



STAFF REPORT

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

Meeting Date: March 10, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Potholes patching; ongoing.
- 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 30 work orders for various departments.
 - Operators - completed 3 work orders for various departments.
 - Contracted Services - 19 work orders were contracted out for various departments.
 - Outstanding - 75 work orders are outstanding for various departments.
- Fuel Consumption:
 - 6,989 liters of gas was dispensed into fleet vehicles for the various departments over 89 transactions.
 - 25,287 liters of diesel was dispensed into fleet vehicles for the various departments over 198 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; ongoing.
- Bus Shelter solar panel operational review; in progress.
- Lost and Found policy development; in progress.

Facility Maintenance:

- Responded to 35 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.
 - 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.
 - Hydro Blast – cleaning exhaust hoods at the Energy Centre and Golf Course.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2019-2020 Waste Collection Schedule.
 - 222 tonnes of waste was collected at the curb in February.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2020).
 - 137 tonnes of C&D Material was disposed of in the Class III Landfill in February.
- 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.



- 13 tonnes of recyclables was collected from the Recycle Drop-off's in February.

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.
- Maintenance work is in progress as a result of warm weather and snow melts.
- Cleaning of cattails from storm water ponds; completed.

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.
- Completed balancing TCA reports.
- Initiated RFP on 2020 Aerial Orthophotography and supported inquiries; closes March 3, 2020 at 2pm.
- Entered detailed engineering data from asbuilts to geodatabase.
- Developed Python script to perform dynamic calculation and to populate attribute fields.



- Modified the schema of hydrant feature class and published it to use for hydrant data collection operation.
- Configured Webmap in order to use in Cityworks mobile app for hydrant inspection.
- Prepared Excel sheet of all service request in 2019 and classified then based on different category.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on February 24, 2020 at 6 pm 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

In Camera:

- Water Rate Study
- Right of Way Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M)
- Right of Way Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.E. ¼ Section 13 Township 62 Range 2 W4M)
- Temporary Work Space Agreement (N.W. ¼ Section 13 Township 62 Range 2 W4M - Surface Only)

Next meeting is scheduled for March 23, 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