



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - January 2020

Meeting Date: February 11, 2020

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.
 - First round of snow removal is complete.
 - Freezing rain preparation and management; as required.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 42 work orders for various departments.
 - Operators - completed 5 work orders for various departments.
 - Contracted Services - 12 work orders were contracted out for various departments.
 - Outstanding - 64 work orders are outstanding for various departments.
- Fuel Consumption:
 - 6,567 liters of gas was dispensed into fleet vehicles for the various departments over 86 transactions.
 - 34,342 liters of diesel was dispensed into fleet vehicles for the various departments over 276 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 98% complete.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction; CCC issued.



Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.
 - 2020 ad sales YTD:
 - 2 - 6 month contracts;
 - 3 - 1 year contracts.
- Monitoring accelerated Saturday schedule; ongoing.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Review of Contractor contract compliance; in progress.

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 2019-2020 Waste Collection Schedule.
 - 271 tonnes of waste was collected at the curb in January.
 - 2.5 tonnes of Christmas trees were collected January 7-17.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2020).
 - 96 tonnes of C&D Material was disposed of in the Class III Landfill in January.
- 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):
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.



- 21 tonnes of recyclables was collected from the Recycle Drop-off's in January.

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.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.
- Building 9 force main valve maintenance; complete.

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.
- Lagoon maintenance; 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.
- Completed updating GIS data with the new annexation assets and 2018 capital projects for 2019 MDW reports.
- Entered data into MDW and prepared the 2019 TCA reports.
- Developed web map and operation dashboard for the hydrants inspection project.



- Designed custom inspection form in Cityworks for the hydrants inspection project.
- Produced map for camera location.
- Provided support for Cityworks technical issues (Double Email & Crystal Report).

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on January 27, 2020 at 6pm in City Hall Council Chambers.

Agenda items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- Waste Water Treatment Plant Moving Bed Bioreactor (MBBR) Pilot Project Update

New Business:

- Bylaw 016-UT-20 Amending Bylaw 012-UT-15 Fees For Service Bylaw

Correspondence:

- Letter from the Bonnyville Regional Water Services Commission dated December 5, 2019
- Letter from the Alberta Capital Finance Authority dated December 13, 2019

Next meeting is scheduled for February 24, 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