

PUBLIC WORKS MONTHLY PROJECT UPDATE DETAILS

Last Revised: 2022 10 05

Project Summary Status

RED FONT = RECENTLY ADDED

Status Key			
On Track	Delayed		
Ongoing	At Risk		
Pending	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 - accident. Overall minimal risk.	As needed.	No project delays expected. Project remains on schedule to be completed on schedule.

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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	01/10/23	Complete Marion County draft document is in the public comment stage. The final draft will be submitted to both OEM and FEMA for a formal review following public comment. FEMA preliminary approval anticipated by approximately 12/01/2022. Complete Plan ready for Council adoption January 10, 2023. Hubbard Addendum is complete.

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 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 to ensure the City remains eligible for disaster funding.

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	Second notices out on schedule, September 30, 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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	Street Stripling	Mike	Week of 09/12/2022	10/31/2022	Approximately 80% complete. 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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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
On Track	2022 Disc Golf Course Clean-up	Mike	6/1/2022	10/31/2022	Spraying and debris clean-up continues. 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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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	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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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2021 Wastewater Facilities Plan Update	Mike	10/1/2022	12/31/2022	Treatment System evaluation continues. Inflow and infiltration study continues. 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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On Track	2022 NPDES Permit Renewal	Mike	9/1/2022	10/31/2022	P.W. Superintendent Mike Krebs and P.W. Administrative Manager Melinda Olinger met with City Engineers Matt Wadlington and Andrew Matsumoto to discuss and submit additional comments and revisions during the public comment period. Public comment period ended. All City revisions submitted during public comment were approved by DEQ, including reducing the proposed twice weekly BOD testing to remaining at once weekly. NPDES permit is final and issued, effective as of November 1, 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: Wastewater funds. Staff and City Engineer time. Final permit order will come with mandatory actions and Improver
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	Status Description
	Competing priorities.	Bi-weekly.	Permit Issued. On schedule for final permit order.

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Ongoing

At Risk

Pending

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	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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Ongoing			
Pending			

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Cty 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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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	"G" Street Sidewalk Improvement Project (R.R. Crossing ROW)	Mike	2020	TBD by U.P.	P.W. Superintendent Mike Krebs and P.W. Administrative Manager Melinda Olinger scheduled to meet the week of October 10, 2022 to discuss legal feedback and next steps forward. 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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Ongoing			
Pending			

Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	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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Ongoing

At Risk

Pending

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Water System Improvements	1 of 3	9/1/2021	12/31/2026	10/11/2022 Council Consent Agenda request for Council authorization to procure an Integrator of Record to provide water and wastewater control system and instrumentation integration services as an independent contractor to the City. Staff's goal is to utilize the support and resources of a single firm to provide these services to facilitate consistency, rapid response to needs, and a standard approach to developing and maintaining the City's controls and Supervisory Control and Data Acquisition (SCADA) systems moving forward, and to allow the same people to help design the system and also do the installation. Detailed project scope and accounting/budget details in progress.
	Project (MCARPA)				

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;

Bi-weekly

On schedule for completion.

Construction costs

subject to current

supply and demand

volatile trends.

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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	Project delayed. Insufficient applications received as of the original September 26, 2022 first application review. Position re-posted on the City Facebook page and shared with other public community Facebook pages. If a sufficient number of applications not received by the week of October 17, 2022, the position will be re-advertised. 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	Delayed. On schedule.

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
On Track	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
At Risk	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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At Risk

Pending

Complete

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	2022 Safety Manual Plan Update	Melinda	1/1/2022	6/30/2023	New OSHA-required heat safety program requirements approximately 60%.complete. Complete Plan 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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	2023/24 Budget	Melinda		6/30/2022	Ongoing. Current budget tracking. Tracking P.W. priorities/needs for funding.

Project Description:

Project Funding:

Staff time.

Current Phase:

1 of 1

Summary of Project Efforts:

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

Risks:

Risk

Check Point

Status Description

Rising operating costs.

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	R.R. ROW Clean-up	Melinda	TBD		Administrative Manager Melinda Olinger made contact with the U.P.'s track maintenance staff, and was given new contact information for the replacement ROW maintenance supervisor as the contact previously responsible is no longer with U.P. Currently on hold pending a response from U.P. Will follow-up again if have not heard back by the week of October 10, 2022.

Project Description: U.P. ROW adjacent to tracks on east and west sides maintained to reduce safety issues.
Project Funding: City Staff time.
Current Phase: 1 of 2
Summary of Project Efforts: Back and forth communication with U.P.

Risks:	Risk	Check Point	Status Description
	U.P. refusal to maintain. Competing priorities.	Bi-weekly.	Waiting for reply from newly-appointed U.P. maintenance supervisor.

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	2022/23 Sidewalk Repair Project	Melinda	TBD		Additional notices out. Working with property owner of 3269 3rd Street.

Project Description: Sidewalk Maintenance
Project Funding: Staff Time; Property Owners; Street Fund (Sidewalk Reimbursement Program)
Current Phase: 2 of 3
Summary of Project Efforts: Inspection complete; notices out; work with property owners.

Risks:	Risk	Check Point	Status Description
	Contractor availability; weather; property owner reluctance.	Bi-monthly Notices out.	

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Status	Project	Owner	Scheduled Start	Scheduled Finish	Notes
	8th Street (between "A" & "B" Streets) Pathway Beautification Project	Melinda	9/13/2022	TBD once project cost estimate is complete.	P.W. Administrative Manager Melinda Olinger scoped out the potential project and then scheduled an on-site meeting with P.W. Superintendent Mike Krebs to discuss my recommended improvement options and developed a plan moving forward. Informational project letter out to adjacent property owners. Crew will be directed to begin the general clean-up of this area.

Project Description:

Beautification and marking of pathway; broken limbs removed from trees alongside pathway; 5-6 walkway decorative light installation; and asphalt tree root repair. P.W. Administrative Manager Melinda Olinger noted that the ROW on the "B" Street side is 60-feet, and is 10' on the "A" Street side. Improvements are being proposed for the 10'-pathway ROW only. Noted that the westside property owner on "B" Street is using a portion of the ROW for personal use.

Project Funding:

Staff time; Street funds.

Current Phase:

1 of 3

Summary of Project Efforts:

Project scoping.

Risks:

Risk	Check Point	Status Description
Funding; competing priorities.	Bi-weekly.	Crew directed to begin general clean-up of the area.