



COUNTY ADMINISTRATOR  
220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645  
(734)996-3055  
FAX (734)994-2592

TO: Al Robinson, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Janis Bobrin, Drain Commissioner

DATE: May 17, 2000

SUBJECT: Personnel Request

#### BOARD ACTION REQUESTED

The Drain Commissioner seeks authorization by the Board of Commissioners to establish the position of Senior Environmental Manager, eliminate the position of Environmental Planner, and authorize the Drain Commissioner to hire a full time staff person to fill this position, and amend the Drain Commissioner's budget accordingly.

#### BACKGROUND

In 2001 EPA Storm Water Permit regulation planning and program development must begin in county drainage districts and urbanized communities in much of Washtenaw County. EPA requirements mandate both educational and illicit-discharge elimination initiatives, and require significant monitoring and reporting obligations. Coordination across county departments and with numerous local governments will also be necessary. We have learned from our experiences in the Rouge watershed, which encompasses only 4-5% of the County, that significant staff time is required to conduct and coordinate activities. The workload that will come along with the expanded program necessitates additional staff support.

In response to these needs, the Drain Commissioner had requested creation of a position in 2001 for these responsibilities during the 2000/01 Budget Process, and the Board of Commissioners approved the creation of the position. Responsibilities assigned to this position must expand; the Malletts Creek restoration project, planning for which was completed by the Drain Commissioner in early 2000, is scheduled to begin implementation in mid to late 2000.

Due to the level of independent judgment, the complexity of coordinating with various county departments and local governments, with the additional responsibility of implementation of Malletts Creek restoration, current market conditions, and the consequences that errors would have, it is necessary to create the position at a higher level, and secure an individual with substantial management experience. Management of the Malletts Creek project will include preparation of grant applications, management of grants, and management of consultant contracts in the hundreds of thousands of dollars. The federal permit program is also a highly complex task.

The City of Ann Arbor has agreed to provide up to \$20,000 to support a position in the office of Drain Commissioner that will assume primary responsibility for implementation of the Malletts Creek Restoration Plan. Future funding for this position will be discussed as details of the plan develop. (Please note that actual project implementation costs are financed through drain special assessments.)

#### IMPACT ON PERSONNEL

An Environmental Planner (Grade 29, Group 32, Schedule X, Position Code 2932-0002) has been approved for 2001. This request calls for the position to be eliminated, and a new position of Senior Environmental Manager (Grade 31, Group 32, Schedule X, Position Code 3144-0002) established in 2000.

IMPACT ON BUDGET

\$10,345 is requested for fiscal year 2000 to be transferred from the General Fund into the Drain Commissioner's budget to cover salary, fringe and overhead in 2000. The City of Ann Arbor has agreed to be assessed for up to \$20,000 for implementation of the Malletts Creek Restoration Plan. Because the Environmental Planner position has already been included in the 2001 Budget and future budget projections, there will be a net cost of approximately \$4,400 annually beginning with the 2001 fiscal year. Any additional funding from the City of Ann Arbor will offset this net cost.

IMPACT ON OTHER COUNTY DEPARTMENT OR OUTSIDE AGENCIES

None.

CONFORMITY TO COUNTY POLICIES

The requested action is consistent with County policies.

A RESOLUTION CREATING AND ELIMINATING POSITIONS IN THE DRAIN COMMISSIONER'S OFFICE AND AMENDING THE BUDGET

WASHTENAW COUNTY BOARD OF COMMISSIONERS

May 17, 2000

WHEREAS, protection of water resources is recognized as necessary to protection of the health, safety and welfare of Washtenaw County residents and properties, its environmental quality, and its sound economic growth and development; and

WHEREAS, Federal regulations mandate new educational programs, illicit discharge elimination initiatives, and significant monitoring and reporting obligations; and

WHEREAS, increasing numbers of communities have approached Washtenaw County, through its Drain Commissioner, to undertake projects required for protection of water resources and correction of flooding problems; and

WHEREAS, this trend is a reflection of the rapid urbanization and changing needs of the County, a trend expected to continue; and

WHEREAS, Washtenaw County Commissioners recognize that the office of Drain Commissioner requires additional staff support to provide project oversight and management; and

WHEREAS, it is anticipated that an annual salary of \$41,154 plus \$13,606 fringe and overhead will be required to secure the services needed by the Drain Commissioner; and

WHEREAS, it is expected that \$20,000 of this salary will be reimbursed to the General Fund by the City of Ann Arbor during implementation of the Malletts Creek Restoration Project; and

WHEREAS, this matter has been reviewed by Human Resources, the Finance Office, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby amends positions in the Office of the County Drain Commissioner, as follows:

<u>Position #</u>	<u>Title</u>	<u>Grade</u>	<u>Group</u>	<u>Created</u>	<u>Eliminated</u>
2932-0002	Environmental Planner	29	32		1.0
3144-0002	Senior Environmental Manager	31	32	1.0	

BE IT FURTHER RESOLVED that Board of Commissioners hereby amends the Drain Commissioner's budget attached hereto and made a part hereof

DRAIN COMMISSIONER  
(10104420)  
2000

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Revenue			
58000 Local Revenue	\$25,000	\$55,345	\$30,345
Expenditures			
70000 Personal Services	\$700,267	\$730,612	\$30,345