unities Rubbish Removal \$50,000.00 Budget Transactions: Inchesion of Units Cost Per Unit To Level To SWD surchages for CB/Street sweeping grit 1.00 35000.000 1.5000.000 Department Requested CSWD surchages for CB/Street sweeping grit 1.00 35000.000 1.5000.000 Professional and Consultant Services \$2,500.00 <td>Budget Transactions: Number of Units Cost Per Unit To Level Transaction 1,00 15000,0000 150000,0000 150000,0000<td>Budget Transactions: Transactions: Tool Tran</td><td>Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Number of Units Cost Per Unit Department Requested CSWD surcharges for CB/Street sweeping 1.00 15000.0000 Department Requested Landfill fees for CB/Street sweeping grit 1.00 35000.0000 Professional and Consultant Services City Attorney \$2,500.00 \$500.00 \$500.00 Services Contractual Services \$137,500.00 \$600.00 \$600.00</td><td>Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Transaction Department Requested CSWD surcharges for CB/Street sweeping Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Loop 35000.0000 Professional and Consultant \$2,500.00 Services City Attorney \$137,500.00</td><td>Dutilities Rubbish Removal \$50,000.00 Budget Transactions: Itansaction Level Transaction Department Requested CSWD surcharges for CB/Street sweeping of the structured and fill fees for CB/Street sweeping of the structured and the structured</td><td>Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Transaction Department Requested CSWD surcharges for CB/Street sweeping prit Landfill fees for CB/Street sweeping grit 1.00 35000.0000</td><td></td><td>245 Stormw arment 19 Public V</td><td></td><td>\$50,000.00 Transaction CSWD surcharces for CB/Street sweeping</td><td>I tilition Dubbich Domoval</td></td>	Budget Transactions: Number of Units Cost Per Unit To Level Transaction 1,00 15000,0000 150000,0000 150000,0000 <td>Budget Transactions: Transactions: Tool Tran</td> <td>Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Number of Units Cost Per Unit Department Requested CSWD surcharges for CB/Street sweeping 1.00 15000.0000 Department Requested Landfill fees for CB/Street sweeping grit 1.00 35000.0000 Professional and Consultant Services City Attorney \$2,500.00 \$500.00 \$500.00 Services Contractual Services \$137,500.00 \$600.00 \$600.00</td> <td>Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Transaction Department Requested CSWD surcharges for CB/Street sweeping Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Loop 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1.00 35000.0000 Professional and Consultant Services City Attorney \$2,500.00 \$500.00 \$500.00 Services Contractual Services \$137,500.00 \$600.00 \$600.00	Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Transaction Department Requested CSWD surcharges for CB/Street sweeping Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Total Department Requested Landfill fees for CB/Street sweeping grit Loop 35000.0000 Professional and Consultant \$2,500.00 Services City Attorney \$137,500.00	Dutilities Rubbish Removal \$50,000.00 Budget Transactions: Itansaction Level Transaction Department Requested CSWD surcharges for CB/Street sweeping of the structured and fill fees for CB/Street sweeping of the structured and the structured	Utilities Rubbish Removal \$50,000.00 Budget Transactions: Level Transaction Department Requested CSWD surcharges for CB/Street sweeping prit Landfill fees for CB/Street sweeping grit 1.00 35000.0000		245 Stormw arment 19 Public V		\$50,000.00 Transaction CSWD surcharces for CB/Street sweeping	I tilition Dubbich Domoval

Budget Worksheet Report

			\$1,800.00	\$1,944.00	\$3,000.00	\$5,000.00	\$13,200.00				nount	\$35.00	\$100.00	\$200.00	\$750.00	\$1,400.00	\$2,485.00						mount	\$80.00	\$133.60	\$219.20	\$248 00
	15 S		\$1,8	\$1,9	\$3,0	\$5,0	\$13,2				Total Amount	₩	\$1	\$2	\$7	\$1,4	\$2,4						Total Amount	97	€	3	
			1800.0000	486.0000	3000.0000	5000.0000		•			Cost Per Unit	35.0000	100.0000	100.0000	750.0000	700.000	•	•					Cost Per Unit	80.0000	80.0000	80.0000	0000
			1.00	4.00	1.00	1.00					Number of Units	1.00	1.00	2.00	1.00	2.00							Number of Units	1.00	1.67	2.74	3 10
					gram									ation	conferences									College Street Waterfront Project (0.58 acres - min fee applies)	3032)	Burlington HES 5000 (18) - Shelbume RoadRotary	
2014 Department Reguested	Stormwater Public Works	Admin	MM2 (Stream Team	Front Porch Forum	Blue It - Residential Program	RSEP Payment	Total Department Requested	\$0.00	\$2,500.00		Transaction	GMWEA membership	AWSPs Dues	CPESC/CPSWQ certification	Webinars/misc training/conferences	PCSWMM Training	Total Department Requested	\$0.00	\$0.00	\$0.00	\$6,356.00		Transaction	College Street Waterfro	Lake Street Extension (3032)	Burlington HES 5000 (1	
Description			Department Requested	Department Requested	Department Requested	Department Requested	Total D	Property Repairs	Travel & Training Education	Budget Transactions:	Level	Department Requested	Department Requested	Department Requested	Department Requested	Department Requested	Total D	Travel & Training Special Training	Travel & Training Travel Expense	Fees for Services BT Data Charges	Fees for Services Fees & Permits	Budget Transactions:	Level	Department Requested	Department Requested	Department Requested	Loton Composition
Account Number	Fund Department	Division						6615	6700_100									6700_105	6700_110	6800_105	6800_125						

Friday, May 03, 2013

Budget Worksheet Report

		\$363.20	\$744.00	\$1,568.00	\$3,000.00	\$6,356.00		-		Total Amount	\$100,000.00	\$130,000.00	\$230,000.00									
		80.0000	80.0000	80.0000	3000.0000	l				Cost Per Unit	100000.0000	130000.0000		l								
		4.54	9:30	19.60	1.00					Number of Units	1.00	1.00										
2014 Department Requested	Stormwater Public Works Admin	Moran/WFN	Van Patten	Champlain Parkway 9010 and INDS	Miscellaneous (previous fees etc)	Total Department Requested	\$165,000.00	\$230,000.00		Transaction	SW Maintenance (Repair - Not Capital, includes materials)	SW Vactor (2 FT) - 35 weeks	Total Department Requested	\$5,000.00	\$19,085.00	\$0.00	\$20,000.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00
Description	245 Si 19 P	Department Requested M	Department Requested V	Department Requested C	Department Requested M	Total Depa	Fees for Services Engineering Services	Fees for Services Street Division Services	Budget Transactions:	Level	Department Requested S	Department Requested S	Total Depa	Fees for Services Wastewater Divsion Services	Rent/Lease Equipment	Regulatory and Bank Fees	Debt Service Principal State Revolving Loan	Debt Service Interest	Interfund Transfer To General Fund - DPW - Admin	Interfund Transfer To General Fund - DPW - Streets	Interfund Transfer To General Fund - DPW - Engineer	Interfund Transfer To Wastewater
Account Number	Fund Department Division						6800_170	6800_172						6800_173	7200_115	7303	7400_120	7450	7900_165	7900_170	7900_175	7900_180

Budget Worksheet Report

Account Number	Description	2014 Department Requested			
Fund Department	245 19	Stormwater Public Works			
Division	000	Admin			
8000	Billing Services	\$33,000.00			
	Budget Transactions:				
	Level	Transaction	Number of Units	Cost Per Unit	Total Amount
•	Department Requested	utilities/office supplies	1.00	1000.0000	\$1,000.00
	Department Requested	Rent for office space	1.00	3000.0000	\$3,000.00
	Department Requested	Billing Services allocation	1.00	29000.0000	\$29,000.00
	Total L	Total Department Requested			\$33,000.00
8005	Vehicle/Equipment Repairs	\$5,650.00			
8070	Dpw Adm Cost Allocation	\$30,219.00			
8150	Stormwater To Ww	\$0.00			
9500_110	Capital Outlay Capital Expenditures	\$280,000.00			
	Budget Transactions:				
	Level	Transaction	Number of Units	Cost Per Unit	Total Amount
-	Department Requested	Other capital (sewer lining etc)	1.00	35000.0000	\$35,000.00
	Department Requested	Fee for Service Engineering - SW Capital	4.00	50000.0000	\$50,000.00
	Department Requested	Capital Project materials/rental equipment etc	1.00	75000.0000	\$75,000.00
	Department Requested	Fee for Service Streets/City Equip - SW Capital	1.00	120000.0000	\$120,000.00
	Total I	Total Department Requested			\$280,000.00
Division Total: Admin	Admin	\$1,033,195.00			
Department Total: Public Works	I: Public Works	\$1,033,195.00			
Revenue Totals:		\$980,500.00			
Expense Totals		\$1,033,195.00			
Fund Total: Stormwater	water	(\$52,695.00)			
Revenue Grand Totals:	tals:	\$980,500.00			
Expense Grand Totals:	tals:	\$1,033,195.00			
Net Grand Totals:		(\$52,695.00)		-	
user, Megan Moir	- Amo	Pages 6 of 6			Friday, May 03, 2013

				EVAA		
	2013 Adopted	2013 Amended 2014 Department Rudnet Remiested		Proposed FY14- Adonted FY13 De	nartment Reniested Comments	Mavors Recommended Comments
Account Number Description General Fund	Tagana					
INTERGOV - Intergovernmental Revenues					± 000000000000000000000000000000000000	
ees For Services Interdepartmental	106,022.00	106,022.00	81,034.00	(24,988.00) D	evelopment Keview \$50,000.00 Recycling 21,034.00	
Fees For Services Interdepartmental	0.00	0.00	0.00	0.00		
Fees For Services Interdepartmental	0.00	0.00	0.00			
Fees For Services Capital Projects	221,500.00	221,500.00	433,778.00		apitai Projects-BIKE PATH REHABILITATION ROJECT,CHAMPLAIN PARKWAY,GENERAL FUND	
				0 0	APITAL, STATE FUNDED CLIFF STREET IDEWALK STATE ELINDED COLCHESTER SIDEWALK	
·				י ינ	STATE FUNDED EDMUNDS MIDDLE SCHOOL, STATE	
				L	UNDED FLYNN AVENUE, STATE FUNDED	
				> u	VAYFINDING,STREET CAPITAL PAVING TO	
					NGINEERING, STREET CATTAL AVING TO NGINEERING - LAKESIDE AVING TO BUBGE, STREET APPILIA PAVING TO ENGINEERING SIDEWALK POCCEAM, WATEREDAMI NORTH TIGER CRANT	
	,		;		אסניסייי, שאוביי הסיין אסיין ווכבי סיסיין	
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	00.00	0.00	00.0		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Capital Projects	0.00		0.00	0.00		
Fees For Services Capital Projects	0.00	0.00	0.00	0.00		
Fees For Services Interfund	525,813.00	525,813.00	347,481.00	(178,332.00)	Nater, Wastewater, Stormwater, Recycling	
Fees For Services Interfund	0.00	0.00	0.00	0.00		
Fees For Services Interfund	0.00	0.00	0.00	0.00		
Fees For Services Interfund	00:00	0000	00.0	00.0		
Interdepartmental Engineering Charges	0.00	0.00	0.00	0.00		
count Classification Total: INTERGOV - Intergovernmental Revenues	\$853,335.00	\$853,335.00	\$862,293.00	\$8,958.00		
Ces						
Fees For Services Public Works	58,000.00	58,000.00	0.00	(58,000.00)		
cation Total: CFS - Charges for Services	\$58,000.00	\$58,000.00	\$0.00	(\$58,000.00)		
	ant 10 - Public Works Iso - Engineering VIERGOV - Intergovernmental Revenues 4600_111		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	105,022.00 105,022.00 81,034.00 (24,988.00) 105,022.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	106,022.00 0.00

	Mayors Recommended Comments																						
	114. Y13 Department Requested Comments		(00)	(0.0	(00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0000	0.00	0.00	0.00	0.00	0.00
LIVE City of Burlington, VT LIVE Budget Worksheet Report	Department Proposed FY14. Requested Adopted FY13 Depa	\$911,335.00 \$911,335.00 \$862,293.00 (\$49,042.00)	\$862,293,00 (\$49,042.00)	2,243.00 (\$48,042.00	630,802.00 (30,182.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00 0	0.00	0.00	0.00		0.00
LIVE City of Budget 1	2013 Amended 2014 Department Budget Requested	\$911,335.00 \$86	\$911,335,00 \$86.	\$311,335,040 \$246	660,984.00	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00 1,200.00	00.00	0.00	0.00	0.00	0.00
	2013 Adopted Budget		s \$911,335.00	55111,33.5.010	660,984.00	0.00	00:00	00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00
	Account Number Description	Division Total: 150 - Engineering	Department Total: 19 - Public Works	Revenues Total	orks rsonal Services Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time	Salaries and Wages Regular, Full Time 🍐	Salaries and Wages Regular, Full Time	Salaries and Wages Regular Part Time	Overtime Other Personal Services Other Compensation	Other Personal Services Taxable Reimbursements	Other Personal Services Allowance Taxable	Employee Benefits FICA	Employee Benefits Unemployment	Employee Benefits Retirement B
	Account Numb				Expenditures Department: 19 - Public Works Division: 150 - Engineering PER SERVICES - Personal Services 5000_100 Salaries an	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_100	5000_110	5100 5200 <u>115</u>	5200_125	5200_130	5400_100	5400_105	5400_115

	Mayors Recommended Comments																																				
T LIVE	Y14. FY13 Department Requested Comments	0.00	0000	0.00	0.00	0.00	(500.00)	(\$30,682.00)		0.00	0.00	2,000.00 Scanner for Admin Person at Desk	s,500.00 One Concurrent Use License for Autocad. Occrently using Autocad 2000 one Desktop License	0.00	500.00	0.00	0.00	0.00	500.00	0.00	575.00	(500.00)	0.00	0.00		0.00 Central Desktop License, Engineering Billing	Software, Replacement of 36" Plotter for 36" Plotter/Scanner	(200.00)			1,500.00 Expense allocated for one person to complete one 4	credit college level course		500.00 expense allocated to travel nationally for 2-3 people.	871.00 We are doing more in house Resident Engineering for Projects requiring more reimbursement to employees	(2.400.00)	00'0
LIVE City of Burlington, VT LIVE Budget Worksheet Report	Ē	0.00	0.00	0.00	0.00	0.00	0.00	\$638,502.00		200.00	0.00	2,000.00	3,500.00	9,000.00	1,000.00	0.00	2,400.00	0.00	200.00	0.00	1,275.00	0.00	0.00	2,400.00	5,940.00	15,000.00		0.00		0.00	1,500.00	00000	00.000	3,500.00	3,071.00	000	0.00
TIVE Bu	2013 Amended 2014 Department Budget Requested	0.00	0.00	0.00	0.00	0.00	200.00	\$669,184.00		200.00	0.00	0.00	000	9,000.00	200.00	0.00	2,400.00	0.00	0.00	0.00	700.00	200.00	00.00	2,400.00	3,600.00	15,000.00		200.00		0.00	0.00	0000	000000	 3,000.00	2,200.00	2 400 00	0.00
	2013 Adopted Budget	0.00	0.00	0.00	0.00	0.00	500.00	\$669,184.00		200.00	0.00	0.00	00:00	00.000,6	200.00	0.00	2,400.00	0.00	0.00	00.00	700.00	200.00	0.00	2,400.00	3,600.00	15,000.00		200.00		0.00	0.00	000	000000	3,000.00	2,200.00	2 400 00	0.00
	Account Number Description	Employee Benefits Workers Compensation	Employee Benefits Health Insurance	Employee Benefits Dental Insurance	Employee Benefits Life Insurance	Employee Benefits Accrued	Employee Benefits Employee Parking	Account Classification Total: PER SERVICES - Personal Services	al Operating	Office Supplies	Postage	Computer Equipment	Computer Software	Office Equipment	Furnishings	Printing/Copying/Paper Mgt	Dues/Subscriptions	Special Supplies	Small Tools and Equipment	Fuel	Clothing And Uniforms	Repair & Maintenance Equipment Parts	Legal Notice & Advertising	Utilities Telecommunications	Utilities Cellular Communications	Professional and Consultant Services	Contractual Services	Professional and Consultant Services	Marketing and Promotion	Equipment Maintenance Repairs	Travel & Training Education	Torrel O Terrinian Constant	וומעכו על זו מווווון טלעלומו וומוווון אין וומוווון אין וומוווון אין אין אין אין אין אין אין אין אין אי	Travel & Training Travel Expense	Travel & Training Mileage	Feet for Services Telenbone	rees for Services BT Data Charges
	Account Numbe	5400_120	5400_125	5400_130	5400_135	5400_140	5400_145	Account Classification	GEN OPER - General Operating	0009	9009	6010	6015	6020	6025	6202	6203	6208	6210	6212	6214	6300_100	6350	6400_125	6400_127	6500_118		6500_142		6625	6700_100	0000	501-00/6	6700_110	6700_115	6800 100	6800_105

	roposed FY14. Adopted FY13 Department Requested Comments					(311.00) Expense allocated to assume the administrative support from the Department-Customer Service, Director Leadership, workspace, office supplies,	copier.									
n, VT LIVE it Report	Proposed FY14- Adopted FY13 Dep	0.00	0.00	\$9,186.00		(311.00) Exp sup Dire	cop (\$311.80)	(\$21,807.00)	(\$21,807.00)	(\$21,887,90)	(\$49,042.80)	(\$21.867.00)	(5-27-22-5-00)	(\$49,042.00)	(\$21,807.00)	(\$27,235.00)
LIVE City of Burlington, VT LIVE Budget Worksheet Report	2014 Department Requested	0.00	0.00	\$61,386.00		33,542.00	\$33,542.00	\$733,430.00	\$733,430.00	\$733,430,80	\$862,293,00	\$733,430.80	\$128,862.00	\$862,293.00	\$733,430,00	\$128,863.00
LIN	2013 Amended 2014 Department Budget Requested	0.00	0.00	\$52,200.00		33,853.00	\$33,853.00	\$755,237.00	\$755,237.00	\$755,257,90	\$911,335.00	\$758.237.00	\$156.098.00	\$911,335.00	\$755,237.00	\$156,098.00
	2013 Adopted Budget	0.00	0.00	\$52,200.00		33,853.00	\$33,853.00	\$755,237.00	\$755,237.00	\$755.257.00	\$911,335.00	\$758.237.00	\$156,898.90	\$911,335.00	\$755,237.00	\$156,098.00
		Fees for Services Engineering Services	Equipment	Account Classification Total: GEN OPER - General Operating		Dpw Adm Cost Allocation	Account Classification Total: INTERFUND - Interfund	Division Total: 150 - Engineering	Department Total: 19 - Public Works	Expenditures Total	Total (0) General Furd	Total: 101 - General Fund	Total, 191 - General Fund	Revenue Grand Totals:	Expenditure Grand Totals:	Net Grand Totals:
	Account Number Description	Fees for Sen	Rent/Lease Equipment	ification Total: GE	terfund	Dpw Adm G	int Classification 1	Divi	Departin		Fund Reversite	Fund Expenditure	Fund Net			
	Account Nu	6800_170	7200_115	Account Class	INTERFUND - Interfund	8070	Accou									Companies of the control of the cont

Department of Public Works City of Burlington May 2013

Public Works Director Steve Goodkind

Grade 28

Assistant Director of Robert Green Right of Way

Assistant Director of

Norman Baldwin

Grade 23 See Tab 2 for Personnel Org **Technical Services**

Chart

Valerie Ducharme Public Works Customer Service Supervisor

Grade 16

Grade 23 See Tab 3 for Personnel Org Chart

Equipment Services

Grade 23 See Tab 4 for Personnel Org Chart

Helen Plumley Customer Service Associate

Grade 14

Assistant Director of Water Quality Grade 23

See Tab 5 for Personnel Org Chart

Customer Service Associate Grade 14 Holly Lane

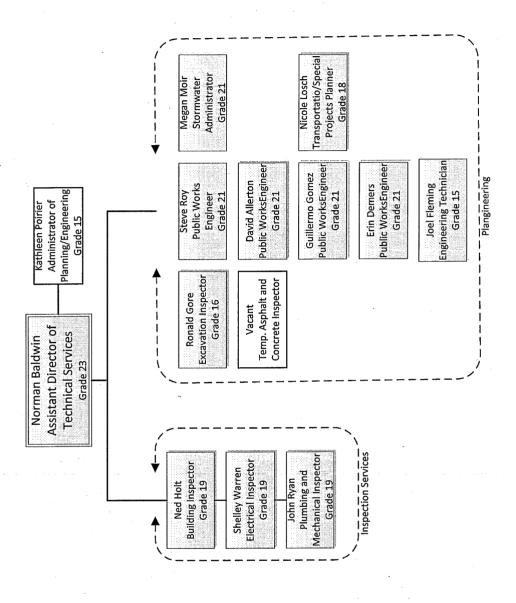
Assistant Director of Patrick Buteau

Laurie Adams

Megan Moir Stormwater Administrator Proposed Stormwater Technician Grade 18 Grade 21 Engineering Technician David Allerton ublic WorksEngineer ublic WorksEngineer ublic WorksEngineer Grade 21 Plangineering **Guillermo Gomez** Steve Roy Public Works Erin Demers Joel Fleming Grade 15 Grade 21 Grade 21 Planning/Engineering Engineer Kathleen Poirier Administrator of Grade 21 Grade 15 Transportatio/Special Projects Planner Excavation Inspector Temp. Asphalt and Concrete Inspector Ronald Gore Nicole Losch Grade 16 Grade 18 Vacant Assistant Director of **Technical Services** Norman Baldwin Grade 23 John Ryan Plumbing and Mechanical Inspector Inspection Services Electrical Inspector **Building Inspector** Shelley Warren Grade 19 Grade 19 Grade 19 Ned Holt 1

Department of Public Works
Division of Technical Services
City of Burlington
Proposed July 2013

Department of Public Works
Division of Technical Services
City of Burlington
May 2013





MEMORANDUM

July 3, 2013

TO: Board of Finance

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.

2 3 4 5 AUTHORIZATION FOR NEW POSITION STORMWATER AND GIS TECHNICIAN 8 9 10 11 12 13 In the year Two Thousand Thirteen..... Resolved by the Board of Finance of the City of Burlington, as follows: 16 That WHEREAS, the City Council has approved a stormwater user fee increase and 17 corresponding increase in revenues for the Stormwater Special Revenue FY 14 Budget; and WHEREAS, the Burlington Stormwater Program is responsible for the administration of 19 Chapter 26 of the Burlington Code of Ordinances which includes project review and the requirement for on-going inspections; and 22 WHEREAS, the Burlington Stormwater Program is responsible for the inspection, inventory, repair, replacement and improvement of the City's Stormwater infrastructure including the management of a Geographical Information System (GIS) for management of this asset; and WHEREAS, the Burlington Stormwater Program is responsible for maintaining the 26 City's Stormwater System in compliance with obligations under the Municipal Separate Storm Sewer System (MS-4) Permit; and WHEREAS, the Department needs additional staff with specialized training in 29 Stormwater Management and GIS to provide this service; and WHEREAS, the Stormwater Special Revenue Fund will support this Limited Service Full 31 Time Employee to assist the Stormwater Program Manager in providing these services to the 33 City; and

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NOW THEREFORE BE IT RESOLVED that the Board of Finance authorizes the creation of the Stormwater and GIS Technician position in the Department of Public Works for support of the Burlington Stormwater Management Programs activities related to the administration of Chapter 26 and management of the City's Stormwater Infrastructure.