



# City of Yachats

PUBLIC WORKS DEPARTMENT

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P.O. Box 345

Yachats, OR 97498

## MEMORANDUM

**TO:** Mayor-Ron Brean, Council President-Greg Scott, Councilmembers-Sandra Dunn, Barbara Frye

**FROM:** Larry R. Blanchard, Public Works Director

**DIVISION/  
SECTION:** Public Works Department

**RE:** Annual Work Plan

**SUBJECT:** Monthly Report

### WORK ACCOMPLISHED NOVEMBER 2014

- 1) Normal Scheduled Operations and Maintenance Work according to 2014-2015 Annual Work Plan.
- 2) Detailed Design for Fueling Facility-Awaiting final site plan to obtain vendor quotes.
- 3) Finished installation of Playground Equipment for the Commons Playground Improvement Project.
- 4) Award Contract for Playground Wall, Final Grading Work, and Commons and Picnic Shelter Drainage Connections. Work to begin early December 2014. Work completed in early December 2014 except for Final Grading.
- 5) Completed RFP Document for South Yachats Reservoir Project. Advertisement Date in Daily Journal December 10<sup>th</sup>, 2014. Deadline for RFP Submittal January 14<sup>th</sup>, 2015. Review Committee selected for Evaluation of RFP's
- 6) Finalized Gantt Schedule for the 2014-2015 CIP Schedule. Public Works and Streets Commission, and Finance Committee have reviewed, and changes will be made from these meetings. Gantt Schedule will be converted to a pdf and sent to Public Works and Streets Commission, Finance Committee, and City Council. As the document is updated revisions will be sent to all, and will be logged on the City website.

### WORK PROPOSED DECEMBER 2014-JANUARY 2015

- 1) Complete Normal Scheduled Operations and Maintenance Work as required.
- 2) Obtain Design Details for the South Gateway Sign. Work with Public Works and Streets Commission to make sure this is the correct plan. Once approved prepare documents to obtain bids/quotes
- 3) Skate Park Improvements. Grant requests are being developed. Parks and Commons Commission to determine end product. Public Works Department involvement would be to obtain quotes for a contract to complete work.
- 4) Library Unidentified Projects for 2014-2015 Budget. Met with Library Commission in November 2014 to finalize CIP List. Will prepare 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. Will take to Parks and Commons Commission to get direction.
- 6) Entry Portal 1 of 4. Obtain Design Standards. Then prepare to obtain bids/quotes for contractor installation.
- 7) Horizon Hill Water System Looping Project. Surveying has been completed. 100% Construction Plans and Specifications will be completed by the end of December 2014. Review Bid documents and get ready to bid project.
- 8) South Yachats Reservoir. Review Committee will meet in early January 2015. Award Contract to an Engineering Firm expected in February 2015.
- 9) Surfside Drive and Reeves Circle Water System Replacement Project. Prepare Design Replacement Standards and prepare to bid.
- 10) Fueling Facility. Order Fueling Facility and Prepare for Contractor Installation in January 2015.
- 11) Wastewater Treatment Plant Generator Enclosure. Currently Under Construction. Completion date January 1, 2015.
- 12) Decanting Center. Continue to Work on Design. Prepare Installation Documents.
- 13) Water Systems Leak Repairs and Meter Maintenance and Replacement. Expect to spend approximately 350 Hours on this work in December 2014, January 2015, and the first week in February 2015.
- 14) If time is available before starting the Highway 101 Water System Installation we will spend about 200 Hours on Hydrant and System Valve Operations and Maintenance.
- 15) Parks and Commons. Installed New Flag Pole @ the Commons.