CITY OF COOS BAY
JOINT COUNCIL/URA WORK SESSION

February 22, 2022 - 5:30 PM

Council Chambers - 500 Central Avenue, Coos Bay, Oregon

Microsoft Teams Remote Attendance Link
Meeting Live Link/Video

1. Flag Salute
2. Public Comment
    a. Public Comment Form
3. Review of the Upcoming City Council and URA Board Action Items:
    a. Multi Unit Property Tax Exeption Program
    b. Fats, Oil & Grease (FOG) Pretreatment Device Stats and Draft Funding Policy Review
    c. Wastewater Treatment Plant 1 Upgrade - Design Scope and Budget
    d. Budget Philosophy for Upcoming Urban Renewal Agency Budget Regarding Front Street Blueprint
4. Adjourn

City of Coos Bay
PUBLIC COMMENT FORM

The City of Coos Bay values our citizen's input and participation in our various councils, boards, and commissions. In an effort to encourage access to participation, we have established a process by which the public can provide written comments in advance which allows for potential timely addition to the agenda topics of interest to the public. Each council meeting provides for a public comment period, as well as when a public hearing is held. Public comment is an opportunity to share information or concern with the council. Public comment is limited to three (3) minutes, per individual.

If you wish to provide public comment at an upcoming meeting, please fill out this form and submit to publiccomment@coosbay.org. You may also mail or hand deliver your completed form to 500 Central Avenue, Coos Bay, OR 97420; fax to 541-267-5912; or leave in the drop box at the front doors at City Hall. Completed forms must be received by 1:00 pm the day of the meeting to be added to Public Comment List.

Public Comment Rules:

- Public Comment Form must be completed before speaking.
- Limited to three (3) minutes per speaker.
- Coos Bay residents and business will be given preference for addressing the council during the time allotted for public comment.
- Speakers may not convey/donate their time to another speaker.
- Council cannot engage in question/answer conversations with the speaker.
- Questions/concerns about operations should be handled by city staff during regular business hours.
- The presiding officer has responsibility of enforcement of these rules, and may alter the order of speakers for efficiency.

Name:_____

Address:_____

Phone:_____ Email: _____

I wish to speak to the City Council on the following agenda item/issue:

_____

I have previously addressed the City Council on this issue.

In lieu of speaking, I request the City Recorder to include my written comments into the public record (comment area provided on page two).

By signing below, I acknowledge the above public comment rules. Pursuant to ORS 192.420, this document is considered a public record and disclosure may be required upon request.

SIGNATURE REQUIRED **DATE**

_____ _____

Written Public Comment Area

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
February 22, 2022	3.a.

TO: Mayor Benetti and City Councilors

FROM: Rodger Craddock, City Manager

THROUGH:

ISSUE: Multi Unit Property Tax Exeption Program

SUMMARY:

Coos Bay, like many communities across the nation, has a shortage of homes. Researchers at Freddie Mac recently estimated the current shortage of homes across the nation is close to 3.8 million, up substantially from an estimated 2.5 million in 2018.

While there are a number of new housing starts locally which includes recent construction, homes currently under construction or housing projects in the planning / permitting process, most are single family homes. In an effort to incentivize the building of multi-family units (triplex or greater) several communities in Oregon have implemented a property tax exemption incentive called the Multi Unit Property Tax Exception (MUPTE) program which can provide up to a 10 year property tax exemption period on the assessed value of new residential construction for a multi-unit development of three (3) or more units.

Stephanie Hadley, Regional Housing Coordinator will be providing the Council an overview of the state allowed program (ORS 307.600-307.637), options and implementation requirements.

ACTION REQUESTED:

Consider exploring the MUPTE incentive as a tool to spur increased multi unit housing developments.

BACKGROUND:

A Multi Unit Property Tax Exception (MUPTE) program is a state-enabled program designed to be an incentive to the building or redevelopment of residential properties (ORS 307.600-690). MUPTE allows new multi-family units (three or more units) to be exempted from property taxes on the assessed value of the new residential construction for up to 10 years. Property taxes continue to be due and paid on the assessed value of the land and any

commercial portion of the structure. The intent of MUPTE is to lower operating costs in the early years of a housing development so that it becomes financially feasible.

BUDGET IMPLICATIONS:

None at this time

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION

Agenda Staff Report

This item was previously discussed at Joint URA/Council Worksession on 11/22/2021

MEETING DATE	AGENDA ITEM NUMBER
February 22, 2022	3.b.

TO: Mayor Benetti and City Councilors

FROM: Rishia Mitchell, Environmental Specialist

THROUGH: Jim Hossley, Public Works and Community Development Director

ISSUE: Fats, Oil & Grease (FOG) Pretreatment Device Stats and Draft Funding Policy Review

SUMMARY:

City staff is presenting the proposed Fats, Oil and Grease (FOG) pretreatment funding policy, the most recent statistics about the current use of FOG pretreatment devices and the financial implications of implementing said policy.

ACTION REQUESTED:

Staff is requesting comment and direction on finalizing a FOG pretreatment funding policy with the goal of bringing the FOG policy and ordinance for consideration of approval at a future Council meeting.

BACKGROUND:

At the November 22, 2021 work session, city staff presented the findings from the public comment period regarding the FOG ordinance and initial FOG pretreatment survey results. Because there was a substantial number of businesses that did not currently have a FOG pretreatment device installed, Council expressed concerns with implementing an ordinance requiring these devices because it could cause a financial burden on establishments. In response to this concern, Council directed city staff to draft a policy to help fund the initial FOG pretreatment device installation. The presented draft policy will fund 100% of the cost to install a FOG pretreatment device, not to exceed $7,500. The upfront cost will be covered by the owner, and reimbursed by the City over the following three years if the device is correctly maintained. It is expected this will cover the full cost of installation for the majority of establishments that currently don't have a FOG pretreatment device. It is currently estimated there are between 42 and 50 establishments without a FOG pretreatment device. If each establishment uses the full amount proposed, the total cost to the City will be between $315,000 and $375,000. It is anticipated that allocating this money for implementation of this

policy will ultimately reduce FOG and thus reduce the efforts of regular sewer line cleaning performed by the Water Quality Division's Collection Crew.

BUDGET IMPLICATIONS:

Funds to cover this assistance to food service establishment owners will come from the Water Quality Fund 3. Approximately $105,000 to $125,000 will be allocated to this policy each year for a total of three years for a total of $315,000 to $375,000. It is anticipated that the policy will impact Fund 3 during fiscal years ending 2023, 2024, 2025.

ATTACHMENT(S):

- Draft FOG Pretreatment Policy, Application and Agreement
- Draft FOG Ordinance

City of Coos Bay
Public Works and Community Development Department
500 Central Avenue, Coos Bay, OR 97420
PH 541-269-8918 – FAX 541-269-8916
www.coosbay.org

Fats, Oils & Grease (FOG) Management Policy
Date xx/xx/xxxx

The City of Coos Bay has implemented a Fats, Oils and Grease (FOG) Management Program Ordinance adopted on xx/xx/xxx. All Food Services Establishments (FSEs), manufacturing facilities or potential dischargers of FOG that discharge to the City's wastewater system are subject to follow the ordinance. This policy is for existing dischargers (having a valid business license) as of the adoption date of the Ordinance. This policy will implement a funding program for dischargers to utilize to be in compliance with the Ordinance.

This City will reimburse dischargers for the cost of an approved FOG pretreatment device (including the device, installation and permit fees). This funding program is to only be available to dischargers for one year after the Ordinance was adopted. Costs up to $7,500.00 will be reimbursed to the discharger over a course of three years, unless approved by the director. The cost will be split into three equal payments to be made annually. The City will issue payment to the discharger if the discharger is deemed to be adhering to the rules in the FOG ordinance, this policy and the agreement both parties entered into.

"Pretreatment device" means the device used to separate and retain fats, oils, and grease from wastewater prior to entering the City's wastewater system. The pretreatment device shall only receive wastewater from kitchens, or food or beverage preparation wastewater. Pretreatment devices include gravity grease interceptors (GGIs), hydromechanical grease interceptors (HGIs), and other devices approved by the City that comply with Oregon Specialty Plumbing Code requirements.

In order for the discharger to be eligible for these reimbursements they must adhere to the following rules:

1) Full compliance with the FOG Ordinance.
2) Submission of the FOG Funding Program Application with all required submittals. Submission of the application must be done prior to the installation of the device.
3) Executed FOG Funding Program Agreement and to comply with all requirements of the agreement. Execution of this agreement must be done prior to the installation of the device.

City of Coos Bay

Fats, Oils and Grease (FOG) Pretreatment Device

Funding Program Application

The policy titled "Fats Oils and Grease (FOG) Management Policy" dated xx/xx/xxxx allows the City to reimburse the discharger for work performed for a FOG pretreatment device to be properly installed (by a licensed contractor) at their establishment. This application is intended for this sole purpose and if approved, the reimbursements will be made payable to the applicant (reimbursements will follow the executed agreement). The City has these funds available for use until April 1, 2023. The City will reimburse in three equal payments yearly to the applicant if all the terms of the agreement are met annually. The City will only reimburse up to $7,500 of the cost of the pretreatment device, its installation and permit fees per discharger.

Applicant Information:

Name: _____

Address: _____

Phone number: _____ E-mail address: _____

Applicant is the: ____ Property Owner ____ Contractor

Owner Information (if different from applicant):

Name of Owner: _____

Address of Owner: _____

Phone number: _____ E-mail address: _____

City of Coos Bay Business License # _____

Property owner or property manager's name (if different from applicant), address and phone number:

_____

_____

PROPOSED FOG Pretreatment Device

Please describe the proposed installation of the FOG Pretreatment Device to your property (by a licensed contractor) and the impact (if any) to the public right of way:

_____

_____

_____

Estimated cost of total project: $_____

Estimated cost of the FOG Pretreatment Device only: $_____

Time line/estimated completion date for project: _____

The expected processing time from submission of application to final commitment of funds is 2 weeks.

REQUIRED SUBMITTALS

The following items must be with the application form:

1. Copy of agreement and quote with Contractor for the work being done (itemized values for the pretreatment device labor and permit fees must be included on quote).
2. If the applicant is the property owner evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used.
3. If the applicant is the property owner evidence that all city taxes are current. For taxes, a copy of property tax information from the Assessor's webpage.
4. One copy of a location map. May be obtained from the Public Works Department.

NOTE: If required information is not submitted with the application, the application will be returned to the applicant for completion prior to review by the Public Works Department.
Reimbursement funds may be considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay for reimbursement to be awarded to the applicant.

CERTIFICATION BY APPLICANT/OWNER

The Applicant/Owner certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a reimbursement for the asphalt and concrete project associated with the restoration policy, and is true and complete to the best of the Applicant's/Owner's knowledge and belief. The Applicant/Owner certifies that they have read and agree with all the FOG Pretreatment Device Agreement requirements.

Certification below signifies that the applicant/Owner have reviewed the policy and accept the terms stated in the policy.

Verification of any of the information contained in this application may be obtained from any source named herein.

_____ _____
Applicant Signature Date

_____ _____
Owner Signature (if different from Applicant) Date

Return Application to: CITY OF COOS BAY PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION
500 CENTRAL AVE, COOS BAY, OR 97420 (541) 269-8918

Internal City Use ONLY:

Approved: ___ YES ___ NO
If NO state reasoning: _____

Staff Name/Title: _____ Staff Signature: _____

City of Coos Bay

Fats Oils and Grease (FOG) Pretreatment Device Installation Agreement

This agreement is a binding agreement by and between the City of Coos Bay and _____doing business as _____ located at _____ Coos Bay, Oregon.

The City of Coos Bay Public Works Engineering Department has reviewed the installation of a new FOG Pretreatment Device by the applicant with business located at _____, Coos Bay, Oregon. Based on that review and funding available the City has approved the proposed installation of a new FOG Pretreatment Device from anticipated funds from the fiscal year ending _____ budget on _____ and approved a reimbursement for an amount not to exceed $_____ Applicant/Owner will provide the City with a copy of the invoice from the licensed contractor that subtotals or breaks out the actual FOG Pretreatment Device cost and the labor for installation of the device. The invoice must show quantities of material used, with the pretreatment device itemized. All work performed must be in conformance with the state plumbing permit requirements and conditions. Failure to do so may result in the forfeit of reimbursement. If the installation of the device is within the City right of way all work performed must be in conformance with the city permit requirements and conditions.

The applicant/owner agrees to comply with all sections of the City's FOG Ordinance. In order to receive the yearly funding compliance with this ordinance must be met each year.

Nothing in this agreement shall create any obligation, be it contractual or otherwise, between the City of Coos Bay, and any person or business entity, including, but not limited to contractors, subcontractors and suppliers, with whom the owner has or does enter into an agreement for the provision of labor or material related to the project contemplated in this document.

The owner shall defend, save, hold harmless and indemnify the City of Coos Bay, its officers, employees, and agents from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the owner, its officers, employees, subcontractors, or agents under this agreement.

The applicant has submitted a written contract from a qualified licensed contractor for their utility and/or sewer lateral improvement project.

Per this agreement the applicant agrees to the following:

1. Complete the project by April 1, 2023.
2. Obtain all necessary approvals and permits from local, state, and federal agencies prior to commencing work on the project.
3. Use only Oregon licensed contractors to perform project work.
4. Compliance with the FOG Ordinance
5. Have a valid City of Coos Bay business license.
6. Agrees to the reimbursement in three increments for a span of three years.

The City will make reimbursements for this installation of the FOG pretreatment device in three annual increments. Each year the applicant/owner must comply with the following requirements or forfeit the remaining balance owed to the applicant/owner. Prior to reimbursements the Applicant/Owner must provide the following:

1. Prior to the first-year reimbursement the applicant must provide:
    a. An invoice from the contractor showing paid in full. Invoice must include the contractors business information. The applicant is agreeing to allow the City to verify that the contractor has been paid in full.
    b. Copy of the State Plumbing Official approval of proper installation of device.
    c. Copy of the establishments Kitchen Best Management Practices.
    d. Copy of the establishments FOG pretreatment device cleaning contract with a professional cleaning service, along with a cleaning plan that is within compliance of the FOG Ordinance.

2. Prior to the remaining years reimbursements the applicant must provide:
    a. Copies of FOG pretreatment device cleaning records.
    b. Invoice to the city for FOG pretreatment device reimbursement
    c. Approval from the City's Environmental Specialist that the establishment is compliant with the FOG Ordinance.

Applicant/Owner Agreement

I, the undersigned, hereby agree to the terms stated in the above agreement for the reimbursement of the work performed on the sewer lateral in the City public right of way.

Please sign below:

_____ _____

Signature Date

_____

Print Name

City Approved Payment:

_____

Jim Hossley, Public Works and Development Director

Chapter 13.25
Coos Bay Fats, Oils, and Grease (FOG) Management Program

Sections

13.25.010 Title and Purpose

The title of this chapter shall be known as the "Coos Bay Fats, Oils, and Grease (FOG) Management Program." The purpose of this chapter is to minimize the introduction of fats, oils, and grease (FOG) into the Coos Bay wastewater system. Any facility housing a discharger with a permanent connection to a sanitary sewer system discharging to the City's wastewater system, that discharges or has the potential to discharge polar fats, oils, or grease, must comply with this chapter. Property owners of commercial properties containing one or more discharger tenants on a single parcel, or their official designee(s), shall ensure that their property and/or lease comply with this chapter in its entirety. The Coos Bay Municipal Code requires users to comply with all Oregon Specialty Plumbing Code requirements. The Oregon Specialty Plumbing Code provides regulation of the construction of private plumbing systems. The main components of this FOG Management Program include:

A. Require development and implementation of kitchen best management practices (BMPs) to reduce FOG discharges to the City wastewater system.

B. Require proper maintenance and cleaning of pretreatment devices and ensure that waste removed from these devices is properly managed.

C. Require manufacturing facilities that discharge FOG or have the potential to discharge FOG to the City to provide adequate wastewater pretreatment and properly maintain the pretreatment devices to prevent FOG passthrough to the City, and to ensure compliance with the City's 100 mg/L polar fats, oils, and grease standard limit, per the CBMC 13.15.030(5).

13.25.020 Definitions

"Additives" means products introduced to the wastewater system that include (but are not limited to) solvents, emulsifiers, surfactants, caustics, acids, bacteria, and enzymes.

"City" means the city of Coos Bay.

"Collection line" means that portion of the wastewater treatment system which collects and transmits wastewater from users to the wastewater treatment plant, excluding private laterals and service laterals, or that system which collects and transmits stormwater from users to the receiving waters of Coos Bay.

"Director" means the director of the Coos Bay Public Works and Community Development Department (PWCDD) or his/her duly authorized representatives.

"Discharger" means any nonresidential user who discharges an effluent and/or pollutant into the wastewater system, such as, but not limited to: food service establishments (dischargers); commercial facilities that have private pump station(s); manufacturing facilities; establishments that pack, cure, or slaughter meat, fish, or fowl, manufacture soap, render fat or tallow, or cure hides.

"Domestic wastewater" means wastewater sourced from sanitary fixtures such as toilets and urinals.

"Flow control" means a device designed to control wastewater flow rate. This device may be required to be provided for the inlet side of all hydromechanical grease interceptor devices (either internal or external) to control the influent flow rate, per Oregon Specialty Plumbing Code and/or device manufacturer requirements. Also referred to as a "flow reducer."

"FOG disposal system" means a grease interceptor that reduces nonpetroleum fats, oils, and grease in effluent by separation or by mass or volume reduction.

"Food service establishment or discharger" means any facility that engages in the activities of cutting, cooking, grilling, baking, frying, preparing, or serving food or beverage for consumption (either on or off their premises), or which disposes of food- or beverage-related wastes to the wastewater system. Food service establishments include, but are not limited to: restaurants, cafes, commercial kitchens, caterers, hotels, motels, schools, hospitals, prisons, correctional facilities, nursing homes, care institutions, and any other municipal or commercial facility or business preparing or serving food or beverage for consumption.

"Garbage" means solid waste from the domestic and commercial preparation, cooking, and dispensing of food or beverage, and from the handling, storage, and sale of products.

"Gravity grease interceptor or GGI" means a plumbing appurtenance or appliance installed to intercept, collect, and store nonpetroleum fats, oils, and grease (FOG) from a wastewater discharge. These interceptors are identified by: their effective volume capacity, thirty (30)-minute wastewater retention time, baffle(s), containing a minimum of two compartments, providing a total volume capacity of not less than that specified by the Oregon Specialty Plumbing Code, and gravity separation. These interceptors are usually located underground and outside a building.

"Grease" means a material composed primarily of fats, oils, and grease from animal or vegetable sources. Grease may also include petroleum-based products.

"Grease, brown" means fats, oils, and grease (FOG) that has been in contact with or contaminated by other sources (water, wastewater, solid waste, etc.), and that is discharged to the wastewater system and to the pretreatment device (if present). Brown grease is generated during food or beverage preparation, facility cleanup activities, and pretreatment-device-cleaning activities.

"Grease, yellow" means fats, oils, and grease (FOG) that has not been in contact or contaminated from other sources (water, wastewater, solid waste, etc.). Yellow grease is contained for proper disposal or recycling.

"Grease interceptor" means a plumbing appurtenance or appliance that is installed to intercept polar (nonpetroleum) fats, oils, and grease (FOG) and food waste from a wastewater discharge.

"Hydromechanical grease interceptor or HGI" means a plumbing appurtenance or appliance that is installed to intercept polar (nonpetroleum) fats, oils, and grease (FOG) and food waste from a wastewater discharge. These devices are identified by flow rate and separation and retention efficiency. The design incorporates air entrainment, hydromechanical separation, interior baffling, or barriers in combination or separately, flow control, and venting. Hydromechanical grease interceptors shall comply with the requirements of the Oregon Specialty Plumbing Code. These devices are generally installed inside (above or below floor grade) or outside (underground).

"Interceptor or separator" means a device so constructed as to separate, trap, and hold fats, oils, greases, and/or solids, sand, and grit substances from the wastewater discharged by a facility in order to prevent these substances from entering the City's wastewater system.

"Interference" means a discharge that, alone or in conjunction with a discharge or discharges from other sources, may inhibit or disrupt the City's wastewater system processes or operations, sludge processes, use or disposal, or which contributes to a violation of any requirement of the City's National Pollutant Discharge Elimination System (NPDES) permit.

"Kitchen best management practices (BMPs)" means the schedules of activities, prohibitions of practices, maintenance procedures, management practices, pretreatment device operation, and maintenance procedures, general kitchen operating procedures, and kitchen waste management practices intended to address the following:

(1) Prevent or reduce the introduction of fats, oils, and greases to the user's and City's wastewater system or from the user's pretreatment device.

(2) Provide proper storage for raw materials and wastes stored on-site, and control spillage of these materials to minimize discharge to the user's and City's wastewater system or the City's stormwater system.

(3) Prevent improper waste discharge to the user's and City's wastewater system.

“National Pollutant Discharge Elimination System permit (NPDES permit)” means the permit issued to the City by the United States Environmental Protection Agency (EPA), setting specific requirements for discharge from the City’s wastewater treatment plants into the waters of Coos Bay.

“Non-polar FOG” means FOG sourced from mineral or petroleum material sources and the activities that can cause these materials to become discharged to the wastewater system.

“Passthrough” means the discharge by any user’s wastewater system that results in the discharge of a prohibited substance, including fats, oils, and grease, to the City’s wastewater system that can result in blockages or increased cleaning requirements.

“Polar FOG” means FOG sourced from food and beverage preparation and service activities, which is sourced from domestic, commercial, or industrial users.

“Pretreatment device” means the device used to separate and retain fats, oils, and grease from wastewater prior to entering the City’s wastewater system. The pretreatment device shall only receive wastewater from kitchens, or food or beverage preparation wastewater. Pretreatment devices include gravity grease interceptors (GGIs), hydromechanical grease interceptors (HGIs), and other devices approved by the City that comply with Oregon Specialty Plumbing Code requirements.

“Private lateral” means an underground pipe, including all connections and appurtenances, owned by a property owner connecting a building to the City’s wastewater system.

“Pump station” means a facility designed to pump wastewater into the City’s wastewater system.

“Remodeling” means the following activities: increase in seating, kitchen relocation, kitchen area expansion, increase of any food or beverage preparation equipment (including grills, ovens, stoves, rotisserie ovens, fryers), or any additions made to increase the number of or size of sinks and/or pre-rinse sinks, or increase in the number of floor drains or trench drains located in the kitchen or other food and beverage preparation areas and any manufacturing areas, increase in production or warehouse areas, installation of new or additional process equipment, or any additions made to increase the number of or size of wash equipment.

“Sanitary sewer system” means that portion of the wastewater conveyance system which disposes of the liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions.

“Slug load” means any substance released in a discharge at a rate and/or concentration which causes interference to the City wastewater system.

“The Fifty Percent Rule (the 50% Rule)” shall mean the requirement for pretreatment devices (GGI and HGI) to be maintained such that the combined FOG and solids accumulation does not exceed 50% of the design hydraulic depth of the device. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

"The Twenty-Five Percent Rule (the 25% Rule)" shall mean the requirement for pretreatment devices (GGI and HGI) to be maintained such that the combined FOG and solids accumulation does not exceed 25% of the design hydraulic depth of the device. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

"User" means a source of discharge to the City's wastewater system.

"Wastewater" shall mean the liquid and water-carried domestic or industrial wastes from dwellings, commercial establishments, industrial facilities, and institutions, whether treated or untreated, contributing to the sanitary sewer.

"Waste hauler or transporter" means a person who, by contract or otherwise, collects wastewater, including residential wastewater and septage, or pretreatment device wastewater and wastes, private pump station wastes, or commercial and/or industrial wastewater and wastes, for transportation to a facility or location for proper disposal, reuse, or recycling. The waste hauler is responsible for assuring that all federal, state, and local regulations are followed regarding waste transport and disposal.

"Wastewater system" means the sanitary sewer system of the city of Coos Bay, including all appurtenances thereof.

13.25.030 Pretreatment Device Installation and General FOG Management Program Requirements for New Dischargers

A. All proposed new construction, renovation, or remodel of a discharger that is connected to a city of Coos Bay wastewater system shall be required to install an approved pretreatment device. All pretreatment devices installed by new dischargers shall be of the type and capacity approved by the Oregon Specialty Plumbing Code and CBMC 13.25.050. These devices shall be installed in accordance with the Oregon Specialty Plumbing Code.

B. Once the discharger is in operation, all pretreatment devices must be properly operated, maintained, cleaned, and all wastes removed from these devices must be properly managed in accordance with City requirements and as described in CBMC 13.25.110.

C. Within sixty (60) days of a discharger's business operation, the discharger shall develop and implement kitchen BMPs and provide staff training, as described in CBMC 13.25.060.

D. Any requests for extensions to the required compliance dates shall be made in writing to the director at least fifteen (15) days in advance of the compliance date. The written request shall include the reasons for the discharger's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work, and the steps to be taken to avoid future delays. Extensions of time shall not exceed sixty (60) days and shall only be valid if granted in writing by the director.

13.25.040 Pretreatment Device Installation and General FOG Management Program Requirements for Existing Dischargers

A. All existing dischargers that are connected to a city of Coos Bay wastewater system shall conduct their operations in such a manner as to minimize FOG discharges to the wastewater system.

B. All existing dischargers with an existing pretreatment device must properly operate, maintain, and clean their device(s), and properly manage all wastes removed from their device(s) in accordance with City requirements, per CBMC 13.25.110.

C. Within three hundred and sixty-five (365) days of the commencement date of the Coos Bay FOG Management Program, the discharger shall develop and implement kitchen BMPs and provide staff training, as described in CBMC 13.25.060.

D. Existing dischargers and other qualifying establishments are required to make modifications to their facility's sanitary sewer system, pretreatment device, and/or solids pretreatment device (type, quantity, or capacity) and/or may be required to connect fixtures and equipment discharging FOG and/or solids-laden waste to a pretreatment device when any of the criteria listed below apply or are planned:

1. Remodeling is performed at the discharger's facility.

2. There is a change in the discharger's ownership.

3. The discharger or facility has a change of operation that may or will increase the quantity and/or sources of FOG and/or solids discharge. Dischargers may be required to install a pretreatment device when any of the changes listed below occur or are planned, and must notify the Coos Bay PWCDD in advance of making any of the following changes:

    a. Changes to facility operations
    b. Changes to the type of food service or business manufacturing process
    c. Change of operator of the facility
    d. Modifications, replacement, additions, or removal of any pretreatment device
    e. Transfer of responsibility for any pretreatment device

4. The discharger's or facility's existing pretreatment device is deemed by the State Plumbing Official to be of substandard size and/or design.

5. The discharger is shown to be discharging excessive FOG or solids (or has the potential to discharge FOG or solids) in quantities that can result in a blockage in the City's wastewater system.

6. Any other reason deemed by the City as appropriate for modifications, including improperly installed pretreatment devices, pretreatment devices with missing flow controls, or nonfunctioning FOG and/or solids pretreatment device equipment.

E. If the City determines that an existing pretreatment device of an existing discharger's current waste minimization practices cannot be sufficiently maintained to prevent FOG and/or solids passthrough to the City's wastewater system, then a waste reduction plan must be prepared by the discharger and submitted to the City within thirty (30) days of the City's request. The specific requirements of the discharger's waste reduction plan are described in CBMC 13.25.070. The failure to submit a waste reduction plan will subject the discharger to meeting all the requirements of this chapter, including installing a pretreatment device that meets all sizing, design, and fixture connection requirements specified in the Oregon Specialty Plumbing Code, within ninety (90) days following the written notification from the City.

F. Any existing discharger proposing to connect fewer fixture and drain sources to a newly proposed pretreatment device(s) than that required by the Oregon Specialty Plumbing Code in an effort to treat only the highest FOG- or solids-generating sources (as identified in the user's waste reduction plan) shall submit a variance request to the State Plumbing Official, in accordance with the procedures described in the Oregon Specialty Plumbing Code and as referenced in CBMC 13.25.150. If the State approves the variance, the approved variance must be available to the City if requested.

G. A discharger may request a variance for alternative compliance periods, site procedures, or pretreatment devices, or to deviate from specified FOG Management Program requirements through the variance process described in CBMC 13.25.150. Dischargers that are required to retrofit their private wastewater system may request authorization from the Coos Bay PWCDD to temporarily discharge FOG above the 100 mg/L polar oil and grease wastewater discharge standard while installing a pretreatment device. Authorizations will be limited to one hundred and eighty (180) days for GGIs and/or solids interceptors installed below grade and ninety (90) days for HGIs or solids interceptors, trench drains, screens, and other solids pretreatment devices installed above-ground or in exposed sections of the discharger's plumbing. Dischargers that cause or contribute to a sewer blockage during this temporary authorization period may be subject to enforcement and cost recovery by the City to mitigate the FOG and/or solids passthrough to the City's wastewater system. Discharger installation notification and documentation confirming pretreatment device installation may be required by the City.

H. Existing dischargers may be required by the City to connect all required fixtures and drains and/or process equipment to an existing pretreatment device equipped with sufficient capacity to do so, or to a new pretreatment device or other grease-removal devices, or other solids-removal devices, as specified in the Oregon Specialty Plumbing Code and per CBMC 13.25.100 when any of the following situations apply:

1. The discharger fails to submit a required waste reduction plan or obtain City acceptance of a submitted waste reduction plan.

2. The discharger's fully implemented waste reduction plan does not adequately mitigate the discharge of FOG and/or solids to the City's wastewater system.

3. The discharger causes or contributes to a FOG- and/or solids-related blockage, buildup, or the need for increased maintenance of the City wastewater system.

4. The discharger discharges wastewater from their facility that exceeds the City's polar fats, oils, and grease standard, as specified and established in CBMC 13.15.030(5).

I. Any existing discharger connected to the City system through a shared lateral must comply with the standards, as specified and established in CBMC 13.15.170

13.25.050 General FOG Management Program Requirements for Private Pump Stations

A. Dischargers with private pump stations that discharge wastewater containing fats, oils, or grease to a private sewer or public sewer discharging to the City's wastewater system which are found by the PWCDD to be contributing fats, oils, and grease in quantities sufficient to cause main line stoppage, pump station malfunctions, or necessitate increased maintenance on the City's wastewater system, may be directed to cease discharging wastewater containing polar fats, oils, and grease in excess of the City's 100 mg/L limit. The discharger shall be required to participate in the Coos Bay FOG Management Program and be required to provide for the proper maintenance and emergency notification signage of all pump stations that are privately maintained, as specified in CBMC 13.25.120.

13.25.060 Kitchen Best Management Practices (BMPs)

A. Dischargers shall develop and implement kitchen BMPs pertaining to the operational practices to be employed by the discharger and its staff to reduce the discharge of fats, grease, oils, and food particles to their wastewater system. All kitchen BMPs prepared by the discharger must address the minimum topics required by the City, and shall comply with the following requirements:

1. Kitchen BMPs shall be prepared in writing.

2. Kitchen BMPs shall be reviewed with all kitchen staff and kitchen management staff (in a staff training activity) initially, then on an annual basis thereafter. All new staff hired by the discharger after the discharger's initial kitchen BMP staff training activity date and the annual kitchen BMP staff training event thereafter, shall receive this training by the discharger within thirty (30) days of their employment.

3. The discharger shall document all kitchen BMPs staff training activity information, including training dates, list of staff that received the training, and what training material was reviewed with each staff member during the training event.

4. The discharger shall make their kitchen BMPs staff training documentation available on-site for City review, at minimum. If requested by the City, the discharger shall additionally notify the City annually that the discharger has satisfied all required kitchen BMPs requirements, and the notification be submitted to the City in the manner and format acceptable to, and as specified by, the City.

B. The minimum topics to be included in the kitchen BMPs shall include the following, where applicable:

1. Introduction to the purpose of the FOG Management Program, and importance of kitchen BMPs
2. Equipment and plumbing devices that impact FOG dischargers
3. Proper dishwashing practices
4. Kitchen cleaning practices
5. Spill prevention and cleanup

6. FOG waste collection and proper storage
7. Prohibitions related to FOG dischargers
8. Kitchen BMPs signage
9. Pretreatment device maintenance (if applicable)
10. Interior pretreatment device monitoring and cleaning (if applicable)
11. Exterior pretreatment device monitoring and cleanup (if applicable)
12. FOG Management Program compliance requirements
13. Employee/staff training

C. City kitchen BMP templates can be requested or found on the City's website for use and support with development of the site-specific kitchen BMP documents that are required.

13.25.070 Waste Reduction Plan

A. A waste reduction plan is a document prepared by the discharger and submitted to the City within thirty (30) days of City request and upon the City's finding that a discharger's current waste minimization practices, and/or the discharger's existing pretreatment device(s), cannot be sufficiently maintained to prevent FOG passthrough to the City's wastewater system.

B. The discharger's waste reduction plan shall describe the specific measures and activities to be implemented by the discharger to reduce FOG discharges to the City's wastewater system. The plan shall include corresponding implementation and completion timeframes for each specific measure and activity described. At minimum, the discharger's waste reduction plan must address how FOG will be significantly reduced, intercepted, and properly disposed of or eliminated from the discharger's wastewater discharge, and shall include an implementation timeframe that is acceptable to the City.

C. The City may share inspection findings with the discharger to assist with identifying specific activities or pretreatment device deficiencies that can be considered by the discharger in their development of a waste reduction plan. The City will not specify the specific items or activities to be included in the discharger's waste reduction plan (and all plan items and activities should be specified by the discharger directly).

The City's role regarding the discharger's waste reduction plan is to provide assistance to the discharger in their development of the plan, to review the plan received, and to make a determination as to whether the plan meets the minimum requirements of the City.

D. Once the discharger's waste reduction plan has been submitted to the City, it will be reviewed, and the City will take one of the following actions:

1. accept the waste reduction plan with no requested changes;

2. accept the waste reduction plan with conditions; or

3. reject the waste reduction plan and proceed with issuing a compliance request notice or notice of violation to the discharger, requesting that the discharger address the identified noncompliance at their facility within a specified timeframe.

E. The City does not guarantee that the activities identified in the discharger's waste reduction plan will adequately address or will significantly reduce FOG discharges to the City's wastewater system, and the City's acceptance of the activities identified by the discharger on the waste reduction plan is done so as to support the discharger to the best of its ability. All City responses to the discharger regarding the City's acceptance, acceptance with conditions, or rejection of the discharger's waste reduction plan will be made in writing to the discharger within thirty (30) days of its receipt of the submittal.

F. The discharger is responsible for obtaining a plumbing permit or building permit as required for all proposed plumbing system improvements to their facility's wastewater system associated with the discharger's waste reduction plan. All proposed plumbing improvements submitted under a building or plumbing permit will require approval by the State Plumbing Official.

13.25.080 Prohibited Discharges

The following discharges are prohibited.

A. The bypass or passthrough of FOG and/or solids from the user's pretreatment device, service lateral, or private pump station is prohibited without prior approval by the City.

B. The disposal of waste cooking oil (yellow grease) into dischargers and/or fixtures, floor drains, trench drains, or to the wastewater drainage pipes is prohibited. All yellow grease waste shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal, as described in CBMC 13.25.110.

C. The use of or discharge of additives, emulsifiers, enzymes, or biological agents to break down or digest FOG in any private sewer system, pretreatment device, or private pump station by any user is prohibited. Use of such products and devices designed to use, deliver, or dose these products to the City's wastewater system is considered a violation, and the user may face fees for damage caused to the City's wastewater system.

D. The installation or use of equipment that uses additives, emulsifiers, enzymes, or biological agents to break down or digest FOG for discharge to the sewer system is prohibited. This equipment may include but not be limited to FOG disposal systems. The use of such equipment herein is considered a violation.

E. The discharge of wastewater from dishwashers to any hydromechanical grease interceptor device is prohibited.

F. The flushing or washing of any pretreatment devices with water having a temperature in excess of one hundred forty degrees Fahrenheit (140°F) is prohibited.

G. The discharge of wastewater, wastes, or substances having a pH of less than 5.0 Standard Units (SU) or more than 10.0 SU or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the wastewater treatment system is prohibited.

H. The discharge of domestic wastewater wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for pretreatment device service, or vice versa, is prohibited.

I. The discharge of any waste, including FOG and solid materials removed from the pretreatment device, including brown grease waste to the wastewater system, is prohibited. Brown grease waste shall be managed in accordance with CBMC 13.25.110.

J. The discharge of any waste, including FOG and solid materials removed from or discharged by kitchen appliances (including fryers, rotisserie ovens, etc.) or by other manufacturing equipment directly to the wastewater system, is prohibited. These wastes are required to be separately contained and properly disposed of or recycled by the user.

K. Operation of grease interceptors with FOG and solids accumulation exceeding twenty-five percent (25%) of the total operating depth of the grease interceptor, defined as "the 25% Rule" in this chapter, is prohibited.

L. Operation of solids interceptors with solids accumulation exceeding fifty percent (50%) of the total operating depth of the solids interceptor, defined as "the 50% Rule" in this chapter, is prohibited.

13.25.090 Pretreatment Device Location

A. Each pretreatment device shall be installed in a location that is easily accessible for inspection, cleaning, and removal of the intercepted grease and/or solids and other related wastes at any time. Pretreatment devices required under this chapter shall be installed in accordance with the requirements of the Oregon Specialty Plumbing Code and CBMC 13.25.100. These devices shall be installed upstream from the discharger's private lateral line(s).

B. All HGIs, GGIs, and solids interceptor devices shall be installed in a location that is fully accessible for device cleaning, maintenance, and inspection activities.

C. Any GGI device proposed to be installed indoors shall require approval by the jurisdictional reviewing agency pursuant to the current established building permit or plumbing permit procedure.

13.25.100 Pretreatment Device Design Criteria

A. Construction of Pretreatment Devices

1. All pretreatment devices shall be constructed in accordance with Oregon Specialty Plumbing Code requirements. Pretreatment devices are required to be equipped with covers or lids that provide a gas-tight fit.

2. All alternative pretreatment devices or technologies that deviate from the devices accepted under Oregon Specialty Plumbing Code requirements shall require a written approval from the State Plumbing Official.

3. All risers installed that are associated with a proposed underground-installation pretreatment device shall be evaluated by the State Plumbing Official to ensure the proposed riser depth does not impede device inspection, cleaning, and maintenance.

4. All pretreatment devices and qualifying solids pretreatment devices shall comply with all flow control and venting requirements specified in the Oregon Specialty Plumbing Code and as required by the jurisdictional reviewing agency pursuant to the current established building permit or plumbing permit procedure. All hydromechanical devices require both flow control and venting, in the form of one of the following, per the Oregon Specialty Plumbing Code:

    a. External flow control, with air intake (vent), directly connected
    b. External flow control, without air intake (vent), directly connected
    c. Without external flow control, directly connected
    d. Without external flow control, indirectly connected

B. Drain and Fixture Connection

1. Dischargers and other qualifying establishments shall permanently connect all plumbing fixtures with the potential to discharge fats, oils, grease, and food-related solids, and/or food particles, and/or manufacturing-related FOG and solid particles to the user's lateral to a State-approved pretreatment device, in accordance with Oregon Specialty Plumbing Code requirements.

2. The list of fixtures and drains required to connect to a gravity grease interceptor device is specified in the Oregon Specialty Plumbing Code and may include the following: all kitchen sinks, including single- and multiple-compartment sinks (but excluding hand-wash sinks), pre-rinse sinks, garbage disposal units, dishwashers, floor drains or trench drains located in all food/beverage cooking and preparation areas, mop sinks (either elevated or in-floor), drains and sinks servicing woks or wok cooking stations, and food/beverage manufacturing or cooking equipment with drain connections in food or beverage preparation areas.

3. The list of fixtures and drains required to connect to a hydromechanical grease interceptor device is specified in the Oregon Specialty Plumbing Code and CBMC 13.15.100. The list may additionally include garbage disposal units (with a solids separator upstream of an HGI). Sinks that discharge fine particles (including sinks supporting coffee and espresso preparation and equipment activities) may be required to provide a fine particle separator or solids interceptor device upstream to the HGI device, to ensure the HGI functions as designed.

C. Access

1. All pretreatment devices shall be designed and installed to allow for complete access for inspection and maintenance of inner chamber(s), as well as viewing and sampling of wastewater discharged to the sanitary sewer. The location of the pretreatment device must be approved by the State prior to building or plumbing permit issuance and installed prior to final City building or plumbing permit inspection. Pretreatment devices shall not be located in heavily trafficked areas, such as driving lanes of a parking lot, that may interfere with required inspection and maintenance activities.

2. All private pump stations shall be located in an area that is accessible for cleaning (by a pump truck, vac truck, or similar vehicle) and shall be accessible for City inspection and sampling.

D. Pretreatment Device Load-Bearing Capacity

1. In areas where additional weight loads may exist, the pretreatment device shall be designed to have adequate load-bearing capacity (example: parking areas, driveways, private drives, private service roads, and sidewalks located adjacent to these areas).

E. Pretreatment Device and Private Pump Station Sizing

1. All pump stations, gravity grease interceptors, solids interceptor devices, hydromechanical grease interceptors, and hydromechanical solids interceptor devices shall be designed in accordance with the Oregon Specialty Plumbing Code, and as approved by the jurisdictional reviewing agency pursuant to the current established building permit or plumbing permit procedure.

13.25.110 Pretreatment Device Maintenance and Reporting Requirements

A. Cleaning and Maintenance

1. All pretreatment devices shall be cleaned by a professional and maintained by the user at the user's expense. The user must use a City-approved pumping company.

2. Cleaning and maintenance of the pretreatment device shall be performed on a regularly scheduled basis by the user. Cleaning shall include complete removal of the entire contents of the device, including floating materials, wastewater, and bottom sludges and solids. Cleaning shall also include removal of materials from the tank walls, baffles, cross pipes, inlet piping, outlet piping, and vents.

3. All wastes removed from pretreatment devices by a waste hauler or transporter shall be properly managed and either disposed of or recycled at a facility authorized by the State to accept this type of wastewater.

4. Top skimming of floating materials, solids, or liquids of pretreatment devices is strictly prohibited.

5. Decanting, skimming, or back-flushing of the pretreatment device or its wastes is prohibited. Furthermore, dischargers, other qualifying establishments, and waste haulers are prohibited from discharging liquids, semi-solids, or solids into a pretreatment device, to a solids pretreatment device, to any private wastewater system, or to the City's wastewater system during or after servicing.

6. Vehicles capable of separating water from oil or grease shall not discharge separated water back into the pretreatment device, or to the City's wastewater system, storm sewer, storm drain, or natural stream. All wastes removed from pretreatment devices by these specialty vehicles shall be properly managed in accordance with CBMC 13.25.110.

7. During each cleaning event, the pretreatment device shall be inspected for the following:

    a. Gravity grease interceptors and gravity solids interceptors shall be inspected to verify proper operation; inspected for holes, cracks, groundwater intrusion, surcharge conditions; to verify all baffles are in place and the outlet tee is in place, as required to prevent pollutant passthrough to the City's wastewater system. During this inspection, the waste hauler will estimate the levels of both settled solids and floating grease and/or floating solids (in inches) and will document all observations and inspection findings onto the form approved by the City for this purpose.

    b. Hydromechanical grease interceptors and hydromechanical solids interceptors shall be inspected to verify proper operation and inspected for leaks, as well as to verify all baffles, screens, brackets, and other internal equipment are present and functioning properly, and that the inlet tee or downpipe is not obstructed. During this inspection, the waste hauler will estimate the levels of both settled solids and floating grease and/or floating solids (in inches) and will document all observations and inspection findings onto the form approved by the City for this purpose. All cleaning and inspection activities performed for hydromechanical devices installed indoors shall additionally be documented on a maintenance log, and this document retained at the discharger's location.

8. All repair activities performed on user pretreatment devices shall be documented on the maintenance log, and the log maintained on-site for discharger and/or the qualifying establishment reference and City inspection review. The minimum information to be recorded on the maintenance log by the discharger and/or the qualifying establishment shall include: repair date, repair description, any comments related to the repair (resolved, completed, requires further repair parts, etc.), and who made the repair (discharger and/or the qualifying establishment staff member name or name of their repair firm).

9. All wastes removed from the pretreatment device shall be documented on a manifest form. Manifest form templates are provided by the City. All waste manifests shall be prepared, submitted to the City, and a copy retained on-site for City inspection, as specified in detail in CBMC 13.25.110 and 13.25.130.

B. Cleaning Frequency

1. All outdoor gravity grease and/or solids interceptors and hydromechanical grease and/or solids interceptor devices shall be cleaned (pumped out completely) and inspected at least once every three (3) months, or more frequently as needed to prevent the discharge of fats, oils, and grease and/or solids into the City's wastewater system. The pumping frequency specified herein may also be extended past the minimum period (cleaned less frequently) if it can be demonstrated by the user (related to the user's variance request) to be acceptable and when approved by the City. The required pretreatment device cleaning service must be performed by a waste hauler firm or transporter. All user requests to deviate from the minimum and maximum pretreatment device cleaning frequency specified in this chapter shall be submitted to the City under a variance request, as specified in CBMC 13.25.150.

2. All interior-installation hydromechanical grease and/or solids interceptor devices shall be cleaned (pumped out completely) and inspected at least once every month or every thirty (30) days, or more frequently as needed to prevent the discharge of fats, oils, and grease and/or solids into the City's wastewater system. The pumping frequency specified herein may also be extended past the minimum period (cleaned less frequently) if it can be demonstrated by the user (related to the user's variance request) to be acceptable and when approved by the City. The required pretreatment device cleaning service must be performed by a waste hauler firm or transporter. All user requests to deviate from the minimum and maximum pretreatment device cleaning frequency specified in this chapter shall be submitted to the City under a variance request, as specified in CBMC 13.25.150.

3. All existing pretreatment devices shall be deemed to be undersized for the quantity and nature of wastes discharged to the device and additional FOG pretreatment and/or solids device(s), and capacity must be provided by the user when any of the following occur:

    a. When any outdoor gravity grease interceptor (GGI), or gravity solids interceptor, or hydromechanical grease interceptor (HGI) device, or hydromechanical solids interceptor requires a minimum cleaning (pumping) more frequently than every thirty (30) days (i.e., any frequency between once daily and every twenty-nine [29] days), as determined by the City from either evidence of FOG and/or solids passthrough from the device or the device's failure to comply with the maximum pretreatment device waste accumulation requirements specified in this chapter at the minimum GGI or gravity solids interceptor pumping frequency of every thirty (30) days.

    b. When any indoor hydromechanical grease interceptor (HGI) device or hydromechanical solids interceptor device requires a minimum cleaning (pumping) more frequently than every seven (7) days (i.e., any frequency between once daily and every six [6] days), as determined by the City from either evidence of FOG and/or solids passthrough from the device or the device's failure to comply with the maximum pretreatment device waste accumulation requirements specified in this chapter at the minimum HGI or hydromechanical solids interceptor pumping frequency of every seven (7) days.

4. All additional cleaning activities performed by the discharger and/or other qualifying establishment on an interior hydromechanical grease and/or solids interceptor device to address an emergency or an after-hours backup shall be documented on the user's maintenance log, and the user's log maintained on-site for discharger or establishment reference and City inspection review. The minimum information to be recorded on the maintenance log by the discharger or establishment shall include: cleaning date, cause of backup, estimated volume of any waste removed from the device, any comments related to the event, and name of the staff member who cleaned the device.

5. User cleaning frequency variance: A user may submit a variance request to deviate from the minimum cleaning (pump-out) requirements for pretreatment devices described in CBMC 13.25.150. A user's variance request may be granted by the City if the user's discharge contains minimal amounts of fats, oils, grease, or solids to the device; and the request is deemed by the City to be appropriate upon its review of all required user variance request submittals and upon inspection monitoring of the related pretreatment device(s) by the City to verify that the information contained in user variance request submittals is accurate.

C. Pretreatment Device Pump-Out Order

1. Pump-Out Order issuance and applicability: The City will issue a Pump-Out Order requiring the user to clean their pretreatment device and/or their wastewater system when any of the following conditions apply:

    a. The user's oil and grease concentrations from their pretreatment device, or private wastewater system, or lateral line discharge exceed the City's maximum discharge limits (for polar fats, oils, and grease, and/or pH).

    b. The total combined waste depth of bottom solids and floating oils and grease exceeds twenty-five percent (25%) of the total depth of the pretreatment device.

    c. The total combined waste depth of floating and bottom solids exceeds fifty percent (50%) of the total depth of the solids pretreatment device and/or the total solids depth exceeds the requirements specified for the device by the device manufacturer.

    d. There is FOG and/or solids passthrough from the pretreatment device, private lateral line, or private pump station.

    e. Pumping frequencies are extended by the discharger or other qualifying establishment beyond the device cleaning and pumping schedule specified by this chapter.

2. Pump-Out Order user compliance: The user shall have seven (7) days from receipt of the order to comply. Where an emergency exists, as determined by the City, a written or verbal warning shall be given to the user, and the user will have twenty-four (24) hours to comply.

D. Disposal of Pretreatment Device Waste and Waste Documentation

1. All waste removed from each pretreatment device by a waste hauler or transporter shall be recorded on a manifest form containing the minimum information, signature requirements, type, and format approved by the City. A copy of the waste disposal manifest must be retained on-site (waste generator) for City inspection, in the format acceptable to the City (electronic or paper).

2. All yellow and brown grease waste storage containers shall be designed to prevent the release of FOG to ground, groundwater, surface waters, or storm sewers. Storage containers shall be sized so they do not exceed ninety percent (90%) capacity prior to being emptied. All storage containers shall have a lid that prevents rainwater inflow. Yellow and brown grease waste storage containers and/or containment areas should be locked to prevent vandalism.

3. All waste removed from each pretreatment device and brown grease waste storage containers must be disposed of at a facility approved by the State and/or local government to receive such waste, in accordance with the provisions of this program. In no way shall the pumped material be returned to any private or public portion of the sanitary sewer system. Yellow grease waste shall be properly disposed of or recycled by the user, and receipts maintained on-site.

4. All brown grease waste managed by a waste hauler or transporter firm shall be properly documented by both invoices received by the waste hauler or transporter firm and on the user's maintenance log, which shall be retained on-site.

5. Wastes removed by the discharger from interior hydromechanical grease interceptor devices in response to an emergency or after-hours backup shall be properly disposed of in the discharger's solid waste trash (after proper containment in a plastic bag), or in a brown grease waste container (requiring proper waste disposal by a waste hauler or transporter firm). All brown grease waste removed from the interior pretreatment device by the discharger and disposed of in the solid waste trash shall be properly documented as such on the user's maintenance log, which shall be retained on-site for discharger reference.

E. Additives

1. Any additive(s) placed into the pretreatment device, or the discharge line, or in the user's wastewater system on a constant or scheduled basis shall be prohibited. Such additives shall include, but are not limited to: commercial bacteria, emulsifiers, enzymes, solvents, or other additives that absorb, purge, dissolve, saponify, emulsify, transfer, or generate excessive inert solids, oils, grease, fatty acids, or glycerides downstream of the application point or into/from the pretreatment device. The use of additives will not be accepted as an alternative to the required removal of wastes from pretreatment devices or be accepted as a basis to lengthen the time (reduce the frequency) between required pretreatment device maintenance (waste removal) events.

2. All bacteria additives formulated to address kitchen drain line odors, grease accumulation, or vectors require City evaluation and approval prior to use or placement in any building sewer drain discharging to the pretreatment device. Each commercial bacteria additive product must be completely evaluated for safety and negative impact on the City's wastewater system prior to product approval by the City, and at the expense of the user (or the vendor on the user's behalf). All product approval requests must be requested in writing to the director. Product approval for bacterial additives may be granted by the director upon the user's written request for product approval. Written request may include: the user's completion of all product evaluation, sampling protocol activity requirements, and submittal of evaluation and sampling protocol report that concludes that the product does not adversely impact the City's wastewater system. Product approval may also be rescinded by the director if the City finds that the product is adversely impacting the City's wastewater system or is causing pollutant passthrough from the discharger's pretreatment device or private wastewater system to the City's wastewater system.

F. Chemical Treatment and Excessive Temperatures

1. Chemical treatments such as drain cleaners, enzymes, acids, and other chemicals designed to dissolve, purge, or remove grease shall not be allowed to enter the pretreatment device.

2. Flushing or washing the pretreatment device with water having a temperature in excess of one hundred forty degrees Fahrenheit (140°F) shall be strictly prohibited.

3. The discharge of user's facility wastewater with a temperature in excess of one hundred forty degrees Fahrenheit (140°F) to the pretreatment device shall be minimized to the greatest extent possible. Extended discharge duration can result in emulsification of the intercepted fats, oils, and grease, and passthrough from the pretreatment device to the City's wastewater system, a prohibited discharge condition required to be corrected by the discharger.

13.25.120 Pump Station Maintenance and Reporting Requirements

A. Private Pump Station Cleaning and Maintenance

1. All pretreatment devices shall be cleaned and maintained by the user at the user's expense.

2. Cleaning and maintenance of the private pump station shall be performed on a regularly scheduled basis by the user and must meet the minimum requirements set forth in this chapter. Cleaning shall include the removal of all floatable and settleable solids from private pump station wet wells, cleaning of the wet well walls and all associated equipment (wet well pump switch floats, etc.), the proper disposal of all grease and solids removed, and completion of a waste disposal manifest for all wastes removed from the pump station for proper disposal.

3. The owner of a private pump station shall operate and maintain the private pump station in proper working order (including the control panel and all other electrical and mechanical components, and associated check valves) and properly secure the private pump station. The owner of a private pump station shall provide the director with a listing of the staff directly employed by the owner and experienced in the operations, maintenance, and repairs of the pump station for review, or a copy of the contract with a reputable person or firm experienced in the operations, maintenance, and repairs of pump stations for review prior to committing to contract for service (this City review is to only ensure that the level of service included in the proposed contract meets the minimum requirements specified in this chapter). The pump station owner shall provide the designated facility's private pump station staff or contractor with sufficient access to all equipment as needed to pull and service pump station pumps and other related equipment and components, as well as access needed for cleaning, pumping, and removing pump station waste. The designated facility's private pump station staff or contractor must be able to respond to and provide contracted pump station services twenty-four (24) hours a day, seven (7) days a week, and respond to the site within two (2) hours after notification of pump station-related spill or overflow. The private pump station owner shall additionally comply with the following City notification and signage requirements:

   a. Provide the user's twenty-four (24)-hour emergency contact telephone numbers to the director, enabling the City to notify the property owner and contractor of reported emergency.

   b. Provide the director with seventy-two (72) hours' advanced notice upon the expiration or change of status of the ownership, management, designated facility's private pump station staff, or contractor.

   c. Provide a sign, posted on or adjacent to the pump station site (preferably on the control panel). The sign size should be approximately twelve (12) inches by eighteen (18) inches,

with a white background and black letters. The letters should be legible. The sign shall state the following minimum information:

i. "Private Sanitary Sewer Pump Station"
ii. "In case of emergency, contact the following numbers"
iii. "Facility Owned by: Name (_____) Phone (_____)"
iv. "Facility Maintained by: Name (_____) Phone (_____)"
v. "Station Number: _____" (to be assigned by the City)

4. All repair activities performed on pretreatment devices shall be documented on the maintenance log, and the log maintained on-site for maintenance staff/contractor use and review. The minimum information to be recorded on the maintenance log by the user shall include: inspection date, recorded pump runtime hour values (for all pumps), discharge line pressure, repair description, any comments related to the repair (resolved, completed, requires further repair parts, etc.) and who made the repair (name of the user's staff member, maintenance contractor, or name of subcontractor used for repair).

5. The City shall have the right to inspect all private pump stations and appurtenances, and to discontinue/suspend sewer service (following CBMC 13.15.260) if the private pump station and appurtenances are not maintained in a sanitary and effective operating condition or if the City's wastewater system may be harmed thereby.

B. Private Pump Station Cleaning Frequency

1. Private pump stations shall be cleaned by removing all floatable grease and solids and settleable solids from private pump station wet wells and cleaning the wet well walls and all associated equipment (pump control float switches, etc.) at least every one hundred eighty (180) days, or more frequently as needed to prevent the discharge of grease into the City's wastewater system. Once a grease-related overflow occurs at the private pump station, the cleaning frequency may be reduced by the City to once every ninety (90) days for a one (1)-year monitoring period, and then reevaluated by the City to determine if this cleaning frequency shall be retained or altered.

2. The private pump station cleaning/pumping frequency shall be determined by the owner's Operations and Maintenance Manual based on flows; quantity of fats, oils, and grease in the discharge; and seasonal variations. The City may assist the owner, at the owner's expense, with review of the determined cleaning frequency. Since the private pump station cleaning is required to be performed at a constant frequency, the cleaning frequency established by this chapter to ensure user compliance with chapter requirements shall ensure device compliance with this chapter, considering seasonal fluctuations. The user shall be responsible for maintaining the private pump station to ensure efficient and proper operation. The minimum pumping frequency required for the user's private pump station will be based on the following compliance criteria:

a. The amount of FOG floating at the top of the pump station wet well is less than six (6) inches in depth and the amount of settled solids is less than twelve (12) inches.

b. The amount of FOG in the wet well is not causing interference with the pump station pump controls or related components (pump control float switches) resulting in pumps becoming inoperable.

3. A user may submit a variance request to deviate from the minimum cleaning (pump-out) requirement established for private pump stations, using the procedure described in CBMC 13.25.150.

C. Private Pump Station Pump-Out Order

1. Pump-Out Order issuance and applicability: The City will issue a Pump-Out Order requiring the user to clean their private pump station when any of the following conditions apply:

a. The user's oil and grease concentrations from their private pump station line exceed the City's maximum discharge limit for polar fats, oils, and grease.

b. The amount of FOG floating at the top of the pump station wet well is more than eight (8) inches in depth or when the amount of settled solids is more than twelve (12) inches.

c. The amount of FOG in the wet well is causing interference with the pump station pump controls or related components (pump control float switches) resulting in pumps becoming inoperable.

d. Pumping frequencies are extended by the user beyond the required established pumping schedule.

2. Pump-Out Order user compliance: The user shall have seven (7) days from receipt of the order to comply. Where an emergency exists, as determined by the City, a written or verbal warning shall be given to the user, and the user will have twenty-four (24) hours to comply.

D. Disposal of Private Pump Station Waste and Waste Documentation

1. All waste removed from the user's private pump station associated with all cleaning activities and also during any maintenance activity requiring wet well drawdown by a waste hauler or transporter, the user's maintenance and repair contractor, or subcontractor, including during emergency events, shall be recorded on a manifest form. The manifest form used for this purpose shall contain the minimum information, signature requirements, type, and format approved by the City at the time of building permit issuance. A copy of the waste disposal manifest must be retained by the user (waste generator) for City inspection. If required, the original copy of the completed waste disposal manifest containing all required signatures must be forwarded to and received by the City within fourteen (14) days of the waste removal date.

E. Additives

1. The use of additive(s) placed into the private pump station shall be prohibited. Such additives shall include, but are not limited to: commercial bacteria, emulsifiers, enzymes, solvents, or other additives that absorb, purge, dissolve, saponify, emulsify, transfer, or generate excessive

inert solids, oils, grease, fatty acids, or glycerides downstream of the application point or into/from the private pump station. The use of additives will not be accepted as an alternative to the required removal of wastes from the private pump station or be accepted as a basis to lengthen the time (reduce the frequency) between required private pump station maintenance (waste removal) events.

F. Chemical Treatment and Excessive Temperatures

1. Chemical treatments such as cleaners, enzymes, citrus-based oils, or other chemicals designed to dissolve, purge, or remove grease shall not be discharged to the private pump station.

2. Flushing or washing the private pump station with water having a temperature in excess of one hundred forty degrees Fahrenheit (140°F) shall be strictly prohibited, unless all of the water discharged to the pump station is collected, removed, and properly disposed of in accordance with this chapter.

13.25.130 Administrative Requirements

A. Initial Data Acquisition

1. All dischargers and owners of private pump stations will be asked to complete a "Coos Bay FOG Management Program User Information Survey" to establish the FOG Management Program database. Survey forms may be attained from the PWCDD. The purpose of this form is to identify user specifics relating to their operation, plumbing fixtures and activities capable of generating FOG discharges, information regarding existing FOG waste management, wastewater pretreatment activities and devices, including pretreatment device specifics, current private pump station specifics, and current device maintenance activities. Once the survey information is received, it will be entered into the City's database and will be updated with additional or modified information after each City discharger or private pump station facilities inspection, if applicable.

B. Inspection and Entry

1. To the extent permitted by law, authorized personnel of the City, bearing proper credentials and identification, shall have the right to enter upon all properties subject to this program, at any time and without prior notification, for the purpose of inspection, observation, measurement, sampling, testing, or record review, to determine discharger compliance with the FOG Management Program, to verify pretreatment device cleaning frequency for the discharger, to address an emergency, or to address issues associated with any City wastewater system blockage investigation. Inspections will include all parts of a facility that discharge or have the potential to discharge fats, oils, grease, solids, or wastes to the sanitary sewer system. City representatives will comply with all reasonable facility safety requirements as provided by the facility operator at the time of entry. If the City requires inspection of the pretreatment device or private pump station during device cleaning or repair, the user is required to coordinate this activity with the City and provide sufficient advance notice of the device cleaning and/or inspection date and time to the City to support this inspection request.

2. During the user's inspection, the City will evaluate the user's compliance with FOG Management Program requirements, identify deficiencies and opportunities for improvement, make recommendations for correction and improvements, and document all findings of the inspection. If there are any activities or actions required to be addressed by the user, the City will discuss these with the user and get their input on the timeframe they can address all identified deficiencies by and will consider this input prior to establishing a compliance due date for the user. The City's inspection findings and initial compliance due dates will be made available to the user (management, owner, lease holder, or operator).

3. If the deficiencies identified by the City during any inspection require a reinspection by the City to verify user compliance, the findings of this inspection will also be discussed with the user, documented, and the results of this inspection will be made available to the user (management, owner, lease holder, or operator).

4. All incidents of continued noncompliance, or incidents requiring an increase to the minimum pretreatment device cleaning frequency, private pump station cleaning frequency, or a City request for a discharger to submit a waste reduction plan to address excessive FOG discharges to the City's wastewater system will be followed up on by the City via a written letter notice to the user. The letter notice sent by the City will include a description of the noncompliance, the actions required to be performed by the user, compliance due date(s), and response due date(s). If warranted, the City will inspect the user's facility to determine its compliance with all actions required by the user as specified by the City under the FOG Management Program.

5. Continued noncompliance will be addressed in accordance with the procedures described in CBMC 13.15.260, 13.15.270, and 13.15.280.

C. Records Retention, Record Contents, and Reporting

1. Records retention requirements: All users subject to this chapter shall retain and preserve for not less than five (5) years all records (including waste manifests, waste disposal receipts, inspection logs, pretreatment device operating and maintenance manuals, prepared discharger kitchen BMPs, and related discharger staff training records, etc.), private pump station operation and maintenance manuals, books, documents, memoranda, reports, correspondence, and any and all summaries thereof, relating to monitoring, sampling, and chemical analysis made by or on behalf of the user or discharger in connection with its discharge. All such records shall be subject to review by the City. All records which pertain to matters subject to appeals or other proceedings before the director or the City Council, or any other enforcement or litigation activities brought by the City, shall be retained and preserved until such time as all enforcement or other activities have concluded and all periods of limitation with respect to any appeals have expired.

2. Manifests required: Waste manifests are required to be completed and submitted to the City for all wastes removed from pretreatment devices and private pump stations, as well as for any user-building sewer and sewer lateral if the sewer line and lateral contain or are expected to contain fats, oils, and grease. The waste disposal manifest must be signed by the waste generator (user), the waste hauler, and the waste disposal facility. The manifest form used by the user and waste haulers and transporters servicing users discharging wastewater to the City's wastewater system must contain the minimum information required by the City, including:

a. User (or waste generator) information, including name, address, date and time of pumping, volume pumped for each pretreatment device or private pump station serviced at the time of waste pumping (if multiple devices are serviced during the visit), and generator signature verifying the information

b. Transporter information, including company name, address, driver name, and driver signature verifying transporter information

c. Receiving information, including facility name, address, date and time of waste receiving, any applicable facility permit number, and signature verifying receipt of the waste

Blank waste manifest forms are generally provided by the waste hauler or transporter firm providing waste management services for the user.

3. Manifest submission requirements: Once the manifest is completed, the discharger (for pretreatment devices) and the private pump station property owner or designee (waste generator) are responsible for the manifest's submission to the City in the format acceptable to the Coos Bay PWCDD (mailed or electronically submitted) by the submission due date. Manifests must be received by the City within fourteen (14) days of the pretreatment device maintenance, private pump station maintenance, or line-cleaning event. This provision also applies to all dischargers and all waste haulers managing wastes removed from discharger pretreatment devices and associated kitchen lines, facility sewer lines, and lateral lines (located on the discharger's premises) if the waste contains or is expected to contain fats, oils, and grease.

4. Manifest requirements for yellow and brown grease wastes: The provisions in CBMC 13.25.130 above shall also apply to the discharger and their waste haulers and transporters managing brown grease waste (and/or comingled yellow grease and brown grease waste) from on-site brown grease storage containers (drums, dumpsters, etc.). In addition to the referenced waste manifest submission requirements, these businesses shall properly document the service performed, on the invoice they submit to the discharger, as well as on the discharger's maintenance log, which shall be retained on-site.

5. Manifests not required: A manifest may not be required when associated with the following:

a. Wastes removed by the discharger from interior hydromechanical grease interceptor devices in a response to addressing an emergency or after-hours backup, if this waste is (and can be) properly disposed of by the discharger in their solid waste trash (after proper containment in a plastic bag). For this provision, the discharger shall be required to properly document this activity on the discharger's maintenance log, including the estimated amount of waste removed from the interior pretreatment device (or area spillage) by the discharger and disposed of in the solid waste trash, the date and time of this activity, and the name of the person performing this activity. The discharger's maintenance log shall be retained on-site for discharger reference.

b. Yellow grease waste generated by the user that is not comingled with brown grease waste and is stored on-site by the user for waste recycling by a third party. For this provision, the discharger shall be required to properly document this activity on the

discharger's maintenance log, including the estimated amount of waste by the discharger's waste recycling facility, the date and time of this activity, and the name of the business performing this activity. The discharger's maintenance log shall be retained on-site for discharger reference.

6. Notification obligation: In the event that any user is unable to comply with any FOG Management Program requirement due to a breakdown of equipment, accidents, or human error, or the user has reasonable opportunity to know that its discharge will exceed the discharge provisions of this chapter, the discharger shall immediately notify the City by telephone and/or email. If the material discharged by the user to their wastewater system has the potential to cause or result in sewer blockages or sanitary sewer overflows (SSOs), the discharger shall immediately notify the local Health Department, the City, and all other appropriate agencies.

13.25.140 Program Fees

A. There will be no additional program fees for the FOG Management Program, as all fees for this program are incorporated into the annual sewer rates consistent with CBMC 13.15.120.

13.25.150 Variance Requests

A. General Variance Applicability

1. A user unable to meet the applicable requirements of these rules may request a variance. Users who violate the terms of an approved variance will be in violation of these rules and subject to notice of violation and enforcement issuance pursuant to CBMC 13.25.260, 13.25.270, and 13.25.280.

2. Variance request items: Users may request and be granted a variance by the City to deviate from the minimum or maximum pretreatment device cleaning frequency or minimum private pump station cleaning frequency specified under this chapter.

B. Variance Request Submittal Requirements

1. At minimum, users submitting a variance request shall meet the following submittal requirements specified by the City. The user's variance request and submittals shall be sent to the City. The user shall submit the following items to the City:

a. A completed "Coos Bay PWCDD Variance Request Form" that includes an explanation of why the user should not be required to meet the referenced standards and/or the applicable rules and why the suggested cleaning is appropriate for their discharge

b. A copy of all facility menus or list of all foods prepared and/or cooked and beverages prepared, brewed, or served on the premises, or a list of services performed at the facility

c. An updated "Coos Bay FOG Management Program User Information Survey" form

d. Copies of all waste disposal manifests (where applicable) for all pretreatment devices or private pump stations located on the user's premises (and serving the user) for the last twelve (12)-month period

e. Copies of all user maintenance logs for all interior hydromechanical grease interceptor devices or private pump stations located on the discharger's premises for the last twelve (12)-month period

C. City Evaluation of Variance Request

1. The user's variance request to the City must demonstrate that all applicable variance approval criteria apply to their request, as specified below:

a. The requested variance to reduce or increase the pretreatment device cleaning frequency will result in either minimal or no FOG to be discharged by the user.

b. The proposed device cleaning schedule is sufficient to limit FOG discharges to 100 mg/L polar oil and grease and limit the pH discharge to between 5.0 and 10.0 Standard Units (SU).

c. The proposed device cleaning frequency will not generate a waste accumulation amount that exceeds the City's requirement specified in this chapter.

The user must describe the existing pretreatment devices and the cleaning and maintenance schedule for each device. Monitoring data may be required to be submitted by the user and verified by the City to approve this type of variance request.

2. Since the pretreatment device is required to be cleaned at a consistent routine frequency, the cleaning frequency established shall sufficiently address discharge quality at both device high season use and low season use. The user shall be responsible for maintaining the FOG and/or solids pretreatment device in such a condition for efficient and proper operation. The device's compliance will be evaluated by the City as follows.

a. The FOG pretreatment device shall be evaluated using "the 25% Rule," as defined in this chapter. The 25% Rule requires that the depth of oil and grease (floating and settled) in a pretreatment device shall not be equal to or greater than twenty-five percent (25%) of the total operating depth of the device. The operating depth of a device is determined by measuring the internal depth from the outlet water elevation to the bottom of the device. In application of this rule, the depth of floating fats, oils, and grease waste shall not be greater than twenty percent (20%) of the total operating depth of a device since solids may be settled in the bottom five percent (5%) of the device.

b. A pretreatment device shall be considered noncompliant if the fats, oils, and grease layer on top exceeds six (6) inches; or the solids layer on the bottom exceeds twelve (12) inches; or the device is not retaining/capturing oils and greases; or the removal efficiency of the pretreatment device, as determined through sampling and analysis, is less than

eighty percent (80%); or if the device is discharging FOG passthrough from the device to the wastewater system.

c. The solids pretreatment device shall be evaluated using "the 50% Rule," as defined in this chapter. The 50% Rule requires that the depth of solids (floating and settled) in a solids pretreatment device shall not be equal to or greater than fifty percent (50%) of the total operating depth of the device. The operating depth of a device is determined by measuring the internal depth from the outlet water elevation to the bottom of the device. In application of this rule, the depth of floating solids waste shall include the depth of both floating and settled solids of the device.

d. A solids pretreatment device shall be considered noncompliant if the total solids depth (floating solids depth plus settled solids depth) exceeds fifty percent (50%) of the hydraulic volume capacity or operating volume capacity for the device; and/or the volume of solids exceeds the requirements specified for the device by the device manufacturer; or the device is not retaining/capturing solids; or the device is no longer able to pretreat or remove solids from the device to the wastewater system.

3. The requested variance to reduce a private pump station cleaning frequency specified in this chapter or as established by the City for the user will result in both:

   a. Minimal FOG and solids to be discharged by the user to the City's wastewater system.

   b. The cleaning frequency being sufficient to prevent excessive waste accumulation onto private pump station components (pump control floats and other critical equipment) necessary to ensure for the proper operation of the device.

   The user must describe the existing private pump station elements and the cleaning and maintenance schedule for each pump station that is on their property and discharging to the City's wastewater system. Monitoring data may be required to be submitted by the user (floating grease and solids waste and settled solids waste accumulation rates within the pump station) and verified by the City in order to approve this type of variance request.

4. Variance inspection: Where applicable, the City may inspect the user's pretreatment device(s) and/or private pump station facilities over the requested variance extension period to determine the appropriateness of the user's variance request. In some circumstances, the City may require the user to coordinate one or several device-cleaning activities, in order to evaluate the appropriateness of the user's variance request.

5. Variance determination: The user will receive a written notification of the City's approval or denial of the variance request within thirty (30) days from the receipt of the request, unless:

   a. the City requires additional time to inspect and monitor waste accumulation rates within the pretreatment device(s) or pump station before making a final determination of the user's variance request; or

   b. where an extension is agreed upon by both parties.

If the user is not satisfied with the City's finding, the user may appeal the City's finding to the director, using the appeals procedure described in this chapter.

6. Variance revocation: The City may revoke the variance approved for a user if the user fails to comply with Coos Bay FOG Management Program requirements or changes the nature of the wastewater discharged to the pretreatment device, or by the private pump station facility, that impacts or has the potential to impact wastewater quality in a manner that increases fats, oils, and grease discharges from their wastewater system.

13.25.160 Violations

A. Users or persons violating these rules may be subject to the enforcement actions specified in CBMC 13.15.260, 13.15.270, and 13.15.280.

13.25.170 Enforcement

A. Enforcement remedies: The enforcement remedies include those set forth in CBMC 13.15.260, 13.15.270, and 13.15.280.

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION

Agenda Staff Report

This item was previously discussed at Joint URA/Council Worksession on 7/27/2021

MEETING DATE	AGENDA ITEM NUMBER
February 22, 2022	3.c.

TO: Mayor Benetti and City Councilors

FROM: Stephan Stys, Water Quality Engineer

THROUGH: Jim Hossley, Public Works and Community Development Director

ISSUE: Wastewater Treatment Plant 1 Upgrade - Design Scope and Budget

SUMMARY:

Staff will present the final design scope and level of effort for the first phase of the wastewater treatment plant 1 upgrades.

ACTION REQUESTED:

At a future Council meeting, staff will present the DEQ loan amendment and final design contract for Council consideration and action.

BACKGROUND:

In July of 2021, Jacobs Engineering presented to Council the final proposed scope for the first phase of the wastewater treatment Plant 1 upgrades. This upgrade includes a new secondary clarifier, new chlorine contact basin, upgraded chlorine distribution system, upgrades to the electrical and control systems and an upgraded 3 water system. The total estimated cost for these upgrades was presented by Jacobs Engineering to be $17.2 million (2023 dollars). Council agreed this was the correct direction. With approval to proceed, City staff submitted the final draft of the Plant 1 Pre-design report to the Department of Environmental Quality (DEQ) for review, comment and approval. In December, DEQ granted approval to proceed with the design. City staff then requested Jacobs Engineering prepare a design scope and the level of effort required to complete the design. The final design scope includes the design of a new secondary clarifier, new chlorine contact basin, upgraded chlorine distribution system, upgrades to the electrical and control systems and an upgraded 3 water system, and the level of effort is $1.12 million.

BUDGET IMPLICATIONS:

The City obtained a DEQ State Revolving Fund (SRF) loan for this project. The loan will

cover both design and construction. At a future Council Meeting, staff will present an amendment to the loan to fund the final design efforts of $1.12M.

ATTACHMENT(S):

- Jacobs Engineering Plant 1 - Phase 1 Scope

DESIGN SERVICES SCOPE OF WORK FOR *Coos Bay WWTP 1 Phase 1A Final Design*

PROJECT DESCRIPTION

This scope of work describes the services to be rendered by Jacobs for the design of the City of Coos Bay WWTP1 Phase 1 Project. The new facilities are as described in the City of Coos Bay Wastewater Plant 1 Predesign Report dated October 2021 and shall include the following:

- *Construction of a new second secondary clarifier and associated piping and equipment.*
- *Construction of a new 2-basin chlorine contact basin facility and associated piping and equipment.*
- Replace sodium hypochlorite pumps and piping
- *Upgrade of supervisory control and data acquisition (SCADA) system to support the new facilities.*
- *Electrical upgrades to support the new facilities.*

BASIS OF DESIGN SCOPE AND FEE DEVELOPMENT

The following key assumptions were made in the compilation of this scope of work and the estimation of the level of effort:

1. The design work on this project will last 52 weeks from authorization to proceed and be completed in calendar year 2023.
2. The design approach will be based on interactive workshops and informal deliverables design model viewing, sketches, a few drawings, catalog cuts, workshop meeting minutes, and the like as opposed to formal, comprehensive documentation such as TMs and extensive drawings. Such workshops are anticipated with up to 4 to 6 Jacobs representatives at each depending on the engineering disciplines needed. City review workshops will be conducted at the mid-point of design development (60%) and conclusion of design development (60%) and prior to design completion (90%).
3. Jacobs's design delivery process will be employed including on-line City reviews. With the exception of the final review, the project team will not stop design during formal reviews of submittals.
4. All workshops will be held via MS Teams virtual meetings assuming Covid 19 protocols are in effect.

5. The design will be based on the federal, state, and local codes and standards in effect on the effective date of the authorization to proceed. Any changes in these codes may necessitate a change in scope.
6. The design documents will be prepared for a single construction contract.
7. Jacobs master specifications will be used as the basis for all specifications, including Jacobs standard Division 0 and Division 1 documents.
8. One or two vendors will be named for each manufactured component or piece of equipment with provisions for an "equal" to be proposed by the contractor and subject to approval by the Engineer.
9. No equipment pre-purchase or pre-negotiation will be required.
10. No additive or deductive alternates will be included on the bid form and contract documents.
11. Attachment A lists the anticipated design drawings.
12. The drawings will follow Jacobs CAE/CAD standards. Microstation will be used to develop the drawings.
13. The City has provided electronic scans of all existing plant as-built drawings. The siting, location and design of all new underground utilities will be based on the existing underground utility drawings and related location information provided by the City.
14. Any investigation and remediation of possible hazardous waste, asbestos, lead paint or other types of contamination will be conducted as a separate contract.
15. The General Contractor will be responsible for obtaining all construction related permits.

The following assumptions are technical in nature, and may need to be customized for each project:

Civil/Geotechnical

1. Existing topographic survey information gathered during the predesign phase will be used for the design of the new and modified facilities. No additional surveying will be required.
2. Legal, easement or plat surveys of the existing site will not be required.
3. Civil sitework plans will be provided only for areas of the site involving significant disturbance to existing grading.
4. Site drawings will only be prepared for those sectors in the plant where new facilities are to be constructed.
5. Landscaping will be limited to seeding or sodding.
6. The only new roadway work required is in immediate area of new facilities.

7. Only portions of the existing plant roadways will be repaved after all other construction activities are complete.
8. New storm water collection and control facilities will be provided only for the new construction.
9. The foundation design of the new facilities will be based on currently available geotechnical information in the predesign geotechnical report. No additional borings or tests are required.

Structural/Architectural/Geotechnical

1. Pile supported foundations will be required for all new facilities.
2. New structures will be designed to comply with current tsunami design code in Oregon.
3. Uplift due to high groundwater levels, if any, will be addressed with thickened base slabs or pressure relief valves in slabs. No underdrain systems or tension systems will be required.
4. Building architecture (materials, construction) of all new facilities will be similar but will not match existing structures.

Process/ Mechanical

1. The necessary process design, liquids/solids balance and energy balance calculations will be performed. A process flow diagram will be provided.
2. Design concerning "plant-wide" utility systems such as basin drainage, water, and in-plant waste collection/disposal will be limited to extensions and/or changes in existing piping. No new structures or equipment will be needed beyond the plant water system pumps that are a part of the new Chlorine Contact Basin.
3. No corrosion control provisions will be required other than materials selection and coatings.
4. A centralized odor control system will not be provided.

Electrical and Instrumentation & Controls Systems

1. The new process instrumentation and control system (PICS) for the processes described in this scope will be based on the use of a new programmable logic controller (PLC) for the secondary clarifiers and chlorine contact basin, and interfacing with existing PLCs at the Blower Building, Bisulfate Storage Building and Pump Station 3. The operator control interface will be by a commercially available PC based software package and will include the following:
    - Existing aeration basin DO control
    - Existing Secondary Clarifier 1 and associated RAS/WAS/Scum control
    - New Secondary Clarifier 2 and associated RAS/WAS/Scum control
    - New Chlorine Contact Basin control

- Existing Chlorination/Dechlorination interface
- Existing plant influent and effluent characteristics and performance trends

2. Remote control of existing plant components not named above will not be provided.
3. The PICS will communicate on a new fiber optic Ethernet network between the Operations and Maintenance Building, the Blower Building, the Bisulfate Storage Building, and the Secondary Electrical Enclosure.
4. Jacobs will perform the work of developing process control system software for both the PLC and the PC interface in a separate contract to be developed following the completion of the design.
5. No additional backup electrical power source is required in the project.
6. The existing secondary or emergency electrical power supply system is adequate to handle any new loads. No additional secondary or emergency power source will be provided.

WORK APPROACH

The project design work will be carried out using a phased design delivery approach to assure a logical and progressive completion of the design work. The three phases, as described below, will be carried out sequentially. Each phase of design will include a specific list of work products and deliverables, which are identified in the individual sections. Design review workshops will be conducted with the City's personnel, key individuals from the Jacobs project team and others as needed; the design review workshops will be conducted at critical design milestones as identified in the following section.

Task 1: Design Development Phase (60% Design)

The purpose of this task is to utilize the conceptual decisions of the project that were made in the Predesign Report and to complete and finalize the preliminary calculations of the previous design phase, develop the project design to achieve a true "design freeze" at the conclusion of this phase. Structures, equipment, major plant piping, process, site plan are all finalized during this phase to allow final detailing of the same in the next phase of design. Drawings and other materials that may be required exhibits for environmental permit applications will be available at the conclusion of this phase. The majority of the quality control review and approval will occur prior to the finalization of the work products from design development phase. Specific activities, and work products from this phase are described in the following subtasks:

Subtask 1.1: Design Management

- Update workplan.
- Conduct initial constructability review.
- Conduct initial operability review.

- Update construction cost estimate.

Subtask 1.2: Civil and Site Development

- Develop plant site layouts. This will include activities such as: (1) determine structure size, location, and orientation; (2) layout roadways/truck access corridors and define maneuvering requirements (design vehicle); (3) determine emergency vehicle access requirements. (4) evaluate flood plain impacts and constraints; (5) locate storm water management facilities. (6) locate utility and piping corridors (horizontal and vertical).
- Prepare preliminary storm water calculations suitable for submission to local site permitting authorities. Develop preliminary storm water control concepts (swales, curb, and gutter).
- Establish preliminary finished grades; overall major surfaces, road profiles, etc. Iterate preliminary surfaces and structures to optimize earthwork if necessary.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Freeze civil design concept. Structures, road, and major site element horizontal locations are finalized. Structure floor/control levels, and finished grades are finalized.
- Define demolition requirements and limits. Define contractor staging, storage, access, and off-site access corridors.
- Prepare preliminary site grading drawings.
- Download existing survey data to create site-drawing files for final design.
- Set final building and structure elevations.
- Develop preliminary yard piping (18-inches and larger) and plant drain layouts. Identify corridors for smaller piping and other utilities. Pipes 4-inches and smaller in diameter will be field routed.
- Show storm water control concepts (swales, curb, and gutter) on the design development drawings.
- Finalize traffic flow, parking, and lay out road access to all buildings and structures.
- Prepare first draft of technical specifications.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.3: Architectural

- Establish applicable codes for all buildings/structures with local code officials and fire marshal. Complete building and fire code analysis.

Subtask 1.4: Structural

- Consult with lead process engineer on building/structure layouts.

- Develop pile foundation and structure concepts based on schematic layouts.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Coordinate with geotechnical engineer to confirm pile foundation design criteria for proposed facilities. Review geotechnical report and discuss foundation design approach with geotechnical engineer and senior structural reviewer
- Document structural design concept for each structure. Finalize materials of construction (cast-in-place versus precast concrete, roof structures, etc).
- Prepare 3-D electronic models or preliminary floor plan for all major structures.
- Prepare first draft of technical specifications.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.5: Geotechnical

Design for geotechnical will include the following:

- Using existing geotechnical data and results of previous investigations, prepare pile foundation and corrosion control recommendations.
- Review concepts and draft work products with and seek approval from quality control reviewer.

Subtask 1.6: Process

- Prepare process flow diagrams (PFDs).
- Develop process control narratives.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Final major equipment sizing calculations.
- Coordinate with I&CS on completion of P&IDs.
- Coordinate with I&CS on development of process control narratives.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.7: Mechanical

- Select and size all major process equipment including pumps. Prepare sizing calculations and obtain review. Establish level of redundancy required for all process equipment.
- Prepare equipment list with sizing for major equipment. Coordinate with the owner on preferences of equipment manufacturer and processes.

- Update hydraulic profile.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Prepare 3-D electronic models or structure layouts (plans and major section(s)).
- Assemble catalog cuts for all major process equipment. Complete equipment data sheets or equipment list on all major equipment items.
- Coordinate with I&CS in the finalization of P&IDs
- Final ancillary equipment sizing and line sizing calculations.
- Final equipment selection (type, size, weight, arrangement).
- Select piping materials.
- Prepare first draft of technical specifications.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.8: Plumbing

- Determine overall potable and 3 water requirements for the project. Confirm adequate quantity and pressure can be obtained from the local potable and 3 water supply.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Coordinate with civil engineer for potable water, 3 water and fire water supply and distribution, as well as plant drain system.
- Prepare first draft of technical specifications.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.9: Instrumentation and Control

- Coordinate with the process engineer(s) to prepare a process flow drawing (PFD) that includes each treatment process. Information to be included on each PFD includes at a minimum: Process configuration, flow streams, valve and gate locations (manual and powered), chemical additions points/types, process equipment location/type including packaged control panels and adjustable-speed drives, flow meters and other process control devices.
- Develop equipment/instrument tag numbering, naming, and abbreviation conventions.
- Work with Process Engineer to develop operational description of each major process.
- Develop overall control philosophy including local control approach, control system, level of automation, supervisory control.

- Review concepts and draft work products with and seek approval from quality control reviewer.
- Finalize hand annotated internal reference P&IDs for internal coordination use.
- Prepare preliminary I/O count. Size and locate I/O locations for distributed control systems (DCS). Coordinate I/O rack room sizing with electrical and architectural disciplines.
- Summarize I&C system design philosophy for each major process in a process control narrative. Include a description of the field elements to be used for each application and preliminary set points for major I&C elements. Update/finalize control system block diagram. Finalize typical control diagrams/loop diagrams for each type of control scheme to be used.
- Coordinate with HVAC engineer regarding control system requirements.
- Define control interfaces for all package systems with local controls, including adjustable frequency drives.
- Prepare first draft of technical specifications.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.10: Electrical

- Update overall one-line diagram for proposed facilities.
- Update load calculations.
- Size prefabricated electrical building.
- Determine redundancy requirements for power supplies and power distribution.
- Coordinate with other disciplines (mechanical) to resolve code compliance issues specific to these disciplines. Develop preliminary schedule of hazardous and corrosive locations.
- Review concepts and draft work products with and seek approval from quality control reviewer.
- Prepare detailed electrical load calculations.
- Determine equipment requiring uninterruptable power supplies (UPS) and locations of UPS equipment. Coordinate with I&C discipline to determine space requirements and locations for control equipment. Locate major I/O termination panels, TJB's, and control panels.
- Define/document requirements and concepts for special systems: Telephone (including incoming service location, scope of supply, etc.), Data highway (control system), Data highway (LAN, office automation) and Fire alarm system.

- Lay out duct bank system (major runs/manholes). Confirm incoming power service and primary power transformers. Coordinate with civil yard piping. Locate manholes and hand holes.
- Prepare preliminary site lighting layout.
- Define hazardous locations (NFPA 820) and document. Define corrosive locations and document.
- Prepare first draft of technical specifications including performance specifications for interior lighting design by the contractor.
- Review design development and draft work products with and seek approval from quality control reviewer.

Subtask 1.11: Design Development Workshops

Jacobs will conduct two ½-day design workshop to review the work products with the City's personnel and other key project staff. The workshops will be held using MS Teams online meeting platform to comply with Covid 19 protocols. One meeting will be held at the mid-point of the Design Development period. The second will be held at the conclusion of the Design Development period. The review drawings provided to the City will be extractions from 3-D models with limited annotation. The level of annotation will be similar to the sample previously provided to the City. Final workshop minutes, documenting the key decisions, and the work products produced through subtasks above will be submitted to the City.

Task 2.0: Contract Document Preparation (90%)

The purpose of this task is to develop the final contract drawings, specifications, and schedules for competitive bidding. Key activities during this phase will include:

Subtask 2.1: Design Management

- Update workplan.
- Conduct final constructability review.
- Conduct final operability review.
- Purge project files of irrelevant and extraneous material. File all relevant information.

Subtask 2.2: Contract Document Completion

- Finalize specification front-end documents, including General Conditions, General Requirements, bidding documents, bonds, and Instruction to Bidders. City input is required at this point to determine construction contract requirements and insurance requirements.
- Coordinate with City on advertising and bidding process.
- Prepare final construction drawings.
- Prepare final technical specifications.

- Prepare final calculations.
- Complete final checking and coordination review.

Subtask 2.3: Final Review Workshop

Jacobs will conduct one ½-day workshop to conduct a final review of the work products with the City's personnel and other key project staff. The City will prepare one set of collated comments and submit them to Jacobs. The workshop will be held in via MS Teams meeting platform. Final workshop minutes, documenting the key decisions and responses to the City's comments will be submitted to the City.

Task 3 Incorporation of Final Review Comments (100%)

Jacobs will modify the contract documents to reflect all agreed upon final review comments from the City, applicable regulatory agencies and Jacobs's quality control review team. The final documents will then be submitted to the City.

Task 4 Bid Phase Services

Jacobs will provide services to assist the City in selection of a single Contractor for the construction of the project. These services will consist of the following.

Subtask 4.1 Bid Period Information Requests

Jacobs will develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of all significant bidders' questions and requests and the response thereto. Jacobs will provide technical interpretation of the contract bid documents and will prepare proposed responses to all bidders' questions and requests, which may be in the form of addenda.

Subtask 4.2 Pre-Bid Conference

Jacobs will assist the City in arranging and conducting one pre-bid conference. Jacobs will assist the City in developing the agenda and content of the pre-bid conference. Jacobs will take minutes or make other provision

for documenting the results of the pre-bid conference. Jacobs will also record all questions and requests for additional information and shall coordinate with the City for issuing responses and additional information.

Subtask 4.3 Addenda

Jacobs shall assist the City in issuing all Addenda to the Bid Documents and shall distribute Addenda to the bidders. All Addenda shall be approved by the City. The City shall pay for the expenses of all Addenda. Up to three addenda are assumed in the associated level of effort.

Subtask 4.4 Bid Opening

Jacobs shall assist the City in opening of bids. Jacobs shall review all bids and evaluate them for responsiveness and bid amount. Jacobs will also verify through reasonable investigation the financial and performance history documentation submitted by the low bidder and second low bidder. Jacobs shall prepare a report of its review and evaluation and include recommendations for award of the contract for construction, or other action as may be appropriate. The City shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids. Jacobs will provide technical (but not legal) advice in bid protest situations.

Subtask 4.5 Recommendation of Contract Award

Jacobs shall assist the City in preparing the notice of award; assembly, delivery and execution of the contract for construction; and preparation of the notice to proceed. The City shall sign the notice of award and the notice to proceed. Jacobs shall also provide reasonable assistance with negotiations with the selected bidder prior to execution of the contract for construction.

Task 5: Project Management and Coordination

Provide services to manage the work tasks and the design team to achieve the objectives of this task order. This work task includes regular communications with City staff, issuance of monthly project status reports suitable for distribution to City Councils, preparation for and conducting up to 4 general project meetings, City Council and/or other presentations, and monthly invoicing. An overall schedule and work plan will be implemented to assure work activities are completed in a properly integrated and timely manner. In addition, this task includes those elements necessary to properly manage, lead, and control the project.

The following subtasks are provided under this task:

Subtask 5.1 Project Initiation

Update the set of procedures in the form of Project Instructions and a Management Plan developed during the Predesign to facilitate management of the final design phase of the project. The project instructions and management plan will cover operating procedures, information submittals, communications flow, records management and quality control procedures, and communications protocol among the City, Jacobs, regulatory agencies, and other outside parties.

Address the schedule and budget impacts of implementing facility design scope modifications. Review proposed facility design scope modifications with the City and proceed with the design of those modifications after agreement by both parties as to the schedule and budget impacts.

Provide a comprehensive schedule showing the expected timing of all tasks, preliminary dates for deliverables, and anticipated dates for workshops, meetings, and submittals. Update the schedule each month and review with the City, as needed.

Subtask 5.2 Project Management

Maintain and update the final work plan for the project that combines staffing commitments and budgets with the deliverables and schedule for the project. Specific responsibilities of each member of the final design project team will be maintained throughout the design period.

Supervise and control activities of staff assigned to the project. Coordinate and schedule appropriate project staffing to meet project requirements. Arrange for the scheduled project workshops, review meetings, and project team meetings. Coordinate the participation of senior reviewers at appropriate points in the project. Coordinate with other tasks and staff to complete work on schedule and within budget.

Prepare monthly progress reports and review these with the City. The reports will include a status summary of current project tasks, activities planned for the next work period, a project action issues checklist, and identification of items of concern.

Monitor project activities for potential changes. Should change occur, and with City advance approval, modify project tasks, task budgets, and approach. Inform City if any changes will impact the cost of engineering services, the construction cost, or the schedule.

Meet with the City to review the project and discuss activities and needed actions.

Coordinate and assist the City with the submittal of project deliverables to DEQ to satisfy the requirement of the Stipulated Final Order requirements relating to this project.

Carry out an effective quality assurance program as described in the project instructions and management plan.

Maintain project records, manage and process project communications, and coordinate project administrative matters.

Deliverables:

The following deliverables will be produced under this task:

- Project instructions
- Project meeting and project workshop memorandums
- Updated work plan
- Monthly project status reports
- Integrated Schedule

- Project Meeting and Project Workshop Memorandums
- Monthly Schedule updates
- Monthly Invoices

Deliverables, Schedule and Budget

Drawing deliverables to be provided for this scope of work are identified in Attachment A. The preliminary project schedule is included as Attachment B. Final design fee and level of effort are included as Attachment C.

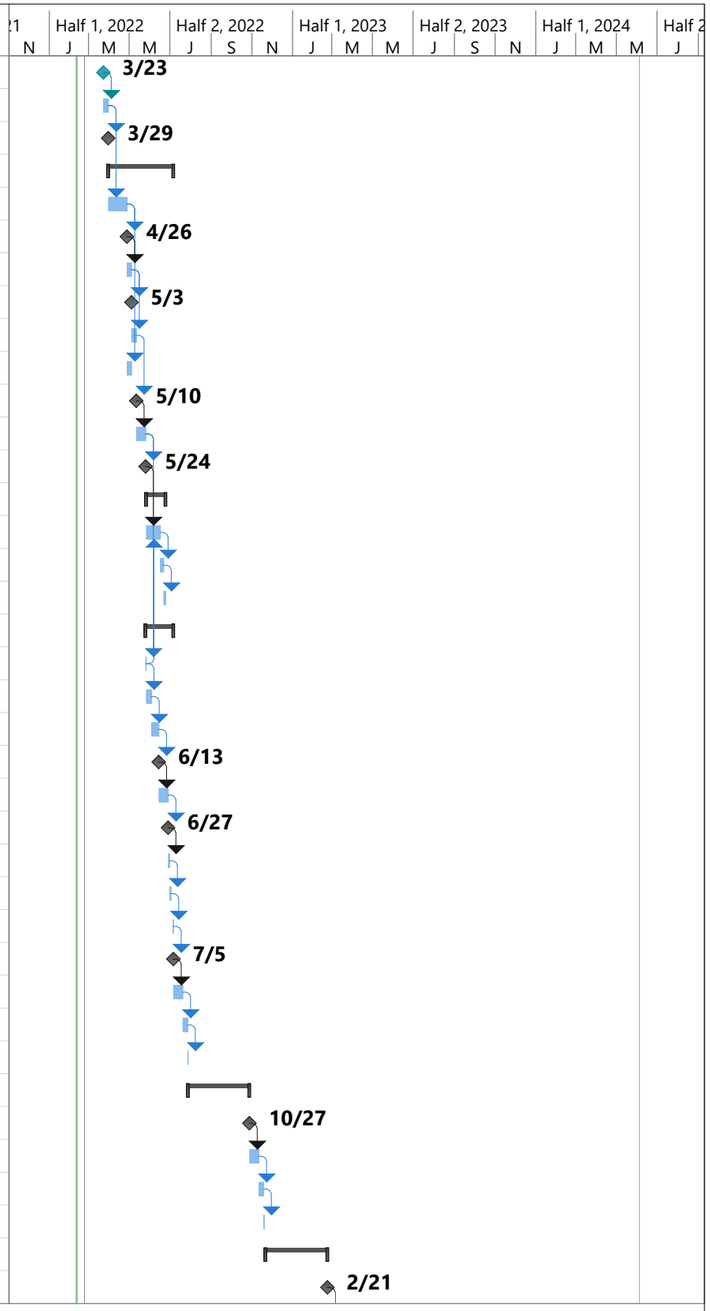
Attachment A – Drawing List

Sheet No.	Facility Code	Discipline	Drawing Title	Notes
1	1	Project Automation Lead	LOCATION AND VICINITY MAP/ INDEX TO DRAWINGS	
2	1	Project Automation Lead	ABBREVIATIONS	
3	1	Project Automation Lead	ABBREVIATIONS	
4	1	Civil/Yard Piping	CIVIL AND YARD PIPING LEGEND	
5	1	Instrumentation & Controls	INSTRUMENTATION AND CONTROL LEGEND 1	
6	1	Instrumentation & Controls	INSTRUMENTATION AND CONTROL LEGEND 2	
7	1	Structural	STRUCTURAL LEGEND	
8	1	Structural	STRUCTURAL NOTES 1	
9	1	Structural	STRUCTURAL NOTES 2	
10	1	Structural	STRUCTURAL STATEMENT OF SPECIALL INSPECTIONS 1	
11	1	Structural	STRUCTURAL STATEMENT OF SPECIALL INSPECTIONS 2	
12	1	Structural	STRUCTURAL STATEMENT OF SPECIALL INSPECTIONS 3	
13	1	Structural	STRUCTURAL STATEMENT OF SPECIALL INSPECTIONS 4	
14	1	Structural	STRUCTURAL STATEMENT OF SPECIALL INSPECTIONS 5	
15	1	Process Mechanical	PROCESS MECHANICAL LEGEND	
16	1	Electrical	ELECTRICAL LEGEND 1	
17	1	Electrical	ELECTRICAL LEGEND 2	
18	1	Process Mechanical	DESIGN DATA SUMMARY	
19	1	Process Mechanical	PROCESS FLOW DIAGRAM	
20	1	Process Mechanical	HYDRAULIC PROFILE	
21	1	Electrical	MATERIAL AND AREA CLASSIFICATION SCHEDULE	
22	1	Process Mechanical	PIPE SCHEDULE	
23	6	Civil/Yard Piping	OVERALL SITE PLAN AND KEY PLAN	
24	6	Civil/Yard Piping	EXISTING CONDITIONS AND DEMOLITION PLAN	
25	6	Civil/Yard Piping	EROSION AND SEDIMENT CONTROL PLAN	
26	6	Civil/Yard Piping	EROSION CONTROL DETAILS	
27	6	Civil/Yard Piping	LOCATION AND GRADING PLAN - EAST	
28	6	Civil/Yard Piping	LOCATION AND GRADING PLAN - WEST	
29	6	Civil/Yard Piping	GRADING SECTIONS	
30	6	Civil/Yard Piping	GRADING DETAILS	
31	6	Civil/Yard Piping	YARD PIPING PLAN - EAST	
32	6	Civil/Yard Piping	YARD PIPING PLAN - WEST	
33	6	Civil/Yard Piping	YARD PIPING PROFILES	
34	6	Civil/Yard Piping	YARD PIPING DETAILS	
35	6	Civil/Yard Piping	YARD PIPING SECTIONS	
36	6	Civil/Yard Piping	48" PE TO OUTFALL PLAN AND PROFILE	
37	6	Civil/Yard Piping	48" PE TO OUTFALL PLAN AND PROFILE	
38	6	Civil/Yard Piping	STANDARD DETAILS	
39	6	Civil/Yard Piping	STANDARD DETAILS	
40	9	Instrumentation & Controls	AERATION BASINS	
41	9	Instrumentation & Controls	MIXED LIQUOR SPLITTER BOX	
42	9	Instrumentation & Controls	SECONDARY CLARIFIER 1 AND SCUM	
43	9	Instrumentation & Controls	SECONDARY CLARIFIER 1 RAS/WAS	
44	9	Instrumentation & Controls	SECONDARY CLARIFIER 2	
45	9	Instrumentation & Controls	SECONDARY CLARIFIER 2 RAS/WAS	
46	9	Instrumentation & Controls	CHLORINE CONTACT BASIN 1	
47	9	Instrumentation & Controls	CHLORINE CONTACT BASIN 2	
48	9	Instrumentation & Controls	UTILITY WATER PUMPS	
49	9	Instrumentation & Controls	SODIUM HYPOCHLORITE PUMPS	
50	9	Instrumentation & Controls	SODIUM BISULFITE PUMPS	
51	9	Instrumentation & Controls	MISCELLANEOUS	
52	9	Instrumentation & Controls	NETWORK BLOCK DIAGRAM	
53	9	Instrumentation & Controls	CONTROL PANEL LAYOUT CONCEPT	
54	9	Instrumentation & Controls	CONTROL PANEL POWER DISTRIBUTION CONCEPT	
55	9	Instrumentation & Controls	DISCRETE INPUT MODULE WIRING CONCEPT	
56	9	Instrumentation & Controls	DISCRETE OUTPUT MODULE WIRING CONCEPT	
57	9	Instrumentation & Controls	ANALOG MODULE WIRING CONCEPT	
58	9	Instrumentation & Controls	LOOP DRAWING CONCEPT	
59	30	Process Mechanical	AERATION BASINS	
60	32	Structural	MIXED LIQUOR SPLITTER BOX FOUNDATION AND TOP PLANS	
61	32	Structural	MIXED LIQUOR SPLITTER BOX SECTIONS	
62	32	Process Mechanical	MIXED LIQUOR SPLITTER BOX FOUNDATION AND TOP PLANS	
63	32	Process Mechanical	MIXED LIQUOR SPLITTER BOX SECTIONS	
64	35	Structural	SECONDARY CLARIFIER FOUNDATION	
65	35	Structural	SECONDARY CLARIFIER TOP PLAN	

Sheet No.	Facility Code	Discipline	Drawing Title	Notes
66	35	Structural	SECONDARY CLARIFIER SECTIONS	
67	35	Process Mechanical	SECONDARY CLARIFIER PLAN	
68	35	Process Mechanical	SECONDARY CLARIFIER SECTIONS	
69	35	Electrical	SECONDARY CLARIFIER PLAN - PROCESS	
70	38	Process Mechanical	HYPOCHLORITE SYSTEM PLAN AND SECTIONS	
71	38	Process Mechanical	HYPOCHLORITE SYSTEM SECTIONS	
72	38	Process Mechanical	HYPOCHLORITE SYSTEM DETAILS	
73	40	Structural	CHLORINE CONTACT BASIN FOUNDATION PLAN	
74	40	Structural	CHLORINE CONTACT BASIN UPPER PLAN	
75	40	Structural	CHLORINE CONTACT BASIN SECTIONS	
76	40	Structural	CHLORINE CONTACT BASIN SECTIONS	
77	40	Structural	CHLORINE CONTACT BASIN DETAILS	
78	40	Process Mechanical	CHLORINE CONTACT BASIN UPPER PLAN	
79	40	Process Mechanical	CHLORINE CONTACT BASIN SECTIONS	
80	40	Process Mechanical	CHLORINE CONTACT BASIN SECTIONS	
81	40	Process Mechanical	CHLORINE CONTACT BASIN DETAILS	
82	40	Process Mechanical	CHLORINE CONTACT BASIN DETAILS	
83	40	Electrical	CHLORINE CONTACT BASIN PLAN - PROCESS	
84	56	Electrical	DIGESTER COMPLEX ELECTRICAL ROOM PLAN	
85	90	Electrical	ELECTRICAL - OVERALL SITE PLAN	
86	90	Electrical	ELECTRICAL - DUCTBANK SECTIONS	
87	90	Electrical	OVERALL ONE LINE EXISTING AND MODIFIED	
88	90	Electrical	MCC-1000 ONE LINE DIAGRAM MODIFIED	
89	90	Electrical	MCC-8000 ONE LINE DIAGRAM	
90	90	Electrical	PANELBOARD SCHEDULES	
91	90	Electrical	CABLE BLOCK DIAGRAM	
92	90	Electrical	CABLE BLOCK DIAGRAM	
93	90	Electrical	MOTOR CONTROL DIAGRAM	
94	90	Electrical	MOTOR CONTROL DIAGRAM	
95	90	Electrical	MOTOR CONTROL DIAGRAM	
96	90	Electrical	ELECTRICAL ENCLOSURE PLAN	
97	90	Electrical	ELECTRICAL ENCLOSURE SECTIONS	
98	99	Civil/Yard Piping	Standard Details	Bound in an 8.5 by 11 volume
99	99	Civil/Yard Piping	Standard Details	Bound in an 8.5 by 11 volume
100	99	Civil/Yard Piping	Standard Details	Bound in an 8.5 by 11 volume
101	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
102	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
103	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
104	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
105	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
106	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
107	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
108	99	Stuctural	Standard Details	Bound in an 8.5 by 11 volume
109	99	Process Mechanical	Standard Details	Bound in an 8.5 by 11 volume
110	99	Process Mechanical	Standard Details	Bound in an 8.5 by 11 volume
111	99	Process Mechanical	Standard Details	Bound in an 8.5 by 11 volume
112	99	Instrumentation & Controls	Standard Details	Bound in an 8.5 by 11 volume
113	99	Instrumentation & Controls	Standard Details	Bound in an 8.5 by 11 volume
114	99	Electrical	Standard Details	Bound in an 8.5 by 11 volume
115	99	Electrical	Standard Details	Bound in an 8.5 by 11 volume
116	99	Electrical	Standard Details	Bound in an 8.5 by 11 volume

Attachment B – Project Schedule

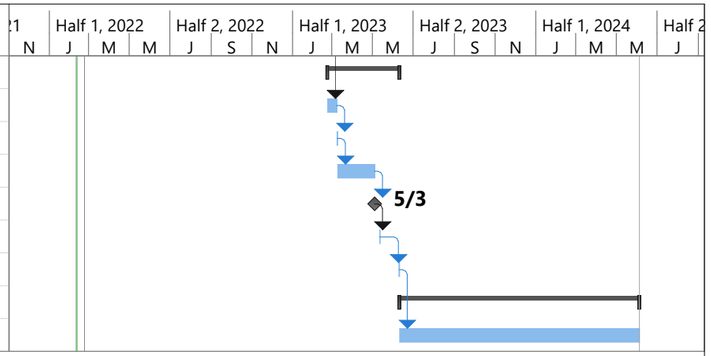
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Resource Names
1		NTP	0 days	Wed 3/23/22	Wed 3/23/22		2	
2		Client Kickoff meeting	5 days	Wed 3/23/22	Tue 3/29/22	1	5,3	
3		**Internal Kickoff Meeting**	**0 days**	**Tue 3/29/22**	**Tue 3/29/22**	**2**		
4		**60% Design Development**	**69 days**	**Wed 3/30/22**	**Tue 7/5/22**			
5		Engineering	20 days	Wed 3/30/22	Tue 4/26/22	2	6,10	
6		Engineering Cutoff to the Model	0 days	Tue 4/26/22	Tue 4/26/22	5	7	
7		Finalize Model	5 days	Wed 4/27/22	Tue 5/3/22	6	9,8	
8		Model Walkthrough with Clty	0 days	Tue 5/3/22	Tue 5/3/22	7		
9		Annotating Drawings	5 days	Wed 5/4/22	Tue 5/10/22	7	11	
10		Engineer Cutoff to specs	5 days	Wed 4/27/22	Tue 5/3/22	5		
11		Engineer Cutoff to drawings	0 days	Tue 5/10/22	Tue 5/10/22	9	12	
12		CAD	10 days	Wed 5/11/22	Tue 5/24/22	11	13,19	
13		CAD and Specs Cutoff	0 days	Tue 5/24/22	Tue 5/24/22	12	15	
14		**Cost Estimating**	**21 days**	**Thu 5/26/22**	**Thu 6/23/22**			
15		Develop Cost Estimate	15 days	Thu 5/26/22	Wed 6/15/22	13,19	16	
16		Review Cost Estimate	3 days	Thu 6/16/22	Mon 6/20/22	15	17	
17		Finalize Cost Estimate	3 days	Tue 6/21/22	Thu 6/23/22	16		
18		**Deliverables (DWGS, SPECS, TDS, ESTIMATE)**	**29 days**	**Wed 5/25/22**	**Tue 7/5/22**			
19		Compile Set	1 day	Wed 5/25/22	Wed 5/25/22	12	20,15	
20		QC/DM Review	6 days	Thu 5/26/22	Thu 6/2/22	19	21	
21		Fixup from QC/DM Review	7 days	Fri 6/3/22	Mon 6/13/22	20	22	
22		Engineering Cut off to Drawings and Specs	0 days	Mon 6/13/22	Mon 6/13/22	21	23	
23		CAD and Spec Processing	10 days	Tue 6/14/22	Mon 6/27/22	22	24	
24		CAD/Specs Cutoff	0 days	Mon 6/27/22	Mon 6/27/22	23	25	
25		Compile Set	2 days	Tue 6/28/22	Wed 6/29/22	24	26	
26		Print	2 days	Thu 6/30/22	Fri 7/1/22	25	27	
27		Ship	1 day	Tue 7/5/22	Tue 7/5/22	26	28	
28		Submit 60% Deliverables to Client	0 days	Tue 7/5/22	Tue 7/5/22	27	29	
29		Client Review	10 days	Wed 7/6/22	Tue 7/19/22	28	30	
30		Jacobs Review/Respond to Comments	5 days	Wed 7/20/22	Tue 7/26/22	29	31	
31		Workshop	1 day	Wed 7/27/22	Wed 7/27/22	30	33	
32		**90% Review Contract Documents**	**65 days**	**Thu 7/28/22**	**Thu 10/27/22**			
54		Submit 90% Deliverables to Client	0 days	Thu 10/27/22	Thu 10/27/22	53	55	
55		Client Review	10 days	Fri 10/28/22	Thu 11/10/22	54	56	
56		Jacobs Review/Respond to Comments	5 days	Fri 11/11/22	Thu 11/17/22	55	57	
57		Workshop	1 day	Fri 11/18/22	Fri 11/18/22	56	59	
58		**100% Contract Documents**	**58 days**	**Mon 11/21/22**	**Tue 2/21/23**			
81		Submit 100% Bid Documents to Client	0 days	Tue 2/21/23	Tue 2/21/23	80	83	



Project: Henderson R-42 - DRA
Date: Fri 2/11/22

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

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Resource Names
82		**Bid Period Services**	**78 days**	**Wed 2/22/23**	**Fri 6/9/23**			
83		Delay to Bid	10 days	Wed 2/22/23	Tue 3/7/23	81	84	
84		Advertise to Bid	1 day	Wed 3/8/23	Wed 3/8/23	83	85	
85		Bid Period / Respond to Questions	40 days	Thu 3/9/23	Wed 5/3/23	84	86	
86		Issue Last Addendum	0 days	Wed 5/3/23	Wed 5/3/23	85	87FS+5 days	
87		Bid Opening	1 day	Thu 5/11/23	Thu 5/11/23	86FS+5 days	88FS+20 days	
88		NTP	1 day	Fri 6/9/23	Fri 6/9/23	87FS+20 days	90	
89		**Construction**	**256 days**	**Fri 6/9/23**	**Mon 6/3/24**			
90		Construct Project	360 edays	Fri 6/9/23	Mon 6/3/24	88		



Project: Henderson R-42 - DRA
Date: Fri 2/11/22

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

Attachment C – Level of Effort

Coos Bay WWTP 1 Phase 1A Design

	Task Description	Project Manager	QC/QA - QCM and Disciplines	Design Manager	Civil EN	Civil TE	Electrical EN	Electrical TE	Process Mech EN	Process Mechanical TE	Structural EN	Structural TE	I&C EN	I&C TE	Project Automation	Specifications	Geotechnical	Corrosion EN	Cost Estimating	Project Assistant	Labor Hours	Labor	Expenses	TOTAL $
		$245	$245	$200	$110	$122	$206	$70	$108	$80	$199	$100	$245	$117	$130	$153	$208	$133	$240	$124	Totals	$	$	
1	Design Development (60%)	69	193	156	198	198	116	116	337	337	485	208	289	289	174	87	36	48	109	56	3502	$ 541,724	$2,000	$ 543,724
2	Contract Document Preparation (90%)	62	97	156	108	108	166	166	184	184	265	113	158	158	154	77	25	39	97	50	2366	$ 368,240	$2,000	$ 370,240
3	Bid Documents (100%)	23	58	52	54	54	50	50	92	92	132	57	79	79	58	29	11	10	36	19	1033	$ 160,880	$2,000	$ 162,880
4	Bid Phase Services	22		16	4		6		6		6		6			8	4				78	$ 15,635	$ 500	$ 16,135
5	Project Management	60																		100	160	$ 27,090	$ 500	$ 27,590
	TOTAL	**236**	**347**	**381**	**364**	**360**	**339**	**333**	**619**	**613**	**888**	**378**	**531**	**525**	**386**	**201**	**76**	**97**	**241**	**225**	**7,139**	**$1,113,569**	**$7,000**	**$1,120,569**

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
February 22, 2022	3.d.

TO: URA Chair Kilmer and Board Members

FROM: Nichole Rutherford, Assistant City Manager

THROUGH: Rodger Craddock, Agency Manager

ISSUE: Budget Philosophy for Upcoming Urban Renewal Agency Budget Regarding Front Street Blueprint

SUMMARY:

In preparation to compile the fiscal year 2022-2023 proposed budget to present at the upcoming May 12, 2022 Urban Renewal Agency (URA) Budget Committee meeting, staff would like to discuss the budget philosophy for the upcoming years, specifically related to the Front Street Blueprint and potential to fund some projects with URA funds.

ACTION REQUESTED:

Provide staff with council preference for preparation of the fiscal year 2022-2023 URA budget.

BACKGROUND:

BUDGET IMPLICATIONS: