



STAFF REPORT

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

Meeting Date: May 12, 2020

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
 - Pothole Registry is active, with automatic Service Request generation functioning well. As of April 30 – 47 potholes were reported, and 41 completed.
- Assisted contractors and other departments as required.
 - Cross training staff on waste and utility equipment.
- Spring street sweeping; in progress.
 - Concrete meridians; complete.
 - Residential areas were scheduled earlier to accommodate higher pedestrian and cyclist traffic.
 - Street sweeping schedules are available on the City's website and Facebook page.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 40 work orders for various departments.
 - Operators - completed 0 work orders for various departments.
 - Contracted Services - 15 work orders were contracted out for various departments.
 - Outstanding - 74 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,163 liters of gas was dispensed into fleet vehicles for the various departments over 94 transactions.
 - 26,801 liters of diesel was dispensed into fleet vehicles for the various departments over 196 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.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Bus Shelter solar panel operational review; ongoing.
- Lost and Found policy development; in progress.
- Covid-19 response; ongoing.
 - 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 16 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; awaiting City Hall alarm install.
 - Value Master Builders Ltd. - Public Works Facility renovation; ongoing.
 - MT Sinc- starting spring maintenance on HVACs and furnaces in City facilities.
 - Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project.



ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
 - 291 tonnes of waste was collected at the curb in April.
 - 32 tonnes of recyclables was collected at the curb in April.
 - 10 tonnes of organics was collected at the curb in April.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020).
 - 136 tonnes of C&D Material was disposed of in the Class III Landfill in April.
- 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.
 - 17 tonnes of recyclables was collected from the Recycle Drop-off's in April.
- Covid -19 response; ongoing.
 - 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 driver's 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); complete.
- Covid-19 response; ongoing.
 - 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; ongoing.
 - 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.
- Troubleshooting and testing Pothole Reporting App while migrating to production server.
 - Developed operation dashboard to track problem associated with potholes.
- Followed up on Digital Orthophotography Aerial Imagery contract; coordinating between contractor and 4Wing.
- Renewed and re-marked Ground Control Points for Aerial Imagery referencing.
- Re-built Roads Signs and Sanitary Manholes maps for field data collection with Collector for ArcGIS.
- Cleaned metadata on the servers and portal items, updated base layers and data sources.
- Worked on developing the utility isolation trace app.
- Designed custom base map for web apps.
- Completed setting up maps, forms and tablet for Tree Data Collection project for City Arborist.
 - Resolved queries associated to the tree inspection app and made requested customization.



COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

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

Next meeting TBD

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer