

Re: Reorganization of Contracts Division
Engineering Department

ITEM 9

MANAGER'S REPORT NO. 19

COUNCIL MEETING Mar. 11/74

The following is the report of the Engineer dated March 6, 1974 regarding the above.

Normally this matter would be resolved by the Municipal Manager but a "freeze" was placed on hiring additional staff when the Provisional Budget was adopted. The Manager, when making the recommendation of a "freeze", did not envisage the possibility of a reduction in staff taking place and the simultaneous need to hire additional staff with certain specialities. There is a good possibility that existing staff members may be successful in their applications for at least one of the positions referred to in this report, but in the event that they are not, we will require authority to hire additional staff.

We need immediate action on this matter and, as noted above, if the Annual Budget had been approved or if the adoption of the Provisional Budget had not been "qualified", we would treat the matter as an administrative one.

RECOMMENDATION:

THAT Council authorize the creation and filling of the positions of Construction Technician and Senior Contracts Clerk within the Contracts Division of the Engineering Department.

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TO: MUNICIPAL MANAGER

MARCH 6, 1974

FROM: MUNICIPAL ENGINEER

RE: REORGANIZATION OF CONTRACTS DIVISION.

Implementation of the recommendations of the Contracts Investigating Committee adopted by Council at their meeting on February 11, 1974, necessitate reorganization of the Contracts Division of the Engineering Department.

It is intended that a major reduction in staff be made which will result in a reduction in the 1974 Provisional Budget for the Division salaries from \$259,956. to \$140,000. and similar reduction in employee benefits from \$28,595. to \$16,100., which provides a total reduction amounting to \$132,451.

The assigned duties of several positions in the original establishment included work which must remain as the responsibility of directly employed staff in order that the Engineer retain essential control and responsibility for Municipal construction. These duties have been assembled and in effect, create the need for two new positions on staff namely: a Construction Technician and a Senior Contracts Clerk whose annual salaries are estimated to be \$13,811.34 and \$8,026.62 (plus 11.5% employee benefits). These amounts have been included in the reduced 1974 Provisional Budget figures stated previously. The duties assigned to these two positions were previously distributed among the 1 Senior Works Inspector, 6 Works Inspectors and Construction Checkers (12 man-years) temporary staff positions which have been eliminated.

Recommendation: THAT the positions of Construction Technician and Senior Contracts Clerk be established in the staff of the Contracts Division, Engineering Department, and

THAT Council approve of the staff proceeding immediately with filling the two positions.


MUNICIPAL ENGINEER

AP: pkm