COUNTY AGENDA REQUEST

Department:	Stormwater Management	Presenter(s):	Vanessa Birrell
Meeting Date:	Thursday, August 23, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to utilize $2,188.30 from Stormwater Management's Repair and Maintenance Service Account for the employment of a temporary intern who will perform 280 hours of infrastructure inventory and GIS data manipulation.

Background/History/Details:

Over the summer, Stormwater Management's staff has worked with an unpaid intern for approximately 240 hours in order to collect infrastructure data using GIS technology. The intern's work performance and skill level in GIS data manipulation, and his ability to understand and complete work assignments with minimum oversight, has allowed staff to stay on track with the planned three-year infrastructure inventory process.

Current construction inspections, coupled with submitting a new National Pollutant and Discharge Elimination System's (NPDES) permit to the Environmental Protection Department's (EPD) for approval by November 12, 2012, and performing utility billing customer service, will consume the majority of staff's resources for the next few months. Staff is requesting that the intern be paid at hourly minimum wages

It is expected that the intern will continue his work by performing 280 hours of inventory data collection and GIS manipulation with the end goal of forming a first draft of the Stormwater Master Plan, at a total cost of $2,188.30. This cost is the aggregate of hourly minimum wages and FICA expenses. Funding is available in Stormwater Management's Repair and Maintenance Service Account (50840320-522230).

What action are you seeking from the Board of Commissioners?

Approval of staff's request to transfer $2,188.30 from Stormwater Management's Repair and Maintenance Service Account Budget to Personnel Cost Budget for the employment of a temporary intern who will perform 280 hours of infrastructure inventory and GIS data manipulation.

If this item requires funding, please describe:

The aggregate cost for this request is $2,188.30. Budgeted funds for this cost would be transferred from Stormwater Management's Repair and Maintenance Service Account (50840320-522230) to Stormwater's Personnel Cost budgeted line items.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	No

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes: