

PUBLIC WORKS MONTHLY PROJECT UPDATE DETAILS

Last Revised: 2022 09 13

Project Summary Status

Status Key

- On Track
- Ongoing
- Pending
- Delayed
- At Risk
- Complete

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	Pacific Hwy. 99E ADA Improvement Project	ODOT	Week of 07/11/2022	10/31/2022	

Project Description: Reconstruction of all ADA access ramps on Pacific Hwy. 99E within the city limits, to bring them into compliance.

Project Funding: Staff time.

Current Phase: 3 of 3

Summary of Project Efforts: Public Works Management remains in contact with the project manager and contractor. Worked with contractor to repair damaged valve cans and conversed regarding old-style manhole covers.

Risks:

Risk	Check Point	Status Description
Traffic delays, incident	As needed.	No project delays expected. Project remains on schedule to be completed on schedule.
- accident. Overall		
minimal risk.		

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	2022 Mercury Revised Rule TMDL Update	Melinda	06/01/22	12/31/22	Updated plan submitted to DEQ and is pending approval.

Project Description:

Adding an amendment to the City's Master TMDL (Total Maximum Daily Pollutant Limit) Plan to reflect the recently updated and adopted mercury rule.

Project Funding:

Staff time.

Current Phase:

3 of 3

Summary of Project Efforts:

Research, review, draft plan amendment.

Risks:

Risk	Check Point	Status Description
Competing deadlines; computer issues; slow DEQ response.	Bi-weekly	Project draft submitted on schedule.

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	Hazard Mitigation Plan Update	Melinda	09/01/21	11/30/22	Hubbard Addendum is complete. Plan is in final stage and anticipate it will be ready for Council adoption in November, 2022.

Project Description:

Project Funding:

Current Phase:

Summary of Project Efforts:

Update of Marion County's Hazard Mitigation Master Plan, which includes an Addendum specific to Hubbard. This plan keeps the City eligible for disaster cost reimbursements. Initial legal review of agreement; staff time.

3 of 3

Hubbard Addendum was drafted and reviewed by relevant parties. Complete Marion County draft Plan was reviewed and comments submitted. Staff time was tracked and submitted per grant requirements. Final Marion County Plan, including the Hubbard-specific Addendum, will be adopted by Council.

Risks:

Risk	Check Point	Status Description
Competing deadlines.	Bi-weekly	Project on schedule for final adoption.

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	2022 Mandatory City-wide Backflow Testing	Melinda	6/1/2022	12/31/2022	Initial notices out on schedule. Tracking of incoming test results as received. Second notice scheduled for September 30, 2022.

Project Description:

All backflow devices (private and public) are required to be tested on an annual basis and tracked by the water provider (City).

Project Funding:

Testing costs for City-devices, postage for mass-mailings and Staff time.

Current Phase:

2 of 3

Summary of Project Efforts:

Initial notices sent out on schedule. Response to questions as received. Tests results archived as they are submitted. 2nd notice scheduled for mailing by the end of September.

Risks:

Risk	Check Point	Status Description
Conflicting priorities; non-responsive property owners.	Monthly	On-schedule for completion by December 31, 2022.

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	2022 Special City Allotment Grant Project	Melinda	6/1/2022	11/30/2022	Researched new, revised grant criteria. On-site potential project scoping and cost estimates. Matched with budget. Completed grant application and attachments. Submitted to State of Oregon.

Project Description:

Street Improvements grant application submittal. Proposed project includes: **Location 1:** "A" Street Improvements, between 3rd and 5th Streets, overlay, north side sidewalks; ADA ramps and non-curbed sidewalk/street transitions. **Location 2:** 3rd Street between "A" and "D" Street sidewalk improvements. If the grant is awarded and bids are favorable, plan to include **Location 3:** street and sidewalk improvements on 5th Street between "G" and "F" Streets which continues the recently-completed SCA grant project on 5th Street between "G" and "J" Streets. **Grant request: \$250,000. City-funds Locations 1 & 2: \$65,649. Location 3** is estimated to add an additional \$81,098 (city-funds).

Project Funding:

Staff/City Engineer time. Street Construction funds if project is awarded and moves to construction.

Current Phase:

1 of 2

Summary of Project Efforts:

Grant criteria reviewed, application and attachments completed. Grant request submitted.

Risks:

Risk	Check Point	Status Description
Competing priorities. Construction costs subject to current supply and demand volatile trends.	Bi-weekly	Application and attachments submitted on schedule. Awards scheduled to be announced in November, 2022.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	Street Striping	Mike	Week of 09/12/2022	10/31/2022	Paint inventoried and ordered and equipment check performed.

Project Description: Annual crosswalk, curb and parking painting.
Project Funding: Street funds; staff time.
Current Phase: 1 of 1
Summary of Project Efforts: Project ready to move forward the week of September 12, 2022.

Risks:

Risk	Check Point	Status Description
Paint procurement / availability; competing priorities; equipment malfunction; weather.	Weekly	On schedule.

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	2022 Disc Golf Course Clean-up	Mike	6/1/2022	10/31/2022	Additional spraying, debris cleanup to continue.

Project Description: Clear Disc Golf Course for Public Use
Project Funding: Staff time.
Current Phase: 1 of 1
Summary of Project Efforts: Spraying, clean-up of debris.

Risks:

Risk	Check Point	Status Description
Competing priorities; weather.	Weekly	On schedule for completion by October 31, 2022.

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	2021 Water Conservation & Management Plan Update	Melinda	10/1/2021	12/31/2022	Final redline draft in-house review and submitted to the State of Oregon Water Resources Department with a final order request.

Project Description: Mandatory plan update
Project Funding: Staff, Consultant and City Engineer time;
Current Phase: 2 of 2
Summary of Project Efforts: Compiling required data; plan review and submittal to the State of Oregon.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Bi-weekly.	On schedule for final order.

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	2021 Wastewater Facilities Plan Update	Mike	10/1/2022	12/31/2022	City Engineers tying in the pending new NPDES permit requirements.

Project Description:

Wastewater Master Plan update.

Project Funding:

Staff and City Engineer time.

Current Phase:

2 of 2

Summary of Project Efforts:

Review current plan; update as applicable; coordinate with pending NPDES permit requirements with DEQ.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Bi-weekly.	Project intentionally delayed in order to coordinate the timing of completion with the NPDES permit process to allow new permit requirements to be incorporated into the updated Plan. Project is on schedule for completion with the revised project schedule.

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	2022 NPDES Permit Renewal	Mike	9/1/2022	10/31/2022	Staff and City Engineer comments provided to DEQ; draft permit opened by DEQ for public comment period (ends 09/27/2022)

Project Description:

NPDES Permit renewal by DEQ.

Project Funding:

Staff and City Engineer time. Final permit order will come with mandatory actions and improvements.

Current Phase:

3 of 3

Summary of Project Efforts:

Staff worked with the City Engineers and DEQ to come up with a final draft permit ready for public comment.

Risks:

Risk

Check Point

On schedule for final permit order.

Status Description

Competing priorities.

Bi-weekly.

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	2022 Park Restroom Security Camera Update	Melinda	7/1/2022	6/30/2023	Procurement process has begun.

Project Description: Replace antiquated security cameras at both Barendse and Rivenes Park restrooms.
Project Funding: Staff time; park (general) funds.
Current Phase: 1 of 2
Summary of Project Efforts: Estimates being requested/received.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Monthly.	On schedule for completion.

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	2022 City Shop Yard Access Improvements	Mike	TBD	6/30/2023	

Project Description: Gate added to allow easy access to the generator. Clean-up/beautification of Shop grounds.

Project Funding:

City staff; P.W. funds.

Current Phase:

1 of 2

Summary of Project Efforts:

Risks:

Risk

Check Point

Status Description

Competing Priorities

Project start date TBD.

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	"G" Street Sidewalk Improvement Project (R.R. Crossing ROW)	Mike	2020 TBD by U.P.		Staff received legal's comments on Agreement. Public Works Management to meet regarding comments, then response forwarded to U.P.

Project Description: "G" Street sidewalk improvements between 2nd and 3rd Streets, crossing the R.R. tracks.
Project Funding: Staff and Engineer time; street funds and Marion County Community Prosperity Funds
Current Phase: 2 of 3
Summary of Project Efforts: Meetings with U.P. and ODOT Rail; completed sidewalk improvements on City ROW stretch. Developing project agreement with U.P.

Risks:

Risk	Check Point	Status Description
U.P. schedule; competing priorities.	Bi-weekly.	Anticipate once the agreement approved and signed Staff will be able to schedule project timing and completion.

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	2022 Water System Emergency Response Plan Update	Melinda	6/1/2022	6/30/2023	Draft plan 65% complete.

Project Description:

Update the Water System emergency response plan.

Project Funding:

Staff time.

Current Phase:

1 of 1

Summary of Project Efforts:

Water system review, Information input in Plan document.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Monthly.	On schedule for project completion.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Water System Improvements Project (MCARPA)	1 of 3	9/1/2021	12/31/2026	Detailed project scope and accounting/budget details in progress.

Project Description: Water System Improvements per the Water System Master Plan CIP
Project Funding: Staff and City Engineer time; water construction funds and savings; MCARPA grant and City ARPA funds
Current Phase: 1 of 3
Summary of Project Efforts: Research of: ARPA fund use and 2nd party use (MCARPA); audit requirements; grant applied and received; ARPA accounting trainings; detailed project scope and budget details.

Risks:

Risk	Check Point	Status Description
Competing priorities; Construction costs subject to current supply and demand volatile trends.	Bi-weekly	On schedule for completion.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 P.W. Office Assistant Recruitment	Melinda	7/1/2022	11/15/2022	Position advertised.

Project Description:

Office Assistant recruitment

Project Funding:

Staff time; advertising.

Current Phase:

2 of 3

Summary of Project Efforts:

Job description updated and adopted; position advertised;

Risks:

Risk	Check Point	Status Description
Lack of qualified applicants	Weekly	On schedule.

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	2022 Biosolids Management Plan Update	Mike	6/1/2022	12/31/2022	Draft document submitted to DEQ. DEQ is requiring the City obtain a new land application site approval. Staff plans to re-explore additional disposal options as well.

Project Description:

Plan update to include additional site disposal options.

Project Funding:

Staff time.

Current Phase:

2 of 2

Summary of Project Efforts:

Plan draft submitted to DEQ.

Risks:

Risk

Check Point

Status Description

Competing priorities. Current disposal site may decide they want to withdraw their site.

Monthly.

On schedule.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 City Shop Roof Replacement	Mike	1/1/2023	6/30/2023	

Project Description:

Replacement of City Shop Roof

Project Funding:

Staff time, P.W. Funds

Current Phase:

1 of 2

Summary of Project Efforts:

Risks:

Risk	Check Point	Status Description
Competing priorities.		

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Fuel Storage System Plan	Melinda	5/1/2022	6/30/2023	Research and potential partnership in progress.

Project Description:

Onsite fuel storage for use during emergency events.

Project Funding:

Staff time and P.W. funds

Current Phase:

1 of 2

Summary of Project Efforts:

Research of rules, regulations and options. Potential partnerships.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Monthly.	Project on track for completion.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Emergency Operations Plan Update	Melinda	6/1/2022	12/31/2023	Redline draft begun.

Project Description: Plan update.
Project Funding: Staff time.
Current Phase: 1 of 2
Summary of Project Efforts: Redline draft begun.

Risks:

Risk	Check Point	Status Description
Competing priorities.	Monthly	On schedule for completion.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Safety Manual Plan Update	Melinda	1/1/2022	6/30/2023	Draft 80% complete.

Project Description: Plan update.
Project Funding: Staff time.
Current Phase: 1 of 2
Summary of Project Efforts: Research OSHA revisions and apply to City's plan.

Risks:	Risk	Check Point	Status Description
	Competing priorities.	Monthly	On schedule for completion.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2023/24 Budget	Melinda		6/30/2022	Current budget tracking. Tracking P.W. priorities/needs for funding.

Project Description:

Project Funding:

Current Phase:

Summary of Project Efforts:

Staff time.

1 of 1

Continuous monitoring of P.W. priorities and needs for funding.

Risks:

Risk

Check Point

Status Description

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Project Description:
Project Funding:
Current Phase:
Summary of Project Efforts:

Risks:

Risk	Check Point	Status Description
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Project Description:
Project Funding:
Current Phase:
Summary of Project Efforts:

Risks:

Risk	Check Point	Status Description
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