

**DRAFT Public Works Department Standards Outline**

1. Wastewater
  - A. Pump Station
    - Pump Maintenance
    - Motor Maintenance
    - Pipes
      - Changing Gaskets
      - Unplugging Clogs
    - Bubbler Maintenance
    - Wet Well Maintenance
    - Bypass Maintenance
  - B. Grit Removal System Headworks
    - Cleaning Compact Chamber
    - Replacing Brushes
    - Replacing Motor
    - Replacing Gearbox
    - Replacing Spacing Pins
    - Cleaning Channel
    - Bypass Channel Cleaning
  - C. Blowers
    - Replacing Motors
    - Replacing Blowers
    - Changing Oil
    - Replacing Valves
    - Pipe Maintenance
    - Replacing Gaskets
    - Power Panels
  - D. Aeration Basin Headworks
    - Pump Replacement
    - Pump Maintenance
    - Pipe Maintenance
    - Crane Maintenance
    - Channel Cleaning
    - Valve Maintenance
    - Skip Gate Maintenance
    - Pump Plugging Maintenance
  - E. Aeration Basin A
    - Air Pipe Maintenance
    - Air Pipe Valve Maintenance
    - Diffuser Maintenance
    - Transfer Pipe Maintenance

- F. Aeration Basin B
  - Air Pipe Maintenance
  - Air Pipe Valve Maintenance
  - Diffuser Maintenance
  - Transfer Pipe Maintenance
  - Cleaning
- G. Traveling Bridge
  - Replace Drive Motor
  - Replace Drive Wheel
  - Replace Drive Wheel Gearbox
  - Bearing Maintenance
  - Bearing Replacement
  - Drag Wheel Maintenance
  - Drag Wheel Replacement
  - Hoist Maintenance
- H. Digester #1
  - Pipe Maintenance
  - Motor Maintenance
  - Valve Maintenance
  - Motor Maintenance
  - Overflow Monitor Maintenance
  - Diffuser Maintenance
  - Cleaning
- I. Digester #2
  - Pipe Maintenance
  - Valve Maintenance
  - Telescoping Valve Maintenance
  - Diffusers Maintenance
  - Cleaning
- J. Digester #3
  - Pipe Maintenance
  - Valve Maintenance
  - Diffusers Maintenance
  - Cleaning
  - Telescoping Valve Maintenance
- K. Clarifier
  - Transfer Pipe Maintenance
  - Motor Maintenance
  - Gearbox Maintenance
  - Wheel Replacement
  - Motor Replacement
  - Gear Box Replacement
  - Diffuser Maintenance

- Scraper Arm Maintenance
- Well Maintenance
- L. Polishing Clarifier
  - Well Maintenance
  - Scraper Arm Maintenance
  - Gearbox Maintenance
  - Cleaning
- M. Sewer Inspection
- 2. Water
  - Well Maintenance
  - Booster Pump Maintenance
  - Filter Maintenance
  - Flow Meter Maintenance
  - Chlorine Pump Maintenance
  - Potassium Pump Maintenance
  - Compressor Maintenance
  - Generator Maintenance
  - Propane Booster Pump Maintenance
  - Transfer Switch Maintenance
  - Chlorine Analyzer Maintenance
  - Chlorine Injector Maintenance
  - Potassium Injector Maintenance
  - Pipe Maintenance (WTP)
  - Valve Maintenance (WTP)
  - Pneumatic Valve Maintenance
  - Potassium Color Monitor Maintenance
  - Building Maintenance
  - Pond Maintenance (Backwash Discharge)
  - Sand Separator Maintenance
  - CLA-Valve Maintenance
  - Gate Valve Maintenance
  - Butterfly Valve Maintenance
  - Meter Replacement
  - Meter Repair
  - Reservoir Cleaning
  - Reservoir Maintenance
  - Buried Pipe Maintenance
  - Meter Box Maintenance
  - Fire Hydrant Maintenance
  - Fire Hydrant Operation
  - Water Line Inspection
- 3. Streets
  - A. Painting

- B. Pothole Repair
- C. Waterline Repair
- D. Sidewalk Inspection
- E. Stormwater
- F. Paint Sprayer Maintenance
- 4. Parks
  - A. Operation of Lawn Mowers
  - B. Operation of Equipment (Lawn and Garden)
    - Weed Eater
    - Hedge Trimmer
    - Chainsaw
    - Sprayers (Herbicides)
  - C. Operation of Sprinkler System
  - D. Maintenance of Sprinkler System
  - E. Operation of Restrooms
  - F. Maintenance of Restrooms
  - G. Operation of Splash Fountain
  - H. Building Maintenance
  - I. Splash Fountain Maintenance
  - J. Playground Equipment Maintenance
  - K. Covered Area Maintenance
- 5. Equipment
  - A. Backhoe
  - B. Dump Truck
  - C. Tractor
  - D. Pumps
  - E. Generators
  - F. Hand Tools
  - G. Sewer Snake

## Monthly Hubbard Public Works Dashboard

Revised: 2022 08 09

### Project Summary Status:

Status	Project	Phase	Owner	Projected Completion	Status Summary
	7 <sup>th</sup> & "J" Hydrant Repair – Claim		Melinda	Complete	A check has been received in the full amount of the claim, \$5,657.00, on August 2, 2022, and has been deposited in our Public Works water fund.
	Pacific Hwy 99E ADA Improvements Project	Final	ODOT		August, 2022: ODOT coordinated with a private property owner on the corner of 3 <sup>rd</sup> and "D" Streets for an equipment staging area.
	2021 Wastewater Facilities Plan Update	1	Mike		Smoke testing completed throughout the collection system the week of August 2, 2022.
	WWTP NPDES Permit Renewal	1	Mike		Public Works management and City Engineers have reviewed DEQ's draft permit, and comments will be provided to DEQ no later than 5:00 p.m. on August 10, 2022.
	2022 Backstop Installation	1	Mike	Complete	Project completed on schedule.
	Hazard Mitigation Plan Update	1	Melinda		Marion County draft plan is in the review process.
	Revised Mercury Rule TMDL Plan	1	Melinda		Review of new mercury rule; met with DEQ; and begin drafting Hubbard's plan for DEQ review and acceptance.

### Status Key:

On Track	Project is on track and on schedule and no budget concerns
Delayed	Project is delayed or facing budget concerns
At Risk	Project is at risk to complete or have budgetary concerns

## Project Update Details

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	7 <sup>th</sup> & "J" Hydrant Repair Insurance Claim	Melinda	January, 2022	Complete	<p>August, 2022: Hydrant was damaged by a semi-truck on December 16, 2021. Hydrant damage is <b>not</b> covered by the City's insurance, so a claim was filed directly through the trucking company's insurance for the reimbursement cost of the damage. Total repair cost was \$9,657.00, which included additional work to relocate the hydrant further back to help avoid the same type of incident happening again.</p> <p>A check has been received in the full amount of the claim, \$5,657.00, on August 2, 2022, and has been deposited in our Public Works water fund.</p>

**Project Description:** 7<sup>th</sup> & "J" Hydrant Repair Insurance Claim

**Project Funding:** Staff time

**Project Current Phase:** Complete

**Summary of Current Projects Efforts:** see above.

**Risks:**

Status	Risk	Check Point	Status
Open	Trucking company insurance company could deny the claim.		Project complete, check received.
Closed			Project complete.

	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	Pacific Hwy 99E ADA Improvements Project	ODOT	Week of 07/11/2022	10/31/2022	July, 2022: Public Works Management available for questions.
	Pacific Hwy 99E ADA Improvements Project	ODOT	On Schedule	10/31/2022	August, 2022: ODOT coordinated with a private property owner on the corner of 3 <sup>rd</sup> and "D" Streets for a staging area for an equipment staging area.

**Project Description:** ADA access improvements along Pacific Hwy. 99E within city limits.

**Project Funding:** No city funds budgeted for this project. Staff time for project meetings and one sign relocation.

**Project Current Phase:** Construction scheduled to begin the week of 07/11/2022.

**Summary of Current Projects Efforts:** See above. This is the final project stage.

**Risks:**

Status	Risk	Check Point	Status
Open	Traffic delays caused by incident/accident. Minimal risk.	07-10/2022	July, 2022 through Project Completion: Public Works will remain in contact with the Project Manager.

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Backstop Installation	Mike	07/05/2022	07/08/2022	August, 2022: project complete.

**Project Description:** The Barendse family donated a replacement backstop for the north field of Barendse Park. Public Works will complete the installation.

**Project Funding:** Donation; staff time.

**Project Current Phase:** Project complete.

**Summary of Current Projects Efforts:** Project complete.

**Risks:**

Status	Risk	Check Point	Status
Open	Safety hazards.	07/05/2022	July, 2022: Safety BMP's are followed, no incidents to date.
Closed			August, 2022: Project complete, no issues.



Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2021 Wastewater Facilities Plan Update	Mike	10/2021	07/2022	Melinda coordinated with our City Engineer to complete the smoke testing the week of August 2, 2022, and provided notice to the Mayor, Councilors, Police, City Staff, Metcom 911, Hubbard Fire District. Flyers were posted at City Hall, Post Office, and the Hubbard Market. A notice was posted on the City Facebook page, and it was requested to be shared with other community pages. The Facebook post linked to additional information posted on the Public Works webpage.

**Project Description:** This project is an update of the City's Wastewater Facilities Plan, meant to incorporate new requirements and facility needs.

**Project Funding:** Project Cost \$153,050; City funds allocated \$133,050; Grant received \$20,000

**Project Current Phase:** Plan Development on hold as DEQ continues work to finalize the City's updated NPDES permit.

**Summary of Current Projects Efforts:** DEQ anticipates the applicant review version of the NPDES permit will be ready by the second week of July.

**Risks:**

Status	Risk	Check Point	Status
Open	Project delays due to DEQ NPDES Permit Renewal Work	08/2022	Plan development pending NPDES Permit Renewal final document completion.
Closed			

Statu s	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	Hazard Mitigation Plan Update	Melinda	October 2021	November 2022	The Marion County draft plan is in the review process.

**Project Description:** Hazard Mitigation plan update.

**Project Funding:** Grant and staff time.

**Project Current Phase:** Review phase.

**Summary of Current Projects Efforts:** Review and comment on final draft.

**Risks:**

Status	Risk	Check Point	Status
Open	City will lose eligibility for disaster reimbursements if Plan is not adopted.	08/2022	Final draft plan in review.
Closed			

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	Revised Mercury Rule TMDL Plan	Melinda	June	September 1, 2022	Met with DEQ on Monday, July 25, 2022; continue draft plan work.

**Project Description:** Revised Mercury Rule TMDL Plan

**Project Funding:** Staff time.

**Project Current Phase:** Draft.

**Summary of Current Projects Efforts:** Review and comment on final draft.

**Risks:**

Status	Risk	Check Point	Status
Open		08/2022	
Closed			