



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - June 2019

Meeting Date: July 9, 2019

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Street sweeping; ongoing.
- Potholes patching; ongoing.
 - Daily inspections as per the online pothole reporting application.
- Assisted contractors and other departments as required.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 51 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 16 work orders were contracted out for various departments.
 - Outstanding - 42 work orders are outstanding for various departments.
- Fuel Consumption:
 - 10,527 liters of gas was dispensed into fleet vehicles for the various departments over 138 transactions.
 - 18,831 liters of diesel was dispensed into fleet vehicles for the various departments over 156 transactions.
- Procurement:
 - Received a new Trailer Mounted Steamer as per the 2019 Capital Budget for the Utilities Department.
 - Received a new Toro Groundskeeper (Turf Maintenance Equipment) as per the 2019 Capital Budget for the Golf Course.

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; ongoing.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.
- Monitoring accelerated Saturday schedule.
- Adjusting routes due to construction and special events; ongoing.

Facility Maintenance:

- Responded to 63 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - Septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
 - MT Sync - Spring HVAC, air conditioning and furnace servicing; ongoing.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Fleetwood Construction Ltd. - patch and paint North Arena ceilings; ongoing.
 - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; 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 Summer hours from 9:00 am to 6:00 pm Tuesday to Saturday (April 1, 2019 to October 31, 2019).
 - Sunday hours from 2pm-6pm commenced on June 2 and will continue until September 29.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.



- Delivered 10 waste carts to newly annexed properties; starting collection as of July 2, 2019.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal recycling; ongoing.
- Construction of the second scale is complete and scale is operational.
- Construction of the new Materials Recycling Facility was awarded to NOVA Construction and Mechanical; ongoing.
- New recycling truck has been ordered; anticipated to arrive in July.
- Remaining Hyd-a-way bins have been received for the future recycling depots.

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.
- Hydrant flushing program; 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.
- Lagoon maintenance; ongoing.
- WTP Expansion work commenced on November 12, 2018; ongoing.

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.
- Pothole web application; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- Preparing Field Data Collection setup (tablet and service map) for Hydrants and assisted staff.
- Assisted StatCan with 2021 Census Tract and Dissemination Area review.
- Worked with ESRI support on troubleshooting issues with synchronization of the data from disconnected editing.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was scheduled for June 24, 2019 at 6:00 pm in City Hall Council Chambers; did not have quorum. Next meeting TBD.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer