

City of Yachats

PUBLIC WORKS DEPARTMENT
500 W. 7th St.
P.O. Box 345
Yachats, OR 97498

MEMORANDUM

DATE: January 30th, 2015
TO: Mayor-Ron Brean, Council President-Greg Scott, Councilmembers-Sandra Dunn, Barbara Frye, Max Glenn
FROM: Larry R. Blanchard, Public Works Director

**DIVISION/
SECTION:** Public Works Department

RE: Annual Work Plan **SUBJECT:** Monthly Report-January 2015

WORK ACCOMPLISHED JANUARY 2015

- 1) Completed Normal Scheduled Water/Wastewater Treatment Facilities Operations and Maintenance Work as required. (See Attached Spreadsheet)
- 2) Haul Excavated Material to fill site from Near Bank Wall.
- 3) Blade and Gravel Overlook Drive.
- 4) Annual Collection System I & I report completed and submitted. 51,214 gal processed through Screw Press. 1 load of bio-solids to Sutherlin. (39,411 gal). 585' of collection pipe TV'd and service laterals located. Located I & I source on top of Blackstone. Installed 32 manhole plugs. Solids building temporary door made. Screw Press conveyor motor replaced. Main Pump Station float & PLC repair with TAG. Weather Station ordered and installed.
- 5) South Gateway Sign. Waiting for Design Details for the South Gateway Sign from Dave Rieseck.
- 6) Skate Park Improvements. No additional work this month.
- 7) Library CIP Projects. Did some work on cost estimates for Capital Improvement Projects (CIP).
- 8) Labyrinth Improvements. Discussed with Parks and Commons Commission and they are looking at a simpler design.
- 9) Entry Portal 1 of 4. Did not work on this project this month.
- 10) Horizon Hill Waterline Looping Project. Reviewing 90% Design Documents. Will have corrected copy by mid February 2015. Still on target for bidding in March 2015.
- 11) South Yachats Reservoir. Prepared review packets for Review Committee. Met with Review Committee on January 22nd, 2015, evaluated RFP's and narrowed them down to the top 2 finalist. Interviews will be held on Thursday January 29th, 2015 to make the final selection. Spent more time this month than planned.
- 12) Surfside Drive and Reeves Circle Waterline Replacement Projects. No work on this project. Modified Schedule.
- 13) Fueling Facility. Sent Several E-mails and Phone Calls regarding the location of Fueling Facility. Electrician took measurements for the Fueling Facility will have Schematic the First of February 2015.
- 14) Wastewater Treatment Plant Generator Enclosure project is complete.
- 15) Decanting Center. Organizing the yard, but did not get a lot done this month.

- 16) Water System Leak Repairs. Worked on four (4) leak repairs found 3, 1) leak found on Cape View Drive (5gpm) 2) Koho Leak 4 GPM, 3) Five Meters with broken freeze plates (2GPM). Leaks on Marine Drive, W 2nd Street, and Surfside did not find any leaks. Spent approximately 200 hours on Leak Repairs. Scheduled meter replacement for Overleaf.
- 17) Highway 101 Waterline Project. Met with Design Engineer go over reviewed plans, and discuss undergrounding of utilities with Utility Companies. Plan Review for Drainage, Water and Wastewater. Pothole for Wastewater Force Main. Reconnect W 5th Street Drainage System to Playground Drainage System. More hours required this month then planned.
- 18) Parks and Commons. Installed New Flag Pole @ the Commons.

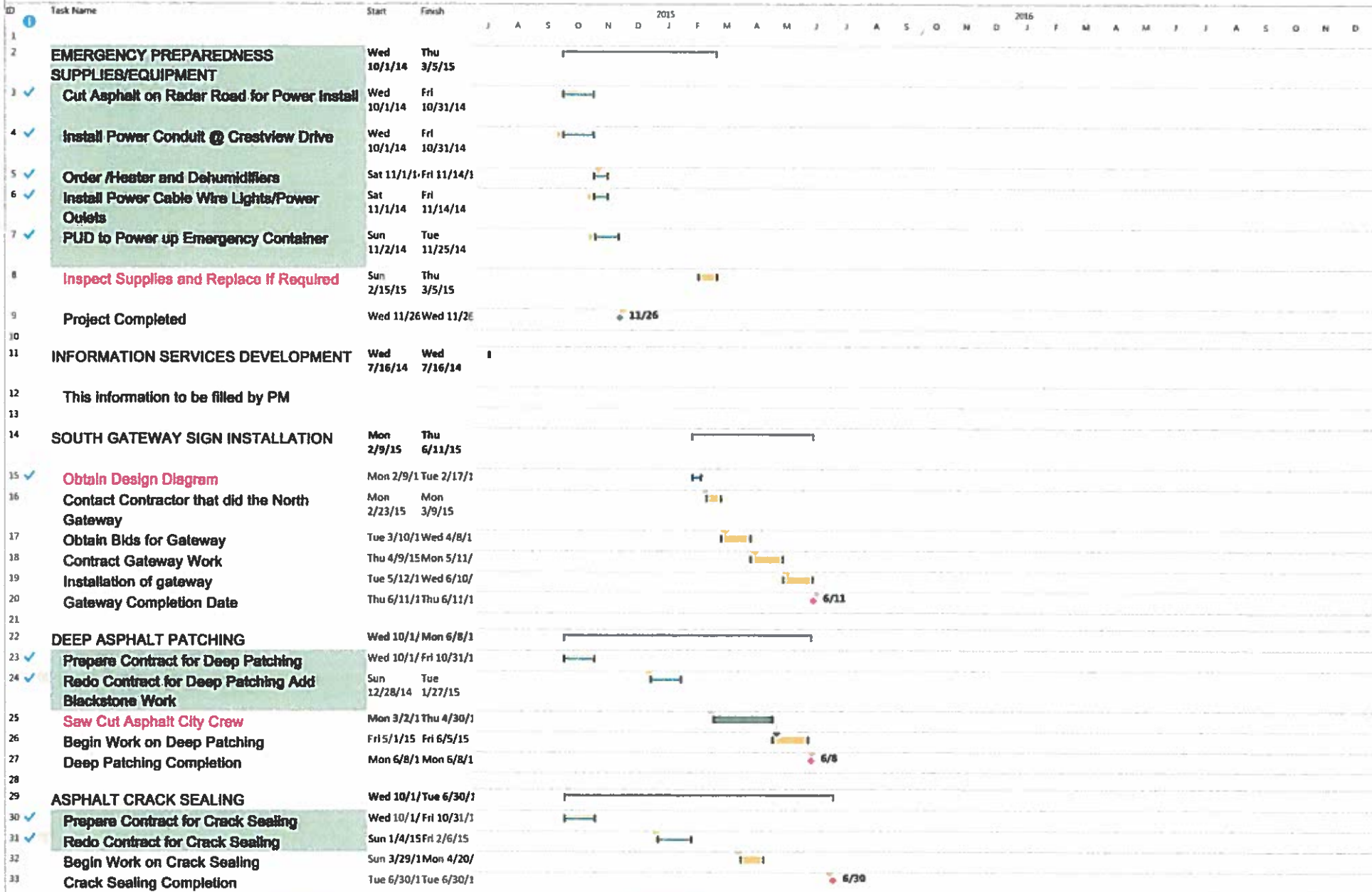
WORK PROPOSED FEBRUARY/MARCH 2015

- 1) Complete Normal Scheduled Water/Wastewater Treatment Operations and Maintenance Work as required. (See attached Work Plan Summary)
- 2) South Gateway Sign. As soon as I get the design diagram then I can prepare a more precise schedule. For obtaining quotes and constructing the project.
- 3) Skate Park Improvements. Public Works Department involvement will be to obtain quotes for a contract to complete work. Depending on the cost of installing the concrete slabs, City Crew may be asked to excavate the foundation for the slab, install the drainage, and prepare surface for concrete contractor.
- 4) Library Unidentified Projects for 2014-2015 Budget. Need to prepare cost estimate document for 2015-2016 Budget.
- 5) Labyrinth Improvements. Parks and Commons Commission to determine what they want done. Public Works Department involvement is to prepare surface for Labyrinth Design. Waiting for direction from Parks and Commons Commission to determine work to be done.
- 6) Entry Portal 1 of 4. Waiting for Design Standards. Then prepare documents to obtain bids/quotes for contractor installation.
- 7) Horizon Hill Water System Looping Project. 100% bid documents to be delivered by mid- February 2015 will dedicate time to complete plan review for bid date set in March 2015. Work is on Schedule.
- 8) South Yachats Reservoir. Review Committee to select Consulting Firm to design Reservoir at February 12th, 2015 City Council Meeting ask Council to enter into a Contract with selected Consulting Firm.
- 9) Surfside Drive and Reeves Circle Water System Replacement Project. Prepare Design Replacement Standards and prepare to bid. Bid date set for March 20th, 2015.
- 10) Fueling Facility. Order Fueling Facility and Prepare for Contractor Installation in February 2015. Fueling Tank will not be installed until March-April 2015 based on time to complete schematic and obtain tank.
- 11) Decanting Center. Continue to Work on Design. Prepare Installation Documents. Continue to organize the yard for placement of Fuel Tanks and Decant Facility.
- 12) Water Systems Leak Repairs, Meter Maintenance and Replacement, and Water System Flushing. Expect to spend approximately 150 Hours on this work in February 2015.
- 13) May shift our time frame for the City Crew portion of the Highway 101 Waterline Project into next budget year. If time is available before starting the Highway 101 Water System Installation we will spend about 200 Hours on Fire Hydrant and System Valve Operations and Maintenance.
- 14) See Estimated Monthly Work Schedule for February 2015. Will focus work on Drainage System Cleaning and Repairs during the month of March 2015.

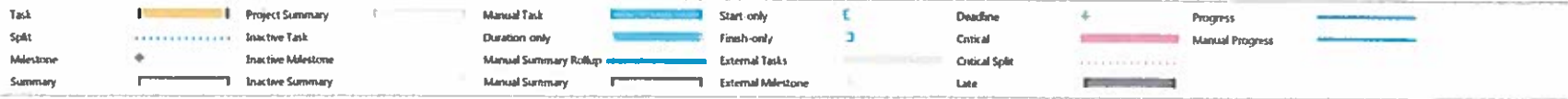
Description of Work	Annual Work Plan Hours	Hours Used To Date	Remaining Hours in Work Plan	% AWP Remaining	% of Year Remaining	Budget Remaining	Estimated Hours January 2015	Actual Hours January 2015
Building Facilities O&M	315	127	188	60%	42%		27	15.5
Parks/Recreational Facilities	160	20.5	139.5	87%	42%		14	2
Street Facilities	560	213.5	346.5	62%	42%		47	12.5
Water Facilities	3041	1672	1369	45%	42%		368.5	391
Waste-water Facilites	4601	2684	1917	42%	42%		381.5	343
Drainage Facilities	574	261.5	312.5	54%	42%		48	23.5
Fleet Services	500	100.5	399.5	80%	42%		42	18.5
Solid Waste Program	85	7.5	77.5	91%	42%		7	1
OPERATIONS AND MAINTENANCE TOTALS	9836	5086.5	4749.5	48%	42%		935	807
CAPITAL IMPROVEMENT PLAN								
Emergency Preparedness Supplies/Equipment	10	10.00	0	0%	42%			0
Information Services Development	10	0.00	10	100%	42%			0
South Gateway Sign	5	0.00	5	100%	42%			0
Deep Asphalt Patching	95	11.00	84	88%	42%			0.5
Asphalt Crack Sealing	20	9.00	11	55%	42%			0
Seventh Street Rehabilitation	30	7.50	22.5	75%	42%			0.5
Tide Gates @ Quiet water	5	27.00	-22	-440%	42%			0
Highway 101 Project Street Improvements	100	5.00	95	95%	42%			2.5
Highway 101 Project Drainage Improvements	100	88.50	11.5	12%	42%		10	42.5
Highway 101 Water Systems Improvements	609	49.50	559.5	92%	42%		5	15.5
Highway 101 Wastewater Improvements	126	19.50	106.5	85%	42%		5	4.5
Library Unidentified Projects	5	0.00	5	100%	42%			0
Skate Park Improvements	5	0.00	5	100%	42%			0
Labyrinth Improvements	5	0.00	5	100%	42%			0
Entry Portal Project 1 of 4	5	1.50	3.5	70%	42%			0
Replace Ceiling Tiles Commons Building	10	0.00	10	100%	42%			0
Update Water Master Plan-Conserv/Curtail	25	9.50	15.5	62%	42%			0
Hanley Terrace/Horizon Hill/ Looping	400	67.00	333	83%	42%		5	13.5
Roof Replacement 250K Reservoir	5	4.00	1	20%	42%			0
South Reservoir Engineering/Phase 1 Construction	100	204.00	-104	-104%	42%		36	105
Surfside Drive Waterline Replacement	25	6.50	18.5	74%	42%			0

Description of Work	Annual Work Plan Hours	Hours Used To Date	Remaining Hours in Work Plan	% AWP Remaining	% of Year Remaining	Budget Remaining	Estimated Hours January 2015	Actual Hours January 2015
Reeves Circle Waterline Improvements	25	3.00	22	88%	42%			0
Fuel Tanks and Card System	5	9.00	-4	-80%	42%			0
Generator Building Main Pump Station	10	1.00	9	90%	42%			0
Generator Buildings-WWTP	10	6.50	3.5	35%	42%			0.5
Decanting Center	20	2.50	17.5	88%	42%			0
Commons Playground Improvements	177	714.50	-537.5	-304%	42%			4
Projects Completed								
CIP TOTAL	1942	1256	686	35%	42%		61	189
ANNUAL WORK PLAN TOTAL	11778	6342.5	5435.5	46%	42%		996	996
<i>Annual Work Plan does not include Time Off</i>								

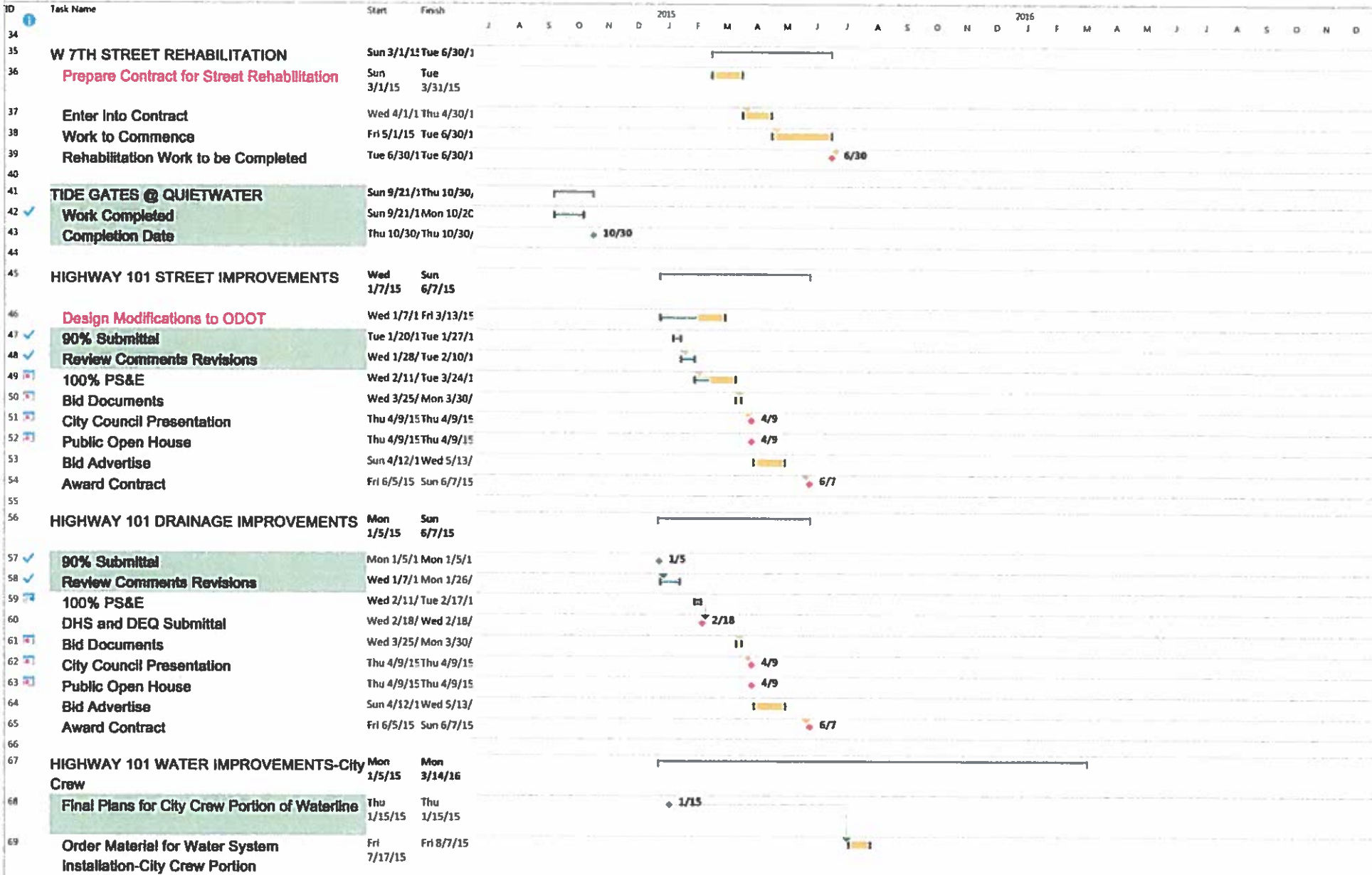
2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule
Date: Thu 2/12/15

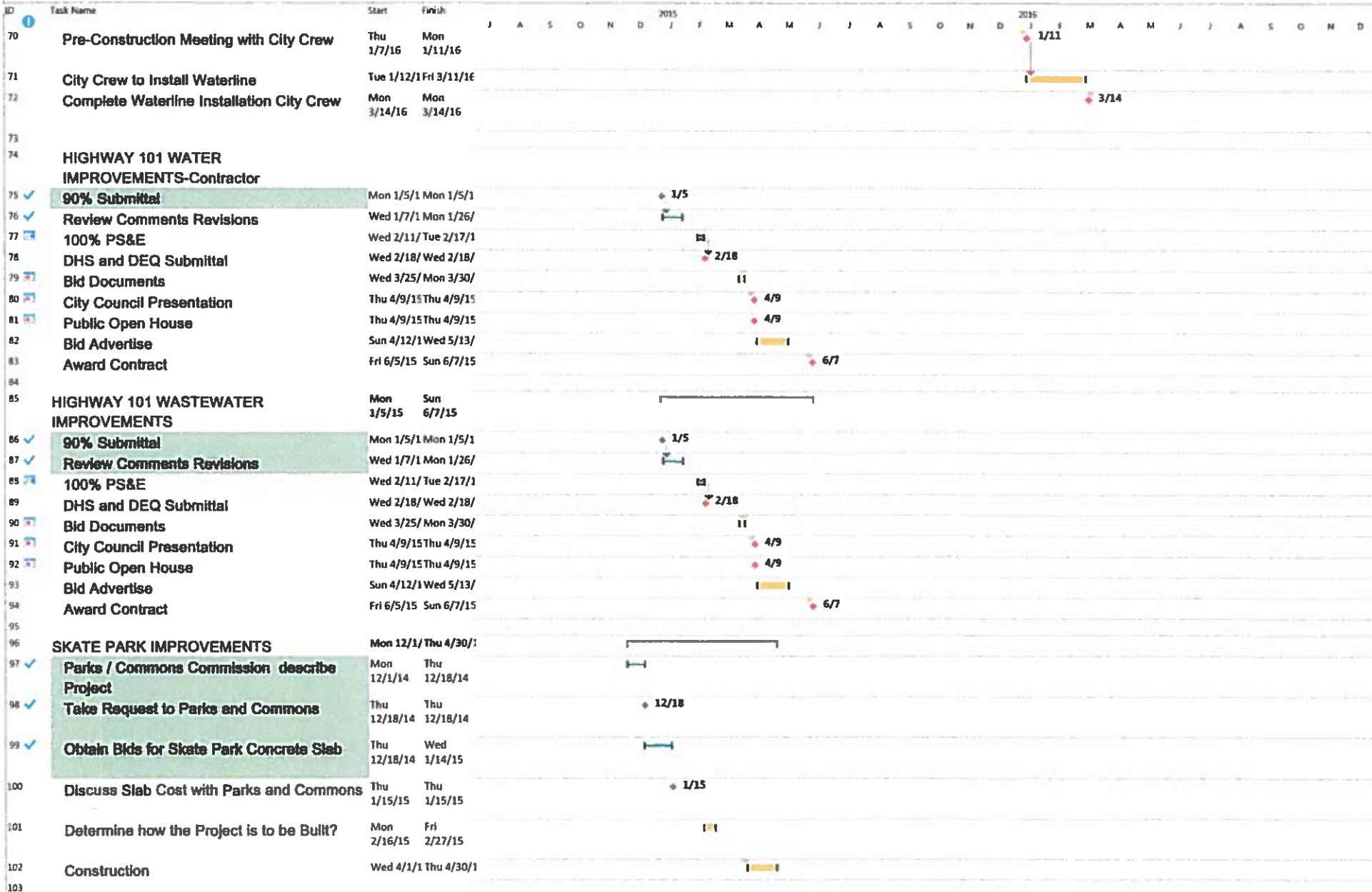


2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule	Task		Project Summary	Manual Task		Start only		Deadline		Progress	
Date: Thu 2/12/15	Split		Inactive Task	Duration only		Finish only		Critical		Manual Progress	
	Milestone		Inactive Milestone	Manual Summary Rollup		External Task		Critical Split			
	Summary		Inactive Summary	Manual Summary		External Milestone		Late			

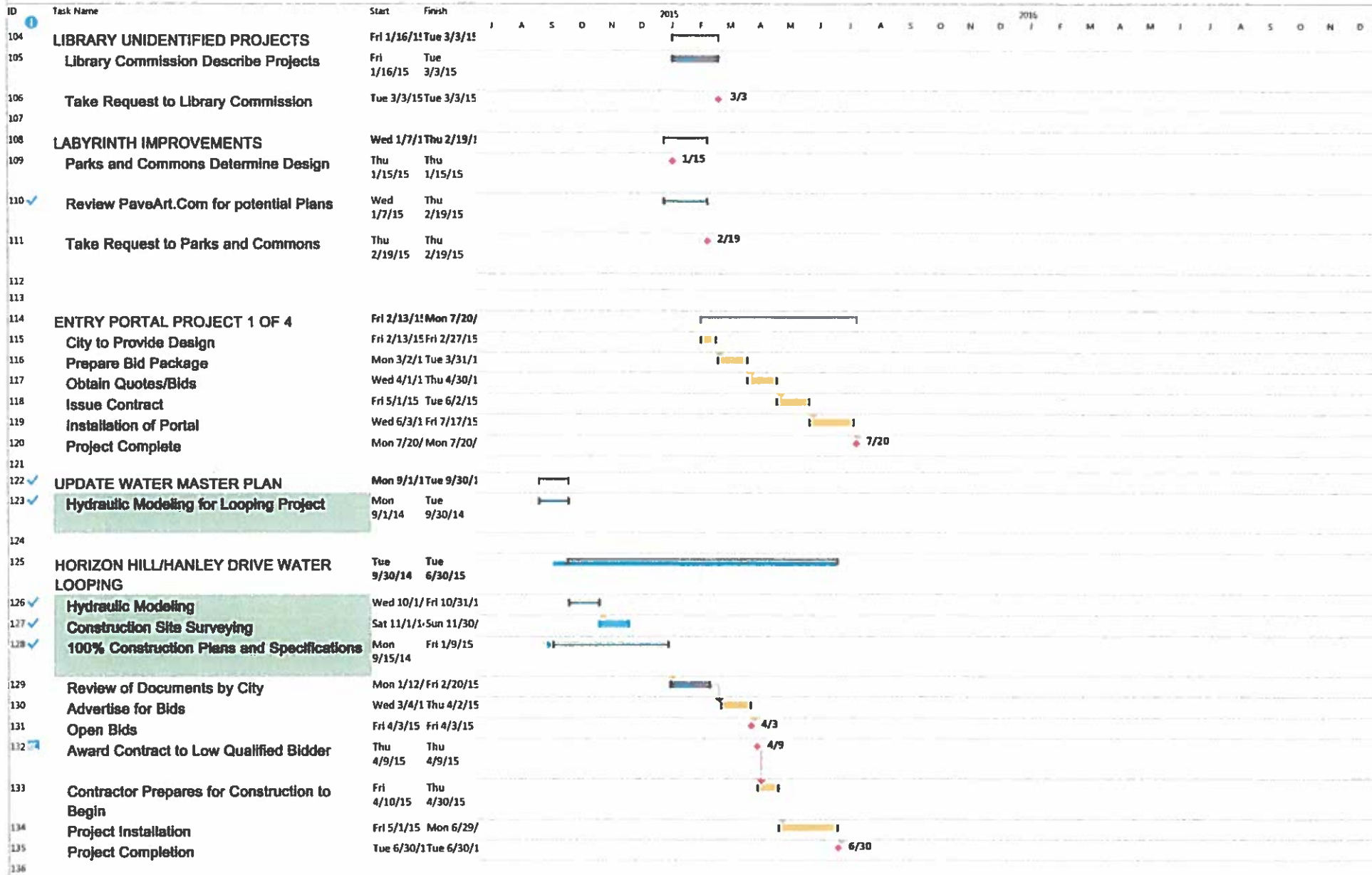
2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule
Date: Thu 2/12/15

Task		Project Summary		Manual Task		Start only		Deadline		Progress	
Split		Inactive Task		Duration-only		Finish only		Critical		Manual Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Critical Split			
Summary		Inactive Summary		Manual Summary		External Milestone		Late			

2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule	Task		Project Summary	Manual Task		Start only		Deadline		Progress	
Date: Thu 2/12/15	Split		Inactive Task	Duration-only		Finish only		Critical		Manual Progress	
	Milestone		Inactive Milestone	Manual Summary Rollup		External Tasks		Critical Split			
	Summary		Inactive Summary	Manual Summary		External Milestone		Late			

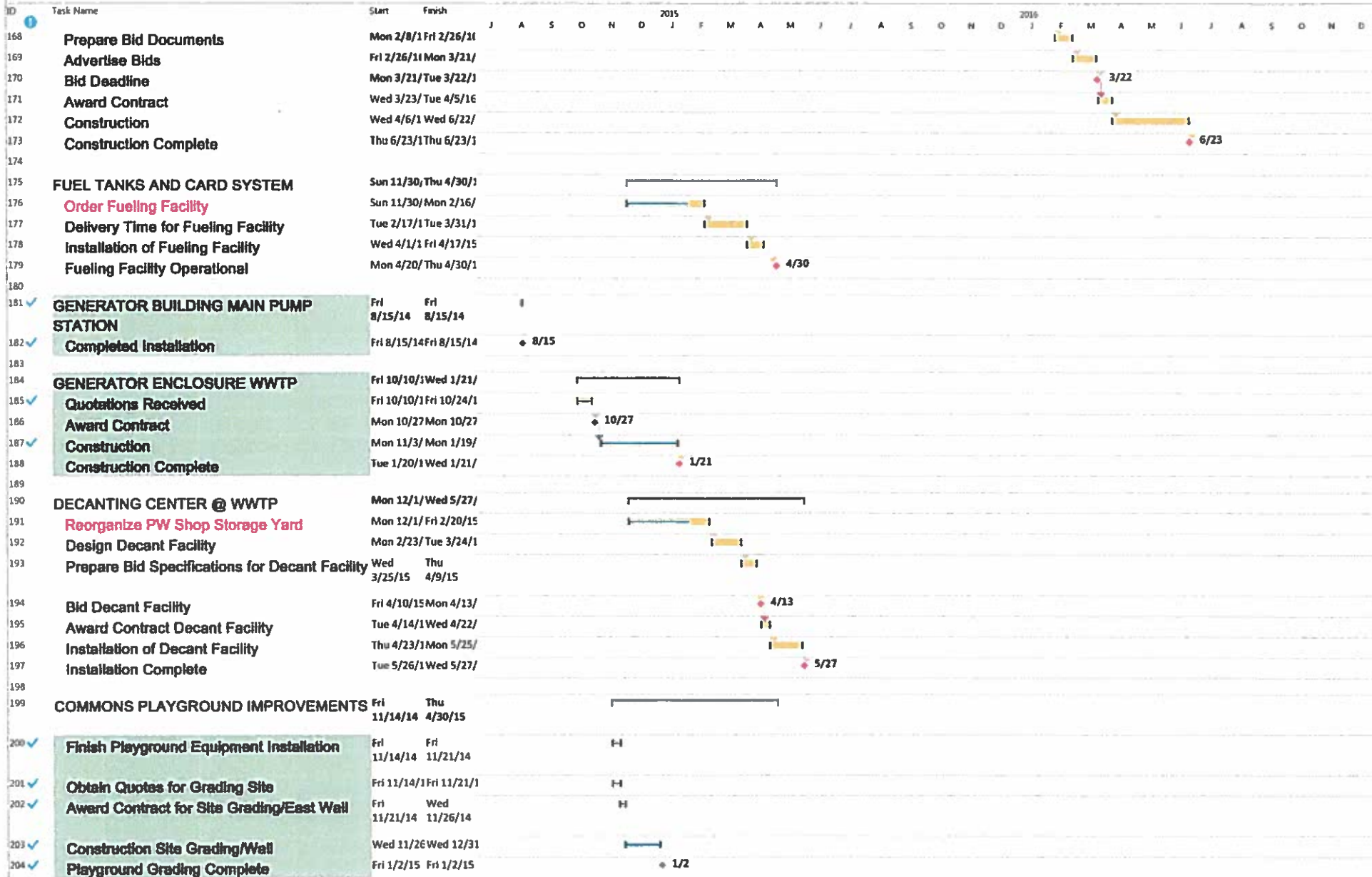
2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule
Date: Thu 2/12/15

Task		Project Summary	Manual Task		Start-only		Deadline		Progress	
Split		Inactive Task	Duration-only		Finish-only		Critical		Manual Progress	
Milestone		Inter Live Milestone	Manual Summary Rollup		External Tasks		Critical Split			
Summary		Inactive Summary	Manual Summary		External Milestone		Late			

2014-2015 CAPITAL IMPROVEMENT SCHEDULE



Project: CapitalProjectsSchedule	Task		Project Summary	Manual Task		Start-only		Deadline		Progress	
Date: Thu 2/12/15	Splt		Inactive Task	Duration only		Finish-only		Critical		Manual Progress	
	Milestone		Inactive Milestone	Manual Summary Rollup		External Task		Critical Splt			
	Summary		Inactive Summary	Manual Summary		External Milestone		Late			

2014-2015 CAPITAL IMPROVEMENT SCHEDULE

ID	Task Name	Start	Finish	2015												2016																		
				J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
205	Playground Landscape Grading (Contract)	Mon 3/2/15	Thu 4/30/15																															
206	Playground Fencing (Contract)	Mon 3/2/1	Thu 4/30/1																															
207																																		
208																																		
209																																		

LITTLE LOG CHURCH SIDING & OTHER REPAIRS

Project: CapitalProjectsSchedule Date: Thu 2/12/15	Task		Project Summary	Manual Task		Start only		Deadline		Progress	
	Split		Inactive Task	Duration-only		Finish-only		Critical		Manual Progress	
	Milestone		Inactive Milestone	Manual Summary Rollup		External Task		Critical Split			
	Summary		Inactive Summary	Manual Summary		External Milestone		Late			