
Monthly Project Updates

June 2014

These department project updates are presented as a report to City Council each month. They summarize the notable progress that has been made in each area. These reports are provided as information for those that may be interested. If you have any comments, questions or feedback regarding these monthly project updates, please contact the Communications Office at (306) 953-4367 or communications@citypa.com.

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CORPORATE SERVICES

CORPORATE COMMUNICATIONS

COMPLETED

- Worked with Finance to prepare and distribute property tax insert which summarize the highlights of the 2014 budget that went out with property tax notices
- Distributed RFP for graphic design of the Annual Report
- Revised external links policy
- Completed new webpages for Street Sweeping,
- Completed radio and PaNow campaign to promote the City's website and Facebook page (funded through transit advertising contract).
- Completed communication plan and held a press conference to announce closure of the Kinsmen Waterslides.
- Issued 4 News Releases, 10 Public Service Announcements, 14 Traffic Closure notices and 16 Facebook posts.

JUNE/JULY

- Annual Report: Write a first draft of the Annual Report content, work with Finance and Manager of Benchmarking to complete the three sections of the report and work with Graphic Designer to finalize design concepts.
- Website – Navigation: Work with IT on the next phase of navigation for the website homepage.
- City of Prince Albert Logo Redesign and Graphic Standards: Prepare a report to City Council regarding options for the redesign of the existing corporate logo and the development of graphic standards.
- Website External Links Policy: Present report to City Council.
- Communications Process for Water Main Breaks: Work with Public Works to further enhance the communication process for water service disruptions.

OCCUPATIONAL HEALTH & SAFETY

- Finalized the standardization of respirators and coordinating the fit tests for these respirators
- Meeting with all city departments on as needed basis to better understand their needs and assist them in resolving safety related issues
- Meeting with All City departments (municipal, fire and police) to keep abreast of improvements to meet our obligations under the action plan that was developed to reduce injuries
- Two PME (powered mobile equipment) Theory programs completed and one small operator theory program completed.
- Attending OHS meetings
- Reviewing statistics and reports related to workplace incidents to establish patterns and trends and reporting those back to managers.
- Discussing with various departments the training needs and coordinating the delivery of those programs.
- Continue the process of safety policy renewal and updating.
- Working with modified duty workers to complete updating of MSDS sheets for city departments
- 2 Dangerous Occurrences reported and being investigated.

CITY CLERK ADMINISTRATIVE SERVICES

COMPLETED

- Review the development of a Local Authority Freedom of Information and Protection of Privacy Program with Department Heads.

ONGOING

- Review and Update Procedure Bylaw with City Manager for any required amendments or efficiencies.
- Complete Meeting Sample and Budget Meeting Procedure Manuals.
- Board of Revision Appeal Hearings – 74 Appeals received.
- Preparation and Establishment of Retention Codes for Documentum Records Management Program.
- Update Committee Meeting process and review at a scheduled Secretaries meeting.
- Prepare a report regarding Model Youth Council for consideration by City Council.
- Process review regarding forwarding legislative amendments to Department Heads.
- Ongoing File Plan Management
- 2015 Budget Planning
- Ongoing Issue Tracking Management
- Prepare a Checklist for Departments for forwarding Agreement for execution by Clerk and Mayor or City Manager.
- Review of Council Correspondence with Mayor Dionne and the City Manager for forwarding report to City Council for consideration.

HUMAN RESOURCES

STAFF VACANCIES/JOB POSTINGS

- 41 Postings Year to Date
 - 5 in progress
 - 33 filled
 - 1 cancelled due to reversion
 - 1 cancelled due to no suitable applicants
 - 1 postponed pending re-evaluation of qualifications & work requirements

SUMMER EMPLOYMENT

- Several work areas are now staffed for the summer. Those include:
 - Museums
 - Aquatics – Start date not till June 5
 - Playgrounds – Start date not till end of June
 - Parks
 - Roadways
 - Golf Course
 - Water Treatment Plant/ Waste Water Treatment Plant

STAFF TRAINING

- A two day training session called “Verbal Judo” is being held on June 17 & 18.
- A one day training session called “Managing Difficult Conversations” to be held June 4.

COLLECTIVE AGREEMENT NEGOTIATIONS

- Tentative Agreement reached with CUPE 1788 (Library employees)
- Agreement Reached with Police Association
- Preparation continues for IAFF #510, CUPE #882 & CUPE #160

PROJECTS

- Year End Staffing Report

The nature of Human Resources is not often project based but rather consists of ongoing duties that include recruitment and onboarding of new employees, performance management, salary increments, collective agreement interpretations/clarifications and negotiations, seniority lists, advice and coaching, benefit, pension and vacation information, WCB reporting and other general inquiries.

INFORMATION TECHNOLOGY

INFRASTRUCTURE SERVICES

COMPLETED

- Mailing List Manager - Completed mailing list manager project for public subscriptions to several city newsletters.
- New Council report review process - Provides the simultaneous electronic review and signatures on council reports vs hard copy routing.
- Improve network speed to facilities - MSC, Old City Yards, MSC, Fire Hall, Art Hauser Centre

ONGOING

- Microsoft Agreement and Licensing - Create a report on the different type of Microsoft licensing options that are available and provide my recommendations as our Microsoft Agreement ends in the 2014 year.
- File Server Cluster [Upgrade from Server 2012 to R2] - Upgrading from Server 2012 to 2012 R2 will correct several issues we have been experiencing related to file shares and user drives.
- Sub Project to Data Backups [Network Wiring from Server Room to Basement] - Complete network wiring from Server Room to Basement to allow for efficient disaster recover duplication of data to the basement.
- Water Treatment Plant [Large File Transfers] - Discuss with the organizations that the WTP has to transfer files to and discover and implement the most efficient method of transferring required documentation to them.
- Water Treatment Plant [Document and Email Access Speed] - Determine the exact cause of the speed issues and take corrective actions.
- Data Backups - Improving our backup strategy to increase speed and efficiency to reduce the amount of data loss in the event of a disaster.
- Microsoft System Centre Implementation - Continue to work on implementing Microsoft System Centre into our Hyper-V Virtual server environment to improve speed and efficiency of our servers.
- Maintain Email System - Complete daily, weekly, and monthly tasks to keep the Email system operating efficiently and securely, including updates, diagnostics, etc.
- Maintain Network Infrastructure - Complete daily, weekly, and monthly tasks to keep our network infrastructure operating efficiently and securely, including updates, diagnostics, etc.

INFRASTRUCTURE SERVICES

ONGOING

- Maintain Server Environment - Complete daily, weekly, and monthly tasks to keep the complete virtual server environment operating efficiently and securely, including updates, diagnostics, etc.
- Workstations, printers and phones - Ongoing maintenance.
- Printer and photocopier deployment - Identify requirements for employees who use photocopiers that are scheduled for replacement

UPCOMING

- Setup New Remote Desktop Services Infrastructure - this will improve user performance of Great Plains and Remote users with a load balanced server setup.
- Build new base image for workstation deployment
- Workstation Deployment - 2014 Replacement Computers (30) have arrived. Deployment will begin.

SOFTWARE SERVICES

COMPLETED

- Prepare for the 2014 Tax Levy - Tax Notices were sent out to the public on May 16th.
- CLASS Payment Server - All information has been collected to upgrade the Class certificate. No further action will be taken pending a decision on the switch to ACTIVE Net.

ONGOING

- Parking Ticket System - Vendor upgraded firmware on printer and has achieved promising results. Handheld has been delivered and some problems still seem to be occurring. We are trying some small process changes in order to determine why the Vendor does not experience issues, yet our own staff do.
- Penny - Penny is an online self-service tool for employees and includes such services as electronic pay stubs, T4 tax forms. Employees can also update their own personal information via the web. All internal IT work has been completed. Possible go live date for all 6 payrolls in June.

SOFTWARE SERVICES

ONGOING

- Suspend Payroll Batches - Allows payroll staff members the ability to switch between payroll batches on the fly. This mitigates problems with workflows. Received all deliverables from the vendor. System has been fully implemented in a test environment. Need to coordinate with the Payroll department to complete testing.
- WorkTech - Integration of WorkTech with Great Plains payroll. Project officially restarted with members of Finance. Some testing completed. Vendor needs to resolve errors and migrate data to new Payroll codes before further progress.
- SQL Server Reporting Serves (SSRS) - Work progresses to test run a Tax Certificate report within the VCH (virtual city hall) software.
- Intranet2 - Operating Budget Excel report - Investigating with intent to fix incorrect data on excel operating budget report on Intranet2.
- SQL Servers (Migration Project) - Monitoring the performance of new vs old servers to assess any differences and baseline overall servers' performance before continuing migration of rest of applications.

UPCOMING

- Business Licenses - Migrate Planning away from the in-house web-based system to Great Plains. This is to remove errors that system introduces into our financial system and improve Planning's ability to report and search data. Process review will be conducted to increase efficiencies and customer service. Need to address problems with License Renewal process. A fee recoding will be implemented, with new complications such as prorating and surcharges that will need technical solutions. Once existing issues are addressed, move services online to allow customers direct access to business license registration, payment and renewal. Also evaluating a revival of the online Business Directory which was once a service offered to the public.
- Incident Reporter - Decreased printing process by one step. Further improvements require a software platform upgrade to enable any further improvements.

SOFTWARE SERVICES

UPCOMING

- ACTIVE Net - Meeting scheduled next week for initial assessment of use of ACTIVE Net for City of P.A. ACTIVE Net would replace the CLASS system presently in use. ACTIVE Net would introduce a user pay model based on transactions with the ability to book and pay for facilities, courses and lessons online.
- New Land Fill Application - Analysis to be started for replacement of the WESDIS application.

WEB & HELP DESK

ONGOING

- Website - Ongoing maintenance
- Help Desk support - For the period April 24 to May 23, 2014:
 - 279 new requests were received
 - 266 requests were resolved (220 of the new requests and 46 older requests)

FINANCIAL SERVICES

ASSESSMENT & TAX

<u>PERIOD: APRIL 24 - MAY 23</u>	
Tax Certificates Issued & Searches	315
Number of Properties in Arrears	363
TIPPS Payments Processed	2,859
Tax Notices Printed and Mailed	12,269
Assessment Changes	66
Assessment Phone Calls	63
Assessment Counter Queries	29
Ownership Changes	98
- Preparation of Responses for 71 Commercial/Multi-Family Appeals for June 12 th	

PAYROLL

<u>PERIOD: APRIL 21 - MAY 20, 2014</u>	
Payroll sent to bank during period	\$1,713,237.43
Number of employees paid	1,139
Number of employees who left City's employment	4
(Includes maternity leaves, layoffs, resignations, retirements & terminations)	

SPECIAL PROJECTS

- Setting up of summer employees

ACCOUNTS PAYABLE

<u>PERIOD: APRIL 24 - MAY 23, 2014</u>	
Total # of Transactions:	2,497
Total # of Cheques Processed	716

ACCOUNTS RECEIVABLE

PERIOD: APRIL 24 - MAY 23, 2014

Total # of Invoices Processed	377
Total # of Statements Issued:	467
Total # of Demand Letters Sent (Inactive Accounts)	27
Total # of Inactive Accounts Sent To Collections	48

PARKING

PERIOD: APRIL 24 - MAY 23, 2014

Total # of Parking Tickets Issued	2,088
Total # of Reminders & Summons Issued	658

CASHIER STATS

PERIOD: APRIL 24 - MAY 23, 2014

of Transactions Processed at Cash: 8,301

Total Revenue Collected through cashier \$ 5,188,077.20

Note: This does not include any Mipps or Tipps payments

UTILITY STATS

PERIOD: APRIL 24 - MAY 23, 2014

Total # of Water Meter's Read (by meter readers)	2,782
Total # of Utility Bills Issued:	
Regular Quarterly Bills	2,256
Final Bills	157
Total # of Reminder Letters Sent	493
Total # of Doors Tagged for Arrears	120
Total # of Work Orders Issued	614
Total # of Applications	101
Total # of Customers on MIPPS to Date	181

COMMUNITY SERVICES

ADMINISTRATION

- Recreation Manager has been hired. He will begin on June 16, 2014.
- Parks Manager has been hired. She will begin on June 16, 2014.
- Joint use Agreements with the local School Divisions is under review in preparation for the 2015 budget.
- Prince Albert Sports Hall of Fame AGM was May 8. The 2015 Banquet will represent the 25th Anniversary.

ALFRED JENKINS FIELD HOUSE (“AJFH”)

ATTENDANCE / MEMBERSHIP

- For the month of April, 8,132 people attended the AJFH (does not include PAYSA players/spectators or PAPHR participants). This number is up 932 from last year at the same time.
- May Memberships total 440:
 - Bronze 3
 - Silver 20
 - New Membership 386
 - Senior Walking 31
- April 23 – May 19 Bulk Pass sales total 44:
 - Adult 34
 - Youth 4
 - Senior 4
 - Family 2
- There were 94 participants in the Toddler Turf Time.
- 59 Drop In fitness classes were held in May.

EVENTS

- 18 x Birthday Party Rentals from April 22 – May 20
- May 4: Softball Fever Camp
- May 5: Alcohol Strategy Focus Group
- May 6,7,8: Ministry of Highways
- May 13,15,23: Eagles Nest Youth Ranch
- May 22: PAPHR Pool Operator Course
- May 24,25: Football Jamboree Officials Clinic
- May 30,31: Relay for Life – rain back-up plan
- May 31: Lakeland District for Sport Culture and Recreation

ARTS

- Prince Albert Arts Board review of Civic Arts Policy has continued.
- Meetings occurred with the Mann Art Gallery regarding the development of a contract for the space at the EA Rawlinson Centre.
- Contract negotiation with Star Development has continued regarding the operation of the EA Rawlinson Centre.

ARENAS

KINSMEN ARENA

- Lobby and washrooms improvements continue
- Roof was shingled
- Kinsmen Park crew have been working out of the Arena's back shop
- Lacrosse program usage is approximately 6 evenings per week for the month of May
- NAOSH BBQ has been scheduled
- Box Lacrosse League Tournament is May 23-25
- 3 x Predator Lacrosse games

DAVE G. STEUART ARENA

- Ball Hockey League is running 4 days per week
- Prince Albert Roller Derby Bout scheduled for May 10
- Youth Ball Hockey Tournament is May 17 & 18
- Box Lacrosse league Tournament is May 23-25
- Adult Ball Hockey Tournament is May 31 & June 1

ART HAUSER CENTRE

- There were 12 Ches Leach Lounge events and 3 Kinsmen Room bookings
- Arena Events:
 - May 2 & 3: Clunie-Cooper PBR
 - May 10: Kinsmen Club R U Tuff Enuff
 - May 22-31: Mann Motors, Anderson Motors & Evergreen Nissan Care Sale in parking lot
 - May 30: possible use of arena for back up venue for Relay for Life
- PMP Parks crew has been operating out of the AHC back shop area
- We have been operating the lower SE washrooms for PMP leagues and events

COMMUNICATIONS

- A total of 102 tracked phone calls were received by Community Services frontline staff for the month of May (up 34 from last month), as follows:

Animals	4
Boulevard	5
Cemetery	2
City Parks (excl. LRRP)	7
Garbage	4
Grass	12
Miscellaneous	7
Pathway	1
Rotary Trail	4
Tree	60
Vandalism	1
Weeds	1

The majority of this month's calls were for Trees (59%). Most of the Tree calls were with respect to fallen, cracked or dangerous trees, tree removal requests, in-house requests for alley pruning, or stump removals.

COMMUNITY CLUBS

- Recreation Coordinator at Margo Fournier Centre is handling Community Club issues in the interim. Former Recreation Coordinator retired. Position is currently under review for the 2015 budget review.
- Community Club Agreements currently being prepared for approval by City Council in June.

COOKE MUNICIPAL GOLF COURSE

- The Golf Course opened on May 9.
- Next Golf Course Advisory Committee meeting scheduled for June 19.

FACILITY MAINTENANCE

- Unbudgeted items:
 - \$3000 Make Up Air Unit for Old City Yards
 - \$2300 Anchor inspection at Art Hauser Centre

PARKS

- Cosmo Club proposal for a Disc Golf Course at Mair Park or Prime Minister's Park is under review. Further report and recommendation to follow.
- Anti-Graffiti Program started May 12
- Community Garden Plots:
 - Rental process is almost complete with only 1 plot remaining available. All plots have been rototilled, staked and water is turned on and ready for use
 - 16 new garden plots have been added to the existing plot location near Ecole Holy Cross. These plots are being leased to the PA Food Coalition for their rental and use as needed.
- Regular maintenance has begun in all areas
- Summer crews for the season on May 20 and grass cutting is underway
- Garbage was picked throughout City, including Kinsmen Park and facilities being used for Aboriginal Winter Games.

Date	Work Accomplished
Apr 28-May 2	<ul style="list-style-type: none"> • Snow removal • Garbage containers cleaned on Rotary Trail • Garbage pick up on Marquis Road
May 5-9	<ul style="list-style-type: none"> • Power sweeping began in Kinsmen Park sports areas • Combo planed ball diamond infields at Downtown Lions, Kinsmen Park, Mair Park, Nordale, Normandy, St. John's, John Diefenbaker • Power swept St. Mary's and Carlton Park's soccer fields • Added lines to the following soccer pitches: Kinsmen Park, St. Mary's, Carlton Park, St. Francis, Ecole Holy Cross • Annual sports facility inspections
May 12-15	<ul style="list-style-type: none"> • Power swept Kinsmen Park and KWP • Changed garbage bins in Kinsmen Park • Power swept City Hall and Arts Centre
May 20-23	<ul style="list-style-type: none"> • With the return of summer staff, we did staff training re: policies and procedures, training on equipment and operations, and began cutting grass throughout the City

BOULEVARDS

- Boulevard work is being done in conjunction with the Forestry crew due to being short staffed (because staff have been pulled from boulevard work to street sweeping with Public Works)
- Preparing stockpile; getting ready for season
- Installed car stop posts at Kinsmen Skate Park

FORESTRY

- Tree Span Clearing Project started on May 15 along 18th Street (starting at 5th Avenue East and continuing through 9th Avenue West). The project will see brush being cleared out to improve visibility and lessen the risk of fire.
- Tree order is being made on May 26th. Tree planting will begin shortly thereafter
- The Forestry crew completed 50 new and outstanding forestry concerns, including tree maintenance, pruning and numerous tree and stump removals
- Upcoming in June: tree planting in Southwood and Crescent Acres areas
- Preparation continues for equipment access for the paving schedule. Forestry Crew has been pruning areas scheduled for paving to prevent issues with paving equipment access once the schedule commences for the season.
- Review of all walkways is currently underway. Trees will be cut back in certain areas to improve visibility and access to the walkways. A more concerted effort will be put forward in 2014 regarding maintenance of walkways.

IRRIGATION

Date	Work Accomplished
Apr 20 – May 12	Pumped water at Little Red River Park
Apr 25	Picked garbage at Art Hauser Centre and Steuart Arena
Apr 29	Focused on snow removal
May 13	<ul style="list-style-type: none">• Repaired Mair Ball Park and turned on water for season• Installed new turf valves at Mair Park and Ecole Holy Cross soccer pitches• Installed new sprinkler on Jasper Place
May 14	Maintenance at Crescent Acres
May 15	Maintenance at Cemetery
May 20	Irrigation turned on at City Hall and Arts Centre. Also cleaned out the fountain at City Hall
May 21	Irrigation turned on at Kinsmen Park, Ecole Holy Cross, Carlton Park and John Diefenbaker soccer pitches
May 22	Irrigation turned on at Downtown Lions Ball Park and Mahon Park

SOUTH HILL CEMETERY

- There were 9 interments (up by 7 from last month) held between April 24th and May 24th.
- Topped 30 graves with black dirt
- Power swept Cemetery
- Picked garbage
- Grass cutting began on May 20th
- Veselka Monument Project under review and further report to be provided.

AQUATICS

- Announcement was made on May 20 that the waterslide portion of Kinsmen Water Park will not be opening this year due to major repairs being required.
- Red Cross swimming lessons being held April 28 – May 9
- Lifesaving swimming lessons being held May 20 – 30
- Aquasize classes being held May 4, 11 & 25
- National Lifeguard (NLS) courses and NLS recertification courses being held March 21 – May 4
- Triathlon held at Frank J. Dunn Pool on May 11

MARGO FOURNIER CENTRE

- Request from City Council for further information regarding the Centre's operation and options for the future. Direction provided at the May 12 City Council meeting. Further report to follow.
- Regular Rentals:
 - Adult Easy Fitness
 - After Work Fitness
 - Yoga
 - Noon Hour Fitness
 - Youth Activity Centre Gym Rentals
 - PA Roller Derby
- Additional Rentals:
 - May 1: Prince Albert Minor Baseball
 - May 5: Eagles Nest Youth Ranch
 - May 1-4: Odyssey Productions
 - May 8,22: Pick-up Basketball
 - May 10: Birthday Party
 - May 14: Lifesaving Society First Aid Re-certification
 - May 27: Recreation Week Session
 - May 27: Yoga Practice

FIRE SERVICES

EMERGENCY INCIDENTS

- Structure Fires - 5
- Vehicle Fires – 3
- Outdoor/Wildland Fires – 91
- Rescue/Emergency Medical – 3
- Fire Alarms Ringing - 26
- Mutual Aid Assist – 1
- Hazmat Responses - 4
- Other Hazardous Responses - 9
- Potential hazards – 16
- Needle Pickup – 6 calls (158 picked up)
 - Note: Other Hazardous Responses include vehicle accidents with no extrication or rescue services required
 - Potential Hazards include services calls where a hazardous condition was eliminated.

FIRE PREVENTION

- Initial inspections – 49
- Approved home and Day Care inspections – 2
- Re-inspections - 54
- Platoon re-inspections – 15
- Public Safety Compliance Team Inspections – 16
- Orders to comply issued - 5
- Plan reviews – 3
- Development Site Inspections - 14
- Record search – 2
- Occupancy Load Calculation - 5
- Fire investigations – 3
- Fire Code Phone Enquiries – 90
- Pre-plans – 4 started – 1 completed
- Station tours – 3
- Lock Box Updates – 2 locations
- Public Education & Community Meetings
 - Promotional Activity – 5
 - Senior Fire Safety Talk – 0
 - Fire Safety Plans/Fire Drills - 3
 - Fire Extinguisher Training – 0
 - SCBA Training – 1 (pool staff)
 - HUB Meeting – 4
 - Public Events Meeting – 0
 - Public Safety Compliance Team Meeting – 1
 - Safe Needle Committee Meeting - 1

TRAINING

- 41 training hours.
- 2 shifts are completing ongoing training for probationary fire fighters.
- Completed training for all shift regarding the Public Safety Compliance Team inspections.

OTHER ACTIVITIES

- Testing of mass notification program.
- Developed fire code check list for Public Safety Compliance Team inspections of licensed occupancies.
- Participated in a PSCT inspection night.
- Developed the 2014 party fire check list.
- Identified access issues to the trails and roadways in the Little Red area.
- Commenced party fire checks on weekends and the days after stat holidays in the Nesbit Forest area.
- Control burn of grass in the area north of the Victoria Hospital and other high risk areas.
- Identified to community services grass and bush areas that could be cleared and maintained.
- Installed the marker buoy for the water intake on the river.
- Relocated and organized equipment identified for the city auction.
- Prepared equipment and training prop for trench rescue training in June.
- Installed shelving at the airport fire hall.
- Installed gear grid lockers into the new rescue trailer and placed the trailer into service.
- Washed down the skateboard park.
- Participated in spring cleanup week picking up needles with a rep from Access Place
- Assisted the Girl Guides with removing needles while they picked garbage along the river bank.

PUBLIC WORKS

ADMINISTRATION

- Director of Public Works announced his resignation. Last day in office is June 20th.
- New Airport Manager begins June 9, 2014

PRINCE ALBERT AIRPORT (GLASS FIELD)

- Airport Survey has been extended to June 30/14.
- Changes made to Airport Operations Manual and forwarded to Transport Canada.
- Review of Airport Leases has begun and we have received 3 new Lease requests.

CAPITAL PROJECTS UPDATE

- Airport Runway Creak Sealing (2014)
 - Scope of work to Crack Seal the new runway and existing taxiways and aprons.
 - Two years after the new runway it is important to seal any cracks to preserve the asset.
 - Specialized Airport Contractor Southwest Paving has been hired to perform crack sealing starting June 9.
- Diefenbaker Bridge Cleaning (2014)
 - Scope of work to start annual power washing of the Diefenbaker bridge deck.
 - Contractor Lajcon started power cleaning the bridge May 5.
 - There is significant freeze-thaw and salt damage to the guardrails and walkways.
- Paving Program. (2014)
 - Scope of work to repave approximately 12.17 km of roadways.
 - Carryover from 2013 will go first. Paving contractor started paving on May 21.
 - Branion Drive (22nd St East to Longworth) completed June 5.
 - 12th, 13th, 14 Street (2 to 3) and 3rd Ave West (15 to River) underway.
- Central and 6th Ave Viaduct Repairs (2014) – **8% completed**
 - Scope of work to rehabilitate 75 year old and 38 year old Viaducts to extend their life.
 - Contractor in progress removing cracked concrete areas under Central Viaduct.
 - Weight restriction of 5 tonnes placed Viaduct during construction to facilitate concrete repairs.

- Downtown Sidewalk Rehabilitation (2014)
 - Scope of work to rehabilitate approximately 1 city block of downtown sidewalk.
 - Selection of locations to repair is underway.
- Concrete Sidewalk Program (2014)
 - Sidewalk replacement where water mains are replaced.
 - Stage 4a (61 lots) scheduled for summer.
- Watermain Replacement Program (2014) Planned Projects
 - 15th Street West watermain (6 to 8)
 - 24th Street East watermain (1 to 3)
 - 17th Street West watermain (Central to 1)
 - 6th Avenue West watermain (22 to 23)
 - Water Treatment Plant 3rd Effluent Line (starts September 2nd regardless of the rest of the schedule)
- Sewer/Storm main Replacement Program (2014) Planned Projects
 - 5A Ave East storm sewer (29 to 31)
 - 17th St West sewer, storm mains (Central to 1)
 - 6A Ave West sewermain (24 to 26)
 - 1st St East storm main (McIntosh to Mattes)
- Rotary Trail (2014)
 - Scope of work is to construct 1 Km of Trail this year.
 - Landscaping from 2013 work to carryover.
 - Anticipate 609m of construction through Lake Estates this year.
- Sewer Photography Program (2014)
 - Scope of work to clean and video 9.4 km of sewers and 3.9 km of storm mains.
 - Contract awarded.
- Traffic Line Painting (2014) - **100% complete**
 - Scope of work to paint 108 Km of lines on arterial and collector streets.
 - Contractor started May 27 and completed June 3, under budget.
 - Contractor will return September 2 for fall painting.
 - City staff has painted 15 of 108 pedestrian crosswalks and traffic islands.
- Storm Sewer Outfalls Upgrades (2013)
 - Scope of work to reconstruct 32 storm water outfalls.
 - Contractor completed tree and brush removal.
 - Contractor to return after the July 1 mountain run-off in River.
- Crescent Acres Subdivision Stage 4a, 4b, 5a. (2013)
 - Construction on Stage 4a (61 lots) is 87% complete.

- Construction on Stage 4b & 5 (80 lots) is to proceed this summer with underground.
- City Hydraulic System Analysis (2014)
 - Start-up meeting Mar 18, 2014.
 - Water system to be completed first.
 - Survey finalized information on intersection elevations on June 6.
- Waste Water Screening Upgrades (2013) – **100% complete**
 - Construction is complete. Commissioning and training scheduled for June 9 & 10.
- Waste Water PLC-HMI Upgrades (2013) – **100% complete**
- Sewage Pumping Station Upgrades (2013)
 - Construction on SPS #1 is 92% completed
 - Construction on SPS #2 is 36% completed
 - Construction on SPS #6 is to start June 15
 - Construction on SPS #3 is to start Aug 15

COMMUNICATIONS

- The following Precautionary Drinking Water Advisories were released between May 6 - 30, as follows:
 - 800 Block - 1 Ave E
 - 795 – 1 Ave E
 - 1750 – 6 Ave W
 - 800 Block - Central Avenue
 - 800 - 1100 Blocks of 13 St W
 - 12 Ave W (from River St to 15 St W)
 - 500 Block - 8 St E
 - 180 – 17 St W
 - 600 Block - 21 St E
 - 200 Block (NW of Riverside Drive)
 - 200 Block - 15 St W
 - 100 Block - 15 & 16 St W
 - 100 Block – 21 St W
 - 4 Ave & 20 St E
 - 1200 Block – 2 Ave W
 - Kemp Crescent
 - 1500 – 1700 Blocks of 15 St W

- A total of **679** tracked phone calls were received by Public Works frontline staff for the month of May:

PHONE CALLS	MARCH	APRIL	MAY
Bylaws	4	10	14

Claims	1	2	3
Fibre to the Premise	1	2	6
Garbage	174	175	271
Miscellaneous	3	11	10
Road	205	158	179
Sewage	11	11	12
Traffic	11	23	25
Transit	7	1	0
Water	349	285	192
No Tag	1	0	1
Total	767	651	679

The majority of this month's calls were for **Garbage** - missed pick up either in error, garbage not out on time and/or damaged containers. Calls were received regarding yard waste pick up (although it had been advertised that it did not start until after the May Long weekend). **Roadways** – calls were regarding potholes, street cleaning, line painting, paving and grading alleys.

- 377 discounted bus passes were processed in May (an increase of 59 over April).

FLEET / GARAGE / MSC

- Training:
 - Fleet Manager assisted OH&S Coordinator in the instruction of a PME Theory courses for City operators May 6-7 and May 27-28.
 - Fleet Manager assisted in operator training at the Cooke Municipal Golf Course on May 20.
- Fleet Manager attended the Regina Airport to inspect a used runways sweeper and purchase was made for \$1. Sweeper was taken to the Prince Albert Airport (Glass Field) on May 28.
- New street sweeper (tendered in 2013) arrived May 12. Unit required considerable set up (which is charged back to the manufacturer). Manufacturer trained operators and mechanics on May 23.
- Single axle truck that was non-compliant now meets specifications.
- Bi-weekly safety meetings continue at the MSC and Old City Yards.
- City's Annual Auction was held May 24.
- ACAP application was completed and submitted for the Airport runway sweeper.
- City vehicle was stolen from the Cemetery. It is still missing and we are currently working with SGI.
- Work continues on tender specifications for equipment approved in the 2014 Budget.

ROADWAYS

- Lane grading continues.

- Traffic calming continues on Olive Diefenbaker Drive.
- Pothole repair continues. Hot mix is now available.

PRINCE ALBERT'S ROAD MAINTENANCE CALENDAR						
April	May	June	July	August	September	October
	Paving					
	Sidewalk Rehabilitation					
	Traffic Line Paint					
	Crosswalk Painting					
	Potholes: Major & Residential					
	Utility & Pothole Patching					
	Street Sweeping					

TRANSPORTATION / SIGN SHOP

- Staff continues to be busy with putting out and taking down of paving barricades, signs for sweeping, and roadwork construction.
- Rotary Trail signage is being completed.
- Block parties and parade permits requests are increasing.
- Working with First Bus.
- Dealing with day to day issues.
- 4 new traffic counters were purchased and have been received.
- A new map for road tube counter locations was created.
- 2 x bid submissions were received for the project on Highway 3 over Highway 2 Girder Heat Straightening and General Repairs.
- Evaluation of the prequalification submissions for the project is complete.
- Meeting with Government of Saskatchewan regarding a speed limit change proposal.

LANDFILL

- Set up has begun for the water tracks monitoring system.
- Have started up the sprinkler irrigation system.
- Summer staff orientation underway.
- Meetings, making contacts, learning duties and welcoming new staff.

PLANNING & DEVELOPMENT SERVICES

REAL ESTATE SERVICES

- A Public Hearing for the re-zoning of the city owned land located in the Crescent Acres Neighborhood at 19 Guy Drive was held on May 26, 2014.

With the adoption of the R-5 zone, it opens the pathway for a major, new development in the City.

- Agreements for the sale and development of the 94 unit seniors' Multi-unit Residential Housing Complex were completed. The property sale is scheduled to be completed in July. This will bring the 2014 projected revenue in municipal land sales to an estimated \$3.3-M on completion of all sales for the Smiley Drive lot draw that was held in April.

BUILDING INSPECTION SERVICES

- The Monthly Building Permit review was prepared and distributed.
- Permits issued = 32 with an estimated value of new construction = \$3.97-M which is down slightly from May 2013 however, permits for the 94 unit seniors' Multi-unit Residential Housing Complex on Guy Drive and expansion of Lakeland Ford are expected to be received in June.
- Activities this month have increased with new construction, plan reviews, and code pre-views including:
 - 175 inspections;
 - 12 minimum maintenance inspections and 12 Orders;
 - 2 Property Maintenance Board appeals; and,
 - 3 Orders were issued for Code Compliance.
- Staff advertised public consultations for the update of the portable sign bylaw - and 15 permits were issued in May.

PLANNING & COMMITTEES

- Planner 1 position filled by internal promotion of Kristina Grant, former planning technician.
- Public Safety Compliance Team - staff are attending ongoing meetings in support of the City's Liquor Strategy. Inspections are being conducted to promote compliance.
- Housing Committee - the annual work plan was approved on May 6, 2014. It will be brought to City Council following formal approval by the committee in June.
- Prince Albert District Planning Commission - staff are attending the monthly meetings. A planning framework will be reviewed for the update of the Planning District's Official Community Plan.
- Director presented at a Regional Planning Workshop: "First Generation Planning Districts." The theme focused on the recent successes of the Prince Albert District Planning Commission with metrics = 0 appeals since 1985, consensual approval of a major annexation, equal cost sharing of the planning program, OCP update, and flood zone mapping. The panel included the Reeve of the RM of Prince Albert and Director of Planning, Prince Albert Planning District.
- 500 Year Flood Policy – the RFP for LiDAR photography and mapping was issued. Preliminary discussions are underway with the Rural Municipality of Prince Albert, Rural Municipality of Buckland, and Water Security Agency for potential cost-sharing. The new mapping will enable the City to accurately identify the affected lots and land owners within the flood risk areas.

- Lots affected by the “Prior-Service Cost” were identified and a map prepared. It will be printed in a large format for the convenient reference of Councillors. It is anticipated that this together with the vacant land inventory will show a range of potential development, re-development, and infill sites for consideration of an incentive policy.
- Several media interviews were held with the Director on the City’s Economic Development Plan. A business plan is being prepared to implement the City’s Economic Development Strategic Plan which has the following priorities:
 1. Creation of Plans for growth and development.
 2. Regionalization and Partnerships with Rural Municipalities.
 3. Branding and Marketing Prince Albert and Region.
 4. Identify and Foster Champions and get buy-in from the community.
 5. Identify Key Incentive Programs and Strategies – All levels of government.
- The Business License Bylaw was updated on May 12, 2014 adjusting the regulations and fees. A notice was sent to businesses with a survey to verify baseline data and verify the number of new jobs in the commercial sector. The results will be used as a key building block to prepare the business plan for economic development.
- The Municipal Information Network, which is subscribed to by cities across Canada, published two of the City’s recent press releases on Economic Development creating a national profile for the City of Prince Albert.
- The Chamber of Commerce monthly newsletter identified complementary opportunities with the City’s economic development initiatives.
- The Mayor, City Manager, and Director of Planning and Development held a conference call / interview with Professor Gina Gundy, Ph. D., University of Regina, Paul J. Hill School of Business on May 21, 2014. She is preparing a research paper to be published on paREDI - the City’s Regional Economic Development Initiative. Staff will hold some update calls during the research stage in the development of the paper to respond to inquiries.