

City of Brookings

MEETING AGENDA – MODIFIED

CITY COUNCIL

Monday, January 28, 2019, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in Executive Session at 6:00 PM, in the City's Manager's office, under the authority of ORS 192.660(2)(i) "To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Announcements

1. Removal of Bryan Tillung from Planning Commission

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Luke Pyke, Curry Transfer & Recycling
2. Randy Hooper, Border Coast Regional Airport Authority

F. Oral Requests and Communications from the audience

(Public Comments on non-agenda items – 5 minute limit per person.*)

G. Consent Calendar

1. Approve Council minutes for January 14, 2019 [Pg. 3]
2. Accept TPAC Committee minutes for November 8, 2019 [Pg. 6]
3. Receive monthly financial report for December 2018 [Pg. 8]
4. Brookings Monarch Festival Event Evaluation [Pg. 14]
5. Coastal Christmas Event Evaluation [Pg. 17]
6. Fund Allocation for Elmo Williams Day [Pg. 20]

H. Staff Reports Public Hearings/Ordinances/Resolutions/Final Orders

1. Award of Contract for the Engineer of Record for the Brookings Airport (KBOK) [PWDS, Pg. 23]
 - a. RFQ Submitted by Century West [Pg. 24]
2. Dedication and Vacation of Right of Ways [PWDS, Pg. 57]
 - a. Dundon Dedication of Right of Way – Exhibit A [Pg. 58]
 - b. Walker Dedication of Right of Way- Exhibit A [Pg. 60]
 - c. Walker Vacation of Right of Way – Exhibit A [Pg. 62]
3. Planning Commission's 2018 Annual Report [PWDS, Pg. 64]

- a. Annual Report [Pg. 65]
- 4. Direction on planning/zoning changes and formation of Task Force on Homelessness [Finance and Admin, Pg. 66]

I. Remarks from Mayor and Councilors

J. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings

CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, January 14, 2019

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM.

Swearing In of Elected Officials

Municipal Judge Richard Harper swore in Jake Pieper as Mayor and John McKinney and Ron Hedenskog as Councilors.

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Ron Hedenskog, and John McKinney present; a quorum present.

Staff present: City Manager Janell Howard, City Attorney Martha Rice, Public Works & Development Services Director Tony Baron, Deputy Public Works & Development Services Director Jay Trost and Administrative Aide Rita Ritz.

Media Present: Jane Stebbins of Curry Pilot present

Others Present: Approximately forty audience members

Ceremonies

Election of Council President

Councilor Hodges appointed to the position of Council President.

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to appoint Councilor Hodges as Council President.

Brookings Harbor Community Helpers Food Bank Proclamation

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to authorize the Mayor to read proclamation for the Brookings Harbor Community Helpers Food Bank.

-Mayor Pieper read the proclamation no one was present to accept.

Scheduled Public Appearances

Brig Schofield and Nathaniel Barnard Brookings Harbor High School Students

Mr. Schofield and Mr. Barnard presented the Council with a power point and draft Ordinance regarding homelessness in our area.

City Attorney agreed with the speakers that the City has not made any Ordinances changes at this time but has drafted an enforcement directive with the Police Department to be compliant with Martin V Boise.

Councilor Hedenskog commented that they should attend the Workshop on the January 22, at 4:00 pm and congratulated them for the work they have done and the knowledge they have gained.

Mayor Pieper commended them for all their work and for coming out as a High School students.

Oral Requests and Communications from the audience

- William Farrell of 19366 Carpenterville Rd, addressed Council regarding retired VETS and helping to house them.

Consent Calendar

1. Approve revised Council minutes for November 13, 2018
2. Approve Council minutes for December 10, 2018
3. Accept Planning Commission minutes for November 6, 2018
4. Receive monthly financial report for November 2018

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve the Consent Calendar.

Staff Reports

Riparian Protection Overlay Zone Ordinance

Public Works and Development Services Director Baron presented the staff report with Jacob Callister from Lane Council of Governments.

Councilors Hedenskog challenged the Riparian Ordinance language and graphics.

Mayor Pieper asked if the item is time sensitive. Baron assured him that it was not.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to table Ordinance 19-O-776 to address some of the issues discussed and to bring it back at a future date.

The following individual addressed Council in opposition to the measure:

1. Dan O'Conner 823 Alder Creek, Medford OR 97504

Model Code Revisions for Homeless Resources

Public Works and Development Services Director Baron presented the staff report.

Councilors discussed the need for this revision.

No Council action was needed on the item.

Authorize a loan from the Special Public Works Fund with the Oregon Business Development Department (OBDD)

City Manager Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to adopt resolution 19-R-1151, authorize the Mayor or City Manager to sign the financing agreement with OBDD.

Remarks from Mayor and Councilors

Councilor Hedenskog remarked that he and City Manager Howard meet with Gold Beach and Port Orford City officials and commented on how nice Gold Beach's pamphlet was on small accessory units.

Councilors welcomed Councilor McKinney.

Councilor Hamilton commented on a letter to the editor of the paper about hiring Truancy Officers in the School District and informed the writer of the letter that the Principal and Vice Principal are Truancy Officers.

Mayor Pieper welcomed Councilor McKinney and is thankful for his niche in law enforcement and is looking forward to the bright years the Council has ahead.

Adjournment

Councilor Hedenskog moved, Councilor Hodges seconded, and Mayor Pieper adjourned the meeting at 9:33 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2018:

Jake Pieper, Mayor

Janell k Howard, Interim City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – November 8, 2018

CALL TO ORDER

Meeting called to order at 4:01 PM

1. ROLL CALL

Present: Committee members Sonya Billington, Barbara Ciaramella, Tim Kennedy, Candice Michel, Bob Pieper, Dane Tippman and Skip Watwood

Also present: Staff Committee Liaison Lauri Ziemer

2. APPROVAL OF MINUTES –

Motion made by Candice Michel to approve the minutes of October 11, 2018; motion seconded by Dane Tippman. Committee voted and the motion carried unanimously.

3. Public Comment – no one requested to speak to the Committee regarding non-agenda items.

Motion made by Dane Tippman to move Agenda Item 6 – Committee Comments on Non-Agenda Items to be Agenda Item 4, motion seconded by Sonya Billington. Committee voted and motion carried unanimously.

4. COMMITTEE COMMENTS ON NON-AGENDA ITEMS

Candice Michel advised that she had been asked by the Mayor to resign from TPAC. She stated she did not feel she had engaged in behavior that warranted resignation and had advised the Mayor she would not resign, indicating the Mayor would take the request to the City Council to determine.

After a recent Ethics Training course attended by Committee members Tim Kennedy made a statement that he had a potential conflict of interest on potential TPAC grants because he is a local motel owner.

Barbara Ciaramella made a statement that she had a potential conflict of interest on potential advertising as she is associated with the Mile by Mile Guide publication.

Both statements were noted by the committee.

5. ACTION ITEMS

- a. Committee Elections – Motion made by Candice Michel to nominate Skip Watwood as Chair, motion seconded by Dane Tippman. Committee voted and the motion carried unanimously. Motion made by Dane Tippman to nominate Candice Michel as Vice Chair, motion seconded by Sonya Billington. Committee voted and the motion carried with Bob Pieper abstaining.**

6. INFORMATIONAL ITEMS

- a. Port Fish Cleaning Station Evaluation –** Dave Kuehn with Oregon South Coast Fishermen thanked the committee for funds to install a sign at the Harbor promoting the Port of Brookings Harbor which many people stand in front of for photos after catching fish.
- b. Rick Dancer Media Services –** Julie Miller not in attendance to provide any video stats. Committee tabled item.

- c. **Regional Tourism Branding** – Julie Miller not in attendance to provide further information. Committee tabled item.
- d. **Recent Council Actions** – Lauri Ziemer advised City Council approved the TPAC funding request of \$3,000 to Nature's Coastal Holiday.
- b. **TPAC Budget and Internet Hit Info** – Committee reviewed the budget. Lauri Ziemer advised the task of compiling the monthly internet hit info required multiple staff hours and questioned if the committee found the information useful any longer. Some thought the number of views might be useful when determining what time of year videos are most accessed. Some thought compiling data on the number of motels rooms rented monthly would be useful in determining which events are bringing visitors to the area. **Motion made by Dane Tippman to request compilation of 2015, 2016 and 2018 monthly bed tax information; motion seconded by Candice Michel. Committee voted and the motion carried with Skip Watwood, Sonya Billington and Tim Kennedy abstaining.**

7. SCHEDULE NEXT MEETING – Next meeting scheduled for January 10, 2018. Committee cancelled the December 13, 2018 meeting.

8. ADJOURNMENT – with no further business before the Committee, meeting adjourned at 4:55 pm.

Respectfully submitted,



Skip Watwood, Chair
(approved at January 10, 2019 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,104,993.00	84,182.04	2,614,481.66	490,511.34	84.2
LICENSES AND PERMITS	117,000.00	5,964.21	66,934.46	50,065.54	57.2
INTERGOVERNMENTAL	258,000.00	24,782.01	62,300.08	195,699.92	24.2
CHARGES FOR SERVICES	172,000.00	51,658.26	331,914.52	(159,914.52)	193.0
OTHER REVENUE	223,383.00	37,603.44	143,112.60	80,270.40	64.1
TRANSFERS IN	705,572.00	.00	.00	705,572.00	.0
	<u>4,580,948.00</u>	<u>204,189.96</u>	<u>3,218,743.32</u>	<u>1,362,204.68</u>	<u>70.3</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	27,896.00	1,908.92	13,201.33	14,694.67	47.3
MATERIAL AND SERVICES	10,850.00	1,020.88	4,388.61	6,461.39	40.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>38,746.00</u>	<u>2,929.80</u>	<u>17,589.94</u>	<u>21,156.06</u>	<u>45.4</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	253,613.00	9,924.35	122,238.17	131,374.83	48.2
MATERIAL AND SERVICES	114,500.00	2,433.13	52,137.89	62,362.11	45.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>368,113.00</u>	<u>12,357.48</u>	<u>174,376.06</u>	<u>193,736.94</u>	<u>47.4</u>
POLICE:					
PERSONAL SERVICES	2,219,583.00	158,583.54	1,022,739.65	1,196,843.35	46.1
MATERIAL AND SERVICES	187,800.00	32,233.54	95,353.11	92,446.89	50.8
CAPITAL OUTLAY	240,000.00	.00	.00	240,000.00	.0
DEBT SERVICE	63,807.00	4,452.31	27,677.74	36,129.26	43.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,711,190.00</u>	<u>195,269.39</u>	<u>1,145,770.50</u>	<u>1,565,419.50</u>	<u>42.3</u>
FIRE:					
PERSONAL SERVICES	191,291.00	16,114.55	122,515.72	68,775.28	64.1
MATERIAL AND SERVICES	97,000.00	4,282.24	35,004.99	61,995.01	36.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,579.00	.00	30,579.01	(.01)	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>318,870.00</u>	<u>20,396.79</u>	<u>188,099.72</u>	<u>130,770.28</u>	<u>59.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	180,315.00	13,333.03	81,768.06	98,546.94	45.4
MATERIAL AND SERVICES	90,800.00	900.21	13,873.21	76,926.79	15.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	271,115.00	14,233.24	95,641.27	175,473.73	35.3
PARKS & RECREATION:					
PERSONAL SERVICES	282,199.00	16,336.43	119,261.53	162,937.47	42.3
MATERIAL AND SERVICES	103,500.00	7,227.77	40,384.95	63,115.05	39.0
CAPITAL OUTLAY	.00	.00	117.00	(117.00)	.0
DEBT SERVICE	48,383.00	4,031.88	24,191.28	24,191.72	50.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	434,082.00	27,596.08	183,954.76	250,127.24	42.4
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	226,445.00	15,367.90	103,008.69	123,436.31	45.5
MATERIAL AND SERVICES	33,700.00	531.87	17,633.69	16,066.31	52.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	260,145.00	15,899.77	120,642.38	139,502.62	46.4
SWIMMING POOL:					
PERSONAL SERVICES	62,187.00	.00	55,849.18	6,337.82	89.8
MATERIAL AND SERVICES	39,000.00	308.89	18,051.91	20,948.09	46.3
CAPITAL OUTLAY	2,500.00	.00	.00	2,500.00	.0
	103,687.00	308.89	73,901.09	29,785.91	71.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	148,000.00	13,933.74	73,507.81	74,492.19	49.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	358,907.00	.00	.00	358,907.00	.0
CONTINGENCIES AND RESERVES	628,093.00	.00	.00	628,093.00	.0
	1,135,000.00	13,933.74	73,507.81	1,061,492.19	6.5
	5,640,948.00	302,925.18	2,073,483.53	3,567,464.47	36.8
	(1,060,000.00)	(98,735.22)	1,145,259.79	(2,205,259.79)	108.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	520,000.00	45,286.48	286,420.94	233,579.06	55.1
OTHER REVENUE	14,650.00	.00	3,861.50	10,788.50	26.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>534,650.00</u>	<u>45,286.48</u>	<u>290,282.44</u>	<u>244,367.56</u>	<u>54.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	205,076.00	14,158.55	99,010.51	106,065.49	48.3
MATERIAL AND SERVICES	207,000.00	12,412.57	74,452.71	132,547.29	36.0
CAPITAL OUTLAY	95,000.00	.00	798.43	94,201.57	.8
DEBT SERVICE	22,238.00	1,717.04	10,302.20	11,935.80	46.3
TRANSFERS OUT	46,612.00	.00	.00	46,612.00	.0
CONTINGENCIES AND RESERVES	118,724.00	.00	.00	118,724.00	.0
	<u>694,650.00</u>	<u>28,288.16</u>	<u>184,563.85</u>	<u>510,086.15</u>	<u>26.6</u>
	<u>694,650.00</u>	<u>28,288.16</u>	<u>184,563.85</u>	<u>510,086.15</u>	<u>26.6</u>
	<u>(160,000.00)</u>	<u>16,998.32</u>	<u>105,718.59</u>	<u>(265,718.59)</u>	<u>66.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,661,000.00	121,443.17	983,731.14	677,268.86	59.2
OTHER INCOME	51,000.00	3,950.00	35,248.75	15,751.25	69.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,712,000.00</u>	<u>125,393.17</u>	<u>1,018,979.89</u>	<u>693,020.11</u>	<u>59.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	400,962.00	27,732.38	195,511.27	205,450.73	48.8
MATERIAL AND SERVICES	198,400.00	5,070.65	68,634.38	129,765.62	34.6
CAPITAL OUTLAY	50,000.00	282.27	21,425.88	28,574.12	42.9
DEBT SERVICE	8,722.00	398.39	4,774.84	3,947.16	54.7
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>682,084.00</u>	<u>33,483.69</u>	<u>290,346.37</u>	<u>391,737.63</u>	<u>42.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	30,424.00	1,336.57	9,341.45	21,082.55	30.7
MATERIAL AND SERVICES	462,925.00	36,871.51	204,785.29	258,139.71	44.2
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	6,389.00	398.39	4,774.84	1,614.16	74.7
TRANSFERS OUT	687,650.00	.00	.00	687,650.00	.0
CONTINGENCIES AND RESERVES	177,528.00	.00	.00	177,528.00	.0
	<u>1,374,916.00</u>	<u>38,606.47</u>	<u>218,901.58</u>	<u>1,156,014.42</u>	<u>15.9</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,057,000.00</u>	<u>72,090.16</u>	<u>509,247.95</u>	<u>1,547,752.05</u>	<u>24.8</u>
	<u>(345,000.00)</u>	<u>53,303.01</u>	<u>509,731.94</u>	<u>(854,731.94)</u>	<u>147.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,183,300.00	263,074.44	1,605,394.32	1,577,905.68	50.4
OTHER REVENUE	15,000.00	.00	.00	15,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,193,800.00</u>	<u>263,074.44</u>	<u>1,605,394.32</u>	<u>1,588,405.68</u>	<u>50.3</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	570,336.00	37,414.00	260,838.42	309,497.58	45.7
MATERIAL AND SERVICES	250,200.00	7,023.14	53,058.83	197,141.17	21.2
CAPITAL OUTLAY	25,000.00	.00	9,100.00	15,900.00	36.4
DEBT SERVICE	8,722.00	398.39	4,774.84	3,947.16	54.7
TRANSFERS OUT	177,359.00	.00	.00	177,359.00	.0
	<u>1,031,617.00</u>	<u>44,835.53</u>	<u>327,772.09</u>	<u>703,844.91</u>	<u>31.8</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	39,878.00	2,005.71	14,001.58	25,876.42	35.1
MATERIAL AND SERVICES	895,225.00	71,164.80	386,079.46	509,145.54	43.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	6,389.00	398.39	4,774.84	1,614.16	74.7
TRANSFERS OUT	1,509,923.00	.00	.00	1,509,923.00	.0
CONTINGENCIES AND RESERVES	315,268.00	.00	.00	315,268.00	.0
	<u>2,766,683.00</u>	<u>73,568.90</u>	<u>404,855.88</u>	<u>2,361,827.12</u>	<u>14.6</u>
	<u>3,798,300.00</u>	<u>118,404.43</u>	<u>732,627.97</u>	<u>3,065,672.03</u>	<u>19.3</u>
	<u>(604,500.00)</u>	<u>144,670.01</u>	<u>872,766.35</u>	<u>(1,477,266.35)</u>	<u>144.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	586,211.00	12,278.78	527,679.91	58,531.09	90.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	15.00	18.18	1,981.82	.9
TRANSFERS IN	650,000.00	.00	.00	650,000.00	.0
	1,238,211.00	12,293.78	527,698.09	710,512.91	42.6
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	150.00	3,446.02	31,553.98	9.9
CAPITAL OUTLAY	842,472.00	.00	.00	842,472.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	450,739.00	.00	.00	450,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	1,328,211.00	150.00	3,446.02	1,324,764.98	.3
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	1,328,211.00	150.00	3,446.02	1,324,764.98	.3
	(90,000.00)	12,143.78	524,252.07	(614,252.07)	582.5

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Brookings Monarch Festival TPAC Grant Event Evaluation

Recommended Motion:

Motion to accept the Brookings Monarch Festival Evaluation report

Financial Impact:

Funding was already allocated for this project

Background/Discussion:

Council authorized a grant to the Brookings Monarch Festival in the amount of \$1,097 in Transient Occupancy Tax (TOT) funding to assist in the costs for funding their first annual event.

The event organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee.

Attachments:

- a. Thank You Letter
- b. Event Evaluation



December 12, 2018

Dear TPAC members and Brookings City Councilors:

The members of B.O.M.A. would like to thank you for your grant of \$1,097 towards our Brookings First Annual Monarch Festival which was held on September 15, 2018. We are extremely grateful.

While we anticipated attendance at 100 folks, we were blown away by the 500 to 700 people who attended this free, annual, family-friendly event. We recorded attendees' zip codes on a free raffle ticket issued to most of the attendees, but when so many people showed up at once and lines formed, several did not request their free raffle ticket. Of the 365 tickets collected from those who did fill out their zip codes, 264 were from cities within Curry County (including Langlois), 37 were from Crescent City, 8 from Smith River, and 22 from other California cities. Additionally, 25 were from Oregon, but not Curry County, 5 from the state of Washington and 1 each from Kansas, Florida, New Mexico and Idaho. So, 101 of the 365 (or approximately **28%**) were from **OUTSIDE** Curry County and several of them spent the night in Brookings. Not too shabby for the **1st** annual festival!

Given the size of the crowd, BOMA anticipates approaching TPAC again next year for funding for the 2nd Annual Monarch Festival. After all, Brookings was the very first Monarch City USA in Oregon following unanimous Council approval of a proclamation in May 2017. We shall also seek out sponsors and in-kind contributions from other organizations and our volunteers as well. Curry Watershed Partnership, KCIW, Brookings-Harbor High School students, Monarch City USA, various other organizations and individuals were kind enough to supply in-kind contributions to help make the festival a resounding success. BOMA will also do some limited fundraising throughout the year. We may also wish to allow limited vendors next year for a fee and expand the size of the festival.

So, again, many thanks from BOMA to the City of Brookings for your financial support.





City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1137 Fax (541) 469-3650

Event Evaluation Form

Please complete and return to the City Recorder's Office within three (3) months of event, failure to do so may eliminate your organization from future consideration for funding.

Event: 1st ANNUAL BROOKINGS MONARCH FESTIVAL Completion Date: 9/15/2018

Contact Person: VICKI MIDD / BROOKINGS OREGON MONARCH ADVOCATES

Amount Awarded \$ 1,097

1. How was the funding used? SUPPLIES, EDUCATIONAL EXHIBITS, SOME ADVERTISING, KIDS' CRAFT TABLE, PARK RENTAL FEE FOR FESTIVAL

2. Please provide a budget report that includes event expenses and revenue. Include In-Kind services. Use the form below or attach your own. Detailed receipts are not required.

Revenue Collected

Amount

SALES TABLE (PLANTS, BUTTERFLY-THEMED MERCHANDISE)

\$ 368

TIPS FROM FACE PAINTING, EXTRA RAFFLE TICK, DONATIONS TO 2019 FESTIVAL

\$ 201

Total \$ 569

Expenses Paid

Amount

EVENT INSURANCE

\$ 126

RAFFLE PRIZES AND BOOKS FOR KIDS

\$ 313

PARK RENTAL FEE

\$ 51

WATER FOR SALE

\$ 20

ADVERTISING (CURRY COASTAL PILOT)

\$ 386

KIDS' CRAFT TABLE (PAINTS, PENS, BRUSHES, SUPPLIES)

\$ 150

IN KIND CURRY WATERSHED PARTNERSHIP (BROCHURES, PRINTING, ORGANIZING, EDUC. MAT)

\$ 500 EST.

KCIW RADIO (ADVERTISING AIRTIME)

\$ 250 EST.

BHHS STUDENTS + VOLUNTEERS (PHOTO CUTOUT PEEP AND PAINTING)

\$ 250 EST.

VARIOUS ORGANIZATIONS - 8 TABLE + TENT RENTALS

\$ 150 EST.

"LIFE CYCLE EXPERIENCE" MATERIALS, SUPPLIES

\$ 300 EST

MONARCH CITY USA - MERCHANDISE

\$ 190

CURRY COUNTY MASTER GARDENERS ASSN - Q+A TABLE

\$ 100 EST

Total \$ 2,786

ALSO, IN KIND ADVERTISING ON CITY OF BROOKINGS WEBSITE !!!

3. Estimate how many people attended the event: BETWEEN 550 AND 700

4. Estimate how many people attended from outside Curry County: 28% (SEE ATTACHED)

To estimate attendance have a sign in sheet or event surveys so that you may determine where people have traveled from and so you have a contact sheet for your next event.

Signed: Vicki Midd

Date: 12/12/2018

Organization: BOMA (BROOKINGS OREGON MONARCH ADVOCATES)

If more room is needed for any information please attach a second sheet

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Coastal Christmas TPAC Grant Event Evaluation

Recommended Motion:

Motion to accept the Coastal Christmas Evaluation report

Financial Impact:

Funding was already allocated for this project

Background/Discussion:

Council authorized a grant to Coastal Christmas in the amount of \$1,000 in Transient Occupancy Tax (TOT) funding to assist in the costs for funding their fifth annual event.

The event organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee.

Attachment:

- a. Event Evaluation



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1137 Fax (541) 469-3650

Event Evaluation Form

Please complete and return to the City Recorder's Office within three (3) months of event,
failure to do so may eliminate your organization from future consideration for funding.

Coastal Christmas

Event: Downtown Deco. & Parade & Santa Event Completion Date: Jan 5, 2019

Contact Person: Kathy Breshears

Amount Awarded \$ 1,000

1. How was the funding used? See Attached (supplies)

2. Please provide a budget report that includes event expenses and revenue. Include In-Kind services. Use the form below or attach your own. Detailed receipts are not required.

Revenue Collected

Amount

	\$ 0
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Expenses Paid

Amount

<u>See attached</u>	\$
	\$
	\$
	\$
	\$
	\$
Total	\$ 1008.71

3. Estimate how many people attended the event: 300 A Park Parade ?

4. Estimate how many people attended from outside Curry County: ?

To estimate attendance have a sign in sheet or event surveys so that you may determine where people have traveled from and so you have a contact sheet for your next event.

Signed: Kathleen Breshears

Date: 12-28-2018

Organization: Coastal Christmas Elves

If more room is needed for any information please attach a second sheet

Expenses

Bal 1000

-189.45 Insurance

Bal 810.55

-60.00 Fuels

Bal 830.55

-53.96 Zip Ties

Bal 776.59

-100.00 ~~Party~~

Bal 676.59

+ 60.00 Donation

Bal 736.59

-52.20 Cookie Dough

Bal 684.39

-212.34 Batteries

Bal 472.05

-157.90 Lights for railroad

Bal 312.15

-14.00 Candy Canes

Bal 298.15

+ 100.00 Prize money donated by Freds

BAL 398.15

-175.00 2 2x6 Adds

Bal 223.15

-55.25 Parade Prize w/alloferm

Bal 167.90

-12.98 Fare for dlar

Bal 154.92

-38.27 water Cider Parade Prizes

116.65

-10.00 - In Motion Banner date change

Bal 106.65

-45.41 - Kerrs - Replacement lights

Bal 61.24

-15.00 Replacement Power Supply

Bal 46.24

-54.95 Replacement bulbs ordered 1/14/19

- 8.71 over budget

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019

Signature (submitted by)

Originating Dept: City Manager


City Manager Approval

Subject: Transient Occupancy Tax (TOT) Fund Allocation for Elmo Williams Day.

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee (TPAC): Motion to allocate \$1,500 to the Elmo Williams Day Committee for the Elmo Williams Day event.

Financial Impact:

\$1,500 allocated from TOT revenues set aside for tourism promotion.

Approved by Finance & Human Resources Director: 

Background/Discussion:

The Elmo Williams Day committee submitted a request for \$2,000 in funding assistance for its annual event scheduled April 28, 2019. The organizers state that the funds will be used for advertising, banners, posters, flyers, pins and t-shirts.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their January 10, 2019 meeting. At that meeting, TPAC discussed whether the event fully met its funding criteria and then unanimously recommended granting a reduced amount of \$1,500 in TOT funding for the event.

Attachment:

- a. Event Funding Application

SUBMITTED: JAN. 2 2019

Event Title: THE ELMO WILLIAMS DAY Amount Requested \$ 2,000

Organization: THE ELMO WILLIAMS COMMITTEE

Event Description: THE EVENT WILL BE TO HONOR ELMO WILLIAMS BIRTHDAY. MOVIES, DISPLAYS AT VENUES WILL TAKE PLACE.

Event Date/s: SUNDAY, APRIL 28, 2019 FROM HIGH NOON TO FOUR P.M.

Location: CAPELLA BY THE SEA IN AZALEA PARK Location secured? Yes ☒ No ☐

Event Goals: TO HONOR ONE OF THE GREATEST MOVIE ICONS AND LETTING BROOKINGS RESIDENTS AND OUTSIDERS KNOW ALL ABOUT ELMO WILLIAMS CONTRIBUTION TO THE CITY OF BROOKINGS

How will this event be sustained after the first year? SINCE THE CITY OF BROOKINGS HAS DEDICATED THE FOURTH SUNDAY IN APRIL, IT WILL TAKE PLACE EACH YEAR

Sponsors/Investors: CAROLYN + GARY MILLIMAN, CITY OF BROOKINGS AND MEMBERS OF COMMITTEE.

Event Budget

Income			Expenses		
Fees Collected	\$	<u>—</u>	Facility/Venue Costs	\$	<u>0</u>
Admissions	\$	<u>—</u>	Insurance	\$	<u>104.47</u>
Concessions	\$	<u>—</u>	Advertising	\$	<u>1895.56</u>
	\$		Supplies	\$	
	\$			\$	
TOTAL	\$	<u>0</u>	TOTAL	\$	<u>2,000</u>

BANNERS
NEWSPAPER
ARTICLES
POSTERS
FLYERS, ETC.
PINS
T-SHIRTS
DONATIONS

How do you intend to evaluate the success of your event and determine the number of out of town visitors?

BY GETTING THE WORD OUT TO BROOKINGS RESIDENTS AND OUT OF TOWN VISITORS.

Contact Person: CAROLYN MILLIMAN

Phone: (541) 412-7479 Email: carolynmilliman@yahoo.com

Mailing Address: 1090 PARKVIEW DR. BROOKINGS, OR 97415

If more space is required please attach additional pages

Tourism Event Proposal for The Elmo Williams Day

Please accept this proposal for The Elmo William Day which will be held on the Fourth Sunday in April (date: April 28, 2019) starting at High Noon at the Capella By The Sea. Our event will include a full length movie directed by Elmo Williams, and cake cutting event, a film showing at the Chetco Player's Theatre and especially displays of the Elmo Williams collections. These events will be free to the public. The City of Brookings has Proclaimed The Elmo Williams Day be on the Fourth Sunday of April. Our committee will work hard to encourage local residents as well as out of town to attend. Our committee hopes that our event will be funded by the City's Tourism Promotion Advisory Committee so it can be presented to City of Brookings Council for approval.

Sincerely,

Carolyn Milliman

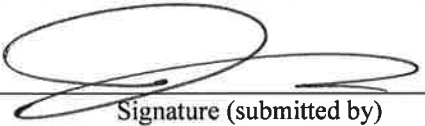

Chairperson of Elmo Williams Day

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 24, 2019


Originating Dept: PWDS


Signature (submitted by)

City Manager Approval

Subject: Award of contract for the engineer of record for the Brookings Airport (KBOK)

Recommended Motion: Motion to authorize the City Manager to execute a contract with Century West as the engineer of record for the Brookings Airport.

Financial Impact: \$

Approved by Finance & Human Resources Director: 

Background/Discussion: It is required by the FAA as part of the management requirements to receive Federal grant funding that the City of Brookings identifies an engineer of record. The services provided are 90% funded by the FAA and 90% of the remaining 10% are funded by the State of Oregon COAR grant.

Two RFQ's were received; Century West, WHPacific. Coffman Associates declined to submit an RFQ. Century West is recommended because they provide greater historical knowledge of KBOK, they have offer over 25 aviation personnel, eight with specific experience working with KBOK. They also have a strong history of providing engineering services for airports similar to KBOK and have a branch office located in Central Point.

Attachment(s):

A. RFQ submitted by Century West

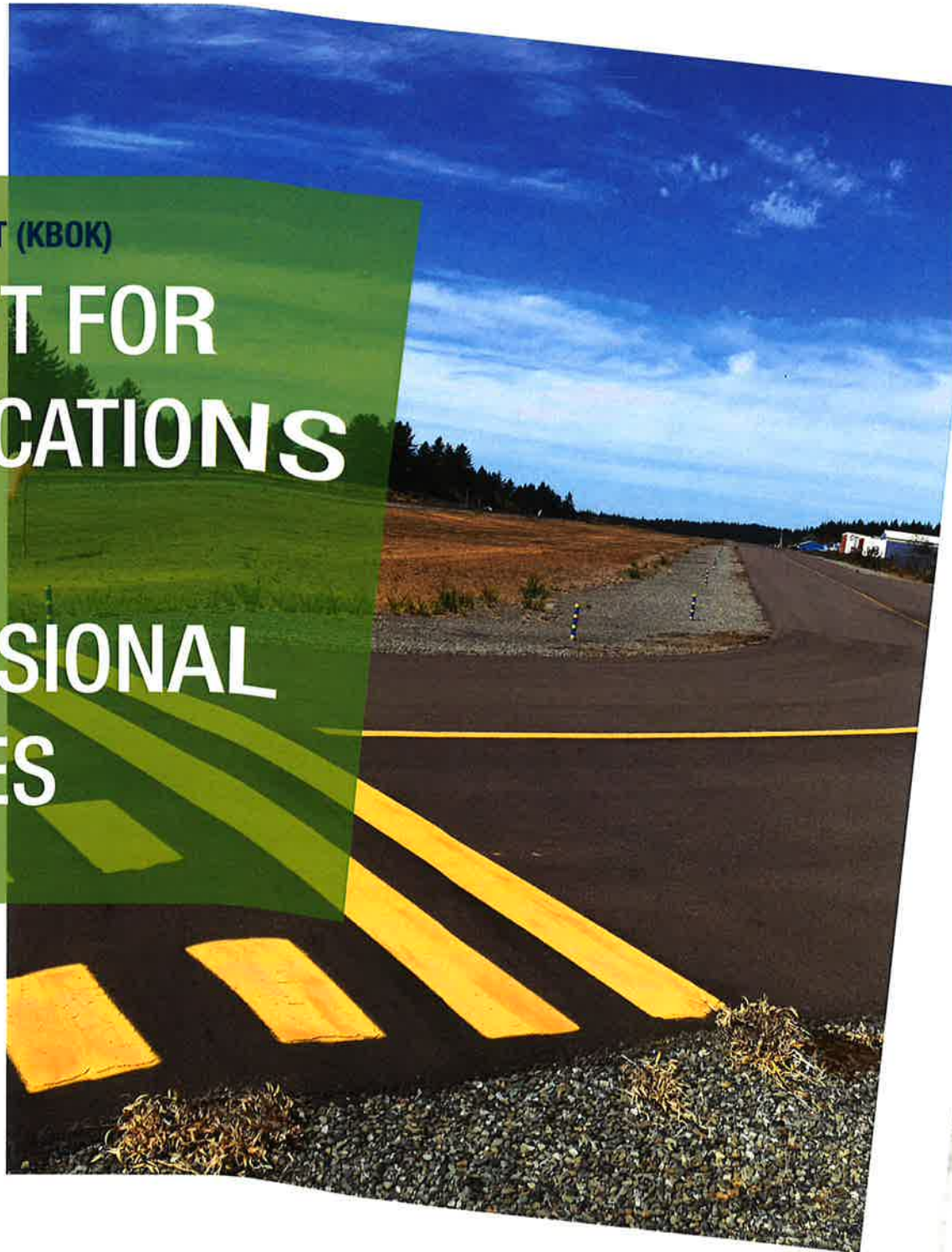


City of Brookings
Brookings Airport (KBOK)

BROOKINGS AIRPORT (KBOK)

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

January 2, 2019



 **CENTURY
WEST**
ENGINEERING

January 2, 2019

Jay Trost
Public Works Deputy Director
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

RE: Request for Qualifications for Professional Services at Brookings Oregon Airport (KBOK)

Dear Mr. Trost:

Century West Engineering Corporation (Century West) is pleased to respond to your Request for Qualifications (RFQ). We appreciate the time that you, Tony Baron, and Janell Howard have taken to speak with us about the airport. Through our discussion with you and our history at the airport, we have a good understanding of your upcoming needs as you embark on ownership of the Airport. Our qualifications, experience, and resources are well suited to help you complete improvements projects over the next five years, and we look forward to the opportunity to work with you.

The key differentiators that set Century West apart from our competitors include:

Depth of Staff Resources. Our aviation staff has grown and expanded in the past several years. We have 25+ aviation personnel, eight with experience specifically at your airport. Our team has a thorough understanding of your needs and desired outcomes because of our history at the airport and ongoing work on the airport master plan. Our team includes seasoned airport engineers that have extensive experience at the Brookings Airport that will provide continuity as you work to improve the airport.

We have an excellent working relationship with the FAA. Our staff has worked directly with Federal Aviation Administration (FAA) staff in the Seattle ADO for over 40 years. We understand FAA's expectations and will advocate for you to maximize the facilities on the ground to enhance safety at the airport. We have direct working experience with Joelle Briggs, Jason Ritchie, Sean Callahan, Valerie Thorsen, and Sandy Simmons and have an excellent working relationship with them. Our experience and relationships will allow Century West to be an effective liaison between the City and the FAA. We will also assist you with the quarterly and annual reporting, Disadvantaged Business Enterprise (DBE) plans, and other required documentation to ensure that you remain in good standing with the FAA.

Our team has a history of client responsiveness and satisfaction. Whether it is helping you understand the FAA procedures, applying for funding through FAA and ODA programs, keeping track of all the paper work and close out items, or simply returning your phone calls promptly, the team we present has a history of prompt responsiveness to client questions and issues. We will serve as an extension of your staff, assisting you with the details to help you meet your project goals and objectives for the airport.

If you have any questions regarding the information we have presented, please contact me at 971-200-7461.

Sincerely,

CENTURY WEST ENGINEERING CORPORATION



James Kirby, PE | Project Manager



Matt Rogers, PE | Vice President/Client Manager

A. General Description of the Firm

Organization, History, Background, & Capabilities

Founded in 1969 in the Pacific Northwest, our civil engineering consulting firm now combines the talent of more than 55 professionals and support staff in nine locations across Oregon, Washington, and Idaho. Century West's success is a direct result of our primary goal: to listen to and understand our clients in order to develop innovative, cost-effective solutions to meet their needs. We pride ourselves on our ability to take a team approach to projects requiring special expertise. We focus our human resources to identify our clients' challenges and plan solutions to address those challenges. Project managers coordinate carefully with their clients, bringing solutions into reality. The results are increased efficiency and collaboration with an economical project cost.

Century West specializes in two key areas: aviation and municipal engineering. With continuous service to airport clients since the mid1970s, Century West is recognized as one of longest established aviation consulting firms in the northwest.

Our recent firm experience at the Brookings Oregon Airport (Airport) began in May of 2017 when we were contacted by the former City of Brookings (City) Manager to provide assistance as the City navigated the airport transfer process with Curry County (County) and the Federal Aviation Administration (FAA). Our team met with City staff, provided review and guidance of FAA documents, completed cost estimates to assist with City-County negotiations, evaluated the potential for a runway extension, and were available on an as-needed basis to answer questions. As the Oregon Department of Aviation (ODA) Pavement Maintenance Program (PMP) consultant, we also designed and provided construction oversight for recent pavement maintenance activities that included a slurry seal and remarking project for Runway 12-30.

We are also currently in the process of working with the City to kick off your Airport Master Plan (AMP). Through our scoping process, we have had the opportunity to learn about the Airport's needs and we are looking forward to the opportunity to helping you prioritize those needs and pursue available funding to meet them. By selecting Century West as your on-call engineering consultant, the City will ensure projects move smoothly from the planning and funding phase into design and construction.

Beyond our recent work at the airport, current Century West staff have a long history completing airport improvement projects at the Brookings Airport with previous consulting firms. This includes environmental assessments (EAs), pavement rehabilitation projects, airport fencing, and the west side hangar area development.

Our deep understanding of the airport will provide you with the institutional knowledge that cannot be matched by any other consulting firm. This will translate into an efficient and economical design process resulting in constructible projects with realistic schedules and budgets. Century West is committed to providing the most knowledgeable and committed staff to your project from our offices in Oregon and Washington to ensure a successful outcome.



Airport Consulting Services & Capabilities

Century West has the capability to perform all of the types of projects the Airport was outlined in the RFQ. The following types of services identified in the RFQ are representative of the airport services provided by Century West:

CLIENT/PROJECT	TERMINAL AREA IMPROVEMENTS	HANGAR DEVELOPMENT	RUNWAY/TAXIWAY/PAVEMENT REHABILITATION	AIRPORT SIGNAGE	CONSTRUCTION MANAGEMENT	ENVIRONMENTAL ASSESSMENT	APRON CONSTRUCTION	GRANT APPLICATION SERVICES
Aurora State Airport Environmental Assessment for Airport Improvements; Aurora, OR			●			●		
Bandon State Airport, Electrical Rehabilitation Project Environmental & Design; Bandon, OR				●	●			●
Chiloquin State Airport Environmental Assessment for Airport Improvements; Chiloquin, OR			●			●	●	
Christmas Valley Airport Taxiway & Apron Construction; Christmas Valley, OR	●		●	●	●		●	●
Florence Municipal Airport Apron Expansion; Florence, OR	●		●		●	●	●	●
Ken Jernstedt Airfield North Landside Development Environmental Assessment; Hood River, OR	●	●	●		●	●	●	
Ken Jernstedt South Apron & Taxiway Rehabilitation Project; Hood River, OR	●		●	●	●		●	●
Madras Municipal Airport, Apron/Heavy Aircraft Taxiway/Runway Restriping/ NavAid Improvements; Madras, OR	●		●		●		●	
McMinnville Municipal Airport Runway 4-22 Reconstruction; McMinnville, OR			●		●	●		
McMinnville Municipal Airport Fly-Friendly Program; McMinnville, OR								
McMinnville Municipal Airport Runway 17-35 Partial Parallel & Infield Taxiways & Environmental & Engineering Services; McMinnville, OR		●	●	●	●	●		
McMinnville Municipal Airport Tree Removal; McMinnville, OR			●		●	●		
Morrow County-Lexington Airport Fuel Apron; Lexington, OR	●		●		●		●	
Oregon Department of Aviation (ODA) Pavement Management Program (PMP); Various Airports Throughout Oregon			●		●			●
Pearson Field Environmental Assessment; Vancouver, WA		●	●			●	●	
Prineville Airport, Runway 10-28 Reconstruction & Widening - Environmental & Engineering Services; Prineville, OR			●		●	●		●

Aviation Services We Provide

Design & Construction

- Obstruction Removal & Safety Area Improvements
- Runways/Taxiways
- Site Grading & Drainage Improvements
- Aircraft Hangars
- Aircraft Parking Aprons
- Airfield Lighting Systems
- Airport Access Roads, Fencing, & Security
- Airport Industrial Parks
- Infrastructure & Utility Improvements
- Construction Management, Inspection, & Testing
- Fuel Facilities
- Helicopter Facilities
- Navigational Aids
- Pavement Maintenance
- Weather Systems

Environmental

- Cultural Resource Surveys
- Oregon Department of Environmental Quality (DEQ) 1200 - C Permits
- Endangered Species Studies
- Environmental Site Assessments
- Geotechnical Site Evaluations
- National Environmental Policy Act (NEPA) Environmental Assessments
- Washington State Environmental Policy Act (SEPA) Permitting
- Underground Storage Tank Removal & Permitting
- Wetlands Investigations
- Streaked Horned Lark Assessments

FAA & Grant Processes

- Airport Improvement Program (AIP) Grant Preparation & Administration
- Airport Fly-Friendly Brochures
- Aviation System Action Program (ASAP) & Connect Oregon Grant Preparation & Administration
- Capital Improvement Plan Development
- DBE Plans/Reporting/Goals
- FAA Form 7480 & 7460 Analysis & Preparation
- FAR Part 77 Airspace Reviews
- Public Involvement Programs
- Quarterly & Annual AIP Reporting
- Planning & Design Consistent with FAA 150/5070-6B
- Airport Design FAA AC150/5300-13A

Planning

- Airport Layout Plans (ALP)
- Airport Master Planning
- Aircraft Hangar Planning
- Airport Access Roads, Fencing, & Security
- Airport Business Planning
- Airport Financial Planning
- Airport Fuel Facility Planning
- Airport Land Use Planning
- Airport Noise Compatibility Planning
- Airport Security Plans
- Capital Improvement Program (CIP) Development & Management
- Cargo Facility Planning
- Industrial Park Plans
- Terminal Area Plans
- Weather Systems Planning
- Airports Geographic Informational System (AGIS) Surveys



Familiarity with Federal & State Requirements

All of our aviation projects involve FAA and/or state funding, and we are thoroughly familiar with all technical requirements, including state/federal grant processes. Beyond technical knowledge, we have developed a high level of trust with these agencies based on years of providing consistent high quality products while representing the interests of our airport clients. This has resulted in efficient projects and well-coordinated, sustainable success in funding airport improvement projects.

By specializing in airport consulting, we are continuously involved in project coordination with the FAA, which provides great benefit to our clients. Century West staff have worked directly with FAA staff for many years providing an in-depth understanding of the FAA's expectations when completing airport projects and the ability to anticipate potential concerns and address them before problems can occur. We regularly participate in industry review of draft airport Advisory Circulars prior to publication. Our team closely follows changes in FAA standards and requirements that affect our clients and projects. All of this experience makes us an effective liaison between our clients and FAA staff. We offer extensive history working with your FAA Airport District Office (ADO) representatives (Sandy Simmons, Valerie Thorsen, and Sean Callahan), and will use this familiarity to navigate federal requirements and deliver your project.

We are also familiar with FAA financial programs, including the AIP Discretionary, General Aviation, Non-Primary Entitlements (NPE), and Primary Entitlements, and Passenger Facility Charges (PFCs). We routinely assist our clients with FAA grant applications, project reimbursement forms, DBE program management, design reports, construction reports and project closeout documentation.

With regard to State requirements, we have extensive experience with the state's Connect Oregon and COAR Programs as sources for project funding. This coupled with our excellent working relationship with the Oregon Department of Aviation enables us to help our clients supplement their FAA projects with state funding resources.

Recent Experience in Comparable Airport/Aviation Projects

Century West team members offer background and experience at the Airport, and extensive experience at comparable airports and similar project types anticipated at your facility. Our project experience includes both airport engineering and planning, which provides additional value for your airport as we integrate this expertise to ensure facility improvements are well thought out, engineered, and constructible. The following select projects detail our comparable experience to your facility and anticipated project needs. The experience listed is for FAA Airport Improvement Program (AIP) and federal government supported projects.

Florence Municipal Airport, Apron Expansion; Florence, OR

Century West prepared the design and performed construction management services for an apron expansion project at the Florence Municipal Airport. The work included the construction of an apron expansion approximately two acres in size. Additional construction items included the rehabilitation of the existing two acre apron pavement, replacement of the existing beacon tower, replacement of the existing wind-cone, construction of a helicopter parking pad, and relocation of an existing fuel island. Drainage improvements were also included to divert all stormwater runoff into the existing airport drainage system. Century West was responsible for preliminary planning, engineering design, cost estimating, the preparation of contract documents and specifications, and bidding services. Century West also facilitated environmental permitting and coordinated the application for federal funding for this project.



Bandon State Airport, Electrical Rehabilitation Project Environmental & Design; Bandon, OR

The Bandon State Airport electrical system had aged out and required rehabilitation. The project included replacing the runway edge lighting system, the existing rotating beacon, replace existing PAPIs and REILs, replacing existing hold position signs, and installing a new airport entrance gate. A Categorical Exclusion was completed that established there would be no impacts to wetlands, cultural resources or other environmental impact categories from this project. Subsequent to the environmental study, Century West is currently completing closeout documentation for this project.



Prineville Airport, Runway 10-28 Reconstruction & Widening & Environmental & Engineering Services; Prineville, OR

Century West first conducted an environmental study to determine impacts of reconstruction and extension of Runway 10-28 at Prineville Airport. Key impact areas included cultural resources, wildlife habitat, and wetlands. This environmental study required close communication with FAA environmental staff and the airport to ensure that the airport's needs were represented while meeting the FAA's environmental requirements. This study resulted in a Categorical Exclusion issued by FAA allowing design and construction to proceed per the original schedule. Upon completion of the environmental work, Century West began the design of the reconstruction and widening phase of the project keeping in mind and preparing for the future extension of the runway. The design was performed by Century West to reconstruct RW 10-28 to a 5000 foot long runway with a width of 75 feet. A new MIRL system was also designed as well as a new PAPI system and miscellaneous grading and drainage improvements. Century West also prepared plans for extensive terrain obstruction removal. The work mentioned above occurred in multiple phases over subsequent construction seasons and FAA funding cycles. Century West worked closely with FAA, the Airport, and the Contractor to assure timely and cost effective completion of different phases of work. Century West performed all geometric, grading, utility, marking and related design for the project. We also worked closely with our subconsultant team that included Foundation Engineering, Pacific Habitat Services, Bluedot Group, and R&W Engineering.



Madras Municipal Airport, Apron/Heavy Aircraft Taxiway/ Runway Restriping/NavAid Improvements; Madras, OR

Century West designed and managed the construction of a number of improvements intended to enhance safety, operations, and services offered by the airport. Improvements included an enlarged apron and improved ramp lighting near the airport's general aviation building, taxiway edge lights, installation of a Runway End Indicator Lighting (REIL) system at one end of the runway, an Automated Weather Observation System (AWOS), restriping the runway as a non-visual approach runway, heavy aircraft taxiways to improve circulation for large aircraft, and a public wash facility capable of accommodating large aircraft.



Ken Jernstedt Airport South Apron & Taxiway Rehabilitation Project; Hood River, OR

Century West provided design, bidding and construction services for the reconfiguration and rehabilitation of the taxiways, taxilanes and aprons on the south side of the airport. Safety improvements included removing the fuel tank and the parallel taxiway from the Runway Object Free Area and reconfiguring pavement profiles to eliminate non-standard cross-slopes. The main apron was also reconfigured to accommodate future hangar development.



Morrow County-Lexington Airport Fuel Apron; Lexington, OR

Century West provided design services for 65,000 square feet of asphalt pavement that will provide additional General Aviation small aircraft tie-down space and improved taxilane access to the airport's fueling facility and existing connector taxiways. The project includes apron and taxilane geometry layout, grading and drainage design, pavement marking, and construction of elevated reflectors and tie-down anchors. Century West is also contracted to provide construction management services for the project in 2018.



Christmas Valley Airport Taxiway & Apron Construction; Christmas Valley, OR

Century West provided planning, design, and construction services for the reconstruction of an existing aircraft parking apron and construction of a new 5,200' parallel taxiway. Increased use of the apron by helicopters required a reconfigured layout to provide required setbacks. In addition, the apron pavement section was completely reconstructed due to its low PCI rating. A new parallel taxiway was constructed to eliminate back-taxi movements on Runway 7-25, further enhancing operational safety at the airport. The project was funded through the use of a Connect Oregon V grant as well as FAA funds. The grant package enabled construction of the improvements with no out-of-pocket costs to the owner. Other project elements included new mandatory guidance signs, elevated edge lighting at taxiway connections to the runway, and elevated reflectors along the parallel taxiway. The construction cost of the improvements was \$1.7 million.



McMinnville Municipal Airport Runway 4-22 Reconstruction; McMinnville, OR

Century West, as the Airport's consultant of record, completed the reconstruction of Runway 4-22 through a 3 phase program: 1. Environmental/Pre-design; 2. Final Design; 3. Construction. Due to the presence of a threatened and endangered species, the Streak Horned Lark (SHL), a biological assessment was performed to assess impacts to the SHL during construction. The assessment resulted in a biological opinion issued by USF&W which permitted conditions allowing construction to proceed. Concurrently with the environmental work, pre-design efforts included construction phasing/sequencing development, pavement design, and development of a preliminary profile and cross section. The final design included cement treatment of the subgrade due to weak on-site soil conditions, replacement of the HIRL system, PAPI's for each runway end, and drainage improvements.



McMinnville Municipal Airport Runway 17-35 Parallel & Infield Taxiways Environmental & Engineering Services, McMinnville, OR

Century West prepared environmental, permitting, design and construction services for construction of a partial parallel taxiway and infield taxiway for Runway 17-35 at McMinnville Municipal Airport. The taxiway work included new taxiway construction, pavement underdrains, surface drainage improvements, airport signage, and the installation of taxiway reflectors. The taxiways were constructed in a grass field/farmed area that contained wetlands. Environmental permitting required mitigation for the project's impacts to the wetlands. Project mitigation took the form of a contribution to a regional wetland bank because there were no local sites suitable for wetland creation or enhancement. As part of the environmental approvals, a storm water management plan was also prepared.



McMinnville Municipal Airport Tree Removal; McMinnville, OR

Century West provided engineering services for extensive tree and obstruction removal within the RPZ of Runway 4-22. Removal of the trees increased the level of safety for both runway approaches. Extensive coordination was required with local planning and environmental agencies and the Oregon Department of Transportation. The project included surveying, an environmental review, and preparation of bidding documents. Century West also assisted by providing construction observation and administration services during construction.



ODA PMP; Various Airports Throughout Oregon

Century West and ODA manage the yearly design and construction of pavement maintenance projects on more than a dozen Oregon public use airports. Programmed projects address pavement maintenance needs in a rigorous, cost-effective manner using pavement maintenance methods such as crack sealing, patching, and surface sealing. Century West's PM, James Kirby uses his prior inspection, design, and project management experience, gained on nearly every airport in the PMP Program, to guide the program through the design phase and bidding. Century West also performs Services During Construction (SDC) for this project including safety training, construction inspection and construction management.



NEPA & FAA Environmental Experience

Century West has extensive experience with NEPA environmental requirements and FAA orders 1050.1F and 5050.4B. We have undertaken and coordinated numerous Environmental Assessments and Categorical Exclusion efforts for Airport clients and their projects. We are also experienced with state and local environmental permitting processes. As the emphasis on the environmental review of projects is ever increasing, and the programs are dictating multi-year FAA reviews, this expertise and experience is vital to your projects moving forward.

Chiloquin State Airport Environmental Assessment for Airport Improvements; Chiloquin, OR

The Chiloquin State Airport in Chiloquin, Oregon is owned and operated by the Oregon Department of Aviation (ODA). The FAA requested that ODA conduct an Environmental Assessment to evaluate the potential impacts of the future projects that are contained in the 5 year Capital Improvement Plan for the Airport. Specifically, these projects are the Obstruction Removal of trees located, off Airport property, but within the Runway 17-35 approaches, and the rehabilitation of the east taxilanes. The work includes wetland investigation, a threatened and endangered species survey, and a cultural resources survey. The airport is also located in an area that has been known to have archaeological resources. Century West is currently involved with the EA development.



Ken Jernstedt Airfield North Landside Development Environmental Assessment; Hood River, OR

The Ken Jernstedt Airfield in Hood River is proposing development of the North Landside area identified in the Airport's recent Master Plan update. This complex Environmental Assessment includes 12 separate projects to be evaluated through the NEPA process. Projects include a reconfigured apron and parking area, aircraft fueling apron, fencing, automated gates, hangar development, new taxiway construction, a proposed FBO and associated infrastructure, and a land trade. The project is particularly unique in that it involves an analysis of on-airport wetland mitigation.



Aurora State Airport Environmental Assessment for Airport Improvements; Aurora, OR

The Aurora State Airport in Aurora, Oregon is owned and operated by the Oregon Department of Aviation (ODA). The FAA requested that ODA conduct an Environmental Assessment to evaluate the potential impacts of the future projects that are contained in the 5 year Capital Improvement Plan for the Airport. Specifically, these projects are the Obstruction Removal of trees located, off Airport property, but within the Runway 17-35 approach and the construction of an aircraft run-up apron on the north end of the Airport. The work will include wetland investigation, cultural resources survey, and a threatened and endangered species survey, with an emphasis on the Streak Horned Lark. Century West is currently involved with the EA development.



Pearson Field Environmental Assessment; Vancouver, WA

Pearson Field is a large GA airport located within the Fort Vancouver Historical Site and Reserve. Pearson Field is one of the oldest (1905) continuously operating airfields in the United States and one of the last remaining examples of an Army airfield of the pre-World War II period. Century West is in the process of completing an environmental assessment for a number of improvements at the airport to enhance airport safety and to accommodate future increases in aircraft use. The proposed improvements will include construction of new box and commercial hangars; a new fuel apron; general apron expansion; a new infield taxiways; repaving existing runway, taxiways, taxiways, and apron surfaces; general stormwater improvements; RSA grading, and obstruction (tree) removal. This project is unique in that it involves significant archaeological and cultural coordination with NPS and the Tribes and includes impact to wetlands of the State of Washington.



B. Knowledge, Experience, & Capability

Century West's Value & Commitment to You

Recent Experience at Your Airport

- Transfer assistance
- 20 year CIP projects cost estimates to support transfer negotiations
- Runway extension preliminary review
- Runway crack and slurry seal project – ODA PMP Program
- Multiple site visits to meet with staff, design development, and construction observation
- Five Century West staff members have made visits to the Brookings Airport in support of these efforts over the last year

Historic Experience at Your Airport

- Wildlife fencing design and construction management
- Pavement rehabilitation projects including all phases of two apron and taxiway improvement projects
- Westside Taxiway and grading improvements
- Runway Safety Area (RSA) /Runway extension environmental assessment
- Compiling and assembling the Exhibit "A" Property map
- Design and cost estimate assistance on previous Master Plan

Experienced Staff Committed to Your Project

- Airport engineers with direct experience at your airport
- Three experienced staff that are licensed pilots
- Trusted team with recent experience known to your airport stakeholders
- Firm focused on aviation – over half our business
- Ability to serve you efficiently from Bend, Portland, and Southern Oregon offices

Ability to Provide Institutional Knowledge of Airport History through the Transition from the County to the City

- Deep bench of aviation staff, many with experience at Brookings
- Assisted the Brookings City Manager in preparing for the airport transfer to the City
- Our current staff have worked on every project at the Brookings airport completed over the last 12 years
- Consistent leadership from core team that have been with Century West for over 20 years

FAA Administration Capabilities

FAA administration requirements include a number of items such as, grant applications, grant management, quarterly and annual reporting, annual CIP project list development, joint planning committee meetings, DBE planning, goal development and reporting, and environmental documentation. Additionally, design justifications, FAA review, construction administration, closeout paperwork, and other documentation/reporting is required as projects move forward.

Century West knows these FAA processes. We can coordinate and perform all FAA administration for the Airport as necessary (and as desired). As part of the National Plan of Integrated Airport Systems (NPIAS), and receiving FAA grant funding, the Airport is responsible to adhere to various grant assurances and FAA administration requirements. Keeping up with the ongoing FAA related grant administration requirements and project specific processes can be cumbersome and require extensive time and effort. Century West routinely provides these services for our aviation clients as needed for each airport.

Knowledge of AIP Grant Management Requirements

Century West is familiar with FAA financial programs, including the AIP Discretionary, General Aviation, Non-Primary Entitlements (NPE), Primary Entitlements, and Passenger Facility Charges (PFCs). We routinely assist our clients with FAA grant applications, project reimbursement forms, DBE program management, design reports, construction reports, and project closeout documentation. With regard to state requirements, we have extensive experience with the state's aviation grant program to supplement FAA funding.



Ability to Manage Construction Contracts & Furnish Qualified Inspectors

Century West offers a depth of qualified inspectors, that are highly experienced with FAA Airport Improvement Program projects. It is standard practice to perform construction management and inspection services for the majority of our aviation projects providing excellent continuity of design knowledge into the next phase of the project.

Our approach to construction management is to assign and carry forward the staff that were involved in the design into the construction inspection phase. This familiarity with the project helps manage the contractor in the field and keep them on target with the design intent. We assign our senior staff to manage and coordinate construction, as well as oversee the inspection personnel. Assigning senior staff ensures success as their experience level is critical for interfacing and managing the high pressure and time sensitive needs of the contractor.

Our senior staff provide technical expertise and management capabilities that are critical to keep the contractors true to the contract requirements. We offer years of experience with enforcing construction contracts, and will use this experience to protect your interests and deliver the improvements you're seeking to have completed. All of our staff offer experience in managing and implementing the required testing, reports, documentation, grant administration, contractor pay requests, and other administrative needs of the construction process.



Both Pete Murphy, PE, and James Kirby, PE have many years of design, construction inspection, and construction management on projects on your airport. Many of our other design staff have inspected or designed work at your airport performed as part of the ODA's Pavement Maintenance Program. An experienced construction inspector would be chosen from these staff or others who may participate in the design phases of the particular project to be inspected.

C. Affiliations with Other Firms

Specialized Subconsultants

Century West is partnering with a number of firms specifically chosen for their expertise working on FAA funded projects.. Our partner firms, their roles, company descriptions, and expertise are as follows:



ENVIRONMENTAL ENGINEERING

David Evans & Associates (DEA)

David Evans and Associates, Inc. (DEA) takes client expectations seriously. Since the founding of their professional services consulting firm in 1976, their people have provided real solutions for projects large and small. Within one company they offer clients a broad range of capabilities and experience. DEA is a national leader in sustainable design and management solutions. They provide clients with award-winning engineering services for transportation, energy, water resources, and land development projects. Their firm is consistently ranked among ENR's "Top 100 Pure Design Firms" in the United States and is a leader in its local markets.

DEA was chosen for this team as their staff have experience on projects at the Brookings airport and will be providing services during the upcoming Master Plan process.



Archaeological Investigations Northwest, Inc.

CULTURAL RESOURCES

Archaeological Investigations Northwest, Inc. (AINW)

AINW is a full-service cultural resource management firm based in Portland, Oregon that provides historical and archaeological services throughout the Pacific Northwest. AINW has been in business for nearly 30 years, completing over 2,300 projects for private businesses and individuals and for public clients including federal and state agencies, local authorities, and Native American Tribes. AINW has regularly assisted with Section 106 of the National Historic Preservation Act, the National Environmental Policy Act, Section 4(f) of the Department of Transportation Act, and local, state, and federal cultural resource regulations, laws, and compliance requirements. AINW's staff of 35 employees includes 22 archaeologists and architectural historians who meet the professional qualifications of the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. AINW was chosen specifically for this team as their staff will be providing services during the upcoming Master Plan process.



ELECTRICAL ENGINEERING

R&W Engineering, Inc. – Electrical Engineering

R&W Engineering, Inc. (R&W) provides electrical, mechanical, and automation engineering services for municipal, industrial, commercial, institutional, and governmental clients. As they continue to market and serve new clients, they are pleased that a high percentage of their workload is based upon returning clients. Their clients look to R&W to provide design solutions for an array of diverse projects, such as airport lighting and NAVAIDS, grain elevators, cellular phone sites, commercial buildings, waste water treatment plants, water pumping stations, automation, instrumentation, and machine design. Their experience includes work for Century West at McMinnville Municipal, Condon State, Ken Jernstedt (Hood River), Christmas Valley, Bandon State, Madras, Prineville, Florence, and many more.



OR Certification #: 1035
DBE, ESB, MBE



Geotechnical & Construction Services

OR Certification #8921
DBE, WBE



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GEOTECHNICAL INVESTIGATIONS

Northwest Geotech, Inc.

NGI has successfully provided a broad range of services for airports throughout Oregon ranging from Category I Commercial Service Airports to Local General Aviation Airports for over three decades. Their lead aviation engineer, Mr. Alan Bean, has additional prior experience in Oregon/Washington airports. Typically his experience includes geotechnical investigations, infiltration and subsurface drainage, pavement and subgrade investigation and construction earthwork and Q/A testing, all to FAA requirements.

MATERIALS TESTING

FEI Testing & Inspection, Inc. (FEI)

FEI has been providing services from their Corvallis facility since 1982, with additional facilities in Eugene and Salem. FEI provides many services including construction materials testing, special inspection, geotechnical consultation, and construction monitoring. These services have been provided to a variety of clients throughout Oregon including governmental, commercial/industrial, institutional and private-sector. Services provided have included special inspection of reinforcing steel, poured-in-place concrete, pre-cast architectural concrete, pre-stress concrete, structural masonry, installation of anchors in concrete/masonry, spray-applied fireproofing, shearwall and diaphragm nailing, structural steel (shop and field), and high-strength bolts. Other field services encompass geotechnical consultation and testing, aggregate/soil sampling and testing, asphalt testing, asphalt and concrete coring, vapor emission testing and construction monitoring.

Laboratory testing services are offered on a variety of construction materials. These services have been performed on a variety of projects including schools/universities, streets, highways, bridges, subdivisions, athletic facilities, warehouses, multi-story buildings, medical/dental complexes, and manufacturing and technological developments. FEI's laboratory is accredited and field-audited by Oregon Department of Transportation (ODOT) and International Accreditation Services (IAS), and they are registered with OBOA for reinforced concrete, structural masonry, and structural steel. They are approved for the testing and inspection of construction materials and participate in annual laboratory proficiency testing sponsored by the Cement and Concrete Reference Laboratory (CCRL) and AASHTO resource (formerly AMRL). Their laboratory has been registered as an approved special inspection agency with the cities of Corvallis, Salem, and Eugene building departments, as well as with other surrounding cities and counties.

SURVEY

The Dyer Partnership Engineers & Planners, Inc. (Dyer)

The Dyer Partnership was established in 1982. Dyer is comprised of 28 employees including professional engineers, professional land surveyors, survey crews, inspectors, designers, and administrative staff. Dyer is headquartered in Coos Bay, Oregon, with branch offices in Sutherlin and Lebanon, Oregon. They provide a full spectrum of land, mapping, precision control, topographic, utility corridor and site-specific surveys using state-of-the-art surveying technology including robotic total stations, GPS and digital levels.

Dyer was chosen specifically for this team because of their experience serving as the City Engineer for the City of Brookings for the last 10 years. Projects they have completed for the City include:

- Downtown Street Improvements
- City Hall Storm Drain Reroute
- Cove Road Re-Alignment
- Railroad Street Improvements
- Airport Infrastructure Improvements
- WWTP Stabilization Project
- Hassett Street Improvements
- Storm Water Project 1-4
- Storm Drain Master Plan Update
- Wastewater Facilities Plan Update

D. Key Personnel Qualifications

Century West has assembled a project team with expertise in all areas of aviation planning, design, and construction; AGIS surveying; and financial, land use, and environmental planning. We offer a team with exceptional knowledge of FAA requirements, advisory circulars, design standards, environmental guidelines, project evaluation, and funding. Our team will be lead by James Kirby, PE, Project Manager. James has 17 years of experience providing engineering services for airport projects, including the recent transition of the Airport from County to City ownership. James will be supported by a team of talented engineers, many of which have prior experience working at the Airport. Below is an organizational chart, and the resumes are included on the following pages.

Project Organization



★ Staff member with previous project experience at Brookings Airport

Project Team Qualifications



Joe Roshak, PE

Role: Principal-in-Charge

Joe has over 30 years of experience working on numerous aviation, roadway, paving, and utility projects. Joe has a proactive management style and is highly regarded among his clients for his ability to deliver projects on time and on budget. He has an outstanding reputation for honesty and integrity that makes him an effective negotiator and problem solver when dealing with construction contracts and resolving project conflicts.

In addition to his engineering background and experience, Joe is also an expert in developing funding programs to make projects a reality. He has extensive experience coordinating various funding agencies including FAA, Connect Oregon, local sources, and private funds to create funding programs.

Joe has extensive experience with runway projects having participated in over 15 runway projects in the past 14 years. His understanding of stakeholder coordination, airport operations, coordination with tenants and the FAA is a valuable asset in taking on many of the issues the Airport will face as it moves forward with projects.

Education

B.S., Civil Engineering, Oregon State University, 1980

Registration

Professional Engineer: Oregon, 1984; Washington, 1992; California, 1983

Relevant Experience

- McMinnville Municipal Airport, Runway 4-22 Rehabilitation; McMinnville, OR
- Chiloquin State Airport, Runway 17-35 Reconstruction; Chiloquin, OR
- Redmond Airport, Runway 4-22 Rehabilitation; Redmond, OR
- Vashon Municipal Airport, Obstruction Removal; Vashon, WA



James Kirby, PE

Role: Project Manager

James brings over 17 years of experience providing a wide range of civil engineering consulting services to public and private clients on airport projects. James' experience includes leading teams in all phases of the design and construction of runway, taxiway, and apron projects. James has also completed electrical, drainage, maintenance, fueling, and landside projects. One of the unique capabilities James brings to your projects is his special emphasis on pavement maintenance and safety training with more than 17 years' experience as an inspector, Project Engineer, and Project Manager for the Pavement Maintenance Program for the Oregon Department of Aviation. James has been involved in various roles on all of your recent projects since he worked as a designer on the Westside Taxiway Project more than twelve years ago. James has also supported the work performed by Century West for the City during the transition of the airport from the County's ownership.

Relevant Experience

- Curry County, Brookings Airport Wildlife Fencing- Brookings, OR
- Curry County, Brookings Airport Apron and Taxiway Rehab, Phase I; Brookings, OR
- Curry County, Brookings Airport Westside Taxiway; Brookings, Oregon
- Oregon Department of Aviation, Pavement Maintenance Program; OR (statewide)
- Grants Pass Airport, Hangar Access Taxiways Design; Grants Pass, OR

Education

B.S. Civil Engineering, Oregon State University, 2001

Registration

Professional Engineer: Oregon
Project Management
Professional; Oregon 2006



Matt Rogers, PE

Role: QA/QC & Client Manager

Matt manages Century West's aviation planning program in conjunction with our firm's planning, engineering, and technical staff. Matt also serves as airport project manager and design engineer for a variety of airport design and construction projects. He has been with Century West for more than 20 years and has a long history working on aviation related projects. Matt works closely with our senior aviation planners and our entire airport planning group to ensure that all phases of the project are efficiently coordinated and performed. Our staff conducts weekly aviation planning staff meetings that are used to identify project needs and to ensure that project progress follows schedules and budgets.

Relevant Experience

- Bend Municipal Airport, Helicopter Operations Area Environmental Assessment; Bend, OR
- Madras Municipal Airport, Runway 16-34 Improvements; Madras, OR
- Cle Elum Municipal Airport Aircraft Parking Apron; Cle Elum, WA
- Auburn Municipal Airport Runway Shift and Environmental Assessment; Auburn, WA
- Port of Portland, T4 Pavement Evaluation and Entrance Road Rehabilitation; Portland, OR
- Albany Municipal Airport Master Plan and Airport Layout Plan Update; Albany, OR
- Bremerton National Airport Master Plan and Airport Layout Plan Update; Bremerton, OR

Education

B.S., Civil Engineering, Oregon State University, 1996

B.S., Engineering Science, Pacific Lutheran University, 1996

Registration

Professional Engineer: Oregon, 2001; Washington, 2014



Pete Murphy, PE

Role: Aviation Engineer

Pete brings over 20 years of experience providing a wide range of civil engineering consulting services to public and private clients on airport projects. Pete's experience includes leading teams in all phases of the design and construction of runway, taxiway, apron, electrical, and landside projects with a special emphasis on pavements and pavement section design. In addition to his experience in Oregon, Pete has performed aviation work in Florida, Washington, Idaho, Alaska, and California. Pete has also been involved in various roles on all of your recent projects since the design of the Westside Taxiway Project more than twelve years ago.

Relevant Experience

- Curry County, Brookings Airport Wildlife Fencing; Brookings, OR
- Curry County, Brookings Airport Apron and Taxiway Rehab, Phase I; Brookings, OR
- Port of Gold Beach, Runway Rehabilitation; Gold Beach, OR
- Port of Gold Beach, Perimeter Wildlife Fencing; Gold Beach, OR
- Bandon State Airport Beacon & Tower Project; Bandon, OR
- Aurora State Airport, Runway Rehabilitation & Taxiway Relocation; Aurora, OR

Education

B.S. Civil Engineering, University of Central Florida, 1992

Registration

Professional Engineer: Oregon, 2006



Greg Reince, PE

Role: Project Engineer

As a project engineer, Greg is responsible for performing engineering design and analysis for a variety of aviation projects. He prepares design drawings, specifications, and cost estimates for grading, paving, drainage projects, and performs construction observation. Greg's recent projects include apron planning and design work at Cle Elum Municipal and water system/fire flow evaluations as part of our master plans at Portland-Mulino Airport and Sequim Valley Airport. Greg also prepares FAA DBE Plan/Programs including goal setting.

Relevant Experience

- Christmas Valley Airport, Taxiway and Apron Construction; Christmas Valley, OR
- Madras Municipal Airport, Runway 16-34 Improvements; Madras, OR
- Bend Municipal Airport, Environmental Assessment; Bend, OR
- Bend Municipal Airport, Helicopter Operations Area; Bend, OR
- Roberts Field, Ramp Reconfiguration; Redmond, OR
- Auburn Municipal Airport, Runway 16-34 and Apron Rehabilitation; Auburn, WA
- Auburn Municipal Airport, Environmental Assessment; Auburn, WA

Education

M.S., Civil Engineering,
University of Idaho, 2013

B.S., Civil Engineering,
University of Idaho, 2012

Registration

Professional Engineer:
Oregon, 2017



Mike Dane, AICP

Role: Senior Airport Planner

Mike has considerable experience as a community planner with a diverse skill set in aviation and urban planning. He provides the knowledge, skills, and experience necessary to facilitate a collaborative airport planning and development experience that generates ideas, examines solutions, and builds consensus throughout the project life-cycle. Mike has worked as a consulting aviation planner in the Northwest Mountain Region for more than 10 years, and when combined with his urban planning experience has 15 years of planning experience. Over the past 15 years he has proven his ability to successfully address a wide variety of planning and development projects both on and off the airport.

Relevant Experience

- Gold Beach Municipal Airport Master Plan; Gold Beach, OR
- Newport Municipal Airport Master Plan; Newport, OR
- Prineville/Crook County Airport Master Plan; Prineville, OR
- La Grande/Union County Airport Master Plan; La Grande, Oregon
- Scappoose Industrial Airport, Master Plan; Scappoose, Oregon

Certifications

FAA Licensed Pilot: Commercial Airplane, Multi-Engine, Instrument, Seaplane, and Tail Wheel Rating

Education

M.S., Urban and Regional
Planning, University of
Colorado, Denver, 2009

B.S., Aviation Administration,
University of Nebraska Omaha,
2003

Registration

Professional Certified Planner,
American Institute of Certified
Planners (AICP)



John Wren, PE

Role: Pavement Specialist

Throughout his career, John has focused on design-construction continuity while working on variety of aviation and municipal projects in Oregon and Washington. Recognized for his ability to manage and inspect complex construction projects, John's involvement during design and construction provides value to project quality and his clients. John has proven experience at McMinnville Airport, Hood River, and Hillsboro Airport.

Relevant Experience

- ODA, Pavement Maintenance Program; Oregon (statewide)
- Hillsboro Airport, Runway 13R/31L Preliminary Rehabilitation Plan; Hillsboro, OR
- McMinnville Municipal Airport, Runway Reconstruction and Taxiway Construction; McMinnville, OR
- Ken Jernstedt Airport, Various Taxiway Apron Rehabilitation & Design Projects; Bend, OR

Education

B.S., Civil Engineering, Oregon State University, 2006

Registration/Certifications

Professional Engineer:
Oregon, 2013

Certifications

ODOT Certified Asphalt Concrete Pavement Inspector, 2011
ODOT Certified General Construction Inspector, 2011



Casey Storey

Role: Environmental Project Manager (DEA)

Casey has 14 years of consulting experience specializing in negotiating and facilitating complex environmental permitting efforts with a wide range of stakeholders. His project portfolio includes natural resource reporting; endangered species documentation; facilitation of large-scale field data collection; and permitting for linear transportation projects, bridges, pipelines, transmission line corridors, substations, private residential development, airports, and restoration projects.

Relevant Experience

- Biological Assessment for the ODA Northwest Region Pavement Maintenance Program; OR (statewide)
- Curry County, Brookings Airport Wildlife Fence Brookings Airport; Brookings OR



Gigi Cooper

Role: Senior Environmental Planner (DEA)

Gigi Cooper is an environmental planner with 20 years of diverse experience including NEPA and regulatory compliance, as well as land use planning. Using existing noise data and guidelines, she assesses noise impacts for a variety of infrastructure permitting and construction projects. She successfully oversees preparation of technical reports, coordination with agencies, and incorporation of agency and public comments.



Judith Chapman, MA, RPA

Role: Senior Architectural/ Archaeologist/Historian (AINW)

Judith has been with the firm since 1993 and has worked in these fields for more than 35 years. Judith has extensive experience in managing projects, supervising the assessment of buildings and structures for historic resource surveys, and directing archaeological projects. She is knowledgeable about cultural resource requirements for federal, state, and local compliance and has routinely performed cultural resource surveys for projects under Section 106 of the National Historic Preservation Act and NEPA. She has worked on projects under the FAA and has assisted with cultural resource requirements for several airport developments in Oregon.

Education

M.A., Archaeology, Architectural History, History, Oregon State University, 1984

B.S., Anthropology, Oregon State University, 1977

B.S., History, Oregon State University, 1977

Registration

Register of Professional Archaeologists

Relevant Experience

- Cottage Grove Airport Runway 15-33 RSA Fence, Lighting Improvements, & Bank Protection Project; Cottage Grove, OR
- Roseburg Regional Airport Taxiway Improvement and Runway 16 Extension Project; Roseburg, OR



Sam Russum, PE, LEED AP

Role: Electrical Engineer

Mr. Russum has a degree in Electrical Engineering and has been in the engineering field since 2006. He has practical experience in lighting, power and control design for various industrial, municipal and commercial projects. His experience includes power distribution, lighting, emergency power, SCADA, and telemetry systems. His experience has expanded to include PLC and HMI programming. Sam has provided project management and electrical engineering services for airport lighting and control designs inclusive of REIL, VASI, PAPI, MIRL, and taxiway lighting. His general airport lighting & power design experience also includes wind cone and beacon tower lighting, as well as AWOS installation design. Sam is a LEED accredited professional.

Education

Bachelor of Science, Electrical Engineering, University of Portland

Registrations

Oregon, Washington

Relevant Experience

- Florence Municipal Airport Upgrade; Florence, OR
- Pearson Airport, Wind Cone Lighting; Fort Vancouver WA
- Port of Hood River Airport, Runway Extension; Hood River, OR
- Chiloquin State Airport Improvements; Chiloquin, OR
- Crook County, Prineville Airport Runway Improvements; Prineville, OR



Jeff Howard, PE

Role: Electrical Engineer

Mr. Howard began his career with R&W Engineering in 1992. He has been involved in the design of a variety of projects providing engineering services for street lighting, interior lighting, control systems, airport lighting and power design services. It is these skills that enable him to work extremely well in the field during construction to provide valuable construction administration services to the owner. Mr. Howard is very adept at working as a team player and has outstanding communication skills.

Education

BS, Electrical Engineering, University of Portland

Registration

Professional Engineer - Oregon; Washington

Relevant Experience

- Madras Municipal Airport, Operational Safety Improvements; Madras, OR
- Redmond Airport, Temporary Fueling Station; Redmond, OR
- Florence Municipal Airport Upgrade; Florence, OR
- Pearson Airport, Wind Cone Lighting; Fort Vancouver, WA
- Joseph State Airport, AWOS Addition; Joseph, OR
- Condon State Airport Improvements; Condon, OR



Alan Bean, PE, GE

Role: Geotechnical Engineer

Mr. Bean has acquired over 25 years of experience conducting and managing a variety of geotechnical, geologic hazards, and construction monitoring projects in Washington and Oregon. Throughout his career, he has focused on public infrastructure and critical facilities, including geotechnical management of many of the regions largest transportation projects. Mr. Bean began his career in the geotechnical departments of the California Department of Transportation and California Department of Water Resources before moving to the Portland area in 1991.

Education

B.S., Geological/Geotechnical Engineering, University of Nevada,
Mackey School of Mines, 1987

Registrations

Professional Engineer - Oregon, 1993; Washington, 1995
Geotechnical Engineer - Oregon, 2011

Relevant Experience

- Condon State Airport Geotechnical Pavement and Drainage Investigation; Gilliam County, OR
- Gateway Boulevard Pavement Preservation; Springfield, OR
- BNSF Lake Yard HUB Expansion, Burlington Northern Santa Fe RR; Portland, OR
- Highway 213 and Lancaster Drive Widening and Rehabilitation; Salem, OR

Rachel Ray

Role: Materials Testing Lead

Rachel has experience in construction materials testing since 2004. She has provided aggregate, asphalt and concrete testing for numerous projects, with an emphasis on ODOT work. While working for suppliers, she utilized ODOT's CAT II, CMDT, and CCT certifications and was responsible for creation of both asphalt and concrete mix designs.

Relevant Experience

- I-5 North-Bound North Albany to North Jefferson; Jefferson, OR
- I-5 Sodom Ditch - Calapooia River Bundle 216; Linn County, OR
- I-5 & Beltline Flyover; Eugene, OR
- Highway 34/99W Bypass; Corvallis, OR
- Salem Avenue, Sherman Street-UP Railroad Pavement Overlay; Albany, OR
- Stayton-Scio Road & Oakville Road Paving; Linn County, OR

Certifications

- Certified to use a nuclear moisture-density gauge
- ODOT Certifications: CSTT, QCT, CAgT, CDT, CAT I, & CEBT
- ACI Concrete Field Testing Technician, Grade 1
- NICET Certifications: Soil I, Asphalt I, Concrete I



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Michael W. Erickson, PE, PLS, CWRE

Role: Project Surveyor/Engineer

Registered Civil Engineer and Professional Land Surveyor with over 30 years of experience in municipal and utility engineering and surveying. Mike is a Project Manager and Surveyor who has played key roles in numerous site and transportation projects totaling over \$24 million. His experience and attention to detail will ensure a successful project.

Registrations/Certifications

Civil Engineer: Oregon, 1987; Alaska, 1985
 Professional Land Surveyor: Oregon, 1988; Washington, 2009
 Certified Water Rights Examiner: Oregon, 2001
 Certified Federal Surveyor: 2015

Education

B.S., Civil Engineering, Oregon State University, 1981



**THE DYER PARTNERSHIP
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KONRAD KUCHLBAUER

Role: Survey Crew Chief / Inspector

Konrad is a Survey Crew Chief and Inspector who has experience in various types of surveying ranging from large pipeline surveys to transportation projects to boundary surveys. His ability to take ownership of projects makes him a helpful resource in the field and office.

Relevant Experience

- Pacific Connector Gas Pipeline Project; Southwester, OR
- Grants Pass Lateral Gas Pipeline Project; Grants Pass, OR
- Municipal Surveys for Various Projects for the Cities of Brookings, Coos Bay, North Bend, Gold Beach, Drain, and Coquille; Oregon (statewide)

E. Current Workload

Current Workload of Firm & Key Personnel

Century West has the staff availability and firm capacity to proceed with all aspects and phases of your upcoming proposed projects from programming to design, bidding, construction inspection, and close out. We offer the availability and capability to furnish qualified staff and inspectors for all phases of work and meet required project schedules. Individual availabilities provide excess capacity for the anticipated projects at the Airport.

Our firm has an outstanding record when it comes to meeting project delivery deadlines. All of the projects we have under contract have durations of two to 18 months. This means that every month we finish some projects, we have several projects ongoing, and we start other new projects.

We have the capacity, staff, and resources to complete multiple, simultaneous projects, and we do so on a regular basis. Over the last several years, our aviation staff has completed numerous concurrent projects a year, and each project was completed on time to meet client schedule requirements. This record of performance demonstrates our capacity to manage and produce concurrent projects.

Specific to your upcoming anticipated projects, our proposed team has ample capacity to meet your facility needs. Additionally, our subconsultants offer appropriate capacity for their roles in the projects.



Half of Century West's business is dedicated to FAA-funded airport work. We have completed more than 700 airport projects over the past 40 years.

Proposed Project Schedule

Century West will meet with the Airport Manager and Board, the City, FAA, ODA, other jurisdictional agencies, and stakeholders to fully assess general and project specific regulatory, permitting, and review requirements that will influence establishing appropriate schedules. FAA and ODA have typical grant administration, environmental, design, bidding, and other schedule and duration requirements that we will account for in establishing the final schedule with appropriate lead times to accomplish the projects by critical agency milestone dates.

Century West has a thorough understanding of project constraints that will influence your projects and will develop a program and schedule that meets critical milestones and reduce the risk for surprise project developments that could delay the project. A flow chart with several critical schedule elements for typical airport projects is provided below. A more detailed explanation of these project elements is provided in the section titled **FAA AIP Project Approach** on pages 24-25.



F. Technical Approach/Project Understanding

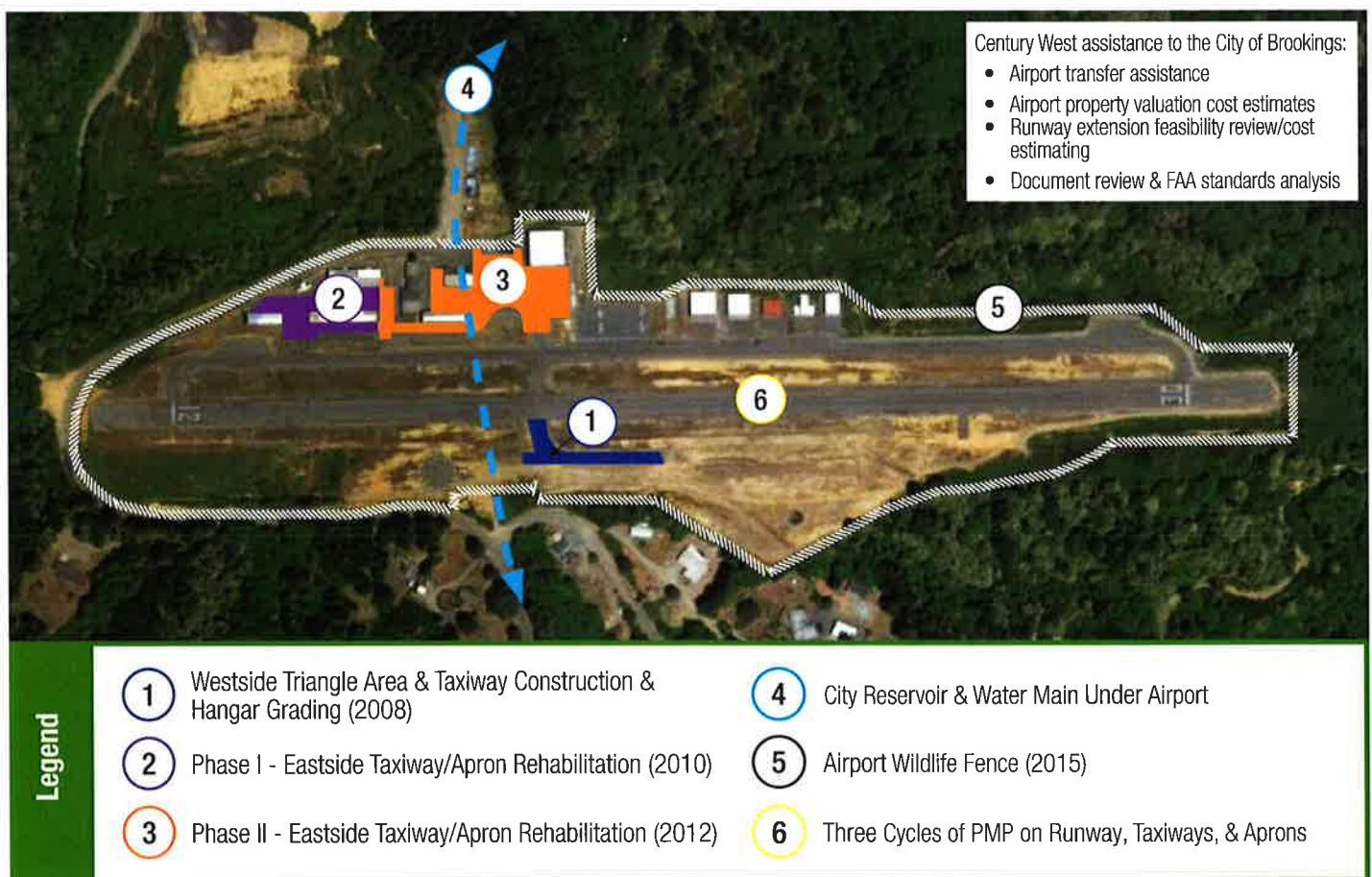
Airport Understanding & Project Needs

As the City of Brookings begins to look to addressing the current and future needs of the airport, Century West is ready to assist you in any and all projects you may choose to take on. To identify those projects, Century West is currently assisting the City of Brookings in beginning work on its Airport Master Plan Update under a separate planning contract. This process will ultimately assist the City in identifying the most pressing needs at the airport in terms of safety, operational efficiency and development needs. This process will also allow the City to identify which of these projects will be eligible for funding from a variety of available grant sources and help the City to prioritize their importance. In discussions with City staff and stakeholders we have identified airport specific concerns as well as larger projects identified by the FAA and the City in the current Capital Improvement Plan (CIP).

We understand the major projects identified in the CIP center around the completion of the Airport Master Plan Update and the construction of taxiways and taxilanes on the Southwest side of the airport. The development of this Southwest "triangle" area, which started more than ten years ago, began

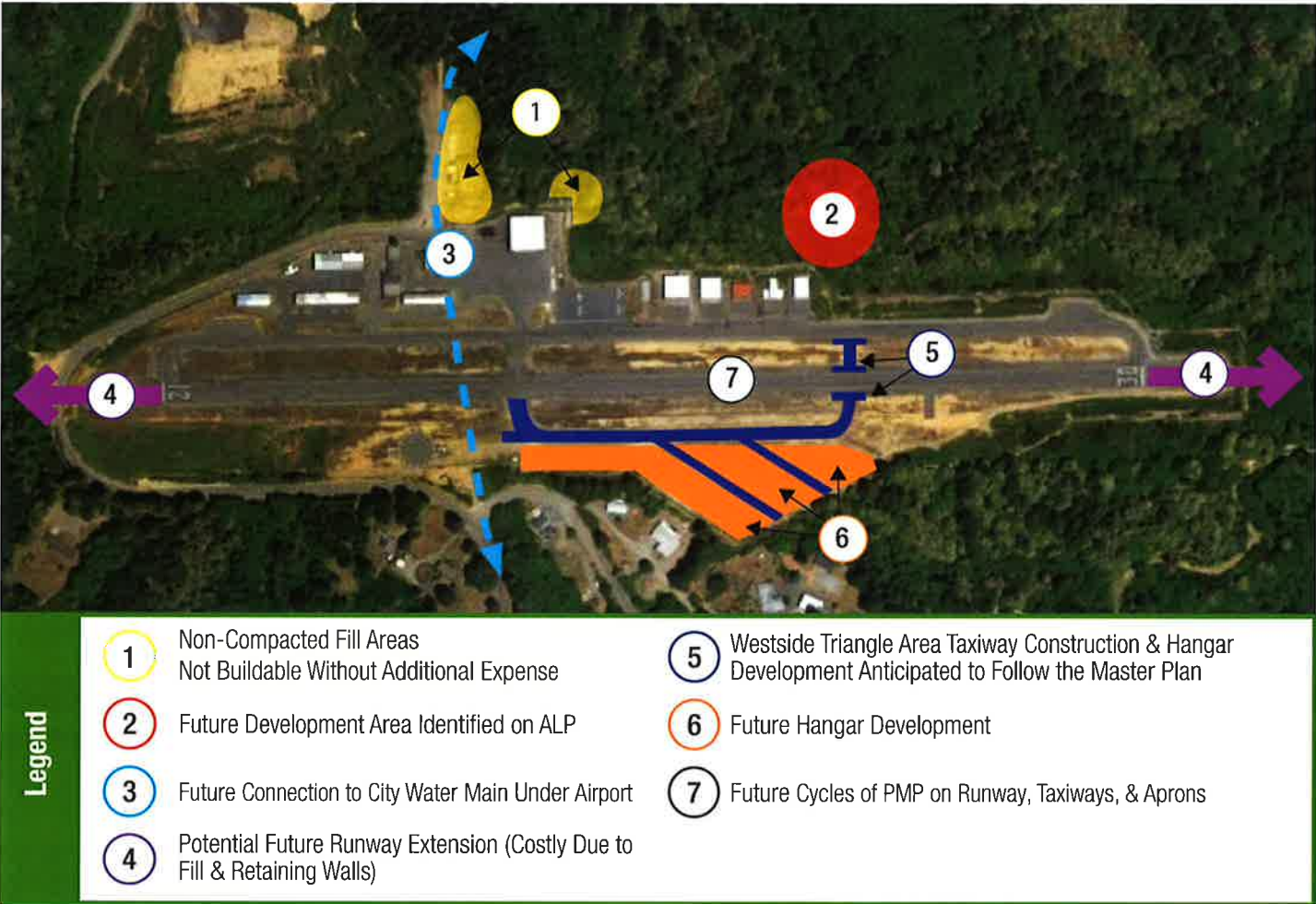
with clearing and mass grading in anticipation of future hangar development. A taxilane system was then designed in 2007 that would allow maximum development of future hangars in this area. This design resulted in the 2008 West Side Taxiway Project that fine graded the entire "triangle" area and constructed the first section of what will become the West side parallel Taxiway as depicted on the Airport Layout Plan.

This 400' section of taxiway was then left alone however, when FAA priorities for expenditures on the airport shifted for the period from 2009 through 2015. The central apron and taxilanes to the North had deteriorated in pavement condition and required rehabilitation. This was addressed through two separate projects due to funding availability. These projects rehabilitated all the pavements from the main terminal apron to the Northwest throughout the existing hangars. A large herd of elk also necessitated another interim project during this time. An upgrade of the existing fencing to include a full strength, full height wildlife fence around the entire airport perimeter that was needed to mitigate this wildlife hazard.



With the completion of these FAA project priorities, we understand the City has returned its focus on the airport to the development of the Southwest “triangle” area. This is reflected in the current FAA CIP letter which identifies several projects for the next five year period. If the new Airport Master Plan does not identify significant changes to the CIP, the City may choose to continue to move ahead with those projects. Once the Airport Master Plan is completed in 2020, an Environmental Assessment is anticipated for 2021/2022. Design of an extension to the existing West side parallel taxiway and a new runway/parallel taxiway connector would then begin in 2023 with construction slated for 2024.

Pavement Maintenance Program (PMP) work is also identified on the current CIP with a small placeholder amount. This work, primarily funded by ODA, addresses any pavement maintenance needs on your airport to allow you to easily continue to meet existing grant obligations. Century West manages the PMP work for the ODA as part of an ongoing on-call contract. This work requires a match, historically funded by transfer of a small amount of your FAA Non-Primary Entitlement funds from FAA to ODA. Currently Brookings Airport is scheduled to receive PMP work in 2020 and 2023 as shown in your current CIP.



In addition to these large FAA funded projects, there are other needs the City will want to address at the airport. We understand that the gate operator, which was not updated with the extension of the fencing, may have exceeded it's useful life and will require replacement. There are ongoing issues with the reliability of the Precision Approach Path Indicators (PAPIs) that will necessitate their replacement as well. We understand that obstructions identified as part of

the recent AGIS survey may also require removal. Depending on the extent and character of those obstructions, an addition to the CIP list may be needed to include an FAA funded obstruction removal project. Finally, a project to update airfield/airport signage and runway markings will be necessary to acknowledge the magnetic variance in the runway heading and re-number the runway accordingly.

FAA AIP Project Approach

In general, those projects funded by the FAA follow a similar process. The following is a brief description of the process for development of an AIP project. Each step contains a short narrative, lists opportunities for streamlining the process, and identifies key issues to consider. Our intention is not to list every single activity required in this process but to give an overview of Century West's knowledge of the AIP process. A flow chart depicting this process is included at the end of this section.

It should be noted that the first three steps described below are streamlined by your use of a multi-year agreement with a single consultant. In fact, selecting a single consultant (or more than one consultant if needed) is the first streamlining opportunity in the process. This eliminates the need for coordination with multiple consultants and focuses efforts on project delivery instead of consultant management. The first two steps in the process below become part of the routine coordination between the City of Brookings project manager and our project manager under a multi-year agreement.

Step 1 - Project Formation 1

Formulation of a project is the first step in the execution of an AIP project. Normally the project is listed in the airport's master plan, and depicted on the airport layout plan (ALP). If the project has not been specifically identified in the master plan or on the ALP, Century West ensures that the project has been discussed and approved with the proper FAA ADO representative and coordinated through a Joint Planning Conference.

Streamlining Opportunities: Regular communication with FAA; Consider starting projects (especially the environmental phase) 1 to 2 years ahead of construction. In the context of a multi-year engineering contract with a single consultant, the process is reduced to a single effort covering all airports.

Key Issues: Regular communication between FAA/Sponsor/Consultant; Sponsor should identify funds for matching the anticipated AIP grant; Consultant understanding of integrating the FAA's planning and development process; Consultant understanding of justification for varying types of projects; Start projects as early as possible.

2 Step 2 - Pre-Application

Once FAA has agreed in principle with the Sponsor's project, a pre-application should be submitted to the ADO. The pre-application helps add the project in FAA's funding stream. At this time, the FAA project manager begins to arrange the anticipated funds for the upcoming project.

Streamlining Opportunities: Regular communication with FAA; Enlist a consultant to prepare the application; Use FAA electronic forms. In the context of a multi-year engineering contract with a single consultant, one consultant can assist in preparation of all pre-applications.

Key Issues: Be conservative in project cost estimates to ensure that sufficient grant funding is allocated; Continue identification of Sponsor matching funds.

Step 3 - Consultant Selection 3

In this stage of a project, the Sponsor solicits qualifications statements or requests proposals from qualified consultants. This process is outlined in FAA Advisory Circular 150/5100-14. At the conclusion of this process, a consultant will be contracted to complete the upcoming project or series of projects. The City of Brookings is currently at this stage in the AIP process.

Streamlining Opportunities: Sponsors should consider (as the City of Brookings has with this solicitation) making multi-year selections in 3 or 5 year increments to reduce Sponsor time and expense in making consultant selections; Make consultant selection well in advance of initiating a project.

Key Issues: Consultant qualifications, experience, reputation and resources.

4 Step 4 - Project Scoping & Consultant Negotiations

Based on the completion of the previous steps, a scope of work and associated fees for completing the work can be developed. Once this work is completed, an independent fee estimate is prepared to provide confidence that the consultant fees are in the appropriate range for the anticipated work. Once the negotiations are complete, a contract/work order is signed, and a copy of the agreement and the records of negotiation are submitted to FAA.

Streamlining Opportunities: Conduct a pre-design meeting with FAA to refine project tasks, and work items; Use work scopes developed for past projects with similar tasks and work items; if consultant fees are less than \$100,000, an independent estimate is not required.

Key Issues: Development of a concise scope providing clear understanding of the work involved will minimize the need for change orders to the consultant's agreement. Initiate the independent fee estimate early in the process to avoid schedule impacts. Involve FAA Environmental staff early in the scoping process for all projects with a federal nexus.

Step 5 - Environmental Analysis & Evaluation 5

Depending on the scope, scale, and real or perceived project impacts, environmental analysis may be as simple as making a few agency contacts and filling out the FAA Environmental Checklist, or could be as complicated as an Environmental

Assessment or Environmental Impact Statement. The bottom line today is that Sponsors must start the environmental coordination on a project well in advance of the design and construction phase. If your project requires an Environmental Assessment, it should start a minimum of one year ahead of the design phase. For intermediate levels of study (Documented CatEx Reports, "EA Lite" Documents), the process may take as little as three months or as much as a year to complete.

Streamlining Opportunities: Start the environmental process well in advance of the design phase as listed in the previous step; Communicate with FAA environmental staff on a regular basis; Engage specialized consultants familiar with wetlands, endangered species, cultural resources, and other NEPA documentation specific to that airport.

Key Issues: Conduct wetland work at the appropriate time of year (in the wet season); Prepare a preliminary project design to help identify potential project impacts and to more clearly define project limits to agencies; Follow up with agency contacts to prevent schedule delays.

Step 7 - Bid & Construction Phase 7

The goal of this project phase is to advertise, award, and construct the proposed improvements. Typical activities include: answering bidder questions, reviewing bids, awarding the construction contract, preparing the AIP grant application, preparing grant reimbursement requests, reviewing contractor pay requests, conducting construction observation, and other construction administration activities. This phase also includes tracking eligible and non-eligible (or sponsor funded) work items.

Streamlining Opportunities: Clear and concise construction documents will minimize the need for addenda during bidding and change orders during construction; Prepare the grant application before bids open, and fill in construction cost numbers after bids open; Communicate with the FAA during bidding to keep them updated.

Key Issues: Verification of contractor compliance with required DBE goals; Questions and clarifications during construction must be responded to promptly; Close monitoring of unit quantities for possible overruns; Being firm and fair with contractors when enforcing project specifications or negotiating change orders; Keeping FAA informed about construction progress; Enforcement of penalty clauses if necessary; Promptly obtaining contractor close-out documentation.

6 Step 6 - Begin Design Phase

With the project scoping and environmental work completed, the design phase of the project can begin. The consultant will commence field work (survey, geotechnical studies, etc.) and other engineering related activities that are required to complete the design of the project. During this phase, several administrative items are addressed as well. They include development of DBE goals, preparation of an engineer's design report, cost estimating, consideration of modification to FAA standard specifications, and sponsor certifications. At the conclusion of the design, the consultant will deliver documents suitable for publicly advertising and bidding the proposed airport improvements.

Streamlining Opportunities: Conduct various activities at the same time where possible (i.e. conduct geotechnical work and survey work at the same time or during the environmental analysis, if possible); Communication with FAA regarding project cost as it relates to the anticipated grant.

Key Issues: Proactive project management; creative problem solving; anticipation of construction related issues; clear and concise construction documents minimize the need for addenda during bidding and change orders during construction.

8 Step 8 - Project Close-Out

In this final phase of an AIP project, all project records, documentation, and reports are prepared and delivered to the airport sponsor and the FAA. Some of the activities that occur in this phase include the preparation of a final construction report, preparation of as-constructed drawings, updating the ALP, final sponsor certifications, and reviewing final project costs and DBE goals.

Streamlining Opportunities: Prepare the ALP update and the pavement strength survey form, and begin the final construction report before construction is completed; Start formulation of your next project.

Key Issues: Complete closeout activities promptly to maintain positive standing with FAA.

QA/QC Approach

Our team will ensure that the needed reviews are completed before a project is finalized to guarantee complete consistency with stated project needs and objectives. In addition to our project manager providing daily project oversight, Matt Rogers, our QA/QC Manager will perform our internal quality assurance/control checks. By not being involved in the day to day design process, Matt will be able to objectively review assumptions, analyses, drawings and specifications. The QA/QC review will be coordinated through the project manager (James Kirby) and will occur at key milestones.

To ensure project quality, our procedure is to:

- Maintain our close working relationship with you throughout all phases of the project. We will meet with you and other project stakeholders on a regular basis. By using this procedure, we will be able to track all critical project issues, and action items, ensuring that your project issues, concerns, and objectives are addressed.
- Follow procedures outlined in Century West's Quality Control Manual. This manual serves a guideline to our project staff and provides an organized structure for developing, managing, completing, and delivering projects for our clients.
- Conform to procedures, guidelines, and criteria, outlined in applicable FAA Advisory Circulars.
- Assign a QA/QC manager and/or a company principal to the project. This action requires that we assign a senior level, company principal to review the project at key project milestones. The assigned QA/QC manager (Matt Rogers, as mentioned previously) will not be involved in day-to-day project activities, but has experience with the types of project being reviewed. The role of the QA/QC manager is to provide an independent evaluation and check on project assumptions, calculations, objectives and overall project quality.

Century West values our current and past working relationship with the City of Brookings and strongly desires to continue this partnership in the future. Through close communications, Century West will serve as an extension of your staff, addressing project issues as they arise, without delay. Our approach is simple: a prompt resolution of problems or potential problems will ensure a consistently high level of work quality and successful projects. Our experience has shown that these procedures are critical in the ability to provide quality work products, keep projects on budget, and deliver them on schedule.

Value Engineering

In today's economic climate, it is important to review every aspect of a project to get the most from each dollar that is spent. The following is a brief summary of value-engineering activities we perform during the course of a project:

- Evaluate use of on-site pulverized pavement/asphalt grindings as base or material for on airport roadways
- Evaluate use of on-site, native rock encountered in excavations for embankment, subbase, and shoulder material
- Consideration of LED airport lighting fixtures rather than incandescent or quartz type lighting fixtures
- Conducting Life Cycle Cost Analysis
- Conducting an independent review by senior staff
- Bidding competing product material types (e.g. PVC pipe vs. ductile iron pipe)
- Considering the remoteness of the airport site
- Evaluating access to qualified local contractors
- Bidding projects at the optimal time of the year
- Evaluating recent bid prices from our library of bid tabulations
- Consideration of O&M costs in design and equipment selection
- Consideration of financial impacts to airport owners, airlines, tenants, & FBO's due to runway closures and airport construction

These considerations are key components in our mission to provide the most cost effective designs for our aviation clients.



H. References

Project References

Century West has an outstanding record of serving airport clients, building and supporting facility visions, and delivering projects. Our client references are a testament to the success of our projects.

CLIENT/CONTACT	CONTACT	PHONE	RELEVANCE TO KBOK
Florence Municipal Airport	Mike Miller	541.997.4106	Recently completed projects here of similar size and scope too those anticipated at Brookings.
Oregon Department of Aviation	Heather Peck	503.378.3168	Work completed and in progress on all NPIAS State airports and all six State owned coastal airports similar in size and scope to those proposed at Brookings.
Port of Hood River / Ken Jernstedt Airport	Anne Madenbach	541.386.5116	Recently completed projects here of similar size and scope too those anticipated at Brookings.
Madras Municipal Airport	Gus Burrill	541.475.2344	Recently completed projects here of similar size and scope too those anticipated at Brookings.
McMinnville Airport	Rich Spofford	503.434.7312	Many projects completed here and a current project similar in size and scope to those proposed at Brookings
Morrow County	Sandra Pointer	541.989.9500	Recently completed projects here of similar size and scope too those anticipated at Brookings.

I. Capability of Meeting Schedule & Deadlines

Approach to Meeting Budget & Schedule

Our firm has an outstanding record when it comes to completing projects within original time frames and cost estimates. Our project management philosophy, procedures, tools, and attentive project managers are able to move projects forwards and deliver results. Some of the critical tools or methods that we will use to keep your projects on track are as indicated on the right.

Maintaining effective and consistent communication between the consultant and the client on a regular basis has proven to be the most reliable way to ensure work quality and avoid cost overruns. Century West implements a strong communication program (internally and externally) to assist in managing budgets.

Because of our approach to project scope development, our experience with a wide variety of airport projects, and our management and communication programs, Century West has a very low incidence of budget changes. We encourage you to contact our references in this regard.

These strategies allow us to address a wide range of issues that have budget and schedule impacts and to effectively solve problems resulting in the completion of successful projects. The critical factors to our approach is our ability to communicate effectively with our clients about issues as they

1 Schedule initial meeting with airport management staff and other stakeholders to thoroughly scope project details, expectations, constraints, permits and other jurisdictional requirements, and FAA regulations.

2 Identify and assign clear responsibilities to Century West team members, airport staff, and/or other stakeholders.

3 Routine coordination calls on our projects to further enhance communication of the consultant team and other project stakeholders.

4 Assess and update a monthly status report (or more frequently as necessary), to identify current schedule and status of project elements, decisions, pending action items for KBOK, and/or other stakeholders.

5 Conduct regular team status meetings to discuss project status, address issues, and develop action items for the next work period.

6 Attend routine City/ Airport meetings to stay apprised of airport needs and related other critical timelines.

occur, our comprehensive understanding of AIP grants, and our strong working relationships with FAA's project managers.

Our ability to deliver can be demonstrated in that our approach to other projects has yielded similar results. Clients benefit from our approach in the following ways:

- We communicate effectively with our clients so the incidence of engineering services change orders is extremely low;
- We have experience in a wide variety of projects; we anticipate construction issues, resulting in a low percentage of construction change orders;
- We understand the "big picture" when it comes to AIP grants; we eliminate grant cost overruns; and
- We are fair and effective negotiators with construction contractors so our clients are protected from construction claims.

J. Affirmative Action Program

Century West has developed company policies to create an environment of equality and meet mandated requirements of federal, state, and local programs.

Workforce Diversity & Community Involvement

Century West maintains a strong policy of equal employment opportunity. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Century West is based on merit, qualifications, abilities, and eligibility to work in the United States. Century West employees are treated without regard for race, color, religion, sex, sexual orientation, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with Century West including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

When staffing additions are considered, our firm actively seeks to increase the number of women and minority candidates. This is done through active solicitation through local newspapers, job seeker websites, and our company website.

Workforce Demographics

Currently, Century West employs 55 people in nine Northwest offices providing services in clerical duties, marketing, civil engineering, project management, CAD drafting, planning, and administration. **Of the 55 full-time employees, 17 are women, and one is a minority.** All of these employees are fully utilized in their positions.

Training & Professional Development

Century West offices allocate budget towards training opportunities to improve industry-related employee skills and all individuals are given opportunities to take initiative, develop their skill potential, and to be promoted accordingly. In no case is a higher standard required for minority or female candidates than the standard required of non-minority or male candidates for promotion. We provide educational lunch and learn opportunities to train all staff on technical trends and products. We also believe that staff should have a healthy balance between work and family life so we solicit outside specialists to share knowledge in areas that will provide personal growth such as financial planning and investments.

Employee Compensation

Century West employees are paid wages commensurate to industry standards. Employee wages and performance are formally evaluated a minimum of once a year. All employees are eligible for retirement savings plans, paid holidays, leave and sick pay. Full-time employees also receive full health insurance coverage and are eligible for life insurance and disability policies.

Commitment to Community Service

Century West has a history of working to establish innovative mentoring programs. As an example, we worked with The City of Portland Bureau of Environmental Services (BES) to develop the successful CEO Round Table program used during the Columbia Slough projects. Century West staff are actively involved in the Architecture, Construction, and Engineering (ACE) Mentorship program. The program, founded in 2006, enables local high school students the ability to engage local professionals in the architecture, construction and engineering fields during a team building design project. This program is aimed at exposure to teamwork, creativity, network, and career exploration. A Century West staff member created the team "Averil's Angels" to participate in the Portland Metro ALS Walk in honor a parent who was lost to the disease. The team has continued to grow and raise funds to increase research and awareness of ALS.

K. References From Comparable Airports

See references listed in section H.

L. Ability to Qualify as a DBE

Century West does not qualify as a DBE under 49 CFR 26.

M. Ability to Purchase Supplies and/or Services from Qualified DBEs

Century West is committed to using Minority-owned, Women-owned, Emerging Small Businesses and Disadvantaged Business Enterprises (M/W/ESB/DBE) for projects. Our methods of promoting the use of these businesses relies on finding firms that provide quality work and that have a similar client service philosophy as Century West. Once we have an established working relationship with a firm, we team with that firm for future projects.

We understand the importance of fostering opportunities for disadvantaged businesses on projects. We find that using disadvantaged businesses allows us to be flexible in responding to our client's needs and strengthens the community as a whole. It is our goal to not only improve our level of service with each project, but to allow DBE's the opportunity to learn and grow during our project. Throughout many of our past projects we have utilized certified DBE's and have developed great working relationships with numerous firms allowing us to formulate a team which meets your needs not only for increased small business participation, but more importantly, for an efficient and successful project.

Century West has taken all necessary and reasonable steps to ensure that DBE's have the maximum opportunity to compete for and participate in this project. We have committed to this policy by including well qualified disadvantaged businesses on our project team. All disciplines included on our project team include maximum opportunity for DBE businesses to compete.

Century West uses all channels of networking events to aid in the increase of small business participation. We seek out DBE firms at industry conferences, project pre-submittal meetings, engineering firm open houses, and various other networking events. We find these networking events to be beneficial in fostering existing DBE relationships and beginning new relationships.

D/M/W/ESB Commitment

At Century West, we understand the importance of fostering partnerships with D/M/W/ESB firms. Using D/M/W/ESB businesses on our team allows us to be flexible in responding to our client's needs and strengthens the community as a whole. It is our goal to not only improve our level of service with each project, but to allow small businesses the opportunity to learn and grow during our project.

The following is a list of small businesses we have subcontracted with during the last 12 months:

- 3D Infusion (ACDBE, DBE, ESB, MBE)
- Buckel and Associates (DBE, ESB, WBE)
- Casso Consulting Inc. (DBE, ESB, MBE, WBE)
- Convergent Pacific (DBE, MBE)
- Emerio Design (MBE, DBE)
- ES&A (ESB)
- FEI Testing & Inspection (DBE, WBE)
- JLA Public Involvement (DBE, WBE)
- Marianne Zarkin Landscape Architects (DBE, ESB, WBE)
- Nemariam Engineering, LLC (DBE, ESB, MBE, WBE)
- NW Testing/ NW Geotechnical (DBE, ESB, MBE)
- Pavement Services, Inc. (ESB)
- Rivero Design (DBE, ESB, MBE, WBE)

D/M/W/ESB Outreach Efforts

Century West uses a variety of channels to aid in the increase of D/M/W/ESB participation. We connect at industry conferences, project pre-submittal meetings, engineering firm open houses, and various other networking events. Examples of events we frequent that connect us with D/M/W/ESB firms include Women in Transportation events, the DJC Oregon D/M/W/ESB Happy Hour and the Governor's Marketplace Conference. Organizations we work with to reach out to D/M/W/ESB firms include:

- African American Chamber of Commerce of Oregon
- Hispanic Metropolitan Chamber of Oregon
- Minority Business Opportunity Committee/Business Diversity Institute
- Metropolitan Contractor Improvement Partnership
- Oregon Association of Minority Entrepreneurs
- Philippine American Chamber of Commerce of Oregon
- Portland Business Alliance

D/M/W/ESB Mentoring

The fashion in which Century West has configured our team, work approach and office space provides ample opportunity to achieve the desired mentorship of D/M/W/ESB firms.

- Part of our work approach is to make project information (contact information, schedule, scope, budget, etc.) readily available to the team via a shared web location. We regularly use this approach with to share comment documents, spreadsheets, CAD files, etc. so that staff could review each other's work progress in real-time to provide feedback and technical mentoring.
- Century West frequently extends the invitation to D/M/W/ESB personnel to work within our office space. We feel that this approach directly benefits efforts for mentoring related to the current task order. It also provides D/M/W/ESB firms with exposure to tangential resources within our office that can provide mentorship related to our programs, such as operations, marketing, accounting, etc.

D/M/W/ESB Utilization

Many of our projects throughout the Pacific Northwest have included Oregon certified D/M/W/ESB firms allowing us to develop great working relationships while delivering efficient and successful projects to our clients. As with any project, we select the right team members that will help us achieve our client's goals. We work with D/M/W/ESB firms that deliver high quality service and share a similar client service philosophy with us. Once we have an established working relationship with a firm, we continue to team with that firm on future projects.

The table below highlights D/M/W/ESB involvement in a sampling of our Oregon projects in recent years.

Project Name	Total Contract Value	D/M/W/ESB Subconsultants	Total Amount	% of Contract
Auburn Runway 16-34 Extension Design	\$329,485.00 (21.6% D/M/W/ESB)	Elcon Associates	\$ 32,043.00	9.7 %
		HWA GeoSciences	\$ 39,158.00	11.9 %
Beaver Abbot Roundabout	\$32,869.00	Baxter	\$ 4,655.00	14.1 %
Bremerton Runway/Taxiway	151,399	Elcon Associates	\$ 46,814.00	31.0 %
Condon Runway 7-25	\$375,308.00	NW Geotech	\$ 20,935.64	5.9 %
McMinnville Runway 4-22 Rehabilitation	\$273,642.00	Blue Dot**	\$ 55,185.38	20.0 %
Minor Betterments	\$143,612.90	Casso Consulting	\$ 17,930.23	12.5 %
Minor Betterments	\$71,340.00 (18.8% D/M/W/ESB)	Westlake Consultants**	\$ 7,112.90	9.9 %
		Casso Consulting	\$ 6,333.20	8.9 %
Sanderson Field Environmental Assessment	\$315,694.00 (12.5% D/M/W/ESB)	Elcon Associates	\$ 6,927.00	2.5 %
		HWA GeoSciences	\$ 32,585.00	10.3 %
Sandy River Lane Force Main	\$65,768.00	Staheli Trenchless Consultants	\$ 10,568.00	16.1 %
SW 173 rd Ave Sidewalk Infill	\$83,894.00 (20.7% D/M/W/ESB)	Westlake Consultants**	\$ 9,410.00	10.5 %
		Casso Consulting	\$ 8,520.16	10.2 %
URMD	\$605,625.31	Casso Consulting	\$ 68,404.45	25.0 %
URMD Safety	\$143,491.00 (29.1% D/M/W/ESB)	Westlake Consultants**	\$ 20,148.15	14.0 %
		Casso Consulting	\$ 21,614.80	15.1 %
Wheeler Basin	\$603,522.04 (46.5% D/M/W/ESB)	Emerio Design	\$ 145,011.00	24.0 %
		Rivero Design	\$ 48,875.00	14.9 %
		Haregu Namariam	\$ 2,180*	0.4 %
		JLA Public Involvement	\$ 25,224.29	4.2 %
		Marianne Zarkin Landscape Architecture	\$ 1,962.50	0.3 %
		Staheli Trenchless Consultants	\$ 6,835.49	1.1 %
		Morgan Holen	\$ 9,487.50	1.6 %

* Anticipated amount | **Certified as D/M/W/ESB during project, but is no longer



WASHINGTON

SPOKANE | 509.838.3810
BOTHELL | 425.286.6602
ELLENSBURG | 509.933.2477
FEDERAL WAY | 253.838.2507

OREGON

PORTLAND | 503.419.2130
BEND | 541.322.8962
CENTRAL POINT | 541.690.1126

IDAHO

SANDPOINT | 208.946.4380
COEUR d'ALENE | 208.758.0620

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019


Signature (submitted by)

Originating Dept: PWDS



City Manager Approval

Subject: Dedication and Vacation of Right of Ways

Recommended Motion:

1. Motion to authorize City Manager to execute documents to accept a dedication of right of way from Bill Dundom for a Street right of way at the end of East Harris Heights Road.
2. Motion to authorize City Manager to execute documents to accept a dedication of right of way from James Walker for the installation of sidewalk on Oak Street.
3. Motion to authorize City Manager to execute documents to vacate a portion of right of way at the corner of Oak and Railroad to James Walker, Trustee of the Walker Residual Trust.

Financial Impact: None

Approved by Finance & Human Resources Director: 

Background/Discussion:

Bill Dundom completed infrastructure improvements at the end of East Harris Height Road including the extension of a water main, curb, gutter and street improvements. Staff is recommending the acceptance of the right of way improvements.

During the Railroad Street improvement project it was discovered that a portion of the building owned by the Walker Residual Trust encroached into the street right of way at the corner of Oak and Railroad Streets. The street improvements were designed around this encroachment. The property owner is also dedicating two small portions of property that will allow the extension of sidewalk along Oak Street to Hemlock. Staff is recommending the vacation of a portion of the right of way in order to eliminate the encroachment.

Attachment:

- a. Dundon Dedication of Right of Way – Exhibit A
- b. Walker Dedication of Right of Way – Exhibit A
- c. Walker Vacation of Right of Way – Exhibit A

EXHIBIT A**PARCEL 1:****Roadway Dedication**

A portion of that parcel of land described in Exhibit "C" of that certain Lot Line Adjustment Deed, recorded June 23, 2015, in Instrument 2015-2166, Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at the Northeast terminus of Seacrest Lane as shown on Plat of SEACREST PHASE II, P.C., A PLANNED COMMUNITY, PLAT No. 2003-10, recorded May 20, 2003, in Instrument 2003-3633, Official Records of Curry County, Oregon;

thence, along said Easterly terminus, South 14°14'45" West a distance of 57.28 feet to POINT "A" said point being the beginning of a non-tangent curve, to the right, with a radius of 151.00 feet, from which the long chord bears N84°32'26" East a distance of 16.38 feet;

thence, Easterly, along the arc, through a central angle of 06°13'09", an arc a distance of 16.39 feet;

thence North 87°39'00" East a distance of 57.15 feet;

thence North 04°31'20" East a distance of 50.36 feet to POINT "B";

thence South 87°39'00" West a distance of 24.25 feet;

thence North 02°04'56" East, a distance of 4.01 feet;

thence South 87°39'00" West a distance of 39.28 feet to the POINT OF BEGINNING.

PARCEL 2:**Public Utility Easement**

A portion of that parcel described in Exhibit "C" of that certain Lot Line Adjustment Deed, recorded June 23, 2015, in Instrument 2015-2166, Official Records of Curry County, Oregon, included within the following described lines:

BEGINNING at POINT "A" described above, said point being the beginning of a non-tangent curve, to the right, with a radius of 151.00 feet, from which the long chord bears N84°32'26" East a distance of 16.38 feet;

thence, along the arc, through a central angle of 06°13'09", an arc a distance of 16.39 feet;

thence North 87°39'00" East a distance of 57.15 feet;

thence South 04°31'20" West a distance of 5.04 feet;

thence South 87°39'00" West a distance of 56.55 feet to a point of a tangent curve, to the left, with a radius of 146.00 feet;

thence, Westerly, along the arc through a central angle of 06°40'50", an arc a distance of 17.02 feet;

thence North 04°39'00" East a distance of 5.14 feet to the POINT OF BEGINNING.

PARCEL 3:**Public Utility Easement**

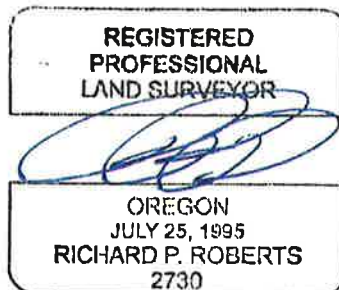
A portion of that parcel of land described in Exhibit "C" of that certain Lot Line Adjustment Deed, recorded June 23, 2015, in Instrument 2015-2166, Official Records of Curry County, Oregon, lying within the following described lines:

BEGINNING at POINT "B" described above, thence North 04°31'20" East a distance of 5.04 feet;

thence South 87°39'00" West a distance of 24.41 feet;

thence South 02°04'56" West a distance of 5.02 feet;

thence North 87°39'00" East a distance of 24.25 feet to the POINT OF BEGINNING.



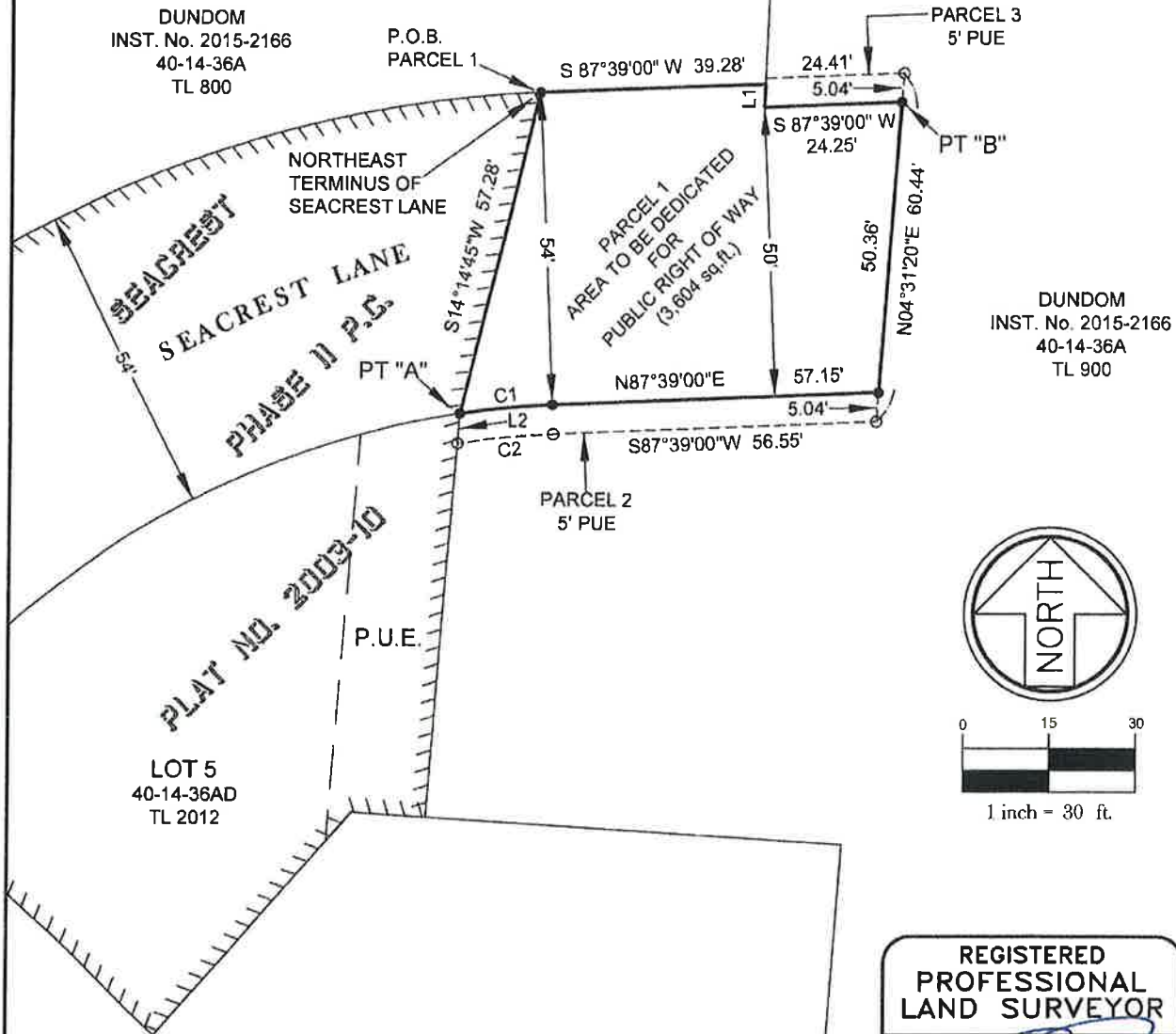
EXPIRATION DATE: 12/31/18

EXHIBIT A

LOCATED IN
NE1/4, SECTION 36,
T40S, R14W, WILLAMETTE MERIDIAN,
CITY OF BROOKINGS, CURRY COUNTY, OREGON

LINE	BEARING	DISTANCE
L1	N02°04'56"E	4.01'
L2	N04°39'00"E	5.14'

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD BEARING	CHORD LENGTH
C1	151.00'	16.39'	6°13'09"	8.20'	N84°32'26"E	16.38'
C2	146.00'	17.02'	6°40'50"	8.52'	N84°18'35"E	17.01'



PREPARED FOR: WILLIAM & PAMELA DUNDOM
DATE: 3/20/2017
JOB #: 14-103

Roberts & Associates
LAND SURVEYING INC.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 25, 1995
RICHARD P. ROBERTS
2730

EXPIRES 12/31/18

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415

Ph: 541-469-0162
Fax: 541-469-5456

EXHIBIT A**DESCRIPTION #20d****RIGHT-OF-WAY DEDICATION
RAILROAD STREET IMPROVEMENTS**

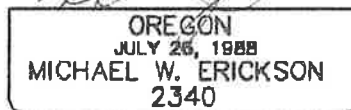
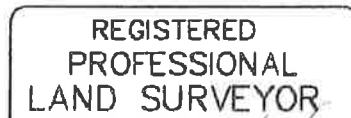
That portion of a parcel of land owned by Barbara L. Walker as described in Instrument No. 2008-3839, Deed Records of Curry County, located in the southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon, being more particularly described as follows:

Beginning at the southeast corner of said parcel, marked by an iron rod which bears South $21^{\circ} 24' 10''$ East 47.57 feet from the northeast corner of said parcel, marked by an iron pipe, said line being the Basis of Bearings;

Thence North $21^{\circ} 24' 10''$ West 10.86 feet along the east line of said parcel;

Thence South $09^{\circ} 31' 19''$ West 19.74 feet to a point on the southerly line of said parcel;

Thence northeasterly 11.82 feet along a non-tangent curve concave to the northwest having a radius of 523.14 feet, whose chord bears North $37^{\circ} 41' 00''$ East 11.82 feet, more or less to the Point of Beginning, containing 55 square feet, more or less, all as specified on the attached map.



EXPIRES: 12-31-19

ALSO AND:

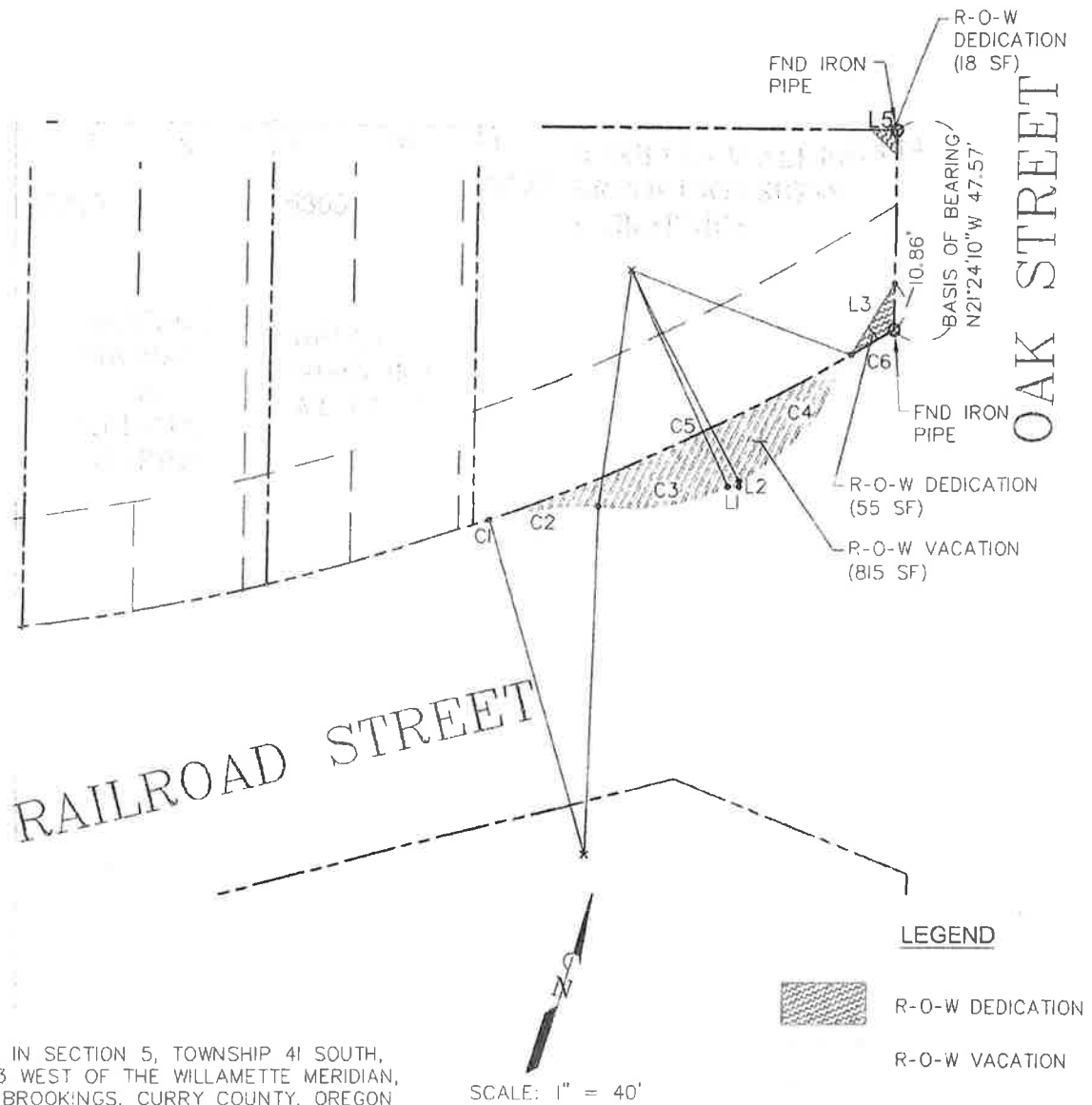
Beginning at the northeast corner of said parcel, marked by an iron pipe which bears North $21^{\circ} 24' 10''$ West 47.57 feet from the southeast corner of said parcel, marked by an iron rod, said line being the Basis of Bearings;

Thence South $21^{\circ} 24' 10''$ East 6 feet along the easterly line of said parcel;

Thence North $66^{\circ} 28' 25''$ West 8.48 feet to the northerly line of said parcel;

Thence North $68^{\circ} 27' 18''$ East 6 feet to the point of beginning, containing 18 square feet, more or less, all as specified on the attached map.

\\dye2\H\dyer-part\A\projects\145 Brookings\145 75 Railroad St Improvements\DWG\ASSESSMENTS 2016.dwg, 7/9/2018 11:45:14 AM PLOT DATE July 9, 2018



	Δ	R	L	CH. BEAR	CH. L
C1	00°26'39"	523.14	4.06'	N48°57'40"E	4.06'
C2	17°43'04"	83.33	25.77'	N61°04'12"E	25.67'
C3	32°42'37"	56.67	32.35'	N59°34'12"E	31.91'
C4	41°35'34"	56.67	41.14'	N19°23'15"E	40.23'
C5	10°23'41"	523.14	94.96'	S43°31'51"W	94.83'
C6	01°17'37"	523.14	11.82'	N37°41'00"E	11.82'

LINE	BEARING	LENGTH
L1	N68°52'33"E	2.64'
L2	N20°53'53"W	1.36'
L3	N09°31'19"E	19.74'
L4	N21°24'10"W	6.00'
L5	S68°27'18"W	6.00'
L6	S66°28'25"E	8.48'

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

DATE: JULY 2018

PROJECT NO.: 145.75

CITY OF BROOKINGS
CURRY COUNTY, OREGON

RAILROAD STREET RIGHT-OF-WAY VACATION/DEDICATION

FIGURE NO.
2

EXHIBIT A**DESCRIPTION #20c****RIGHT-OF-WAY VACATION
RAILROAD STREET IMPROVEMENTS**

A portion of public right-of-way of Railroad Street to be vacated to a parcel of land owned by Barbara L. Walker as described in Instrument No. 2008-3839, Deed Records of Curry County, located in the southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon, being more particularly described as follows:

Beginning at the southeast corner of said parcel, marked by an iron rod which bears South $21^{\circ} 24' 10''$ East 47.57 feet from the northeast corner of said parcel, marked by an iron pipe, said line being the Basis of Bearings;

Thence southwesterly 11.82 feet along the northerly right-of-way of Railroad Street being on a curve concave to the northwest having a radius of 523.14 feet, whose chord bears South $37^{\circ} 41' 00''$ West 11.82 feet to the TRUE POINT OF BEGINNING;

Thence continuing southwesterly 94.96 feet along said northerly right-of-way of Railroad Street being on a curve concave to the northwest having a radius of 523.14 feet, whose chord bears South $43^{\circ} 31' 51''$ West 94.83 feet;

Thence easterly 25.77 feet along a non-tangent curve concave to the south having a radius of 83.33 feet, whose chord bears North $61^{\circ} 04' 12''$ East 25.67 feet;

Thence easterly 32.35 feet along a curve concave to the north having a radius of 56.67 feet, whose chord bears North $59^{\circ} 34' 12''$ East 31.91 feet;

Thence North $68^{\circ} 52' 33''$ East 2.64 feet;

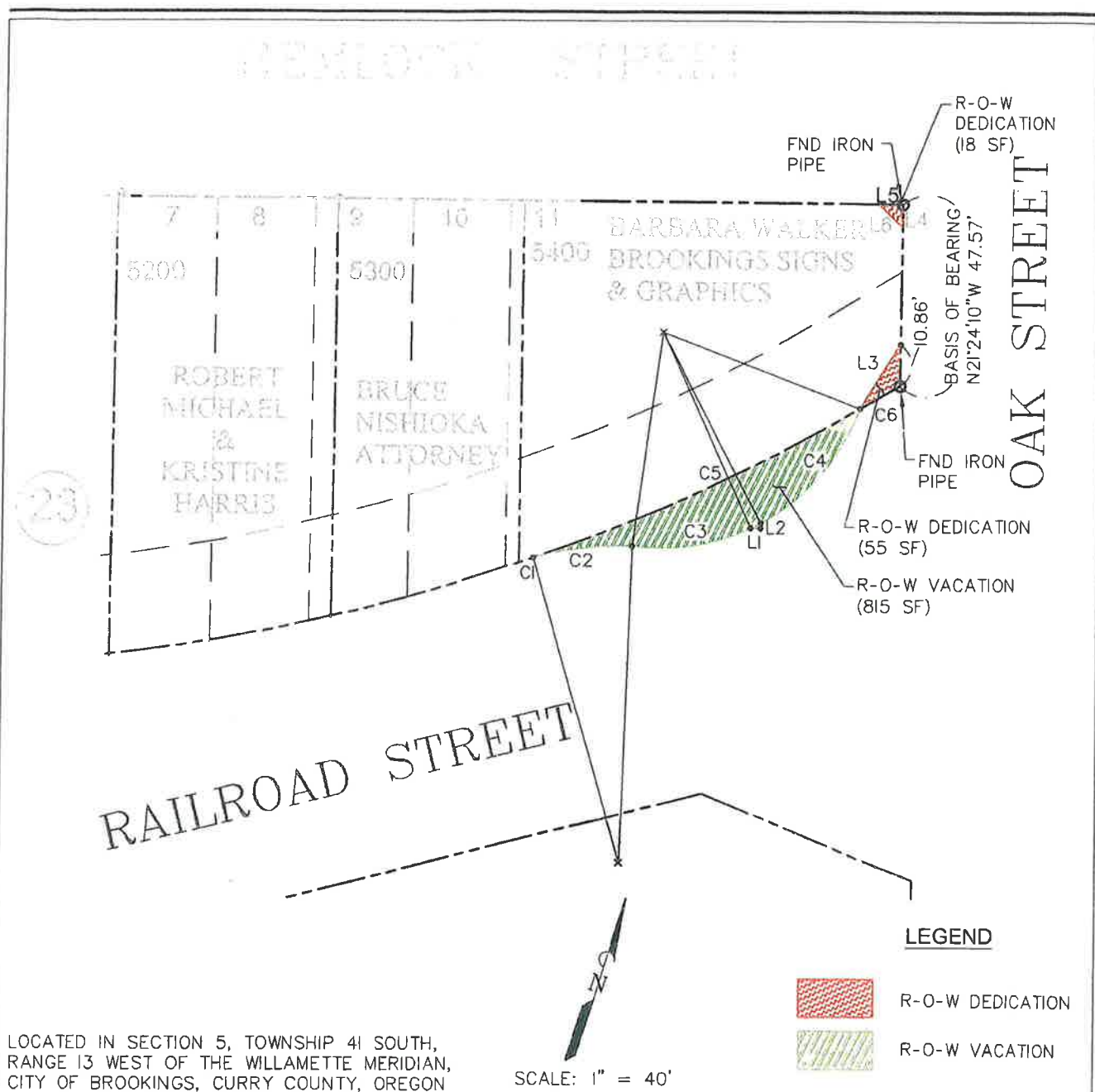
Thence North $20^{\circ} 53' 53''$ West 1.36 feet;

Thence northeasterly 41.14 feet along a non-tangent curve concave to the northwest having a radius of 56.67 feet, whose chord bears North $19^{\circ} 23' 15''$ East 40.23 feet, more or less to the Point of Beginning, containing 815 square feet, more or less, all as specified on the attached map.



EXPIRES: 12-31-19

dyer2\Hdyer-part\A\projects\145 Brookings\145 Brookings St Improvements\DWG\CLEASMENTS 2016.dwg, 7/9/2018 11:45:34 AM



	Δ	R	L	CH. BEAR	CH. L
C1	00°26'39"	523.14	4.06'	N48°57'40"E	4.06'
C2	17°43'04"	83.33	25.77'	N61°04'12"E	25.67'
C3	32°42'37"	56.67	32.35'	N59°34'12"E	31.91'
C4	41°35'34"	56.67	41.14'	N19°23'15"E	40.23'
C5	10°23'41"	523.14	94.96'	S43°31'51"W	94.83'
C6	01°17'37"	523.14	11.82'	N37°41'00"E	11.82'


LINE	BEARING	LENGTH
L1	N68°52'33"E	2.64'
L2	N20°53'53"W	1.36'
L3	N09°31'19"E	19.74'
L4	N21°24'10"W	6.00'
L5	S68°27'18"W	6.00'
L6	S66°28'25"E	8.48'

THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS CURRY COUNTY, OREGON	FIGURE NO.
DATE: JULY 2018	RAILROAD STREET RIGHT-OF-WAY VACATION/DEDICATION	2
PROJECT NO.: 145.75		

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019



Signature (submitted by)

Originating Dept: PWDS




City Manager Approval

Subject: Planning Commission's 2018 Annual Report

Recommended Motion: Motion to accept the City of Brookings Planning Commission's Annual Report for 2018

Financial Impact: None

Approved by Finance & Human Resources Director: 

Background/Discussion: The Planning Commission has prepared the annual report which reviews the work accomplished by the Planning Commission in 2018.

Attachment:

- a. Planning Commission 2018 Annual Report

BROOKINGS PLANNING COMMISSION

2018 YEAR IN REVIEW

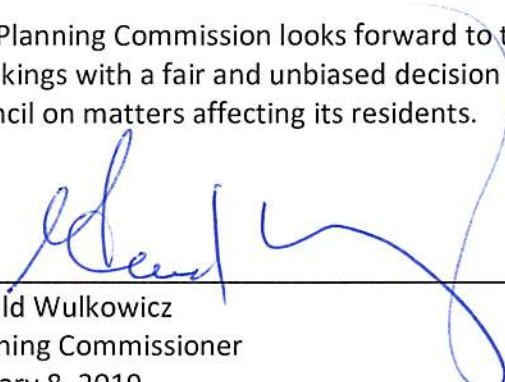
The Brookings Planning Commission met in quorum six times in 2018 and held one joint workshop with the City Council. The Commission is made up of seven members and currently has one vacancy. It is chaired by Bryan Tillung with Gerald Wulkowicz as Vice Chair. The other members of the Commission included: Loren Rings, Cheryl McMahan, Skip Hunter, Timothy Hartzell and Hedda Markham. Hedda Markham passed away in February and was replaced by David Paoli in May. In June Loren Rings resigned and his position remains vacant. In July David Paoli resigned and his position was filled in December by Clayton Malmberg. Tony Baron serves as Public Works and Development Services Director and Lauri Ziemer as Planning Tech.

In 2018 the City engaged the services of Lane County of Governments (LCOG) who assisted staff with the Riparian Protection Ordinance, the Flood Damage Prevention Ordinance, and the planning application for the Alderwood Subdivision.

During the year the Planning Commission acted on the following matters:

- Approval of one Subdivision (SUB)
- Approval of three Conditional Use Permits (CUP)
- Approval of one Minor Change (MC)
- Approval of one Minor Partition (M3)
- Recommendation of Approval to the City Council for Amendments to the Flood Damage Prevention Ordinance
- Recommendation of Approval to the City Council of the Riparian Protection Ordinance

The Planning Commission looks forward to the upcoming year and serving the residents of Brookings with a fair and unbiased decision making process as well as advising the Brookings City Council on matters affecting its residents.



Gerald Wulkowicz
Planning Commissioner
January 8, 2019

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2019

Originating Dept: Finance and Admin

Signature (submitted by)


City Manager Approval

Subject:

Direction on planning/zoning changes and formation of Task Force on Homelessness

Recommended Motion:

Direct Staff to present proposal for planning/zoning changes to the Planning Commission.

Assign a Council Liaison and Staff to the Task Force on Homelessness.

Financial Impact:

No immediate direct cost.

Background/Discussion:

The Homelessness Issue has come up at several Council Meetings and Workshops since September 2018. The City Council most recently held a Workshop on January 22, 2019 to discuss homelessness issues and possible solutions. Non-profits and all faith-based organizations were invited to attend and discuss with Council. 20 individuals from 17 organizations attended.

From that meeting, there was consensus from the group for City Council to continue moving forward with an update to the planning/zoning code and for the formation of a task force. Potential planning/zoning changes need to first go to the planning commission.

The group thought that a task force should be smaller than the group around the table at the January 22nd Workshop. One idea was to have the Mayor was to ask for those interested to contact the City, and then he could bring back a manageable-sized list, including a Council Liaison, to the next Council Meeting for Council endorsement.

















LEAGUE OF WOMEN VOTERS®
OF CURRY COUNTY

Councilors and Mayor

January 28, 2019

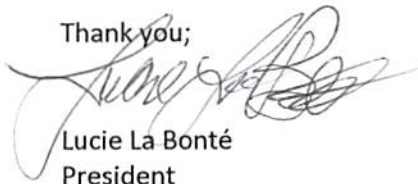
The LWV of Oregon adopted the following position regarding Civil Discourse to:

"Promote civil discourse through action and education for all government bodies, staff, and citizens for the purpose of improved public policy decisions and processes. Civil discourse means, at a minimum, mutually respectful, courteous, constructive, and orderly communication."

The League of Women Voters of Curry County is requesting that all city councils and the County Commission in Curry County proclaim March as "Revive Civility Month" in their jurisdictions.

I am presenting you with a template for a proclamation.

Thank you;



Lucie La Bonté
President



LEAGUE OF WOMEN VOTERS*
O F CURRY COUNTY

Brookings City Council
898 Elk Dr.
Brookings, OR 97415

Dear Mayor and Councilors:

January 28, 2019

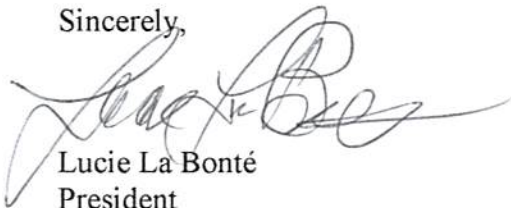
The League of Women Voters of Curry County (LWVCC) encourages informed and active participation in government. The LWVCC influences public policy through education and advocacy.

The League of Women Voters of Curry County Observers are volunteers who have agreed to serve as observers at the meetings of the major committees and commissions in city and county government. Observers report to the LWVCC Board so that the Board can take action on issues that the league has concerns about. Only the LWVCC President or their designee can speak for the league.

The President has appointed Debra Worth as LWVCC Observer to the City of Brookings Council for 2019. I am proud to introduce to you Debra Worth.

We know you will enjoy having Ms. Worth observe your meetings and hope you will provide her with any information she made need regarding the issues facing the City of Brookings.

Sincerely,



Lucie La Bonté
President



City Header

WHEREAS, civil discourse is the free and respectful exchange of different ideas in a way that respects and affirm all persons, while hearing their perspectives; and

WHEREAS, heated rhetoric and a dramatic shift away from collaboration leaves us unable to solve the challenges confronting our community; and

WHEREAS, civility reduces rudeness, ridicule, and lack of respect for the open exchange of ideas; and

WHEREAS, civility improves our well-being, restores trust, and encourages Americans to participate in building a brighter future for generations to come; and

WHEREAS, civility assists in the process of working together to create lasting solutions to our most pressing challenges, while fostering respect among opposing groups; and

WHEREAS, community members should feel comfortable and respected while exploring worldviews outside their own; and

WHEREAS, recognizing the importance of civility and how it improves personal relationships leading to greater civil discourse, in recognition of the University of Arizona's National Institute for Civil Discourse's initiative, would like to invite all members of our community to exercise civility and respect toward each other and participate in reviving civility together.

NOW, THEREFORE, I, [Name of Mayor], Mayor of the City of [City Name, State] do hereby proclaim [Month], 2017, to be REVIVE CIVILITY MONTH in this community and encourage all residents to practice civility by listening respectfully to people who have different views, avoiding language that is insulting or derogatory to others and supporting efforts to work together across ideological and political lines.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of [City Name, State] to be affixed this [XX day] of [Month], 2017.



Official City Seal

[Name], Mayor (or appropriate official)