VAULT COPY

AGENDA

CITY OF BROOKINGS

Common Council Meeting

Brookings City Hall, Council Chamber
898 Elk Drive, Brookings, Oregon
Monday September 25, 2006 7:00 p.m.

A meeting of the **Urban Renewal Agency** will follow **immediately after** the Common Council Meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Proclamation for Fire Prevention Week – *Fire Chief Bill Sharp* [pg. 5]
2. Proclamation for National Emblem Club Week – *Emblem Club* [pg. 7]
3. Proclamation for Fall Clean-Up - *Community Pride Partnership*[pg. 9]

B. Announcements

1. Welcome and swearing in of new employee, Assistant Fire Chief Jim Watson – *Fire Chief Bill Sharp/Judge Richard Harper*
2. Welcome of new Police Department Dispatchers
   a. Peggy Ghiringhelli
   b. Tracy LeJeune

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce

2. Council Liaisons

B. Public Comment – limited to a maximum of 5 minutes per person

A **public comment card**, located near the southern council door, **must be completed and turned into the Administrative Assistant** prior to the beginning of the meeting or prior to approaching the podium to speak.

VI. Regular Agenda

A. Discussion and possible approval of staff recommendation to award the Biosolids Design and Construction Management Contract to Kennedy/Jenks Consultants in the lump sum amount of $399,889, and authorize the City Manager to sign the agreement on behalf of the City. *City Manager Dale Shaddox* [pg. 11]

B. Discussion and possible approval of staff recommendation to accept the proposal from HE, Inc., to update the City's Water System Master Plan for the lump sum amount of $66,500, and authorize the City Manager to sign the agreement on behalf of the City. *City Manager Dale Shaddox* [pg. 31]

C. Discussion and possible approval of staff recommendation to award the contract to update the City's Wastewater Facilities Plan in the lump sum amount of $99,500 to HGE, Inc., and authorize the City Manager to sign the agreement on behalf of the City. *City Manager Dale Shaddox* [pg. 39]

VII. Consent Calendar

A. **Approval of Council Meeting Minutes** for September 11, 2006 [pg. 47]

B. **Approval of Staff Recommendation** to cancel Council meetings for November 27 and December 25, 2006, with regular schedule to resume, January 8, 2007. [pg. 51]

VIII. Remarks from Mayor and Councilors

A. **Council**

B. **Mayor**

IX. Adjournment

URBAN RENEWAL AGENCY
Regular Meeting

Immediately following the City Council Meeting

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Minutes of September 11, 2006 [pg. 53]

V. Regular Agenda

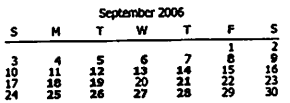
A. **Façade Improvement Program Agreements** –*Dale Shaddox, City Manager /Pete Chasar, Chair, Urban Renewal Advisory Committee*

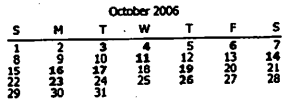
1. Discussion and possible approval of authorization for City Manager to enter into agreement with Randal Loring, Loring's Lighthouse Sporting Goods, for matching grant funds in the amount of $20,000. [pg. 55]
2. Discussion and possible approval of authorization for City Manager to enter into agreement with Coos-Curry Electric Cooperative, Inc., for matching grant funds in the amount of $3,466. [pg. 63]
3. Discussion and possible approval of authorization for City Manager to enter into agreement with Brookings Natural Food Co-op for matching grant funds in the amount of $1750. [pg. 71]
4. Discussion and possible approval of authorization for City Manager to enter into agreement with Albert and Kismet Winslow, Brookings Chiropractic, for matching grant funds in the amount of $20,000. [pg. 79]

VI. Adjournment

EVENTS

September 2006





Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				September 1	2
					3
4 City Hall CLOSED - Labor Day Hol 9:30am CC- VIPS/Volunteers in Police Service/Mar 7:00pm FH-FireTng/ChShrp (Fire Hall)	5 7:00pm CC-Planning Commssn	6 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code 7:00pm FH-PoliceReserves	7 9:00am CC-Crm Stoppers 3:00pm CC SafetyComMtg Kathy Dunn	8 8:30am CC - Planning/PW meeting	9 4:00pm 2nd Saturday Art Walk (Downtown 10 Wild River Ramblers Bluegrass &
11 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	12 10:00am CC-Brookings Rural Fire District-Michael Zoretich 412-1456 4:00pm CC - VIPS Helmets	13 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land 5:00pm CC-Victims Impact 6:00pm FH -BFRWG	14 1:00pm CC - Health Fair 3:00pm CC Urban Renewal Advisory Committee	15	16 Employee-Volunteer Picnic 17 Tsunami Swing Band - Big Band 8
18 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	19 10:30am CC - Planning Dept 6:30pm FH-American Red Cross Mtg/Karen Degenais	20 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code committee	21 1:00pm CC-Municipal Court 2:00pm CC - Citizens for Emergency Preparedness	22	23 24
25 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	26 1:00pm CC - Health Fair Committee 7:00pm CC - Planning Commission	27 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code 6:00pm FH - BFRWG	28 7:00pm CC-Parks & Rec Comm/City Manager	29	30 CC Traffic School with Marvin 225

CC - Council Chambers
FH = Fire Hall
CM = City Manager's Office
AZ = Azalea Park
BC = Bud Cross
SP = Stout Park

9/21/2006 10:57 AM

EVENTS

October 2006

October 2006

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2006

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					October 1
2 9:30am CC- VIPS/Volunteers in Police Service/Mar 7:00pm FH-FireTng/ChShrp (Fire Hall)	3 7:00pm CC-Planning Commssn	4 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land 7:00pm FH-PoliceReserves	5 9:00am CC-Crm Stoppers 3:00pm CC SafetyComMtg Kathy Dunn	6 10:00am CC - Workforce Housing	7 8
9 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10	11 10:00am CC- Site Plan Com 10:00am FH-Brookings Rural 1:30pm CC Land 4:00pm CC Brooking Harbor	12 3:00pm CC Urban Renewal Advisory Committee	13	14 4:00pm 2nd Saturday Art 15
16 9:30am CC-VIPS/Volunteers in Police Service-BP 7:00pm FH-FireTng/ChShrp (Fire Hall)	17 6:30pm FH-American Red Cross Mtg/Karen 7:00pm CC Planning Commission meeting	18 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code	19 1:00pm CC-Municipal Court 2:00pm CC - Citizens for Emergency Prep 2:00pm CC-CEP (Citizens for	20	21 22
23 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	24	25 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code	26 7:00pm CC-Parks & Rec Comm/City Manager	27	28 CC Traffic School with Marvin 225 29
30 7:00pm FH-FireTng/ChShrp (Fire Hall)	31				

CC - Council Chambers
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SP = Stout Park

9/21/2006 10:57 AM

PROCLAMATION

WHEREAS, the majority of structure fires in Oregon occur in the home; and

WHEREAS, in 2005 there were 4278 residential structure fires that caused 301 civilian injuries and 28 deaths to Oregonians; and

WHEREAS, the two most common areas of fires in one and two family dwellings were in the kitchen and the chimney; and

WHEREAS, sixty-four percent of these residences either had no smoke alarm present or the alarm present failed to operate because the battery was discharged or removed; and

WHEREAS, an adequate escape plan includes knowing two ways out of each room, crawling low under smoke, an outdoor location where everyone will meet upon exiting plus calling 9-1-1 from a neighbor's house; and

WHEREAS, in addition to a home escape plan, every household should have a working smoke alarm on every level, outside each sleeping area and in every bedroom; and

WHEREAS, Fire Safety begins with each of us;

NOW, THEREFORE, I, Pat Sherman, Mayor of the City of Brookings, do hereby proclaim the week of October 8th through the 14th, in the year 2006, to be

FIRE PREVENTION WEEK

in the City of Brookings, Oregon, and encourage all citizens to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 25th day of September, 2006.

_____

Mayor Pat Sherman

PROCLAMATION

WHEREAS, the members of the Supreme Emblem Club of the United States of America, in promulgating community service, have actively engaged in seeking out the worthy and the needy in every community; and

WHEREAS, their assistance and guidance to young men and women is evidenced by great numbers of scholarships, assuring the advanced education of the deserving; and

WHEREAS, the needs of the aged, the crippled, the mentally retarded, and the handicapped, the hospitalized, the veterans, and the poor are considered and fulfilled insofar as can be; and

WHEREAS, the members are vitally concerned with the immediate and permanent needs of those placed in stress by reason of flood, quake, hurricane, and other disasters of nature; and

WHEREAS, these are dedicated to the principle of philanthropic endeavor; and

WHEREAS, be it resolved that the deeds of dedicated, charitable members of the Supreme Emblem Club of the United States of America be recognized;

NOW, THEREFORE, I, Pat Sherman, Mayor of the City of Brookings, Oregon, do hereby proclaim the week of **September 17, 2006, through September 23, 2005**, as

NATIONAL EMBLEM CLUB WEEK

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this **25th day of September, 2006.**

_____

Mayor Pat Sherman

PROCLAMATION

WHEREAS, the Brookings-Harbor area has attained wide recognition for its natural beauty and friendliness; and

WHEREAS, the citizens of the Brookings-Harbor area are known for their civic pride; and

WHEREAS, everyone loves a bargain;

NOW, THEREFORE, I, Pat Sherman, Mayor of the City of Brookings, do hereby proclaim the months of September and October, 2005, as

FALL CLEAN-UP MONTHS IN BROOKINGS-HARBOR

And ask all citizens to show pride in our community by joining the Community Pride Partnership Clean-Up Program and take advantage of the free clean-up opportunities offered by Curry Transfer and Recycling and 10-10 Towing.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this **25th day of September, 2006.**

_____

Mayor Pat Sherman

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Mayor & City Council (mtg. of 9/25/06)

From: City Manager

Date: September 20, 2006

Re: Award of Design and Construction Management Services: Biosolids Facility Project

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Subject:
Award of Design and Construction Management contract for a Class A Biosolids Facility Project to be located at the City's Wastewater Treatment Facility, Kennedy/Jenks Consultants.

Recommendation:
It is recommended that the City Council award the Biosolids Design and Construction Management contract to Kennedy/Jenks Consultants in the lump sum amount of $399,889 as indicated on page 13 of the attached proposal.

Background /Discussion:
The City Council previously approved a Preliminary Study and Design Report on a Biosolids project addition to the City's Wastewater Treatment Facility, selecting the Class A screw press alternative.
The current Fiscal Year 2006/07 city budget includes funding for the design of this project. The attached proposal from Kennedy/Jenks Consultants responds to a Request for Proposals issued by the City. It is the only proposal received even though there was interest expressed by two other consulting firms who ultimately decided not to participate.
City staff is continuing to pursue funding options for the construction of this project after the design is complete and the engineer's cost estimate has been finalized. The final design and funding recommendation will be brought forward to the Council for approval and action at the appropriate time, just prior to advertising for construction bids. According to the Kennedy/Jenks proposal the design is to be completed in December 2006, with construction bidding complete by mid-February 2007 and physical facility construction completed by the end of July 2007.

Financial Impact(s):
The current budget includes $400,000 for this work. The Kennedy/Jenks Consultants proposal is in the lump sum of $399,889.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

Biosolids Treatment System Design

September 18, 2006

Proposal

City of Brookings, Oregon

Kennedy/Jenks Consultants

Engineers & Scientists

Kennedy/Jenks Consultants

Engineers & Scientists

240 Country Club Road, Suite A
Eugene, Oregon 97401
541-338-8135
541-338-8180 (Fax)

14 September 2006

Issuing Office
City of Brookings Administrative Services Department
898 Elk Drive, Brookings, Oregon 97415

Subject: Biosolids Treatment System Design – City of Brookings, Oregon
K/J Proposal No. P06054

Kennedy/Jenks Consultants (Kennedy/Jenks) is excited about the opportunity to work with the City of Brookings (City) on this important biosolids treatment system design. Based on your Request for Proposal (RFP) and our discussions with City staff, we have developed an approach that will deliver your three main goals for this project:

1. **Do it Fast** Get your Class A Biosolids system operating as fast as possible
2. **Do it Right** Fully address nuisance issues such as odor
3. **Do it All** Take care of all the necessary items needed to successfully design, bid, permit, construct and initiate operation of your new Class A Biosolids facility

Kennedy/Jenks Will Do It Fast using equipment pre-purchase to significantly reduce the construction schedule while coordinating with the Oregon Department of Environmental Quality (DEQ) to gain rapid regulatory approval.

Kennedy/Jenks Will Do It Right by fully addressing odor with a three-step approach that is comprehensive and cost effective.

Kennedy/Jenks Will Do It All by actively engaging in all aspects of the design, construction and operations to deliver a highly successful Class A Biosolids processing system to the City of Brookings.

Our Eugene office staff is very familiar with the Brookings Wastewater Treatment Plant (WWTP) and the FKC Screw Press. The Kennedy/Jenks approach outlined in this proposal will have **your new Class A biosolids facility up and running in July 2007!**

Very truly yours,

KENNEDY/JENKS CONSULTANTS

Ronald Walz, P.E.
Project Manager

Travis Tormanen, P.E.
Principal in Charge

Table of Contents

Our Approach to Getting it Done

Project Approach

The City of Brookings recently determined the need to process all current and future biosolids generated at the WWTP on-site instead of hauling biosolids to Grants Pass for treatment and disposal. Based on your request and our discussions with City staff, we clearly understand that the City of Brookings has three main goals for this project:

Do it Fast...

Do it Right, and...

Do it All!

Do it Fast... Hauling liquid biosolids to Grants Pass is a temporary and very expensive disposal option that the City desires to eliminate as soon as possible. Developing an approach that gets your new Class A biosolids system up and running by next summer will eliminate the hassle and cost of hauling solids to Grants Pass.

Do it Right... With continued growth around the Brookings Wastewater Treatment Plant, the facility now has neighbors much closer than ever before. The new Class A biosolids facilities must be designed and constructed to address issues such as odor in order to be considered successful.

Do it All... The City of Brookings is growing and challenging City resources. You have asked that your Consultant take care of all items necessary to design, purchase, and construct a successful Class A biosolids facility.

The Kennedy/Jenks Approach to "Getting it Done"

Kennedy/Jenks' Eugene office staff has a long successful history with the Brookings Wastewater Treatment Plant. Our familiarity with this project, the site, and DEQ requirements has allowed us to develop an approach that fully addresses the engineering and administrative tasks required to complete this project successfully.

Our approach is coordinated with FKC, the Oregon Department of Environmental Quality and other agencies to assure that the City of Brookings goals are met in a timely and least cost method. We are excited to present to you Kennedy/Jenks' approach to:

Do it Fast... Do it Right, and... Do it All!

Kennedy/Jenks - Doing it Fast

The City desires to implement Class A biosolids processing as quickly as possible to eliminate hauling to Grants Pass. To accomplish your goal, we will quickly address two key elements required to successfully implement this project quickly:

1. DEQ funding and regulatory approval
2. Equipment fabrication and facility construction.

Proactive Coordination with DEQ Will Gain Rapid Approval. Although the Oregon DEQ was only recently made aware of the City of Brookings intentions to upgrade the wastewater plant to produce Class A biosolids, we are confident that the City of Brookings will quickly gain regulatory support and approval. Kennedy/Jenks has already had good discussions with Oregon DEQ staff in Medford and Eugene regarding this project. Upon receiving notice-to-proceed, we will deliver the City of Brookings Preliminary Design Report to Oregon DEQ and sit down with their staff to review the project goals, schedule, deliverables, and communications. This will allow DEQ sufficient time to review the information prior to the 60 percent design review meeting.

Following the 60 percent design review meeting, we fully expect DEQ to support the project and approve the preliminary and final design documents prior to construction. We will update and submit for DEQ review and approval the Brookings Biosolids Management Plan in sufficient time to gain approval prior to the initiation of operations.

Kennedy/Jenks' Eugene office has a history of working successfully with southern Oregon DEQ staff for communities in the region. ***Most recently, we successfully implemented Class A biosolids for the City of Myrtle Creek that was reviewed and approved by Jon Gasik, Paul Kennedy, and DEQ SRF Loan staff.*** The Myrtle Creek project was funded through the Oregon DEQ SRF loan program and included a Facilities Plan update, preliminary and final design, and Biosolids Management Plan.

Equipment Pre-purchase Will Speed Up Construction. As ***Figure 1*** illustrates, a project schedule based on the traditional approach to design, bid and construction would ***delay*** the start-up of your Class A biosolids facility until December 2007. Our approach to ***speed up*** equipment fabrication and construction is to utilize equipment pre-purchase to get your new Class A biosolids facility up and running by July 2007. The equipment prepurchase would include the FKC Screw Press, dewatered solids conveyor, and the odor control equipment in order to take full advantage of the time savings potential of this approach.

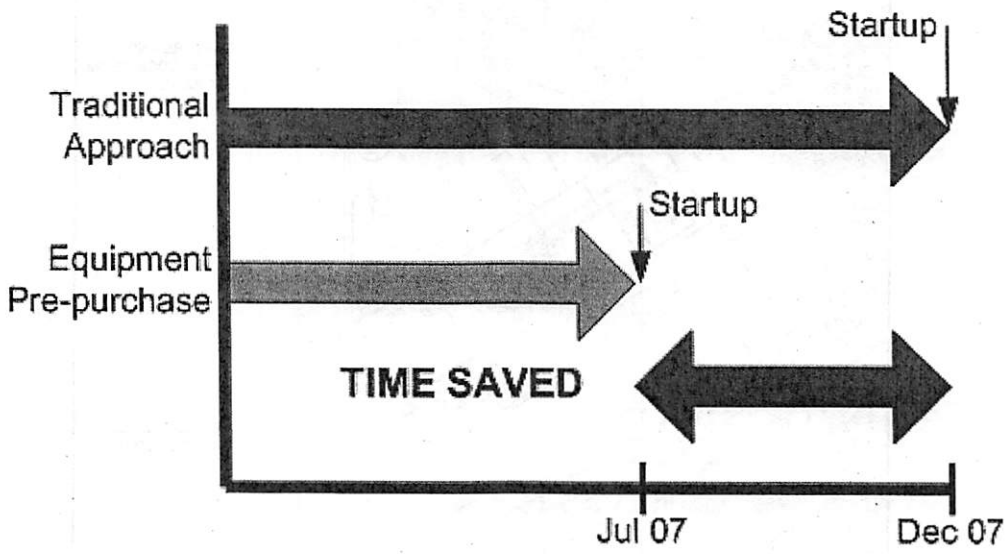


***Figure 1**: The traditional Design-Bid-Build approach would delay startup of the Brookings Biosolids Facility until December. Equipment Prepurchase would save 5 months, allowing startup in July 2007!*

Kennedy/Jenks - Doing It Right

The City of Brookings is a growing, thriving community with a local economy dependent on tourism. The Brookings WWTP itself is located next to a public park and newly developed residential housing. Therefore, your Class A biosolids facilities must be designed and constructed to address critical aesthetic issues, particularly odor, in order to operate successfully.

A Three Step Approach Will Successfully Contain and Treat Odor. One of the biggest problems of most Class A biosolids facilities is the odor generated during processing and storage. For the Brookings Class A Biosolids Facility, ammonia generated downstream of the anaerobic digestion process will be the most noxious compound requiring containment and treatment. ***Figure 2*** illustrates Kennedy/Jenks' three-step approach to low-cost odor containment and treatment at the Brookings Class A Biosolids Facility:

Step 1. Process Equipment, enclose and ventilate all process equipment using the highest level of odor treatment technology for this small but concentrated odor source.

Step 2. Process Building, aggressively ventilate the entire process building using moderate levels of odor treatment for this large but less concentrated odor source.

Step 3. Solids Storage, enclose and ventilate all solids storage bins using the highest level of odor treatment technology for this small but concentrated odor source.

Using this three step approach will assure that the Brookings Class A Biosolids Facility will be capable of many years of successful operation as a "good neighbor."

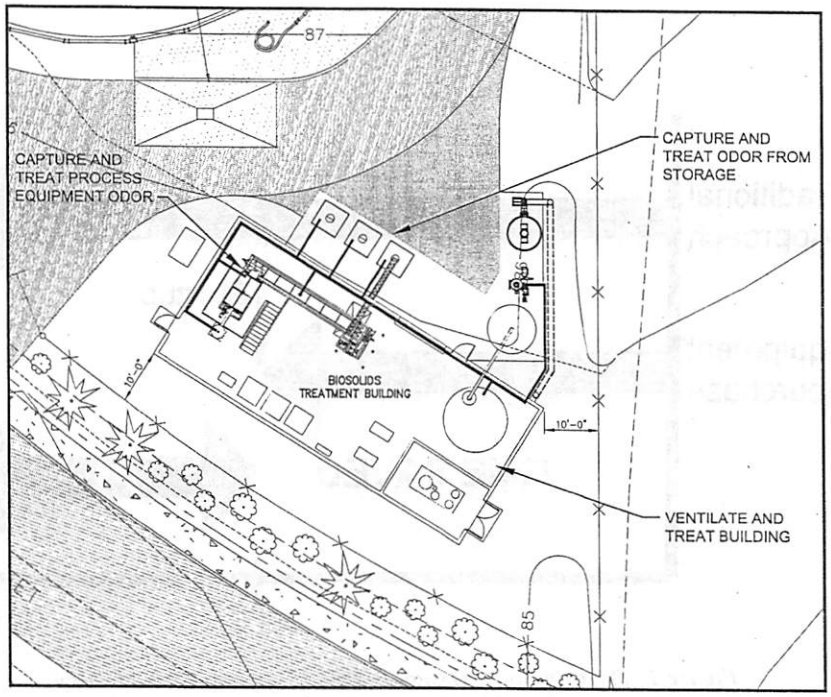
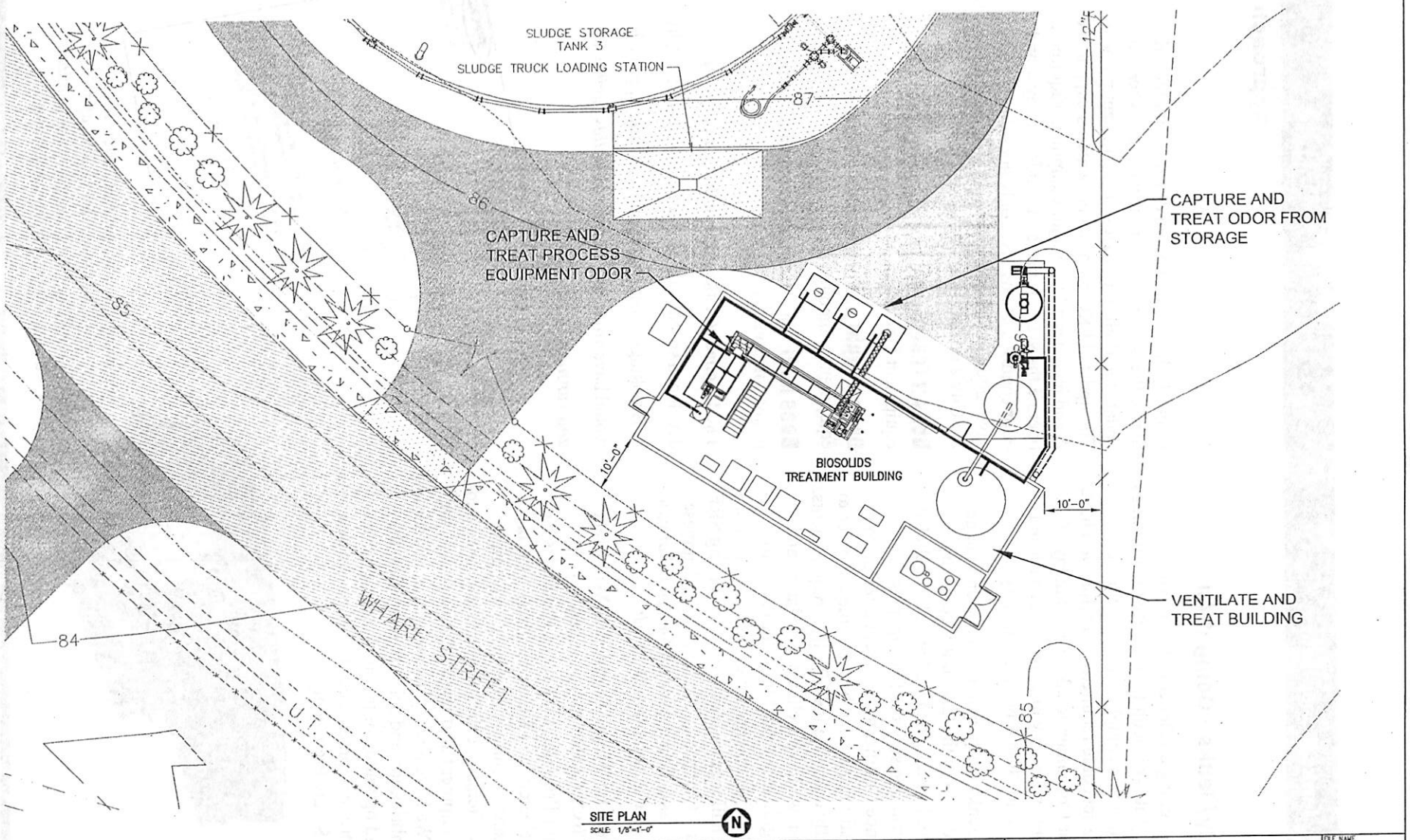


Figure 2. *Containing, ventilating and treating odor from all three primary sources to assure comprehensive odor control.*



SITE PLAN
SCALE: 1/8"=1'-0"

19

USE OF DOCUMENTS

THIS DOCUMENT, INCLUDING THE INCORPORATED DESIGNS, IS AN INSTRUMENT OF SERVICE FOR THIS PROJECT AND SHALL NOT BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF KENNEDY/JENKS CONSULTANTS.

NO.	REVISION	DATE	BY

SCALES
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IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.

DESIGNED: WMH
DRAWN: GAS
CHECKED: RRW

CITY OF BROOKINGS
BROOKINGS, OREGON
BIOSOLIDS TREATMENT SYSTEM

Kennedy/Jenks Consultants
EUGENE, OREGON

BIOSOLIDS TREATMENT SYSTEM
SITE PLAN

FILE NAME: B10760010-C700
JOB NO.: B10760010
DATE: SEPTEMBER 2006
SHEET: C700 OF

P:\CAD\2006\Brookings Solids Handling Proposal\B10760010-C700.dwg LAST USER: GAS PRINT DATE: Sep 13, 2006 - 1:42pm

Kennedy/Jenks - Doing it All

With the ongoing challenges of a growing community, it is difficult for the City of Brookings to implement this complex project with the aggressive schedule required. Therefore you have asked your Consultant to take care of many of the elements necessary to design, purchase and construct your Class A biosolids facility.

Kennedy/Jenks has prepared a scope and budget that includes all of the tasks outlined in your Request for Proposal and we have also included post-construction services like Operations Performance Certification not requested in your RFP, but still required to be performed in order to successfully complete the SRF loan requirements. In addition, we have included Regulatory and Disposal guidance from Mark Cullington to provide the City an experienced resource to assist with the challenges associated with securing SRF loan and DEQ approval. We have included these additional tasks because ***we understand that you expect your Consultant to Do it All.***

One Source for Major Equipment Will Meet All the City's Goals. As you stated in your Request for Proposal, the City of Brookings has already selected the FKC Screw Press for Class A processing of sludge. However, other major equipment items like the solids conveyor and odor control equipment also impact the success of the project. We have already discussed that in addition to long fabrication and delivery schedules, the layout and operation of the solids conveyor and odor control equipment need to be coordinated with the FKC Screw Press equipment.

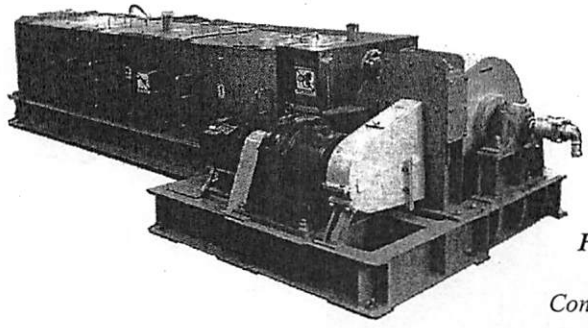
Kennedy/Jenks has worked directly with the FKC Screw Press supplier over the past few weeks to update the Preliminary Design equipment proposal. The updated FKC proposal is located in Appendix A and includes all the major equipment required to operate the system such as a solids conveyor and odor control systems. Not only does this approach save time, but using one supplier will meet all of the City's goals:

Does it Fast... one source of supply speeds up equipment fabrication.

Does it Right...facilitates coordination of equipment components.

Does it All... provides unit responsibility for all major components.

The Kennedy/Jenks approach: Our proposal was developed specifically to meet the needs of the City of Brookings. Using the Kennedy/Jenks approach would have ***your new Class A biosolids facility up and running in July 2007!***



FKC CO., LTD.
2706 West 18th Street
Port Angeles, WA 98363

FKC

(360) 452-9472
FAX (360) 452-6990

September 13, 2006

Ron Walz
Kennedy/Jenks Consultants
240 Country Club Road, Suite A
Eugene, OR 97401

RE: QT091306A
Updated Proposal for FKC Class A Dewatering Equipment

Dear Ron,

Attached is the updated Class A proposal for the City of Brookings. I have included a price for the RST platform and odor control systems for the building and sludge processing.

I look forward to working with yourself and the Kennedy/Jenks on this Class A project. I am planning on reusing a Gorman-Rupp pump to transfer the sludge from the holding tank into the FKC system.

I hope this information is helpful. Please contact this office if you have questions or if you need any further information.

Sincerely,

Wesley Bond
FKC COMPANY, LTD.

***Figure 3**: The updated FKC Screw Press Proposal includes Odor Control and Conveying Equipment to improve coordination and accelerate facility completion.*

Your Project Team

Kennedy/Jenks Consultants

87 Years of Service

Founded in 1919, Kennedy/Jenks Consultants is an employee-owned engineering firm ranked in the top 200 in the Country by Engineering News-Record. Comprised of over 500 employees in the Western United States, Kennedy/Jenks provides multi-discipline engineering and environmental services to municipal and industrial clients. Our staff includes civil, mechanical, structural, and electrical engineers, biologists, hydrogeologists, construction inspectors, and soils scientists.

Pacific Northwest Region

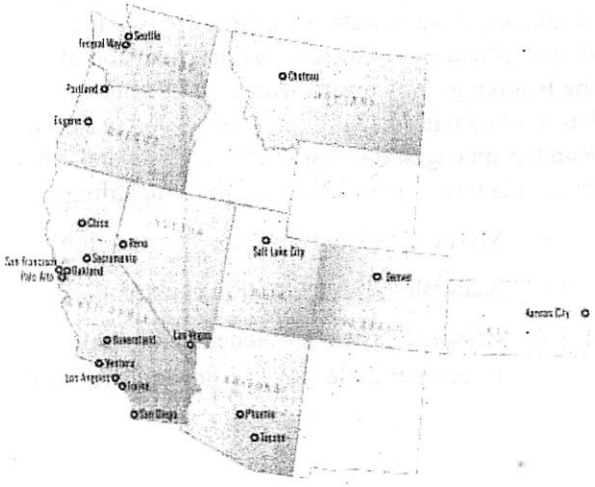
Kennedy/Jenks' Pacific Northwest Regional Offices are staffed with over 140 civil, chemical, mechanical and environmental engineers, geologists, scientists, designers, drafters, and support staff. We have extensive experience providing environmental compliance, permitting, and design/construction assistance to municipalities and industries.

To better serve our clients in Southern Oregon, Kennedy/Jenks opened our Eugene, Oregon office in 2005. Our staff of engineers, including Ron Walz, Jack Detweiler, Monty Hazlehurst, and Charles Wright, averages more than 20 years of experience serving central and southern Oregon and Northern California clients in wastewater treatment.

Wastewater Treatment System Planning and Design

Throughout our history, Kennedy/Jenks has focused on providing reliable wastewater treatment systems for municipalities. Our designs have spanned a wide spectrum of capacities and treatment objectives, with a consistent emphasis on achieving client success.

We have particular expertise designing expansions and other improvements for existing treatment facilities. We have completed more than 200 projects to meet client requirements to incorporate Class A biosolids processes, increase treatment capacity, improve performance, conserve energy, provide odor control, and/or facilitate compliance with discharge requirements.



Team

Kennedy/Jenks has over 87 years of experience with designing wastewater projects throughout the Western United States. As lead engineers for your most recent Brookings Wastewater Treatment Plant expansion, Ron Walz and Monty Hazlehurst are intimately familiar with your facility. In addition, each of them has extensive experience with the design and construction of biosolids dewatering and Class A processing equipment.

Our team's primary project staff will be located in our Eugene office, as outlined below, with structural and electrical support from Kennedy/Jenks' other West Coast offices. All activities will be completed by Kennedy/Jenks's staff. Subconsultant effort, particularly for construction services, is ***not*** included in this proposal.

Project Management will be performed by **Mr. Ron Walz** located in our Eugene, Oregon office. Ron has over 17 years of experience in the design of municipal wastewater facilities. He was the Project Manager for the last major expansion of the Brookings Wastewater Treatment Plant and has worked with the City on other related projects. Ron has managed the design effort for several other major plant upgrades and expansions including:

- Myrtle Creek ($10 million construction)
- Klamath Falls ($8 million construction)
- Crescent City, CA – Scheduled to bid December 2006 ($25 million construction).

Project Engineer will be **Mr. Monty Hazlehurst,** who is also located in our Eugene, Oregon office. Monty has over 16 years of experience in the design of municipal wastewater facilities. Monty was the Project Engineer for the last major expansion of the Brookings Wastewater Treatment Plant and has experience designing biosolids dewatering and Class A processing equipment that use lime.

Regulatory and Disposal Assistance will be **Mr. Mark Cullington** located in our Portland, Oregon office. Mark specializes in biosolids, effluent reuse, and regulatory interaction. Mark recently joined to Kennedy/Jenks from the Oregon DEQ where he was Water Quality Manager and Biosolids and Water Reuse Coordinator. Mark is already assisting staff with regulatory and disposal issues.

Construction Management will be **Mr. Guy Hooper** located in Eureka, California. Guy is a certified construction manager. He has provided construction phase services for numerous wastewater treatment facility projects, and is currently providing similar services for a nearby community.

This team is dedicated to getting your Class A Biosolids facility operating as quickly as possible. Resumes for these team members as well as structural and electrical engineers is located in the Appendix.

Team Experience

Myrtle Creek and Tri-City Wastewater Treatment Plant Improvements – City of Myrtle Creek, Oregon

The City of Myrtle Creek and the Tri-City Water and Sanitary Authority were faced with a need to significantly improve the effluent quality from its wastewater treatment plant to eliminate frequent permit violations and meet more stringent requirements in the South Umpqua Basin. Wastewater solids were frequently washed out of the treatment plant and into Myrtle Creek during storm events. Biosolids treatment and storage facilities were simply not large enough leading to inadequate treatment and difficult disposal dilemmas.

The old treatment facilities were rehabilitated into solids treatment and storage to compliment the new solids dewatering and drying facilities. Two old treatment tanks were renovated into an aerobic digester and solids storage tank with capacity for months of storage. Class B digested solids are then dewatered using a centrifuge to about 14 to 16 percent solids. The dewatered solids can be stored in onsite drying beds, hauled to land application sites, or most often is ***dried in the Class A sludge dryer***. Dried material is then stored in one-ton bags until it is picked up by a local farmer for agricultural uses.

The new plant was successfully brought on-line with a newly negotiated NPDES permit including a mass load increase, Army Corps of Engineers/ Oregon Division of State Lands Joint Permits and Temperature Management and Biosolids Management Plans.

Client Contact:
Steve Johnson, Public Works Director - 541-863-3171
Steve Turner, Lead WWTP Operator- 541-863-5300

Crescent City Water Pollution Control Facilities Improvements – Crescent City, California

In February, 1998, the Regional Water Quality Control Board determined that the Crescent City Water Pollution Control Facility (WPCF) had reached both hydraulic and organic capacity. A Cease and Desist Order was issued which prohibited new connections until it was demonstrated that additional connections would not cause increased violations of the permit limits. The Order also specifies milestones to secure a site, obtain funding, and complete the design.

The November 2003 Crescent City Wastewater Facilities Plan outlined expansion of the existing treatment facility and future development of the wastewater management system in three stages.

Client Contact:
Jim Barnts, Public Works Director - 707-464-9506
Jim Grace, WWTP Superintendent - 707-464-5416

Spring Street Wastewater Treatment Plant Reliability Improvements – City of Klamath Falls, Oregon

In the mid-1990s, the City of Klamath Falls successfully competed for and won a new regional cogeneration power generation facility partially on the "green" concept of using wastewater treatment plant effluent as cooling water. The concept not only eliminated the water use/discharge permits for the new utility, but also helped the City of Klamath Falls meet TMDL requirements by reducing effluent constituents discharged into the environmentally sensitive Klamath River.

The wastewater treatment plant reliability improvements focused on significantly improving the day-to-day effluent quality so that it would meet the more stringent requirements of cogeneration cooling water. Plant-wide improvements were constructed for approximately $8 million that included rehabilitation of the outdated complete-mix aeration basins into multi-zone units capable of biological nutrient removal. Solids removal, in particular, was a primary concern of the utility and its operations staff.

Client Contact:
Manny Molina, Wastewater Division Manager - 541-883-5384
Mark Willrett, Public Works Director - 541-883-5363

Proposed Scope, Budget and Schedule

Scope of Work for the Brookings Class A Biosolids Facility

The scope of work outlined in this section captures all of the tasks outlined in your Request for Proposal as well as additional tasks required by the DEQ to secure the SRF loan.

Task 1 Project Management

The project management task includes conference calls with the City, schedule tracking, budget tracking, and invoice preparation.

Subtask 1.1 Work Plan. A project work plan will be provided for the detailed design. It will include schedule, task budgets, and deliverable products. The work plan will include measures that will be taken to ensure the quality of deliverable products. The schedule will incorporate progress meeting dates and milestones when deliverables are to be submitted.

Subtask 1.2 Invoicing and Communications. Maintain frequent and open communication with the City of Brookings. Invoices will be prepared and submitted monthly.

Task 2 Survey and Geotechnical Investigations

Kennedy/Jenks' Eugene staff is very familiar with the Brookings WWTP and the previous survey and geotechnical work performed during the most recent plant expansion. The past studies are adequate for design, bidding and construction of the new Class A Biosolids facility next to Sludge Storage Tank 3. Therefore, no effort is required for this task.

Task 3 Draft Plans and Specifications

Prepare draft plans and specifications at 60 and 90 percent design levels to illustrate general, civil, process and instrumentation, structural, mechanical, and electrical information necessary for the modification of existing facilities and construction of the new facilities. All documents submitted to the City shall be accompanied by electronic files in Cad, word processing and image formats acceptable to the City. A copy of each set of draft plans and specifications will be delivered to the Department of Environmental Quality (DEQ).

Subtask 3.1 Draft Plans and Specifications. Develop plans and specifications to show general, civil, process, mechanical, electrical, and instrumentation information necessary for the construction of the new facilities. Buildings and enclosures will be designed to assure maximum odor containment and control. It is assumed that the Engineer will use existing electronic files of control drawings and surveying backgrounds to show modifications required for this project.

Submit two sets to the City and one set to the Oregon Department of Environmental Quality (DEQ) for review at the 60 and 90 percent completion level. Include the following in the construction contract documents:

- General and Civil Design
- Process Diagram Design
- Structural Design
- Mechanical Design
- Electrical and Instrumentation Design
- Technical Specifications
- Standard Conditions

Subtask 3.2 Equipment Pre-purchase. Develop plans and specifications for the pre-purchase of Class A Biosolids processing. Submit draft documents for City and DEQ review and incorporate review comments into final documents.

Subtask 3.3 Construction Cost Estimates for 60 and 90 Percent Review. Estimate the construction cost estimate at the 60 and 90 percent design stages. Subdivide the cost estimate into separate estimates of major

divisions that are easily identified.

Deliverables

- Equipment pre-purchase documents
- 60 and 90 percent review deliverables
- 60 and 90 percent review cost estimates

Task 4 Review Meetings

Formal project review meetings will be held with the City and the DEQ at the 60, and 90 percent completion levels with key project team members to review progress and comment on deliverables. An updated estimate of the construction cost will be provided at each of the review meetings.

Task 5 Quality Confirmation

Independent internal quality confirmation reviews conducted during the project will include calculation checks and peer reviews; and cross-checking between disciplines and between the plans and specifications will be performed.

Subtask 5.1 Structural Peer Review. A structural peer review will be performed to check calculations.

Subtask 5.2 Electrical Peer Review. An electrical peer review will be performed to assure coordination between electrical design and equipment manufacturer responsibility.

Subtask 5.3 Coordination Cross-check. A coordination cross-check will be performed between disciplines and between the plans and specifications.

Task 6 Final Plans and Specifications

This task incorporates final review comments and completes final plans and specifications ready for printing and bidding. All final plans sets necessary for regulatory agency permitting including OSHA, building permits and construction bidding shall be provided.

Subtask 6.1 Prepare Final Plans and Specifications. Incorporate City, DEQ and QA/QC comments into the final plans and specifications. The Engineer will provide 20 sets of ½ size final plans and specifications.

Subtask 6.2 Final Construction Cost Estimate. The Engineer will provide a final estimate of construction costs including materials testing and inspection.

Subtask 6.3 Permits. The Engineer will arrange and pay for reviews required to obtain permits and licenses for construction of deliverables. It is assumed that the Contractor will provide structural design calculations for the Engineer's use in obtaining building permits. It is also assumed that the Contractor will coordinate with the City and building permit officials to present the calculations in an acceptable format.

Deliverables

- 5 sets of full size, 5 sets of ½ size final plans and specifications for the City's use.
- Copies of ½ size final plans and specifications for bidding
- Structural Design calculations
- All documents submitted to the City shall be accompanied by electronic files in Cad, word processing and image formats acceptable to the City.

Task 7 Bid Services

During the bidding period, the Engineer will interface with the construction contractors to secure construction bids. The Engineer will not review requests for substitutions or alternative equipment during this period. The Engineer will provide all copies of a bid set necessary for construction bidding and will prepare advertisements for bids.

Engineering fee assumes a 3 to 5-week bid period.

Subtask 7.1 Advertisement. Prepare, submit and pay advertising fees associated with the advertisement of the project.

Subtask 7.2 Pre-Bid Meeting. The Engineer will attend a pre-bid meeting and document any required clarification and changes through meeting minutes and addenda. The Engineer will facilitate receipt and tabulation of proposals, review the proposals, and provide a technical recommendation on award of contract.

Subtask 7.2 Bid Period and Award. Contract documents will be distributed and the plan holders list will be maintained during the bidding period by the Engineer. The Engineer will answer technical questions from prospective bidders and will distribute as necessary addendum to all plan holders.

Deliverables

- Plan holders list
- Up to two addendum are anticipated
- Recommendation on award of construction project

Task 8 Operations and Maintenance Manual and Startup

The following operations services will be included. Hard copy and electronic versions of O & M documents and Emergency Operations documents will be provided at project close-out.

Subtask 8.1 O&M and Emergency Operations Manual. The Engineer will implement the required updates to the existing Operations and Maintenance Manual including equipment specific emergency operations.

Subtask 8.2 Start-up and Commissioning. The Engineer will prepare a start-up plan that outlines the sequencing of commissioning training, monitoring requirements, responsibilities, and schedule. Facilitate troubleshooting and system start-up by the Contractor.

Deliverables

- Operations and Maintenance Manual updates
- Emergency Operations Manual
- All documents submitted to the City shall be accompanied by electronic files in formats acceptable to the City.

Task 9 Office Engineering During Construction

During construction the Engineer will provide the following office engineering services:

Subtask 9.1 Submittal Review. Review submittals that the contractor is required to provide for conformance with design concepts and for compliance with the requirements of the contract documents.

Subtask 9.2 Site Visits. Two site visits are required by the structural engineer for construction observation of the building. An additional two to four site visits are anticipated by the Engineer during construction to observe work progress and report to the Owner.

Subtask 9.3 Clarifications. Provide 100 hours of professional service to interpret the contract documents and provide clarifications concerning the intent of the design documents when requested by the Construction Manager.

Subtask 9.4 Change Orders. Provide 25 hours of professional and 25 hours of technical service to prepare technical information for inclusion in change orders prepared by the Construction Manager.

Subtask 9.5 Record Drawings. Revise the reproducible drawings for record purposes to show major changes made during construction using addendum drawings, change order drawings and as-built marked-up drawings provided by the Contractor. Furnish the Owner with one set of reproducible record drawings.

Task 10 Construction Management Services

Construction management including onsite work will be performed by the Engineer. The subtasks below define the work necessary and the party responsible for performing the work. Weekly site visits (one to two days per week) are anticipated to perform onsite activities and office tasks on this project over the anticipated 6-month duration of construction.

Subtask 10.1 Pre-Construction Meeting. Engineer will conduct a preconstruction conference and distribute the contract administration manual. Review with all parties the procedures for administration of the contract.

Subtask 10.2 Construction Administration. The Engineer will maintain project records and documentation. The Engineer will review project master schedule and construction schedule developed by the Contractor and provide comments to Contractor regarding conformance of his schedule with requirements of the Project Manual. The Engineer will review and recommend Owner action on contractor progress payments. The Engineer will coordinate monthly job meetings and provide prompt handling of documents.

Subtask 10.3 Field Observation. The Engineer will provide field observation to confirm conformance to plans and specifications. Notify Contractor of nonconforming work.

Subtask 10.4 Materials Testing. The Engineer will provide material testing during construction including compaction testing of sub-base material and concrete testing.

Subtask 10.5 Substantial and Final Completion Activities. The Engineer will manage the substantial and final completion activities. These include the following:

Conduct the substantial completion and final completion inspections. Prepare and issue the punch list of incomplete work to Contractor upon substantial completion. Set dates of substantial completion and final completion. Schedule start-up and use of the completed facility. Obtain required permits, for operation and manuals, guarantees, record drawings; and other documentation from the Contractor.

Task 11. One Year Performance Certification for SRF Loan

Subtask 11.1 Draft Performance Certification Report. The Engineer will prepare a draft report approximately 5-months after initiation of operations which summarizes the performance of the Class A Biosolids Facility documenting deficiencies and corrections taken. The report will be distributed to the City, DEQ and FKC Screw Press.

Subtask 11.2 Final Performance Certification Report. The Engineer will prepare a final report approximately 11-months after initiation of operations which summarizes the performance of the Class A Biosolids Facility. The report will be distributed to the City, DEQ and FKC Screw Press.

Deliverables:

- Draft Performance Certification report
- Final Performance Certification report

Task 12. Regulatory and Disposal Assistance

Mark Cullington will lead this task to assist the City of Brookings with its regulatory and disposal options regarding the Class A product. The Biosolids Management Plan will also be completed under Mark's guidance.

Budget and Cost

Kennedy/Jenks takes its responsibility to control costs and the project schedule very seriously. We meticulously plan our projects, track costs/schedule continually, and adhere to the scope of work and contract. We maintain a flexible approach and work cooperatively and effectively within a world where change is routine, rapid and unavoidable. We will do this by communicating with City staff, as well as individuals on our team, in order to prevent surprises. Watching out for the City's interests is our most important goal. On the design and construction side, we understand that everything we do during design costs money and the City's budget is limited. Communication and collaboration are keys to success in this area.

Budget

The following figure is a condensed version of our attached Detailed Fee Schedule found in Appendix B.

Task	Proposed Fee
1. Project Management	$25,220
2. Survey and Geotechnical	$0
3. Draft Plans and Specifications	$138,547
4. Review Meetings	$6,200
5. Quality Confirmation	$11,080
6. Final Plans and Specifications	$52,318
7. Bid Services	$18,984
8. O&M Manual	$19,380
9. Office Construction Engineering	$59,666
10. Construction Management	$55,410
11. One Year Performance Certification	$7,184
12. Regulatory and Disposal Assistance	$5,900
Total	**$399,889**

Schedule

Please see the attached proposed project schedule on the next page.

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Mayor & City Council (mtg. of 9/25/06)

From: City Manager

Date: September 20, 2006

Re: Award of Professional Services Contract – Water System Master Plan Update HGE, Inc.

Subject:
Professional Services Contract – Water System Master Plan Update

Recommendation:
It is recommended that the City Council approve the proposal from HGE, Inc. to update the City's Water System Master Plan for the lump sum amount of $66,500, and authorize the City Manager sign the agreement on behalf of the City.

Background /Discussion:
The FY 2006/07 City budget includes funding for a Water System Master Plan Update. The plan was last updated in 2000. The attached proposal submitted by HGE contains the scope of work to be performed.
An updated master plan is essential for two primary reasons:

- It serves as the basis for identifying critical system bottlenecks which need upgrading by the City or by developers as a condition of development approvals.
- It provides a list of projects and estimated costs of construction for system expansion projects that serves as the legal basis for keeping the City's Systems Development Charges at needed levels.

Financial Impact(s):
The budget amount for this master plan update is $100,000 from the Water Fund. The proposal is in the lump sum amount of $66,500, well under budget.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS
Water System Master Plan Update

INTENT

This planning effort will provide a general update of the 2000 Water System Master Plan to reflect recent changes, challenges, and directions associated with ongoing system growth and needs. Primary emphasis will be on water rights/source issues, distribution and storage (including system modeling), impacts of current and future growth on planned improvements, membrane microfiltration treatment upgrade, and rate impacts associated with recommended improvements. The planning effort does not include an update of the City's Water Management and Conservation Plan.

BUDGET

We understand that HW3 is working with the Watershed Council to install two river gaging stations on the Chetco River, which originally was contemplated as a portion of the Water System Master Plan. Since this process is currently underway, we have not estimated a cost for the Master Plan, but could amend our Proposal if the situation changes for planned installation of the gaging stations. We propose a cost of **$ 66,500** to complete the Master Plan to the extent proposed herein.

SCOPE OF WORK

Task 1: Background and Planning

- *Introductory materials*: purpose, scope and authorization.
- *Basis for opinions of probable cost.*
- *Summary of regulatory issues and concerns.*
- *Socio-economic history of the City and area.* Land use, zoning - including an 11" x 17" zoning map, local economics, summary of recent and relevant Census data, and other relevant materials obtained through local comprehensive plans and other sources.
- *Study area deliniations and mapping.* In general, all mapping for the master plan will be in standard 8-1/2" x 11" or 11" x 17" formats, and in color. Mapping emphasis is on clarity and thoroughness - any location mentioned in the study should be noted on a map. We use multiple plates where and when needed in order to preserve clarity.
- *Population history and projection development.* Analysis of recent historical trends in local population growth. Future projections will incorporate any recent planning efforts and projected development. As part of the planning process we will consult with the City regarding recent and anticipated future growth and reconcile this with past population

forecasts. Such planning figures are a key factor in determining project sizing and resulting costs. A 25-year planning period will be used. All planning efforts will be coordinated between the Water System Master Plan update and the concurrent Wastewater Facilities Plan update.

- All *projections and forecasts will be based on a 25-year planning period* to ensure a 20-year (minimum) useful life of the constructed facilities.

- *General planning projections.* All planning related projections will be highly tailored to the particularities of Brookings. Along with population growth, special consideration will be given to growth associated with larger developments and their potential impacts on water demand.

Task 2: Water Requirements

- *Evaluation of metered water billing records.* Billing records for a (minimum) one year period will be evaluated to determine usage demand parameters for residential, commercial, industrial, and public customer categories.

- *Evaluation of raw water and treatment plant water production parameters, comparison with water consumption, and estimate of lost water.*

- *Peak hour demand estimates based on extrapolations from usage and demand parameters.*

- *Determination of fire flow requirements and coordination with local fire officials.*

- *Projected water demands (raw and finished).* Water demands will be projected based on system growth projections. Impacts of water conservation will be discussed.

Task 3: Update Existing System Mapping and Data

- *Update water system mapping based on notes and information provided by City.*

- *Update system data and descriptions based on information provided by the City.*

- *Update system hydraulic profiles and pressure zone/service area map.*

Task 4: Regulatory Requirements

- *Update regulatory section of Master Plan with emphasis on rules applicable to membrane microfiltration facilities.*

Task 5: Water Supply and Raw Water Transmission

- *Expand water rights inventory and discussion based on recent research and developments.*
- *Expand discussion of potential sources including the Chetco River and Ferry Creek Reservoir.*
- *Update review and recommendations regarding raw water transmission.*

Task 6: Treated Water Transmission

- *Evaluate existing treated water transmission system including larger diameter distribution mains that act as transmission mains to larger developments on the systems periphery (Lone Ranch for example).*
- *Coordinate treated water system evaluation with overall system hydraulic modeling to better assess transmission needs.*
- *Develop transmission recommendation and opinions of probable cost based on the evaluation.*

Task 7: Water Filtration

- *Focus on development of membrane microfiltration options for expanded treatment.* Include opinions of probable cost and description/estimates of O&M needs.
- *Reference other treatment improvement alternatives described in the 2000 Master Plan with a brief description and note of the status of the alternatives.*

Task 8: Treated Water Storage

- *Update storage requirements based on projected system growth and location of recent, or anticipated future, large developments.*
- *Develop recommendations for storage improvements including: potential sites, water surface elevation, reservoir type and material, relative priority, and opinions of probable cost.*
- *Discuss current and future reservoir maintenance needs.*

Task 9: Treated Water Distribution

- *Create computer hydraulic model based on updated mapping.* Use City provided hydrant flow data for calibration. Model will focus on mains 6" diameter and larger, but may include smaller mains where hydraulically significant.

- *Evaluate, based on modeling, distribution system adequacy and fire flow potential.*

- *Develop and model recommended system improvements.* Prioritize improvements and provide a summary description and opinions of probable cost.

Task 10: Capital Improvement Plan, Funding, and Implementation

- *Analyze the existing rate structure in the City to determine its adequacy for funding assistance and the solvency of the water system.* The existing rate structure will be evaluated for issues of equity among customers, customer classifications, basis of charges, and revenue versus expenses.

- *Identify operations and maintenance costs for existing and future systems.* We will review the current water maintenance procedures, staffing, O&M budget, and interview staff as part of our evaluation and development of reasonable O&M budgets for Brookings - especially with regard to proposed improvements.

- *Describe and identify potential funding sources and provide information about each program's qualification requirements.* We will identify and describe the broad range of funding sources including those federal and state programs that provide low interest loans and grants. Agency policies, availability of funds, interest rates, qualification requirements, etc. are in continual flux - we will verify requirements and include updated information to ensure the City has a realistic picture of the funding currently available.

- *Make general recommendations for current and future rate structures, rate increases, budgeting alternatives, and other financial matters pertaining to the water system and related improvements.*

- *Describe the potential impacts to rate payers based on various funding scenarios and recommend a final funding strategy.*

- *Develop a proposed implementation program and schedule.* Plans for financing improvements will be based on the most current agency policies so as to assure realistic funding scenarios. Overall, the financial plan will reflect a viable means of financing the proposed improvements and minimizing anticipated rate increases.

- *Develop Capital Improvement Plan.* The capital improvements plan will be worked out with the City to ensure that any phasing/timing will be consistent with City budgets and need.

Task 11 : General

- *25 copies of draft and final plan will be provided to the City.*

- *City Council presentations of the draft to allow opportunity for feedback and input from City.*

- *Meetings with City staff throughout planning process.* These meetings will be informal and will allow timely review/comments on developed approaches/results; review of preliminary draft of deliverables; assessment of project progress and status; coordination of field operations; and other issues that may arise.

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Mayor & City Council (mtg. of 9/25/06)

From: City Manager

Date: September 20, 2006

Re: Award of Professional Services Contract – Wastewater Facilities Plan Update (Collection System Emphasis) HGE, Inc.

Subject:
Professional Services Contract – Wastewater Facilities Plan Update (Collections System Emphasis).

Recommendation:
It is recommended that the City Council approve the proposal from HGE, Inc. to update the City's Wastewater Facilities Plan for the lump sum amount of $99,500, and authorize the City Manager sign the agreement on behalf of the City.

Background /Discussion:
The FY 2006/07 City budget includes funding for a Wastewater System Master Plan Update. The plan was last updated in 1992. The attached proposal submitted by HGE contains the scope of work to be performed. The emphasis is on the collection (pipe) system as the Wastewater Treatment Plant Facility capacity is confirmed as adequate and its Facilities Plan will be updated as part of the Biosolids Facilities design contract by others.
An updated collection system master plan is essential for two primary reasons:

- It serves as the basis for identifying critical system bottlenecks which need upgrading by the City or by developers as a condition of development approvals.
- It provides a list of projects and estimated costs of construction for system expansion projects that serves as the legal basis for keeping the City's Systems Development Charges at needed levels.

Financial Impact(s):
The budget amount for this master plan update is $100,000 from the Wastewater Fund. The proposal is in the lump sum amount of $99,500.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS
Wastewater Facilities Plan Update (Collection System Emphasis)

INTENT

The study will provide a general update to the 1992 Facilities Plan. Emphasis will be placed on collection system issues and needs. Treatment facility issues and needs will be reviewed sufficiently to verify the general adequacy of the facility and to provide a context for evaluating proposed treatment facility improvements. The study scope excludes detailed evaluations of outfall performance, mixing zone analyses, and biosolids treatment and management.

BUDGET

We propose a cost of **$ 99,500** to complete the Master Plan to the extent proposed herein.

SCOPE OF WORK

Task 1: Background

- *Introductory materials:* purpose, scope and authorization.
- *Sewer system background and history.* (We will draw on HGE's extensive background of work with the City at Brookings and Richard Nored's personal knowledge of the people and issues involved.)
- *Summary of regulatory issues and concerns.*
- *Socio-economic history of the City and area.* land use, zoning - including an 11" x 17" zoning map, local economics, summary of recent and relevant Census data, and other relevant materials obtained through local comprehensive plans and other sources.
- *Study area deliniations and mapping.* In general, all mapping for the facilities plan will be in standard 8-1/2" x 11" or 11" x 17" formats, and in color. Mapping emphasis is on clarity and thoroughness - any location mentioned in the study should be noted on a map. We use multiple plates where and when needed in order to preserve clarity.
- *Population history and projection development.* Analysis of recent historical trends in local population growth. Future projections will incorporate any recent planning efforts and projected development. As part of the planning process we will consult with the City regarding recent and anticipated future growth and reconcile this with past population forecasts. Such planning figures are a key factor in determining project sizing and resulting costs. A 25-year planning period will be used. All planning efforts will be coordinated between the Wastewater Facilities Plan Update and the concurrent Water System Master Plan update.

- *Flow and waste load characterizations.* Available flow, temperature, and water quality data will be reviewed for consistency and evaluated against other data (BOD_5, TSS, pumping records, rainfall records, flow monitoring data, etc.) to assist in determining probable flows. Probabilistic analysis will be conducted to develop design peak flows in accordance with DEQ guidelines. Results from the I/I analysis will be incorporated. BOD_5, TSS, nutrients, temperature, and other waste load characteristics will be developed using City provided data. All parameters will be evaluated based on historical, current, and future conditions. The analysis and discussion of flow and water quality is often involved and lengthy, therefore, results will also be provided in a summary form.

  Accurate flow characterization is critical to the evaluation, practicability, and cost-effective sizing of improvements. The importance of accurate and reasonable flow characterization is especially important in today's funding climate of reduced grant participation. HGE's current approach is to make a clear distinction between current flows and flows associated with growth. Growth typically occurs as infill (no new sewer mains) or as new development with new sewers constructed to modern standards with modern materials. I/I associated with such construction is typically minimal compared with old, short length, poorly gasketed pipe. Furthermore, new construction is often not located in areas with very high I/I potential. Using smaller, but adequate, flow allowances for new growth rather than a "unit design basis" derived from current flows and associated I/I, results in much lower design flow projections. Many of our competitors still use the old methodologies, and we have seen proposals for new facilities that are upwards of twice the size actually needed. Accurate and reasonable flow characterization and projections are probably the single most important factor in determining final project cost.

  Flow and waste load characterization also involves consideration of plant equipment (flow meters, samplers), overall system operation (pump cycles, bypasses, etc.), I/I analyses, and customer (especially industrial and large commercial) characteristics.

- *Summary of regulatory criteria to establish a basis for facilities planning.*

- *Description of physical environment*: climate, geology/soils/geologic hazards, groundwater resources, and surface water resources.

- *Review of previous planning efforts and results.* This includes the 1982 and 1992 Wastewater Facility Plans, the 2001 Water and Wastewater Facility Plan to save Borax Development and surrounding areas, and other recent studies and documents relevant to wastewater planning.

Task 2: Projections

- All *projections and forecasts will be based on a 25-year planning period* to ensure a 20-year (minimum) useful life of the constructed facilities.

- *General planning projections.* All planning related projections will be highly tailored to the particularities of Brookings. Along with population growth, special consideration will be given to growth associated with larger developments and their potential impacts on wastewater flows.

Task 3: Infiltration and Inflow Analysis

- *Review previous I/I planning and rehabilitation projects.* We will review all previous I/I related materials, activities, and data and develop a summary for inclusion in the plan.

- *Evaluate wet weather and dry weather flow conditions and storm effects on flow.*

- *Review any smoke testing reports and/or City efforts to eliminate inflow source.*

- *Study WWTP flow records and pump station records as part of the flow evaluation.* We will also consider BOD_5 and TSS concentrations to determine relative dilution as another means of evaluating flows. Official and plant rainfall records will be used to evaluate flows. Official and plant rainfall records will be used to evaluate flows versus rainfall. We will utilize hourly rainfall data (if available) and note data collection times to assist in better understanding larger rainfall/flow events. Data will be screened to assure that antecedent flow/rainfall/groundwater effects are understood and only suitable screened data used for design flow extrapolations - especially for theoretical peak day and peak hour demands. Limiting factors (such as line restrictions, pump capacity, or bypasses) will also be considered. The analysis is typically lengthy and involved and will therefore also include the relevant conclusions in summary form.

- *Perform flow measuring, as required, to determine I/I flow levels and locations of I/I entry point.* A monitoring plan will be developed to target flow mapping/monitoring activities so as to not generate redundant data. This will incorporate the previously described task reviewing previous I/I related efforts undertaken by/or for the City. We anticipate collecting flows with flow poke equipment, and would appreciate use of City equipment in addition to HGE equipment. Our budget also assumes the use of City staff for assistance on 3 or 4 nights during wet weather flow periods, to collect flow data with the flow pokes.

- *Review CCTV tapes of the City collection system.* A review of existing tapes, hard copy field notes and compilations, and relevant correspondence and mapping will be reviewed.

- *Quantify base flow, inflow, groundwater infiltration, and rainfall induced I/I.* Flow and rainfall records will be analyzed, along with other parameters as needed, to develop a flow allocation and quantification according to the above mentioned classification.

- *Identify areas that are the greatest contributors of I/I/* Both tabular and graphical summaries will be developed to identify areas of greatest I/I contributions. A discussion of the particulars associated with each area will be included.

- *Provide recommendations based on the result of the analysis.* I/I analysis also includes consideration of wastewater flows developed in Task 1 above and collection system evaluation in Task 4 below. In addition to detailed development of the I/I analysis, conclusions and recommendations of the I/I analysis will be clearly presented in summary form for easy reference.

Task 4: Existing Collection System Evaluation

- *A description and analysis of all existing sewage pump stations.* Results will be presented in tabular form with discussions. Pump stations are also presented on 11" x 17" hydraulic profile sheet that shows all key elevations and key wastewater components.

- *Analysis of existing force mains and pump stations for capacity based on existing and projected flows.* The analysis will be based on hydraulic modeling of key collection system components and analysis of resulting data.

- *Provide recommendations for future pump stations, rehabilitation of existing pump stations, or replacement of existing pump stations and/or force mains.*

- *Develop a hydraulic model of the collection system.* A hydraulic model will be developed for the City to evaluate overall system performance and capacity. Flow data and results of the I/I investigations will be used in allocating flows to model nodes. Special consideration will be given to characterizing flows from large contributors. Modeling will allow evaluation of many system features and deficiencies including: capacity, forcemain/pump station adequacy and operational impacts, and potential overflow/bypass points or surcharging areas. Potential impacts of targeted growth and areas likely to develop will also be assessed. Proposed improvements will also be modeled and assessed.

- *Identify deficiencies in the collection system based on capacity, maintenance issues, or other deficiencies.* In general, this has been discussed above under "hydraulic model." Maintenance and/or operational issues will be documented and discussed based on field visits and discussions with staff. Deficiencies will be summarized in tabular and/or graphical forms for easy reference.

- *Provide recommendations for necessary improvements to the collection system.* Recommendations will be presented in graphical and tabular form with discussion/explanation, opinions of probable cost and prioritization.

Task 5: Wastewater Treatment Facility

- *Summarize original design data and describe historical changes to wastewater plant.* 11" x 17" figures of the facility in plan view, process schematic, and hydraulic profiles will be provided.

- *Current operating conditions and discussion of future DEQ and EPA requirements that the plant must meet.* We will briefly review operations and performance data, conduct limited filed investigations and staff interviews, review operating conditions, and summarize general concerns.

- *Provide a discussion of the present condition and expected remaining life of the plant.* This discussion will be qualified by the limited review and assessment described above.

Task 6: Capital Improvement Plan, Funding, and Implementation

- *Analyze the existing rate structure in the City to determine its adequacy for funding assistance and the solvency of the wastewater system.* The existing rate structure will be evaluated for issues of equity among customers, customer classifications, basis of charges, and revenue versus expenses.

- *Identify operations and maintenance costs for existing and future systems.* We will review the current wastewater maintenance procedures, staffing, O&M budget, and interview staff as part of our evaluation and development of reasonable O&M budgets for Brookings - especially with regard to proposed improvements.

- *Describe and identify potential funding sources and provide information about each progam's qualification requirements.* We will identify and describe the broad range of funding sources including those federal and state programs that provide low interest loans and, albeit limited in today's funding environments, grants. Agency policies, availability of finds, interest rates, qualification requirements, etc. are in continual flux - we will verify requirements and include updated information to ensure the City has a realistic picture of the funding currently available.

- *Evaluate current rates and rate structure.*

- *Make general recommendations for current and future rate structures, rate increases, budgeting alternatives, and other financial matters pertaining to the wastewater system and related improvements.*

- *Describe the potential impacts to rate payers based on various funding scenarios and recommend a final funding strategy.*

- *Develop a proposed implementation program and schedule.* Plans for financing improvements will be based on the most current agency policies so as to assure realistic funding scenarios. Overall, the financial plan will reflect a viable means of financing the proposed improvements and minimizing anticipated rate increases.

- *Develop Capital Improvement Plan.* The capital improvements plan will be worked out with the City to ensure that any phasing/timing will be consistent with City budgets and need.

Task 7: General

- *25 copies of draft and final plan will be provided to the City.*

- *City Council presentations of the draft to allow opportunity for feedback and input from City.*

- *Meetings with City staff throughout planning process.* These meetings will be informal and will allow timely review/comments on developed approaches/results; review of preliminary draft of deliverables; assessment of project progress and status; coordination of field operations; and other issues that may arise.

CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
Monday, September 11, 2006, 7:00 p.m.

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Dave Gordon, and Craig Mickelson; a quorum present.

Absent – Ex-Officio Gemmell

Staff Present: Administrative Services Director, Paul Hughes; City Attorney John Trew; Planning Director, Dianne Snow; Administrative Assistant Joyce Heffington

Media Present: Curry Coastal Pilot Reporter Valliant Corley

Other: Chamber of Commerce President Les Cohen, Urban Renewal Advisory Committee Chair, Pete Chasar, and approximately seven other citizens

IV. Ceremonies/Appointments/Announcements

A. Announcements

1. Yard of the Month- Ira Deutsch & Hedda Markham, 843 Chetco Point Terrace
2. Most Improved Property –Bruce Greene, 810 Crestwood Place
3. Commercial Property –Spindrift Motor Inn, 1215 Chetco Avenue

Mayor Sherman announced recipients of the Yard of the Month, Most Improved Property and Commercial Property. These are the last of the calendar year.

V. Regular Agenda

A. Discussion and possible approval of consulting agreement with John Bischoff for planning services to be provided on an as needed basis.

Larry Aslinger, 439 Buena Vista Loop, Michael Thornton, 1119 Rowland Lane and Barbara Nysted, 427 Buena Vista Loop, questioned the Council regarding the need/advisability of entering into a contractual agreement for consulting services in the Planning Department.

Planning Director, Dianne Snow, addressed the need for hiring consultants to provide short-term assistance for necessary updates to existing code in lieu of hiring full time Planning Department staff. City Attorney Trew addressed a few minor changes to the

contract, stating they were more technical than substantive. Both Snow and Trew recommended Council approve the agreement with the recommended changes.

Councilor Gordon moved, a second followed, and Council voted unanimously to accept the agreement with John Bischoff for professional services on an as needed basis with changes as proposed by City Attorney John Trew.

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce

Les Cohen, Chamber of Commerce President, stated that visitation for the area has been strong and the Slam'n Salmon Derby was a great success. He also said the Chamber is doing visitor profile surveys and the web site is doing very well.

2. Council Liaisons

Councilor Willms served as a Circuit Court juror, attended an Azalea Park Work Party meeting, a Sutter Coast Hospital Board meeting and Litter-Be-Gone.

Councilor Anderson attended two city functions, one of which was Litter-Be-Gone.

Councilor Gordon attended an Airport Advisory Committee Meeting in Del Norte, a Chamber Marketing meeting and a meeting of the Watershed Council

Councilor Mickelson attended Litter-Be-Gone.

Mayor Sherman attended Litter-Be-Gone and a Fir Street neighborhood meeting.

B. Public Comment

Larry Aslinger again addressed Council, stating he would defer his comments regarding a neighborhood problem to a later time.

VII. Consent Calendar

A. Approval of Council Meeting Minutes for **August 28, 2006**

B. Approval of vouchers for month of **August, 2006** in the amount of **$457,507.51**

Councilor Willms moved, a second followed and the Council voted unanimously to approve the Consent Calendar as published.

VIII. Ordinances/Resolutions/Final Orders

A. Final Orders

1. Final Order and Finding of Facts in the matter of an appeal of the Planning Commission's approval of File No. APPC-2-06, an appeal of the Site Plan Committee decision; Bruce Brothers, Inc., appellant; further appealed to the City Council by Michael and Ellen Winger, Gary and Meta Kent, Harry and Sherry Gallaty, and Eric and Mollie Eastaff; appellants.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to accept the Final Order and Finding of Facts on APPC-2-06.

2. Final Order and Finding of Facts in the matter of an appeal of the Planning Commission's approval of File No. CUP-7-06; a request for a Conditional Use Permit to site a Dwelling Group, Zoltan Gyurko, applicant; appealed by File No. APP-3-06, Tom Appleby, appellant for "Friends of Tanbark Point."

Councilor Willms moved, a second followed and the Council voted unanimously to accept the Final Order and Finding of Facts in the matter of the appeal of the Planning Commission's approval of File No. CUP-7-06.

VIII. Remarks from Mayor and Councilors

A. Council

Councilor Gordon stated that negative remarks made during public comment toward individuals who've provided dedicated service are a disservice to the community. Councilor Gordon also asked Council to follow up on comments he'd heard regarding the City discontinuing its support of the light festival at Azalea Park.

Councilor Anderson announced that the Land Development group that has been meeting regularly since last October will be taking a break from meetings for the next few weeks. Councilor Anderson also remarked on the improving condition of Chetco Avenue, the properties on the corner of Hillside, and the overall appearance of City Hall.

IX. Adjournment

Councilor Gordon moved and the Council voted unanimously by voice vote to adjourn at 8:04 p.m.

Respectfully submitted:

_____

Pat Sherman, Mayor

ATTEST by City Recorder this ____ day of _____, 2006.

_____

Paul Hughes, Administrative Services Director/City Recorder

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Mayor and City Council (mtg. of 9/25/06)

From: City Manager

Date: September 20, 2006

Re: Proposed Meeting Cancellations:
November 27th and December 25th Regular Council Meetings

Subject:
In addition to potential holiday scheduling conflicts for both staff and City Council members, the December 25th meeting falls on Christmas Day, when City offices will be closed. Additionally, the November 27th Council meeting falls on the Monday following the Thanksgiving holiday weekend, limiting staff time for agenda preparation.

Recommendation:
The recommendation of staff is as follows:
"Approve the cancellation of City Council meetings scheduled for November 27th and December 25th, 2006, and resume the regular meeting schedule on January 8th, 2007."

Background /Discussion:
In 2005, Council voted to cancel scheduled meetings for November 28th and December 26th. If issues arise that require City Council attention during this period of time, a special meeting can always be scheduled. Otherwise, it is intended that regular business items requiring Council action will be scheduled for the first regular meetings in November and December.
The City Charter (Chapter IV, Section 13) only requires one City Council meeting per month; therefore approval of this recommendation does not violate any existing requirement.

Financial Impact(s): None

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS
URBAN RENEWAL AGENCY MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
Monday, September 11, 2006

I. **Call to Order** - Chair Sherman called the meeting to order at 8:04 p.m.

II. **Roll Call**

Agency Present: Chair Pat Sherman, Directors Jan Willms, Larry Anderson, Dave Gordon and Craig Mickelson; a quorum present

Staff Present: Administrative Services Director Paul Hughes and Joyce Heffington

Media: Valliant Corley, Curry Coastal Pilot

Others: Urban Renewal Advisory Committee Chair, Pete Chasar and approximately 2 other citizens

III. **Approval of minutes for meeting of:** August 28, 2006

Director Anderson moved, a second followed, and the Agency voted unanimously to approve the minutes of August 14, 2006.

D. **Regular Agenda**

A. **Façade Improvement Program Applications**

1. Discussion and possible approval of Matching Grant Funds for application submitted by Don and Vikki Nuss for Coastal Copiers Sales and Leasing, 1041 Chetco Avenue, in the amount of $587.50.

Pete Chasar discussed the application for Coastal Copiers and the recommendation by the Urban Renewal Advisory Committee to fund the project.

Councilor Gordon moved, a second followed, and the Agency voted unanimously to approve Matching Grant Funds for the Coastal Copier project.

2. Discussion and possible approval of Matching Grant Funds for application submitted by Rich Roberts for Roberts and Associates Land Surveying, 611 Spruce Street, in the amount of $9,970.

Pete Chasar discussed the application for Roberts and Associates Land Surveying and the recommendation by the Urban Renewal Advisory Committee to fund the project.

Director Mickelson moved, a second followed, and the Agency voted unanimously to approve the application for Roberts and Associates Land Surveying for Matching Grant Funds of $9,970.

In answer to a question by Director Anderson, Paul Hughes advised that projections for next year's fund should be available sometime after the first of the year.

V. Adjournment

Director Willms moved, a second followed, and the Agency unanimously voted by voice vote to adjourn at 8:15 p.m.

Respectfully submitted:

_____

Pat Sherman, Chair

ATTEST by City Recorder this _____day of _____, 2006.

_____

Paul Hughes, Administrative Services Director/City Recorder

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Brookings Urban Renewal Agency Board of Directors (mtg. of 9/25/06)

From: City Manager

Date: September 19, 2006

Re: Facade Improvement Program Application: Randal Loring, Loring's Lighthouse Sporting Goods (554 Chetco Avenue)

Subject: Loring's Lighthouse Sporting Goods Application for Matching Grant Funds under the Urban Renewal Agency Facade Improvement Program.

Recommendation: The recommendation of the Urban Renewal Advisory Committee (URAC) is as follows:

"Approve the application for Matching Grant Funds submitted for Loring's Lighthouse Sporting Goods (554 Chetco Avenue) and authorize the City Manager to sign the Project Agreement and disburse funds in accordance with the approved Program Guidelines, in the amount of $ 20,000)."

Background /Discussion: This application was submitted under the funded and approved Facade Improvement Program. URAC reviewed and approved the application on September 14, 2006. Attached you will find a summary report providing project details and exact funding requirements, as well as a copy of the application as submitted by the applicant.

Financial Impact(s): Urban Renewal Agency funds were included in the adopted budget in the total amount of $140,000 for Fiscal Year, 2006/07. If approved, this project would utilize $20,000 of those budgeted funds.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

PROJECT SUMMARY SHEET

Applicant: Loring's Lighthouse Sporting Goods (554 Chetco Avenue)

Action: XXX Approved Denied

Approved Project Description / Basis for Denial

- **Refacing Front of Building**
- **Replace vertical posts**
- **New Awning**
- **New Signage**
- **New Siding, Painting**
- **Note: Committee requested light earth tones for color scheme**

Estimated Completion Date: 60 days from date of approval

Total Project Amount: $50,000

FIP Match Amount: $20,000

By: _____ **Date:** 9-19-06

Facade Improvement Program Overview as of 9/21/2006

Total available, FY 2006-2007: $142,150
Total Committed Match: 116,118
Uncommitted Balance (To Date): **$26,032** **(all amounts are rounded to nearest dollar)**

URAC Approved Projects	Total Cost	Committed FIP Match	Agency Approved	Running Balance	Due Date
Coos Curry Electric	11,290	5,645	8/14/2006	$136,505	10/15/06
Gallery Restaurants	5,514	2,757	8/14/2006	$133,748	11/10/06
Azalea Lanes	41,225	20,000	8/28/2006	$113,748	11/27/06
Colours Gallery	2,700	1,350	8/28/2006	$112,398	10/26/06
Fitzgerald Building	860	430	8/28/2006	$111,968	10/27/06
Curry Collections	42,440	20,000	8/28/2006	$91,968	3/31/07
Bernie Bishop Mazda	21,500	10,750	8/28/2006	$81,218	11/27/06
Roberts & Associates Land Surveying	19940	9970	9/11/2006	$71,248	11/13/06
Brookings Natural Foods Co-Op	3500	1750		$69,498	
Lorings Lighthouse	50000	20000		$49,498	
Coos Curry Electric (signage)	6932	3466		$46,032	
Brookings Chiropractic	46800	20000		$26,032	

ORIGINAL

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name: RANDAL D. LORING

Address: P.O. BOX 1989 BROOKINGS, OR 97415

Phone: Work- 541-469-2148 Home- 541-469-3889 Cell- _____

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

Profit ☐ Non-Profit ☐

SSN: _____ Tax ID No: _____

2. Building / Business to be Rehabilitated:

Name: LORINGS LIGHTHOUSE SPORTING GOODS

Address: 554 CHETCO AVE BROOKINGS

Tax Map & Lot Number : _____

3. Owner of Property (If other than applicant):

Name: ~~ALDEN LOR~~

Street: _____

City: _____ State: _____ ZIP: _____

4. Brief Description of Exterior Facade Improvements:

REFACING FRONT OF BUILDING, REPLACE VERTICAL POSTS, NEW AWNING, NEW SIGNAGE, NEW SIDING, ALSO RESURFACING AND PAINTING FERN ST. SIDE OF BUILDING

5. Estimated Total Cost of Facade Improvements: $ 50,000.

6. In addition to proposed improvements, is there other work proposed?

Yes: [X] No: [ ]

Estimated Total of Other Work: $ 50,000.

Total Estimated Cost of All Work: $ 100,000.

7. Source of Matching Funds: LOCAL BANK

8. The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

Ronald Laing — Applicant Signature — 9-8-2006 — Date

Ronald Laing — Property Owner Signature — 9-8-2006 — Date

Return application with any required attachments to:

City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Brookings Urban Renewal Agency Board of Directors (mtg. of 9/25/06)

From: City Manager

Date: September 19, 2006

Re: Facade Improvement Program Application: Coos-Curry Electric Cooperative, Inc. (815 Railroad Street) SIGNS

Subject: Coos-Curry Electric Cooperative, Inc. Application for Matching Grant Funds under the Urban Renewal Agency Facade Improvement Program.

Recommendation: The recommendation of the Urban Renewal Advisory Committee (URAC) is as follows:

"Approve the application for Matching Grant Funds submitted for Coos-Curry Electric Cooperative, Inc. (SIGNS) and authorize the City Manager to sign the Project Agreement and disburse funds in accordance with the approved Program Guidelines, in the amount of $3,466)."

Background /Discussion: This application was submitted under the funded and approved Facade Improvement Program. URAC reviewed and approved the application on September 14, 2006. Attached you will find a summary report providing project details and exact funding requirements, as well as a copy of the application as submitted by the applicant.

Financial Impact(s): Urban Renewal Agency funds were included in the adopted budget in the total amount of $140,000 for Fiscal Year, 2006/07. If approved, this project would utilize $3,466 of those budgeted funds.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

PROJECT SUMMARY SHEET

Applicant: Coos-Curry Electric Cooperative, Inc. (Signs)

Action: XXX Approved Denied

Approved Project Description / Basis for Denial

Replace existing signs and awnings

Estimated Completion Date: 60 days from date of approval

Total Project Amount: $6,932

FIP Match Amount: $3,466

By: _____ **Date:** 9-19-06

Facade Improvement Program Overview as of 9/21/2006

Total available, FY 2006-2007:	$142,150
Total Committed Match:	116,118
Uncommitted Balance (To Date):	**$26,032** **(all amounts are rounded to nearest dollar)**

URAC Approved Projects	Total Cost	Committed FIP Match	Agency Approved	Running Balance	Due Date
Coos Curry Electric	11,290	5,645	8/14/2006	$136,505	10/15/06
Gallery Restaurants	5,514	2,757	8/14/2006	$133,748	11/10/06
Azalea Lanes	41,225	20,000	8/28/2006	$113,748	11/27/06
Colours Gallery	2,700	1,350	8/28/2006	$112,398	10/26/06
Fitzgerald Building	860	430	8/28/2006	$111,968	10/27/06
Curry Collections	42,440	20,000	8/28/2006	$91,968	3/31/07
Bernie Bishop Mazda	21,500	10,750	8/28/2006	$81,218	11/27/06
Roberts & Associates Land Surveying	19940	9970	9/11/2006	$71,248	11/13/06
Brookings Natural Foods Co-Op	3500	1750		$69,498	
Lorings Lighthouse	50000	20000		$49,498	
Coos Curry Electric (signage)	6932	3466		$46,032	
Brookings Chiropractic	46800	20000		$26,032	

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name: Coos-Curry Electric Cooperative Inc

Address: 815 Railroad St. Brookings, OR 97415

Phone: Work- 541-469-2103 ext 204 Home- _____ Cell- 541-404-6938

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

Profit ☐ Non-Profit ☒

SSN: _____ Tax ID No: 93-0146827

2. Building / Business to be Rehabilitated:

Name: Coos-Curry Electric Cooperative Inc.

Address: 805 + 815 Railroad St. Brookings OR 97415

Tax Map & Lot Number : 41-13-06D TL 309 + 324

3. Owner of Property (If other than applicant):

Name: _____

Street: _____

City: _____ State: _____ ZIP: _____

4. Brief Description of Exterior Facade Improvements: Replace existing signs, install new signs and awnings.

5. Estimated Total Cost of Facade Improvements: $6,932.00

6. In addition to proposed improvements, is there other work proposed?
Yes: ☐ No: ☒ other than previously approved.

Estimated Total of Other Work: $13,290.00 Approved

Total Estimated Cost of All Work: $20,222.00

7. Source of Matching Funds: Coos-Curry Electric Cooperative
General Funds

8. The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

Applicant Signature — Date: 9/1/06

Property Owner Signature — Date

Return application with any required attachments to:

City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Brookings Urban Renewal Agency Board of Directors (mtg. of 9/25/06)

From: City Manager

Date: September 19, 2006

Re: Facade Improvement Program Application: Brookings Natural Foods Co-op (630 Fleet Street)

Subject: Brookings Natural Foods Co-op Application for Matching Grant Funds under the Urban Renewal Agency Facade Improvement Program.

Recommendation: The recommendation of the Urban Renewal Advisory Committee (URAC) is as follows:

"Approve the application for Matching Grant Funds submitted for Brookings Natural Foods Co-op (630 Fleet Street) and authorize the City Manager to sign the Project Agreement and disburse funds in accordance with the approved Program Guidelines, in the amount of $1,750)."

Background /Discussion: This application was submitted under the funded and approved Facade Improvement Program. URAC reviewed and approved the application on September 14, 2006. Attached you will find a summary report providing project details and exact funding requirements, as well as a copy of the application as submitted by the applicant.

Financial Impact(s): Urban Renewal Agency funds were included in the adopted budget in the total amount of $140,000 for Fiscal Year, 2006/07. If approved, this project would utilize $1,750 of those budgeted funds.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

PROJECT SUMMARY SHEET

Applicant: Brookings Natural Foods Co-op (630 Fleet Street)

Action: XXX Approved Denied

Approved Project Description / Basis for Denial:

- **Replace siding and trim**
- **Replace all windows and exterior door**
- **Paint and Caulk**
- **Note: Committee suggested a slightly lighter trim color to minimize contrast with the chosen building color**

Estimated Completion Date: 60 days from date of approval

Total Project Amount: $3,500

FIP Match Amount: $1,750

By: _____ **Date:** 9-19-06

Facade Improvement Program Overview as of 9/21/2006

Total available, FY 2006-2007:	$142,150
Total Committed Match:	116,118
Uncommitted Balance (To Date):	**$26,032** **(all amounts are rounded to nearest dollar)**

URAC Approved Projects	Total Cost	Committed FIP Match	Agency Approved	Running Balance	Due Date
Coos Curry Electric	11,290	5,645	8/14/2006	$136,505	10/15/06
Gallery Restaurants	5,514	2,757	8/14/2006	$133,748	11/10/06
Azalea Lanes	41,225	20,000	8/28/2006	$113,748	11/27/06
Colours Gallery	2,700	1,350	8/28/2006	$112,398	10/26/06
Fitzgerald Building	860	430	8/28/2006	$111,968	10/27/06
Curry Collections	42,440	20,000	8/28/2006	$91,968	3/31/07
Bernie Bishop Mazda	21,500	10,750	8/28/2006	$81,218	11/27/06
Roberts & Associates Land Surveying	19940	9970	9/11/2006	$71,248	11/13/06
Brookings Natural Foods Co-Op	3500	1750		$69,498	
Lorings Lighthouse	50000	20000		$49,498	
Coos Curry Electric (signage)	6932	3466		$46,032	
Brookings Chiropractic	46800	20000		$26,032	

ORIGINAL

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name: Brookings Natural Foods Co-op

Address: 630 Fleet Street

Phone: Work- 469-9551 Home- _____ Cell- 661-0680

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☐

Profit ☐ Non-Profit ☐

SSN: _____ Tax ID No: _____

2. Building / Business to be Rehabilitated:

Name: Brookings Natural Foods Co-op

Address: 630 Fleet St.

Tax Map & Lot Number : _____

3. Owner of Property (If other than applicant):

Name: _____

Street: 630 Fleet St.

City: Brookings State: OR ZIP: 97415

4. Brief Description of Exterior Facade Improvements: Install Awnings over windows & door

5. Estimated Total Cost of Facade Improvements: $ 3,500.00

6. In addition to proposed improvements, is there other work proposed?

Yes: ☐ No: ☑

Estimated Total of Other Work: $ ~~0~~

Total Estimated Cost of All Work: $ 3,500.00

7. Source of Matching Funds: BNF Co-op

8. The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

Joyce Tromblee — Applicant Signature — Date: 9-12-06

Property Owner Signature — Date: 9.13.06

Return application with any required attachments to:

City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415

City of Brookings
898 Elk Drive
Brookings, OR 97415

COUNCIL AGENDA REPORT

To: Brookings Urban Renewal Agency Board of Directors (mtg. of 9/25/06)

From: City Manager

Date: September 19, 2006

Re: Facade Improvement Program Application: Brookings Chiropractic, Albert and Kismet Winslow (555 Chetco Avenue)

Subject: Brookings Chiropractic Application for Matching Grant Funds under the Urban Renewal Agency Facade Improvement Program.

Recommendation: The recommendation of the Urban Renewal Advisory Committee (URAC) is as follows:

"Approve the application for Matching Grant Funds submitted for Brookings Chiropractic (555 Chetco Avenue) and authorize the City Manager to sign the Project Agreement and disburse funds in accordance with the approved Program Guidelines, in the amount of $20,000)."

Background /Discussion: This application was submitted under the funded and approved Facade Improvement Program. URAC reviewed and approved the application on September 14, 2006. Attached you will find a summary report providing project details and exact funding requirements, as well as a copy of the application as submitted by the applicant.

Financial Impact(s): Urban Renewal Agency funds were included in the adopted budget in the total amount of $140,000 for Fiscal Year, 2006/07. If approved, this project would utilize $20,000 of those budgeted funds.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

PROJECT SUMMARY SHEET

Applicant: Brookings Chiropractic

Action: XXX Approved Denied

Approved Project Description / Basis for Denial:

- Replace siding and trim
- Replace all windows and exterior door
- Paint and Caulk
- Note: Committee suggested a slightly lighter trim color to minimize contrast with the chosen building color

Estimated Completion Date: 60 days from date of approval

Total Project Amount: $46,800

FIP Match Amount: $20,000

By: _____ **Date:** 9-19-06

Facade Improvement Program Overview as of 9/21/2006

Total available, FY 2006-2007: $142,150
Total Committed Match: 116,118
Uncommitted Balance (To Date): **$26,032** **(all amounts are rounded to nearest dollar)**

URAC Approved Projects	Total Cost	Committed FIP Match	Agency Approved	Running Balance	Due Date
Coos Curry Electric	11,290	5,645	8/14/2006	$136,505	10/15/06
Gallery Restaurants	5,514	2,757	8/14/2006	$133,748	11/10/06
Azalea Lanes	41,225	20,000	8/28/2006	$113,748	11/27/06
Colours Gallery	2,700	1,350	8/28/2006	$112,398	10/26/06
Fitzgerald Building	860	430	8/28/2006	$111,968	10/27/06
Curry Collections	42,440	20,000	8/28/2006	$91,968	3/31/07
Bernie Bishop Mazda	21,500	10,750	8/28/2006	$81,218	11/27/06
Roberts & Associates Land Surveying	19940	9970	9/11/2006	$71,248	11/13/06
Brookings Natural Foods Co-Op	3500	1750		$69,498	
Lorings Lighthouse	50000	20000		$49,498	
Coos Curry Electric (signage)	6932	3466		$46,032	
Brookings Chiropractic	46800	20000		$26,032	

ORIGINAL

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name: Albert A & Kismet A. Winslow

Address: P.O. Box 5540

Phone: Work (541) 469-6621 Albert & Kismet Home (541) 247-5046 Cell- 661-1184

Legal Form: Sole Proprietorship [✓] Partnership [✓] Limited Corporation [ ]

Profit [✓] Non-Profit [ ]

SSN: _____ Tax ID No: 930 825 551

2. Building / Business to be Rehabilitated:

Name: Brookings Chiropractic

Address: 555 Chetco Ave, Brookings, Or 97415

Tax Map & Lot Number: (R22062) - 4113-05CB-02000-00

3. Owner of Property (If other than applicant):

Name: _____

Street: _____

City: _____ State: _____ ZIP: _____

4. Brief Description of Exterior Facade Improvements:

See Attached proposal, - from Mac Mazzetta Contractor

5. Estimated Total Cost of Facade Improvements: $ 46,800

6. In addition to proposed improvements, is there other work proposed?
Yes: [V] No: [ ] Maybe 553 Chetco ?? — later

Estimated Total of Other Work: $ 40,000 ?

Total Estimated Cost of All Work: $

7. Source of Matching Funds: I will get a loan & possibly - I could get $20,000 in savings?

8. The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

Albert A + Dromet A Winslow — Applicant Signature — 9/5/06 — Date

Albert A Winslow — Property Owner Signature — 9/5/06 — Date

Dromet A. Winslow

Return application with any required attachments to:

City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415