



## **STAFF REPORT**

**Title:** Report to Chief Administrative Officer – Infrastructure Services – February 2019

**Meeting Date:** March 12, 2019

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

##### Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; as required.
- Snow Removal and Winter Road Maintenance; ongoing as per Policy Number: 103-OP-08.
  - Recent round of snow removal completed on Feb. 22.
  - Commercial paved lanes; snow removal in progress.
- Assisted contractors and other departments as required.

##### Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
  - Mechanics – completed 42 work orders for various departments.
  - Operators – completed 4 work orders for various departments.
  - Contracted Services - 17 work orders were contracted out for various departments.
  - Outstanding - 62 work orders are outstanding for various departments.
- Fuel Consumption:
  - 8,679 liters of gas was dispensed into fleet vehicles for the various departments over 106 transactions.
  - 31,289 liters of diesel was dispensed into fleet vehicles for the various departments over 237 transactions.
- Procurement:
  - Received a new 2019 2500 Chevy Silverado as per the 2018 Capital Budget for the Utilities Department.

##### Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- Runway drainage issues; ongoing.



- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; on going.
  - Engineering awarded to CIMA Canada Inc.
  - Construction Tender for Phase 1 closes on March 21, 2019.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.

Facility Maintenance:

- Responded to 23 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
  - LD Septic - Septic tank cleaning at the Airport; monthly.
  - MT Sync - HVAC and furnace servicing; ongoing.
  - Harvey's Glass - servicing all automatic doors; ongoing.
  - Lakeland Fire and Safety – started annual Kitchen Suppression Inspection and Certification.

## **ENVIRONMENTAL SERVICES**

Waste Management:

- Curb side collection for regular waste, recycling and organics continues as per the 2018-2019 Waste Collection Schedule.
- Transfer Station and Landfill Winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2018 to March 31, 2019).
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal Recycling in progress.
- 2<sup>nd</sup> scaled was approved and is being constructed.
- Construction of the new Materials Recycling Facility was awarded to NOVA Construction and Mechanical.

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.



- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Valve exerciser program; ongoing.
- Storm Pond Maintenance; ongoing.

**Water and Wastewater Treatment:**

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Toxicity Reduction Evaluation Plan (TRE); ongoing.
- Seasonal lagoon maintenance; ongoing
- WTP Expansion work commenced on November 12, 2018.

**ENGINEERING SERVICES**

Capital Projects - See attached Capital Project Summary

**Geographical Information System (GIS):**

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Completed MDW reporting.
- Road Closure web application, ongoing.
- Pothole web application; on going.
- Capital Project Plans web application; on going.
- Utility Isolation Trace web application; on going.
- Cityworks trouble shooting.

**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on January 28, 2019 at 6:00 pm in City Hall Council Chambers.

Agenda items included:



**Old Business:**

- Cold Lake Regional Water Supply Expansion Updates
- Building #9 Force Main Extension - Phase 3
  - Amendment No. 1 to Environmental Protection Order -2016/04-LAR adjusting the wetland restoration completion date to March 31, 2019

**New Business:**

- Service Fee Bylaw 015-UT-19 Amending Bylaw 012-UT-15

The February 25, 2019 meeting was cancelled.

Next Meeting March 25, 2019 at 6:00 pm in City Hall Council Chambers.

**Background:**

**Alternatives:**

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer