

# OPERATIONS QUARTERLY REPORT



July 1 – September  
30, 2017

Third Quarter 2017



# Operations Quarterly Report

THIRD QUARTER 2017

## General Departmental Overview

The third quarter of 2017 has been a busy one for the Operations department! We strive every day to maintain the high level of service that is expected by the residents of the Town of Pincher Creek and to support our infrastructure in a proactive manner as we look towards the future for the department!

Administratively, the third quarter saw the writing of 19 letters and 15 requests for decision, administration prepared various presentations, including one for the Gray Matters conference in Hinton on September 12<sup>th</sup>. Operations staff participated in disaster planning throughout this quarter, and supported our organizational preparations for our external safety audit that will be conducted in quarter 4. We conducted an in-town transportation survey regarding bussing for school aged children for consideration of the transportation committee worked on a compilation of infrastructure values for stats Canada, we thought these values might be fun to share! So, here is a brief glance at your Operations department, by the numbers!

- 12 is the number of staff members within the operations department. These 12 staff break down as follows, 1 Director of Operations, 3 Operations Coordinators, specializing in Parks and Open Spaces, Streets and Water Distribution and Solid Waste Collection and Fleet. 5 maintenance staff, these 5 staff members are the individuals who clear your snow, camera your sewer, collect your garbage and maintain your streets, cemeteries and hydrants... WOW! Finally, there are 3 full time position specific roles, facilities maintenance, water and waste water treatment and ops. admin.
- 165 is the number of hydrants that are maintained by Operations, maintenance staff.
- 45.1 Kilometers is the length, of water main line that is maintained by Town Operations Staff.
- 14.4 Kilometers is this is the length of gravity storm main line that is maintained by Town Operations Staff. This number also includes;
  - 18, storm outfall points and,
  - 11 storm culverts.
- 36.9 Kilometers is this is the length of sanitary gravity main that is maintained by Operations staff. This number also includes;
  - 468, the number of sanitary manholes maintained by Town Operations staff.
  - 4.5 is the approximate length, in kilometers, of sanitary force/pressure main.
  - 546 is the number of irrigation heads we maintain, along with their associated irrigation systems.
  - 35.3 is the approximate number of acres that are mowed on a weekly basis within the priority 1 classification, in accordance with the Grass and Weed Maintenance Policy #164-16.
- 2 is the number of cemeteries that are maintained by our parks and open spaces coordinator.
- 12 parks and open spaces maintained and overseen by our operations team
- 11 Kilometers the length of current trail system that are maintained by operations staff
- 49 Kilometers is the length of roads that our operations crew maintains

We also collect garbage, clear snow and maintain numerous capital upgrades each year. Here are some of the specifics that our unionized working coordinators have achieved throughout this past quarter and some of their anticipation for the next!

**Streets, Water and Waste Water Distribution**

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July-Sept. '17



Water Break at Chief Mountain Ave.



September 2017



- Ongoing asphalt repairs
- Ongoing concrete repairs and replacement
- Watermain repair 940 Lawrence St, 1105 Chief Mountain Ave.
- Complete and install speed sentry mounting system
- Completed crosswalk upgrades Canyon/Main and St Mike's
- Completed East Ave milling and resurfacing
- Completed arena parking lot resurfacing
- Completed one-way lane from arena to Sobey's parking lot
- Street sweeping
- Completed crosswalk and curb painting
- Work ongoing on Veteran's St upgrades
- Work ongoing on Highway 6 turning lanes at Veteran's St
- Work ongoing on Hyde St water upgrades

Upcoming Oct -Dec '17

- Complete asphalt and concrete repairs
- Complete Veteran's St and Highway 6 upgrades
- Complete Hyde St water upgrades
- Directional drilling under golf course for new watermain
- Crosswalk upgrades at arena
- Construct walking path from Hewetson to Tumbleweed
- Snow removal and sanding as required

**Fleet and Solid Waste Collection**

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The mowing season is over started to look at winterizing that equipment. With the change in weather moving towards winter equipment needs. The continued repairs on all equipment. The new water truck has arrived as well as the bus.

**Water and Waste Water**

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- Sanitary wastewater approval #95-MUN-080 July 1 – September 30, 2017  
total volume flows = 148,463 M3
- Water treatment filtered and treated water for distribution July 1 – September 30, 2017  
total volume flows = 239,407 M3

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## Facilities and Open Spaces

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### Third Quarter Accomplishments

- Cut grass
- Weed whip
- Did a lot of painting all over Town
- Fill in graves
- Dug graves as needed.
- Planted and watered new trees.
- Cut ditches
- Play ground checks
- Trail garbage's
- Emergency light checks and furnace checks
- Regular building maintenance.

### Fourth Quarter Projection

- Graves as needed,
- Regular building maintenance.
- Trail garbage's
- Play ground checks
- Emergency light checks and furnace checks
- Remove snow off sidewalks
- Clean trails
- Make ice north hill play ground



New Trees at Fairview Cemetery

## Requests for Proposal

### 1. Request for Proposal (RFP) 2017-03 Crestview Water Line

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened
- ⇒ RFP Closed
- ⇒ Pre-Bid Meeting        N/A
- ⇒ Submissions were opened in public on
- ⇒ Contract was awarded to BYZ Enterprises Inc.

### 2. Request for Proposal (RFP) 2017-NC18 Bus

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened                July 21, 2017
- ⇒ RFP Closed                August 8, 2017
- ⇒ Pre-Bid Meeting        N/A
- ⇒ Submissions were opened privately on August 8, 2017
- ⇒ Contract was awarded to Crestline Coach Ltd.



## Citizens Requests

### Third Quarter 2017

