



## **STAFF REPORT**

**Title:** Report to Chief Administrative Officer - Infrastructure Services - May 2020

**Meeting Date:** June 9, 2020

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

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

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
  - Pothole Registry is active, with automatic Service Request generation.
  - Completed maintenance on the Asphalt Recycler and Hot Box.
- Assisted contractors and other departments as required.
  - Assisted Utilities with dig site repacks in preparation for asphalt patching and concrete repairs.
- Street sweeping; ongoing.
  - Concrete meridians; complete.
  - Residential areas; complete.
  - Grass boulevards; complete.
- 2020 Road Maintenance Contracts:
  - Pavement Markings – Awarded to Line West Ltd.
  - Asphalt Patching – Awarded to Laredo Trucking Inc. o/a Laredo Paving
  - Sidewalk/Concrete Repairs – contract renewed with Superior Industries Inc.
  - Micro-Surfacing – Contract renewed with West-Can Seal Coating Inc.
  - Dust Control – Awarded to Tiger Calcium Services Inc.

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

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 33 work orders for various departments.
  - Operators - completed 0 work orders for various departments.
  - Contracted Services - 35 work orders were contracted out for various departments.
  - Outstanding - 53 work orders are outstanding for various departments.
- Fuel Consumption:
  - 7,535 liters of gas was dispensed into fleet vehicles for the various departments over 97 transactions.



- 21,332 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.
- 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.
  - Spring shelter pressure washing is complete.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Lost and Found policy development; in progress.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape ordered for replacement.
- Effective May 2 new hours of operation:
  - Monday to Friday, from 7:00 a.m. to 6:00 p.m.
  - Saturday schedule removed entirely.
- Covid-19 response; ongoing.
  - CUTA weekly webinars RE Covid-19 updates to Transit;
  - weekly disinfecting of entire bus along with daily wipe downs of high touch areas;
  - 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; awaiting City Hall alarm install.
  - Value Master Builders Ltd. - Public Works Facility renovation; ongoing.



- MT Sinc- spring maintenance on HVACs and furnaces in City facilities; ongoing.
- Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
- Hydro Blast – hood vent cleaning at the marina and beach concessions.
- Dunrite Roofing – awarded City Hall roof replacement.

## **ENVIRONMENTAL SERVICES**

### Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
  - 302 tonnes of waste was collected at the curb in May.
  - 35 tonnes of recyclables was collected at the curb in May.
  - 80 tonnes of organics was collected at the curb in May.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020) and Sundays (May 3, 2020 to August 30, 2020) 2:00 pm to 6:00 pm.
  - 254 tonnes of C&D Material was disposed of in the Class III Landfill in May.
- 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.
  - 18 tonnes of recyclables was collected from the Recycle Drop-off's in May.
- 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.



- 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.
- Followed up on Digital Orthophotography Aerial Imagery contract; coordinating first payment.
- Created Culverts web map for field data collection with Collector for ArcGIS and started testing and troubleshooting.
- Updated Road Matrix data with Hwy 28 South asbuilts.
- Edited the python code for combining Cityworks and Crowdsourcing workflow.
- Configured Webhooks to pull data from Cityworks in ArcGIS hosted feature service.



- Performed testing of hydrant calculation as well as Cityworks & Crowdsourc integration script.
- Developed python code to calculate an average day the crew is taking to assign and close a problem.

### **COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on June 1, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Delegation:

- Faber LLP, Chartered Professional Accountants

Old Business

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

New Business

- 2019 Financial Statements
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
- Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

Correspondence

- Letter From CLFN Re Member Appointment (Dell)

In Camera

- Water Rate Study

Next meeting July 27, 2020

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer