



## **STAFF REPORT**

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

**Meeting Date:** January 14, 2020

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

##### **Road Maintenance:**

- Sign fixing/replacement; ongoing.
- Potholes patching; ongoing.
  - Daily inspections as per the online pothole reporting application.
- Assisted contractors and other departments as required.
- Snow Removal and Winter Road Maintenance; ongoing as per the policy.

##### **Fleet Maintenance and Procurement:**

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 41 work orders for various departments.
  - Operators - completed 9 work orders for various departments.
  - Contracted Services - 14 work orders were contracted out for various departments.
  - Outstanding - 63 work orders are outstanding for various departments.
- Fuel Consumption:
  - 7,903 liters of gas was dispensed into fleet vehicles for the various departments over 99 transactions.
  - 23,871 liters of diesel was dispensed into fleet vehicles for the various departments over 181 transactions.

##### **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; 90% complete.
  - 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:

- Work orders for building maintenance services for various departments; update not available.
- 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.
  - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing – awaiting on City Hall alarm install.
  - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.

## **ENVIRONMENTAL SERVICES**

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2018-2019 Waste Collection Schedule.
  - 3150 tonnes of waste was collected at the curb in 2019.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2019).
  - 3049 tonnes of C&D Material was disposed of in the Class III Landfill in 2019.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
  - 47 waste carts were delivered in 2019.
- Metal recycling; ongoing.
  - 756 tonnes of scrap metal was hauled offsite in 2019.
- Materials Recycling Facility (MRF):
  - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the new Recycling Drop-off Stations; ongoing.
  - 63 tonnes of recyclables was collected from the Recycle Drop-off's in 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 at the Lagoon; 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.
- Worked on updating GIS data with the new annexation assets and 2018 capital projects for 2019 MDW reports.



**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on November 25, 2019 at 6pm in City Hall Council Chambers.

Agenda items included:

**Old Business:**

- Cold Lake Regional Water Supply Expansion Update
- 2020 Operating and Capital Budget
- Waste Water Treatment Plant Moving Bed Bioreactor (MBBR) Pilot Project Update

**New Business:**

- M.D. of Bonnyville Water and Sewer Servicing Discussion

**Correspondence:**

- Letter form the Town of Bonnyville dated Oct. 28, 2019 RE Liaison (Prevost)

Next meeting is scheduled for January 27, 2020 at 6pm in City Hall Council Chambers.

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer