



## **STAFF REPORT**

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

**Meeting Date:** November 12, 2019

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

##### Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Street sweeping; .complete for 2019.
- Potholes patching; ongoing.
  - Daily inspections as per the online pothole reporting application.
- Asphalt Patching – Contracted Service; complete for 2019.
- Assisted contractors and other departments as required.
  - Assisted Fleet with preparing snow removal equipment for the 2019/2020 snow season.
- Began winter Sunday operator rotations.

##### Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 30 work orders for various departments.
  - Operators - completed 2 work orders for various departments.
  - Contracted Services - 23 work orders were contracted out for various departments.
  - Outstanding - 86 work orders are outstanding for various departments.
- Fuel Consumption:
  - 8,701 liters of gas was dispensed into fleet vehicles for the various departments over 115 transactions.
  - 20,410 liters of diesel was dispensed into fleet vehicles for the various departments over 159 transactions.
- Procurement
  - Received the new Grader (12M3 Cat) as per the 2019 Capital Budget.



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.
- Completed 2 year Fuel Meter proofing.

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 45 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; ongoing.
  - Canal Safety – range hood and grease trap cleaning (North Arena, Marina, Emma's on the Beach, and Energy Centre canteens); complete.
  - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.
  - Museum mouse/gopher control; ongoing.

**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).
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF) was awarded to NOVA Construction and Mechanical; building was commissioned and operational as of Oct 1, 2019 some electrical and minor deficiencies remains.
  - Sorting and bailing materials collected at the new MRF; ongoing.
- Completed the new Recycling Drop-off Stations at the Energy Centre and the 50 Street (old Grand Centre Hotel location); operational as of Oct 1, 2019.

#### 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.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; 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.
- MBBR Pilot Project equipment has arrived onsite at the Lagoon.

### **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.
- Worked on updating GIS data with the new annexation addresses and roads and 2018 capital projects for 2019 MDW reports.
- Attended Annual Meeting of Alberta Regional Cityworks Users Group.

**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

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

Agenda items included:

**Old Business:**

- Cold Lake Regional Water Supply Expansion Update
- Building #9 Force Main Extension - Phase 3 Update
  - Amendment No. 3 to EPO No. EP0-2016/04-LAR

**New Business:**

- 2020 Operating and Capital Budget

**Correspondence:**

- Memo from the City of Cold Lake dated Oct. 23, 2019 RE Member Appointments (Buckle, Grau, Lay, Vining)
- Letter from 4 Wing dated Oct. 23, 2019 RE Member Appointment (Angelopoulos)

**In Camera**

- Provision of Services Agreement – City of Cold Lake

Next meeting is scheduled for November 25, 2019 at 6pm in City Hall Council Chambers.

[Type the recommendation here](#)

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer