



## Public Works & Transportation Committee

Date: Thursday, July 4<sup>th</sup>, 2002  
Place: Anderson Room  
Richmond City Hall  
Present: Councillor Lyn Greenhill, Chair  
Councillor Linda Barnes  
Councillor Rob Howard  
Absent: Councillor Kiichi Kumagai, Vice-Chair  
Councillor Evelina Halsey-Brandt  
Call to Order: The Chair called the meeting to order at 4:00 p.m.

The Chair, following discussion with staff, advised that the Public Works & Transportation Committee meeting scheduled for Thursday, August 8<sup>th</sup>, 2002, would not be held.

### MINUTES

1. It was moved and seconded  
*That the minutes of the meeting of the Public Works & Transportation Committee held on Wednesday, June 19<sup>th</sup>, 2002, be adopted as circulated.*  
**CARRIED**

### ENGINEERING & PUBLIC WORKS DIVISION

2. **ENGINEERING & PUBLIC WORKS DIVISION – LEVELS OF SERVICE 2002**

(Report: June 26/02, File No.: 0340-20-PWOR1) (REDMS No. 760481)

The General Manager, Engineering & Public Works, Jeff Day, advised that the Engineering and Facilities components of his Division would be reviewed at today's meeting. He further advised that the Engineering levels of service would focus on long term planning, the design of new infrastructure, and ensuring that the facilities were designed to meet the City's needs; while the Facilities review would be a combination of the two, planning and construction and maintenance of existing buildings.

# Public Works & Transportation Committee

Thursday, July 4<sup>th</sup>, 2002

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The Manager, Engineering Design and Construction, Robert Gonzales, reviewed and responded to questions on the Engineering Budget and Service levels.

The Manager, Facilities Planning and Construction, David Naysmith, reviewed and responded to questions on the Facilities Budget and Service levels.

The Manager, Facilities Operations and Maintenance, Phil Hogg, reviewed and responded to questions on the Facilities Operation and Maintenance. A copy of the entire presentation is attached as Schedule A and forms part of these minutes.

During the discussion which ensued during Mr. Hogg's presentation, suggestions were made with regard to (i) examining the cost of using daytime contract security in comparison to the same work being undertaken by City staff; and (ii) creating a policy and guidelines for the use of video surveillance equipment in City-owned buildings and property.

Discussion also took place on the lessons learned with respect to youth using the concrete forms surrounding City Hall for skateboarding and bicycling which could be applied to other sites, and on the City's graffiti removal program.

It was moved and seconded

*That the report (dated June 26, 2002 from the General Manager, Engineering and Public Works), regarding Engineering & Public Works Levels of service for Engineering and Facilities be received for information.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:16 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Public Works & Transportation Committee of the Council of the City of Richmond held on Thursday, July 4<sup>th</sup>, 2002.

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Councillor Lyn Greenhill  
Chair

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Fran J. Ashton  
Executive Assistant

# Engineering & Public Works

## Engineering

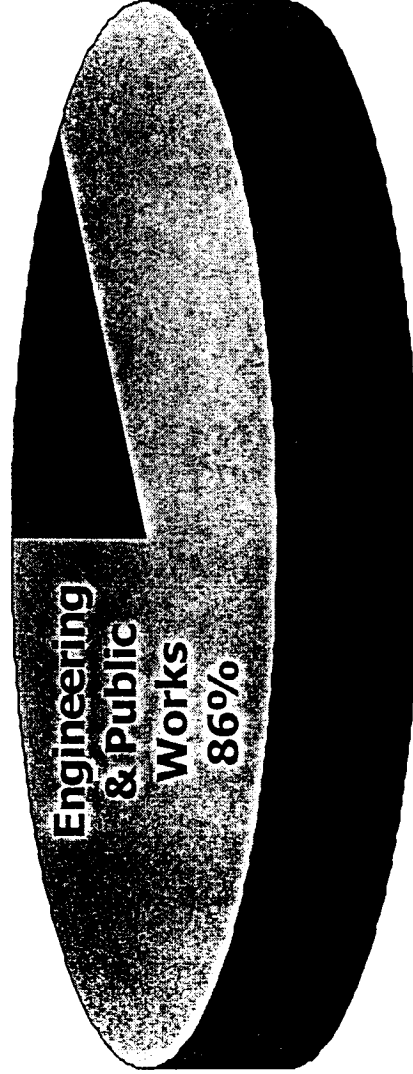
2002

Budget and Service Levels

SCHEDULE A TO THE MINUTES OF  
THE PUBLIC WORKS &  
TRANSPORTATION COMMITTEE  
MEETING HELD ON THURSDAY,  
JULY 4<sup>TH</sup>, 2002.

# Engineering Budget

**Engineering**  
**14%**



# Engineering Planning

## Overview of Services Performed

<b>Program</b>	<b>Quantity</b>	<b>Budget</b>
Support Services & Public Liaison	Customer inquiries	\$224,200
LIP/Ditch Infill Processing	20 LIP queries 40 ditch infill	\$ 82,751
GIS development & maintenance	1300 queries; 380 parcels created	\$ 358,586

# Engineering Planning

## Overview of Services Performed

<b>Program</b>	<b>Quantity</b>	<b>Budget</b>
Land Development	150 reviews	\$ 151,709
Infrastructure master planning	Water, Roads, Drainage & Sewer	\$ 305,148
Drafting	30 design packages; 25 as-builts	\$ 172,397
Private utility approvals	300	\$ 151,709

# LIP & Ditch Infill Application Processing \$ 82,751

- On-demand processing of LIP queries and ditch infill applications
- Approximately 20 LIP queries and 40 ditch infill applications last year

# GIS Development & Maintenance

\$ 358,586

- Process approximately 1300 requests for information within 5 working days
- Creation of approximately 380 street address units
- Data update for new infrastructure within 10 working days



# Land Development \$ 151,709

- Coordination and review of approximately 150 applications
- Complete Engineering review within 7 working days

# Master Infrastructure Planning

\$ 305,148

- Long range planning for City civil infrastructure
- Coordination of City infrastructure plans with external agencies (GVRD, Gas, Hydro, Telecommunications, Cable TV)
- Water and Sewerage/Drainage capacity and flow analysis requests
- Rights of way encroachment and access reviews
- Infrastructure grant applications
- Liaison with GVRD sub-committees and briefing notes for City representation on Water and Sewerage/Drainage committees

# Drafting Services

\$ 172,397

- Design package co-ordination within 10 working days
- Drafting as-builts within 180 working days

# Private Utility Approvals

\$ 151,709

- Capital construction coordination/access agreements within 14 working days
- Permit review and approvals within 7 working days

# Engineering Design & Construction

## Overview of Services Performed

<b>Program</b>	<b>Quantity</b>	<b>Budget</b>
Surveying	540 survey requests	\$ 809,000
Roadway & Utility Inspections	4600 inspection requests	\$ 634,400
Capital Project & DCC Estimates	250 estimate requests	\$ 164,600
Capital Project Design & Management	26 projects	\$ 365,200

# Surveying

\$ 809,000

- Engineering Department surveys – 20 day average response time
- Park Department surveys – 10 day average response time
- Quantity surveys, pavement marking layouts, property line surveys, and private utility locates – 2 day average response time
- Public Works layout and Roads and Utility Design and Construction layouts – 5 day average response time
- Complete dyke survey circuit every 5 years

# Roadway & Utility Inspection

\$ 634,400

- Customer service inquiries investigation and status updates within 1 working day; minor problems resolved within 2 working days; major problems resolved within 10 working days
- Daily construction inspection at all active sites
- Full maintenance inspection prior to one year maintenance period expiry
- Damage deposits and ditch infills – 2 day average response time
- Private utilities – 1 day average response time
- CCTV inspections – 5 day average response time

# Estimating DCC & Capital Projects

\$ 164,600

- Minor construction estimates – 2 day average response time
- Major estimates – 10 day average response time



# Capital Project Management

\$ 365,200

- Complete designs within 20 working days depending on complexity of the project.
- Streetlight complaints investigated within one day; minor resolved within 2 working days; major resolved within 10 working days
- Daily coordination for project design and construction
- Resolve and report out minor reports and policy issues within 10 working days; major within 20 working days

# Engineering & Public Works

## Facilities

2002

Budget and Service Levels

# Facilities Budget

**Facilities**  
**13%**



# Facilities Planning & Construction

## Overview of Services Performed

<b>Program</b>	<b>Quantity</b>	<b>Budget</b>
Preventative Maintenance Planning	133 buildings	\$ 138,817
Building Infrastructure Planning	133 buildings	\$ 146,983
Construction Management	40 - 50 projects per year	\$ 285,800

# Preventative Maintenance Planning \$ 138,817

- Annual Preventative Maintenance plan, Cyclical Maintenance plan, Lifecycle audits, and Building Asset Management for 133 City-owned buildings

# Building Infrastructure Planning

\$ 146,983

- Project planning and scheduling within 15 working days
- Ongoing support to user departments for needs assessments/master plans
- Provide cost estimates within 5 working days

# Construction Management

\$ 285,800

- Budget Management and Contract Administration
- Project supervision, site inspections and record updates as required

# Facilities Operation & Maintenance

## Overview of Services Performed

<b>Program</b>	<b>Quantity</b>	<b>Budget</b>
Security & Janitorial	11 buildings	\$ 736,500
Quality Control	133 buildings	\$ 340,300
HVAC & Electrical	133 buildings	\$ 436,700
Fire Protection & Conveying	133 buildings	\$ 100,000
Building Maintenance & Repair	133 buildings	\$ 462,800



# Security & Janitorial Services

\$ 736,500

- Security services for City Hall covered 24/7
- Daily and annual janitorial services for City Hall, Public Safety Building, Works Yard buildings and Kwantlen building

# Maintenance Inspection & Quality Control \$ 340,300

- Maintenance inspection and quality control on 133 city owned buildings
- Response times: emergency within one hour; urgent within 48 hours; planned/demand within 1-2 weeks

# HVAC & Electrical Maintenance

\$ 436,700

- Quarterly inspection & servicing of 1500 HVAC components in City owned buildings
- Electrical maintenance & energy management for City owned buildings
- Emergency response within one hour; urgent response within 48 hours; planned/demand response within 1 – 2 weeks

# Fire Protection & Conveying

**\$ 100,000**

- Annual fire protection contract to cover 440 fire extinguishers, 40 alarm systems and 12 sprinkler systems in City-owned buildings
- Monthly elevator maintenance and repair contract to cover 14 elevators and 5 automated loading docks in City-owned buildings

# Building Maintenance & Repair

\$ 462,800

- Interior and exterior maintenance and repair to City buildings including City Hall, Community Safety Buildings, & Works Yard buildings
- Graffiti removal to all City-owned buildings and structures
- Emergency response within one hour; urgent within 48 hours; planned/demand within 1 - 2 weeks
- Daily coordination of maintenance and repair for 133 City owned buildings