

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: February 13, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT the COTW receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 45 (7 fire, 10 rescue, 28 medical)
Year to date calls: 45

- Prepare job posting for additional Fire Department hire
- Annual vehicle inspections for RDKB apparatus
- Scheduling upcoming volunteer training for 2018
- Dale: Zone 4 Fire Chief's meeting in Creston
- Significant Calls: MVI – fuel truck roll-over

Outside Works

Safety Focus

Duties and functions of the Joint Health and Safety Committee and Contractor Coordination

General

- Annual budget preparation for operations and capital
- Electrical HR
- Voltage conversion meetings with contractors both post and pre-construction
- Reservoir cleaning RFP preparation
- Plow truck finalizing capital
- Headworks completion 3- sludge valves
- Waste water treatment plant upgrade / public works service upgrade
- Yearly reports for Water and Waste Water permits

Electrical

- Continue to organize material for voltage conversion
- Removed Christmas decorations from streets
- 1 disconnect / reconnect for Electrician
- Worked with contractor as they finished the Riverside part of voltage conversion
- Prepared inventory and budget plans
- Prepared draft voltage conversion plan
- Meter reads and underground locates
- Streetlight repairs
- Helped sewer department as requested
- Worked on department tool safety
- Electrical department had 0 planned outages in January for repairs and 1 unplanned outage due to supply

Public Works

- Winter snow removal (plowing, sanding and hauling snow)
- Training night shift casual snow removal crew
- Online safety training courses completed
- Public works yard winterize / organize
- 2018 Hanging basket RFQ awarded
- 2018 Annuals plant ordering / planning
- Tree pruning (low limb pruning) Roads, Sidewalks, Alleys, Signs.
- 2 full funerals

Water and Sewer

- Sewer lift stations inspections and maintenance
- Well and disinfection inspections and maintenance
- Snow removal
- Cross connection program maintenance
- Five sewer services blockages.
- One sewer main blockage
- One power outage affecting water and sewer pumps
- Sludge valve upgrades at wastewater treatment plant
- Hydrant maintenance

Development and Engineering

General

- Completed operations budget and presentation
- Completed capital budget and presentation

Capital Projects

- Completed centrifuge proposal revisions
- Completed budget forecast and periodic progress reports for grant projects
- Posted Railway Crossing bid opportunity

Current Planning

- Facilitated proposed developments: 2 commercial, 2 industrial, ___ residential
- Facilitated land disposal of 2 city-owned properties

Long Range Planning

- Floodplain project implementation
- Continued work on Rural Dividend Fund project
- Completed and submitted annual dike inspection report
- Continued work on the Sewer Phasing Plan project

Business Licenses

- Processed 5 license applications

Building Inspection and Bylaw Enforcement

General

- Completed operations budget and presentation
- Focus on crime prevention

Bylaw Services

- First Block Watch public meeting, 22 participants
- Transient issues on the rise. Camps along the Granby, residential and commercial storage buildings used for shelters, camp burned out completely near BMX track.
- On-going Whispers, deer feeding and parking issues
- Second Hand Dealers bylaw drafted, currently under staff review

Building Inspection

- 7 building permit applications this reporting period, 2 applications for new homes
- Construction value this reporting period \$677,690.00
- Construction inspections and proposal reviews ongoing

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning - working with community groups – Family Day 2018 preparations, preparing for transition of event coordinator role
- Phone System enhancements to increase customer service
- Records Management Update and review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server configuration
- Budget Workshops with Council
- Attended the LGMA Corporate Officer Bootcamp

Financial Services

General

- Adopted Water Regulations Amendment Bylaw 1973-A3
- Adopted Sewer Regulations Amendment Bylaw 1974-A2
- Adopted Fees & Charges Amendment Bylaw 1958-A3
- Approval of Revised Bank Signing Authorization Policy 801 v2
- Conducted two public budget workshops on Jan 15th and 29th
- Preparation of year end working papers for annual audit; on-site phase of audit conducted week of January 22nd
- Continue work on 2018 Budget and 5 Year Financial Plan
- Update Vadim for new water & sewer rates and prepare for mock water billing
- Responded to requests for information from the public

Recommendation

THAT the COTW receives the monthly highlight report for information.