



## **STAFF REPORT**

**Title:** Report to Chief Administrative Officer - Infrastructure Services - July 2019

**Meeting Date:** August 13, 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 67 work orders for various departments.
  - Operators - completed 1 work orders for various departments.
  - Contracted Services - 25 work orders were contracted out for various departments.
  - Outstanding - 42 work orders are outstanding for various departments.
- Fuel Consumption:
  - 11,409 liters of gas was dispensed into fleet vehicles for the various departments over 150 transactions.
  - 23,432 liters of diesel was dispensed into fleet vehicles for the various departments over 197 transactions.
- Procurement:
  - Received a new Ford F550 (Arborist Truck) as per the 2019 Capital Budget for the Parks Department.
  - Received a new Fire Works Trailer as per the 2019 Capital Budget for the Recreation 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; 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; ongoing.
- Adjusting routes due to construction and special events; ongoing.

Facility Maintenance:

- Responded to 57 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.
  - Harvey's Glass - servicing all automatic doors; ongoing.
  - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing.
  - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing.
  - Lakeland Fire and Safety – annual fire extinguisher, fire alarm and sprinkler system inspections.
  - Cansal Safety – range hood and grease trap cleaning (North Arena, Marina, Emma's on the Beach, and Energy Centre canteens)

## **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; started collection as of July 2, 2019.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal recycling; ongoing.
- 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 August.

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; 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.
- Continued configuring and testing new Pothole Reporting application.
- Worked on updates to the grass cutting maps.
- Worked on updating GIS data with the new annexation addresses and roads.

#### **COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

No meeting in July.

Next meeting TBD.

#### **Background:**

#### **Alternatives:**

#### **Recommended Action:**

Type the recommendation here

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

No

#### **Submitted by:**

Kevin Nagoya, Chief Administrative Officer