



STAFF REPORT

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

Meeting Date: April 14, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Potholes patching; ongoing.
- Assisted contractors and other departments as required.
 - Cross training staff on waste and utility equipment.
- Snow Removal and Winter Road Maintenance; ongoing as per the policy.
 - Completed full round of pick up week of March 30 - April 3.
- Spring street sweeping schedules; in progress.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 30 work orders for various departments.
 - Operators - completed 7 work orders for various departments.
 - Contracted Services - 22 work orders were contracted out for various departments.
 - Outstanding - 49 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,097 liters of gas was dispensed into fleet vehicles for the various departments over 99 transactions.
 - 25,893 liters of diesel was dispensed into fleet vehicles for the various departments over 211 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:
 - 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.
- Covid-19 response:
 - weekly disinfecting of entire bus along with daily wipe downs;
 - hand sanitizer installed for passengers;
 - access to front door and driver space restricted, back door access only;
 - restricted seating to allow for social distancing; and
 - infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 21 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.
 - 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 and recycling was conducted as per the 2020-2021 Waste Collection Schedule.
 - 243 tonnes of waste was collected at the curb in March.
 - 26 tonnes of recyclables was collected at the curb in March.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2020).
 - 193 tonnes of C&D Material was disposed of in the Class III Landfill in March.



- 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.
 - 179 tonnes of scrap metal was hauled offsite in March.
- 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.
 - 16 tonnes of recyclables was collected from the Recycle Drop-off's in March.
- Covid -19 response:
 - Sanitizing scale house credit/debit card machines after every customer.
 - Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the drivers cabin.

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 (cleaning culverts and catch basins) is in progress.
- Covid-19 response:
 - Avoid entering homes for meter reading/repairs, water and sanitary line repairs/maintenance, other work as per service levels - only being responded to if an emergency.
 - PPE requirements exceeded in emergency situations where staff have to enter a home.
 - Sanitizing key pads at Building 5 fill Station daily.

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.
- Covid-19 response:
 - Keeping WTP staff separate from the rest of the PW staff.
 - Sanitizing key pad at the lagoon (Muffin Monster) daily.

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.
- The 2020 City Of Cold Lake Digital Orthophotography Imagery and Related Services Request for Proposal closed on March 3, 2020 at 2pm. The contract was awarded to Aeroquest Mapcon Inc.
- Cleaned metadata on the servers and portal items, updated base layers and data sources.
- Tested the python script and made modification to handle calculation errors.
- Created WO status email alert for managers
- Resolved email alert issue of the waste transfer station foreman.
- Published the basemap for hydrant inspection data collection project and finalized the domain values of the hydrants.
- Started working on Tree Data Collection project.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on February 24, 2020 at 6 pm in City Hall Council Chambers.

The meeting scheduled for March 23, 2020 at 6pm in City Hall Council Chambers was cancelled.

Next meeting TBD.

Alternatives:

Recommended Action:

Type the recommendation here



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer