



Agenda No: 5.4.1 c)  
Mtg Date: March 10/11

**Environmental Services**

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## MEMORANDUM

**DELIVER TO:** Marilyn Rilkoff  
**FROM:** Chris Radford  
**DATE:** February 14, 2011  
**RE:** Engineering FTE Increase - 2011 Budget

The PW Manager will be focusing on project management at the Westside Wastewater Treatment Plant. The majority of this wage will be allocated to Engineering in 2011. This initiative is to ensure that the RDCO is fully aware of timing of critical process changes or tie-ins to new construction to ensure environmental compliance is maintained, to provide input to implement productivity improvements and provide a communication link to ensure that RDCO policies are followed to ensure a safe work environment.

This is an interim approach for 2011 only and it is anticipated that the FTE requirement for Engineering will be reduced by 0.5 in 2012. The incumbent has indicated that he will be retiring at the end of 2011. Environmental Services has allowed 0.5 FTE for succession planning for a smooth transition and to take full advantage of the incumbents' wealth of knowledge throughout RDCO Public Works. This approach was presented to the Westside Wastewater Treatment Service Stakeholder at the January 31<sup>st</sup> meeting, at which time the committee endorsed the draft 5 year budget for wastewater services.

Engineering would also like to hire a Civil Engineering Co-Op student to capture field data to update mapping. This updated information will provide staff with the required knowledge to perform efficient maintenance and the ability to react to emergency situations in a more effective manner. Improved service response to customers is also an outcome to updated, accurate information.