



Council Work Session Agenda

Kenneth L. Woods, Jr., Presiding

Monday, November 4, 2024

5:30 pm

Dallas Public Works Shops, 536 SE Mill St, Dallas, OR 97338

COUNCIL

Mayor

Kenneth L Woods, Jr.

Council President

Michael Schilling

Councilor

Nancy Adams

Councilor

Carlos Barrientos

Councilor

Larry Briggs

Councilor

Kirsten Collins

Councilor

Kim Fitzgerald

Councilor

Micah Jantz

Councilor

David Shein

Councilor

Debbie Virden

CITY STAFF

City Manager

Brian Latta

Asst. City Manager

Emily Gagner

City Attorney

Lane Shetterly

Police Chief

Tom Simpson

Fire & EMS Chief

April Wallace

Economic &

Community

Development Director

Charlie Mitchell

Public Works Director

Gary Marks

Library Director

Mark Johnson

Finance Director

Cecilia Ward

City Recorder

Kim Herring

This meeting is electronically streamed and recorded via the City of Dallas YouTube Channel:

<https://www.dallasor.gov/community/page/dallasyoutube>


AGENDA ITEM

1. ROLL CALL
2. Tour of Public Works Shops (Council & staff only)
3. **Council travel back to City Hall – 187 SE Court St**
4. Public Works Annual Report
5. OTHER BUSINESS
6. ADJOURNMENT

**Our Mission: We are a welcoming, safe and livable community
dedicated to people and business.**



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: November 4, 2024
AGENDA ITEM NO. 3
TOPIC: Public Works Department Annual Report
PREPARED BY: Gary Marks, Public Works Director
APPROVED BY:  City Manager
ATTACHMENTS: A - PowerPoint File

RECOMMENDED ACTION:

Information only. No action is recommended.

BACKGROUND:

Public Works Director Gary Marks will present the 2023-2024 Public Works Department Annual Report. His presentation in PowerPoint format is included with this staff report as **Attachment A**.

SUMMARY TIMELINE:

November 4, 2024, presentation of report.

FISCAL IMPACT:

N/A

RECOMMENDED MOTION:

Information only. No action is recommended.



Public Works Department Annual Report

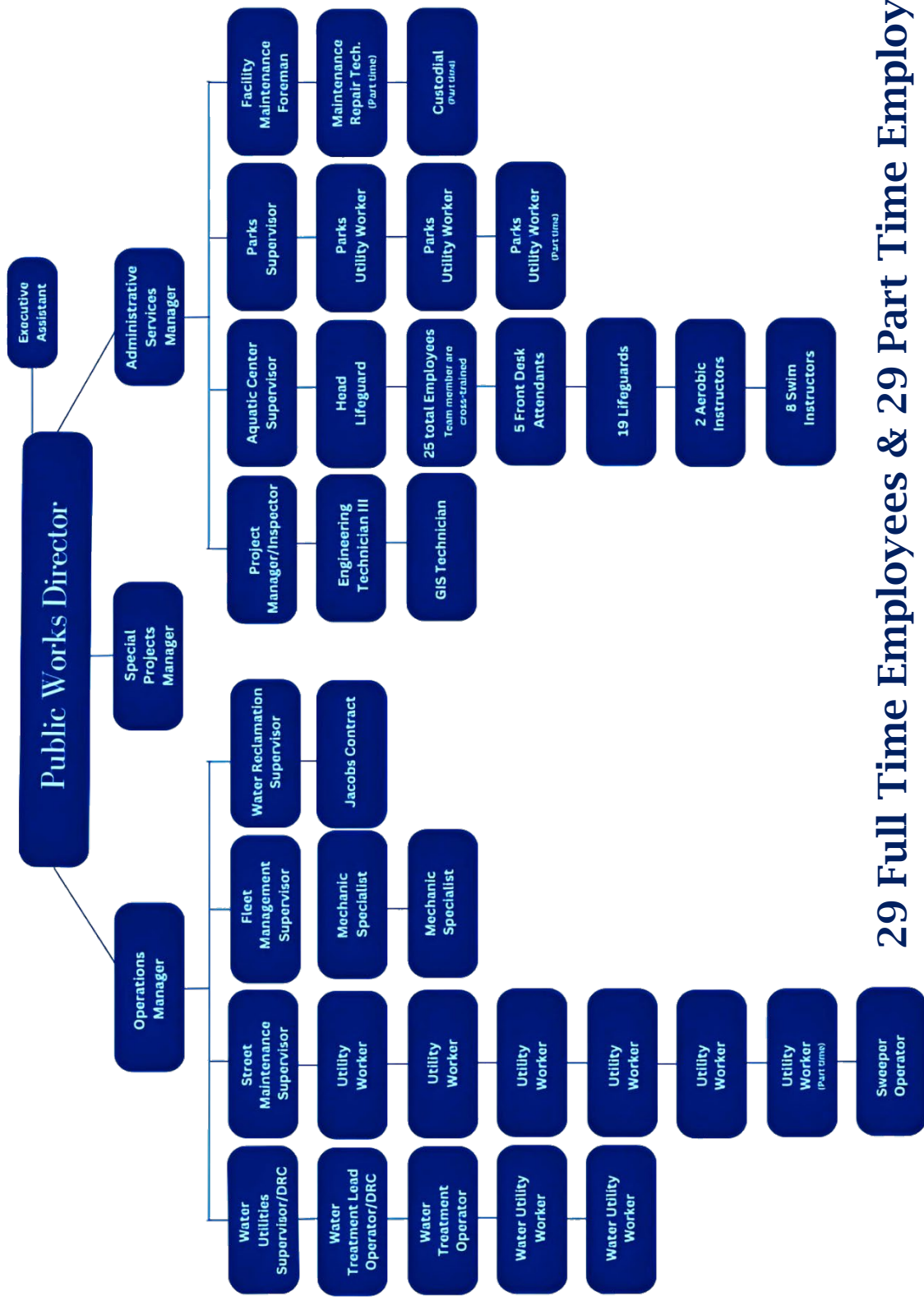
November 2024

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Public Works

Department Divisions

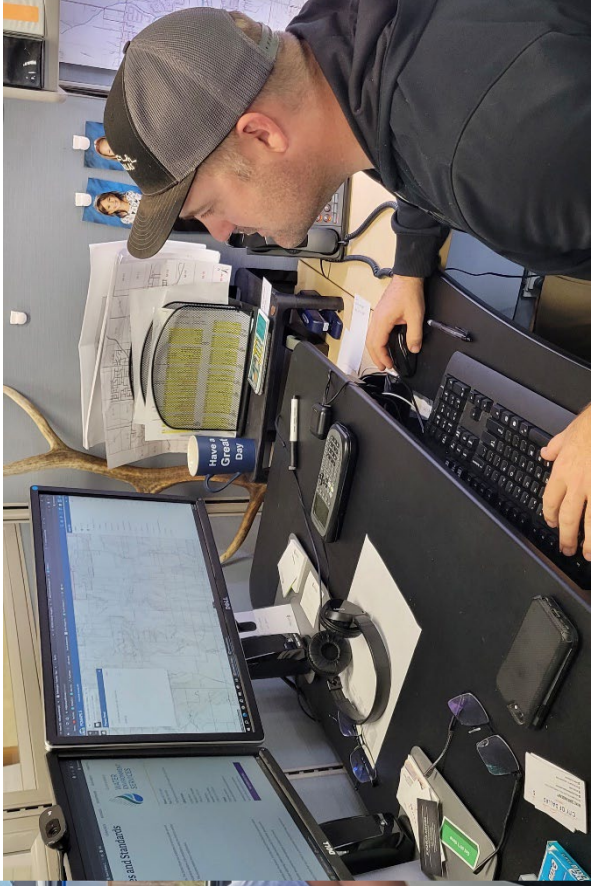
- Public Works Support Services
- Water Treatment & Distribution
- Street, Stormwater & Wastewater Collection
- Wastewater Treatment (Jacobs Engineering)
- Fleet Maintenance
- Facilities Maintenance
- Special Projects Management
- Parks Maintenance (Reported on 10/21)
- Dallas Aquatic Center (Reported on 10/21)



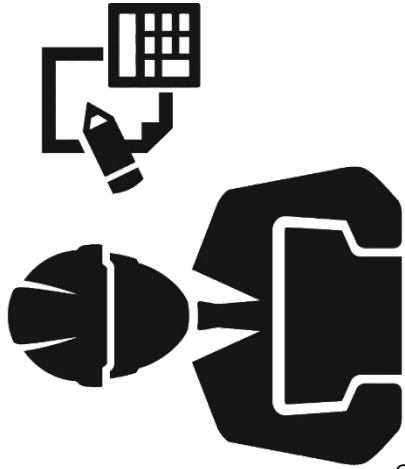
29 Full Time Employees & 29 Part Time Employees

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Public Works Support Services Division

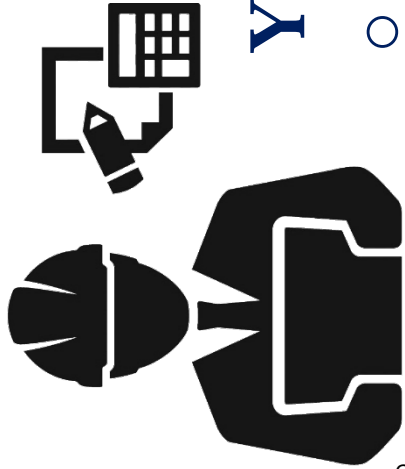


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PW Support Services Division

- Oversees utility aspects of private infrastructure development.
- Reviews and approves subdivision plans.
- Manages the TMDL Program.
- Prepares and submits regulatory compliance reports to State agencies.
- Provides Geographic Information Services (GIS) to the City organization.



PW Support Services Division

Year-in-Review

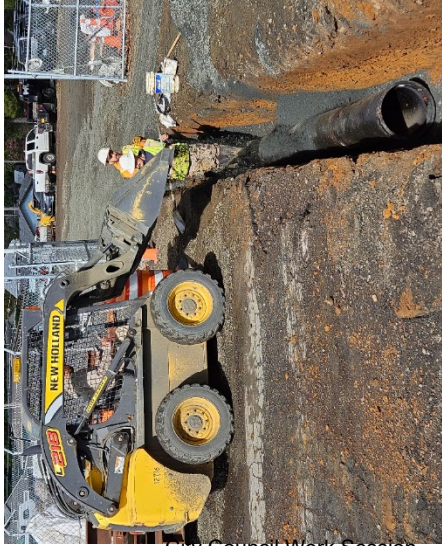
- Transitioned from “Engineering Services” to PW Support Services Division
- Launch of digital utility maps and data to support City organization
- Attained 90% compliance rate for backflow testing program
- Managed UV Disinfection System Replacement and Poplar Lot clearing

Water Treatment & Distribution Division



Water Treatment & Distribution Division

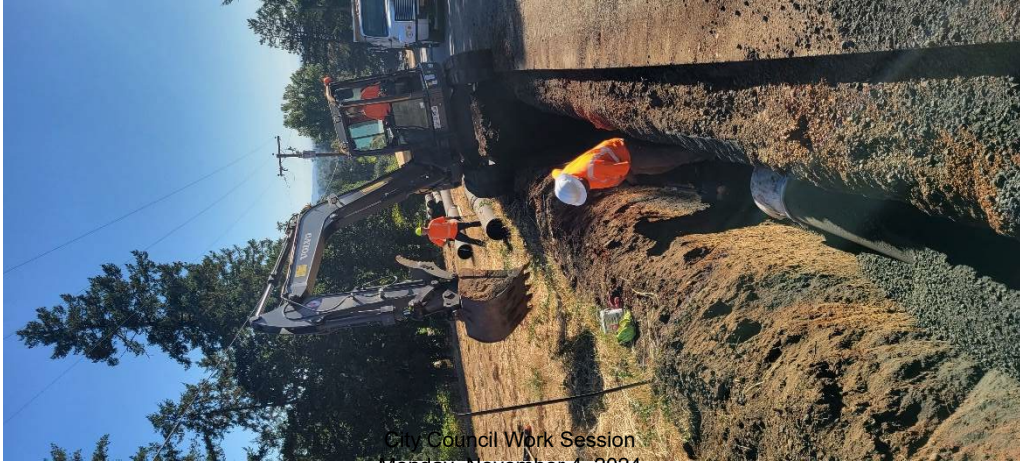
- Mercer Reservoir
- Intake Pump Stations (old & new)
- Water Treatment Plant
- Clay Street Reservoirs
- Main Street Reservoir
- Lower Bridlewood Pump Station
- Upper Bridlewood Pump Station
- Orchard Drive Pump Station
- Distribution system repairs
- Automated Meter Reading System



Water Treatment & Distribution Division

Year-in-Review

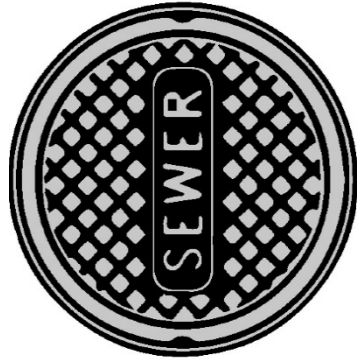
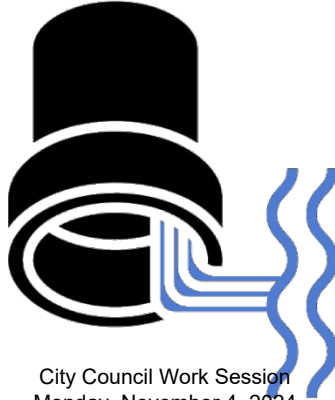
- Clay St Water Main Replacement, Phase 1
- Updated Mercer Dam Emergency Action Plan
- Trubidimeter Replacement at Water Treatment Plant
- Water Line Repairs as needed



Street, Stormwater & Wastewater Collections Division

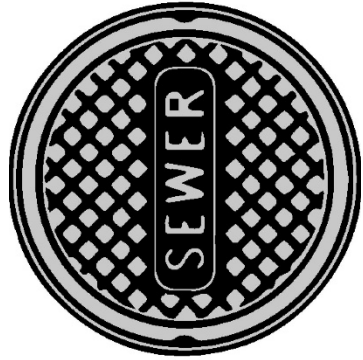
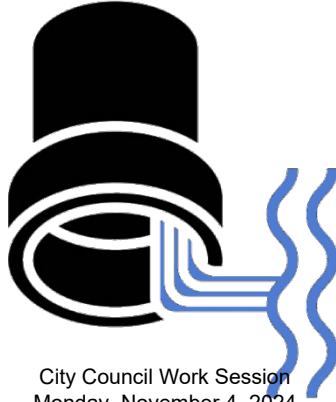


Street, Stormwater & Wastewater Collections Division



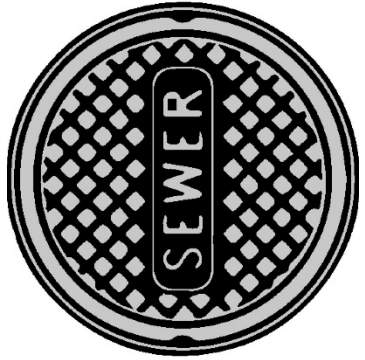
- **Street & Alley Maintenance:**
 - Street sweeping
 - Curb painting
 - Street signage
 - Pothole filling & crack sealing
 - Weed spraying & tree trimming
 - Snowplowing and de-icing
- **Storm Water System Maintenance**
 - Catch basins & rain gardens
 - Storm line clearing and repair

Street, Stormwater & Wastewater Collections Division



- **Sewer Collection System Maintenance:**
 - Line construction and repair
 - Inspection and line clearing
 - Maintain the River Drive and Bridlewood sanitary lift stations
- **Community Events**
 - Sounds of Summer
 - Dallas Days
 - Glow Run

Street, Stormwater & Wastewater Collections Division



Year-in-Review

- Installed flashing crosswalk and curb extensions at LaCreole Drive and Academy Street
- Six miles a crack sealing accomplished for City streets
- Crew support to Clay Street Water Main Project
- Community event support

Wastewater Treatment Division



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Wastewater Treatment Division



The Dallas Water Reclamation Facility (Wastewater Plant) is maintained and operated by Jacobs Engineering based on a five-year management agreement with the city. Jacobs is responsible for the daily operation and maintenance of the facility and compliance with all State and Federal regulatory requirements.

Wastewater Treatment Division



Year-in-Review

- Welcomed a new facility manager (Jacobs employee)
- UV Disinfection System Replacement
- Purchase of new tractor for drying beds
- New septage screen installed

Fleet Maintenance Division



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Fleet Maintenance Division

IGAs:

- Polk County Fire #1
- State of Oregon Dept. of Public Safety Standards & Training
- City of Monmouth (Police)
- City of Falls City
- Confederated Tribes of Grand Ronde



Fleet Maintenance Division

Year-in-Review

- Gained Confederated Tribes of Grand Ronde as an IGA customer
- Added a vehicle/equipment and parts tracking system to improve operational efficiency and fleet servicing
- Added a fuel tracking system
- Shop moved to temporary quarters in the H Building

Facilities Maintenance Division



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Facilities Maintenance Division

Maintenance and repair of city-owned buildings & properties:

- **City Hall**
- **Library**
- **Fire Department**
- **Ambulance Building**
- **Senior Center**
- **Aquatic Center**

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Facilities Maintenance Division

Maintenance and repair of city-owned buildings & properties:

- **Water Treatment Plant**
- **Waste Water Treatment Facility**
- **City Shops**
- **Firing Range & Dog Kennels**

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Facilities Maintenance Division

Year-in-Review

- **Implemented maintenance management software to optimize operations**
- **Completed 21 small projects, including Senior Center ADA buttons, a park building roof and siding replacement project, Parks kitchen overhaul, and installation of a new Fire Station HVAC unit**
- **Managed B of A Bldg demo/salvage**

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Special Projects Division



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Special Projects Division

- **Manages design and implementation of City infrastructure projects.**
- **Plans and implements Public Works capital improvement plans.**
- **Updates and implements water, sewer and stormwater master plans**
- **Manages the FEMA Flood Insurance Program**

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Special Projects Division

Year-in-Review (continued)

- Transition from Engineering to Special Projects Division
- Completed the Mercer Dam Fish Passage Project
- Management of the LaCreole Node Sewer Extension Project
- Finished design and bid phases of the Public Works Building Project

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Public Works Department

The Year Ahead

- Bid and build the LaCreole Node Sewer Extension Project
- Complete the Mercer Dam Water Storage Rights Application Process through OWRD.
- Design the Clay St. Water Main Replacement Project, Phase 2
- Complete Clay Street Reservoir Repair and Cover Project
- Build the Public Works Building

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Public Works Department

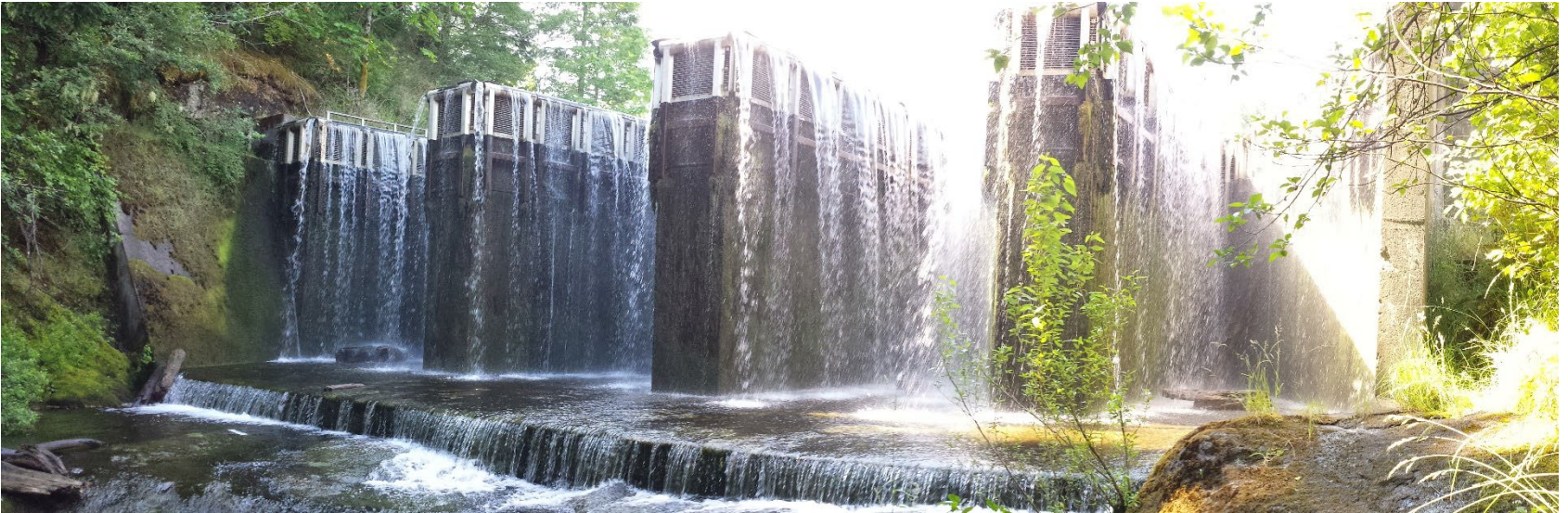
The Year Ahead

- Design, bid, and build the 2025 ADA Ramp Project
- Design, bid and build Street Rehab Program, Phase 5
- Design, bid and build the Water Treatment Plant Filter Media Replacement Project
- Water Master Plan Update Project.
- Sewer Master Plan Update Project.

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Questions?



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