



CITY COUNCIL

AGENDA

MONDAY, JANUARY 23, 2023

COUNCIL CHAMBERS - 180 NE 2ND ST.

Where Life is Sweet

Other ways of viewing or participating in live meetings are available through:
YouTube at: <https://bit.ly/HermistonYoutube>

Zoom with Meeting ID: 871 1311 2178 Passcode: 269333 Telephone number to join is: 1 253 215 8782; or submitting comments to meetings@hermiston.or.us

1. CALL REGULAR MEETING TO ORDER – 7:00 PM

2. DECLARATION OF QUORUM

3. FLAG SALUTE

4. PRESENTATION

A. Presentation: Barnett & Moro Audit Report

5. CITIZEN INPUT ON NON-AGENDA ITEMS

Anyone wishing to bring anything before the council that is not on the agenda is asked to please do the following: 1. Please limit comments to not more than FIVE minutes; 2. State your name and address; 3. Direct your comments to the Chair.

6. CONSENT AGENDA

A. Committee Vacancy Announcements

B. Committee Re-Appointment Confirmation of Anton Wanous for: Budget Committee Position #1- term ending 12/31/2025

C. Committee Re-Appointment Confirmation of Joshua Roberts for: Budget Committee Position #3- term ending 12/31/2025

D. Committee Appointment Confirmation of Jesse Roa for: Hispanic Advisory Committee Position #3- term ending 06/30/2024

E. Minutes of the January 9, 2023 Regular City Council Meeting

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC HEARINGS

- A.** Comprehensive Plan Map Amendment - Simon and Simon 4N 28 13C Tax Lots 900 & 906 - 1457,1555,1575 & 1595 E Airport Rd (Ordinance No. 2343)

9. ORDINANCES AND RESOLUTIONS

- A.** Ordinance No. 2343- Comprehensive Plan Map Amendment - Simon and Simon 4N 28 13C Tax Lots 900 & 906 - 1457,1555,1575 & 1595 E Airport Rd (See Public Hearing Section above)
- B.** Ordinance No. 2344- Amending Driveway Width Standards to Match Public Works Standards
- C.** Resolution No. 2253- Employee Handbook Adoption
- D.** Resolution No. 2254- Adopting the Revised City Design Standards and Specifications Manual.

10. OTHER

- A.** December Financial Report
- B.** Legislative Request Priority

11. COMMITTEE REPORTS

- A.** City Committee and Liaison:

Airport Advisory, Budget, Hispanic Advisory, Library Board, Parks and Recreation, Planning Commission, Recreation Projects Fund, Faith-Based Advisory, Community Enhancement, Community Accountability, Public Safety, Public Infrastructure, Transit Planning, EOTEC

- B.** Mayor's Report
- C.** Council Report
- D.** Youth Advisory Report
- E.** Manager's Report

12. RECESS FOR EXECUTIVE SESSION (AT OR ABOUT 7:30PM)

- A.** The Executive Session is held pursuant to ORS 192.660 (2) (e) which allows the Council to meet in Executive Session to conduct deliberations with persons designated by the Council to negotiate real property transactions.

13. RECONVENE AND ADJOURN

**** AMERICANS WITH DISABILITIES ACT NOTICE****

Please contact Hermiston City Hall, 180 NE 2nd Street, Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.



PUBLIC ANNOUNCEMENT

The City is accepting applications for the following Committees:

1) Planning Commission

- Positions 4, 5, & 6: 3-year term ending March 31, 2026 (Advertised as of 01/10/2023)

2) Faith-Based Advisory Committee

- Position 5: 3-year term ending December 31, 2025 (Advertised as of 11/02/2022)

3) Recreation Projects Fund Advisory Committee (Citizen at Large)

- Position 1: 3-year term ending December 31, 2025 (Advertised as of 11/02/2022)

4) Hispanic Advisory Committee

- Position 5: 3-year term ending June 30, 2025 (Advertised as of 04/19/2022)

5) Library Board

- Position 3: remaining 4-year term ending June 30, 2025 (Vacant as of 04/05/2021)

Deadline to apply for Committee(s) in Section 1: February 14, 2023

Deadline to apply for all other Committees: Open Until Filled

Interested persons are asked to submit an application to City Hall, 180 NE 2nd Street, Hermiston, or at lalarcon-strong@hermiston.or.us . Application forms are available at City Hall or on the City’s website at <https://hermiston.or.us/volunteer> . If you have questions, please call Lilly Alarcon-Strong at 541-567-5521.

Proposed appointment and confirmation of these positions are made by the City Council. All appointments to city boards and commissions shall be made in accordance with the ordinances and city charter. Appointees shall not be full-time employees of the city, shall not be elected officials of the city, shall not be appointed to more than two boards or commissions at a time, and shall not sell to the city or its boards and commissions over which the council has appointive powers and budget control either directly as a prime contractor or supplier, or indirectly as a first-tier subcontractor or supplier. Sales shall be construed to mean sales, services or fees aggregating \$7,500 or more in any one calendar year. Preference for appointees shall be given to city residents.



CITY COUNCIL

Regular Meeting Minutes January 9, 2023

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors Hardin, Peterson, Primmer, Barron, Duron, Linton, and McCarthy. Councilor Myers was excused. Judge Bendixsen was in attendance, as well as staff to include: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Court Administrator Jillian Viles, and City Recorder Lilly Alarcon-Strong. Youth Advisory Member Lydia Vander Stelt was also in attendance. The pledge of allegiance was given.

Mayor Drotzmann stated City Recorder Alarcon-Strong will be notifying the Council of their new committee assignments after this meeting.

Presentation- Hermiston School District Updates

Assistant Superintendent Jake Bacon gave HSD updates, to include: student enrollment numbers, current extracurricular activities including sports for 7th and 8th graders, and construction updates.

Councilor Linton stated she had heard information regarding possible racial violence at school and would like more information regarding the specific incident.

Mr. Bacon stated he was not aware of the incident but would look into the matter.

Citizen Input on Non-Agenda Items

Jesus Rome, Hermiston- invited the Council and community to the MLK March and Event (flyer attached) at City Hall on Monday, January 16th from 11am to 1pm. There will be speakers from the community, Hermiston High School Jazz Band will be performing, and refreshments will also be served.

Consent Agenda Items

Councilor Primmer moved and Councilor Duron seconded to approve Consent Agenda items A-J, to include:

- A. Committee Vacancy Announcements
- B. Committee Appointment Confirmation of Lori Davis for: Library Board, Position 1- term ending 06/30/2024 and Budget Committee Position #5- term ending 12/31/2023.
- C. Committee Re-Appointment Confirmation of Jason McAndrews for: Budget Committee Position #2- term ending 12/31/2025
- D. Committee Re-Appointment Recommendation of Anton Wanous for: Budget Committee Position #1- term ending 12/31/2025
- E. Committee Re-Appointment Recommendation of Joshua Roberts for: Budget Committee Position #3- term ending 12/31/2025
- F. Committee Appointment Recommendation of Jesse Roa for: Hispanic Advisory Committee Position #3- term ending 06/30/2024
- G. Minutes of the November 28, 2022, Public Infrastructure Committee meeting
- H. Minutes of the December 12, 2022 City Council Work Session & Regular Meeting
- I. Consider approval of a Liquor License Application for "Change of Ownership" for J&T Dinning Enterprise LLC dba Nookies, Hermiston Brewing Company, located at 125 N 1st Street.
- J. Consider approval of a Liquor License Application for "Change of Ownership" Gotta Stop Mini Mart located at 1580 W Highland Ave.

Motion carried unanimously.



CITY COUNCIL

Regular Meeting Minutes January 9, 2023

Public Hearing- Supplemental Budget #2 - Fiscal Year 2022-2023 (See Resolution No. 2251)

After hearing no declarations of conflict of interest from the Council, City Attorney Tovey read the hearing guidelines and Mayor Drotzmann opened the hearing at 7:14pm.

City Manager Byron Smith gave information regarding the proposed supplemental budget as presented in the agenda packet.

(Please Note: The staff report explanation for IT Fund 26 – had errors and is corrected with the following information: Authorizing an increase in Service Charges of \$135,200; Authorize an increase in Personnel Services of \$141,212; Authorize a decrease in Materials & Services of \$6,012; Increase Service Charges \$135,200; Increase Personnel Services \$141,212; Decrease Materials & Services \$6,012.)

There were no persons who wished to testify, and the Hearing was closed at 7:21pm.

Resolution No. 2251 to Supplement FY2023 Budget

City Manager Smith stated the information was presented during the public hearing.

After some discussion, Councilor McCarthy moved, and Councilor Hardin seconded to adopt Resolution No. 2251 and lay upon the record. Motion carried unanimously.

Resolution No. 2249- Review and Approval of Building Code Updates

City Manager Smith presented changes to the Building Code to keep current with the State of Oregon Code.

After some discussion, Councilor Primmer moved and Councilor Barron seconded to adopt Resolution No. 2249 and lay upon the record. Motion carried unanimously.

Resolution No. 2250- Awarding a contract to R & G Excavating for Well #5 Water System Improvements

Assistant City Manager Morgan gave information regarding awarding this contract to R & G Excavating as the lowest bidder and as also included in tonight’s Supplemental Budget as outlined in the staff report.

After some discussion, Councilor Duron moved, and Councilor McCarthy seconded to adopt Resolution No. 2250 and lay upon the record. Motion carried unanimously.

Resolution 2252- Review and Approval of Master Fee Schedule Updates

City Manager Smith stated this resolution would allow the City to make fee schedule updates to reflect changes in the Building Department, as well as the annual water and sewer rate adjustments as outlined in the agenda packet.

After some discussion, Councilor Hardin moved and Councilor Barron seconded to adopt Resolution No. 2252 and lay upon the record. Motion carried unanimously.



CITY COUNCIL

Regular Meeting Minutes January 9, 2023

Water, Sewer, and Street 5-Year Capital Improvement Plan Update

Assistant City Manager Morgan stated the CIP does not authorize approval of projects or expenditures; it is mainly viewed as a planning document to help provide staff with preliminary approval, from the Council, to research future large projects needed in the City and plan long-range budgeting for them as well.

After some discussion, Councilor Duron moved and Councilor Primmer seconded to approve the CIP as presented. Motion carried unanimously.

Elect Council President, Two-Year Term

Councilor Duron moved, and Councilor Peterson seconded to nominate Councilor Barron as Council President for the two-year term through 2024. Councilors Peterson, Barron, and Duron voted in favor. Councilors Hardin, Primmer, Linton, and McCarthy voted against. Motion failed 4-3.

Councilor Hardin moved, and Councilor McCarthy seconded to nominate Councilor Primmer as Council President for the two-year term through 2024. Councilors Peterson, Barron, and Duron voted against. Councilors Hardin, Primmer, Linton, and McCarthy voted in favor. Motion carried 4-3.

Mayor Drotzmann congratulated Council President Primmer on another term as Council President.

Committee Reports

EOTEC Advisory Committee- Councilor Barron gave updates regarding: the Barn expansions, City taking over management of the Center from VenuWorks, Branding research, ways to attract more local and regional events, a new Chair and Vice Chair were elected, and monthly meetings have moved to bi-monthly meetings.

Mayors Report

Mayor Drotzmann spoke regarding:

- Thanked Council President Primmer for filling in at the December 12th City Council Meeting during his absence
- Thanked Lori Davis and Phillip Spicerkuhn for their time serving the community as City Councilors
- Welcomed new Councilors Jackie Linton and David McCarthy to the City Council
- Mayors and City Managers Meeting regarding PATH Project, also known as Stepping Stones Alliance. County Commissioners and Sheriff were also in attendance and discussed:
 - New Executive Director is needed
 - On average the Warming Center is providing services for 12-15 people, and up to 25 people
- Governor Transition and regional meetings regarding housing and homelessness. Thanked Governor Kotek for her willingness to hear community concerns and recommendations
- LOC Board Meeting, new Executive Director and Board Members, including his position as Vice President
- LOC Newly Elected Essentials Training
- LOC City Day at the Capitol
- Recycling Requirements and asked that the cardboard recycling be emptied more often around the holidays.



CITY COUNCIL

Regular Meeting Minutes January 9, 2023

Council Reports

Councilor Duron thanked Chief Edmiston, the Parks and Recreation Department, Santa and Mrs. Clause aka Doug and Karen Primmer for their work during the holidays and with events, programs, and Christmas Express. Thanked Commissioner Murdock for all the positive accomplishments he was involved in with the community during his time as a County Commissioner. Recognized the Police Department for National Law Enforcement Day and for providing good leadership, staff and support to the community. Welcomed new Youth Advisors to City Committees.

Councilor Linton thanked City Manager Smith and all the department heads for giving her great tours and information regarding the City and City facilities.

Councilor Primmer echoed Councilor Duron’s appreciation to Chief Edmiston and his staff for the beyond outstanding work they do every day. Thanked the Council for their nomination as Council President.

Youth Advisory Report

Youth Advisor Lydia Vander Stelt introduced herself and spoke regarding the High Schools: blood drive, canned food and winter supplies drive, and winter sports.

City Manager’s Report

City Manager Smith spoke regarding:

- Opioids Settlement First Allotment meeting about how to use these funds
- NE Oregon Now Business View Magazine has featured the City as a way to get our name out there to entice businesses to come to Hermiston

Adjournment

Council President Primmer adjourned the City Council meeting at 8:26pm as there was no other City business.

SIGNED:

Dr. David Drotzmann, Mayor

ATTEST:

Lilly Alarcon-Strong, CMC, City Recorder

The Hermiston Cultural Awareness Coalition (HCAC) Presents

THE 2023 ANNUAL
MLK
MARCH

Held in honor of Rev. Martin Luther King, Jr.



Date: Monday, January 16

Time: 11am-1PM

**Place: Hermiston City Hall
180 NE 2nd St.**

**Contact: Bonnie Gracia 541-571-2003
Facebook@HCAC2000**

We Shall Overcome

We shall overcome, X2
We shall overcome someday.
*Oh, deep in my heart, I do believe,
We shall overcome someday.*

We'll walk hand in hand, X2
We'll walk hand in hand someday.
*Oh, deep in my heart, I do believe,
We shall overcome someday.*

We shall all be free, X2
We shall all be free someday.
*Oh, deep in my heart, I do believe,
We shall overcome someday.*

We shall live in peace, X2
We shall live in peace someday.
*Oh, deep in my heart, I do believe,
We shall overcome someday.*

We are not afraid, X2
We are not afraid today.
*Oh, deep in my heart, I do believe,
We shall overcome someday.*

Agenda

10:30-11:00 Gathering in front of City Hall

11:00-11:30 Community Walk

- Opening remarks, Jackie Linton
- Invocation, Pastor Patty Nance
- Singing of *We Shall Overcome* (Lyrics on back of flyer)
- Beginning of March (map opposite page)

11:30-12:30 Ceremony inside City Hall

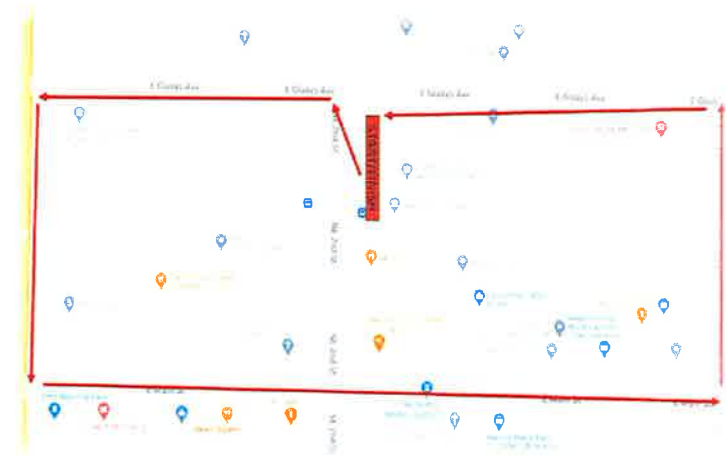
- Welcoming address, Byron Smith
- *America the Beautiful*, Marie Rose
- Presentation of HCAC scholarships, Dave Gracia
- Special music, HHS Jazz Band
- Keynote address, Jesus Rome
- Presentation of special plaque
- Closing Remarks, Patrick Temple
- Benediction, Rev. Janet Warner

12:30-1:00 Snacks and Fellowship

The Hermiston Cultural Awareness Coalition would like to thank you for participating in this year's MLK March.

Cover photo:
2022 MLK March

Photo at right:
2011 MLK March



HCAC

HCAC Board
Bonnie Gracia – President
Dave Gracia – Vice President
Jesus Rome – Secretary/Treasurer



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of January 23, 2023

Title/Subject

Comprehensive Plan Map Amendment - Simon and Simon 4N 28 13C Tax Lots 900 & 906 - 1457,1555,1575 & 1595 E Airport Rd

Summary and Background

The city council is holding a hearing to consider amending the comprehensive plan map and zoning map designations for two parcels totaling 8.2 acres of land located on the north side of E Airport Road. The land is current split zoned as Outlying Commercial and Light Industrial and the boundary line between the two zones splits the parcels on a roughly diagonal path. The application will relocate the zone boundary to follow lot lines, creating a more logical development path for each parcel. The existing zoning and comprehensive plan map designations are shown in Exhibit A to this report. The proposed zoning after amendment is attached as Exhibit B. An overall vicinity map and aerial photo is attached as Exhibit C.

The property is described as 4N 28 13C Tax Lots 900 and 906. Each parcel is owned by Simon and Simon Land Co LLC. Tax Lot 900 is 44,867 square feet and Tax Lot 906 is 312,989 square feet. The area currently designated as industrial is approximately 108,256 square feet. The area currently designated as commercial is approximately 232,145 square feet. The proposed amendment adjusts the existing diagonal zoning boundary to follow lot lines and adjusts the overall balance between commercial and industrial zoning. Following amendment, Tax Lot 900 is proposed to be commercial, reducing the commercial area from 108,256 to 44,867 square feet. Tax Lot 906 is proposed to be industrial, increasing the industrial area from 108,256 to 312,989 square feet. No change in the uses permitted on the property will change from the current zoning, but the overall balance dedicated for each use will change.

Tax Lot 906 is vacant. Tax Lot 900 has three existing manufactured dwellings. Although no development is proposed at this time for either lot, the reconfiguring of the zoning designations makes for a clearer, cleaner development process moving forward. Additionally, the existing dwellings gain a measure of certainty with commercial zoning. Pre-existing dwellings have no rebuild rights in the city’s industrial zones, but are allowed to be remodeled and rebuilt in accordance with R-3 standards in the commercial zones.

The area proposed for amendment lies in a mixed-use environment, but is entirely zoned for commercial and industrial development. To the east, E Airport Road is developed with rural residential housing. The site is near to the Eastern Oregon Trade and Event Center on the east

property line. The Hermiston Airport and vacant commercial and industrial land lie to the north. To the south and west lie a variety of commercial and industrial uses. No changes in the permitted land uses are proposed. Only the location of the zoning lines will change.

Public notice was provided for the proposed comprehensive plan amendment.

- Notice of public hearing published in Hermiston Herald on December 21 and 28, 2022
- Notice of proposed land use action posted on property on December 21, 2022
- Notice of public hearing provided by direct mail to all property owners within 300 feet on December 21, 2022

As a result of the noticing, the city received comments from David Boyd with the Oregon Department of Transportation. Mr. Boyd indicated that ODOT did not have an objection to the proposal and the proposal will not conflict with the statewide transportation planning rule.

The planning commission held a public hearing on January 11, 2023. After hearing testimony and considering the evidence presented, the planning commission made a unanimous recommendation to the city council that the proposed amendments be adopted as proposed.

Tie-In to Council Goals

The proposal facilitates ease of economic development along the E Airport Road frontage.

Fiscal Information

No fiscal impact is anticipated from the zoning amendments.

Alternatives and Recommendation

Alternatives

The city council may choose to:

- Approve the map amendments as proposed
- Deny the map amendments

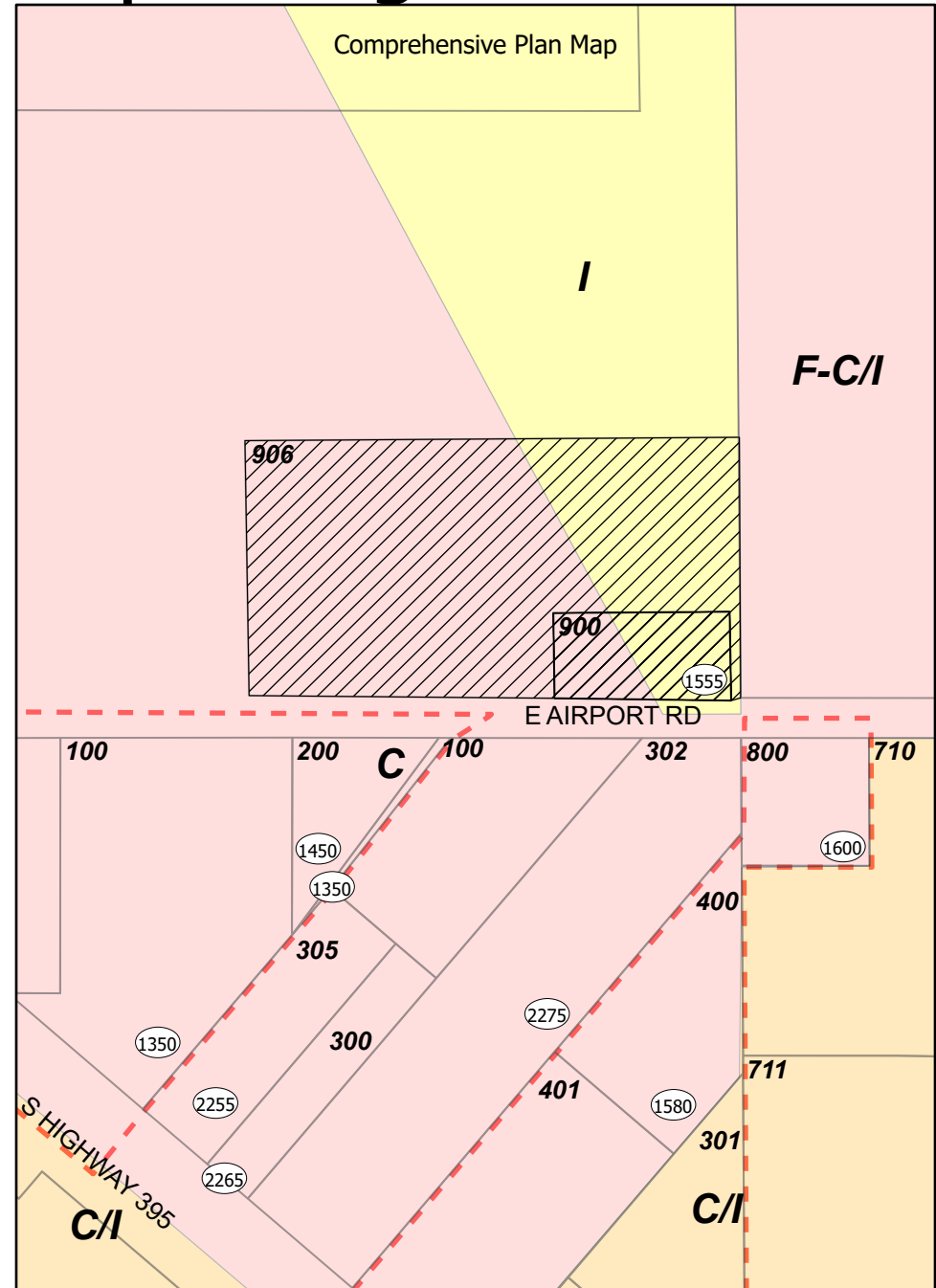
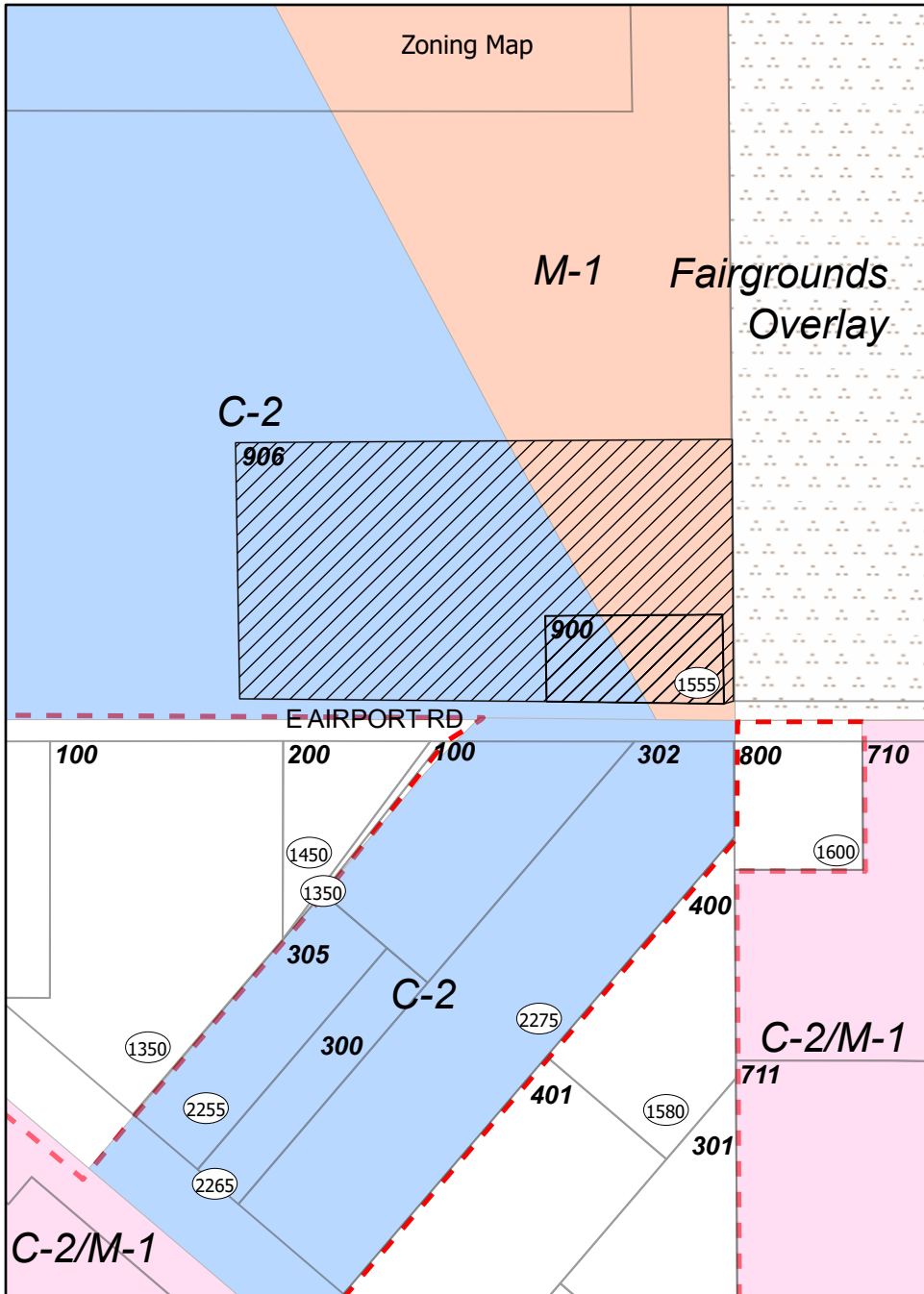
Recommended Action/Motion

- Motion to make the project file a part of the record
- Motion to approve findings of fact, as may be amended
- Motion to adopt Ordinance No. 2343

Submitted By:

Clinton Spencer, Planning Director

Exhibit A Existing Map Designation






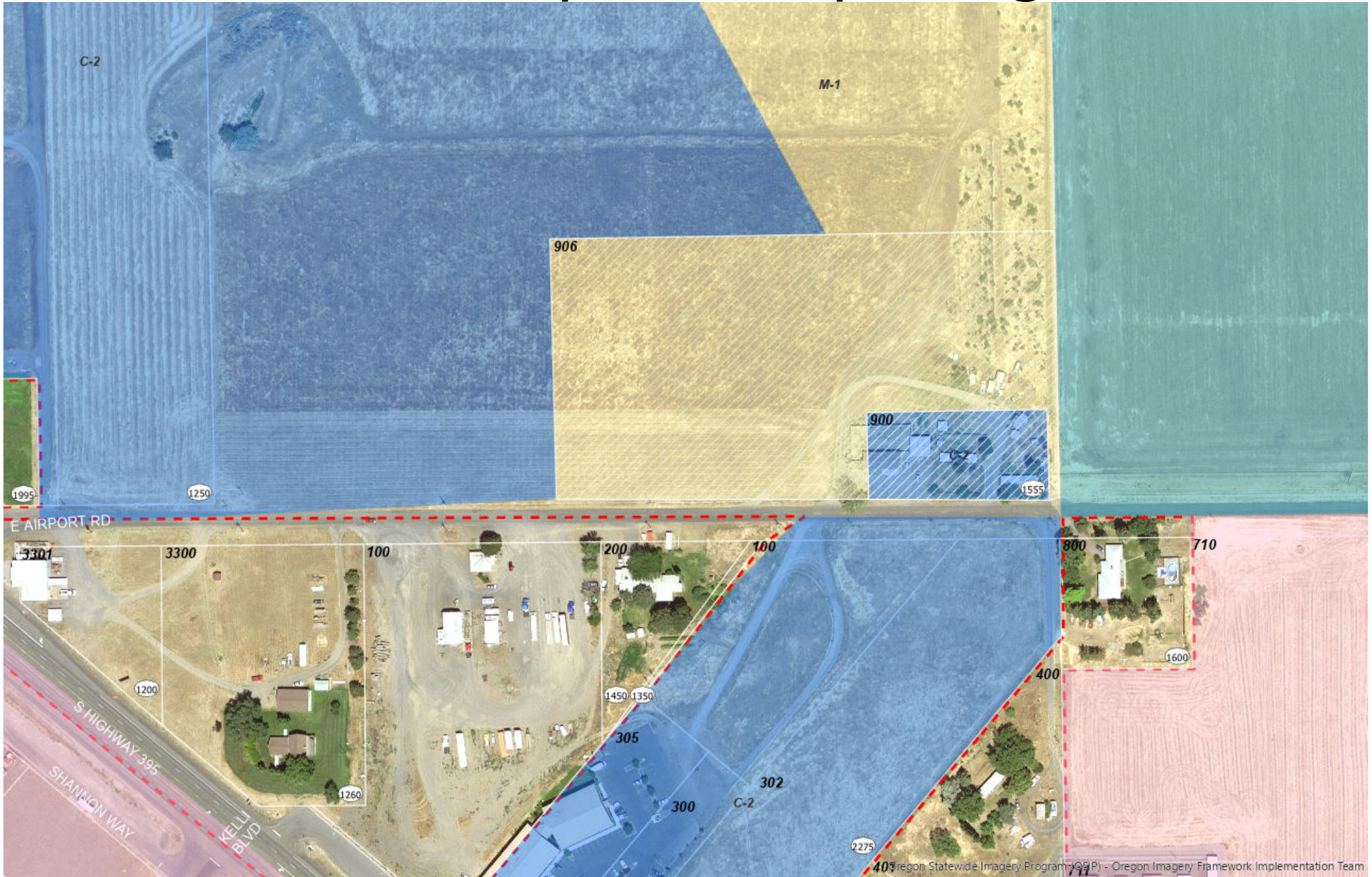
 Subject Property
  City Limits
 Tax Lots



Exhibit B Proposed Map Designation Section 8, Item A.



- Subject Property
- City Limits
- Tax Lots







Notice of Proposed Land Use Action



Oregon Statewide Imagery Program (OSIP) Oregon Imagery Framework Implementation Team

Legend

-  Area of Proposed Comprehensive Plan Map Amendment
-  Property Line
-  City Limits
-  Urban Growth Boundary

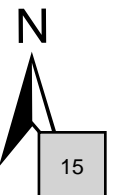
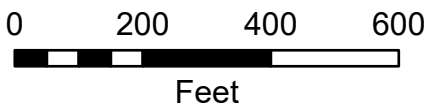


EXHIBIT D
Findings of Fact
Comprehensive Plan Map Amendment, and Rezone
1457,1555, 1575, and 1595 E Airport Rd

Application to Amend the City of Hermiston Comprehensive Plan Map and associated Zoning Map, effecting a change to the zoning of the subject property.

Applicant/Owner: Simon and Simon Land Company, LLC
Mike and Deannie Simon, Members
P. O. Box 921
Hermiston, Oregon 97838
541-289-8940
westfallinstall@gmail.com

Consultant: Carla McLane Consulting, LLC
170 Van Buren Drive
Umatilla, OR 97882
541-314-3139
mclane@eoni.com

Purpose of This Application:

Mike and Deannie Simon, members of Simon and Simon Land Company, LLC, seek to amend the zoning designations of the subject property identified as Tax lots 900 and 906 of Assessor’s Map 4N 28 13C in the City of Hermiston. Current zoning is C-2 Outlying Commercial and M-1 Light Industrial with the zoning boundary running at a northwest to southeast angle across the subject properties. It is the desire of the Simon’s to have the zoning boundary be reconfigured with the result being that Tax lot 900 would be zoned C-2 Outlying Commercial and Tax lot 906 would be zoned M-1 Light Industrial. A third Tax lot in their ownership at this location, Tax lot 903, is not proposed for change.

Documents to be Modified:

- City of Hermiston Comprehensive Plan Map.
- City of Hermiston Zoning Map.

Current Use of the Property:

Most of the subject property is bare with improvements on Tax lot 900 consisting of three manufactured homes. No development has occurred on either Tax lot 903 or 906.

Surrounding Uses: This area south of Hermiston is a mix of commercial, light industrial, and residential uses of a rural nature. The development on the subject property is less than a half mile from Highway 395 which intersects near a veterinarian clinic. The Hermiston Airport is to the north, the Eastern Oregon Trade and Event Center (EOTEC) to the northeast, and a Denny’s, a hotel, Ranch and Home, and the Walmart Distribution

Center all to the south along Highway 395. Zoning of the area is also a mix including Light Industrial, Heavy Industrial, and Outlying Commercial with overlays applied to both the Hermiston Airport and the EOTEC (which also serves as the Umatilla County Fairgrounds). The Comprehensive Plan designations of the subject property are Commercial and Industrial, like properties in the vicinity.

Required Review:

The City of Hermiston Zoning provisions, found as part of Title XV Land Usage, in Chapter 157 Zoning part 157.226 Amendments provides the requirements for amendment to the Zoning Map and at (E) provide the Approval Criteria. The City of Hermiston also provides application forms with procedures for both a Comprehensive Plan Map Amendment and a Zone Change. Both applications have several questions that reflect the Zoning ordinance provisions that will also be included here. As this is also a request to amend the Comprehensive Plan Map the 14 Statewide Planning Goals are also considered.

City of Hermiston Zoning 157.226 Amendments (E) Approval Criteria: The review criteria are listed in **bold** with responses in regular text.

(E) Approval criteria.

(1) The following criteria must be followed in deciding upon a quasi-judicial proceeding:

(a) The burden in all land use proceedings is upon the applicant, whether a zone change, conditional use or variance is the subject of the hearing;

Response: The applicant is submitting this application with supporting material to provide evidence for the decision-making body to consider.

(b) The requested zone change or conditional use must be justified by proof that:

1. The change is in conformance with the Comprehensive Plan and also the goals and policies of the plan;

Response: The City of Hermiston Comprehensive Plan has been acknowledged by the Land Conservation and Development Commission addressing the applicable 14 Statewide Land Use Planning Goals. For this request Goals 1 Citizen Involvement, 2 Planning Process, 9 Local Economy, and 12 Transportation would be deemed applicable. Goal 10 Housing, Goal 11 Public Services and Facilities, and Goal 14 Urbanization could be deemed applicable.

The following City of Hermiston Comprehensive Plan Policies are considered:

- Policy 1: The City of Hermiston will insure that citizens have an adequate opportunity to be involved in all phases of the planning process.

Response: As this request will be heard by both the Planning Commission and City Council, with notice to adjoining landowners and affected agencies Goal 1 and Policy 1 are being met.

- Policy 2: The City of Hermiston will monitor and update periodically its comprehensive plan and implementing ordinances to respond to changing conditions.

Response: This request provides an opportunity for the City of Hermiston to evaluate this area of the community and authorize a change responding to a request for change that will support maintaining limited housing on a portion of the subject property proposed to be zoned C-2 along with clarification of the type of uses that can be allowed on the adjoining property proposed to be zoned M-1.

- Policy 4: The City of Hermiston will promote compact urban development within and adjacent to existing urban areas to insure efficient utilization of land resources and facilitate economic provision of urban facilities and services.

Response: This proposal maintains current development pattern in this area of Hermiston and will more clearly identify the types of uses on the two tax lots that are the focus of this request.

- Policy 18: The City of Hermiston will facilitate industrial development as a means of creating new jobs and fostering the economic well being of the community.

Response: The M-1 zoning on tax lot 906 will provide clarity on the types of uses that can be allowed leading to a more focused development pattern.

- Policy 19: The City of Hermiston will assure the availability of a sufficient supply of commercial land to accommodate 20-year projected need and strive to achieve the balanced distribution of commercial activities in neighborhoods, downtown, and along outlying highways.

Response: Maintaining the smallest tax lot with C-2 zoning maintains the supply of commercial land and clarifies the types of uses that can be allowed on tax lot 900. It is the only portion of the subject property that has been developed with three manufactured homes, which is a use if established can be maintained, which the applicant intends to do for the foreseeable future.

- Policy 20: The City of Hermiston supports economic development and job growth which will diversify and strengthen the mix of economic activity in the local marketplace and provide employment opportunities for local residents.

Response: The applicant intends to further develop tax lot 906 proposed to be zoned M-1 through a partition or subdivision, creating as many as five or six lots for industrial use. This request to clarify the zoning on the subject property makes that future development easier to accomplish.

- Policy 21: The City of Hermiston will encourage the home-building industry to provide a variety of housing opportunities in sufficient quantities at affordable prices to meet the housing needs of its residents.

Response: This request seeks to retain three homes on a portion of the subject property. While those homes could be removed at a future date and replaced with a commercial use at a point in the future it is not anticipated to occur in the foreseeable planning future.

- Policy 22: The City of Hermiston will protect and enhance the quality of life in residential neighborhoods.

Response: While there are homes on a portion of the subject property the area is not zoned for residential use and the applicant is not seeking residential protections. They are seeking to continue the residential use as allowed in the C-2 zone.

- Policy 23: The City of Hermiston will plan for the timely and efficient provision of a full complement of urban services and facilities in all developed and developing areas within the community. Timely means a point within the 20-year timeframe when the city deems development appropriate for a given property based on factors including but not limited to the need for additional urban development within the urban growth boundary and the extent of undeveloped or undeveloped land between the existing development and the subject property.

Response: Public services are available within the Hermiston Airport and EOTEC facility and can support development of the subject property, both the current residential development and future proposed industrial development following extension at the applicant's expense.

- Policy 31: The City of Hermiston will promote a balanced, well-integrated local transportation system which provides safe, convenient and energy-efficient access, and facilitates the movement of commodities.

Response: The relocation of the Umatilla County fairgrounds with the development of the EOTEC has allowed for improvements of Airport Road and the local transportation network. As development continues in this area additional improvements may be needed which can be done by developers in cooperation with the City.

- Policy 32: The City of Hermiston will protect the operation of the Hermiston Airport from conflicting land uses and encourage expansion of air and rail transportation to facilitate economic development.

Response: The proposed realignment of the current zoning will not change the types of uses that are allowed on the subject property. Current zoning should have been accomplished in such a way that would protect the airport. Future development requests on the subject property should be accomplished with an understanding that both the Hermiston Airport and the EOTEC are in the vicinity to the north and northeast. The Hermiston Airport creates special height restrictions for this property and future buildings will be constructed in conformance with the airport conical approach surface within the airport master plan.

- Policy 34: The City of Hermiston will comply with the requirements of the Transportation Planning Rule with the adoption of the Transportation System Plan and related amendments to implementing ordinances.

Response: The City of Hermiston has an acknowledged Comprehensive Plan and Transportation System Plan that implements the Transportation Planning Rule. This realignment of zoning on the subject property does not impact the potential traffic impacts along Airport Road or to the intersection of Airport Road with Highway 395. Specific traffic

impacts based on development can and should be considered at the time of development proposal.

The request before the City of Hermiston is not to change the zoning of the subject property but to consider a reconfiguration of how the zoning is applied. Currently the zoning runs at a northwest to southeast angle across the two Tax lots that are subject to this request. The applicant is asking for each Tax lot under consideration to have discrete zoning applied as shown on the included map. This request can be found to be consistent with the Goals and Policies identified in the list above. Also reviewed are the 14 Statewide Land Use Planning Goals later in this narrative.

2. The showing of public need for the rezoning and whether that public need is best served by changing the zoning classification on that property under consideration;

Response: This request seeks to have both the Comprehensive Plan and Zoning designation applied separately to each of the subject Tax lots to eliminate confusion about what types of activities can occur as the list of allowable uses is different when the Light Industrial use zone is compared to the Outlying Commercial use zone. The public need is met when that confusion is eliminated, and the public can observe consistent application of the City of Hermiston Zoning provisions to this and other properties in the vicinity.

3. The public need is best served by changing the classification of the subject site in question as compared with other available property.

Response: There are no other properties under consideration. This is not about adding new land to a zoning classification, but more about eliminating confusion on the subject property.

4. The potential impact upon the area resulting from the change has been considered.

Response: No impact upon the area has been identified as neither of the current zoning designations are being removed; they are being reconfigured to eliminate confusion related to the uses allowed on the subject property. The same list of potential commercial or light industrial uses can still occur on the subject properties.

(c) The courts will require a "graduated burden of proof" depending upon the more intensive land use that will occur as a result of the proposed rezoning.

Response: No change in intensity of land uses will occur. The result of this action will be to have clear requirements for the subject property as to whether Light Industrial or Outlying Commercial is applicable.

(d) Procedural process for a quasi-judicial hearing.

1. Parties at a public hearing must have an opportunity to be heard, to present and rebut evidence.

2. There must be a record which will support the findings made by the City Council or Planning Commission.

Response: This application narrative, along with the required application forms and maps, will provide the initial evidence for the Planning Commission and City Council to consider. The anticipated public hearings will provide additional opportunities for both the applicant and neighbors to provide evidence and testimony to the record.

Comprehensive Plan Map Amendment Application Questions:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

Response: See E(1)(b)(1) response above

2. Describe the public need for the comprehensive plan amendment and whether that public need is best served by changing the zoning classification on the property under consideration.

Response: See E(1)(b)(2) response above.

3. Explain how the public need is best served by changing the classification of the site in question as compared with other available property.

Response: See E(1)(b)(3) response above.

4. Explain how the potential impact upon the area resulting from the change has been considered.

Response: See E(1)(b)(4) response above.

Application to Amend Zoning Ordinance (Text or Map) Application Questions:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

Response: See E(1)(b)(1) response above.

2. Describe the public need for the rezoning and whether that public need is best served by changing the zoning classification on the property under consideration.

Response: See E(1)(b)(2) response above.

3. Explain how the public need is best served by changing the classification of the site in question as compared with other available property.

Response: See E(1)(b)(3) response above.

4. Explain how the potential impact upon the area resulting from the change has been considered.

Response: See E(1)(b)(4) response above.

The 14 applicable Statewide Planning Goals are also considered.

Goal 1 Citizen Involvement: To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: The City of Hermiston Comprehensive Plan and Zoning Ordinance outlines the City’s citizen involvement program that includes the activities of the Planning Commission and provides for the public hearing process with its required notice provisions. These notice provisions provide for adjoining and affected property owner notice; notice to interested local, state, and federal agencies; and allows for public comment to the process.

The applicant asserts that this application is consistent with Goal 1.

Goal 2 Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: Goal 2 establishes the underlining process that a county or a city needs to utilize when considering changes to their Comprehensive Plans and development codes. This requested change of Comprehensive Plan and Zoning designation is also guided by Goal 2 requirements. This application meets those requirements for this request.

The applicant asserts that this application is consistent with Goal 2.

Goal 3 Agricultural Lands: To preserve and maintain agricultural lands.

Response: The Goal 3 requires counties to preserve and maintain agricultural lands for farm uses. Counties must inventory agricultural lands and protect them by adopting exclusive farm use zones consistent with Oregon Revised Statute 215.203 et. seq. Goal 3 does not allow nonfarm uses like industrial development on lands zoned for exclusive farm use. This application is to consider modifications to the application of the Light Industrial and Outlying Commercial use zones within the city limits on lands that have already been identified for urban industrial and commercial uses.

Goal 3 would not apply to this action.

Goal 4 Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state’s forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Response: There are no forest lands in the City of Hermiston.

Goal 4 would not apply to this action.

Goal 5 Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

Response: The subject property does not have any overlays or other known cultural or historical sites. There are no wetlands inventoried on the subject property.

The City of Hermiston finds that this application is consistent with Goal 5.

Goal 6 Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

Response: Goal 6 addresses the quality of air, water, and land resources. In the context of comprehensive plan amendments, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards.

The proposed change in Comprehensive Plan and Zoning Map designation does not seek approval of a specific development but seeks to modify the application of the City of Hermiston’s Light Industrial and Outlying Commercial zoning designation to allow for more clear application of those use zone requirements on the subject property. The list of allowable uses is not proposed to change, and therefore anticipated impacts are also not anticipated to change.

The City of Hermiston finds that this application is consistent with Goal 6.

Goal 7 Areas Subject to Natural Hazards and Disasters: To protect people and property from natural hazards.

Response: Goal 7 works to address natural hazards and disasters and through a comprehensive plan amendment process would seek to determine if there are known natural hazards and seek to mitigate any concerns. There are no known natural hazards on the subject property, and it is located significantly above and outside the influence of the Umatilla River which has a history of flooding.

The City of Hermiston finds that this application is consistent with Goal 7.

Goal 8 Recreation Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Response: No recreation components are included in this application. However as industrial or commercial activities are sited, an increase in tax base for the City of Hermiston would occur. That tax base would provide additional revenue to the City of Hermiston leading to the opportunity for increased investment in parks and recreation opportunities for its citizens and visitors.

The City of Hermiston finds that this application is consistent with Goal 8.

Goal 9 Economy: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon’s citizens.

Response: Goal 9 requires local governments to adopt comprehensive plans and policies that contribute to a stable and healthy economy. Hermiston has a Comprehensive Plan that has been acknowledged to comply with Goal 9.

The City of Hermiston finds that this application is consistent with Goal 9.

Goal 10 Housing: To provide for the housing needs of citizens of the state.

Response: Housing is not specifically considered as part of this application. There are however homes on Tax lot 900, the smaller Tax lot in the southeast corner of the subject property. The Outlying Commercial that is being requested does allow the retention of homes, along with their replacement and enhancement, something the applicant wants to ensure.

The City of Hermiston finds that this application is consistent with Goal 10.

Goal 11 Public Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Response: Goal 11 requires local governments to plan and develop a timely, orderly, and efficient arrangement of public facilities and services. The goal provides that urban and rural development be guided and supported by types and levels of services appropriate for, but limited to, the needs and requirements of the area to be served. This area of Hermiston has public services available readily extendable.

The City of Hermiston finds that this application is consistent with Goal 11.

Goal 12 Transportation: To provide and encourage a safe, convenient and economic transportation system.

Response: Goal 12 requires local governments to provide and encourage a safe, convenient, and economic transportation system, implemented through the Transportation Planning Rule. Later in this narrative compliance with the Transportation Planning Rule is considered and evaluated.

The City of Hermiston finds that this application is consistent with Goal 12.

Goal 13 Energy: To conserve energy.

Response: Goal 13 directs local jurisdictions to manage and control land and uses developed on the land to maximize the conservation of all forms of energy, based on sound economic principles. Access to Highway 395 to the west provides energy efficiency and convenient access. And any future development will need to occur in compliance with the acknowledge Zoning Ordinance.

The City of Hermiston finds that this application is consistent with Goal 13.

Goal 14 Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside

urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Response: Goal 14 prohibits urban uses on rural lands. To locate urban uses on rural lands, local governments must either expand their urban growth boundaries to add property or take a Goal 14 exception setting forth reasons why urban development should be allowed on rural lands. This application is to change the Comprehensive Plan and Zoning Map designation on lands within the city limits allowing industrial and commercial uses on the subject property.

The City of Hermiston finds that this application is consistent with Goal 14.

The applicant would find that this application is consistent with the Statewide Planning Goals 1 through 14. Statewide Planning Goals 15 through 19 are not applicable in eastern Oregon or Hermiston.

Portions of Oregon Revised Statute 227.175 concerned with applications to local governments for a permit or zone change are applicable. Much of ORS 227.175 has already been incorporated into the City of Hermiston Zoning Ordinance and is implemented through a variety of measures including notice provisions and hearing procedures.

227.175 Application for permit or zone change; fees; consolidated procedure; hearing; approval criteria; decision without hearing.

(1) When required or authorized by a city, an owner of land may apply in writing to the hearings officer, or such other person as the city council designates, for a permit or zone change, upon such forms and in such a manner as the city council prescribes. The governing body shall establish fees charged for processing permits at an amount no more than the actual or average cost of providing that service.

Response: The applicant has provided the application on the forms prescribed, paying the required fees, and providing this narrative addressing these and the other requirements in both Oregon law and the law of the City of Hermiston.

(2) The governing body of the city shall establish a consolidated procedure by which an applicant may apply at one time for all permits or zone changes needed for a development project. The consolidated procedure shall be subject to the time limitations set out in ORS 227.178. The consolidated procedure shall be available for use at the option of the applicant no later than the time of the first periodic review of the comprehensive plan and land use regulations.

Response: The applicant is not pursuing multiple applications but is focused on the change in Comprehensive Plan and Zoning Map designations.

(3) Except as provided in subsection (10) of this section, the hearings officer shall hold at least one public hearing on the application.

Response: The applicant understands that these actions will be heard by the Planning Commission and the City Council as they are quasi-judicial in nature.

(4)

(a) A city may not approve an application unless the proposed development of land would be in compliance with the comprehensive plan for the city and other applicable land use regulation or ordinance provisions. The approval may include such conditions as are authorized by ORS 227.215 or any city legislation.

(b)

(A) A city may not deny an application for a housing development located within the urban growth boundary if the development complies with clear and objective standards, including clear and objective design standards contained in the city comprehensive plan or land use regulations.

(B) This paragraph does not apply to:

(i) Applications or permits for residential development in areas described in ORS 197.307 (5); or

(ii) Applications or permits reviewed under an alternative approval process adopted under ORS 197.307 (6).

(c) A city may not condition an application for a housing development on a reduction in density if:

(A) The density applied for is at or below the authorized density level under the local land use regulations; and

(B) At least 75 percent of the floor area applied for is reserved for housing.

(d) A city may not condition an application for a housing development on a reduction in height if:

(A) The height applied for is at or below the authorized height level under the local land use regulations;

(B) At least 75 percent of the floor area applied for is reserved for housing; and

(C) Reducing the height has the effect of reducing the authorized density level under local land use regulations.

(e) Notwithstanding paragraphs (c) and (d) of this subsection, a city may condition an application for a housing development on a reduction in density or height only if the reduction is necessary to resolve a health, safety or habitability issue or to comply with a protective measure adopted pursuant to a statewide land use planning goal. Notwithstanding ORS 197.350, the city must adopt findings supported by substantial evidence demonstrating the necessity of the reduction.

(f) As used in this subsection:

(A) “Authorized density level” means the maximum number of lots or dwelling units or the maximum floor area ratio that is permitted under local land use regulations.

(B) “Authorized height level” means the maximum height of a structure that is permitted under local land use regulations.

(C) “Habitability” means being in compliance with the applicable provisions of the state building code under ORS chapter 455 and the rules adopted thereunder.

Response: The applicant has, primarily through this application narrative, provided evidence that the City of Hermiston Comprehensive Plan is considered and can be met when this request is approved. There are no housing developments requested as part of this application. Housing currently in place on a portion of the subject property will be retained and this application will clarify that it can be.

(5) Hearings under this section may be held only after notice to the applicant and other interested persons and shall otherwise be conducted in conformance with the provisions of ORS 197.763.

Response: The applicant supports compliance with required notice provisions and meeting the needs of Statewide Planning Goal 1 Citizen Involvement.

(6) Notice of a public hearing on a zone use application shall be provided to the owner of an airport, defined by the Oregon Department of Aviation as a “public use airport” if:

(a) The name and address of the airport owner has been provided by the Oregon Department of aviation to the city planning authority; and

(b) The property subject to the zone use hearing is:

(A) Within 5,000 feet of the side or end of a runway of an airport determined by the Oregon Department of Aviation to be a “visual airport”; or

(B) Within 10,000 feet of the side or end of the runway of an airport determined by the Oregon Department of Aviation to be an “instrument airport.”

Response: The Hermiston Airport is immediately to the north of the subject property. Notice to the airport authority is anticipated. The proposal would not have any effect on airport operations. Compliance with any overlay zones, if applicable, are already in force.

(7) Notwithstanding the provisions of subsection (6) of this section, notice of a zone use hearing need only be provided as set forth in subsection (6) of this section if the permit or zone change would only allow a structure less than 35 feet in height and the property is located outside of the runway “approach surface” as defined by the Oregon Department of Aviation.

Response: This action is not within the runway approach area based on available maps on the City of Hermiston website.

(8) If an application would change the zone of property that includes all or part of a mobile home or manufactured dwelling park as defined in ORS 446.003, the governing body shall give written notice by first class mail to each existing mailing address for tenants of the mobile home or manufactured dwelling park at least 20 days but not more than 40 days before the date of the first hearing on the application. The governing body may require an applicant for such a zone change to pay the costs of such notice.

Response: No manufactured dwelling park as defined in ORS 446.003 is located on the subject property.

(9) The failure of a tenant or an airport owner to receive a notice which was mailed shall not invalidate any zone change.

Response: There are tenants on the subject property which the landowner wants to preserve housing availability for. The Hermiston Airport is to the north of the subject property.

(10)

(a)

(A) The hearings officer or such other person as the governing body designates may approve or deny an application for a permit without a hearing if the hearings officer or other designated person gives notice of the decision and provides an opportunity for any person who is adversely affected or aggrieved, or who is entitled to notice under paragraph (c) of this subsection, to file an appeal.

(B) Written notice of the decision shall be mailed to those persons described in paragraph (c) of this subsection.

(C) Notice under this subsection shall comply with ORS 197.763 (3)(a), (c), (g) and (h) and shall describe the nature of the decision. In addition, the notice shall state that any person who is adversely affected or aggrieved or who is entitled to written notice under paragraph (c) of this subsection may appeal the decision by filing a written appeal in the manner and within the time period provided in the city's land use regulations. A city may not establish an appeal period that is less than 12 days from the date the written notice of decision required by this subsection was mailed. The notice shall state that the decision will not become final until the period for filing a local appeal has expired. The notice also shall state that a person who is mailed written notice of the decision cannot appeal the decision directly to the Land Use Board of Appeals under ORS 197.830.

(D) An appeal from a hearings officer's decision made without hearing under this subsection shall be to the planning commission or governing body of the city. An appeal from such other person as the governing body designates shall be to a hearings officer, the planning commission or the governing body. In either case, the appeal shall be to a de novo hearing.

(E) The de novo hearing required by subparagraph (D) of this paragraph shall be the initial evidentiary hearing required under ORS 197.763 as the basis for an appeal to the Land Use Board of Appeals.

At the de novo hearing:

(i) The applicant and other parties shall have the same opportunity to present testimony, arguments and evidence as they would have had in a hearing under subsection (3) of this section before the decision;

- (ii) The presentation of testimony, arguments and evidence shall not be limited to issues raised in a notice of appeal; and
- (iii) The decision maker shall consider all relevant testimony, arguments and evidence that are accepted at the hearing.

(b) If a local government provides only a notice of the opportunity to request a hearing, the local government may charge a fee for the initial hearing. The maximum fee for an initial hearing shall be the cost to the local government of preparing for and conducting the appeal, or \$250, whichever is less. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded. The fee allowed in this paragraph shall not apply to appeals made by neighborhood or community organizations recognized by the governing body and whose boundaries include the site.

(c)

(A) Notice of a decision under paragraph (a) of this subsection shall be provided to the applicant and to the owners of record of property on the most recent property tax assessment roll where such property is located:

- (i) Within 100 feet of the property that is the subject of the notice when the subject property is wholly or in part within an urban growth boundary;
- (ii) Within 250 feet of the property that is the subject of the notice when the subject property is outside an urban growth boundary and not within a farm or forest zone; or
- (iii) Within 750 feet of the property that is the subject of the notice when the subject property is within a farm or forest zone.

(B) Notice shall also be provided to any neighborhood or community organization recognized by the governing body and whose boundaries include the site.

(C) At the discretion of the applicant, the local government also shall provide notice to the Department of Land Conservation and Development.

Response: The Hermiston Planning Commission held a public hearing on January 11, 2023. The Hermiston City Council held a public hearing on January 23, 2023.

(11) A decision described in ORS 227.160 (2)(b) shall:

- (a) Be entered in a registry available to the public setting forth:
 - (A) The street address or other easily understood geographic reference to the subject property;
 - (B) The date of the decision; and
 - (C) A description of the decision made.
- (b) Be subject to the jurisdiction of the Land Use Board of Appeals in the same manner as a limited land use decision.
- (c) Be subject to the appeal period described in ORS 197.830 (5)(b).

Response: The City of Hermiston has provided all required notices required by Oregon law and provisions of the City of Hermiston Zoning Ordinance. Direct mail and newspaper

notices were both distributed on December 21, 2023. Any decision prescribed by the City Council is appealable to the Land Use Board of Appeals based on Oregon law.

(12) At the option of the applicant, the local government shall provide notice of the decision described in ORS 227.160 (2)(b) in the manner required by ORS 197.763 (2), in which case an appeal to the board shall be filed within 21 days of the decision. The notice shall include an explanation of appeal rights.

Response: The applicant is aware of these requirements. The City of Hermiston will provide the required notices within five days of the final city council decision.

(13) Notwithstanding other requirements of this section, limited land use decisions shall be subject to the requirements set forth in ORS 197.195 and 197.828.

Response: The proposal is a quasi-judicial land use decision and not subject to these requirements.

Conclusion: The Hermiston Planning Commission finds that the proposal is prepared in accordance with the applicable laws of the City of Hermiston and State of Oregon. The planning commission therefore recommends that the Hermiston City Council adopt the proposed changes as submitted.

ORDINANCE NO. 2343

AN ORDINANCE AMENDING THE CITY OF HERMISTON COMPREHENSIVE PLAN MAP AND ZONING MAP.

THE CITY OF HERMISTON ORDAINS AS FOLLOWS:

SECTION 1. The following described property shall be changed on the city comprehensive plan map and zoning map, to-wit:

Parcel 2 & 3 of Partition Plat No. 2021-11 Umatilla County, Oregon

Parcel 2, Partition Plat No. 2021-11 shall be designated as Industrial on the Comprehensive Plan Map and as Light Industrial on the Zoning Map.

Parcel 3, Partition Plat No. 2021-11 shall be designated as Commercial on the Comprehensive Plan Map and as Outlying Commercial on the Zoning Map.

The proposed amendments are further shown on Exhibit A to this Ordinance.

SECTION 2. The findings of fact as adopted by the City Council on January 23, 2023, are incorporated herein by reference.

SECTION 3. The effective date of this ordinance shall be the thirtieth day after enactment.

PASSED by the City Council this 23rd day of January 2023.

SIGNED by the Mayor this 23rd day of January 2023.

Dr. David Drotzmann, MAYOR

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER

PARTITION PLAT No. ~~2020~~ - 11
Umatilla County, Oregon

A Replat of Parcel 2 of Partition Plat 2011-15 in
 Township 4 North, Range 28 East, W.M.,
 Southwest 1/4 of Section 13
 for:
 Simon & Simon Land, LLC
 P.O. Box 921
 Hermiston, Oregon 97838

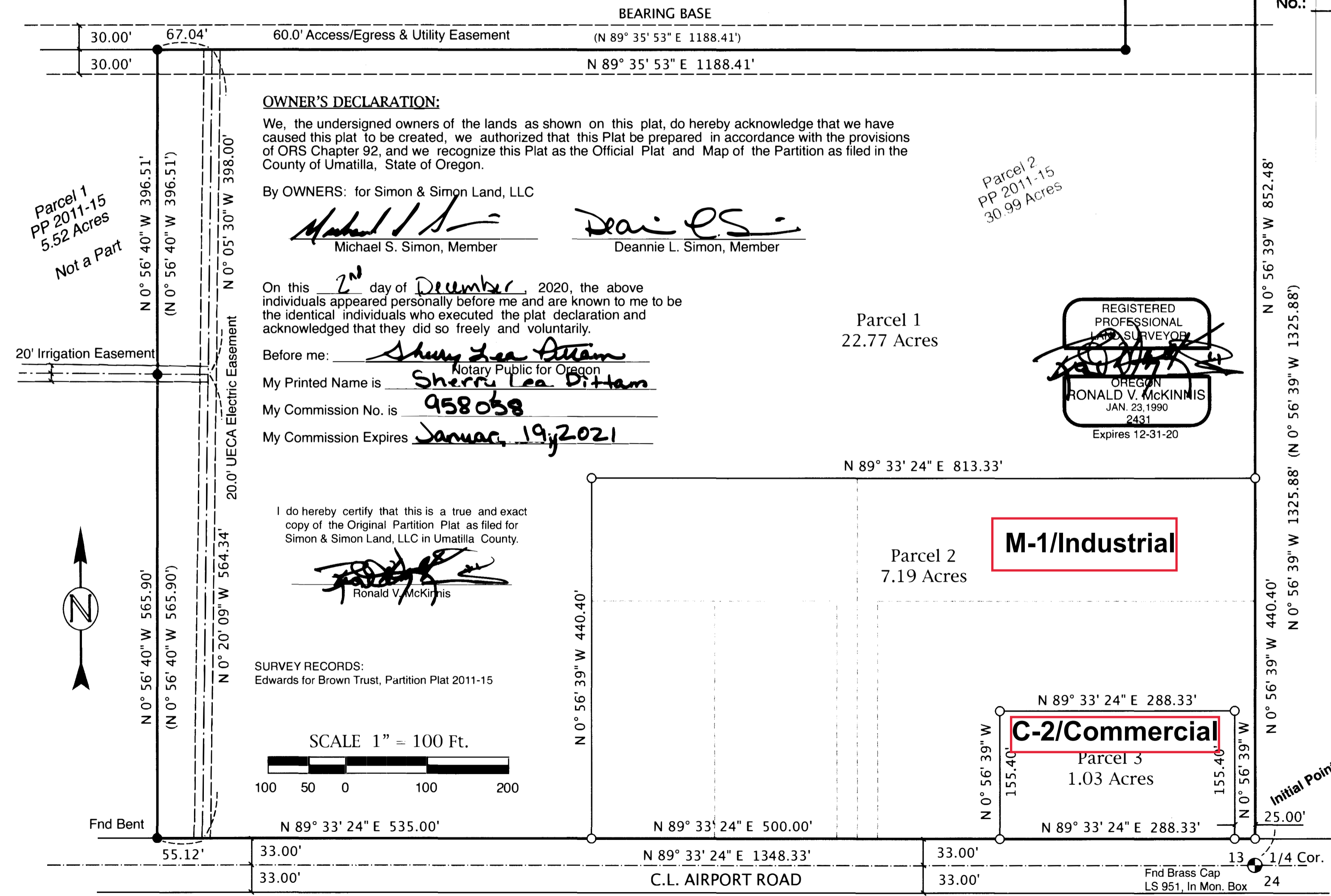
SURVEYORS CERTIFICATE & NARRATIVE:

I, Ronald V. McKinnis, being a Registered Professional Surveyor of the State of Oregon, certify that I have correctly Surveyed and Monumented the lands depicted on this Plat, and more particularly described in the Legal Description hereon. I also certify that this Plat meets all the requirements as established by Chapter 92, Oregon Revised Statutes.

This survey is based on the Partition survey by Edwards for Brown PP 2011-15. I found and held all of the monuments set by Edwards in that survey. My Bearing Base was the North Line of Parcel 2 as established by Edwards in that Plat. The purpose of the survey was to divide the parent parcel into three parcels as depicted on the face of this plat. The Initial Point of this survey is my monument set 33 feet North of the Brass Cap 1/4 in the center of Airport Road.
 This survey was completed with a Trimble GPS RTK Total Station.

PROPERTY DESCRIPTION:

The legal description of this property being partitioned is as found in Deed 2013-6120618 of the Umatilla County Records of Deeds, Instrument No. 2013-6120032 Recorded 11-22-2013 and is more particularly described as: Parcel 2 of Partition Plat 2011-15, recorded as Document 2011-5790464, on 06-20-2011, Umatilla County Plat Records, All being East of the Willamette Meridian, Umatilla County, Oregon;



OWNER'S DECLARATION:

We, the undersigned owners of the lands as shown on this plat, do hereby acknowledge that we have caused this plat to be created, we authorized that this Plat be prepared in accordance with the provisions of ORS Chapter 92, and we recognize this Plat as the Official Plat and Map of the Partition as filed in the County of Umatilla, State of Oregon.

By OWNERS: for Simon & Simon Land, LLC

Michael S. Simon
 Michael S. Simon, Member
Deannie L. Simon
 Deannie L. Simon, Member

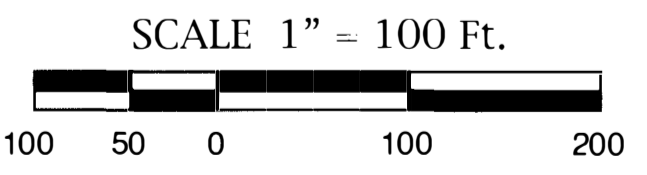
On this 2nd day of December, 2020, the above individuals appeared personally before me and are known to me to be the identical individuals who executed the plat declaration and acknowledged that they did so freely and voluntarily.

Before me: *Sherry Lea Dittam*
 Notary Public for Oregon
 My Printed Name is Sherry Lea Dittam
 My Commission No. is 958058
 My Commission Expires January 19, 2021

I do hereby certify that this is a true and exact copy of the Original Partition Plat as filed for Simon & Simon Land, LLC in Umatilla County.

Ronald V. McKinnis
 Ronald V. McKinnis

SURVEY RECORDS:
 Edwards for Brown Trust, Partition Plat 2011-15



RECEIVED BY
 Umatilla County Surveyor
 Date: 4/22/21
 Rec'd By: CT
 No.: 21-046-B

APPROVALS:

I certify that I have examined and approved this Replat on this
14 day of Dec, 2020
David H. K...
 Umatilla County Surveyor

I certify that I have examined and approved this Replat on this
2 day of December, 2020
Wendy...
 City of Hermiston Planning Commission

I certify that I have examined and approved this Replat on this
20 day of April, 2021
Rachel Reynolds
Jan...
 Umatilla County Tax Collector

Umatilla County
Office of County Records
 Recording Information
 Seal

STATE OF OREGON, }
 COUNTY OF UMATILLA }
 I certify that this instrument was received and recorded on 4-20-2021 at 9:17 o'clock a.m., in the record of PLATS of said County. YEAR 2021 NUMBER 11
OFFICE OF COUNTY RECORDS
 By: David A Stuvland Records Officer
 Fee \$ 120 No. 2021-7200002

LEGEND

- SET MONUMENTS - 5/8" x 30" Iron Rebar W/ Plastic Caps Stamped - L.S. # 2431
- ⊙ FOUND SECTION MONUMENTS - as Noted
- FOUND MONUMENTS - 5/8" Rebar W/ Plastic Cap, LS 951, Or As Noted
- ∅ CALCULATED CORNER (Not Set)
- SECTION LINES
- - - STREET/ROAD CENTER LINES
- PARTITION BOUNDARY
- (000) RECORD or DEED DISTANCE

SCALE 1" = 100 Ft.
 May, 2020

ENGINEERING - LAND SURVEYING - WATER RIGHTS
R. V. MCKINNIS ENGINEERING
 79980 Prindle Loop Road
 Hermiston, Oregon 97838
 (541) -567-2017

CITY OF HERMISTON

APPLICATION TO AMEND COMPREHENSIVE PLAN MAP

Pursuant to the provisions of § 157.226 of the Hermiston Code of Ordinances, application is hereby made to amend the text or the comprehensive plan map for the following described property:

Name of Applicant: Simon & Simon Land Co. LLC Phone: 541-289-8940

Mailing Address: P.O. Box 921 Hermiston, OR 97838

Name of Owner (If Different): _____ Phone: _____

Mailing Address: _____

Legal Description: Assessor's Map No: 4N 28E 13C Tax Lot No: 900 & 906

Subdivision: _____

Street Address: 1250, 1555, 1575, and 1595 Airport Road, Hermiston

Current Comprehensive Plan Designation: Commercial & Industrial

Proposed Comprehensive Plan Designation: Commercial & Industrial (realigned)

IMPORTANT!: The code of ordinances requires a positive recommendation from the Hermiston Planning Commission and approval from the Hermiston City Council before a change can be made in the comprehensive plan designation of any property. This approval must be determined after separate public hearings before these bodies. Oregon's Land Use Planning Laws require the planning commission to make findings of fact with regard to requests for comprehensive plan amendments. The findings provide justification to either approve or deny the application. Read the questions that follow and answer them as completely as you can; use additional sheets if necessary. Your responses will be used by the City to make findings and evaluate the merits of your request. Inasmuch as THE BURDEN OF PROOF IS ON THE PROPONENT, the chances of a successful application depend upon the adequacy of the arguments you present to justify approval of the application.

APPROVAL CRITERIA

- The burden in all land use proceedings is upon the applicant
- The requested change must be justified by proof of the following:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

See included narrative.

2. Describe the public need for the comprehensive plan amendment and whether that public need is best served by changing the zoning classification on the property under consideration.

See included narrative.

3. Explain how the public need is best served by changing the classification of the site in question as compared to other available property.

See included narrative.

4. Explain how the potential impact upon the area resulting from the change has been considered.

See included narrative

Application to Amend the City of Hermiston Comprehensive Plan Map and associated Zoning Map, effecting a change to the zoning of the subject property.

Applicant/Owner: Simon and Simon Land Company, LLC
Mike and Deannie Simon, Members
P. O. Box 921
Hermiston, Oregon 97838
541-289-8940
westfallinstall@gmail.com

Consultant: Carla McLane Consulting, LLC
170 Van Buren Drive
Umatilla, OR 97882
541-314-3139
mclane@eoni.com

Purpose of This Application:

Mike and Deannie Simon, members of Simon and Simon Land Company, LLC, seek to amend the zoning designations of the subject property identified as Tax Lots 900 and 906 of Assessor’s Map 4N 28 13C in the City of Hermiston. Current zoning is C-2 Outlying Commercial and M-1 Light Industrial with the zoning boundary running at a northwest to southeast angle across the subject properties. It is the desire of the Simon’s to have the zoning boundary be reconfigured with the result being that Tax Lot 900 would be zoned C-2 Outlying Commercial and Tax Lot 906 would be zoned M-1 Light Industrial. A third Tax Lot in their ownership at this location, Tax Lot 903, is not proposed for change.

Documents to be Modified:

- City of Hermiston Comprehensive Plan Map.
- City of Hermiston Zoning Map.

Current Use of the Property:

Most of the subject property is bare with improvements on Tax Lot 900 consisting of three manufactured homes. No development has occurred on either Tax Lot 903 or 906.

Surrounding Uses: This area south of Hermiston is a mix of commercial, light industrial, and residential uses of a rural nature. The development on the subject property is less than a half mile from Highway 395 which intersects near a veterinarian clinic. The Hermiston Airport is to the north, the Eastern Oregon Trade and Event Center (EOTEC) to the northeast, and a Denny’s, a hotel, Ranch and Home, and the Walmart Distribution Center all to the south along Highway 395. Zoning of the area is also a mix including Light Industrial, Heavy Industrial, and Outlying Commercial with overlays applied to both the Hermiston Airport and the EOTEC (which also serves as the Umatilla County Fairgrounds). The Comprehensive Plan designations of the subject property are Commercial and Industrial, like properties in the vicinity.

Required Review:

The City of Hermiston Zoning provisions, found as part of Title XV Land Usage, in Chapter 157 Zoning part 157.226 Amendments provides the requirements for amendment to the Zoning Map and at (E) provide the Approval Criteria. The City of Hermiston also provides application forms with procedures for both a Comprehensive Plan Map Amendment and a Zone Change. Both applications have several

questions that reflect the Zoning ordinance provisions that will also be included here. As this is also a request to amend the Comprehensive Plan Map the 14 Statewide Planning Goals are also considered.

City of Hermiston Zoning 157.226 Amendments (E) Approval Criteria: The review criteria are listed in **bold** with responses in regular text.

(E) Approval criteria.

(1) The following criteria must be followed in deciding upon a quasi-judicial proceeding:

(a) The burden in all land use proceedings is upon the applicant, whether a zone change, conditional use or variance is the subject of the hearing;

Response: The applicant is submitting this application with supporting material to provide evidence for the decision-making body to consider.

(b) The requested zone change or conditional use must be justified by proof that:

1. The change is in conformance with the Comprehensive Plan and also the goals and policies of the plan;

Response: The City of Hermiston Comprehensive Plan has been acknowledged by the Land Conservation and Development Commission addressing the applicable 14 Statewide Land Use Planning Goals. For this request Goals 1 Citizen Involvement, 2 Planning Process, 9 Local Economy, and 12 Transportation would be deemed applicable. Goal 10 Housing, Goal 11 Public Services and Facilities, and Goal 14 Urbanization could be deemed applicable.

The following City of Hermiston Comprehensive Plan Policies are considered:

- Policy 1: The City of Hermiston will insure that citizens have an adequate opportunity to be involved in all phases of the planning process.
As this request will be heard by both the Planning Commission and City Council, with notice to adjoining landowners and affected agencies Goal 1 and Policy 1 are being met.
- Policy 2: The City of Hermiston will monitor and update periodically its comprehensive plan and implementing ordinances to respond to changing conditions.
This request provides an opportunity for the City of Hermiston to evaluate this area of the community and authorize a change responding to a request for change that will support maintaining limited housing on a portion of the subject property proposed to be zoned C-2 along with clarification of the type of uses that can be allowed on the adjoining property proposed to be zoned M-1.
- Policy 4: The City of Hermiston will promote compact urban development within and adjacent to existing urban areas to insure efficient utilization of land resources and facilitate economic provision of urban facilities and services.
This proposal maintains current development pattern in this area of Hermiston and will more clearly identify the types of uses on the two tax lots that are the focus of this request.
- Policy 18: The City of Hermiston will facilitate industrial development as a means of creating new jobs and fostering the economic well being of the community.
The M-1 zoning on tax lot 906 will provide clarity on the types of uses that can be allowed leading to a more focused development pattern.
- Policy 19: The City of Hermiston will assure the availability of a sufficient supply of commercial land to accommodate 20-year projected need and strive to achieve the balanced distribution of commercial activities in neighborhoods, downtown, and along outlying highways.
Maintaining the smallest tax lot with C-2 zoning maintains the supply of commercial land and clarifies the types of uses that can be allowed on tax lot 900. It is the only portion of the subject property that has been developed with three manufactured homes, which is a use if established can be maintained, which the applicant intends to do for the foreseeable future.

- Policy 20: The City of Hermiston supports economic development and job growth which will diversify and strengthen the mix of economic activity in the local marketplace and provide employment opportunities for local residents.
The applicant intends to further develop tax lot 906 proposed to be zoned M-1 through a partition or subdivision, creating as many as five or six lots for industrial use. This request to clarify the zoning on the subject property makes that future development easier to accomplish.
- Policy 21: The City of Hermiston will encourage the home-building industry to provide a variety of housing opportunities in sufficient quantities at affordable prices to meet the housing needs of its residents.
This request seeks to retain three homes on a portion of the subject property. While those homes could be removed at a future date and replaced with a commercial use at a point in the future it is not anticipated to occur in the foreseeable planning future.
- Policy 22: The City of Hermiston will protect and enhance the quality of life in residential neighborhoods.
While there are homes on a portion of the subject property the area is not zoned for residential use and the applicant is not seeking residential protections. They are seeking to continue the residential use as allowed in the C-2 zone.
- Policy 23: The City of Hermiston will plan for the timely and efficient provision of a full complement of urban services and facilities in all developed and developing areas within the community. Timely means a point within the 20-year timeframe when the city deems development appropriate for a given property based on factors including but not limited to the need for additional urban development within the urban growth boundary and the extent of undeveloped or undeveloped land between the existing development and the subject property.
Public services are available along the Airport Road and can support development of the subject property, both the current residential development and future proposed industrial development.
- Policy 31: The City of Hermiston will promote a balanced, well-integrated local transportation system which provides safe, convenient and energy-efficient access, and facilitates the movement of commodities.
The relocation of the Umatilla County fairgrounds with the development of the EOTEC has allowed for improvements of Airport Road and the local transportation network. As development continues in this area additional improvements may be needed which can be done by developers in cooperation with the City.
- Policy 32: The City of Hermiston will protect the operation of the Hermiston Airport from conflicting land uses and encourage expansion of air and rail transportation to facilitate economic development.
The proposed realignment of the current zoning will not change the types of uses that are allowed on the subject property. Current zoning should have been accomplished in such a way that would protect the airport. Future development requests on the subject property should be accomplished with an understanding that both the Hermiston Airport and the EOTEC are in the vicinity to the north and northeast.
- Policy 34: The City of Hermiston will comply with the requirements of the Transportation Planning Rule with the adoption of the Transportation System Plan and related amendments to implementing ordinances.
The City of Hermiston has an acknowledged Comprehensive Plan and Transportation System Plan that implements the Transportation Planning Rule. This realignment of zoning on the subject property does not impact the potential traffic impacts along Airport Road or to the intersection of

Airport Road with Highway 395. Specific traffic impacts based on development can and should be considered at the time of development proposal.

The request before the City of Hermiston is not to change the zoning of the subject property but to consider a reconfiguration of how the zoning is applied. Currently the zoning runs at a northwest to southeast angle across the two Tax Lots that are subject to this request. The applicant is asking for each Tax Lot under consideration to have discreet zoning applied as shown on the included map. This request can be found to be consistent with the Goals and Policies identified in the list above. Also reviewed are the 14 Statewide Land Use Planning Goals later in this narrative.

2. The showing of public need for the rezoning and whether that public need is best served by changing the zoning classification on that property under consideration;

Response: This request seeks to have both the Comprehensive Plan and Zoning designation applied discreetly to each of the subject Tax Lots to eliminate confusion about what types of activities can occur as the list of allowable uses is different when the Light Industrial use zone is compared to the Outlying Commercial use zone. The public need is met when that confusion is eliminated, and the public can observe consistent application of the City of Hermiston Zoning provisions to this and other properties in the vicinity.

3. The public need is best served by changing the classification of the subject site in question as compared with other available property.

Response: There are no other properties under consideration. This is not about adding new land to a zoning classification, but more about eliminating confusion on the subject property.

4. The potential impact upon the area resulting from the change has been considered.

Response: No impact upon the area has been identified as neither of the current zoning designations are being removed; they are being reconfigured to eliminate confusion related to the uses allowed on the subject property. The same list of potential commercial or light industrial uses can still occur on the subject properties.

(c) The courts will require a "graduated burden of proof" depending upon the more intensive land use that will occur as a result of the proposed rezoning.

Response: No change in intensity of land uses will occur. The result of this action will be to have clear requirements for the subject property as to whether Light Industrial or Outlying Commercial is applicable.

(d) Procedural process for a quasi-judicial hearing.

- 1. Parties at a public hearing must have an opportunity to be heard, to present and rebut evidence.**
- 2. There must be a record which will support the findings made by the City Council or Planning Commission.**

Response: This application narrative, along with the required application forms and maps, will provide the initial evidence for the Planning Commission and City Council to consider. The anticipated public hearings will provide additional opportunities for both the applicant and neighbors to provide evidence and testimony to the record.

Comprehensive Plan Map Amendment Application Questions:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

Response: See above response.

2. Describe the public need for the comprehensive plan amendment and whether that public need is best served by changing the zoning classification on the property under consideration.

Response: See above response.

3. Explain how the public need is best served by changing the classification of the site in question as compared with other available property.

Response: See above response.

4. Explain how the potential impact upon the area resulting from the change has been considered.

Response: See above response.

Application to Amend Zoning Ordinance (Text or Map) Application Questions:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

Response: See above response.

2. Describe the public need for the rezoning and whether that public need is best served by changing the zoning classification on the property under consideration.

Response: See above response.

3. Explain how the public need is best served by changing the classification of the site in question as compared with other available property.

Response: See above response.

4. Explain how the potential impact upon the area resulting from the change has been considered.

Response: See above response.

The 14 applicable Statewide Planning Goals are also considered.

Goal 1 Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Response: The City of Hermiston Comprehensive Plan and Zoning Ordinance outlines the City’s citizen involvement program that includes the activities of the Planning Commission and provides for the public hearing process with its required notice provisions. These notice provisions provide for adjoining and affected property owner notice; notice to interested local, state, and federal agencies; and allows for public comment to the process.

The applicant asserts that this application is consistent with Goal 1.

Goal 2 Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: Goal 2 establishes the underlining process that a county or a city needs to utilize when considering changes to their Comprehensive Plans and development codes. This requested change of Comprehensive Plan and Zoning designation is also guided by Goal 2 requirements. This application meets those requirements for this request.

The applicant asserts that this application is consistent with Goal 2.

Goal 3 Agricultural Lands: To preserve and maintain agricultural lands.

Response: The Goal 3 requires counties to preserve and maintain agricultural lands for farm uses. Counties must inventory agricultural lands and protect them by adopting exclusive farm use zones consistent with Oregon Revised Statute 215.203 et. seq. Goal 3 does not allow nonfarm uses like industrial development on lands zoned for exclusive farm use. This application is to consider modifications to the application of the Light Industrial and Outlying Commercial use zones within the city limits on lands that have already been identified for urban industrial and commercial uses.

Goal 3 would not apply to this action.

Goal 4 Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Response: There are no forest lands in the City of Hermiston.

Goal 4 would not apply to this action.

Goal 5 Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

Response: The subject property does not have any overlays or other known cultural or historical sites. There are no wetlands inventoried on the subject property.

The applicant would assert that this application is consistent with Goal 5.

Goal 6 Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

Response: Goal 6 addresses the quality of air, water, and land resources. In the context of comprehensive plan amendments, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards.

The proposed change in Comprehensive Plan and Zoning Map designation does not seek approval of a specific development but seeks to modify the application of the City of Hermiston's Light Industrial and Outlying Commercial zoning designation to allow for more clear application of those use zone requirements on the subject property. The list of allowable uses is not proposed to change, and therefore anticipated impacts are also not anticipated to change.

The applicant would assert that this application is consistent with Goal 6.

Goal 7 Areas Subject to Natural Hazards and Disasters: To protect people and property from natural hazards.

Response: Goal 7 works to address natural hazards and disasters and through a comprehensive plan amendment process would seek to determine if there are known natural hazards and seek to mitigate any concerns. There are no known natural hazards on the subject property, and it is located significantly above and outside the influence of the Umatilla River which has a history of flooding.

The applicant would assert that this application is consistent with Goal 7.

Goal 8 Recreation Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Response: No recreation components are included in this application. However as industrial or commercial activities are sited, an increase in tax base for the City of Hermiston would occur. That tax

base would provide additional revenue to the City of Hermiston leading to the opportunity for increased investment in parks and recreation opportunities for its citizens and visitors.

The applicant would assert that this application is consistent with Goal 8.

Goal 9 Economy: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon’s citizens.

Response: Goal 9 requires local governments to adopt comprehensive plans and policies that contribute to a stable and healthy economy. Hermiston has a Comprehensive Plan that has been acknowledged to comply with Goal 9.

The applicant would assert that this application is consistent with Goal 9.

Goal 10 Housing: To provide for the housing needs of citizens of the state.

Response: Housing is not specifically considered as part of this application. There are however homes on Tax Lot 900, the smaller Tax Lot in the southeast corner of the subject property. The Outlying Commercial that is being requested does allow the retention of homes, along with their replacement and enhancement, something the applicant wants to ensure.

The applicant would assert that this application is consistent with Goal 10.

Goal 11 Public Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Response: Goal 11 requires local governments to plan and develop a timely, orderly, and efficient arrangement of public facilities and services. The goal provides that urban and rural development be guided and supported by types and levels of services appropriate for, but limited to, the needs and requirements of the area to be served. This area of Hermiston has public services available and being delivered.

The applicant would assert that this application is consistent with Goal 11.

Goal 12 Transportation: To provide and encourage a safe, convenient and economic transportation system.

Response: Goal 12 requires local governments to provide and encourage a safe, convenient, and economic transportation system, implemented through the Transportation Planning Rule. Later in this narrative compliance with the Transportation Planning Rule is considered and evaluated.

The applicant would assert that this application is consistent with Goal 12.

Goal 13 Energy: To conserve energy.

Response: Goal 13 directs local jurisdictions to manage and control land and uses developed on the land to maximize the conservation of all forms of energy, based on sound economic principles. Access to Highway 395 to the west provides energy efficiency and convenient access. And any future development will need to occur in compliance with the acknowledge Zoning Ordinance.

The applicant would assert that this application is consistent with Goal 13.

Goal 14 Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Response: Goal 14 prohibits urban uses on rural lands. To locate urban uses on rural lands, local governments must either expand their urban growth boundaries to add property or take a Goal 14 exception setting forth reasons why urban development should be allowed on rural lands. This application is to change the Comprehensive Plan and Zoning Map designation on lands within the city limits allowing industrial and commercial uses on the subject property.

The applicant would assert that this application is consistent with Goal 14.

The applicant would find that this application is consistent with the Statewide Planning Goals 1 through 14. Statewide Planning Goals 15 through 19 are not applicable in eastern Oregon or Boardman.

Portions of Oregon Revised Statute 227.175 concerned with applications to local governments for a permit or zone change are applicable. Much of ORS 227.175 has already been incorporated into the City of Hermiston Zoning Ordinance and is implemented through a variety of measures including notice provisions and hearing procedures.

227.175 Application for permit or zone change; fees; consolidated procedure; hearing; approval criteria; decision without hearing.

(1) When required or authorized by a city, an owner of land may apply in writing to the hearings officer, or such other person as the city council designates, for a permit or zone change, upon such forms and in such a manner as the city council prescribes. The governing body shall establish fees charged for processing permits at an amount no more than the actual or average cost of providing that service.

Response: The applicant is submitting this application on the forms prescribed, paying the required fees, and providing this narrative addressing these and the other requirements in both Oregon law and the law of the City of Hermiston.

(2) The governing body of the city shall establish a consolidated procedure by which an applicant may apply at one time for all permits or zone changes needed for a development project. The consolidated procedure shall be subject to the time limitations set out in ORS 227.178. The consolidated procedure shall be available for use at the option of the applicant no later than the time of the first periodic review of the comprehensive plan and land use regulations.

Response: The applicant is not pursuing multiple applications but is focused on the change in Comprehensive Plan and Zoning Map designations.

(3) Except as provided in subsection (10) of this section, the hearings officer shall hold at least one public hearing on the application.

Response: The applicant understands that these actions will be heard by the Planning Commission and the City Council as they are legislative in nature.

(4)

(a) A city may not approve an application unless the proposed development of land would be in compliance with the comprehensive plan for the city and other applicable land use regulation or ordinance provisions. The approval may include such conditions as are authorized by ORS 227.215 or any city legislation.

(b)

(A) A city may not deny an application for a housing development located within the urban growth boundary if the development complies with clear and objective standards, including clear and objective design standards contained in the city comprehensive plan or land use regulations.

(B) This paragraph does not apply to:

(i) Applications or permits for residential development in areas described in ORS 197.307 (5); or

(ii) Applications or permits reviewed under an alternative approval process adopted under ORS 197.307 (6).

(c) A city may not condition an application for a housing development on a reduction in density if:

(A) The density applied for is at or below the authorized density level under the local land use regulations; and

(B) At least 75 percent of the floor area applied for is reserved for housing.

(d) A city may not condition an application for a housing development on a reduction in height if:

(A) The height applied for is at or below the authorized height level under the local land use regulations;

(B) At least 75 percent of the floor area applied for is reserved for housing; and

(C) Reducing the height has the effect of reducing the authorized density level under local land use regulations.

(e) Notwithstanding paragraphs (c) and (d) of this subsection, a city may condition an application for a housing development on a reduction in density or height only if the reduction is necessary to resolve a health, safety or habitability issue or to comply with a protective measure adopted pursuant to a statewide land use planning goal. Notwithstanding ORS 197.350, the city must adopt findings supported by substantial evidence demonstrating the necessity of the reduction.

(f) As used in this subsection:

(A) "Authorized density level" means the maximum number of lots or dwelling units or the maximum floor area ratio that is permitted under local land use regulations.

(B) "Authorized height level" means the maximum height of a structure that is permitted under local land use regulations.

(C) "Habitability" means being in compliance with the applicable provisions of the state building code under ORS chapter 455 and the rules adopted thereunder.

Response: The applicant has, primarily through this application narrative, provided evidence that the City of Hermiston Comprehensive Plan is considered and can be met when this request is approved. There are no housing developments requested as part of this application. Housing currently in place on a portion of the subject property will be retained and this application will clarify that it can be.

(5) Hearings under this section may be held only after notice to the applicant and other interested persons and shall otherwise be conducted in conformance with the provisions of ORS 197.763.

Response: The applicant supports compliance with required notice provisions and meeting the needs of Statewide Planning Goal 1 Citizen Involvement.

(6) Notice of a public hearing on a zone use application shall be provided to the owner of an airport, defined by the Oregon Department of Aviation as a "public use airport" if:

(a) The name and address of the airport owner has been provided by the Oregon Department of aviation to the city planning authority; and

(b) The property subject to the zone use hearing is:

(A) Within 5,000 feet of the side or end of a runway of an airport determined by the Oregon Department of Aviation to be a “visual airport”; or

(B) Within 10,000 feet of the side or end of the runway of an airport determined by the Oregon Department of Aviation to be an “instrument airport.”

Response: The Hermiston Airport is immediately to the north of the subject property. Notice to the airport authority is anticipated. The proposal would not have any effect on airport operations. Compliance with any overlay zones, if applicable, are already in force.

(7) Notwithstanding the provisions of subsection (6) of this section, notice of a zone use hearing need only be provided as set forth in subsection (6) of this section if the permit or zone change would only allow a structure less than 35 feet in height and the property is located outside of the runway “approach surface” as defined by the Oregon Department of Aviation.

Response: This action is not within the runway approach area based on available maps on the City of Hermiston website.

(8) If an application would change the zone of property that includes all or part of a mobile home or manufactured dwelling park as defined in ORS 446.003, the governing body shall give written notice by first class mail to each existing mailing address for tenants of the mobile home or manufactured dwelling park at least 20 days but not more than 40 days before the date of the first hearing on the application. The governing body may require an applicant for such a zone change to pay the costs of such notice.

Response: No manufactured dwelling park is located on the subject property.

(9) The failure of a tenant or an airport owner to receive a notice which was mailed shall not invalidate any zone change.

Response: There are tenants on the subject property which the landowner wants to preserve housing availability for. The Hermiston Airport is to the north of the subject property.

(10)

(a)

(A) The hearings officer or such other person as the governing body designates may approve or deny an application for a permit without a hearing if the hearings officer or other designated person gives notice of the decision and provides an opportunity for any person who is adversely affected or aggrieved, or who is entitled to notice under paragraph (c) of this subsection, to file an appeal.

(B) Written notice of the decision shall be mailed to those persons described in paragraph (c) of this subsection.

(C) Notice under this subsection shall comply with ORS 197.763 (3)(a), (c), (g) and (h) and shall describe the nature of the decision. In addition, the notice shall state that any person who is adversely affected or aggrieved or who is entitled to written notice under paragraph (c) of this subsection may appeal the decision by filing a written appeal in the manner and within the time period provided in the city’s land use regulations. A city may not establish an appeal period that is less than 12 days from the date the written notice of decision required by this subsection was mailed. The notice shall state that the decision will not become final until the period for filing a local appeal has expired. The notice also shall state that a person who is mailed

written notice of the decision cannot appeal the decision directly to the Land Use Board of Appeals under ORS 197.830.

(D) An appeal from a hearings officer's decision made without hearing under this subsection shall be to the planning commission or governing body of the city. An appeal from such other person as the governing body designates shall be to a hearings officer, the planning commission or the governing body. In either case, the appeal shall be to a de novo hearing.

(E) The de novo hearing required by subparagraph (D) of this paragraph shall be the initial evidentiary hearing required under ORS 197.763 as the basis for an appeal to the Land Use Board of Appeals. At the de novo hearing:

- (i) The applicant and other parties shall have the same opportunity to present testimony, arguments and evidence as they would have had in a hearing under subsection (3) of this section before the decision;
- (ii) The presentation of testimony, arguments and evidence shall not be limited to issues raised in a notice of appeal; and
- (iii) The decision maker shall consider all relevant testimony, arguments and evidence that are accepted at the hearing.

(b) If a local government provides only a notice of the opportunity to request a hearing, the local government may charge a fee for the initial hearing. The maximum fee for an initial hearing shall be the cost to the local government of preparing for and conducting the appeal, or \$250, whichever is less. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded. The fee allowed in this paragraph shall not apply to appeals made by neighborhood or community organizations recognized by the governing body and whose boundaries include the site.

(c)

(A) Notice of a decision under paragraph (a) of this subsection shall be provided to the applicant and to the owners of record of property on the most recent property tax assessment roll where such property is located:

- (i) Within 100 feet of the property that is the subject of the notice when the subject property is wholly or in part within an urban growth boundary;
- (ii) Within 250 feet of the property that is the subject of the notice when the subject property is outside an urban growth boundary and not within a farm or forest zone; or
- (iii) Within 750 feet of the property that is the subject of the notice when the subject property is within a farm or forest zone.

(B) Notice shall also be provided to any neighborhood or community organization recognized by the governing body and whose boundaries include the site.

(C) At the discretion of the applicant, the local government also shall provide notice to the Department of Land Conservation and Development.

Response: The applicant is anticipating that the City of Hermiston will hold a public hearing to consider this application. These provisions or their intent are contained within the City's Zoning Ordinance.

(11) A decision described in ORS 227.160 (2)(b) shall:

(a) Be entered in a registry available to the public setting forth:

- (A) The street address or other easily understood geographic reference to the subject property;
- (B) The date of the decision; and
- (C) A description of the decision made.

(b) Be subject to the jurisdiction of the Land Use Board of Appeals in the same manner as a limited land use decision.

(c) Be subject to the appeal period described in ORS 197.830 (5)(b).

Response: The applicant is aware of these requirements and supports city staff providing such notice as required by Oregon law and provisions of the City of Hermiston Zoning Ordinance. Any decision prescribed by the City Council is appealable to the Land Use Board of Appeals based on Oregon law.

(12) At the option of the applicant, the local government shall provide notice of the decision described in ORS 227.160 (2)(b) in the manner required by ORS 197.763 (2), in which case an appeal to the board shall be filed within 21 days of the decision. The notice shall include an explanation of appeal rights.

Response: The applicant is aware of these requirements.

(13) Notwithstanding other requirements of this section, limited land use decisions shall be subject to the requirements set forth in ORS 197.195 and 197.828.

Response: The applicant would provide that this is a legislative decision, subject to those requirements in both Oregon law and the City of Hermiston Zoning Ordinance.

Conclusion: The applicant encourages the Planning Commission and City Council to approve this request for a change in Comprehensive Plan and Zoning Map designation to reconfigure the application of the Light Industrial and Outlying Commercial on the subject property. This narrative provides evidence that the proposal complies with the Statewide Planning Goals and with the City of Hermiston Comprehensive Plan. No change to traffic impacts based on this application is anticipated with actual traffic impacts analyzed at the time of development. In addition to the City's Development Code Oregon Revised Statute 227.175 is analyzed; the applicant asserts that they have shown compliance.

Attachments:

- Assessor's Map 4N 28 13C
- Current Comprehensive Plan and Zoning Map
- Proposed Comprehensive Plan and Zoning Map
- Comprehensive Plan Map Amendment Application
- Zoning Map Application
- Statutory Warranty Deed
- Partition Plat 2021-11

This map was prepared for Assessment purposes only.



S1/2 SW1/4 SEC 13 T4N R28E WM UMATILLA COUNTY, OR

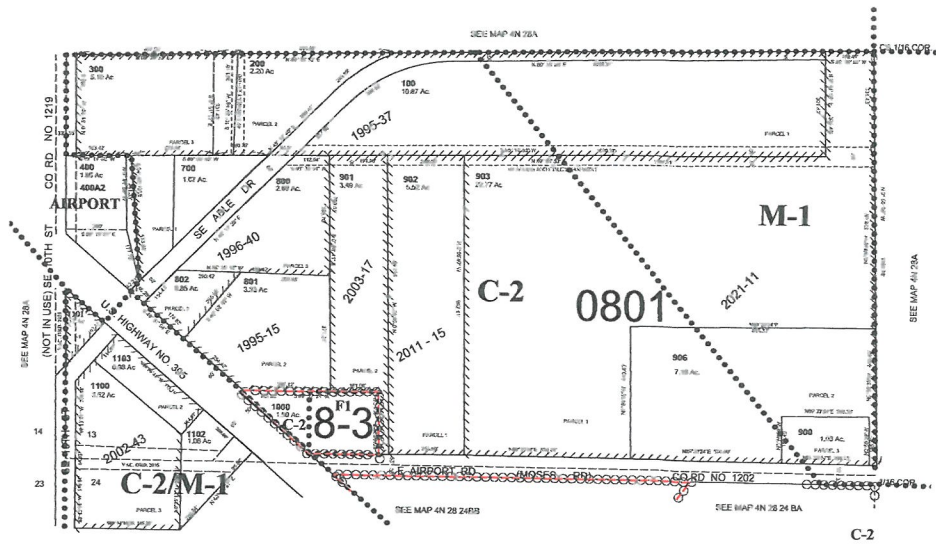
SCALE: 1" = 200'

4N28

Section 8, Item A.

HERMISTON CITY &

ALL IN STAGE GULCH CGWATER AREA
ALL IN AH-H HORIZONTAL SURFACE



4N2813C

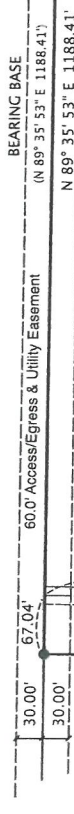


2021 PARTITION PLAT No. 2020-11

Umatilla County, Oregon
 A Replat of Parcel 2 of Partition Plat 2011-15 in
 Township 4 North, Range 28 East, W.M.,
 Southwest 1/4 of Section 13
 for:

Simon & Simon Land, LLC
 P.O. Box 921
 Hermiston, Oregon 97838

PROPERTY DESCRIPTION:
 The legal description of this property being partitioned is as found in Deed 2013-6120618 of the Umatilla County
 Records of Deeds, Instrument No. 2013-6120618, recorded as Document 2013-6120618, and is more particularly described as:
 Parcel 2 of Partition Plat 2011-15, recorded as Document 2011-5790048, on 06-20-2011, Umatilla County
 Plat Records, All being East of the Willamette Meridian, Umatilla County, Oregon.



OWNER'S DECLARATION:

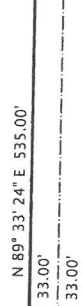
We, the undersigned owners of the lands as shown on this plat, do hereby acknowledge that we have caused this plat to be created, we authorized that this Plat be prepared in accordance with the provisions of ORS Chapter 92, and we recognize this Plat as the Official Plat and Map of the Partition as filed in the County of Umatilla, State of Oregon.

By OWNERS: for Simon & Simon Land, LLC
 Michael S. Simon, Member
 Deanne L. Simon, Member

On this 2nd day of December, 2020, the above individuals appeared personally before me and are known to me to be the local individuals who executed the plat declaration and acknowledged that they did so freely and voluntarily.
 Before me: Sherry Lea Blanton
 My Printed Name is Sherry Lea Blanton
 My Commission No. is 958058
 My Commission Expires January 19, 2021

I do hereby certify that this is a true and exact copy of the Official Partition Plat as filed for Simon & Simon Land, LLC in Umatilla County.
 Ronald V. McKinnis

SURVEY RECORDS:
 Edwards for Brown Trust, Partition Plat 2011-15



SURVEYORS CERTIFICATE & NARRATIVE:
 I, Ronald V. McKinnis, being a Registered Professional Surveyor of the State of Oregon, certify that I have correctly surveyed and Monumented the lands depicted on this Plat, and more particularly the parcels in the Legal Description hereon. I also certify that this Plat meets all the requirements as established by Chapter 92, Oregon Revised Statutes.

This survey is based on the Partition survey by Edwards for Brown in 2011-15. I found and held all of the monuments set by Edwards in the bearing base was the North Line of Parcel 2 as established by Edwards in that Plat. The purpose of the survey was to divide the parent parcel into the parcels as depicted on the face of this plat. The initial Point of this survey monument set 33 feet North of the Brass Cap 1/4 in the center of Airport Road. This survey was completed with a Trimble GPS RTK Total Station.

RECEIVED BY
 Umatilla County Surveyor
 Date: 4/22/21
 Recd By: LT
 No.: 21-046-A

Parcel 1
 22.77 Acres

REGISTERED PROFESSIONAL SURVEYOR
 OREGON
 RONALD V. MCKINNIS
 JAN 1980
 2431
 Expires 12-31-20

Parcel 2
 7.19 Acres

Parcel 3
 1.03 Acres

Find Base Cap
 LS 951, In Mon. Box 24

APPROVALS:
 I certify that I have examined and approved this Replat on this 1st day of Dec, 2020
 Umatilla County Surveyor
 I certify that I have examined and approved this Replat on this 7th day of November, 2020
 City of Hermiston Planning Commission

I certify that I have examined and approved this Replat on this 20th day of April, 2021
 Umatilla County Tax Collector
 Office of County Records
 Recording Information
 Seal

STATE OF OREGON,
 COUNTY OF UMATILLA }
 I certify that this instrument was received and recorded on 4-20-2021
 at 9:17 o'clock a m. in the record of PLATS of said County.
 YEAR 2021 NUMBER 11
OFFICE OF COUNTY RECORDS
 By: David A. Shaw Recorder/Officer
 Fee \$ 120 No. 2021-750002

LEGEND

- SET MONUMENTS - 5/8" x 30" Iron Rebar W/ Plastic Caps Stamped - L.S. # 2431
 - FOUND SECTION MONUMENTS - as Noted
 - FOUND MONUMENTS - 5/8" Rebar W/ Plastic Cap, LS 951, Or As Noted
 - ∅ CALCULATED CORNER (Not Set)
 - SECTION LINES
 - STREET/ROAD CENTER LINES
 - PARTITION BOUNDARY
 - (000) RECORD or DEED DISTANCE
- SCALE 1" = 100 Ft.
 May, 2020

R. V. MCKINNIS ENGINEERING
 ENGINEERING - LAND SURVEYING - WATER RIGHTS
 79980 Prindle Loop Road
 Hermiston, Oregon 97838
 (541) 567-2017

Heather LaBeau

From: BOYD David <David.BOYD@odot.oregon.gov>
Sent: Wednesday, December 21, 2022 11:21 AM
To: LAPP Thomas; Heather LaBeau; LANI Richard; Kristen Tiede
Cc: PENNINGER Teresa B; JARVIS-SMITH Cheryl
Subject: RE: Property Owner Notice Comprehensive Plan Amendment

STOP and VERIFY This message came from outside of the City of Hermiston

I am not seeing that this will generate an increase in traffic above the existing Zoning. So no TPR issues that I see.

TSP calls for a signal at US395/Airport Road when warranted.

David W. Boyd, P.E.

Interim Region 5 Access Management Engineer
3012 Island Ave. La Grande OR 97850
(541) 419-5977
David.Boyd@odot.oregon.gov

From: LAPP Thomas <Thomas.Lapp@odot.oregon.gov>
Sent: Wednesday, December 21, 2022 10:14 AM
To: Heather LaBeau <hlabeau@hermiston.or.us>; LANI Richard <Richard.LANI@odot.oregon.gov>; Kristen Tiede <KristenTiede@ctuir.org>
Cc: PENNINGER Teresa B <Teresa.B.PENNINGER@odot.oregon.gov>; JARVIS-SMITH Cheryl <Cheryl.JARVIS-SMITH@odot.oregon.gov>; BOYD David <David.BOYD@odot.oregon.gov>
Subject: RE: Property Owner Notice Comprehensive Plan Amendment

Thanks Heather.

This will go out to our Region Planners for review.

Thomas Lapp
District 12 Permit Specialist
1327 SE 3rd Street
Pendleton, OR 97801
Ph (541)278-3450
Fax (541)276-5767

From: Heather LaBeau <hlabeau@hermiston.or.us>
Sent: Wednesday, December 21, 2022 9:51 AM
To: LAPP Thomas <Thomas.Lapp@odot.oregon.gov>; LANI Richard <Richard.LANI@odot.oregon.gov>; Kristen Tiede <KristenTiede@ctuir.org>
Subject: Property Owner Notice Comprehensive Plan Amendment

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Good Morning,
Attached is a notice being mailed today.
Thanks,

Heather La Beau
(541) 567-5521 xt 5010
City of Hermiston
hlabeau@hermiston.or.us
Where Life is Sweet



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of January 23, 2023

Title/Subject

Ordinance 2344 Amending Driveway Width Standards to Match Public Works Standards

Summary and Background

As part of the annual update to the public works standards, an ordinance amendment is proposed to match the city code with the public works standards. In 2018 the city council passed Ordinance No. 2320 setting a uniform driveway width of 36 feet to accommodate larger driveway demand in single-family neighborhoods. The proliferation of three car garages and RV pads in single-family neighborhoods has revealed that the 36-foot maximum is still too small to accommodate many resident needs. As a result, the city has granted numerous driveway variances over the five-year period, especially in subdivisions such as the Desert Sky neighborhood which have wide lots and large homesites.

Each driveway variance must be reviewed by the street superintendent and city engineer and requires significant staff resources. The additional time and frustration created for residents also creates a bottleneck in closing on new construction. Thus, staff has reviewed the existing standard and determined that there is not a compelling public interest in setting a driveway width at 36 feet, especially when a lot may be as wide as 100 or 120 feet in some cases.

Therefore, staff is recommending that the council adopt Ordinance No. 2344 which eliminates the width standard from the city code entirely. Instead, the width standard in the code will be a reference to the driveway standard in the public works standard plans. The standard itself is subject to annual review by the city council, city staff, and the city engineer. The council adopts future revisions to the standard plans but using this format an ordinance amendment is not required each time a revision is proposed.

The driveway standard is contained in standard drawing ST05 "Driveway and Alley Ramp Details" in the standard plans. The 2023 standard establishes the driveway width as 50 feet or 50% of lot width, whichever is smaller. This standard allows exceptionally wide, large lots to accommodate larger driveways for wider three or four car garages while simultaneously limiting driveway width on narrower lots to preserve on-street parking. In the event a special circumstance arises which may require an exceptionally wide driveway, there is a variance process established in §94.73 which allows the city engineer to review driveways on a case-by-case basis.

Tie-In to Council Goals

The council reviews and maintains the public works standards as a matter of policy.

Fiscal Information

There is no fiscal impact to the city from this decision.

Alternatives and Recommendation

Alternatives

The city council may choose to:

- Adopt Ordinance 2344 and set the maximum driveway width to correspond with ST-05 in Hermiston Design Standards, Specifications, and Plans
- Reject Ordinance 2344 and maintain the 36-foot maximum driveway width

Recommended Action/Motion

Staff recommends that the council adopt Ordinance 2344

Submitted By:

Clinton Spencer, Planning Director

ORDINANCE NO. 2344

AN ORDINANCE AMENDING THE DRIVEWAY WIDTH STANDARDS IN SECTION 94.70, TITLE IX OF THE HERMISTON CODE OF ORDINANCES

THE CITY OF HERMISTON ORDAINS AS FOLLOWS:

(New language is in **bold** and language to be deleted in [*brackets and italics.*])

SECTION 1. Section 94.70 of Chapter 94 of the Hermiston Code of Ordinances is amended to read:

94.70 WIDTH AND LOCATION.

(A) Driveway approaches [*, regardless of zoning, shall be a maximum of 36 feet plus a transition of at least five feet on each side of the driveway cut from the edge of the curb cut to the top of the curb.*] **shall be constructed in accordance with the City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings. Width and location requirements are specified in the standard drawing “Driveway and Alley Ramps.”**

(B) Where the frontage of the parcel of land does not exceed 60 feet in width, there may be constructed only one driveway approach.

(C) Where the frontage of the parcel of land exceeds 60 feet in width, the cumulative total of all curb cuts for driveway approaches shall not exceed 60% of the frontage of the parcel of land unless a different percentage is required by the City Engineer or designee based upon site-specific conditions relating to drainage, access spacing, or other criteria deemed relevant by the city. Wherever more than one driveway is proposed for a parcel, at least 25 feet shall separate each driveway approach.

(D) Driveway standards for all driveways [*constructed after the effective date of Ordinance 2268 (2018)*] shall conform to the requirements of § 157.150, the City of Hermiston Standard Plans and Specifications, and the spacing standards in the Hermiston Transportation System Plan.

SECTION 2. The effective date of this ordinance shall be thirty days after enactment.

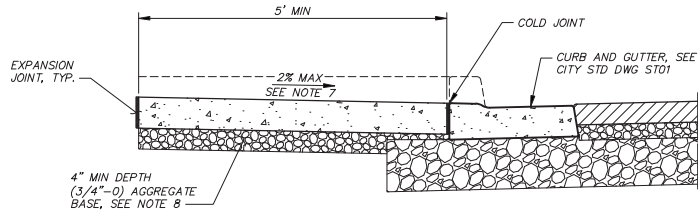
PASSED by the Common Council this 23rd day of January, 2023.

SIGNED by the Mayor this 23rd day of January, 2023.

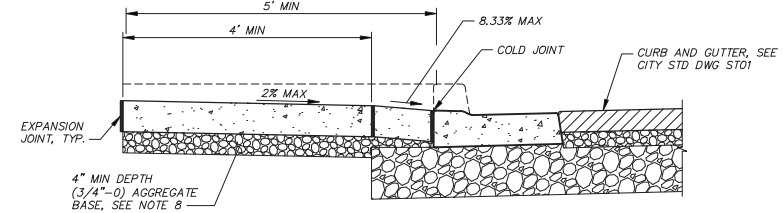
Dr. David Drotzmann, MAYOR

ATTEST:

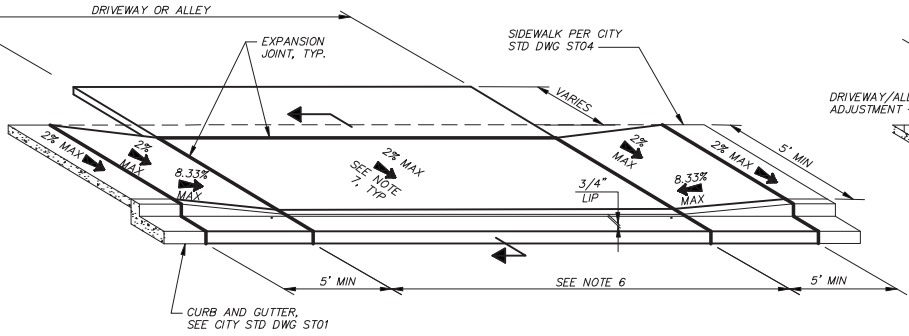
Lilly Alarcon-Strong, CMC, CITY RECORDER



SECTION VIEW

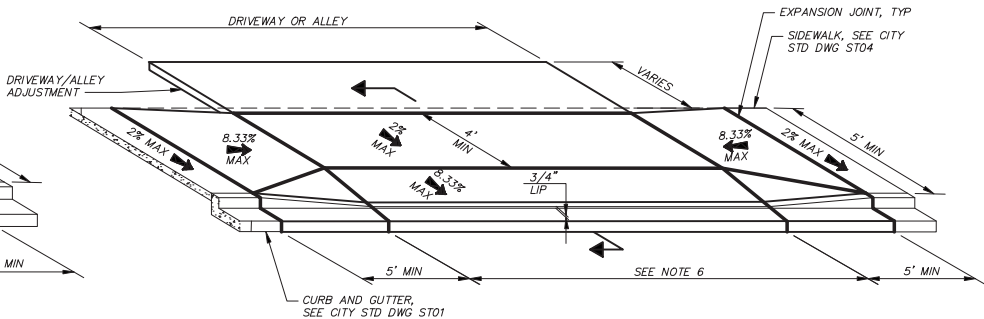


SECTION VIEW



ISOMETRIC VIEW

DRIVEWAY/ALLEY RAMP (OPTION 1)
NTS



ISOMETRIC VIEW

DRIVEWAY/ALLEY RAMP (OPTION 2)
NTS

NOTES

1. RESIDENTIAL DRIVEWAYS AND SIDEWALK SECTIONS THROUGH DRIVEWAYS SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 6".
2. CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 8". ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. THE 2% CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY/ALLEY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APRON IS MEASURED RELATIVE TO HORIZONTAL. SEE NOTE 7.
4. THE DRIVEWAY SHALL NOT BE PLACED INTEGRAL WITH THE SIDEWALK, CURB, OR ANY DRIVEWAY TRANSITION SLAB AND SHALL BE ISOLATED WITH FULL DEPTH EXPANSION JOINTS.
5. DRIVEWAY CONTROL JOINTS (NOT SHOWN) SHALL BE SPACED AT A MAXIMUM ON CENTER SPACING EQUAL TO THE SIDEWALK WIDTH OR TO MATCH EXISTING SIDEWALK CONTROL JOINT SPACING, WHICHEVER IS LESS.
6. DRIVEWAY WIDTH SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
 - 6.1. DRIVEWAYS SHALL NOT BE LOCATED CLOSER THAN 5 FEET TO SIDE PROPERTY LINES.
 - 6.2. DRIVEWAYS SHALL BE LOCATED A MINIMUM DISTANCE FROM CURB RETURNS AS REQUIRED BY TECHNICAL SPECIFICATIONS SECTION 5 STREETS SECTION 1.1.0.5.
 - 6.3. MAXIMUM DRIVEWAY WIDTH SHALL BE 50% OF THE PROPERTY FRONTAGE OR 50 FEET WHICHEVER IS LESS.
7. TO ENSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
 - FOR 2% MAX, SET SLOPE AT 1.5%
 - FOR 8.33% MAX, SET SLOPE AT 7.5%
 DRIVEWAYS WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.
8. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
9. DETECTABLE WARNING SURFACE ARE REQUIRED ON DRIVEWAYS THAT SERVE AS ENTRANCES TO PRIVATE STREETS. DETECTABLE WARNING SURFACES SHALL MEET THE REQUIREMENTS OF CITY STANDARD DRAWING ST06.

REVISION	DATE



CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

DRIVEWAY AND ALLEY RAMPS

FIGURE
ST05

x:\Client\hermiston\01_cip\standards\drawing\hermstd\dwg ST05_Driveway Ramp.dwg, ST05_11/16/2023 5:01 PM, gsaarldr



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of January 23, 2023

Title/Subject

Resolution 2253- Employee Handbook Adoption

Summary and Background

Regularly, City staff reviews the Employee Handbook to update any language that may have been affected by court cases or other legal actions. We also consult our insurance company City/County Insurance Services (CIS) for any changes they might recommend. We also sit down with a committee of staff to see what changes they feel might make the City an employer of choice.

Following is a summary of the recommended changes:

- Updated City Vision and Values statements
- Updated Non-Discrimination, No-Retaliation Policy to reflect HB 2935 that prohibits discrimination based on hairstyles associated with race
- Updated language related to the Employee Assistance Program (EAP)
- **Adjusted Residency language to match the language in the Police Collective Bargaining Agreement, which is a \$500 annual incentive to employees living within the city limits.**
- Clarified language in the definition of Part-time (less than 30 hours per week)
- Placed policy on call-backs or on-call work for water/sewer/streets/IT in employee handbook
- Clarified a level of proficiency for bilingual pay and allowed for different but equivalent proficiency exams to be used for employees that were hired with a certification from another agency.
- **Added education and premium pay along with increases in the certification pay for non-union members of the police department**
- Moved non-union members of the police department to a Paid Time Off system instead of vacation/holiday/e-day. This system matches what has been agreed on with the police union.
- Added a limited number of paid bereavement days (3) for part-time employees
- Added Juneteenth as an official city holiday
- Added the ability of part-time staff to get holiday pay for holidays they are scheduled to work

- Allow part-time employees to participate in leave donation program (300 vs. 600 hours)
- Added public health emergency
- Added Peace Officers Research Association of California (PORAC) Legal Defense Fund Coverage for non-bargaining certified law enforcement officers
- Added requirement to be at least 18 years old to drive for city business (21 years old for CDL)
- Added minimum insurance requirements for those driving private vehicles for city business

Tie-In to Council Goals

Fiscal Prudence

Fiscal Information

The proposed changes with a direct financial impact are marked in red above and have the following financial impacts:

- Residency - \$19,500 additional
- Police Department Incentive Pay - \$36,000
- PORAC Legal Defense Fund - \$1,500

Alternatives and Recommendation

Alternatives

1. Approve Resolution 2253 as recommended.
2. Modify Resolution 2253.
3. Reject Resolution 2253.

Recommended Action/Motion

Approve the new employee handbook with proposed changes as recommended and adopt Resolution 2253.

Submitted By:

Byron D. Smith

RESOLUTION NO. 2253

A RESOLUTION TO ADOPT EMPLOYEE HANDBOOK DATED FEBRUARY 1, 2023 AS EMPLOYEE POLICIES OF THE CITY OF HERMISTON

WHEREAS, the common council of the City of Hermiston is the policy making board for the City of Hermiston and establishes the policy parameters for employment, and

WHEREAS, the policies of the City of Hermiston have been prepared and consolidated in a document known as the "Employee Handbook", and

WHEREAS, it will be necessary for these policies to change periodically to meet changing conditions in the community, the state, and the nation.

NOW, THEREFORE BE IT RESOLVED by the common council of the City of Hermiston, Umatilla County, Oregon, that Resolution No. 2160 is hereby rescinded and that the document known as the "Employee Handbook" dated February 1, 2023, be adopted as the employee policies of the City of Hermiston, and

BE IT FURTHER RESOLVED that the City Manager may promulgate temporary employee rules, and that the common council may from time to time, alter or include employee policies by approved motion of the common council.

This resolution shall become effective immediately upon its passage as of the date and year set out below:

PASSED by the Common Council this 23rd day of January 2023.

SIGNED by the Mayor this 23rd day of January 2023.

Dr. David Drotzmann, MAYOR

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER

City of Hermiston Employee Handbook



Where Life is Sweet

Adopted November 2015

Revised March 1, 2017
Revised July 1, 2018
Revised July 8, 2019
Revised July 1, 2020
January 23, 2023

Welcome!

Welcome to City of Hermiston – we’re glad to have you on our team. At the City, we believe that our employees are our most valuable asset. In fact, we attribute our success as a city in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City you will be a productive and successful member of our team.

Using This Handbook

This employee handbook describes, in summary form, the City’s current personnel policies and procedures and becomes effective November 24, 2015. This handbook covers all employees of the City of Hermiston and supersedes any prior handbooks or written policies of the City. It does not, however, substitute for collective bargaining agreement (CBA) provisions. In the event anything in this handbook conflicts with an applicable CBA, the CBA will be the controlling document and the provisions of this handbook will not apply on that issue.

Also, while it is the City’s hope that every employee’s association with it is successful and rewarding, this handbook is not a guarantee of or contract for continued employment or benefits at any level. Rather, all employment at the City is “at will.” That means that, except as provided by the terms of an applicable CBA or required by applicable law, either you or the City may terminate this relationship at any time, for any reason, with or without cause or notice, and without appeal rights or due process procedures.

The City reserves the right to change or discontinue any policy, procedure, practice or benefit plan, at any time as it determines appropriate for efficient operations and City management. However, in order to avoid misunderstandings, you should recognize that no supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Manager (or the City Council if applicable to the City Manager).

If you have any questions about any of the provisions in the handbook or City policies, please ask your immediate supervisor.

Sincerely,



Byron D. Smith
City Manager

Our Vision
A COMMUNITY WHERE FRIENDLINESS AND OPPORTUNITY ABOUND.

Welcome to Hermiston. Where life is sweet and our future is sweeter. In 2040, Hermiston is a community where everyone is welcome – whether you’re visiting or looking for a place to call home, we provide a safe, beautiful, and close-knit community where neighbors help one another, and friendliness and opportunity abound. From a booming economy to recreational amenities, we have big city services rooted in small-town values.

Hermiston Values

Fiscal Prudence

We are responsible stewards of the City’s financial resources and exercise discretion in decision-making.

Partnerships

We collaborate with community organizations to leverage expertise and resources to best serve the public

Engagement

We facilitate constructive relationships between the City and constituents to build trust and support equitable and sustainable decision-making.

Livability

We promote diverse housing options, convenient and accessible community assets, a healthy environment, and high-quality education.

Inclusive

We are committed to building an inclusive environment that values and respects the contributions of all people.

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Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with the Human Resources Department at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

Non-Discrimination, No Retaliation Policy

The City of Hermiston provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Hermiston also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City of Hermiston policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles), Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)".

The City of Hermiston's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

Pay Equity

City of Hermiston supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Hermiston pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Manager.

No-Harassment Policy

The City of Hermiston prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City of Hermiston prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the

circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, human resources or with the city manager at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Hermiston–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Hermiston’s employees. **Such harassment is prohibited whether committed by City of Hermiston employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).**

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual’s body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Hermiston policy also prohibits harassment against an individual based on the individual’s race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual’s protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Hermiston property;
- “Teasing” or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person’s religious beliefs, or “pushing” your religious beliefs on someone who doesn’t have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources or the City Manager or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Hermiston's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Hermiston will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Hermiston's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Hermiston cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Hermiston, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

City of Hermiston prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or the City Manager, any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See *also* the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Hermiston provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in City of Hermiston's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to

canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Hermiston cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City of Hermiston is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Hermiston to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Hermiston regarding his/her experience and/or employment status, the employee should contact [the City Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Hermiston and employee do reach an agreement, the City of Hermiston will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Hermiston or making comments that would lower the City of Hermiston in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Hermiston and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

No-Bullying Policy

City of Hermiston strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City of Hermiston, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.

4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

Employees who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred City of Hermiston will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Disability Accommodation Policy

City of Hermiston is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

City of Hermiston will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operations of City of Hermiston.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, City of Hermiston) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Hermiston, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Human Resources Department and should specify which essential functions of the employee’s job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his/her need for a reasonable accommodation. Both the City of Hermiston and employee must monitor the employee’s accommodation situation and make adjustments as needed.

Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the Human Resource Department

to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Hermiston will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Hermiston's operations.

Although this policy refers to "employees," the City of Hermiston will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the Human Resource Department and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Hermiston and the employee to find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Hermiston and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Hermiston prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Hermiston; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick, OFLA or FMLA leave if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Hermiston. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Hermiston to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law, the Oregon Family Leave Act and the Family Medical Leave Act. See policies on page 32, or speak with Human Resources.

Complaint Alleged Discrimination Procedure

You should promptly submit your complaint/alleged discrimination in writing to your department head or another member of the Management Team. All complaints will be investigated by members of the Management Team or a person designated by the City Manager. The investigation and decision will be made within 15 working days. If the complaint cannot be resolved, it will be forwarded to the City Manager. The complaint will be heard in an objective manner and a written final decision will be made within 30 working days. Records of complaints and decisions will be kept on file and may be made public depending on the nature of the complaint.

Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City of Hermiston’s compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Hermiston will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Hermiston;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City of Hermiston;
- A substantial and specific danger to public health and safety resulting from actions of the City of Hermiston; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Hermiston will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the City of Hermiston’s Open-Door Policy, employees who wish to report potential improper or unlawful conduct should first talk to his or her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor’s response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Hermiston were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Hermiston’s violation of law will have an “affirmative defense” to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Hermiston]; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Hermiston will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in the Oregon law or by City of Hermiston policy).

In addition, the City of Hermiston prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Hermiston employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Hermiston may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Hermiston determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

Open-Door Policy

City of Hermiston's Open-Door Policy is based on our belief that employee suggestions for improving the City of Hermiston are welcome at any time. If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City of Hermiston, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

Please note, however, that employees who have concerns regarding discrimination, harassment or retaliation, etc. should use the reporting procedures found on page 10 of this Handbook and not this Open-Door policy.

Employment and Promotional Opportunities

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. External recruiting may be initiated concurrently with the internal posting process, but generally, no hiring commitment or decision is made until the position has been posted internally for a minimum of five working days. Employees currently working for the City who wish to apply for the position may submit a request for consideration by filling out an employment application.

Former employees, relatives or partners of current employees are considered for employment in the same manner as other applicants. Employment of a spouse, partner or immediate family member under the direct supervision, or grievance adjustment authority, of his/her spouse, partner or family member is prohibited. Such employment is also prohibited if the employment would cause the City to violate public employee ethics rules or any other applicable law, including violating public funding rules, etc. For the purposes of this policy, immediate family members including the employee's spouse, registered domestic partners, children, children-in-law, siblings, siblings-in-law, parents, parents-in-law, niece/nephew, aunt/uncle, step parents/children and grandparent/grandchildren.

If two employees marry or become related in positions contrary to this policy, one or both of the employees may be transferred, reassigned, or terminated. The two employees' input is considered in making this decision. However, the City will make the final decision based on its operational and performance needs. With regard to other relatives or any other similar situation that the City determines to be damaging to morale or operations, the City retains discretion in placement of those individuals consistent with applicable law.

In addition to posting and filling job opening competitively, you may from time to time be temporarily or permanently transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department as the City determines appropriate to our operations. Depending upon the circumstances, when transferred you may be subject to a wage adjustment. Except for transfers that are temporary or of an urgent or emergency nature, the employee is generally be notified of a transfer in advance.

Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Hermiston, are hired into an introductory training period, which generally lasts no less than six months. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under additional observation and evaluation by your manager. In addition to overall performance and conduct, evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Hermiston meets your expectations as an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The City of Hermiston will decide whether to: (1) Extend your introductory period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment. Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and City of Hermiston may terminate the employment relationship during the introductory period for any or no reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by City of Hermiston for any definite period of time. Both you and City of Hermiston are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

Residency

In an effort to encourage employees to live within the City limits, each July, full-time employees who maintain a personal residence within the Hermiston City Limits for the prior twelve months will receive a payment of five hundred dollars.

Employee Classification

Upon successful completion of the introductory period, the City of Hermiston classifies employees as follows:

1. Regular Full-time: Employment in an established, on-going position, which regularly and consistently requires 40 hours or more of work per week. Generally, full-time employees are eligible to participate in City of Hermiston's benefit programs provided they meet all applicable eligibility requirements of the particular benefit plan as outlined in official plan documents (which are controlling).
2. Regular Part-time: Employment in an established, on-going position, which regularly and consistently requires less than 30 hours per week (but is regularly scheduled to work at least 20 hours per week). Regular, part-time employees are not eligible for employment benefits except as specifically outlined in this handbook, required by the provisions of applicable formal plan documents for a particular benefit (which are controlling), or mandated by applicable law.

3. **Temporary/Seasonal:** Temporary/seasonal employees are those who have been hired directly by the City or through a temporary employment agency for employment in a job established for a specific temporary purpose, for a specific period of time, or for the duration of a specific project or group of assignments, generally not to exceed six months. Temporary/seasonal employment can either be full-time or part-time or have variable hours. However, the duration of employment generally is not permitted to exceed six calendar months and hours worked are generally not permitted to exceed 1508 hours. Temporary/seasonal employees hired directly by the City are not eligible for any City employment benefits except as specifically outlined in this handbook (provided eligibility is consistent with the terms of any formal benefit plan documents) and as required by applicable law. Temporary employees hired through a temporary employment agency are subject to the City's performance expectations for the services they perform as well as the City's conduct policies in our workplace. Temporary employment agency employees are not, however, eligible for City wage rates/incentives or any other employment benefits through the City. Rather, the City reports your hours of service and other information to your employing agency, which controls your pay and benefits. As a result, all questions regarding your pay and benefits should be directed to the employment agency.

4. **Limited Duration:** Limited duration employees are those who have been hired directly by the City, for a specific period of time, or for the duration of a specific project or group of assignments. Scheduled hours can either be full-time or part-time but no less than 30 hours per week. **However, the duration of employment is not permitted to exceed nine calendar months.** Employees in this class are eligible for Employee Only benefits. Sick Leave accrual at 75% of the regular full-time accrual rate (not to exceed 7.5 hours/calendar month). No other employment benefits or leave time are available.

Exempt/Non-Exempt Classification

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime and other employment conditions. Non-exempt employees, including but not limited to all hourly employees, are eligible to earn overtime pay or compensatory time off as outlined in the City's Compensation policies, and when otherwise required by applicable law.

Employees who hold supervisory/managerial, professional and certain high level administrative positions may be classified as exempt based upon their job duties and level of responsibility. Employees who the City has classified as exempt are paid a salary that covers all of their hours worked (regardless of how many), and are not legally entitled to additional pay or benefits for overtime.

Volunteers

As a public entity, the City may use the service of volunteers. Volunteers are individuals who donate their services to the City for civic or humanitarian reasons without contemplation or expectation of compensation in accordance with applicable law. Individuals who have been hired into paid employment positions with the City (employees) are strictly prohibited from volunteering to perform the same or similar work to the work they perform in their paid positions and from performing any volunteer work during their normal working hours. In order to avoid misunderstandings, City employees must obtain approval in writing from the City Manager before performing any volunteer services for the City. If you are a City employee and also want to volunteer with the City, please contact the City Manager.

Although the City expects volunteers to meet our conduct and behavior standards (as well as any performance needs related to the nature of their volunteer services), Volunteers are not considered employees of the City and are not paid for their services or eligible for benefits. Volunteers may choose

to discontinue their volunteer services at any time. The City may also discontinue volunteer services at-will at any time for any reason without appeal rights or due process procedures.

Changes in Employee Classifications

A temporary assignment of a part-time employee to additional hour of work (such as for special projects and/or during busy periods, etc.), or the extension of a temporary assignment does not automatically change an employee's classification category for benefit eligibility purposes. Rather, all changes in employment status from one classification category to another must be confirmed in writing by the City Manager (or the City Council if applicable to the City Manager) to be valid.

Work Schedules

The workweek is a seven-day work period beginning on Monday at 12:00 a.m. through Sunday at 11:59 p.m. The general business hours at the City of Hermiston are 8:00am to 5:00pm, Monday through Friday. The appropriate manager will determine specific workweek schedules for each employee, based on the City's needs. *Nothing in this Handbook is intended to be a guarantee of employment for a specified number of hours per week or day, or on any particular day(s) of the week.* Management reserves the right to modify schedules at any time consistent with the needs of the City. However, unless the City determines such notice is not possible or practicable under the circumstances, we generally strive to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change.

The normal workday for full-time employees is 8 hours. As determined by the City, a 10-hour workday may be used. The total hours in a normal workweek are 40, Monday through Sunday. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your supervisor.

Meal Periods and Rest Breaks

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his/her supervisor before the end of the shift so that City of Hermiston may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination.

Rest Breaks for Expression of Breast Milk

The City of Hermiston will provide reasonable rest periods to accommodate an employee (exempt or non-exempt) who needs to express milk for her child eighteen (18) months of age or younger. If feasible, the employee must take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not feasible, the employee is entitled to take reasonable time as needed to express breast milk. The City of Hermiston treats the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of

Hermiston is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time. If an employee takes unpaid rest breaks, the City of Hermiston may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City of Hermiston allows, but not requires, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

The City of Hermiston also makes a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public. If a private location is not within close proximity to the employee's work area, the City of Hermiston will identify a private location the employee can travel to. The travel time to and from the private location is not counted as a part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or Human Resources reasonable oral or written notice of her intention to do so in order to allow the City of Hermiston time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

Overtime

For employees covered by a collective bargaining agreement, overtime rules applicable to your employment are established and governed by the terms of that CBA, and not this policy.

Time-and-a-half

The City of Hermiston's standard workday is 12:00 a.m. through 11:59 p.m. Our workweek for overtime purposes is 12:00 a.m. Monday through 11:59pm Sunday each week.

The City pays one and one-half times a non-exempt employee's statutory regular hourly rate for all hours worked: 1) in excess of 8 hours per workday or in excess of 10 hours per workday for those employees working a 4/10 schedule, and 2) in excess of 40 hours per workweek. Hours not actually worked (for example, vacation, holidays, etc.) are not counted toward the 8 hour or 10 hour work day or 40 hour workweek for purposes of calculating overtime eligibility and pay. Also, overtime is not pyramided or otherwise paid more than once for the same hours worked.

Supervisor Authorization

Although employees are expected to perform overtime when required, all overtime must be authorized by your supervisor before it is worked, unless emergency or other circumstances beyond your control prevent prior approval. Regardless of whether it has been pre-approved, the City pays non-exempt employees for all overtime worked to the extent required by law. Therefore, non-exempt employees are expected to accurately record their time worked, including overtime, on their time records. If there are questions about whether any unauthorized overtime was necessary and appropriate to conduct

City business or should have been approved, the City may meet with you to evaluate whether you are meeting City standards and expectations, and you may be subject to disciplinary action for unauthorized overtime.

While the City strives to minimize any unnecessary overtime, employees are also expected to perform overtime work when it is required. If the assignment of overtime work presents a hardship for you, discuss your concern with your supervisor. The City considers particular employee needs and desires to the extent we feel it is practical and fair to your co-workers. Failure to work required overtime may result in disciplinary action.

Compensatory (Comp) Time

In lieu of paid overtime, non-exempt employees may elect to receive comp time off at the rate of 1.5 hours of comp time for each hour of overtime worked, with prior agreement of the employee's supervisor. Employees are encouraged to work with their manager/supervisor to schedule and use comp time. Comp Time may be accrued to a maximum of 120 hours for introductory period and regular status employees. Temporary/seasonal employees may accrue a maximum of 20 hours of comp time.

Employees who have accrued comp time may be allowed to "cash out" those hours during employment within the City of Hermiston's budgetary limits and prior to going over the allowed 120 cap. Employees are encouraged to only cash out one time per year. When an employee is separated from employment with City of Hermiston, any remaining comp time is paid to the employee at either the employee's final regular rate of pay or the average regular rate received by the employee over the last 3 years of employment, whichever is higher.

On-Call Status or Call Backs

The City provides additional compensation for non-exempt employees in the Street, Water and Wastewater department and IT employees who are required to be On-Call. Call rotations require you to respond with a 30-minute response time to your primary duty station. On-Call rotations will be determined by the department supervisor, but will last no-more than 7 consecutive days. Compensation for mandatory On-Call assignments will be as follows:

1. The City will pay 2 hours of overtime for each day you are required to carry the on-call phone.
2. If you get called out, you will receive an additional 2 hours of overtime
 - a. If you get called out a second time, within the first 2-hour call out time you will not earn additional overtime pay.
3. If you get called out after the first initial 2 hours, you will receive an additional 2 hours.

Example:

On Call (no Call outs) – Receive 2 hours of Overtime

On Call w/ one call out- Receive 4 hours of Overtime

On Call w/ two separate call outs (after 2 hours between calls) – Receive 6 hours of Overtime

You are expected to carry out your on-call duty during your scheduled rotation. At no time will the responsibility be passed to another employee, without prior approval from the department supervisor.

The City provides additional compensation for non-exempt employees who are called back to work when off duty as follows:

1. If an employee is called in on a day the employee is not scheduled to work the employee is paid at overtime rates for actual hours worked but not less than 2 hours.
2. Call back of an employee more than 1 hour before or 1 hour after their normal scheduled work shift is paid or accrued at overtime rates for actual hours worked, but not less than 2 hours.

Timekeeping Requirements

All employees must accurately record time worked on a time card for payroll purposes. If your job site requires you to “clock-in” using a time clock or something similar, it is your responsibility to clock-in immediately before you begin working, and clock out immediately after you stop working each day. Non-exempt employees must also clock in and out for their unpaid meal periods each day. Employees are required to record their own time. Filling out another employee’s time card, allowing another employee to fill out your time card, or otherwise falsifying or misrepresenting hours worked on any time card is grounds for discipline up to and including termination. An employee who fails to record his or her time properly may be subjected to discipline as well. If you make a mistake or have any questions about completing your time records, please contact the payroll clerk or your immediate supervisor.

Employee-Incurred Expenses and Reimbursements

The City of Hermiston reimburses employees for actual and reasonable business-related expenses incurred in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Hermiston will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Hermiston-approved travel. Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred. Some examples of actual and reasonable business-related expenses that the City of Hermiston reimburses/pays for are:

- *Conferences or Workshops*
- *Education:* Employees with at least 1 year of service are eligible for reimbursement. Expenses are restricted to tuition, course fees and required text books. Also no more than 6 hours of credit may qualify for payment under this plan in any given school quarter; the course must be taken from a recognized and accredited school; employee must present evidence to substantiate expenses and obtain an average of “C” grade or better. For more information about the requirements and options for seeking educational reimbursement, please contact the payroll clerk or your immediate supervisor.
- *Meals that include an Overnight Stay:* Employees are reimbursed for meals (breakfast, lunch and/or dinner) if your trip includes an overnight stay. Alcoholic beverages do not qualify for reimbursement. For current meal reimbursement rates please see the per diem rates on the U S General Services Administration website: <http://www.gsa.gov/portal/content/104877>
- *Business Meals:* Employees are reimbursed for actual expenses incurred, for those meals that are deemed to be “business meals.” Reimbursement requests need to specify the purpose of the business related meal (i.e. Date, amount, purpose of meeting). Reimbursement for correctly certified business meals is NOT treated as taxable income.
- *Mileage and Parking:* Employees are reimbursed for authorized use of their personal vehicles at the current mileage rate established by the Internal Revenue Service. This does not include home to work travel (your commute). Reasonable parking costs incurred on approved City business are also reimbursed upon submission of receipts on an expense report. Any traffic

citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Hermiston.

- *Lodging:* Employees are reimbursed for lodging costs based on actual costs upon presentation of travel vouchers and actual receipts. In the event the employee is traveling with family, the minimum room charge at the governmental rate for a single room is the greatest amount that may be submitted for reimbursement.
- *Personal use of City owned Vehicles:* Personal mileage (mileage to and from home) is considered taxable income and will be treated as taxable income. If you are authorized to take home a city vehicle on a regular basis, whether it is for on-call use or any other reason, you are required to report all personal mileage used on that vehicle (mileage to and from home). A daily log of those miles is required to be attached to the “Cents-per-Mile Method” sheet, and turned into the payroll department at the end of each quarter (3/31, 06/30, 9/30 and 12/31). Miles reported multiplied by the current mileage rate will equal the total taxable income for the quarter.
- *Other expenses:* (1) Employees are allowed one long distance call per 24-hour period to non-business contacts during approved overnight travel. (2) Employees are also reimbursed actual costs for parking, taxi or other travel related expenses, required to perform city related business.

Any citation, violation or similar charge incurred by the employee shall be subject to disciplinary action and shall be the sole expense of the employee. Any expenses associated with recreational or personal activities that are not business related are not reimbursable. Alcoholic beverages are not eligible for reimbursement, nor are personal care items such as laundry, hair care, shoe shines and similar items.

Credit Card Policy

Use of Personal Credit Cards

If it is necessary to make a credit a card purchase, employees and other City Officials should use a municipal credit card instead of personal credit cards to purchase goods or services on behalf of the City. Any purchases by personal credit cards must be pre-approved by the employees’ supervisor. Unauthorized use of personal credit cards to purchase goods or services on behalf of the City to earn credit card incentives by an employee or public official in violation of the Oregon public employee ethics rules is grounds for discipline.

Use of Municipal Credit Cards

Employees may be temporarily or permanently assigned a credit card to defray authorized travel or business expenses. Employees are responsible for justifying all expenses incurred on said cards with travel vouchers and receipts in accord with this policy. Use of municipal credit cards for personal use (such as to acquire items not directly associated with the business travel of the employee or business purchases of goods or services), is grounds for immediate disciplinary action, including but not limited to termination of employment. Municipal credit cards may not be utilized for meals while traveling except to the extent that such use falls within the definition for business related purposes as explained in this handbook. All credit card receipts listing the individuals’ names, business purpose, and supervisor authorization must be turned in along with the credit card immediately upon return to the workplace.

Wage and Salary Policies

The City’s pay periods run from the 1st through the 15th and from the 16th through the last day of each month. Payroll checks are processed and distributed to the employees on the 5th and the 20th of each month following the close of the pay period. If the payday falls on a Saturday, Sunday or Holiday;

payroll is disbursed on the preceding workday. The City of Hermiston does not provide advance payments of salary, or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise (i.e. paper check). No paycheck/paystub will be personally delivered to any person other than the employee named on the paycheck unless the employee provides written permission for someone else to receive the check.

In the event you believe that the City of Hermiston has failed to properly calculate your wages in any way, you must immediately report the error to the Payroll clerk. The City of Hermiston investigates all reports of improper pay practices. If an error results in an underpayment of 5% or more, pay is corrected within three (3) days from when the error is realized. Any other underpayments are generally corrected on the next regular payday.

Pay Increases

After completion of the introductory training period (as described above), your rate of pay may be increased upon recommendation by the department head and written approval of the City Manager. If awarded, increases in salary will not be of more than one step and are not be made more often than once each year, except that a department head may, for outstanding performance or unusual employment conditions, recommend pay increases of more than one step or more frequently than at annual intervals, subject to written approval of the City Manager. All increases in pay become effective the 1st day of the month. Written approvals for wage increases occurring on or before the 15th of the month become effective retroactively to the 1st of that same month. Written approvals for wage increases occurring after the 15th of the month become effective the 1st of the following month.

Bilingual Pay

The City currently offers bilingual incentive pay of 5% of an eligible employee's base wage/salary. Eligible employees are defined as Full-Time and Regular Part-Time. Employees must pass the approved aptitude test administered by Language Testing International for the specific (non-English) language, with a score in the intermediate or above proficiency range. The (non-English) language must be consistent with demographics of the City of Hermiston and account for those (non-English) languages that comprise at least 10% of the population within the City. For newly hired employees who have recently completed a comparable aptitude test from a qualified source, documentation will be reviewed by Human Resources to determine if additional testing will be required or if existing certifications are sufficient for this incentive.

Police Certification/Education/Premium Pay (Non-Association)

In addition to salaries set forth in the current pay resolution, all non-association, management level police officers who hold the following certifications shall receive an additional amount to his/her base salary per month:

DPSST Certification

- Supervisory Certification - \$200.00*
- Mid-Management Certification - \$300.00
- Executive Certification - \$400.00

* Supervisory Premium Pay will be awarded if all requirements are met except time in supervisory position.

Degree

- AA Degree - \$200.00
- BA Degree - \$300.00
- Masters Degree - \$400.00

Premium

- Instructor - \$150.00
- DRE - \$150.00
- DME - \$150.00

Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the payroll clerk to assure that the proper updates/paperwork are completed as quickly as possible:

- Name
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only)
- Address or telephone number
- Dependents
- Person to be notified in case of emergency
- Other information having a bearing on your employment
- Tax withholding

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination as well as other sanctions under applicable law.

Personnel Files

The City considers employee personnel files to be private and access to personnel files is restricted. Employees who wish to review their own personnel file may contact Human Resources to arrange for an appointment. No files may be removed from the office but may be reviewed there with a management representative. Requests for copies of your own personnel file must be submitted in writing to Human Resources. The City's policy is to provide copies within 45 days from the time the request is submitted. If you have any questions, please contact Human Resources.

Performance Reviews

All City of Hermiston employees receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job

assignments, employee development, promotions, retention and termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action.

An employee's first formal performance evaluation generally occurs at or near six months following hire or promotion. After the initial evaluation, the City of Hermiston strives to provide a formal performance review on an annual basis. Reviews generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response is filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than thirty days following the date the performance evaluation was received. Supervisors and managers are also encouraged to provide employees with informal feedback and evaluations of their employees' work on an as-needed basis.

Time Off and Leaves of Absence

Attendance, Punctuality and Reporting Absences Policy

Employees are expected to report to work as scheduled, on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Hermiston business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and generally must be avoided, unless you have prior approval from your immediate supervisor. While some allowances may be made for occurrences beyond the employee's control, **habitual or excessive absenteeism or tardiness will result in disciplinary action up to and including discharge, except as protected by law.**

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call, text message or email no later than one-hour before the start of the employee's shift/work day, this procedure is specific to your individual department policy, please contact your department head as to what call in procedure is appropriate for your department. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter.

The first instance of a no call/no show results in a final written warning except when prohibited by law. The second separate offense generally results in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days is generally considered job abandonment and deemed a voluntary resignation of employment.**

Vacation

The following policies outline the City's vacation benefits for non-represented employees only. For employees covered by a collective bargaining agreement, employee benefits information applicable to your employment is established and governed by the terms of that CBA, and not this policy. For employees in the Police Department see Paid Time Off section below.

It is the policy of City of Hermiston to provide each regular full-time employee with paid vacation time off on a periodic basis. The amount of vacation that an employee may earn is determined by the employee's length of service as of his or her employment anniversary date as outlined below.

For regular, full-time employees hired prior to July 1, 2015, paid vacation benefits are earned upon the completion of each full month of employment as follows:

Years of Service	Vacation Credit	Vacation Accrual Limit
0* – 24 months	6.67 Hours/Month	120 Hours
25 – 60 months	8.00 Hours/Month	144 Hours
61 – 120 months	10.00 Hours/Month	168 Hours
121 – 180 months	13.34 Hours/Month	192 Hours
181 – 240 months	16.66 Hours/Month	216 Hours
241 months +	18.66 Hours/Month	240 Hours

For regular full-time employees hired on July 1, 2015 or after, paid vacation benefits are earned upon the completion of each full month of employment as follows:

Years of Service	Vacation Credit	Vacation Accrual Limit
0* – 24 months	6.67 Hours/Month	120 Hours
25 – 60 months	8.00 Hours/Month	144 Hours
61 – 120 months	10.00 Hours/Month	168 Hours
121 – 180 months	13.34 Hours/Month	192 Hours

*Note: Newly hired City employees are not eligible for and do not earn any paid vacation benefits during the first 6-months of employment. After successful completion of the 6-month introductory period, otherwise eligible employees are credited with a lump sum amount of vacation benefits equivalent to what they would have earned during the trial service period if they had been eligible. Thereafter, vacation benefits are earned upon completion of each full month of City employment. However, once an employee's vacation bank reaches the maximum vacation accrual limit listed above, the employee does not earn any more paid vacation benefits until their vacation accumulation is

reduced below the limit. It is your responsibility to manage vacation hours and to appropriately schedule time off.

Part-time and temporary/seasonal employees are not eligible to earn paid vacation benefits. However, a part-time employee who has been employed for at least 6 months and is retained as a full-time employee without a break in service begins earning vacation benefits from the date of appointment as a full-time employee without an additional waiting period. The date of appointment as a full-time employee will also act as the anniversary date for vacation accrual purposes.

Also, paid vacation benefits are not earned while an employee is on leave without pay.

Paid Time Off (PTO) Police Non-Association Members

The following policies outline the City’s vacation benefits for non-represented police department employees only. For employees covered by a collective bargaining agreement, employee benefits information applicable to your employment is established and governed by the terms of that CBA, and not this policy.

PTO has been created to account for what was previously “vacation”, “e-day” and “holiday” hours/time. The following chart shows the monthly accrual and maximum accrual for months of service with the City.

Employees hired before 12/31/2022

(Leave accrual effective 3/1/23)

City Service (months)	Accrual (hours) per month 12hr shift / 8,9,10hr shift	Maximum accrual (hours) limit
0-24 months	17.66 / 15.66 hours/month	252 hours
25-60 months	19 / 17 hours/month	276 hours
61-120 months	21 / 19 hours/month	300 hours
121-180 months	24.33 / 22.33 hours/month	324 hours
181-240 months	27.66 / 25.66 hours/month	348 hours
241 or months	29.66 / 27.66 hours/month	372 hours

Employees hired after 1/1/2023

City Service (months)	Accrual (hours) per month 12hr shift / 8,9,10hr shift	Maximum accrual (hours) limit
0-24 months	17.66 / 15.66 hours/month	252 hours
25-60 months	19 / 17 hours/month	276 hours
61-120 months	21 / 19 hours/month	300 hours
121 or more months	24.33 / 22.33 hours/month	324 hours

Vacation/PTO Scheduling and Use

Vacations must be scheduled so as to meet the operating requirements of the City. All requests for vacation time must be approved in advance by your immediate supervisor and vacations must be scheduled in a way that allows us to meet the needs of our operations, except when otherwise required by law. Employees should generally submit their vacation time off requests as far in advance as possible. All approvals are subject to the City's operational needs except as required by law. Therefore, it may be necessary to limit the number of employees using vacation at the same time, to deny a request for time off during a particular period of time, or to cancel or reschedule employee vacations during particular periods of time.

Paid vacation benefits are paid at your regular base salary or straight time hourly rate of pay for the hours you would otherwise be scheduled to work, up to a maximum of 8 hours per day and 40 hours per week. Note: if you are a salaried exempt employee, your salary covers all hours worked during the week. However, for vacation benefit purposes only, your base salary is divided by 40 hours per week to get your vacation benefit rate.

Also, employees are required to use any earned and unused paid vacation benefits time off before unpaid time if taken except when prohibited by law, such as for periods of military leave, jury duty, domestic violence leaves, etc. when employees may elect to use or save such benefits. Employees are not permitted to use paid vacation benefits that have not yet been earned.

Whenever an authorized City holiday falls within an employee's vacation leave, the day is paid as a holiday and they are not charged a vacation day for that holiday.

Payment on Termination

All earned and unused vacation/PTO benefits are paid with an employee's final check on termination of employment. As a reminder: vacation benefits are not earned by and will not be paid out to employee's who leave employment within the first 6 months of employment.

PTO Accrual Cash-out

Non-represented Police Department employees may cash out up to a maximum of eighty (80) hours of PTO per calendar year. Employees may split this cash out over any two pay periods within that calendar year. If an employee wishes to “cash out” PTO, they can two times per calendar year, cash out up to forty (40) hours of PTO each time. The employee must have the requested amount plus 40 hours in their PTO balance at the time of request.

Sick Leave

The following policies outline the City’s paid sick leave benefits for non-represented employees only. For employees covered by a collective bargaining agreement, employee benefits information applicable to your employment is established and governed by the terms of that CBA, and not this policy.

City of Hermiston provides paid sick days to eligible employees as outlined in this policy.

Eligibility

In order to be eligible to earn any Paid Sick Leave Benefits under this policy, you must be an introductory period, regular full-time, regular part-time, limited duration or temporary/seasonal employee who has been hired directly by the City of Hermiston. *Temporary and seasonal employees hired through an employment agency/service are not eligible for any benefits through the City and should consult their employing agency for information about benefits applicable to their employment.*

Amount of Paid Sick Leave Benefits

The amount of paid sick leave benefits an employee is eligible to earn depends on the employee’s employment classification with the City.

Regular Full-time employees hired for ongoing employment are eligible to earn ten (10) hours of paid sick leave benefits each calendar month of service with the City of Hermiston. Employees begin to accrue leave on their first day of employment and may use any accrued leave immediately. Paid sick leave benefits are not earned during full months in which the employee is on unpaid leaves of absence (does not work or has used previously accrued paid leave benefits).

Limited Durations employees are eligible to earn up to seven and a half (7.5) hours of paid sick leave benefits each calendar month of service with the City of Hermiston. Employees begin to accrue leave on their first day of employment and may use any accrued leave immediately. Paid sick leave benefits are not earned during full months in which the employee is on unpaid leaves of absence (does not work or has used previously accrued paid leave benefits).

Paid Sick Leave benefits for all other eligible employees under this policy (regular part-time employees and temporary/seasonal employees) are earned in accordance to Oregon’s Paid Sick Leave Law. Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Employees may accrue and use up to 40 hours of paid sick leave per calendar year. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked until the 40-hour yearly accrual cap is reached. Paid sick leave shall be taken in hourly increments.

Use of Paid Sick Leave Benefits

Paid Sick Leave benefits are intended to provide eligible employees with compensation when absent from work only for the following purposes:

1. For your own illness, injury or health condition (including diagnosis, care, treatment and preventive medical care)
2. To care for a family member (Spouse, Same-Sex Domestic Partner, Son/Daughter/Stepchild, Son-in-law/Daughter-in-law, Mother/Father/Stepparent, Mother-in-law/Father-in-law, Brother/Sister, Brother-in-law/Sister-in-law, Children of Same-Sex Domestic Partner, Grandparent/grandchild) with an illness, injury or health condition (including diagnosis, care, treatment and preventive medical care)
3. For any purpose for which you could take Family leave (OFLA or FMLA) (regardless of whether or not you are eligible for OFLA)
4. For any purposes covered by the City's domestic violence leaves policy;
5. For time off due to a public health emergency such as the closure of your child's school or place of care by order of a public official due to public health emergency or the closure of our business due to a public health emergency;
6. For time off caused by a determination by a public health authority or healthcare provider that your presence or the presence of your family member in the community would jeopardize the health of others such that you must provide self-care or care for the family member;
7. If you are excluded from the workplace by the City under any law or rule requiring your exclusion for health reasons.
8. For any other reason when required by applicable law.

Please note that the same absence may be covered by more than one of the sections outlined above (e.g. an employee's own illness or injury may qualify for OFLA/FMLA). In such cases, all applicable types of leave run concurrently.

Employees who need time off for qualifying purposes under this policy must follow the City's attendance reporting procedures as outlined in this Employee Handbook. If it is not possible to provide notice prior to your shift due to unforeseeable circumstances, you must provide notice as soon as practicable. If the need for leave is known in advance, you must notify the City at least 10 days in advance or as soon as possible if you learn of the need for leave with less than 10 days' notice.

Depending on the City's assessment of its staffing needs and individual circumstances, employees who are unexpectedly absent are not required to, but may be permitted to make up lost time during the same work week (outside of meal periods) rather than using paid sick leave or unpaid time that week.

Payment of Sick Leave Benefits

Sick leave benefits are paid out at the employee's regular straight time hourly rate of pay (or base salary rate for salaried employees) for the hours the employee would otherwise be required to work of the day the benefits are used up to a maximum of 40 hours per week. Limited exceptions to the maximum hours rule are permitted to cover periods of absence from mandatory overtime only when required by applicable law. Employees are not permitted to use or be paid for sick leave benefits that have not yet been earned.

Also, please note that employees are required to use any earned and unused paid sick leave benefits for all absences covered by this policy, followed by any earned and unused vacation benefits before any unpaid time off is granted, except when otherwise prohibited by law. As a limited exception the City pays employees the difference between an employee's regular base salary/rate of pay and the amount received through workers compensation insurance for up to three (3) calendar months without deduction from the sick leave bank for employees who have accepted worker's compensation claims, upon written approval by the City Manager. In order to receive such payments, the employee must report to the Payroll Clerk the amount of the insurance check received and the period for which it

represents payment. This insurance check may in no event be endorsed over to the City. At no time, however, can the combination of these two payments exceed normal earnings. If the period of incapacitation caused by an accepted on-the-job injury exceeds 3 calendar months, then the employee may use any earned and unused sick leave benefits to cover such additional period of incapacity.

Verification of Absences

All employees are expected to be honest and complete in reporting the circumstances surrounding absences. *Abuse of our sick leave benefits policy, including dishonesty in reporting the reasons for an absence or need to be absent, is addressed as a serious disciplinary matter up to and including termination of employment.* In the event that the City has a reason to suspect that an employee has been dishonest in reporting the reasons for an absence the City may require medical or other verification of your need for leave. Verification of the reasons for absence is required under this policy whenever the City determines necessary to ensure compliance with applicable laws regarding time off from work such as for absences covered by Oregon's paid sick leave law, FMLA and OFLA (including but not limited to providing a completed medical or other appropriate certification form from their doctor/healthcare provider for any OFLA/FMLA qualifying purposes).

If an employee takes more than three consecutive scheduled workdays as sick leave, City of Hermiston may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Accumulation and Carryover of Paid Sick Leave Benefits

The City permits full-time employees to accumulate and carryover up to 2080 hours of unpaid sick time benefits from one year to the next. All other eligible employee are permitted to carry over up to 40 hours of unused sick leave benefits from year-to-year and to accumulate a maximum of 80 hours of paid sick leave benefits.

Payout on Termination

Sick leave benefits are not vested and are not paid out on termination of employment. However, for employees who leave the employment of the City (for reasons other than discharge) after 15 consecutive years of full-time employment, the City deposits (at the employee's current rate of compensation) one-eighth (1/8) the employee's accumulated sick leave into the Employee's HRA VEBA Medical Reimbursement Plan Account provided such deposit is permitted under the terms of the City's applicable benefit plan documents, which are controlling. For employees who leave the employment of the City (for reasons other than discharge) after 25 consecutive years of full-time employment with the City, the City Deposits (at the employee's current rate of compensation) one-fourth (1/4) the employee's accumulated sick leave deposited into the Employee's HRA VEBA Medical Reimbursement Plan provided such deposit is permitted under the terms of the City's applicable benefit plan documents, which are controlling. Once deposited, such benefits are considered to be "used" for purposes of reemployment calculations below.

Also, employees who leave City employment (including those who leave within the first 90 days of employment) for any reason and are rehired within 180 days are given credit for previously earned and unused sick leave benefits (which may be used immediately if eligible) as well as for the length of prior service for purposes of Sick Leave benefit eligibility, earning rate, and use.

Paid Bereavement Days

Regular full-time non-represented employees are eligible for up to five (5) days of paid time off and part-time non-represented employees are eligible for up to three (3) days of paid time off(at your

regular straight time hourly or base salary rate of pay for the hours you would otherwise be scheduled to work on the dates of absence up to 10 hours per day) due to a death in their present immediate family member. Time off for bereavement leave under this policy runs concurrently with OFLA bereavement leave for eligible employees. "Present immediate family" includes the employee's present spouse or registered domestic partner, children, step-children, parents, step-parents, brothers, sisters, grandparents, great grandparents, grandchildren, step grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Verification of family relationship and death may be required. Whenever possible, employees should give at least 24 hours advance notice of their need for such leave.

Employees who wish to further extend any period of bereavement time off may use any earned and unused sick leave or other paid time off benefits (or take unpaid time off if no such benefits are available) and must follow applicable procedures for requesting time off (OFLA or other attendance policy as applicable). Such bereavement time-off extensions are subject to the City's attendance reporting policies, as applicable.

Holidays and Employee Days

The following policies outline the City's paid Holiday and Employee Day benefits for non-represented employees only. This policy does not pertain to non-association members of the police department. For employees covered by a collective bargaining agreement, employee benefits information applicable to your employment is established and governed by the terms of that CBA, and not this policy.

The City of Hermiston recognizes ten paid holidays for eligible employees each year. Established holidays are as follows:

- | | |
|--|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr. Day | Veteran's Day* |
| President's Day | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day (4 th of July) | Juneteenth |

In order to be eligible to receive paid holiday benefits, you must be an introductory period or regular part-time or full-time employee, or a salaried exempt employee in any classification. Regular part-time employees are only eligible for the hours they would be scheduled to work on a City recognized holiday. **Temporary/seasonal and Limited Duration employees are not eligible for paid holiday benefits.**

Amount of Holiday Pay

Eligible salaried exempt employees receive a continuation of salary without deduction for City recognized holidays. Eligible non-exempt employees are paid for their regularly scheduled workday, up to a maximum of ten (10) hours, at their regular, straight time hourly rate of pay (including shift differential).

If an eligible non-exempt employee is scheduled to work on the day of a recognized holiday, the employee receives overtime pay or compensatory time (rate of time and one-half) for all hours worked in addition to holiday pay as described above. Eligible employees (exempt or non-exempt) who work on a recognized holiday may, at the employee's choice, have the hours of holiday pay benefits held in a holiday bank in lieu of cash payout of those benefits. Holiday banks must be used as time off by the end of each calendar year or be forfeited.

Veteran's Day Holiday

The City respects the service of our veterans and allows qualified veterans to take the day off on Veteran's Day as outlined in this policy. Qualified veterans who are not eligible for paid holiday benefits may take the day as an *unpaid* holiday day off or use any earned and unused vacation benefits. If you would like to take advantage of this benefit, you should submit your request for time off to the City as far in advance as possible (generally at least 21 days in advance) and provide verification of your veteran's status. In rare cases, where granting Veteran's Day off creates a significant economic or operational disruption or other undue hardship to the City, qualified veterans are given the option to select, with management approval an alternative unpaid day off within the year following Veteran's Day as a replacement day. For more information on this benefit, please see the Payroll Clerk.

Employee Days

In addition to the holidays identified above, the City allows two additional days of paid leave identified as an Employee or E-Days, which is provided in lieu of less traditional holidays for eligible full-time, regular part-time and salaried exempt employees as outlined above. Employee days must be used in the year received or forfeited. The Employee days are accrued on January 1st and July 1st of each year. Full-Time employees working 4/10 hours shifts accrue 10 hours of e-day, employees working 5/8 hours shifts accrue 8 hours of e-day. Regular part-time employees will accrue 6 hours of e-day regardless of what their shift is. Temporary, Seasonal and Limited Duration employees are not eligible for e-days.

Leave Donation Program

The purpose of this program is to allow City employees to donate earned vacation and sick leave benefit hours to a co-worker who is absent from work due to a catastrophic health condition and has exhausted all of their own sick and vacation leave benefits. Employees may voluntarily transfer accrued vacation and/or sick leave hours to the sick leave account of an eligible employee who has exhausted all accrued sick and vacation leave benefits. Eligible employees must be unable to return to work due to the serious illness or injury (of themselves, their spouse or their child) which is life threatening or requires a lengthy convalescence.

Donating Employee

In order to be eligible to donate paid leave benefits (vacation and/or sick leave) to another employee, a donating employee:

- Must be eligible to earn paid sick and/or vacation benefits with the City, and
- Have at least 80 hours of accumulated paid leave benefits (including sick and/or vacation benefits combined) remaining after deducting the requested donation and after taking into account the amount of any schedule vacation time and the time of the donation.

Donations may be made only to employees who are eligible to receive donated leave as outlined below. All donations of paid leave benefits are completely voluntary and all donations are irrevocable. Donations may be made by completing a form obtained from the Payroll Clerk.

Requesting Employee

In order to receive donated leave, an employee must meet all of the following criteria:

- The employee must be eligible to earn paid sick leave benefits through the City,
- The employee must be absent from work for a prolonged period of at least 20 consecutive days (if eligible, donated leave may also be used for intermittent absences that are related to the same illness or condition) due to their own major illness/serious health condition or to care for the employee's spouse or child with a major illness/serious health condition. Medical verification of the need for such leave is required, and

- The employee must have exhausted all of his/her own paid sick leave and paid vacation benefits, and
- The employee must not be receiving time loss compensation from an outside insurance provider (e.g. workers compensation insurance or City provided disability insurance, etc.), and
- The employee must make a written request for donated leave

Employees are not permitted to receive any more directly donated leave than is necessary to provide pay for the straight time hours they would otherwise be regularly scheduled to work during the approved leave of absence period. Full-Time employees are limited to a lifetime maximum of 600 hours, Part-Time employees are limited to a lifetime maximum of 300 hours of donated leave during their employment. The City Manager reviews all donated leave requests (and associated documentation) and makes the final determination on whether an employee is eligible to receive donated leave.

Employees who request donated leave have the option of authorizing the City to release information about their medical condition for the purpose of soliciting leave donations. All such authorization must be in writing. If an employee does not elect to release information and/or does not provide a description of the need for leave, the City will release only the employee's name and the fact that donated leave is being solicited at his/her request.

Other Requirements

All employees must understand that leave donation is completely voluntary. It is prohibited for anyone to pressure or intimidate any employee to donate leave and the City does not guarantee that any employee will receive donated leave or that sufficient leave, if any, will be donated to cover an employee's entire period of approved absence from work.

If donated leave is available, the amount of leave is converted based upon the receiving employee's regular rate of pay, so that the total dollar value of the leave remains the same. The leave is then paid to the receiving employee at his/her regular straight time hourly rate of pay for the hours they would otherwise have been regularly scheduled to work during their leave of absence up to ten (10) hours per day and forty (40) hours per week.

Also, please note that nothing in this policy creates the right to additional time off beyond what is allowed by the City's family leave and other leave policies or changes any employee's at-will employment status.

FMLA/OFLA Policy

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used Family and Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City of Hermiston's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Employee Rights and Responsibilities under the Family Medical Leave Act" and "Oregon Family Leave Act" notices posted in each building, which are incorporated here by reference.

Definitions

Child/Son or Daughter

For purposes of OFLA, “child” includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of *in loco parentis*. For purposes of OFLA Serious Health Condition Leave, the “child” can be any age; for all other types of leave under OFLA, the “child” must be under the age of 18 or over 18 if incapable of self-care.

A “son or daughter” is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time FMLA leave is to commence. FMLA also provides separate definitions of “son or daughter” for FMLA military family leave that are not restricted by age — see below.

Eligible Employee

OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA — For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see Human Resources for more information.

FMLA — Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under Oregon and federal law will run concurrently when permitted.

Family Medical Leave

This includes all of the types of leave identified in the section below, entitled “Reasons for Taking Leave,” unless otherwise specified.

Family Member

- For purposes of FMLA, “family member” is defined as a spouse, parent or a “son” or “daughter” (defined above).
- For purposes of OFLA, “family member” includes the definitions found under FMLA and also includes adult children (for “serious health condition” leave only), a parent-in-law, grandparent, grandchild, registered same-sex domestic partner, and parent or child of a registered same-sex domestic partner.

Serious Health Condition

“Serious health condition” is defined under FMLA and OFLA as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Under OFLA only, “serious health condition” includes

any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition;” see Human Resources for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

Public Health Emergency

For purposes of OFLA only, a “public health emergency” is a public health emergency declared under ORS 433.441 or an emergency declaration declared under ORS 401.165. Examples of this include when the State of Oregon declared a COVID-19 state of emergency in March 2020 and the wildfire state of emergency in June 2021.

- Reasons for Taking Leave

Family Medical Leave may be taken under any of the following circumstances:

1. Call to Active Duty Leave: Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This type of leave is available under FMLA only; however, under OFLA, specifically under the Oregon Military Family Leave Act, during a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse or registered same-sex domestic partner has been notified of an impending call or order to active duty and before deployment and when the military person is on leave from deployment.
2. Employee’s Serious Health Condition Leave: To recover from or seek treatment for an employee’s serious health condition, including pregnancy-related conditions and prenatal care.
3. Family Member’s Serious Health Condition Leave: To care for a family member with a serious health condition.
4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
6. Service member Family Leave: Eligible employees may take up to 26 weeks of leave to care for a “covered service member” during a single 12-month period. A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status;

or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a “covered service member.” This type of leave is available under FMLA only.

- 7. Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick child leave is not available if another family member is able and willing to care for the child. This type of leave is available only to employees who are eligible under OFLA.
- 8. Bereavement Leave. This type of leave is addressed under OFLA; see the Bereavement Leave Policy for more information.

• Length of Leave

In any One-Year Calculation Period, eligible employees may take:

- Up to 12 weeks of Parental Leave, Serious Health Condition Leave (employee’s own or family member), Sick Child Leave, or Call to Active Duty Leave;
- An additional 12 weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- Employees who take the entire 12 weeks of OFLA Parental Leave may be entitled to an additional 12 weeks of Sick Child Leave.

When leave is taken for Service member Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the service member. During the One-Year Calculation Period in which Service member Family Leave is taken, an eligible employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

• One-Year Calculation Period

The “12-month period” during which leave is available (also referred to as the “One-Year Calculation Period”) will be determined by a calendar year (Jan. 1 – Dec. 31). Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used in the same calendar year.

• Intermittent Leave

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Service member Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule; employees covered by OFLA will not be reassigned without his/her expressed consent and agreement. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of City of Hermiston operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both City of Hermiston and the employee.

• Employee Responsibilities — Notice

Employees must provide at least 30 days’ notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered service member (Service member Family Leave). If 30 days’ notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as

soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to City of Hermiston within 24 hours of commencement of the leave.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let Human Resources know as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify Human Resources within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with City of Hermiston's normal call-in procedures. Employees who fail to comply with City of Hermiston's leave procedures may be denied leave, subject to discipline, or the start date of the employee's Family Medical Leave may be delayed.

- Certification

Generally speaking, employees must provide sufficient information for City of Hermiston to determine if the leave may qualify for FMLA or OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for either Call to Active Duty or Service member Family Leave.

Employees also must inform the City of Hermiston if the requested leave is for a reason for which FMLA leave was previously taken or certified. Additionally:

1. Employees requesting serious health condition leave for themselves or to care for a covered family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request.
2. Employees requesting sick child leave under OFLA may be required to submit, at a minimum, a note from a doctor if the employee has requested to use more than three days (i.e., one three-day occurrence or three separate instances) of sick child leave within a one-year period.

Employees must furnish City of Hermiston's requested medical certification information within 15 calendar days after such information is requested by City of Hermiston. In some cases (except for leave to care for a sick child), City of Hermiston may require a second or third opinion, at City of Hermiston's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a FMLA/OFLA medical certification.

- Medical Certification Prior to Returning to Work

If Family Medical Leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from his/her health care provider stating that the employee is able to resume work.

- Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including e-days, holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on Family Medical Leave. Use of accrued paid leaves will run concurrently with Family Medical Leave. If the employee

has no accrued paid leave, e-days, vacation, compensatory time or sick leave available to use during a Family Medical Leave, the leave will be unpaid.

- Holiday Pay While on Leave

Employees using vacation pay or sick pay during a portion of approved Family Medical Leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

- On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a “serious health condition” as defined by applicable law.

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a “serious health condition” as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

If the employee’s serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers’ compensation time-loss benefits.

Benefits While on Leave

If an employee is on approved FMLA or OFLA Leave, City of Hermiston will continue the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. An employee wishing to maintain health insurance during a period of approved FMLA or OFLA leave will be responsible for bearing the cost of his/her share of group health plan premiums which had been paid by the employee prior to the OFLA/FMLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on a FMLA or OFLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in City of Hermiston benefit plans.

Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated Family Medical Leave period, reinstatement may not be available unless the law requires otherwise.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Employees who work for other employers during a “serious health condition” leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

Oregon Family Military Leaves

Employees who work an average of at least 20 hours per week are eligible to take time off to spend time with a spouse or registered domestic partner who is a member of the Armed Forces of the United

States, the National Guard or the military reserve forces of the United States and has been notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict. Eligible employees may take up to 14 workdays of Family Military leave per deployment, which may be taken intermittently. Periods of Family Military Leave are counted against an employee's entitlement to OFLA when the employee is also eligible for OLFA, and are unpaid. Employees may, however, elect (but are not required) to use any earned paid leave benefits during periods of Family Military Leave. Employees who need Family Military Leave must request leave within 5 business days of receipt of the official notice of a call to duty or leave. If official notice is provided less than five business days in advance, you must request the leave as soon as practicable. A copy of the call or leave orders is required.

On-the-job Illness or Injury Leaves

The City grants employees leaves of absence for illnesses and injuries incurred on-the-job, in accordance with applicable law. If you are injured on-the-job, please contact your supervisor immediately for a workers' compensation form. Employees who are absent from work due to work-related illnesses or injuries are eligible to receive workers' compensation benefits. Employees on a workers' compensation leave of absence are required to report to the Payroll Clerk on their status, progress and anticipated date of return to work at least once a week, unless you have received written approval to be absent until a specific date or report less frequently. Reporting to a co-worker or another person is not sufficient to comply with this reporting requirement.

All employees who are released to return to work from on-the-job injuries or illnesses must request return to work as soon as possible but no later than seven (7) days after receipt of notice by certified mail from our workers' compensation insurer that you have been released to return to work by your doctor. The City complies with applicable reinstatement and reemployment laws for employees who are absent due to work related illnesses or injuries.

NOTE: Workers' compensation and OFLA absences do not run concurrently. Therefore, you may be eligible for OFLA leave following the conclusion of a workers' compensation leave. Eligible employees who are released to light duty after a workers' compensation illness or injury, and remain off work are automatically placed on an OFLA leave of absence consistent with applicable law. For more information, please contact Human Resources

Other Medical Leaves

Occasionally, employees are required to be absent from work for periods of time due to serious on or off-the-job injuries or illnesses that are not covered by FMLA or OFLA, or for periods of time which extend beyond FMLA/OFLA leaves, such as to accommodate disabilities. In such circumstances, employees should contact Human Resources regarding an extended medical leave of absence.

Employees on a medical leave of absence are required to report to Human Resources on their status, progress and anticipated date of return to work at least once a week, unless you have received written approval to be absent until a specific date or to report less frequently. Reporting to a co-worker or another person is not sufficient to comply with this reporting requirement. The re-employment of persons returning from medical leave is subject to the availability of suitable work. The City does, however, comply with applicable laws. All employees who are released to return to work from a medical leave for extended off-the-job injuries or illnesses must promptly contact the City to discuss all available options for return to work and other accommodations after receipt of a full or light duty release from your doctor.

Jury and Witness Duty

Jury Duty

Any employee who is called to serve on a jury is granted time off for the time necessary. City of Hermiston grants full-time employees time off *with pay* for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. The employee may keep the jury duty pay he or she receives. To the extent not covered by the provision above, salaried exempt employees receive a continuation of their salary during periods of required jury service, if the employee works any part of the week while serving jury/witness service. Except as outlined above, all other jury duty service is unpaid, though you may elect to use any earned and unused vacation benefits that you have available. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty. Verification of the dates and times of service may be required.

Witness Duty

Any employee, who is called to serve as a subpoenaed witness in a court of law before a judge, or before a legislative committee, administrative proceeding, or any official board or body authorized to conduct a hearing or inquiry, is granted the necessary time off.

Time spent serving as a witness in a work-related, legal proceeding is treated as time worked for pay purposes (less any witness fees received), provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify. Except for employee absences covered under City of Hermiston's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault. "Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit copies of any notices of scheduled criminal proceedings that the employee receives from law enforcement agencies.

Domestic Violence Leave and Accommodation Policy

If you are the victim of domestic violence, sexual assault, harassment, or stalking, or are the parent of a minor child or dependent who is the victim of domestic violence, harassment (as defined by

applicable law), sexual assault or stalking, you are eligible for reasonable unpaid leaves of absence for the following purposes:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of you or your minor child or dependent (including preparing for and participating in protective order proceedings or other criminal or civil proceedings) related to domestic violence, sexual assault, harassment, or stalking of the employee or his/her minor child or dependent;
- To seek medical treatment or recover from injuries caused by domestic violence or sexual assault, harassment, or stalking of the employee or his/her minor child or dependent;
- To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, harassment, or stalking;
- To obtain services from a prosecutor provided or non-profit victim services provider for the employee or his/her minor child or dependent; or
- To relocate or take steps to secure an existing home to ensure the health and safety of the employee or his/her minor child or dependent.

Requesting Leave

Eligible employees who need domestic violence leave should contact the City Manager. Certification of the need for leave is generally required. Domestic violence leaves are unpaid. However, employees are permitted to elect to use any earned and unused sick leave and/or other paid benefits for periods of domestic violence leave. Requests for domestic violence leave and all supporting documentation are treated confidentially.

Requesting Other Accommodations

The City also makes other reasonable accommodations for victims of domestic violence, sexual assault, harassment, or stalking as required by law. Employees who need workplace accommodations should promptly contact the City Manager to discuss reasonable alternatives and options. Verification of the need for accommodation is generally required. Requests and all supporting documentation are treated confidentially.

Military Leaves

Employees who serve in the U.S. Armed Forces, National Guard or Reserves, commissioned corps of the public health service, or other qualifying military/services branches are granted leaves of absence for the period of their military service, including training and other duties, as well as reinstatement of employment in accordance with applicable law. Except as provided below, military leaves are unpaid. Employees may, however, elect to use any earned and unused paid vacation benefits during military leaves. Employees who need a military leave of absence should notify the City as far in advance as reasonably possible under the circumstances. For more information, please contact the City Manager. The City appreciates the contributions of those who serve in the military and encourage anyone who serves to exercise their reinstatement rights.

An employee who has completed six continuous months of service with the City and who is absent from work for periods of initial active duty for training or annual active duty for training as a member of the National Guard, National Guard Reserve, or any reserve component of the Armed Forces of the United States or of the United States Public Health Service, is provided with a **paid** leave of absence for such training as required by law. Each training year (the federal fiscal year for any particular unit of the National Guard or reserve component), eligible employees are provided **paid** time off for up to the number of days the employee would normally be scheduled to work within a 15 calendar day period, in accordance with applicable state law.

Religious Observances Leave and Accommodation Policy

The City of Hermiston respects the religious beliefs and practices of all employees. The City of Hermiston will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City of Hermiston's business. Employees must use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave.

Other Leaves

The City complies with applicable laws regarding leaves of absence. If you need time off for a reason not covered by these policies, please contact the City Manager.

Employee Benefits

The following policies outline the City of Hermiston's employment benefits for non-represented employees only. For employees covered by a collective bargaining agreement, employee benefits information applicable to your employment is established and governed by the terms of that CBA, and not this policy. Such employees should consult their current CBA or collective bargaining representative for information about benefits applicable to their employment.

These policies are intended to provide a general description of the current benefits that non-represented employees may be eligible to receive. This Handbook does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this Handbook is inconsistent with applicable official plan documents, the provisions of the official plan documents control. Also, nothing contained in the benefit plans described in this handbook creates any promise of employment or future benefits, or a binding contract between the City and its employees, retirees or their dependents, for benefits or for any other purpose. Rather, this is a summary of the currently available benefits. In order to avoid misunderstandings, employees should understand that the City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefits and benefit plans described in this Handbook, including any paid leave benefits described above and in other sections of this Handbook as well as health benefits that may be extended to retirees and their dependents, as well as to what extent, if any, employees may be required to share in the costs of such plans.

For more complete information regarding any of our current benefit programs, please refer to the Summary Plan Descriptions or contact the Payroll Clerk.

Healthcare Benefits

The City of Hermiston offers medical, dental, vision and life insurance for all eligible employees pursuant to the terms of its applicable benefit plans. Employees who wish to participate in our plans are required to pay a portion of the monthly premium for coverage through authorized deductions from payroll. The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City of Hermiston. These documents govern all issues relating to employee health insurance. Copies are available from Human Resources.

Covered employees continue to participate in our plans, and receive the City's contribution to premiums while they continue to work as an eligible employee. Coverage through City paid contributions ends on the last day of the month in which an employee resigns, is terminated (due to discharge or reduction in force or otherwise), or otherwise stops working as an eligible employee. As a limited exception, the City continues to pay its portion of the premium for employees who are on Family Medical Leave and during periods of jury duty leave, and otherwise as required by law. Employees who lose their coverage may elect to self-pay the premium for continued coverage in accordance with applicable law.

Employees should note that it may become necessary to discontinue benefits entirely, or to change premium contribution levels, insurance carriers or plans at any time. You will be notified prior to any such change. Disputes regarding coverage and scope of benefits, etc. should be directed to the respective provider of the benefit.

Employee Assistance Program (EAP)

This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting Human Resources, or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

PERS (Public Employees' Retirement System) Benefits

City of Hermiston participates in the Public Employees Retirement System (PERS). Your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member depends on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about City of Hermiston's contributions to employee PERS or OPSRP plans, please see the Payroll Clerk.

Voluntary Employee Benefit Association (VEBA)

The City of Hermiston ("Employer") has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). Subject to budgetary allocations, employer may contribute to the Plan on behalf of its employees ("Group") defined as eligible to participate in the Plan. Each eligible employee must submit a completed and signed Enrollment Form to become a Plan participant and be eligible for benefits under the Plan.

The dollar amount of contribution is based on the number of dependents enrolled in a CIS medical plan on January 1st. Current contribution amounts are based on your enrollment status: employee only, employee +1, or employee +2 or more. You must be enrolled in a medical plan to receive the contribution.

New-hires currently receive a pro-rated VEBA contribution as follows:

- * Employment date between January 1st and March 31st 75%
- * Employment date between April 1st and June 30th 50%
- * Employment date between July 1st and September 30th 25%
- * Employment date between October 1st and December 31st 0%

The New Hire pro-rated contributions are made within 30 days of the effective date of the medical plan.

Current employees not enrolled in a medical plan that experience a qualifying event (as defined by the IRS: divorce, job loss, reduced hours, etc.) and who enroll in a CIS medical plan within 31 days of the qualifying event are eligible for a pro-rated VEBA contribution. The pro-rated amount is currently based upon the date of enrollment into CIS' plan:

- * Enrollment date between January 1st and March 31st: 75%
- * Enrollment date between April 1st and June 30th: 50%
- * Enrollment date between July 1st and September 30th 25%
- * Enrollment date between October 1st and December 31st 0%

Current employees enrolled in a medical plan who experience a qualifying event (such as a birth of a child, adoption, marriage etc.) and who enroll in a CIS medical plan within 31 days of the qualifying event are currently eligible for a pro-rated VEBA contribution. The pro-rated amount is currently calculated by taking the difference of the original status and the changed status amounts and based upon the date of enrollment into CIS' plan:

- * Enrollment date between January 1st and March 31st: 75%
- * Enrollment date between April 1st and June 30th: 50%
- * Enrollment date between July 1st and September 30th 25%
- * Enrollment date between October 1st and December 31st 0%

The Qualifying Event pro-rated contribution is made within 30 days of the effective date of the medical plan. When an employee is rehired after a layoff or termination, VEBA contributions are not made until the first January after rehire or termination. In all cases, contributions are subject to the provisions of formal plan documents, which are controlling.

Deferred Compensation Plans

The City currently participates in three deferred compensation plans: Kansas City Life, the Oregon Savings Growth Plan and Mission Square Retirement. The City shall match 2% of up to the first \$5000 contributed by an employee to one of the City approved deferred compensation programs. More information is available from the Payroll Clerk.

Additional Insurance

The City participates in additional voluntary insurance thru AFLAC. At your expense you may participate in this plan. More information is available from the Payroll Clerk.

Peace Officers Research Association of California (PORAC) Legal Defense Fund Coverage

All certified law enforcement officers not in the collective bargaining unit will be enrolled in the PORAC Legal Defense Fund Plan at the cities expense.

Workers' Compensation and Safety On-the-Job

Workers' Compensation Insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

On-the-Job Injuries and Accidents

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the Payroll Clerk.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

All employees are also required to report any accident involving other persons or their property immediately. These accidents should be reported in sufficient detail to allow the City to respond. Employees are required to cooperate fully with all accident investigations.

Early Return-to-Work Program

The City recognizes the value of returning employees to work as soon as possible following an on-the-job injury/illness. The granting of temporary modified duty assignments under this Early Return-To-Work Program not only promotes the recovery of employees who suffer on-the-job injuries and illnesses but also enables us to utilize the skills and experience of such employees during recovery to perform miscellaneous temporary assignments. The Return-to-Work program for job-related injuries consists of a team effort by the City of Hermiston, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

All modified duty assignments under this policy are *temporary*, and individualized to each employee based on numerous factors including the employee's medical restrictions, the anticipated length of those restrictions, and the availability of suitable work the employee can safely perform. The City reserves the right to determine the availability, appropriateness, and continuation of all light duty assignments. Modified duty assignments may include: 1) a change or reduction in the work hours of the employee's regular position; 2) limiting or altering duties in the employee's regular position; 3) temporarily reassigning the employee to another position for which he/she is qualified; or 4) assigning the employee to perform miscellaneous tasks that are not associated with any specific job position but that meet a business need and provide productive value to the City. For employees who are injured on the job, the physical requirements of a modified duty assignment are submitted to the employee's treating physician for approval, to ensure that they are consistent with the employee's work restrictions. While you are on modified or transitional work, you are still subject to all other City of Hermiston rules and procedures.

The City does not have designated "light duty" positions and does not create any new positions through its temporary modified duty program. As such, the City retains the right to not offer a modified duty assignment if we determine there is no work assignment that would be suitable for the employee that would also provide a productive value to the City. In the event we do not assign a temporary modified duty assignment to employees who have suffered a work-related injury or illness, the

employee is generally continue to be eligible to receive time loss payments, as well as other benefits and reinstatement rights, in accordance with applicable laws.

To be eligible for consideration for a temporary modified duty assignment under this policy, an employee must be *temporarily* unable to return to his/her regular duties as a result of an on-the-job injury or illness; and not medically stationary. Once an employee becomes medically stationary, that employee is no longer eligible to participate in a temporary modified duty assignment under this policy. The City continues, however, to comply with its reasonable accommodation obligations for employees who qualify as disabled under applicable state or federal laws regardless of whether their disability arises on or off-the-job and regardless of whether the condition is stationary. Such accommodations may include temporary or ongoing job modifications that allow qualified employees to perform their essential job functions. For more information on our disability accommodation policies, please see the Equal Employment Opportunity policies or contact Human Resources.

If an employee declines to accept an offer of a modified duty assignment that has been approved by his/her treating physician, the employee's right to receive time loss compensation under the worker's compensation laws may be discontinued. In addition, the employee may lose the right to be reinstated under the injured worker reinstatement laws. Other leaves of absence may still apply and all applicable leaves run concurrently. For more information, contact the Payroll Clerk.

Reporting Unsafe Working Conditions

It is the responsibility of all employees to report any unsafe working condition promptly. Reports should be made to your supervisor or the City Manager. We encourage employees to work with us to maintain safety by alerting us to potentially unsafe conditions. If you see an unsafe or dangerous working condition that you can easily correct within the scope of your authority (such as a cord lying across a walk way), you should fix the problem immediately.

We also encourage employees to bring general concerns and recommendations for improving workplace safety to our attention. General concerns and recommendations can be made to the Safety Committee or your immediate supervisor. Your concerns and recommendations are welcomed and carefully considered.

Anti-Retaliation Policy

It is important for all employees to understand that the City expects its employees to report all workplace accidents, injuries and unsafe working conditions and to participate in investigations. We do not allow supervisors, managers or other employees to retaliate against employees who comply with our safety reporting policies. Employees should bring complaints of retaliation to the City Manager. These types of complaints are promptly investigated and violators are subject to appropriate disciplinary action, up to and including termination of employment.

It is important for all employees to understand that the City expects its employees to report all workplace accidents, injuries and unsafe working conditions and to participate in investigations. We do not allow supervisors, managers or other employees to retaliate against employees who comply with our safety reporting policies. Employees should bring complaints of retaliation to the City Manager. These types of complaints are promptly investigated and violators are subject to appropriate disciplinary action, up to and including termination of employment.

Workplace Violence Policy

The City is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Provoking, participating in or encouraging fights or other physical altercations.
- Threatening the safety or well-being of another employee, citizen/public, vendor (or others you come into contact with through your job) whether directly or indirectly.
- Vandalizing City property, citizen/public property, or the property of other employees.
- Screaming, or other violent, vulgar, abusive or harassing outbursts of temper, particularly when directed at another employee.
- Advocating or encouraging acts of violence toward others.
- Being in possession of guns, weapons, explosives, or any other object that could reasonably be perceived as a weapon on City property, including parking lots or in City vehicles without the City's written authorization.
- Distributing "hate" literature or engaging in other communications that advocate violence.
- Engaging in bullying-type conduct. Bullying conduct generally includes repeated verbal and/or non-verbal conduct that is malicious, vindictive, cruel, or deliberately hurtful, etc. It also has the effect or purpose of threatening, embarrassing, humiliating, intimidating, insulting, offending or sabotaging / undermining another employee; and/or interfering with an employee's performance. Bullying does not include legitimate workplace disciplinary or other corrective action by your supervisor or City management.
- Engaging in any other conduct we consider menacing, intimidating, threatening or violent.

Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Reporting

Employees should immediately report incidents that involve violations of this policy to a supervisor or the City Manager. If you are in immediate fear for your safety or the safety of another person, call 911. Likewise, all suspicious individuals or activities should also be reported as soon as possible to a supervisor or the City Manager. The City promptly investigates all reports of violations of this policy. Investigations, including the identity of the person reporting, are kept confidential to the extent we determine confidentiality can be maintained while allowing us to comply with our investigation obligations.

Violations

Violators are subject to discipline as we determine appropriate, up to and including discharge. Retaliation against those who report incidents or provide information in connection with an investigation will not be tolerated. Employees who engage in retaliation will be subject to immediate discharge.

Other General Safety Rules and Expectations

The City provides employees with a variety of protective safety equipment such as gloves, rubber boots or overshoes, protective clothing, hairnets, bump hats, aprons, and other necessary safety equipment to do their jobs. Employees are required to use good judgment and follow City rules and safety regulations for wearing proper safety gear. Failure to wear assigned safety gear as required or instructed will result in disciplinary action. Any item furnished by the City must be turned in upon termination or reduction in force.

Employees are strictly prohibited from driving or operating any equipment unless they have been authorized by management to do so. Also, employees should not, under any circumstances, operate equipment or vehicles that they reasonably feel are not in safe operating condition. If you feel that equipment is not in safe operating equipment, you must comply with the City's lock-out/tag-out procedures and promptly notify your Supervisor.

Each of us is responsible for maintaining a safe, clean and well-kept work area. Please keep the lunch facilities, work surfaces, floors, passage ways, parking lots, and common areas clear of refuse, debris, spills, or other obstacles which could cause an accident. We ask you to treat these areas with the same care you give your individual workspace.

The City expects all employees to use common sense and good judgment to safely perform their job duties. In addition, we conduct periodic safety training that may be mandatory for your job. We also expect employees to stay familiar with the City's safety rules and procedures. For more information, contact your supervisor or Safety Committee members.

Workplace Safety Committee

The City maintains a safety committee in accordance with applicable law. The Committee is responsible for making recommendations on improving safety and health in the workplace. In particular, the Committee has been charged with the responsibility to identify problems and obstacles to loss prevention; identify hazards and suggest corrective actions; and help identify employee safety training needs and develop accident investigation procedures. The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for the City. Employee members may be elected or volunteer from each work group. If no employee members are elected or volunteer, they are appointed. Management members are also appointed. Each member is a member of the Committee for no less than one year, beginning in January of each year. If you are interested in participating in our Safety Committee, contact the City Manager for more information.

The Safety Committee meets monthly and keeps written records of meetings. Copies of meeting records are available for employee review upon request. Employees who have suggestions for improving workplace safety should write out their suggestion(s), sign and submit them to any member of the Safety Committee for review at an upcoming meeting.

Alcohol and Drug Policy

For employees covered by a collective bargaining agreement, Drug and Alcohol policy rules applicable to your employment are established and governed by the terms of that CBA, and not this policy.

The City is a drug and alcohol free workplace and is committed to maintaining high standards of safety, productivity, and reliability for employees and the public we serve. In order to promote these standards and provide a safe working environment, the following Drug and Alcohol Policy has been adopted and applies to all employees of the City. Employees who engage in any conduct prohibited under this policy will be subject to immediate discharge.

As used in this policy, "Drugs" includes all controlled substances regulated under the federal Controlled Substances Act as well as other substances that have mind-altering or function-altering effects on a person's system. For the purposes of this policy, "Drugs" generally does not include lawfully prescribed medications, other than Marijuana, which is unlawful under federal law and is

prohibited by this policy regardless of state recreational and medical use laws. For additional information on the requirements that apply to employees used prescribed or over-the-counter medications, please see the “Medications” section below.

Prohibited Conduct

The following conduct is strictly prohibited:

- Reporting to work, returning to work following breaks or meal periods, or otherwise working with any amount of drugs or alcohol in your system, regardless of when or where the drugs or alcohol were consumed.
- Consuming, manufacturing, buying, selling, transporting, distributing, using, or possessing drugs, drug paraphernalia, or alcohol, on City premises (including City vehicles), or while off the premises doing City work or operating any motor vehicle on behalf of the City. This rule applies regardless of whether you are on paid time. "City premises" includes all property rented, leased, owned or controlled by the City, including job sites and parking lots, etc. It also includes all City equipment and vehicles on or off our property.
- Failing to cooperate with any aspect of this Drug and Alcohol Policy, including but not limited to refusing to promptly submit to required testing; giving false, diluted, or altered urine samples, or assisting another person to do so; failing to comply with lawful rehabilitation conditions imposed by the City or a rehabilitation counselor; or failing to cooperate in investigations or enforcement of this policy.
- Failing to promptly report a conviction, arrest, or plea-bargain for an alcohol or drug related criminal offense after the effective date of this policy. All drug and alcohol related convictions, arrests, and plea-bargain arrangements must be reported to the City Manager as soon as possible.

Required Testing

- **Pre-Employment:** As a condition of employment, including rehire, the City requires a drug test of all applicants for safety sensitive positions (for example, jobs that require an employee to carry a firearm, operate hazardous equipment, etc.). All applicants who are required to undergo testing must report to the collection site and submit to such testing within the specified time period after they are notified of their obligation to be tested. Applicants testing positive for drugs, or providing a false, altered or diluted sample, etc., or testing positive for any type of masking substance, will be disqualified from employment except as prohibited by law.
- **Random:** Random testing of employees in safety sensitive positions may be conducted for the presence of illegal drugs. Individual safety-sensitive employees, all safety sensitive employees, a percentage of all safety-sensitive employees or all safety sensitive employees in particular job positions, departments or locations may be required to submit to random testing at the discretion of the City. For individualized testing, the City utilizes a random selection process based on a pool of safety sensitive employees. All employees in the designated group have an equal chance of being selected for testing. Employees selected for random testing are required to immediately submit to such testing as instructed, and without any delay or detour. There will be no advance notice of testing.
- **Reasonable Suspicion:** Any employee may be required to immediately submit to testing for drugs and/or alcohol as applicable, whenever the City reasonably suspects that the employee has reported to work or returned to duty with drugs and/or alcohol in his/her system. “Reasonable suspicion” under this policy is based on specific identifiable criteria, which may include observed behavior, witness statements, and/or employee statements. Employees who are required to submit to reasonable suspicion testing are prohibited from transporting

themselves to the collection site. A supervisory employee will arrange for/provide transportation and will arrange for the employee to be taken home after testing, unless the employee's test results have been confirmed as negative.

- Post-Accident: Any employee who is engaged in safety sensitive functions and is involved in a work-related accident or safety violation that results in bodily injury to themselves or others, significant property damage, or a motor vehicle citation may be required to submit to immediate testing for the detection of drugs. Post-accident testing for alcohol may also be required if the circumstances give rise to reasonable suspicion that the employee had alcohol in his or her system at the time of the accident. If an employee is injured due to an accident, the City's first concern is appropriate medical treatment for the employee. However, if there is a basis for testing as stated above, the employee will be required to authorize testing as part of their medical treatment and must also authorize the release of appropriate medical records to enable the City to determine whether drugs or alcohol were present in their system.
- Return To Work and Other Required Testing: Individual employees subject to a Last Chance Agreement under this policy may be required to submit to return-to-duty and individualized, random follow-up testing consistent with the terms of the Rehabilitation and Return to Work Agreement for each employee and applicable law. Likewise, employees are subject to drug and alcohol testing when otherwise required by law based on the nature of their job duties with the City, such as DOT drug and alcohol testing. Failure of a legally required test, such as a DOT test, is also a violation of this policy.

All sample collection and testing must be done at facilities designated by the City, and the City pays for the cost of required testing. The time an employee spends undergoing required testing is also paid, and therefore should be reported as hours worked. Employees who are required to submit to reasonable suspicion testing may be placed on administrative leave until confirmed test results are received and a decision has been made regarding employment status.

Medications

If you are taking prescription or non-prescription medication, you have an obligation to consult with your healthcare provider and/or pharmacist to determine whether there are any potential side effects that could affect your ability to safely and competently perform your job duties. This specifically includes asking about potential drug interactions if you are taking more than one kind of medication. If you or your healthcare provider believes that you are/may be experiencing such side effects, you must notify your supervisor before reporting to work or continuing to work with the medication in your system. The City may require verification of your ability to safely and competently perform job duties from your doctor or health care professional as a condition to returning you to work. Medical verification may also be required if the City otherwise has reason to believe that a medication may be affecting your job performance and/or job safety. You do not need to disclose the name of the medication or the medical condition you are being treated for unless the City determines that this is necessary to comply with its legal obligations (e.g. properly designating leaves, making reasonable accommodations, etc.).

Although the lawful use of prescription or over-the-counter medications is not grounds for disciplinary action by itself, failure to follow the reporting procedure discussed above may subject the employee to disciplinary action. Employees may also be disciplined for using medication that is unlawfully obtained or for using that is inconsistent with the prescription or label (including but not limited to using medication prescribed to another person). Please also note that if you test positive for alcohol, or show signs of having alcohol present in your body (e.g. odor on your breath), it will not be an acceptable excuse that you used a medication containing alcohol, such as Nyquil.

REMINDER: Marijuana is unlawful under federal law and having marijuana in your system is a violation of this policy regardless of state recreational or medical marijuana laws. The City does not accommodate the use of marijuana or excuse violations of this policy. If you believe you need some other type of accommodation for your disability, you should contact the City Manager to discuss available options.

Searches

When the City believes there is reasonable suspicion that an employee is in possession of drugs or alcohol or has brought them onto the City's premises, personal items such as packages, bags, lunch boxes, or other items being carried on or being removed from the City property may be subject to search as permitted by law. Furthermore, all City property such as desks, equipment, lockers, etc., will remain the property of the City and are subject to general access and search at our discretion.

The City will not search an employee's person, and no employee will be forcibly searched or detained. Reasonable efforts are made to respect an employee's integrity and privacy during searches; however, refusal to cooperate with lawful searches and investigations is considered a violation of this policy and will result in discipline, up to and including termination of employment. All illegal drugs or drug paraphernalia found in or on the City's property may be released to law enforcement.

Safeguards

The City uses qualified supervisory personnel and makes arrangements with a certified laboratory/testing organization to administer this policy. If applicable, medication use and other medical information is screened by a qualified Medical Review Officer (MRO). Lawful medication used consistent with a prescription is treated as a negative test under this policy, and employee medical information is not disclosed to the City by the testing organization. The detectable presence of any drug or alcohol in the system constitutes a "positive" test result. All positive test results are confirmed using reliable confirmatory testing methods as determined by the City and consistent with applicable law. Test results and other information concerning drug and or alcohol investigations are treated confidentially and released only when there is a legitimate business need to know, or as otherwise required or authorized by law.

Rehabilitation Assistance

If you believe you may have an alcohol and/or drug use problem, you are encouraged to contact your supervisor or Human Resources before the problem results in unsatisfactory performance or attendance, or a violation of the City's rules and policies, and before being instructed to submit to testing under this policy. An employee who voluntarily discloses a substance use problem before these problems arise may request a leave of absence to allow for inpatient or outpatient treatment. The City will grant such requests as it deems appropriate and as required by law. In such cases, the employee will not be permitted to work until such time as a qualified medical professional verifies that the employee is fit for duty. The employee may also be required to comply with any additional requirements imposed on the employee or the City by law. The time an employee is off work for evaluation and/or treatment may qualify for family leave, and the City complies with such leave rights. As noted in the Leaves of Absence section, all leave is unpaid. However, employees are permitted to use any earned and unused paid time off benefits in lieu of taking unpaid time off.

Employees who test positive or otherwise engage in prohibited conduct under this policy are subject to immediate termination of employment. However, the City may, at its discretion, allow the employee a one-time opportunity to enter into a Last Chance Agreement in lieu of discharge. The City's decision in each case is based on all of the surrounding circumstances, including the nature of the violation, the employee's position and length of service, and overall disciplinary record. Last Chance Agreements provide, among other things that the employee is subject to unannounced suspicion less

testing for a period of time after returning to work, as recommended by the substance abuse provider or required by the City and consistent with applicable law.

Miscellaneous Workplace Policies and Expectations

The City expects all employees to use common sense, sound judgment, and to conscientiously perform your work duties while abiding by City policies and management directives in the performance of your job. As a result, all employees should become familiar with and keep informed of changes in our safety rules, operational policies, etc. In the event you have questions about your position, your employment status, your job requirements, or any other matter, please discuss your questions with your Supervisor.

Cooperation and Teamwork

The City believes that teamwork is the foundation of a successful employment relationship. Teamwork is an independent job requirement for all positions at the City. In addition to working in a manner that meets our quality and production standards, every employee is expected to perform their job duties in a cooperative and professional manner.

Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones, “smartphones” and similar devices), tablets and similar devices, all of which are referred to as “cellular devices” in the Cellular Devices Policy.

Cell Phones in General (both City of Hermiston-provided and personal cell phones)

Employees are allowed to bring personal cell phones to work with them. During working hours, however, employees must refrain from using them except in an emergency or during a meal period or rest break. Employees who use personal or City of Hermiston-provided cell phones may not use the phones to violate the City of Hermiston’s policies, including the City’s policies against harassment and discrimination, workplace violence, etc. Employees who use a personal or City of Hermiston-provided cell phone to send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City of Hermiston’s no-harassment and no-discrimination policies is subject to discipline up to and including termination.

Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones or cellular devices with built-in cameras and video photography options, may not be used during working hours, or at any City of Hermiston-sponsored function unless authorized to do so by the department head or City Manager.

Cell Phone Policy

It is the City’s intent to comply with the Government Standards and Practices Commission’s (GSPC) ruling that the use of cell phones supplied by public entities must be restricted to the business of that public entity. The City recognizes that due to the nature of some positions, certain employees must have access to, if not full-time use of, a cell phone. The City Manager, in conjunction with department directors, will identify those employees whose jobs require the use of a cell phone. The following options may be available to those employees who are required to carry a cell phone. Employees should consult their department director for further information.

City-supplied Cell Phone. The Oregon Ethics Commission has ruled that cell phones supplied by the City must be restricted to City business, with the following limited exception. Personal calls or text

messages (outgoing or incoming), are only allowed in instances of family emergencies when those calls cannot be made from a land-line phone within a reasonable period of time. These calls should be of short duration. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of City-provided Smartphones. The relevant Oregon Revised Statute is as follows:

ORS 244.040: “Code of ethics; prohibited actions; honoraria. The following actions are prohibited regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed pursuant to ORS 244.120.”

- (1) “Except as provided in subsection (2) of this section, a public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative of the public official, or any business with which the public official or a relative of the public is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.”

The above example is the only situation where *de minimus* personal use is considered acceptable. **No other personal use is allowed, even if reimbursed.** The above calls need not be reimbursed. To assist you in adhering to this policy, the GSPC (Government Standards and Practices Commission) provides the following advice:

- Do not list your personal cell phone number on your business card.
- Do not give your City-supplied business cell phone number to personal contacts other than your immediate family, and then only with the understanding that it is for emergency use only.
- If you receive a non-business related call on your City-supplied business cell phone, advise the caller you will return the call after business hours.

All devices and equipment issued by the City (including tablets, laptops, cell phones, smart phones, etc.) remain the property of the City and are subject to inspection and review at any time at the discretion of the City.

Personal Cell Phone. For the convenience and mutual benefit of the employee and the City, those employees who are required to carry a cell phone have the following options; they may choose to receive additional taxable income each month (\$40) for the specific purpose of utilizing a personal cell phone for City business purposes. This cell phone may be used for business and personal calls.

The City recognizes that personal cell phone calls may be made from time to time. Use of personal cell phones to conduct personal business, including the receipt of incoming calls, must be limited to the employee’s break and lunch periods except for rare, urgent personal communication.

New employees who are required to carry a cell phone and who select this option will be eligible for their first monthly allowance as of the first of the month following either the initial date of hire, or the employee’s notification of eligibility by the department manager. When terminating, the employee will receive the full allowance for their final month provided they complete at least one day of work (not merely “paid status”) during their final month of service.

Please use your cell phone to call for help or to help others in emergencies. Your cell phone lets you be a “Good Samaritan” in the community. If you see an auto accident, crime in progress or other serious emergency where lives are in danger call 911 and give the exact location and information to the fire, police or ambulance personnel. This emergency number could be one of the one-button programmed numbers on your phone. Employees are not expected to offer additional assistance beyond calling for help.

Text Messaging. When text messages are used for City business purposes, they must be retained in accordance with the applicable retention schedule.

Procedure. Supervisors shall submit a written request to administration requesting a city issued cell phone for their employee. Employees eligible for assignment of City-supplied cell phones are those designated by the Department Director, and approved by the City Manager, based on the following job functions.

Responsibilities of Employees. Employees who are assigned the use of City-supplied cell phones and other wireless personal communication devices are responsible for the following:

- Insuring that all City related communication is conducted through or over the City owned device, only, and not a personally owned device.
- Insuring the physical security of such devices.

The City reserves the right to monitor and record communications traffic at any time, on City-owned devices, without notice to any employee.

Any abuse or inordinate use of those devices will be considered misconduct and indifference to work, resulting in possible disciplinary action, up to and including termination. Any employee responsible for inordinate use of wireless communications devices may also be held responsible for the resulting costs to the City.

Reimbursements. IRS Rules and regulations govern whether a City-supplied cell phone assigned to an employee may be treated as a taxable fringe benefit. The City makes no representations about any tax ramifications that may result from an employee receiving a City-supplied cell phone, or a stipend to offset the business usage of a personal cell phone. Each individual should consult a tax expert to determine the tax ramifications relative to their individual situation.

The City-supplied cell phone is assigned to an employee and the employee is required, as part of their responsibilities, to be accessible at all times for which the issuance of the cell phone was required. Employees are allowed *de minimus* personal use of City-supplied cell phones under this scenario. Except for *de minimus* use, employees must demonstrate that the City-supplied cell phone is used for City business only.

The Department Director will develop a standard for *de minimus* use for their staff. There is no charge and the use of a City-owned cell phone is not taxable to the employees unless their usage exceeds the *de minimus* use standard.

In the event the employee's personal usage exceeds the *de minimus* use standard for the department, the employee will be required to reimburse the City for the costs associated with such usage.

Disclosure of Information. The City will disclose the contents of retrievable wireless communications messages, upon receipt of a valid court order or legal request, including Public Information (open records) requests. The City may disclose the contents of retrievable wireless communication messages if the information will assist in official internal or criminal investigations.

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Hermiston vehicles and the

operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by City of Hermiston.

For employees who drive any vehicle on behalf of the City, your first responsibility is to drive safely at all times. All employees are expected to be aware of weather, traffic, pedestrians, and other driving conditions and to use caution and good judgment at all times. Employees are prohibited from using hand-held cell phones for any purpose while driving on City of Hermiston-authorized or City of Hermiston-related business. Employees who must take a call while driving are required to use a hands-free device at all times, including voice dialing. If you do not have an appropriate hands-free device available, or if weather or other driving conditions warrant extra caution even with a hands-free device, you must safely pull off the road and have the vehicle in park before engaging in any call. This policy also prohibits employees from using a cell phone or other device to read, send or receive text or "instant" messages while driving or engaging in any other reading, browsing of social media, internet, etc. while driving on City of Hermiston business. Taking notes (including writing down phone numbers or other information) is also strictly prohibited while driving. All employees who drive must also be aware of and adhere to all state and local laws regarding cell phone use while driving. Violation of this policy will subject the employee to discipline, up to and including termination.

Children in the Workplace

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child. Employees may consult our EAP provider to find an emergency care provider to care for sick children.

Dating and Workplace Relationships

The City considers employee personal relationships to be their personal business. However, when personal relationships develop between employees, they have the potential to impact working relationships and City operations. Therefore, the City has developed this policy to avoid conflicts of interest, favoritism, special treatment, harassment and retaliation, and to help ensure continued excellent services to our community.

Romantic/sexual relationships between management employees and subordinate employees are strictly prohibited. This includes but is not limited to employees who are married and/or living together. Subordinate employee means an employee in the same chain of supervisory authority even if there is not a direct reporting relationship. If such a situation develops, both individuals are required to notify the City Manager at the earliest opportunity (including at the application process if one of the involved parties is applying for City employment). In such cases, the City makes personnel decisions as it determines appropriate to the management and protection of the City, which may include declining to hire, or the transfer, reassignment, request for resignation, or termination of one or both individuals.

Other consensual romantic/sexual relationships between individuals who work for the City, as well as romantic personal relationships between an employee and an individual employed by a customer, vendor, supplier, etc. are not prohibited. However, all employees are expected to act professionally in the workplace and during the course of their employment. Sexual/romantic conversations, text or

instant messaging; inappropriate touching (kissing, hugging, massaging, sitting on laps, etc.); etc. is strictly prohibited in the workplace, even when it is consensual.

All employees are expected to comply with the City's policies against harassment and retaliation and to maintain appropriate professional working relationships. In the event a consensual romantic relationship between two employees is discontinued, both parties must respect that decision. Employees who continue to pursue romantic relationships in the workplace, or retaliate in violation of City policies after they have been advised that the other employee wishes to end the relationship should be reported pursuant to the City's policy against harassment.

Lastly, even where there is no romantic involvement, employees are expected to behave in a manner that does not raise claims of favoritism or create a negative or unprofessional work environment. If you have any questions about your obligations under this policy, contact your supervisor.

Dress Code

Public relations are an integral part of each employee's job. All employees are expected to present themselves in a way that helps generate trust, confidence and respect from the public they serve. As a result, all employees are required to be neatly groomed and wear clothing that is clean, in good repair, fits properly, and is professional and appropriate for their position and job duties, whether in the office, a City vehicle, or other worksite. Some positions with the City may be required to wear a uniform or other job specific attire. Your supervisor will inform you of any specific uniform or dress code requirements for your position. For positions that are required to wear a uniform, the City provides employees with uniforms at City expense. City uniforms and attire (with City logo, etc.) may not be worn off-duty except in the normal course of travel to and from work. All City uniforms and attire must be returned on separation from employment.

In the event a concern arises regarding employee compliance with this policy, the City will make the final determination regarding what is appropriate dress for our workplace in its discretion. In addition to discipline, employees arriving for work with an appearance that significantly disregards City standards or creates a safety hazard may be asked to return home for immediate correction. If you have any questions regarding the specific standards for your job, please contact your Supervisor.

Driving and Use of Vehicles

Some positions with the City require employees to operate vehicles as part of their jobs. The following rules are applicable to all employees who drive on City business:

Driver's License and Insurability

Employees whose job requires the use of any vehicle (including a City vehicle or a private vehicle) to conduct City of Hermiston's business must possess a valid unrestricted driver's license, must be at least 18 years old/21 years old for a CDL, and maintain insurability with the City and its insurer(s) (including a driving record acceptable to the City and our insurer(s) at all times). Employees driving private vehicles must carry and maintain adequate liability coverage at minimum of \$25,000 per person for bodily injury and \$50,000 per accident. Only employees who are properly licensed, insured and have been authorized by the City Manager are permitted to drive on City business. In order to ensure compliance with this policy, and the safety of other employees, passengers and the public, the City of Hermiston may verify the validity of your driver's license and/or your driving record at any time. If your position requires you to drive and you have any driving restrictions or your license status changes in any way, you must inform your supervisor immediately.

Compliance with the Law, Traffic Violations and Good Judgment

All employees who drive on behalf of the City are expected to use good judgment and caution in the operation of the vehicle at all times. All employees who drive on behalf of the City are also required to be aware of and comply with all applicable traffic laws and regulations at all times. This includes using safety belts for drivers and passengers at all times. The City does not pay for employee traffic violations. If you receive a traffic or parking citation while using any automobile on City business, you are responsible for all fines, court costs, etc.

Reporting Accidents and Traffic Violations

All accidents, traffic citations and damage, however small, must be reported immediately to the Payroll Clerk. This applies to all types of accidents and damage, including damage to the property of others as well as City property and equipment. Accidents involving City vehicles must also be reported to a police agency for investigation. Employees are required to cooperate fully with City accident and damage investigations.

Use of City Vehicles

Employees are prohibited from transporting any unauthorized passengers in City vehicles or while on City business, unless specifically authorized by their department head. This includes friends, family members, etc. Personal use of City vehicles is prohibited except as authorized in writing by the City Manager and subject to income/expense reporting as described in this Handbook and required by law.

Use of City of Hermiston Email and Electronic Equipment, Facilities and Services

City of Hermiston uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, e-mail, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City of Hermiston property.

Ownership

All information and communications in any format, stored by any means on, sent through, or received via City of Hermiston's electronic equipment, facilities or services is the sole property of City of Hermiston.

Use

All of City of Hermiston's electronic equipment, facilities and services are provided and intended for City of Hermiston business purposes and not for personal matters, communications or entertainment. Access to the Internet, web sites and other electronic services paid for by City of Hermiston are to be used for City of Hermiston business. This means, for example, that employees may not use the City of Hermiston-provided Internet, or City of Hermiston electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Hermiston's Equal Employment Opportunity policies;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City of Hermiston-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).

Further, employees may not use City of Hermiston-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts).

City of Hermiston email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Incidental Use

It is acceptable to make incidental personal use of the City's electronic communications equipment and systems. Such use must be limited to necessary, occasional communication and must occur only during meal and break periods. Also, regardless of whether the material/communications/use is intended to be personal or is viewed, downloaded, and/or forwarded, the City's systems and equipment are not to be used to access sexually explicit, indecent or illegal materials or any other sites or information contrary to the expectations set forth in City policies. Individuals who use the City's Internet and other systems for such limited, incidental personal use are also reminded that this policy does not change the City's right to monitor the use of its equipment and systems and to access, review, copy, modify, delete or disclose information as we deem appropriate and as required by public records laws. You have no expectation of privacy in the use of the City's equipment, facilities and systems. Do not conduct any personal business using our systems that you would not want others to see or disclose.

Inspection and Monitoring

Employee communications, both business and personal, made using City of Hermiston electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City of Hermiston equipment; facilities or services are the property of City of Hermiston.

All information and communications in any format, sent, received, transmitted through or stored by any means on City of Hermiston's electronic equipment, facilities or services, are subject to inspection at any time without notice. Passwords may be used for purposes of security, but the use of a personal password does not affect City of Hermiston's ownership of the electronic information, electronic equipment, facilities, or services, or City of Hermiston's right to inspect such information. All passwords must be recorded with the IT Department. City of Hermiston will override all personal passwords if it becomes necessary to do so for any reason. Also, all employees should be aware that the City of Hermiston reserves the right to access, review, copy, modify, delete or disclose information transmitted through or stored in our systems, including but not limited to electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of City of Hermiston's electronic equipment, facilities and services, including all communications and internet usage and resources visited. Deleting files does not eliminate our ability to view those files. Therefore, all employees should understand that they have no expectation of privacy in connection with the use, of City equipment, facilities and services or with the transmission, use or storage of information in our equipment, including stored email messages.

Personal Hardware and Software

Employees may not install personal hardware or software on City of Hermiston's computer systems. All software installed on City of Hermiston's computer systems must be licensed.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Hermiston management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from the City Manager to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used

for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Social Media

The City generally believes that your off-duty activities are your own business. However, certain types of off-duty activities, in particular, certain online and social networking/social media conduct by employees has the potential to affect our operations and working environment. As a result, we have developed this policy to provide employees with information about what is expected of them when they engage in personal social networking/social media and other online activity.

For purposes of this policy, “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with City of Hermiston, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of City of Hermiston or City of Hermiston’s legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings and Required Conduct

Employees are subject to discipline, up to and including termination, if they create/post any text, images or other media that violate City of Hermiston’s Equal Employment Opportunity, workplace violence or other workplace policies.

Do not create a link from your blog, website or other social networking site to a City of Hermiston-owned or -maintained website without identifying yourself as a City of Hermiston employee. Also, you should express only your personal opinions. Never represent yourself as a spokesperson for City of Hermiston unless you have been authorized in writing by the City Manager or City Council to speak on behalf of the City. If the City of Hermiston is a subject of the content you are creating, be clear and open about the fact that you are a City of Hermiston employee, and make it clear that your views do not represent those of City of Hermiston or its employees or elected officials.

Maintain the confidentiality of City of Hermiston’s confidential information. (See “Workplace Privacy and Confidentiality” policy, below.)

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Hermiston’s employees and elected officials, and suppliers or other third parties who do business with City of Hermiston. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or otherwise violates the City’s workplace policies. Violations are subject to discipline, up to and including discharge.

Request for Employee Social Media Passwords

City of Hermiston’s supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee’s or applicant’s user name and password, password or other means of authentication that provides access

to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by City of Hermiston.

Nothing in this policy prohibits City of Hermiston from requiring an employee to produce content from his or her social media or internet account in connection with a City of Hermiston-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

Workplace Privacy and Confidentiality

Although the City is a public entity, some information obtained in the course of your employment is confidential and may not be subject to public disclosure. Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Hermiston policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or release confidential information contrary to Oregon or federal laws may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy (or a supervisor or manager's lawful directive). Confidential information generally does not include employee wages.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Hermiston) may be removed from our premises without permission from the City Manager. Additionally, the contents of records or information otherwise obtained in regard to the City of Hermiston's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

Ethical Practices and Honesty

At City of Hermiston, we strive to conduct all business affairs in compliance with applicable laws and regulations. We expect all employees to strictly comply with this standard and to refrain from engaging in activities that are unlawful or may bring discredit to the City, and avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with their obligations to the City of Hermiston.

In keeping with this policy the City believes that it is the responsibility of all employees to report conduct that they reasonably believe violates any federal, state, or local law, rule, or regulation. We also believe that all employees have the responsibility to report conduct that they reasonably believe constitutes: mismanagement (i.e. serious organizational misconduct that has the effect or potential to undermine the City's ability to fulfill its public mission); misappropriation of funds, materials or assets of the City; abuse of authority; or gross waste of funds of the City. Reports should be made to the City Manager, your department head, or the Mayor. The City respects the right of our employees to raise such matters and address any concerns reported. The City does not tolerate retaliation against employees for raising such complaints.

Public Employee Ethics, Conflicts, Gifts, & Political Activities

We at the City of Hermiston are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Hermiston from work in the private sector, you may find that some activities that are common business

practices in the private sector are prohibited in the public sector. All employees are required to comply with the highest level of ethics under City policies and the Oregon public employee ethics rules. Additional Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Hermiston's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

Conflicts of Interest & Gifts: The public trust and proper operation of the City requires employees to be independent, impartial and responsible to the public we serve. Therefore, employees are prohibited from engaging in any transaction or having a financial or personal interest that is incompatible with the proper discharge of their official duties or that would tend to impair their judgment or action in the performance of their official duties. No employee may use his/her position to obtain financial or personal gain for themselves or any member of their immediate family, or for any business with which the employee or immediate family member is associated. If you have any concerns about what type of activity is covered by this policy, you must seek guidance and approval from the City Manager before taking any action that could violate this policy.

Likewise, employees are not permitted to accept gifts of cash or merchandise from customers or organizations that are doing, reasonably anticipated to do, or seeking to do business with the City. As very limited exceptions employees may be permitted to accept incidental gifts of nominal value in accordance with public employee ethics rules.

Political Activity: The City does not restrict the right of its employees to express their personal political views or engage in political activity. However, no political activity furthering the cause of any party, candidate, or ballot measure, etc. is allowed on the job. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours;
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign; or
- Use City premises, equipment or resources to engage in any other political activity prohibited by Oregon public employee ethics rules

Outside Employment

Generally, employees may obtain employment with a private employer or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

- An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.
- Employees may not accept outside employment that involves:
 - The use of City of Hermiston time (including the employee's work time), facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Hermiston. In other words, the employee may not engage in private business interests or other employment activities on the City of Hermiston's time or using the City of Hermiston's property;

- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works; or
- Receipt of money or other consideration for performance of duties that the employee is required to perform for the City of Hermiston; or
- Otherwise violated public employee ethics rules and requirements

Also, all employees who hold outside employment must continue to meet the performance, attendance, overtime and other requirements of your job with the City.

Personal Employee Property

The City does not provide protection for an employee's property brought onto City premises, customer property, or other work locations. This includes employee vehicles and their contents. We are not responsible for lost, damaged, or stolen items and encourage employees not to bring valuables to work. However, all employees are expected to show concern and respect for the rights and property of others. Employees who find lost items are required to immediately report the items to your supervisor.

Tobacco-Free Workplace

City of Hermiston provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. This policy applies to employees, volunteers, and any visitors to City of Hermiston property, vehicles or facilities/buildings. City of Hermiston buildings and vehicles are also tobacco-free areas. Further, City of Hermiston prohibits tobacco use in or around City of Hermiston vehicles and equipment or machinery. If you wish to smoke or use tobacco products, you must do so outside of City of Hermiston's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Hermiston (see "Holidays" section), City of Hermiston is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or his/her designee) will decide whether to, and to what extent the City of Hermiston will close. When it is announced that offices will be closed for inclement weather or an emergency, all full-time exempt employees will be paid for the entire day. Regular part-time and regular full-time non-exempt employees will be paid up to two (2) hours of regular pay if the closure occurs during a regular scheduled work day. Should the closure exceed 2 hours, employees may choose to use accrued vacation or E-day leave to make up for the additional hours. Temporary/seasonal and limited duration employees will be unpaid. In case of closure, employees are notified via phone by their immediate supervisor.

In the event of extreme bad weather when City offices are open, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your supervisor in accordance with the attendance reporting procedures. Safety and a trustworthy approach are your guides. Employees are required to use accrued vacation leave or accrued E-days for bad weather days. Employees without any appropriate accrued leave will be unpaid for bad weather days.

Work Performance

Employees are responsible to perform their duties with care and attention to the City's quality and performance standards and requirements. Carelessness or negligence that leads to mistakes, physical injury or property damage, or failure to meet the City's quality or performance standards or requirements may result in disciplinary action, including termination.

Termination of Employment

Prohibited Conduct, Discipline and Discharge

The City and the public's best interests are served through fair and consistent treatment of all employees. The City also believes that most employees prefer to work in an environment in which serious or repeated violations of its standards are not permitted. With that in mind, we have established various policies and standards of conduct thought this Handbook that employees are expected to follow. Aside from the City's right and your right to terminate our relationship at any time and for any reason, the City may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of our rules or policies as we deem appropriate. We have, however, grouped together examples of unacceptable conduct into two general categories: minor and major infractions.

When the City determines that a regular employee has committed a first minor infraction, the employee generally receives a verbal or written warning prior to termination. The City does not generally issue a written warning before terminating introductory period, temporary/seasonal employees. However, each situation is evaluated according to the circumstances involved, and the type of discipline administered may vary based upon our determination of the seriousness of the offense, the employee's past performance and disciplinary record and length of service as well as other factors the City considers relevant. Also, warnings for different minor infractions are generally combined to determine the type of discipline administered. When we feel an employee has committed a major infraction, that employee is subject to immediate discharge, even for a first offense.

Non-Major Infractions

These types of infractions include, but are not limited to, the following:

- Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, and failure to notify us of intended absence or tardiness or failure to comply with other reporting policies.
- Careless, inaccurate, unreliable, or otherwise unsatisfactory work performance or productivity.
- Performing other than City work during paid working time.
- Failure to follow safe working practices and rules. (Note: When we feel an employee has committed a serious safety violation, that employee is subject to immediate discharge).
- Using City property for personal use.
- Violation of the Equal Employment Opportunity policies, which, in our view, is not serious enough to justify immediate discharge.
- Violating any City policy or practice which is presently in effect or subsequently issued or any other conduct that the City determines warrants disciplinary action, but not discharge.

Major Infractions

These types of infractions include, but are not limited to, the following:

- Insubordination, including failure to follow any verbal or written job instructions issued by a person in the position of authority as determined by the City.
- Violation of the City's Workplace Violence policy.

- Violation of the City’s Drug and Alcohol policy.
- Dishonesty of any type, including but not limited to: falsifying any employment related records (such as applications, absence and sickness reports, time records), making untruthful statements in response to any employment related inquiry or investigation, or making material omissions or misstatements related to your employment. Dishonesty also includes theft or unauthorized removal or possession of City property, confidential business records or the property of another employee, visitor, or business associate
- Deliberate, reckless or negligent act(s) of destroying, or damaging City property, tools or equipment, or the property of others on City premises.
- Committing repeated or serious violations of safety rules, safe working habits, or governmental safety rules and regulations. Serious violations that result in immediate discharge include but are not limited to:
 - Failure to follow lock-out/tag-out procedures,
 - Violation of any confined space safety rules,
 - Failure to use and follow procedures for Personal Protective Equipment (PPE) or Chemical Handling
 - Failure to use safety guards on equipment,
 - Failure to promptly report an injury, accident or property damage, and
 - Any other violations of City safety rules and practices or governmental safety laws or regulations resulting in injury to yourself or others
- Engaging in violation of our discrimination, harassment and/or retaliation rules (e.g. conduct of a sexual, racial, ethnic, age, disability-related, unwelcome religious nature, etc.) that the City considers to be serious or repeated.
- Failure to maintain required licenses or certifications.
- Disclosure of non-public, confidential information to unauthorized persons (*As a reminder, confidential information does not include information about employee wages*).
- **Violating any City policy presently in effect or subsequently issued, or any other conduct that the City determines is serious enough to warrant immediate discharge.**

The City believes these rules are clear and require little explanation. However, if you have any questions concerning the application or intent of these rules, please consult with the Payroll Clerk. Obviously, rules cannot be listed to cover every situation. Conduct not specifically mentioned is disciplined according to the standards followed for what the City determines is the most equivalent type of conduct listed.

An employee’s overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The City will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate in all cases. If you feel you have been unfairly disciplined or discharged, we encourage you to utilize the complaint procedure.

Notwithstanding all of the above listings and other verbal and written statements, employment can be terminated, with or without notice, at any time and for any reason the City considers sufficient at its option or the employee’s option. The above lists are intended to give you examples of some of the types of conduct that will lead the City to exercise its employment “at will” termination options.

Layoffs

City employment needs vary based on organizational changes, workload, budgetary and other business and operational considerations. In the event the City determines that it is necessary to

eliminate or consolidate jobs or otherwise curtail operation, layoffs may be necessary. The decision of individuals to be laid off is made by the City based on management evaluation of the comparative work performance and skills of the employees in the job classifications affected, as well as the skills and abilities of those employees to perform the work remaining. When the City determines that the performance, skills and abilities of the employees being considered for layoff are relatively equal; preference is given to the employee with the longest length of service with the City. The City's policy is to provide advance notice of layoff whenever it determines budgetary and operational considerations allow. Except as otherwise provided by an applicable collective bargaining agreement, employees who are laid off do not have any bumping or automatic recall rights.

Retirement or Resignation

If you choose to resign or retire, it is anticipated that you will provide the City of Hermiston with a written notice, addressed to your immediate supervisor preferably a minimum of two weeks in advance of your planned departure. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave City of Hermiston, you will not be eligible for re-employment at a later date. Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the City Manager before making a final decision.

Employees must return all City of Hermiston property, including phones, computers, identification cards, credit cards, keys, and manuals, to their immediate supervisor or his/her designee on or before their last day of work.

City of Hermiston will consider allowing PERS-eligible employees to retire from his/her employment with the City of Hermiston and then rehiring them, as permitted under Oregon law. The City of Hermiston will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Hermiston, and the ability of existing employees to perform the work of the retiring employee.

Exit Interview

The purpose of an exit interview is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave employment. Employees who are leaving employment with the City are invited to partake in an exit interview with their supervisor and/or the HR Specialist upon leaving employment. If an in-person interview is not the ideal choice for an employee, an exit interview form may be sent with the employee to complete during their last week of employment or have the option of completing and mailing the survey back to the HR department at a later date.

Employment References

By policy, City of Hermiston discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

Final Paychecks

If you are discharged or laid off by the City, your final paycheck is made available by the end of the next business day following your termination. If you voluntarily resign your employment with at least 48-hours advance notice, your final paycheck is made available on your last day of work or on the next business day if your last day falls on a Saturday, Sunday or holiday. If you voluntarily resign your employment and fail to provide at least 48-hours' notice, your final paycheck is made available within five (5) days of your termination or on the next payday, whichever comes first. Your final paycheck will be mailed to you upon request.

Employee Acknowledgement

Acknowledgment of Receipt

City of Hermiston Employee Handbook

Adopted November 2015
Revised March 2017
Revised July 2018
Revised July 2019
Revised July 2020
Revised January 23, 2023

I acknowledge that I have received a copy of City of Hermiston’s Employee Handbook, which becomes effective January 23, 2023 and covers my employment. I also understand that a copy of the Employee Handbook is available to me at any time to review in the office of the HR/Payroll clerk.

I understand that the City of Hermiston reserves all rights necessary for the efficient management of its operations and that the City of Hermiston has adopted the handbook only as a general guide about its current policies, work rules and the work environment. I acknowledge that this Handbook is not a contract for continued employment or benefits at any level. Rather, I understand that it may become necessary for the City to change this Handbook, its policies and practices, and/or to change, reduce or discontinue any benefits from time to time (*subject to applicable collective bargaining obligations, if any*) as it determines appropriate to the management of the City.

During my employment with City of Hermiston, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as issued, and to ask questions about any interpretation of any of the policies.

I also understand that no one other than the City Manager (or the City Council if applicable to the City Manager) has any authority to enter into any agreement for employment for any specified period of time, to assure me of any future position, benefits or other terms or conditions or employment, or to make any promises contrary to or in addition to this Handbook. I understand and acknowledge that any such representation and promises must be in writing and signed and dated by the City Manager (or City Council if applicable to the City Manager) in order to be valid.

I further understand that, *except as otherwise provided in an applicable collective bargaining agreement covering my employment or an individual written employment agreement signed by the City Manager (or City Council if applicable to the City manager)*, that my employment at the City of Hermiston is “at will”.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document is kept in the Employee’s personnel file. A copy will be provided to the Employee upon request.



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of January 23, 2023

Title/Subject

Resolution #2254- Adopting the Revised City Design Standards and Specifications Manual.

Summary and Background

The Design Standards and Specifications Manual establishes uniform standards for installation of utility and street infrastructure throughout the City. These standards are used by the City during system expansion or replacement projects, but also are used by private parties when a development occurs and needs connection to the street or utility networks.

City staff worked extensively with Anderson Perry & Associates over the past several years to adopt an update to this manual last year. The intent at the time was to begin updating this manual annually moving forward so that future updates aren't as large. This year's updates mainly include a handful of small changes which were either recommended by city staff, or members of the development community, over the past year. Each update was reviewed by Anderson Perry and discussed internally with staff, and are now recommended for approval.

Tie-In to Council Goals

Day to Day Administration.

Fiscal Information

Adoption of this resolution is not anticipated to have any fiscal impact on the City.

Alternatives and Recommendation

Alternatives

1. Adopt Resolution 2254
2. Reject Resolution 2254
3. Table Resolution 2254 with recommendations for change.

Recommended Action/Motion

Motion to adopt Resolution 2254 as presented.

Submitted By:

Mark Morgan

RESOLUTION NO. 2254

A RESOLUTION ADOPTING THE REVISED CITY’S PUBLIC WORK STANDARDS, TECHNICAL SPECIFICATIONS, AND STANDARD DRAWINGS MANUAL

WHEREAS, it is necessary for the health and safety of the residents of the city that all public improvements be built to a uniform standard design in accordance with the best practices of engineering; and

WHEREAS, the engineering firm of Anderson Perry & Associates, Inc. have reviewed the existing standard plans and specifications and determined that revisions to the city’s Public Works Standards, Technical Specifications, and Standard Drawings manual are necessary to accommodate the changing patterns of development in the city; and

WHEREAS, the revised Public Works Standards, Technical Specifications, and Standard Drawings manual is attached hereto.

NOW, THEREFORE, THE CITY OF HERMISTON RESOLVES AS FOLLOWS:

1. That the attached revised Public Works Standards, Technical Specifications, and Standard Drawings manual is approved and adopted.
2. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 23rd day of January, 2023.

SIGNED by the Mayor this 23rd day of January, 2023.

Dr. David Drotzmann, MAYOR

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER

CITY OF HERMISTON, OREGON

PUBLIC WORKS STANDARDS, TECHNICAL SPECIFICATIONS, AND STANDARD DRAWINGS

JANUARY 2023



180 N.E. 2nd Street
Hermiston, OR 97838

CITY OF HERMISTON, OREGON

**PUBLIC WORKS STANDARDS
TECHNICAL SPECIFICATIONS
AND STANDARD DRAWINGS**

JANUARY 2023



ANDERSON PERRY & ASSOCIATES, INC.

La Grande, Redmond, Hermiston, and Enterprise, Oregon
Walla Walla, Washington

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**CITY OF HERMISTON, OREGON
PUBLIC WORKS STANDARDS
2023**

RESPONSIBILITY STATEMENT FOR USE OF STANDARDS

These City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings have been prepared by Anderson Perry & Associates, Inc., for exclusive use by the City of Hermiston, Oregon (City) on public works infrastructure projects within the City’s urban growth boundary that the City will own, operate, and maintain, and for any other project where conformance to these Public Works Standards, Technical Specifications, and Standard Drawings, in the opinion of the City, is essential for the protection of public safety and health. The Standards are intended to be general in nature and set minimum guidance for projects within the City. Use of these Standards, Technical Specifications, and Standard Drawings or any portion thereof on projects outside of the City is strictly prohibited without written approval of the City and Anderson Perry & Associates, Inc.

All users of these documents on projects within the City shall adapt these documents as needed to the specific project for which they will be used. The use of the City of Hermiston's Public Works Standards, Technical Specifications, and Standard Drawings, or modifications thereto, shall be stamped and signed by the responsible engineer and shall be submitted to the City for review prior to their use on a project within the City. When documents are submitted, the locations of proposed adaptations and/or deviations shall be clearly marked and/or noted in writing to expedite the review process.

All third-party users agree to indemnify, defend, and hold the City, and Anderson Perry & Associates, Inc., its partners, agents, and employees harmless from and against any and all claims, suits, demands, losses, and expenses including attorneys’ fees accruing or resulting from any and all persons, firms, or any other legal entity on account of any damage or loss to property or persons, including death, arising out of the result of utilizing these Standards, Technical Specifications, and Standard Drawings.

**CITY OF HERMISTON, OREGON
PUBLIC WORKS STANDARDS
2023**

STATEMENT OF UNDERSTANDING AND RULES FOR USE OF STANDARDS

This document is intended to set minimum standards for public work improvements within the urban growth boundary of the City of Hermiston, Oregon. These standards are not a substitution for professional experience. Sound engineering judgement must be exercised in the application to specific conditions. The City may vary or modify any of the City's Public Works Standards, on a case-by-case basis, if it is found that the strict application of the City's Public Works Standards is impractical or if it would result in hardship. Deviations from these specifications are subject to approval of the City.

The City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings will be incorporated in and made a part of any contract for the design and construction of a municipal project. The portions of this specification relating to design, easements, materials, and workmanship shall be adhered to for private developments where improvements will become part of municipally owned and operated systems. These Standards and Specifications will be updated periodically and, as such, all persons should ensure they are working with the most current set of Standards and Specifications.

Minimum general standards shall be as set forth in the current City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings.

No project or construction work that requires City inspection shall commence until the appropriate agreements have been signed, performance bonds submitted for work in a public right of way, final construction plans approved, preconstruction meeting held, all associated fees and deposits have been paid and 'Notice to Proceed' issued.

The Owner/Developer, or agent, will be responsible for any faulty material and workmanship for one year from the date of the formal acceptance of the sewer, street, water, storm drainage or other public facility installation. Final Acceptance of a project, or any portion of a project, shall be in writing from the City, and shall state any special conditions required for acceptance by the City.

The Owner/Developer, or agent, shall comply with all terms and conditions of applicable governmental rules and regulations pertaining to the work. The design and construction of all proposed facilities shall be in conformance with the City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings, and all standards and specifications referenced therein.

Workmanship and materials not conforming to these Standards and Specifications will be deemed a violation of City code and any associated agreement and may result in an immediate suspension of the Contractor's activities. When an authorized representative of the City suspends the Contractor's activities, all work shall cease on the subject project until the violation is corrected to the satisfaction of the City.

GENERAL REQUIREMENTS

GENERAL REQUIREMENTS

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A. GENERAL STANDARDS

1.1 Authority and Purpose

Title V, IX, and XV of the Hermiston Code of Ordinances (Code) regulate construction and development. These Public Works Standards, Technical Specifications, and Standard Drawings implement the rules and policies contained in the Code.

The purpose of these Public Works Standards, Technical Specifications, and Standard Drawings is to provide a consistent policy under which certain physical aspects of public facility design and construction shall be implemented. Most of the elements contained in the Public Works Standards, Technical Specifications, and Standard Drawings are Public Works oriented and intended to be applied to both public improvements under City contract and public improvements under private contract designated herein.

These Public Works Standards, Technical Specifications, and Standard Drawings cannot provide for all situations. They are intended to assist but not to substitute for competent work by design professionals and experienced Contractors. It is expected that engineers and Contractors will bring to each project the best of skills from their respective disciplines.

These Public Works Standards, Technical Specifications, and Standard Drawings are not intended to unreasonably limit any innovative or creative effort that could result in better quality, better cost savings, or both. Any proposed departure from the Public Works Standards, Technical Specifications, and Standard Drawings will be judged, however, on the likelihood that such variances will produce a compensating or comparable result, in every way adequate for the user and City residents.

Alternate materials and methods will be considered for approval by the City as the need arises and conditions warrant modification. This consideration will be on a case-by-case basis and will require sufficient justification prior to approval (see subsection 1.5 below).

1.2 Engineering Policy

It shall be the policy of the City of Hermiston to require compliance with Oregon Revised Statutes, Chapter 672 for professional engineers.

All engineering plans, reports, or documents shall be prepared by a registered professional engineer (design engineer), or by a subordinate employee under the design engineer's direction, and shall be signed by the design engineer and stamped with the design engineer's seal to indicate the design engineer's responsibility for them. It shall be the design engineer's responsibility to review any proposed public facility extension, modification or other change with the City, prior to engineering or proposed design work, to determine any special requirements or whether the proposal is permissible. A

"Preliminary Review" and/or a "Plans Approved for Construction" stamp of the City, on the Plans, etc., for any job, does not in any way relieve the design engineer of responsibility to meet all requirements of the City or obligation to protect life, health, and property of the public. The Plan for any project shall be revised or supplemented at any time it is determined that the full requirements of the City have not been met.

1.3 Applicability

The Public Works Standards, Technical Specifications, and Standard Drawings contained herein shall govern all construction and upgrading of all public and privately financed public facilities in the City of Hermiston and applicable work within its service areas.

1.4 Standard Specifications

Except as otherwise provided by these Public Works Standards, Technical Specifications, and Standard Drawings, all construction, design, craftsmanship, materials, equipment, and details shall be in accordance with the current Oregon Standard Specifications for Construction and Standard Drawings as published by the Oregon Department of Transportation (ODOT) and American Public Works Association (APWA), Oregon Chapter.

1.5 Approval of Alternate Materials or Methods

Any alternate method or material not explicitly approved herein will be considered for approval as set forth in Section 1.1 of this section. Persons seeking such approvals shall make application in writing. Approval of any deviation from these Public Works Standards, Technical Specifications, and Standard Drawings shall be in written form. Approval of alternate methods and/or materials will be made in writing.

Alternates must meet or exceed the minimum requirements as set forth in these Public Works Standards, Technical Specifications, and Standard Drawings.

The written application is to include, but is not limited to, the manufacturer's specifications and testing results, design drawings, calculations, reason, justification, and other pertinent information.

Any deviations or special issues shall be reviewed on a case-by-case basis and approved by the City. When requested by the City, full design calculations shall be submitted for review with the request for approval.

1.6 Special Design Problems

Special applications not covered in these Public Works Standards, Technical Specifications, and Standard Drawings require review and approval by the City.

Submittal of full design calculations, supplemental drawings, and information will be required prior to any approval.

Applications requiring special review and approval may include, but are not limited to, the following:

- Sewer Forcemains
- Relining of Existing Sewers
- Internal Sealing of Existing Sewers
- Sewage Pump Stations
- Sewer Siphons
- Sewage Treatment Plants
- Sewer Flow Measurement/Monitoring Devices
- Water Distribution Pump Stations
- Relining of Existing Water Mains
- Water Pressure Regulating Devices
- Energy Dissipaters
- Water Reservoirs
- Water Treatment Plants
- Water Flow Measurement/Monitoring
- Bridges
- Stormwater Pump Stations

1.7 Revisions to Public Works Standards, Technical Specifications, and Standard Drawings

Revisions to these Public Works Standards, Technical Specifications, and Standard Drawings are anticipated to be made from time to time. The date appearing on the bottom of each page is the date of the latest revision. Users should apply the latest published issue to the work contemplated.

Some sections may be changed more than once and it shall be the user's responsibility to maintain his/her copy of these Public Works Standards, Technical Specifications, and Standard Drawings with the latest changes.

1.8 Definitions

Alley - A public access easement or right-of-way (ROW) not more than 20 feet and not less than 12 feet in width, which intersects with a public street.

Approval - The proposed work or completed work conforms to these Public Works Standards, Technical Specifications, and Standard Drawings in the opinion of the City. Approvals shall not be considered valid unless given in writing by the appropriate City Representative.

Approved Back Flow Prevention Device - A device that has been investigated and approved by the Oregon Health Authority - Drinking Water Services.

Arterial Street - A street intended to carry large volumes of traffic at steady speeds with minimum interruptions to traffic flow.

As-Graded - The extent of the surface conditions on completion of grading.

Backflow - The flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any sources other than its intended source.

Backflow Preventer - A device or means to prevent backflow into the potable water system.

Back Siphonage - The flowing back of used, contaminated, or polluted water from a plumbing fixture or vessel into a water supply pipe due to a negative pressure in such pipes.

Bedrock - In-place solid rock typically underlying soil layers.

Bench - A relatively level step excavated into earth material where fill is to be placed.

Bike Lanes - A designated travel-way for bicyclists that is located within the roadway directly adjacent to the outside vehicular lane or on the shoulder.

Bike Path - A designated travel-way for bicycling that is completely separated from the vehicular travel lanes and is within independent ROWs.

Bike Route - A designated travel-way for bicyclist that is shared with vehicular traffic. The roadway is designated with signs for bicycling (no pavement markings for the bike route or delineation of parking spaces are used).

Borrow - Earth material acquired from an off-site location for use in grading on a site.

City - The City of Hermiston, Oregon, and/or City Representatives from the City of Hermiston, Oregon.

City Representative - The City Manager and the Assistant City Manager are the primary City Representatives. All department heads are also City Representatives in matters relating to their department by delegated authority from the City Manager and Assistant City Manager. Department heads may assign City Representative responsibilities to qualified individuals within their respective departments as needed.

Collection Systems - Facilities maintained by the City and connected thereto for collecting, pumping, conveying, and controlling the sewer.

Collector Sewer - The portion of the public sewerage system that is primarily installed to receive sewer water directly from individual residences and other individual public or private structures.

Collector Street - Street which forms the boundary of major blocks of land and is intended primarily for inter-neighborhood traffic; can function as a road to service areas from the arterial system.

Compaction - The densification of earth material by mechanical means.

Core - To cut and remove a circular portion of concrete, pavement, pipe, or soil.

Cross Connection - Any connection or arrangement, physical or otherwise, between a potable water supply system and any plumbing fixture or any tank, receptacle, equipment or device, through which it may be possible for non-potable, used, unclean, polluted and contaminated water, or other substances, to enter into any part of such potable water system under any condition.

Cul-de-sac - A dead-end street having a turnaround area at the end.

Curb - The line indicating the edge of the vehicular roadway within the overall ROW.

Cut Sheets - Sheets of tabulated data indicating stationing, structures, fittings, angle points, beginning of curve, points on curve, end of curves, storm drain slope, staking offset, various elevations, offset cuts, and storm drain depths for streets, water lines, sanitary sewers, and storm drains.

Datum - The vertical elevation control for the City of Hermiston is "The North American Vertical Datum of 1988." The horizontal datum is State Plane Oregon North NAD83 expressed in international feet.

Dead-end Street - A street or series of streets that can be accessed from only one point. Dead-end streets can be either temporary (intended for future extension as part of a future street plan) or permanent.

Definition of Words - Whenever the words "directed," "required," "permitted," "ordered," "designated," or words of like importance are used in these Public Works Standards, Technical Specifications, and Standard Drawings, they shall be understood to mean the direction, requirement, permission, or order of designation of the City. Similarly, the words "approved," "acceptable," or "satisfactory," shall mean approved

by, acceptable to, or satisfactory to the City. All "approvals" shall be in writing or they shall not be considered approved.

Design Engineer - The engineer, licensed by the State of Oregon as a Professional Engineer, under whose direction the Plans for the work are prepared and submitted to the City for review and approval.

Designated Arterial or Collector Street - A street designated as an arterial or collector in the Comprehensive Plan.

Detention - The holding of runoff for a short period of time and then releasing it to the natural water course where it returns to the hydrologic cycle.

Domestic Sewage - The liquid and waterborne waste derived from the ordinary living processes, free from industrial wastes, and of such character to permit satisfactory disposal, without special treatment into the public sewer or by means of private sewage disposal system.

Double Check Valve Assembly - An assembly composed of two single, independently acting, approved check valves, including tightly closing shut-off valves located at each end of the assembly and fitted with properly located test cocks.

Double Detector Check Valve Assembly - A line-sized approved double check valve assembly with a parallel meter and meter-sized approved double check valve assembly. The purpose of this assembly is to provide backflow protection for the distribution system and at the same time provide metering of the fire system showing any system leakage or unauthorized use of water.

Drainage Facilities - Pipes, ditches, detention basins, creeks, culvert bridges, etc., used singularly or in combination with each other for the purpose of conveying or storing stormwater runoff.

Earth Material - Any rock, natural soil, or fill or any combination thereof.

Easement - Areas located outside of dedicated ROWs that are granted to the City for special uses.

Engineering Geologist - A geologist experienced and knowledgeable in engineering geology.

Engineering Geology - The application of geologic knowledge and principles in the investigation and evaluation of naturally occurring rock and soil for use in the design of civil works.

Erosion - The wearing away of the ground surface as result of the movement of wind, water, or ice.

Excavation - The mechanical removal of earth material.

Existing Grade - The grade prior to grading.

Expansion Joint - A joint to control cracking in the concrete surface structure and filled with preformed expansion joint filler.

Fill - The deposit of earth material placed by artificial means.

Finish Grade -The final grade of the site, which conforms to the approved plan.

Fire Hydrant Assembly - The fire hydrant, attached auxiliary valve, and associated piping and fittings.

Fire Protection System - Water line(s) with attached fire suppression infrastructure connected to a water fire service line and intended only for the extinguishing of fires and the necessary flushing for its proper maintenance.

Geotechnical Engineer - An engineer experienced and knowledgeable in the practice of geotechnical engineering.

Geotechnical Engineering - The application of the principles of soil mechanics in the investigation, evaluation, and design of civil works involving the use of earth materials and the inspection or testing of the construction thereof.

Grade - The degree of inclination of a road or slope, or the vertical location of the ground surface or the degree of inclination of a road or slope.

Grading - Any excavating or filling or combination thereof.

Groundwater - Water that exists underground in the cracks and voids of subsurface soil and rock.

Hydrant Lead - The water line connecting the fire hydrant to the auxiliary valve on the City distribution main.

Impervious Areas - Those hard surface areas located upon real property that either prevent or retard saturation of water into the land surface and cause water to run off the land surface in greater quantities or at an increased rate of flow from that present under natural conditions preexisting to development.

Industrial Waste - Solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business process or from development, recovery, or processing of natural resource.

Irrigation Service - A metered connection intended for seasonal use and delivering water not discharged to the sanitary sewer.

Local or Residential Street - A street designated to provide vehicular access to abutting properties and discourage through traffic.

Longitudinal Joint - A joint that follows a course approximately parallel to the centerline of the roadway.

Major Partition - A partition that includes the creation of a road or street.

Major Trees - Trees within the ROW that have a caliper of 4 inches or larger measured 18 inches above the existing ground. Street improvement plans will identify major trees by location, caliper, and species.

Major tree species are those that contribute to the landscape character of the area to include: Douglas Fir, cedar, redwood, sequoia, oak, ash, birch, walnut, and maple. The identification of major trees should distinguish species generally suitable for retention adjacent to streets and those species with growth habits that create nuisances, unusual maintenance problems, or hazards to the public.

Manufacturer's Name - Any manufacturer's name, specification, catalog, number, or type used herein is specified by make and order to establish the standard requirements of the City. Other equivalent makes will be considered for approval, providing they are comparable with this established standard.

Minor Partition - A partition that does not include the creation of a road or a street.

Natural Grade - The grade of the land in an undisturbed state.

On-Site Detention - The storage of excess runoff on the development site prior to its entry into a public storm drain system and gradual release of the stored runoff after the peak of the runoff has passed.

Oregon Plumbing Specialty Code - The Uniform Plumbing Code adopted by the current edition of the International Association of Plumbing and Mechanical Officials, as revised by the State of Oregon.

Owner - The owner of record of real property as shown on the latest tax rolls or deed records of the County, and includes a person who furnishes evidence that he/she is purchasing a parcel of property under a written recorded land sale contract.

Partition - To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year.

Peak Runoff - The maximum water runoff rate in cubic feet per second (cfs) determined for the design storm.

Person - Individual, firm, corporation, association, agency, or other entity.

Plans - Construction plans, including system plans, sewer plans and profiles, cross sections, detailed drawings, specifications, etc., or reproductions thereof, approved or to be approved by the City, which show the location, character, dimensions, and details for the work to be performed, in which constitute a supplement to these Public Works Standards, Technical Specifications, and Standard Drawings.

Potable Water - Water that is satisfactory for drinking, culinary, and domestic purposes and meets the requirement of the health authority having jurisdiction.

Private Collection System - A privately owned and maintained sewer system installed to serve multi-unit structures on single ownership properties, which cannot legally be further divided.

Private Storm Drain - A storm drain located on private property serving more than one structure on the same premises or parking lot catch basins.

Professional Inspection - The inspection required to be performed by the design engineer, geotechnical engineer, or engineering geologist. Such inspections include that performed by persons supervised by such engineers or geologists and shall be sufficient to form an opinion relating to the conduct of the work.

Public Sanitary Sewer - Any sewer located in a public ROW or easement and operated and maintained by the City for carrying sewage and industrial waste.

Public Storm Drain - Any storm sewer located in a public ROW or easement and operated and maintained by the City.

Record Drawings - Plans signed and dated by the design engineer indicating that the Plans have been reviewed and revised, if necessary, to accurately show all as-built construction details and changes.

Release Rate - The controlled rate of release of drainage, storm, and runoff water from property, storage pond, runoff detention pond, or other facility during and following a storm event.

Right-of-Way - All land or interest therein which by deed, conveyance, agreement, easement, dedication, usage, or process of law is reserved for or dedicated to the use of the public for sidewalk, utility, and/or roadway/transportation purposes.

Roadway - All of that portion of the ROW used or to be used for vehicle movement, which exists between the curbs or proposed curb lines.

Rough Grade - The stage at which the grade approximately conforms to the approved plan.

Sedimentation - Disposition of erosional debris, soil sediment transported by water from a higher elevation to an area of lower gradient where sediments are deposited as a result of slack water.

Sewage - A combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, except industrial wastes.

Sewer Lateral - A sewer service lateral.

Sewer Line, Building - A private sanitary sewer line beginning 5 feet outside the building and extending to the property line or public easement line, connecting to the sewer service lateral.

Sewer Main - Any public pipe that conveys sewage and/or industrial waste toward the treatment plant.

Sewer Service Lateral - A private sanitary sewer line beginning at the property line or public easement line and extending to the sanitary sewer main.

Sewer Service Line - See Sewer Service Lateral.

Sidewalk - A walk or path along the side of a road for pedestrians. A ROW deeded, dedicated, and designated for the use of non-motorized vehicles and pedestrians.

Silt - Fine textured soil particles including clay and sand as differentiated from coarse particles of sand and gravel.

Siltation - Deposition of (silt) waterborne sediments.

Slope -An inclined ground surface the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

Soil - Naturally occurring superficial deposits overlying bedrock.

Standard Drawings - The drawings of structures or devices commonly used on public improvements and referred to on construction Plans.

Stormwater - Any water generated from a precipitation/storm event that has not yet infiltrated into the subsurface or run off into a body of surface water.

Streets or Roads - Any public highway, road, street, avenue, alleyway, easement, or ROW used or to be used for vehicle movement.

Structures - Those structures designated on the Plans such as catch basins, manholes, etc.

Subdivide - To divide an area or tract of land into four or more lots when such area or tract of land previously existed as a unit or contiguous units of land under a single ownership.

Subdivision - An area or tract of land that has been subdivided.

Super Elevation - The vertical distance between the heights of the inner and outer edges of a highway pavement with the cross slope of the highway being continuous across the entire width of the paved roadway.

Surface Water - Any permanent, semipermanent, or seasonal body of water found on the Earth's surface including rivers, streams, and lakes.

Terrace - A relatively level step constructed in the face of a graded slope surface for drainage and maintenance purposes.

Transverse Joint - A joint that follows a course approximately perpendicular to the centerline of the roadway.

Traveled Way - That portion of the roadway for the movement of vehicles, exclusive of shoulder and auxiliary lanes.

Trunk Sewer - The primary public sanitary sewer that conveys wastewater to the wastewater treatment plant and is primarily intended to receive wastewater from a collector sewer, another trunk sewer, an existing major discharger of raw or inadequately treated wastewater, or water pollution control facility.

Turnaround Area - An area of sufficient size and configuration that a motor vehicle may maneuver so as to travel in the opposite direction.

Underground Injection Control (UIC) System - A system that places fluids (mainly stormwater) below the ground and meets all requirements of the U.S. Environmental Protection Agency and the Oregon Department of Environmental Quality.

Wastewater - The total fluid flow in the sanitary sewerage system, which includes industrial waste-sewage or any other waste including that which may be combined with any groundwater, surface water, or stormwater that may be discharged into the sanitary sewerage system.

Water Distribution System - Water distribution pipelines, pumping stations, valves, and ancillary equipment used to transmit water from the supply source to the service line.

Water Fire Service Line - A water line connecting the public water main to a fire protection system. The line generally terminates or connects to a fire protection system at or near the property line or easement boundary.

Water Main - The water supply pipes for public or community use.

Water Main, Transmission - A water main whose primary purpose is to convey water from one location to another. Transmission water mains generally do not have water service lines connected to them.

Water Service Line - The pipe connection from the City water main to the user's water meter.

Water Supply Line - The pipe carrying potable water from the water meter or other source of water supply to a building or other point of use or distribution on the lot.

Wetlands - Those lands adjacent to watercourses or isolated therefrom which may normally or periodically be inundated by the waters from the watercourse or the drainage waters from the drainage basin in which it is located. These include swamps, bogs, sinks, marshes and lakes, all of which are considered to be part of the watercourse and drainage system of the City and shall include the headwater areas where the watercourse first surfaces. They may be, but are not necessarily, characterized by special vegetation or soils such as peat, muck, and mud. Wetlands shall include all areas identified by the National Wetlands Inventory. Any areas not included in the National Wetlands Inventory and which, in the City's opinion, could be considered a wetland shall be identified and delineated by the developer.

1.9 Construction Plans

a. Plan Preparation

Construction Plans and specifications shall be prepared as specified in Sections b through i below by a professional engineer licensed in the State of Oregon.

b. General Information

Prior to any construction work and plan approval, complete construction Plans, specifications, stormwater calculations, and all other necessary submittals shall be submitted to the City for review.

c. Sheet Size

All construction Plans shall be clearly and legibly drawn in ink on Mylar sheets measuring 22 x 34 inches or other permanent paper stock that is approved by the City. Sheets shall have 1-1/2 inches of clear margin on the left edge and a 1/2-inch margin on all other edges.

d. Sets of Plans

When Plans are prepared for developer financed projects, the following scale of drawings is suggested.

Plan/Scale	Horizontal*	Vertical
Street	1 inch = 20 feet	1 inch = 5 feet
Sewer	1 inch = 20 feet	1 inch = 5 feet
Storm	1 inch = 20 feet	1 inch = 5 feet
Water	1 inch = 20 feet	1 inch = 5 feet

**When a scale is used that is smaller than 1 inch = 20 feet (i.e., 1 inch = 40 feet) intersection details showing fittings and valving shall be provided at a larger scale.*

Architectural scales (i.e., 1/4 inch = 1 foot, 0 inches) are not permitted unless otherwise approved.

e. Required Sheets

Construction plan submittals shall contain the following minimum sheets: title sheet, plan and profile sheets, and detail sheets.

f. Title Sheet

All subdivision projects and multiple street improvements projects shall have a title sheet as the first page of the construction Plans. This sheet shall contain the following minimum information.

- 1) Site Plans of the entire project with street ROW and/or subdivision layout at a 1 inch = 100 feet scale. A 1 inch = 200 feet scale may be used if project size is too large. The site plan shall also be a composite utility plan showing all properties served by proposed sewer, water, and storm facilities, in addition to the proposed facility and all easements. The site plan shall also include all adjacent public facilities within 100 feet of the proposed project.
- 2) Vicinity map at a 1 inch = 1,000 feet scale, or greater.
- 3) Index of sheets.
- 4) Complete legend of symbols, line types, and hatches used. Legend items shall clearly differentiate between existing and proposed improvements with proposed improvements being more prominent than existing improvements. All legend items shall be unique.
- 5) General and construction notes pertinent to project.
- 6) Temporary and/or permanent benchmarks used along with their descriptions, elevations of benchmark, and datum.
- 7) Horizontal and Vertical Coordinate Systems

The City requires the use of the Oregon State Plan North and the National American Vertical Datum of 1988.
- 8) Design engineer's name, address, phone number, and seal.
- 9) Developer's/owner's name, address, and phone number for public improvements with private financing.
- 10) Statement referencing City of Hermiston Public Works Standards, Technical Specifications, and Standard Drawings and the current Oregon Standard Specifications for Construction and Standard Drawings.
- 11) Provide contact phone numbers for all affected utility companies.
- 12) Show tax lot numbers or lot and block designations.

13) A City Standard Drawing index for all referenced Standard Drawings.

g. Plan Sheet

The plan view of each sheet shall be drawn at the appropriate scale showing the following minimum information:

- 1) Adjacent street curbs, property lines, ROW lines, utility easements referenced to property lines, street centerlines and intersections. Show property corner and curb elevations to determine water service level, serviceability of lot/property and sanitary sewer, points of disposal for building storm drains, and how new curbs will join to existing curbs.
- 2) Location of all underground utilities within 100 feet of the project (if they are affected by the project), existing power/telephone poles and guy anchors, valves, manholes, catch basins, fire hydrants, meter boxes, vaults, signs, etc.
- 3) Location of all watercourses, railroad crossings, culverts, bridges, major trees, water lines, sewer lines, and/or storm drain lines within 200 feet of proposed sewer and storm drain extensions if they affect the design of the project. All watercourses shall show the 100-year floodplain as indicated on the U.S. Army Corps of Engineers and Federal Emergency Management Agency (FEMA) maps.
- 4) On sewer and storm drain Plans, each manhole, catch basin, and cleanout shall be numbered and stationed. Stationing shall tie to existing street monuments, unless the City approves the use of property corners or manholes. Each line shall be stationed continuously upgrade from left to right on the plan sheet. Each separate line shall be individually designated (e.g., sewer line 'A', storm line 'A', etc.)
- 5) On street Plans, horizontal stationing shall show points of tangent and curvature for centerline curve data and shall show tangent length, radius distance, centerline curve length, and delta angle. Centerline intersection stationing, in both directions, shall be shown.
- 6) Where streets are being widened, edge of pavement elevations shall be shown to determine pavement cross-slope to new curb or pavement edge.
- 7) On water Plans, all fittings shall be shown and identified by type (i.e., MJ x MJ, FLG X MJ, etc.). Fire hydrants and intersection details for valves and fittings are required when scale of Plans is smaller than 1 inch =

20 feet (i.e., 1 inch = 40 feet). All valves, fittings, and pipe conditions shall be indicated.

- 8) On erosion control Plans, the location of silt fences, inlet barriers, gravel entryways, temporary ditches and detention ponds, and surface preparation shall be shown. The plan shall show the entire development. Details of erosion control devices can be shown on this sheet.
- 9) All notes and keynotes shall reference appropriate City Standards and/or Drawings when applicable.

h. Profile Sheet

Profiles for construction Plans shall be the same horizontal scale as the plan sheet. Where profiles are drawn on the same sheet as the plan view, the profile shall be immediately below the plan view. Stationing shall be continuously upgrade from left to right with lower stations to the left. The following minimum information shall be shown:

- 1) For sewers and storm drains, show locations of manholes, catch basins, and cleanouts with each numbered and stationed as indicated in General Requirements, A. General Public Works Standards, Technical Specifications, and Standard Drawings, 1.9 Construction Plans, g. Plan Sheet, (4) above.
- 2) Existing profile at centerline of proposed utility or street.
- 3) Proposed profile grade, as appropriate, for all sewers, storm drains and water lines giving pipe size, length between structures, slope, surface restoration type, pipe materials, sewer inverts, rim elevations, etc.
- 4) Existing underground utilities that cross the alignment of the proposed facility.
- 5) Beginning of all vertical curves, points of vertical intersection, end of vertical curve, low point of sag curve and length of vertical curve. Profiles of existing centerline grade shall extend a minimum of 250 feet beyond the end of the improvement.
- 6) Clearly show all potential utility conflicts with appropriate pipes, conduits, vaults, etc., that affect the proposed design.
- 7) All notes and keynotes shall reference appropriate City Standards and/or Drawings when applicable.

Note: City Record Drawings are only to be used as an aid to the design engineer. When a potential conflict may occur, the design engineer shall field locate, or cause to be located, and verify the alignment, depth, and inverts of all existing facilities shown on the Plans that will be crossed by the proposed facility.

i. Detail Sheets

Detailed drawings shall be included with all construction Plans where Oregon or City Standard Drawings do not exist or apply. If a standard drawing must be modified to fit existing or unique conditions, the modified drawing shall be shown on the Plans. When appropriate, due to required detail complexity, a separate detail sheet shall be drawn. When Oregon or City Standard Drawings are used, they must be included with the Plan set. In lieu of including the actual Standard Drawings with the design documents, an index referencing all pertinent Standard Drawings with their specific drawing number(s) may be included on the title sheet.

1.10 Supporting Information

The design engineer shall submit sufficient supporting information to justify the proposed design. Such information shall include, but not be limited to, the following:

- a. Design calculations.
- b. Hydrology and hydraulic calculations with basin maps. This includes storm drainage calculations.
- c. Alternate materials specifications including manufacturers' design application recommendations.
- d. Plan support information to include as required:
 - 1) Geotechnical Report
 - 2) Hydrology, hydraulic, and stormwater calculations
 - 3) Engineering Geology Report
 - 4) Traffic Impact Analysis

1.11 Utility Plan

When designing sanitary or storm sewer facilities, a utility plan shall be submitted with the construction Plans when required by the City. The utility plan shall be used to identify and analyze the extension of the proposed facilities and shall include a

topographic plan. The topographic plan shall show all upstream and tributary areas within no less than 200 feet of the proposed development.

The utility plan shall include existing contours at 1 foot intervals, or as approved by the City. Include locations of existing structures and public and private utilities.

1.12 Plan Submittal

Plans for all privately financed Public Works facility improvements shall be submitted to the City. The City will coordinate the plan review and approval of all construction Plans, which will include reviews for compliance with all City Codes, Ordinances, Public Works Standards, Technical Specifications, and Standard Drawings, Oregon Standard Drawings, and utility master plans.

All Plan submittals shall include information required in General Requirements, 1.9 Construction Plans, along with all other information requested by the City. This information shall include, but is not limited to, construction cost estimates, easement documents, ROW dedications, and executed agreements. All submittals shall be reviewed by the design engineer for completeness and the City notified if required information is missing. Submittals should be made in a timely manner as lack of information to the City may impede the review process.

1.13 Public Improvement Procedure

The developers/Contractors of all major developments and subdivisions within the City are responsible for installation of public improvements within all newly proposed streets, all existing adjacent unimproved streets and off-site improvements determined by the City to be necessary for the functionality of the development and/or to mitigate development impacts. Public improvements shall include, but are not limited to:

- Street paving
- Storm drainage
- Curbs
- Sidewalks
- Gutters
- Americans with Disabilities Act ramps
- Bike paths
- Public water lines
- Public sewer lines
- Street lights
- Fire hydrants

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In addition to the above listed improvements, it may be necessary to construct or contribute to the future construction of traffic signals, water or sewer pump stations, or future infrastructure upgrades such as pipe oversizing.

All applicants for development shall attend a pre-application meeting with City development staff. This meeting is intended to familiarize applicants with the development process and the City's Standard Drawings and specifications. All applications for development shall be accompanied by preliminary drawings for installation of public improvements. Drawings shall be prepared by an Oregon registered professional engineer and shall be in compliance with the current Public Works Standards, Technical Specifications, and Standard Drawings. Following approval of the proposed development by planning staff and/or the planning commission, public improvement plans shall be revised and receive final approval from development staff.

In most cases, the applicant will be required to enter into an improvement agreement with the City of Hermiston, agreeing to install all required improvements, specifying time frames for installation, and agreeing to future maintenance of said improvements. The improvement agreement must be completed prior to initiating construction within the development.

In lieu of installation of improvements in new subdivisions, an applicant may provide a letter of credit for 110 percent of the total cost of all improvements. After receipt of a letter of credit, the City will release the subdivision plat and construction of homes may begin and lots may be sold. However, the applicant must still work towards completion of all improvements and no Certificates of Occupancy will be released until all improvements are completed. Commercial and multi-family developments may construct buildings and public improvements concurrently, but also may not receive any Certificates of Occupancy until all public improvements are completed and accepted by the City.

All drainage improvements must be completed at the time any street is constructed, and sidewalk must be completed prior to any occupancy for which sidewalk is required.

Following completion of improvement installation, City Public Works staff will inspect all improvements. The City will generate a punch list of corrections needed and submit said list to the applicant. Following completion of all punch list items, the applicant may request re-inspection. Once the improvements are accepted by the City, the applicant must provide Record Drawings of all public improvements, prepared by the design engineer. The applicant must also provide a one-year maintenance bond for 25 percent of the cost of the installed improvements.

GENERAL REQUIREMENTS

CHECKLIST FOR PLAN REVIEW AND SUBMISSION

Action	Date
Attend Pre-Application Meeting	
Obtain Standard Plans and Specifications	
Submit Proposed Design Drawings with Erosion Control Plan	
Revised Design Drawings per City Comments*	
Resubmit Design Drawings as Required	
City Approves Design Drawings	
Sign Improvement Agreement	
Developer Schedules and Attends Pre-Construction Meeting with Selected Contractor	
Begin Construction of Improvements	
Submit Letter of Credit (if desired)	
Complete Testing of Improvements as Required	
Complete Construction of Improvements	
Call for Final Inspection of Improvements	
City Issues Punch List of Corrections	
Call for Reinspection	
City Approves Improvements	
Submit Record Drawings (see subsection 1.14 below)	
Submit Maintenance Bond	
City Releases Certificate of Occupancy	

**All revised design drawings shall include revision numbers and dates, and all revisions shall be clouded. A document shall be provided with a specific written response to each review comment.*

1.14 Record Drawings

For all Public Works facility improvements, the design engineer shall submit certified Record Drawings for all Plans approved for construction. Record Drawings shall meet the requirements of Sections a through e of this section and shall be of archival quality. The Record Drawings shall be 4 mil Mylar with silver halide emulsion. Original inked Mylars may also be submitted in lieu of photographic Mylars on Mylar sheets. The design engineer may submit Record Drawings on another permanent paper as approved by the City.

The design engineer shall submit a signed statement certifying that all work for which Plans were approved has been completed in accordance with the Public Works Standards, Technical Specifications, Standard Drawings, and design documents. This

GENERAL REQUIREMENTS

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statement shall be included directly on the Record Drawings. An example of an acceptable statement is shown below.

ENGINEER'S RECORD DRAWING CERTIFICATE
Affidavit certifying Engineer's inspection of project to certify compliance with approved project Plans and Specifications.
Engineering Firm: I, _____, an Oregon licensed Engineer, P.E. No. _____, do hereby certify that I possess the engineering qualification required by Oregon law and that all work performed relating to the provided professional services were performed by me or under my direct supervision.
That to the best of my knowledge the project complies with the approved project Plans and Specifications.
Dated _____
_____ Licensed Engineer
ENGINEER'S NOTE
The use of the word "certify" or "certification" within this certification only constitutes an expression of professional opinion regarding those facts and findings shown on this Drawing and does not constitute a warranty or guarantee, either implied or expressed.

The words "Record Drawing" shall appear as the last entry in the revision block along with the month, day, and year the Record Drawing was prepared.

Note: Actual location and depth from finish grade of any other utilities encountered during construction shall be noted on the Record Drawings.

a. Sheets

The following minimum information shall be noted on the street Record Drawings:

- 1) Change in horizontal alignment, curve data, and stationing of primary control points (e.g., PC, PI, PT, PRC).
- 2) Vertical curve or grade changes; change in location of low point in sag vertical curve.
- 3) Change to approved thickness for street pavement section components. Show station limits where changes in structural section have occurred.

- 4) Change to driveway locations or widths.
- 5) Other change(s) altering the approved Plans including, but not limited to, curbs, sidewalks, street monuments, Americans with Disabilities Act ramps, and lighting.

b. Storm Drains

The following minimum information shall be noted on storm drain Record Drawings:

- 1) Station of drainage structures such as manholes and catch basins. Tie each drainage structure to nearest property corner ROW line, and distance back from the top back of curb.
- 2) Show alignment changes, grade changes, and changes in construction materials. If alignment changes result in station changes, a station equation shall be shown as appropriate at a manhole.
- 3) Other change(s) altering the approved Plans including, but not limited to, catch basin location, manhole location, pipe size, dry well location, etc.

c. Sanitary Sewers

The following minimum information shall be noted on sanitary sewer Record Drawings:

- 1) Station of manhole, wye, or tee into main line. Tie each to nearest property corner at ROW line, and distance back from the top back of curb.
- 2) Depth at the end of service lateral measured from existing ground to invert of pipe. When required by the City, invert elevations shall be noted.
- 3) Length of service lateral measured from centerline of sewer main to end of pipe.
- 4) Changes in alignment, grade, pipe size and construction materials. If such changes in alignment and/or grade result in station changes, the stationing and offsets shall be changed for the manholes and other structures affected by the changes.

- 5) Other change altering the approved Plans.
- 6) Type of pipe, backfill material, and location.

d. Water Mains

The following minimum information shall be noted on water main Record Drawings:

- 1) Station and/or property line/corner to valves (not at standard location), all fittings, blowoffs and dead-end lines.
- 2) All changes from standard 36-inch depth cover. Limits shall be shown on all Plans with annotated reason for change. Actual pipe elevation (top of pipe) will be taken at each fitting.
- 3) Changes in alignment, grade, pipe size, and construction materials. If such changes in alignment and/or grade result in station changes, the stationing and offsets shall be changed for the valves and other fittings affected by the changes.
- 4) Provide manufacturer of all valves identify types of fittings (i.e., MJ X MJ, FLG x MJ, etc.) if there are deviations from the Plans. Provide information in the form of an inventory list on construction drawings.
- 5) Other changes altering the approved Plans.
- 6) Provide photographs of all installed valves and fittings in place before backfilling if required by the City.

e. Inspection and Testing Results

The Contractor/developer shall submit all inspection and testing results to the City as part of the Record Drawings submittal. This shall include all compaction density testing for aggregate base and asphalt concrete pavement, concrete cylinder test results (i.e., slump, air, break result, etc.), bacteria testing, air test documentation, hydrostatic test results, etc. The Record Drawings shall not be deemed complete until this information is provided.

B. PROJECT WORK MEETINGS

The Contractor and/or their superintendent shall meet with the City on a regular basis to review the progress of the Work, Work schedule, Project concerns, etc., as may be appropriate. The intent of this meeting will be to keep communication channels open and to keep all parties informed as to the status of the Work. Generally, the meeting shall be held bi-weekly; however,

it may be scheduled at other times if needed. This meeting will be used to review Record Drawings being kept on the Project by the Contractor.

C. ENVIRONMENTAL AND OTHER SPECIAL REQUIREMENTS

The Contractor shall be responsible for obtaining a National Pollutant Discharge Elimination System Permit 1200-C for erosion and sedimentation control during construction if this permit is required. A copy of the permit shall be provided to the City prior to the start of construction. See Technical Specifications - "Storm Drainage," Part 1 - General, 1.5 Erosion Control for additional requirements.

If a cultural resource study, wetland delineation, Conditional Letter of Map Revision, Letter of Map Revision, or other items are required, they shall be the responsibility of the developer.

D. PROJECT SAFETY

- 1.1 The Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work, including excavation safety. The Contractor shall comply with all applicable Laws and Regulations, ordinances, rules, and orders of any public body having jurisdiction as it relates to Project and Work safety.
- 1.2 The Contractor shall maintain local access to area residents and emergency traffic throughout the life of the Project and coordinate construction activities closely with area residents to keep them informed of operations that may impact their use of any streets or roadways.
- 1.3 All signs, barricades, barriers, lights, cones, trench boxes, shoring/bracing, and other such "devices" required to warn, protect, or direct the public and workmen during the life of the Contract shall be furnished, installed, moved, and removed by the Contractor. When conditions warrant their use, flagpersons shall also be provided by the Contractor. The determination of what measures are required, in addition to those specifically called for by the Public Works Standards, Technical Specifications, and Standard Drawings, shall be solely the responsibility of the Contractor.
- 1.4 All construction Work shall be performed in accordance with the provisions of the Occupational Safety and Health Regulations of the Oregon Occupational Safety and Health Division, and other applicable regulations. It shall be the Contractor's responsibility to meet all requirements of Chapter 437 of the State of Oregon Administrative Rules. In addition, Oregon Revised Statutes (ORS) 757.542 through 757.562 and Oregon Administrative Rules (OAR) 860-024-0007 administered by the Oregon Public Utilities Commission shall apply.

- 1.5 The materials used for and the installation of all warning and traffic control devices shall be in like-new condition and shall conform to the applicable provisions of the Oregon Standard Specifications for Construction - current edition, Sections 00220 and 00228, and the Manual on Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration, current edition.

E. QUALITY CONTROL

- 1.1 The Contractor shall be responsible for providing their own construction monitoring and quality control program to ensure the materials used on the Project and in the Contractor's operations are in compliance with the Public Works Standards, Technical Specifications, and Standard Drawings. A written quality control program shall be provided to the City for their review prior to any Work being performed. The plan shall describe how the Contractor will monitor and ensure quality control throughout the Work. Materials, equipment, or Work that fails to meet the Contract requirements shall not be used in the Work.
- 1.2 Special inspections and testing shall be performed in accordance with the latest edition of the Oregon Structural Specialty Code (OSSC). As required by the OSSC, any special inspections or tests performed on a project shall be completed by a qualified firm normally engaged in the business of providing said special inspections and tests. The special inspection and testing services shall be performed and paid for by the Contractor. All other testing and inspections required that are not deemed special inspections and testing as defined in the OSSC shall also be performed and paid for by the Contractor, unless at the City's discretion they elect to contract the testing and/or inspection services. The Contractor or developer shall be responsible for reimbursement to the City for all special inspection and testing costs.
- 1.3 The City and their representatives will at all times have access to the Work. In addition, authorized representatives and agents of any participating federal or state agency shall be permitted to review all Work, materials, invoices of materials, and other relevant data and records. The Contractor will provide proper facilities for such access and observation of the Work and also for any review or testing thereof. The Contractor shall notify testing personnel, including testing personnel provided by the City, at least three business days in advance of operations to allow for personnel assignments and test scheduling. All materials to be tested shall be provided by the Contractor at their expense. After tests are completed, the Contractor shall be responsible for repairing test areas to match original conditions. The Contractor shall pay for all additional reviews and retesting required because of defective Work or ill-timed notices.
- 1.4 Tests or reviews by the City or others shall not relieve the Contractor from their obligations to perform the Work in accordance with the requirements of the Public

Works Standards, Technical Specifications, and Standard Drawings and does not make the City, or others, an insurer of the Contractor's Work.

- 1.5 When tests are required, the technician or technicians performing any testing shall possess valid Western Alliance for Quality Transportation Construction (WAQTC) recognized certifications, ODOT recognized certifications, or American Concrete Institute (ACI) recognized certifications in the following disciplines:

- Aggregate Testing Technician (AgTT)
- Asphalt Testing Technician (AsTT)
- Concrete Testing Technician (CTT)
- Embankment and Base Testing Technician (EBTT)
- Density Testing Technician (DTT)
- ACI Concrete Strength Testing Technician (CSTT)
- ACI Concrete Field Testing Technician (CTT)
- Certified Aggregate Technician (CAgT) (WAQTC = AgTT)
- Certified Embankment and Base Technician (CEBT) (WAQTC = EBTT)
- Certified Density Technician (CDT) (WAQTC = DTT)
- Certified Asphalt Technician I (CAT-I) (WAQTC = AsTT)
- Certified Asphalt Technician II (CAT-II)
- Certified Mix Design Technician (CMDT)
- Quality Control Technician (QCT)
- Concrete Control Technician (CCT)
- Concrete Strength Technician (CST)
- Concrete Laboratory Testing Technician (CLTT)

- 1.6 Following are the minimum required tests and testing frequency that shall be included in the Contractor's quality control program for the materials listed. See other sections of these Public Works Standards for other testing and quality control requirements. If the Contractor fails to provide all or any part of the required quality control testing and corresponding reports for the Project after the City has requested the Contractor to do so in writing, the City may elect to have the quality control work performed by others and charge the Contractor the actual cost of quality work plus \$100 for each test performed.

a. Trench Backfill Materials

A minimum of one ASTM D1557 laboratory density test will be performed for each testable material used as trench backfill, providing the maximum theoretical density and optimum moisture content of the material. Nuclear gauge density tests (ASTM D6938) shall be performed in accordance with the Standard Drawings.

b. Earthwork

A minimum of one AASHTO T 180 laboratory density test will be performed for each testable material used as embankment material, providing the maximum theoretical density and optimum moisture content of the material can be determined. A minimum of one nuclear gauge density test (ASTM D6938) will be performed every 800 square yards on each lift of material to show required density is being achieved. Once an acceptable compaction method is established and verified with field density tests, the testing interval can be reduced to one test each 1,600 square yards on each lift. If backfill material or compaction equipment changes, compaction testing shall immediately be performed to verify that density is being achieved and shall continue at 800 square yard intervals until a new compaction method is verified.

c. Aggregate Base

1) Testing required to qualify material source prior to production as outlined in Technical Specifications - "Streets."

2) Quality control testing required during production consists of the following:

Gradation	AASHTO T 27	Start of production and one test every 1,000 tons (three tests minimum)
Fracture Face	AASHTO T 335	Start of production and one test every 3,000 tons (three tests minimum)
Sand Equivalent	AASHTO T 176	Start of production and one test every 3,000 tons (three tests minimum)

3) Compliance of aggregate base produced and stockpiled before the Award Date or Notice to Proceed of this Contract will be determined by the following:

a) Provide all production records for testing that was performed during production.

b) If production records are not available, provide post testing of the stockpile per AASHTO T 2 as follows:

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Gradation	AASHTO T 27	One test every 1,000 tons in stockpile (three tests minimum)
Fracture Face	AASHTO T 335	One test every 3,000 tons in stockpile (three tests minimum)
Sand Equivalent	AASHTO T 176	One test every 3,000 tons in stockpile (three tests minimum)

- 4) Compliance of aggregate base delivered to the Project Site will be determined by the following:

Gradation	AASHTO T 27	One test every 1,000 tons (three tests minimum)
Fracture Face	AASHTO T 335	One test every 3,000 tons (three tests minimum)
Sand Equivalent	AASHTO T 176	One test every 3,000 tons (three tests minimum)

- 5) A minimum of one AASHTO T 180 laboratory density test will be performed on aggregate base material, providing the maximum theoretical density and optimum moisture content of the material can be determined. A minimum of one nuclear gauge density test (ASTM D6938 or AASHTO T 310) will be performed every 800 square yards on each lift of aggregate base to show required density is being achieved. Once an acceptable compaction method is established and verified with field density tests, the testing interval can be reduced to one test each 1,600 square yards on each lift. If aggregate base material or compaction equipment changes, compaction testing shall immediately be performed to verify that density is being achieved and shall continue at 800 square yard intervals until a new compaction method is verified.

d. Asphalt Concrete Pavement (ACP)

- 1) Testing required to qualify ACP aggregate material source prior to production consists of the following (current ODOT certification of the material source can be substituted for this testing):

Soundness	AASHTO T 104
Abrasion	AASHTO T 96
Degradation	ODOT TM T-208
Lightweight Pieces	AASHTO T 113

GENERAL REQUIREMENTS

Plastic Index	AASHTO T 103
Friable Particles	AASHTO T 112

- 2) Quality control testing required on ACP aggregate during production consists of the following:

Gradation	AASHTO T 27	Start of production and one test every 1,000 tons (three tests minimum)
Sand Equivalent	AASHTO T 176	Start of production and one test every 3,000 tons (three tests minimum)
Fracture Face	AASHTO T 335	Start of production and one test every 3,000 tons (three tests minimum)
Wood Particles	ODOT TM T-225	Start of production and one test every 3,000 tons (three tests minimum)
Elongated Pieces	ODOT TM T-229	Start of production and one test every 3,000 tons (three tests minimum)
Dust or Clay Coating	ODOT TM T-226	Start of production and one test every 3,000 tons (three tests minimum)

- 3) Compliance of ACP aggregates produced and stockpiled before the Award Date or Notice to Proceed of this Contract will be determined by the following:

- a) Provide all production records for testing that was performed during production.
- b) If production records are not available, provide post testing of the stockpile per AASHTO T 2 as follows:

Gradation	AASHTO T 27	One test every 1,000 tons in stockpile (three tests minimum)
Sand Equivalent	AASHTO T 176	One test every 3,000 tons in stockpile (three tests minimum)
Fracture Face	AASHTO T 335	One test every 3,000 tons in stockpile (three tests minimum)
Wood Particles	ODOT TM T-225	One test every 3,000 tons in stockpile (three tests minimum)

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Elongated Pieces	ODOT TM T-229	One test every 3,000 tons in stockpile (three tests minimum)
Dust or Clay Coating	ODOT TM T-226	One test every 3,000 tons in stockpile (three tests minimum)

4) Quality control testing of ACP mixture required during placement is as follows:

Asphalt Content	AASHTO T 308	One test every 1,000 tons, one test per day minimum
Gradation	AASHTO T 30	One test every 1,000 tons, one test per day minimum
Maximum Specific Gravity	AASHTO T 209	One test every 1,000 tons, one test per day minimum
Compaction	WAQTC TM 8	5 tests every 1,000 tons
Percent Hydrated Lime	ODOT TM T-321	One test every 1,000 tons

Asphalt content, gradation, and maximum specific gravity testing will be performed at the start of production to verify the hot-mix asphalt mix design.

e. Portland Cement Concrete (PCC)

Aggregate testing is required to be completed with the mix design. Should additional testing of aggregate for PCC be deemed necessary by the City, testing shall be performed by the Contractor as specified by ASTM C33. Samples shall be selected at random from the stockpile and tested for conformance with the Specifications. The decision to perform aggregate testing and testing frequencies shall be left to the City.

Quality control testing of PCC during and following placement is as follows:

Air Content	AASHTO T 152	One test per each set of cylinders One test per each truck
Slump	AASHTO T 119	One test per each set of cylinders One test per each truck
Concrete Temperature	AASHTO T 309 ASTM C1064	One test per each set of cylinders One test per each set of cylinders

Strength	AASHTO T 22, AASHTO T 23, ASTM C31, and ASTM C39	One set of three cylinders per 25 cubic yards (minimum one set per day)
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F. REVIEW OF WORK

It is not the intent of the City to provide continuous or full-time observation of all Work. When required by the City, the Contractor shall provide the City a weekly report of their Work progress and proposed Work schedule for the next week. This weekly communication shall be a requirement.

G. COOPERATION WITH OTHERS

The Contractor shall cooperate with the residents and business owners in the area to provide good access to private property whenever possible. Sidewalks shall be kept clear at all times of any construction materials. Barricades, traffic cones, blinkers, and signing shall be used to direct the public through the Work area safely.

H. EXISTING SURVEY MONUMENTATION

- 1.1 The Contractor shall be responsible for the protection and perpetuation of existing land survey, property, or construction monuments shown on the Drawings, which are marked or are clearly visible on the ground.
- 1.2 The Contractor shall give the City a minimum of three business days' notice prior to working in the vicinity of any such monument that the Contractor may disturb so the City can arrange for such monuments to be referenced. When proper notice is provided, the City shall have any disturbed monuments restored following construction. Should the Contractor fail to provide adequate notice to the City, the Contractor shall be responsible for the expense of having the disturbed monument restored by a qualified surveyor.

I. EXISTING UTILITIES

- 1.1 The Contractor shall notify by the one call number 1-800-332-2344, at least three business days in advance, all utility offices affected by the construction operations. The Contractor shall not expose any marked out underground utility without first notifying the affected agency and being granted permission to do so. The Contractor is responsible for locating and exposing, if necessary, all existing underground utilities in advance of the trenching operation.

The Contractor is responsible for protecting all power and telephone poles and overhead cables from damage. If interfering power poles, telephone poles, guy wires, or

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anchors are encountered, the Contractor shall notify the utility owner at least three business days in advance of construction operations to permit the necessary arrangements with the affected utility company for protection or relocation of the interfering structure. The Contractor shall be solely and directly responsible to the owner and operators of such utilities/properties for any damage, injury, expense, loss or inconvenience, delay, suits, actions, or claims of any kind brought because of injuries or damage that result from performing the contract work.

The Contractor shall immediately notify the proper authority in the event of interruption to domestic water, sanitary sewer, storm sewer, or other utility service resulting from accidental breakage, or as a result of being exposed or unsupported. All repair or replacement of existing water or sewer pipe must conform to the City's Public Works Standards. If an existing water or sewer pipe is damaged to any extent, the City's Water and/or Recycled Water departments must be notified immediately. The damaged pipe must remain exposed until inspected by a City Representative. Repairs will be made upon approval by the City. All repairs or replacements will be inspected by the City prior to backfill. Repaired or replaced sewer lines will be inspected by closed circuit television (CCTV) video by the City or independent third party at the Contractor's expense after the trench is backfilled and prior to City acceptance. The Contractor shall cooperate with the affected agency to restore services as promptly as possible and shall bear all costs of repair for the utility. In no case shall interruption of any water, sanitary sewer, or utility service be allowed outside normal working hours unless prior approval is granted by the City.

Neither the City, the utility owner, nor its officers or agents shall be responsible to the Contractor for damages resulting from the location of any underground utilities being other than that shown on the Plans, or for the existence of underground utilities not shown on the Plans or properly marked out on the site.

Should the Contractor encounter any utility service lines that interfere with trenching or conflict with the proposed work, the Contractor may obtain prior approval of the utility owner and governing authority to cut the service, dig through, and cause the service to be restored or relocated with similar and equal materials at the Contractor's expense.

The Contractor shall make any advance exploration necessary to protect all existing utilities and to properly plan the installation of pipelines or other work to the design line and grade. The Work shall include all labor, equipment, etc., necessary to perform the location work.

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through 952-001-0100. You may obtain copies of the rules by calling the center.

NOTE: The telephone number for the Oregon Utility Notification Center is 503-232-1987.

- 1.2 The Contractor shall receive prior approval from the appropriate authority or utility owner before any public or private utility service is interrupted.

The Contractor shall give a minimum of three business days' notice to all utility customers who will be affected by the Contractor's operations. No utility service shall be disconnected or interrupted for more than nine hours or as required by the utility owner, whichever is less, in any 24-hour period. When disruption of service will be longer than nine hours in any one day, the Contractor shall provide safe and appropriate temporary service. All temporary service shall be coordinated with the utility owner.

When regular utility service interruption is required during the course of the Work, the Contractor shall submit a written plan to the City and utility owner which details proposed Work plan notification procedures, and estimated extent of service interruption. The Contractor must obtain written approval of their plan from the utility owner prior to interrupting the utility service. As a minimum, notification shall include door hangers and public notification in the newspaper and radio, as appropriate. Personal contact shall be made where practical.

The Contractor shall make every effort possible to provide continuous utility service to all utility customers. When special conditions exist where an interruption of utility service would create an extra hardship on the utility customer or create a hazardous condition, the Contractor shall provide continuous service. Particular care and planning must be arranged to provide continuous service of existing services or temporary services as approved by the utility owner and the City.

If the Contractor inadvertently damages or interrupts an existing utility, the Contractor shall immediately notify the affected utility company, City, and utility users and make arrangements to provide temporary service to the parties affected.

- 1.3 The Contractor shall support and otherwise protect all pipes, conduits, cables, poles, and other existing services where they cross the trench or are otherwise undermined or affected by their Work. The Contractor shall restore the support of an undermined existing utility using select backfill compacted to 95 percent maximum density as determined by ASTM D698.

J. PROGRESS OF THE WORK - CLEANUP

- 1.1 The Contractor shall arrange their work schedule such that all phases of Work, once started, shall be diligently pursued until completed. The intent is that the work area shall not be disturbed for undue periods of time. Work shall not be left uncompleted. If

the City determines that Work is not being diligently completed, the City shall request the Contractor to complete said Work.

- 1.2 Cleaning up shall be a continuing process from the start of the Work to final acceptance of the Project. The Contractor shall, at all times, at their own expense and without further order, keep property on which Work is in progress free from accumulations of waste material or rubbish caused by employees or by the Work, and at all times during the construction period shall maintain structure sites, rights-of-way, easements, adjacent property, and the surfaces of streets and roads on which Work is being done in a safe condition for the Contractor's workers and the public.
 - a. Accumulations of waste materials that might constitute a fire hazard will not be permitted.
 - b. Spillage from the Contractor's hauling vehicles on traveled public or private roads shall be promptly cleaned up. The Contractor shall take appropriate action to control dust caused by their operations. This shall include, but not be limited to, watering of exposed areas, cleaning of roadways, etc. This is considered a normal part of the construction Project.
 - c. Upon completion of the Work, the Contractor shall, at their own expense, remove all temporary structures, rubbish, waste material, equipment, and supplies resulting from their operations. They shall leave such lands in a neat and orderly condition that is at least as good as the condition in which they found them prior to their operations.
 - d. Should the Contractor fail to provide said cleanup upon 24-hour written notice, the City shall have the right to perform such Work at the expense of the Contractor/developer.
- 1.3 The Contractor shall replace or restore, equivalent to their original condition, all surfaces or existing facilities disturbed by their Work, whether within or outside of the Work areas. Restoration work will include, but is not limited to, roadways, utilities, structures, landscaping, etc.

K. PERMITS

All permits shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs, using application forms furnished by the City.

1.1 Application

To obtain a permit, the applicant shall first file an application in writing on a form furnished by the City for that purpose. Every such applicant shall:

- a. Identify and describe the work to be covered by the permit for which application is made.
- b. Describe the land on which the proposed work is to be performed by legal description, street address, or similar description that will readily identify and definitely locate the proposed building.
- c. Indicate the use or occupancy for which the proposed work is intended.
- d. Be accompanied by Plans, diagrams, computations, specifications, and other data as required.
- e. State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
- f. Be signed by the applicant, or his/her authorized agent.
- g. Give such other data and information as may be required by the building official.

1.2 Permit Fees

Permit fees are established by the State of Oregon and/or the City.

1.3 Expiration

Every permit issued by the City under the provisions of the Codes and/or Ordinances of the City shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within six months from the issue date of the permit, or if the building or work authorized by such permit is suspended or abandoned at any time after work is commenced for a period of six months. Before work can be resumed, a new permit shall be obtained to do so, and the fee shall be one-half the amount required for a new permit for such work, provided no changes have been made in the original Plans and specifications for such work; and provided further that such suspensions or abandonment has not exceeded six months.

A permittee holding an unexpired permit may apply for a one-time extension, provided he/she can show good and satisfactory reasons, and beyond his/her control the work cannot be commenced within the six-month period from the issue date. To renew work on a permit after it has expired, the permittee shall pay a new full permit fee.

1.4 Penalty

Any person, firm, or corporation violating any of the provisions of the Codes and/or Ordinances of the City, shall be guilty of a misdemeanor and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during

which any violation of any of the provisions of the Codes and/or Ordinances is committed, continued or permitted, and upon conviction of any such violation such person shall be punishable by a fine, or by imprisonment, or by both with such fine and imprisonment as established by local applicable laws.

1.5 Right of Appeal

All persons shall have the right to appeal the City official's decision through a body appointed by the City and qualified by the experience and training to pass upon matters pertaining to building construction.

1.6 Plans

When required by the City, Plans shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that the project will conform to the provisions of City Standard Drawings and all relevant laws, ordinances, rules and regulations. Plans shall include a plot plan drawn to scale showing the locations of all easements, drainage facilities, adjacent grades, property lines, the proposed building, and of every existing building on the property. Two sets of Plans are required. One additional complete set of Plans shall be kept on the job site at all times and made readily accessible to the inspector.

1.7 Inspections

a. General

All construction of public improvements and work for which a permit is required shall be subject to inspection by the City and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the City. In addition, certain types of construction shall have continuous inspection.

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the Codes and/or Ordinances of the City. Inspections presuming to give authority to violate or cancel the provisions of the Codes and/or Ordinances of the City shall not be valid.

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the City Representative nor the City shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

A survey of the lot may be required by the City to verify that the structure is located in accordance with the approved Plans.

b. Inspections for Right-of-Way Improvements

If the construction of sidewalk, curb and gutter, or asphalt concrete pavement improvements, is not included in a performance bond of an approved subdivision or the performance bond has lapsed, then every person, firm, or corporation desiring to construct sidewalks as provided by these Public Works Standards, before commencing the work or improvement, shall comply with the following:

- 1) An occupancy permit shall not be issued for a development until provisions of these Public Works Standards are satisfied.
- 2) The City may allow temporary noncompliance with the provisions of these Public Works Standards to the landowner, builder or Contractor when, in the City's opinion, the construction of the ROW improvements is impractical for one or more of the following reasons:
 - a) Sidewalk grades have not and cannot be established for the property in question within a reasonable length of time;
 - b) Forthcoming installation of public utilities or street paving would be likely to cause severe damage to the new sidewalk;
 - c) Street ROW is insufficient to accommodate a sidewalk on one or both sides of the street; or
 - d) Topography or elevation of the sidewalk base area makes construction of a sidewalk impractical or economically feasible.

c. Inspection Record Card

Work requiring a permit shall not commence until the permit holder or his/her agent have posted or otherwise made available an inspection record card such as to allow the City to conveniently make the required entries thereon regarding inspection of the work. This card shall be maintained available by the permit holder until final approval has been granted by the City.

d. Inspection Requests

It shall be the duty of the person doing the work authorized by a permit to notify the City that such work is ready for inspection. Requests for inspection shall be made at least three business days before such inspection is desired. Such request shall be in writing or by telephone at the option of the City.

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It shall be the duty of the person requesting any inspections required to provide access to and means for inspection of such work.

e. Required Inspections

Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the City.

The City, upon notification, shall make the following inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his/her agent wherein the same fails to comply with Public Works Standards.

f. Inspections by City Representatives

A City Representative shall be notified and/or present for the following work items.

1) Grading - Streets

- a) Erosion control up before construction begins
- b) Geotechnical Report and special details review, if any
- c) Swale and soil replacement
- d) Fill material (compaction and in lifts)
- e) Proof roll and deflection test of subgrade
- f) Aggregate base material (compaction method [test strip if needed], depth, and cross grade and street grade)
- g) Observe curb and gutter install
- h) Aggregate base (subbase and finish grade)
- i) ACP (material, cross grade, street grade, density test)
- j) ADA ramps
- k) Sidewalk forms, subbase, finish grade

2) Sanitary Sewer

- a) Pipe material

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- b) Manhole material and type
 - c) First manhole: aggregate base rock, mastic, boots, channel, backfill, compaction, etc.
 - d) Initial pipe install: bedding, haunches, setting pipe, pipe zone, backfill, and laser for grade
 - e) First service lateral: wye, grade, pipe, bed and backfill
 - f) Testing: manholes, pipe pressure, mandrel, and TV
- 3) Water
- a) Pipe material
 - b) Check valve, fittings and other materials
 - c) Initial pipe install: same as above
 - d) First valve/fitting install
 - e) First service line install
 - f) Pressure test
 - g) Disinfection and bacteria testing
- 4) Storm Drain
- a) Pipe material
 - b) Manhole material
 - c) First manhole: aggregate base, mastic, boots, channel, backfill, and compaction.
 - d) Initial pipe install: bedding, haunches, setting pipe, pipe zone, locating wire, backfill, and laser for grade
 - e) First catch basin/inlet install
 - f) Testing: manholes, pipe pressure, mandrel, and TV
 - g) Test swale infiltration by flooding the swale

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- 5) Final
 - a) After improvements are complete, a City Representative from each relevant department shall perform a walkthrough and create a punch list of outstanding items or items in need of correction. Approved Plans are required to be on site for use by the City Representative(s) performing the walkthrough.
 - b) Punch list should include unfinished items (such as grading of the lots), damage done by construction (chipped curbs, etc.), items that do not meet plans or City Standards, restoration, clean-up, maintenance bond, and/or Record Drawings.
 - c) Record Drawings with design engineer certification shall be provided to the City along with all required test results.
 - d) Final acceptance of construction improvements shall only be after all punch list items are completed.

END OF SECTION

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PART 1 - GENERAL

1.1 Purpose

The purpose of these Public Works Standards, Technical Specifications, and Standard Drawings is to safeguard life, limb, property and the public welfare by regulating grading on private property.

1.2 Scope

These Public Works Standards, Technical Specifications, and Standard Drawings set forth rules and regulations to control excavation, grading, and earthwork construction, including fills and embankments, and provide for the approval of plans and the inspection of grading construction.

The standards listed below are guideline standards.

A. Testing

1. ASTM D1557, Moisture-density Relations of Soils and Soil Aggregate Mixtures
2. ASTM D1556, In-Place Density of Soils by the Sand-Cone Method
3. ASTM D2167, In-Place Density of Soils by the Rubber-Balloon Method
4. ASTM D2937, In-Place Density of Soils by the Drive-Cylinder Method
5. ASTM D2922 and ASTM D3017, In-Place Moisture Content and Density of Soils by Nuclear Methods.

1.3 Hazards

Whenever the City determines that any existing excavation, embankment, or fill on private property has become a hazard to life and limb; endangers property; or adversely affects the safety, use, or stability of a public way or drainage channel the owner of the property upon which the excavation or fill is located or other person or agent in control of said property, upon receipt of notice in writing from the City, shall within the period specified therein repair or eliminate such excavation, embankment, or fill so as to eliminate the hazard and be in conformance with the requirements of these Public Works Standards, Technical Specifications, and Standard Drawings.

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1.4 Grading Plan Requirements

A. Grading Designation

1. Unless grading is considered exempt grading, grading in excess of 5,000 CY shall be designated as "engineered grading." Grading involving less than 5,000 CY shall be designated "regular grading," unless the owner/developer chooses to have the grading performed as engineered grading or the City determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading. Regardless of the grading volume, engineered grading shall be required on all proposed developments other than individual lots permitted for single-family or two-family dwellings.

2. Grading is considered to be exempt grading in the following scenarios:
 - a. Grading in an isolated, self-contained area where there is no danger to private or public property, only when approved by the City.

 - b. An excavation below finished grade for basements and footings of a building, retaining wall, or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet after the completion of such structure.

 - c. Cemetery graves.

 - d. Refuse disposal sites controlled by other regulations.

 - e. Mining, quarrying, excavating, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property.

 - f. Exploratory excavations under the direction of geotechnical engineers or engineering geologists.

 - g. An excavation that:
 - 1) is less than 2 feet in depth,

 - 2) does not create a cut slope greater than 5 feet in height,

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- 3) does not create a slope steeper than 2H:1V, and
- 4) is less than 50 cubic yards (CY).
- h. Fill that:
 - 1) is less than 1 foot in depth,
 - 2) is placed on natural terrain with a maximum slope of 5H:1V,
 - 3) is not intended to support structures,
 - 4) does not exceed 50 CY, and
 - 5) does not obstruct a drainage course.
- B. Exempt Grading Requirements
 - 1. Grading plans, Geotechnical Reports, and Engineering Geology Reports are not required to be submitted to the City for review or approval. Exempt grading is not required to conform to the requirements of Technical Specifications - "Excavation and Grading."
 - 2. Exemptions from the excavation and grading requirements of this section shall not be deemed to grant authorization for any work to be performed in any manner in violation of the provisions of this section or any other laws or ordinances of the City.
- C. Engineered Grading Requirements
 - 1. No person shall perform any grading without first having submitted a grading plan to the City and received approval of said grading plan. An approval of a separate grading plan shall be obtained for each site and may cover both excavation and fill. Grading shall be performed in accordance with approved grading plans.
 - 2. Grading plans shall be accompanied with supporting data consisting of a Geotechnical Report and/or, as deemed necessary by the City, an Engineering Geology Report. The plans and specifications shall be prepared and signed by a professional engineer licensed in the State of Oregon who specializes in geotechnical engineering. The City may require professional inspection and testing by a geotechnical engineer and/or an engineering geologist.

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3. Specifications

Specifications shall contain information covering construction and material requirements.

4. Plans

a. Plans shall be prepared in accordance with the General Requirements and this section, shall clearly indicate the nature and extent of the work proposed, and shall be shown in detail that they will conform to the provisions of these Public Works Standards, Technical Specifications, and Standard Drawings and all relevant laws, ordinances, rules, and regulations. The first sheet of each set of plans shall identify the location of the work, the names and addresses of the owner/ developer, and the person by whom they were prepared.

b. The plans shall include the following information:

- 1) General vicinity of the proposed site.
- 2) Property limits and accurate contours of existing ground and details of terrain and area drainage.
- 3) Limiting dimensions, elevations, and finish contours to be achieved by the grading, proposed drainage channels, and related construction.
- 4) Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drain.
- 5) Locations of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on adjacent land within 15 feet of the property or which may be affected by the proposed grading operations.
- 6) Recommendations included in the Geotechnical Report and the Engineering Geology Report shall be incorporated in the grading plans or specifications. When approved by the City, specific recommendations contained in the Geotechnical Report and the

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Engineering Geology Report, which are applicable to grading, may be included by reference.

- 7) The dates of the Geotechnical and Engineering Geology Reports, together with the names, addresses, and phone numbers of the firms or individuals who prepared the reports.
- 8) The estimated quantity of both cut and fill.

D. Regular Grading Requirements

- 1. No person shall perform any grading without first having submitted a grading plan to the City and received approval of said grading plan. An approval of a separate grading plan shall be obtained for each site and may cover both excavation and fill. A Geotechnical Report and/or an Engineering Geology Report may be required by the City depending on site conditions such as steep slopes, evidence of slippage or slides, high groundwater, location of improvements, geologic conditions, etc.
- 2. Each grading plan shall clearly indicate the nature and extent of the work. The City may require professional inspection and testing by a geotechnical engineer and/or an engineering geologist. When the City has cause to believe that geologic factors may be involved, the City may require regular grading to meet the requirements of engineered grading.
- 3. Plans

The plans shall include the following information:

- a. Name of the person who prepared the plan and the name of the owner/ developer
- b. General vicinity of the proposed site.
- c. Location and extents of the area to be graded.
- d. Limiting dimensions and depth of cut and fill.
- e. Location of any buildings or structures where work is to be performed, and the location of any buildings or structures within 15 feet of the proposed grading.

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E. Grading Modifications

The City may require that grading operations and project designs be modified if delays occur that incur weather-generated problems not considered at the time the grading plan was approved.

F. Geotechnical Report

Geotechnical Reports shall include data regarding the water table; the nature, distribution, and strength of existing soils; conclusions and recommendations for grading procedures; design criteria for corrective measures, including buttress fills, when necessary; and an opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by geotechnical engineering factors, including the stability of slopes.

G. Engineering Geology Report

Engineering Geology Reports shall include an adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, and an opinion on the adequacy for the intended use of sites to be developed by the proposed grading, as affected by geologic factors.

Note: The City may require professional inspection and testing by the geotechnical engineer. When the City has cause to believe that geologic factors may be involved, the grading shall conform to engineered grading.

1.5 Fees

Fees, including plan review fees, shall be assessed in accordance with City codes, ordinances, and/or resolutions approved by the City.

1.6 Cuts

A. General

1. Unless otherwise recommended in the approved Geotechnical Report or an Engineering Geology Report, cuts shall conform to the provisions of these Public Works Standards, Technical Specifications, and Standard Drawings.
2. In the absence of an approved Geotechnical Report, these provisions may be waived for minor cuts not intended to support structures.

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B. Slope

The slope of cut surfaces shall be no steeper than is safe for the intended use and shall be no steeper than 3H:1V, unless the owner/developer furnishes a Geotechnical Report or an Engineering Geology Report, or both, stating the site has been investigated and an opinion that a cut at a steeper slope will be stable and not create a hazard to public or private property is given.

1.7 Fill

A. General

1. Unless otherwise recommended in the approved Geotechnical Report, fill shall conform to the provisions of these Public Works Standards, Technical Specifications, and Standard Drawings.
2. In the absence of an approved Geotechnical Report, these provisions may be waived for minor fill not intended to support structures.

B. Preparation of Ground

Fill slopes shall not be constructed on natural slopes steeper than 3H:1V. The ground surface shall be prepared to receive fill by removing vegetation, noncomplying fill, topsoil, and other unsuitable material to provide a bond with the new fill and, where slopes are steeper than 5H:1V and the height is greater than 5 feet, by benching into sound bedrock or other competent material as determined by the geotechnical engineer. The bench under the toe of a fill on a slope steeper than 5H:1V vertical shall be at least 10 feet wide. The area beyond the toe of fill shall be sloped for sheet overflow or a paved drain shall be provided. When fill is to be placed over a cut, the bench under the toe of fill shall be at least 10 feet wide but the cut shall be made before placing the fill and acceptance by the geotechnical engineer or engineering geologist or both as a suitable foundation for fill.

C. Fill Material

Organic material shall not be permitted in fills. Except as permitted by the City, no rock or other material with a dimension greater than 8 inches shall be buried or placed in fills.

Exception: The City may permit placement of larger rock when the geotechnical engineer properly devises a method of placement, and continuously inspects its placement and approves the fill stability. The following conditions shall also apply:

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- 1. Prior to issuance of the grading permit, potential rock disposal areas shall be delineated on the grading plan.
- 2. Rock sizes greater than 8 inches in dimension shall be at least 10 feet below finish grade.
- 3. Rocks shall be placed so as to ensure filling of all voids with well-graded soil.

D. Compaction

All fill shall be compacted to a minimum of 90 percent of maximum density per ASTM D1557, unless the Geotechnical Report and/or the Engineering Geology Report suggests a denser compaction.

E. Slope

The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes shall be no steeper than 3H:1V unless the owner/developer furnishes a Geotechnical Report or an Engineering Geology Report, or both, stating the site has been investigated and an opinion is given that a fill at a steeper slope will be stable and not create a hazard to public or private property.

1.8 Drainage and Terracing

A. General

Unless otherwise indicated on the approved grading plan, drainage facilities and terracing shall conform to the provisions of these Public Works Standards, Technical Specifications, and Standard Drawings for cut or fill slopes steeper than 3H:1V.

B. Terrace

- 1. Terraces shall be designed and constructed in accordance with the Oregon Department of Transportation Geotechnical Design Manual (current edition).
- 2. Swales or ditches on terraces shall have a minimum gradient of 5 percent and must be paved with reinforced concrete not less than 3 inches in thickness or an approved equal paving. They shall have a minimum depth at the deepest point of 1 foot and a minimum paved width of 5 feet.
- 3. A single run of swale or ditch shall not collect runoff from a tributary area exceeding 13,500 square feet (projected) without discharging into a down drain.

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C. Subsurface Drainage

Cut and fill slopes shall be provided with subsurface drainage as necessary for stability.

D. Disposal

1. All drainage facilities shall be designed to carry waters to the nearest practicable drainage way approved by the City or other appropriate jurisdiction as a safe place to deposit such water, erosion of ground in the area of discharge shall be prevented by installation of non-corrosive down drains or other devices.
2. Building pads shall have a drainage gradient of 2 percent toward approved drainage facilities, unless waived by the City.

Exception: The gradient for the building pad may be reduced to 1 percent if all of the following conditions exist throughout the area:

- a. No proposed fills are greater than 10 feet in maximum depth.
- b. No proposed finish cut or fill slope faces have a vertical height in excess of 10 feet.
- c. No existing slope faces, which have a slope face steeper than 10H:1V, have a vertical height in excess of 10 feet.

E. Interceptor Drains

Paved interceptor drains shall be installed along the top of all cut slopes where the tributary drainage area above slopes toward the cut and has a drainage path greater than 40 feet measured horizontally. Interceptor drains shall be paved with a minimum of 3 inches of concrete or gunite and be reinforced. They shall have a minimum depth of 12 inches and minimum paved width of 30 inches measured horizontally across the drain. Drain slope shall be approved by the City.

1.9 Erosion Control

A. Slopes

The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control may consist of effective planting, matting or covering. The protection for the slopes shall be installed as soon as practicable and prior to calling for

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final approval. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.

B. Other Devices

Where necessary, check dams, cribbing, riprap, or other devices or methods shall be employed to control erosion and provide safety.

C. Construction

Temporary erosion control facilities shall be used to protect against erosion during construction. See Technical Specifications - "Storm Drainage," Part 1 - General, 1.5 Erosion Control for additional requirements.

1.10 Grading Inspection

A. General

Grading operations for which a grading plan is required shall be subject to inspection by the City. Professional inspection of grading operations shall be provided by the design engineer, geotechnical engineer, and/or the engineering geologist retained to provide such services for engineered grading and as required by the City for regular grading.

B. Design Engineer

The design engineer shall provide professional inspection within such engineer's area of technical specialty, which shall consist of observation and review as to the establishment of line, grade and surface drainage of the development area. If revised plans are required during the course of the work they shall be prepared by the design engineer.

C. Geotechnical Engineer

The geotechnical engineer shall provide professional inspection within such engineer's area of technical specialty, which shall include observation during grading and testing for required compaction. The geotechnical engineer shall provide sufficient observation during the preparation of the natural ground and placement and compaction of the fill to verify that such work is being performed in accordance with the conditions of the approved plan and the appropriate requirements of this section of these Public Works Standards, Technical Specifications, and Standard Drawings. Revised recommendations relating to conditions differing from the approved Geotechnical and Engineering

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Geology Reports shall be submitted to the owner/developer, the appropriate City Representative, and the design engineer.

D. Engineering Geologist

The engineering geologist shall provide professional inspection within their area of technical specialty, which shall include professional inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report, revised recommendations relating to conditions differing from the approved Engineering Geology Report shall be submitted to the geotechnical engineer.

E. Owner/Developer

The owner/developer shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this section, and the owner/developer shall engage consultants, if required, to provide professional inspections on a timely basis. The owner/developer shall act as a coordinator between the consultants, the Contractor and the City. In the event of changed conditions, the owner/developer shall be responsible for informing the City of such change and shall provide revised plans for approval.

F. City Representative

The appropriate City Representative(s) shall inspect the project at the various stages of work requiring approval to determine that adequate control is being exercised by the professional consultants.

G. Notification of Noncompliance

If, in the course of fulfilling their respective duties under this section of these Public Works Standards, Technical Specifications, and Standard Drawings, the design engineer, geotechnical engineer, or engineering geologist find that the work is not being performed in conformance with this section or the approved grading plans, the discrepancies shall be reported immediately in writing to the owner/developer and to the City.

H. Transfer of Responsibility

1. If the design engineer, the geotechnical engineer, or the engineering geologist of record is changed during grading, the work shall be stopped until the replacement has agreed in writing to accept their responsibility within the area of technical competence for approval upon completion of the work.

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- 2. It shall be the duty of the owner/developer to notify the City in writing of such change prior to the recommencement of such grading.

1.11 Completion of Work

A. Final Reports

Upon completion of the rough grading work and at the final completion of the work, the following reports, drawings, and supplements thereto are required for engineered grading or when professional inspection is performed for regular grading, as applicable.

- 1. A Record Drawing grading plan prepared by the design engineer retained to provide such service in accordance with Section 1.6.F showing original ground surface elevations, as-graded ground surface elevations, lot drainage patterns, and the locations and elevations of surface drainage facilities and of the outlets of subsurface drains. As-constructed locations, elevations, and details of subsurface drains shall be shown as reported by the geotechnical engineer.

Grading Record Drawings shall meet all Record Drawings requirements set forth in the General Requirements section of these Public Works Standards, Technical Specifications, and Standard Drawings.

- 2. A report prepared by the geotechnical engineer retained to provide such services in accordance with Section 1.6.G, including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved Geotechnical Report. Geotechnical engineers shall submit a statement that, to the best of their knowledge, the work within their area of responsibilities is in accordance with the approved Geotechnical Report and applicable provisions of this chapter.
- 3. A report prepared by the engineering geologist retained to provide such services in accordance with Section 1.6.H, including a final description of the geology of the site and any new information disclosed during the grading and the effect of same on recommendations incorporated in the approved grading plan. Engineering geologists shall submit a statement that, to the best of their knowledge, the work within their area or responsibility is in accordance with the approved Engineering Geology Report and applicable provisions of this section of these Public Works Standards, Technical Specifications, and Standard Drawings.

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- 4. The grading Contractor shall submit, in a form approved by the City, a statement of conformance to said Record Drawings and the specifications.

B. Notification of Completion

The owner/developer shall notify the City when the grading operation is ready for final inspection. Final approval shall not be given until all work, including installation of all drainage facilities and their protective devices, and all erosion-control measures have been completed in accordance with the approved grading plan, and the required reports have been submitted.

1.12 Safety

See requirements for Project safety in the General Requirements

1.13 Existing Utilities

See the General Requirements for Contract requirements for existing utilities and for preservation of survey monumentation.

1.14 Dust and Mud Control

The Contractor shall take appropriate action to control dust and mud caused by their operations. This shall include, but not be limited to, watering of exposed areas, cleaning of roadways, etc. This is considered a normal part of the construction Project.

1.15 Restoration of Disturbed Areas

The Contractor shall perform all Work and furnish all materials to restore the work area or adjacent other disturbed areas including any gravel, asphalt, concrete, lawn, fences, or any other surfaces or items damaged or disturbed by their construction operation. Surface restoration shall follow as closely as possible the backfill and compaction of excavations.

PART 2 - MATERIALS

2.1 Earthwork

A. Embankment Material

The embankment material shall be native or import free of vegetative or organic matter, boulders 8 inches or larger in diameter, or frozen material and shall be at or below optimum moisture content at the time of placement.

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B. Backfill Material

Suitable backfill material, unless shown otherwise on the City Standard Drawings, shall be the material excavated at the Site or aggregate base as approved by the City. Backfill material shall be free from sod, roots, trash, large cobbles, or other debris, etc., and shall be at a proper moisture content to achieve compaction.

C. Borrow Material

Borrow material shall be equal to or better than the on-site embankment material.

2.2 Geotextile Fabric

Geotextile fabric shall be Mirafi 500X or approved equal.

2.3 Aggregate Materials

A. General

All aggregate materials for aggregate base or surface rock, unless called for otherwise, shall meet the following requirements:

Percent Wear (AASHTO T 96)	40% Maximum
Durability Index Coarse and Fine	35% Maximum

B. Aggregate Base

Aggregate base shall substantially conform to current Oregon "Standard Specifications for Construction" for base aggregate materials, Section 02630, or as otherwise approved by the City. The Contractor shall use the size of aggregate base as called for on the City Standard Drawings. Aggregate base shall be 100 percent fractured face basalt.

C. Surface Rock

1. The surface rock shall be crushed stone or gravel meeting the following requirements:

Liquid Limit (AASHTO T 89)	35 Maximum
Plasticity Index (AASHTO T 90)	2-9 Maximum
Dust Ratio	<u>% Passing No. 200</u> 2/3 Maximum
	<u>% Passing No. 30</u>

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2. Grading Requirements (AASHTO T 11 and T 27)

Sieve	Percent Passing
1"	100
3/4"	70-98
#4	36-60
#8	25-47
#30	12-31
#200	8-15

3. Surface rock shall have at least 70 percent by weight of the particles retained on the #4 sieve and shall have at least two fractured faces.

2.4 Select Backfill

Select backfill shall be well-graded 1"-0 or 3/4"-0 aggregate base or approved equal. All bedding and select backfill materials shall be subject to the approval of the City.

2.5 General Backfill

- A. General backfill will consist of material excavated from the trench, or material imported by the Contractor. General backfill material shall be free of vegetative matter, boulders (8-inch plus), frozen material and any other unsuitable material, and shall have a moisture content that will allow for the required compaction of the general backfill material unless approved otherwise by the City. Use of backfill material containing consolidated masses 6-inch in diameter or greater is prohibited.
- B. When the City determines that the native material excavated from the trench is unsuitable or unacceptable for use as general backfill, the City may require the Contractor to remove the unsuitable material from the Project Site and import suitable general backfill material. Suitable material shall be similar in nature to native soils as approved by the City. When imported general backfill must be placed in or below the groundwater, the imported general backfill shall be free draining granular material with less than 20 percent passing a No. 4 sieve and less than 3 percent passing a No. 200 sieve.

2.6 Controlled Density Fill (CDF)

- A. CDF material shall be a flowable cement, sand or pea gravel, and Fly Ash Pozzolanic, or other approved materials, mixture that contains 75 to 120 pounds of Type II cement per cubic yard.

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- B. The sand and other aggregates shall generally conform with the requirements of ASTM C33.
- C. Air-entraining agent shall be added at the rate of 3 to 5 oz. per cubic yard.
- D. The material shall have a 28-day compressive strength of 100 to 200 psi and have a slump of 7 inches plus or minus 1-1/2 inches at the time of placement. The Contractor shall provide a mix design and data on the CDF material they propose to use along with typical compression test results.

2.7 Seed

- A. **Lawn Seed**

Lawn seed shall be a blend typically used in the area and of the type to match existing lawn areas, and must be approved by the property owner, if any, prior to use.
- B. **Pasture Seed**

Pasture seed shall be a mixture of orchard grass, rye grass, and fescue, native to the area and must be approved by the property owner, if any, prior to use.

2.8 Topsoil

Topsoil shall be native to the area and shall be approved by the City prior to use.

Furnish topsoil containing no substance detrimental to the growth of plants, that is free of plants designated by the Oregon Department of Agriculture as Type "A" or Type "B" weeds, and that is free of quack grass or crabgrass species.

Furnish topsoil that is from the fertile part of a soil profile, commonly referred to as the "A" horizon, typically ranging in depth from 3 inches to 12 inches below original ground surface. Do not take material for topsoil from a depth greater than 12 inches below original ground surface.

2.9 Mulch

All mulch shall be straw that has been air dried and seasoned before baling or loading. It shall be free of noxious weeds and other materials detrimental to grass growth.

2.10 Sod

- A. Sod shall be 100 percent Kentucky Blue Grass or other types as approved by the City.

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- B. The sod shall be grown on agricultural land that is cultivated specifically for turf sod. The sod shall be free of weeds, diseases, nematodes, and insects. All sod shall be mature and not less than 10 months old. All sod shall be machine cut to a uniform thickness of 5/8-inch or more, excluding top growth and thatch.

2.11 Erosion Control Matting

Erosion control matting shall be seed and curlex blanket as supplied by American Excelsior Co., of Yakima, Washington, or approved equal.

2.12 Hydroseed

- A. The hydroseed shall be a specifically designed hydromulch consisting of cellulose fiber, fertilizers, seed, tackifier, etc.
- B. The hydromulch shall be specifically processed cellulose fiber containing no growth or germination inhibiting factors. It shall be manufactured in such a manner that, after addition and agitation in slurry tanks with water, the fibers in the material become uniformly suspended to form a homogenous slurry. When sprayed on the ground, the material shall allow absorption and percolation of moisture. Each package of cellulose fiber shall be marked by the manufacturer to show the air dry weight and content.
- C. The fertilizer shall be a complete plant food containing slow release nitrogen, phosphoric acid, and potash in the amounts of 16-16-16+1.5 FE. It shall be delivered in uniform composition and be dry and free flowing and delivered in the original unopened containers bearing the manufacturer's guaranteed analysis.
- D. The grass seed shall be certified, blue tagged, cleaned, and delivered in original unopened packages bearing an analysis of the contents. It shall be guaranteed 95 percent pure and have a minimum germination rate of 85 percent within 1 year of test. The seed shall be as agreed upon by the City. The seed shall be applied at a minimum rate of 4 pounds per 1,000 square feet.

2.13 Slope Stabilization Rock

- A. Slope stabilization rock shall be pit run, a well-graded 4"-0 material with the approximate gradation:

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Sieve	Percent Passing
4"	100
2"	35-50
1/2"	10-20
Less 1/4"	0-5

- B. The 4"-0 slope stabilization rock shall be hard, durable, and resistant to weathering. The rock shall be angular in shape with an apparent specific gravity of 2.5 minimum. The Contractor shall develop a test pile of 4"-0 slope stabilization rock for approval by the City. Once the test pile has been approved by the City, all other 4"-0 rock shall be visually the same as the test pile.

PART 3 - EXECUTION

3.1 Earthwork

- A. Clearing and Grubbing
 - 1. All vegetation, rubbish, and debris shall be removed and disposed of by the Contractor in conformance with the requirements of local authorities controlling air pollution and solid waste disposal.
 - 2. When topsoil at the Site is to be saved and reused, it shall be stripped and stored clear of the construction area. Take reasonable care to prevent the topsoil from becoming mixed with subsoil and other debris, etc.
 - 3. The Contractor shall exercise care to minimize disturbing the natural ground or vegetation outside the limits of the construction area.
- B. Excavation
 - 1. Prior to any excavation, the area to be excavated shall be cleared and grubbed.
 - 2. Allow for forms, working space, granular base, and finish topsoil as shown or required. Do not carry excavation for footings and slabs deeper than the elevation shown. All over-excavated areas shall be corrected at the Contractor's expense and to the satisfaction of the City.
- C. Embankments
 - 1. Prior to construction of any embankment on the Site, the area beneath the embankment and the areas from which embankment material will be obtained

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shall be cleared and grubbed. The existing soil beneath the embankment shall then be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below ground surface. Any unsuitable soils or material shall be removed prior to placement of any embankment.

- 2. Upon completion of the embankment foundation, embankment material shall be placed in horizontal lifts and compacted. Compaction of embankments supporting footings and structures shall be compacted to 95 percent of ASTM D1557 laboratory density. All other embankments, unless otherwise noted on the Drawings, shall be compacted to 90 percent of ASTM D1557 laboratory density. Embankment lift depth shall not exceed the capability of compaction equipment being used to achieve the required compaction for the full depth of each lift.
- 3. The embankment shall be brought to the lines and grade required on the Design Drawings. Any unsuitable material which may have been used in constructing the embankment shall be removed and replaced with suitable material and compacted.

D. Backfilling

The Contractor shall exercise care during backfilling operations to prevent damage to footings, pipes, manholes, or other structural elements. The Contractor shall also pay particular attention to compaction around footings to avoid settlement of floor slabs or steel floors at the footing-floor connection points. All fill material shall be compacted to 95 percent of ASTM D1557 laboratory density.

E. Subgrade Cut Areas

In subgrade cut areas, the subgrade material shall be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below the top of the subgrade. Depending on the type of material encountered, the Contractor may have to scarify, aerate or add water, over-excavate, or take other actions as necessary to achieve the required compaction.

F. Roadway and Site Subgrades

- 1. All grading and subgrade preparation and other excavations and embankments shall be trimmed accurately to the lines, grades and cross sections as shown on the Design Drawings and established by the design engineer and shall be finished

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in a thoroughly workmanlike manner to within plus or minus 0.05 foot of the required grade.

- 2. The grade shall be in a neat and well-finished condition at the time the project is completed. The entire right-of-way area shall be cleaned up and made free of debris and foreign matter of all kinds. Accumulations of dirt and/or other materials shall be disposed of in a manner satisfactory to the City.
- 3. Upon completion of the subgrade and prior to placement of any geotextile fabric, if required, and aggregate materials, the Contractor shall load test the finished subgrade surface. The load test shall consist of slowly driving a loaded dump truck over the subgrade surface. The dump truck shall have a minimum capacity of 10 cubic yards. The City Representative and Contractor shall note any soft areas.
- 4. The Contractor shall excavate and either replace unsuitable material or properly compact all soft areas in order to provide a firm base that conforms to the Specifications. Any soft areas that occur as part of the project because of overwatering, improper compaction, weather, etc., shall be replaced.

G. Water for Compaction

The Contractor shall be responsible for obtaining, transporting and the application of the water.

H. Shoring, Sheeting, Bracing, and Sloping

Install and maintain shoring, sheeting, bracing, and sloping necessary to support the sides of the excavation, to keep and to prevent any movement which may damage adjacent pavements, utilities, or structures, damage or delay the Work, or endanger life and health. Install and maintain shoring, sheeting, bracing, and sloping as required by OSHA, and other applicable governmental regulations and agencies.

3.2 Geotextile Fabric Installation

Geotextile fabric shall be installed as shown on the Design Drawings or as directed by the design engineer. Fabric placed for subgrade stabilization under embankments or over roadbed subgrade shall be placed parallel to the centerline of the roadway, with placement starting at the low side of the super elevation or crown. The fabric shall either be sewn together at all longitudinal and transverse edges or overlapped a minimum of two feet at all edges. Transverse overlaps shall be made in the direction of base material placement.

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3.3 Placement of Aggregate Materials

- A. The construction procedure described herein shall be understood to apply to each of the courses and/or layers of aggregate materials of which the Site is to be constructed.
 - 1. After the subgrade is brought to the proper line, cross section and compaction, the aggregate materials shall be spread and shaped as required.
 - 2. The spreading and shaping of the aggregate materials shall be so performed as to prevent separation of the coarser material from the finer materials including the use of adequate water.
 - 3. The aggregate materials shall be brought to proper moisture content as required for compaction and compacted to 95 percent of maximum density as determined by ASTM D1557.
 - 4. The finished surface when tested with a 10-foot straightedge shall not vary from the testing edge by more than 0.05 foot at any point.
 - 5. Following construction of each lift, the Contractor shall do such blading, brooming, watering and other work as necessary to prevent raveling and rutting.
 - 6. These operations are to be continued as required until the lift is covered by a following lift or until all Work to be done under the Contract is completed.
 - 7. If the required compacted depth of any lift exceeds 6 inches, it shall be constructed in two or more lifts, each lift not exceeding 6 inches in depth.
- B. Upon completion of the aggregate materials placement, the Contractor shall load test the finished surface. The load test shall consist of slowly driving a loaded minimum 10 yard dump truck over the road surface.
- C. All soft areas shall be noted. The Contractor shall excavate and/or compact all soft areas in order to provide a firm base that conforms to the requirements of these Public Works Standards, Technical Specifications, and Standard Drawings.

3.4 Site Cleanup

The Site shall be left in a clean, neat, and presentable condition. All debris, construction materials, unsightly rocks, tree roots, or other material which detracts from the appearance of the Site shall be disposed of in a satisfactory manner.

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3.5 Dewatering Excavated Areas

- A. All groundwater, seepage, or stormwater that may occur or accumulate in the excavation during the progress of the Work shall be removed. In areas where the nature of soil and hydrostatic pressures are of such a character as to develop a quick condition in the earth mass of the trench, the dewatering operation shall be conducted so that the hydrostatic pressure will be reduced to or near zero in the immediate vicinity of the trench.
- B. All excavations shall be kept free of standing water during the construction or until otherwise requested by the design engineer.

3.6 Location of Imported Material

Imported material shall not be stockpiled on paved surfaces unless approved by the City. Any damage to paved surfaces resulting from stockpiled imported material on said surfaces shall be repaired at the Contractor's expense.

3.7 Location of Excavated Materials

- A. During trench excavation, the excavated material shall be located within the construction easement or right-of-way so that the excavated material will not obstruct any private or public traveled roadways or streets, or cause undue damage to the streets.
- B. Contractor shall provide means of containing overly saturated soils, i.e., muck, or remove the muck from the Work area as it is excavated, if such soils are encountered in the excavation.

3.8 Disposal of Excavated Materials

Contractor shall dispose of all excavated material, which is not required for, or is unsuitable for, backfill. The Contractor's method of disposal shall comply with regulations of the governing body having jurisdiction.

3.9 Execution of Dust and Mud Control

If the Contractor fails to properly control the dust and mud, the City may request them to do so in writing. If, after 24 hours from this request, the Contractor has not corrected the dust or mud problem, the City may elect to have the corrective work performed and withhold the cost from the Contractor's payments.

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3.10 General Surface Restoration

A. General

1. The Contractor shall replace or restore, equivalent to their original condition, all surfaces, trees and shrubbery, lawns, agricultural areas, pastures and fences, or other existing facilities disturbed by their Work unless otherwise specified. Restoration and cleanup shall be a continuing operation and shall be diligently pursued until completed. Surface restoration shall be completed as soon as possible after the underground work is complete.
2. All surplus material, rock and debris, and temporary structures, as well as excess excavation, shall be removed by the Contractor and the entire Site of Contractor's operations shall be left in a neat and clean condition.
3. Lawns and pastures in private easements shall be restored to a smooth condition and reseeded with a like mixture of grass unless specified otherwise on the Design Drawings. When backfilling trenches in private easements, unless otherwise specified, Contractor shall replace topsoil to minimum 1-foot depth or to a depth equal to the original depth, whichever is less. Lawn sod shall be utilized where called for on the Design Drawings or where required by the design engineer.

B. Agricultural Areas

1. Where called for on the Drawings, the existing top soils in the excavation area shall be removed and stockpiled at a separate location from the general trench excavation material. This topsoil shall not be mixed or contaminated with any other materials.
2. Upon completion of the trench backfill and after all rocks and unsuitable material have been removed from the work area, the stockpiled topsoil shall be replaced and graded to match the existing ground. The depth of topsoil restoration shall be as shown on the Design Drawings.

C. Seeding

1. All areas to be seeded shall have a minimum of 6 inches of topsoil.
2. After the backfilling and compaction have been completed, the top 2 inches of the topsoil shall be scarified to provide a good seed bed and the area seeded,

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fertilized, compacted with a weighted roller, a straw mulch or approved equal applied, and the initial watering completed.

- 3. All additional watering of the grass seed shall be the responsibility of the property owners.
- 4. Unless required otherwise, the seed shall be applied at a minimum rate of 4 pounds per 1,000 square feet, the fertilizer at 1 pound per 100 square feet, and the mulch at a rate needed to provide a minimum mulch thickness of 1 inch.

3.11 Lawn Sod Restoration

A. Preparation of Areas

- 1. Cultivate the existing ground or new topsoil so the soil is loose and friable for at least a 6 inch depth and suitable for fine grading. Remove vegetative matter, rocks, clods, roots, sticks, debris, and other matter detrimental to the germination and growth of sod from the areas to be sodded.
- 2. Apply herbicide to kill existing weeds and grasses.
- 3. Spread soil amendments and fertilizers evenly over the sod bed at the rates specified below, then thoroughly till into the upper 4 inches of the soil.
- 4. After tilling, fine-grade and roll the area to provide a fine-textured, smooth, firm surface, free of any undulations or irregularities.
- 5. The finish grade of the sod bed shall be 1 inch below the finish grade of the walks. Rates of applications shall be as follows:

Material	Rate Per 1,000 Sq. Ft.
Soil Conditioner	6 Cu. Yds. (2" Depth)
Fertilizer: 22-16-8	10 Lbs.

B. Planting Season

Perform the Work only when local weather and other conditions are favorable to bed preparation and placing of sod. Do not place sod before March 15 or after September 30, unless approved otherwise.

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- C. Placing Sod
 - 1. Do not place sod until the sod bed has been approved. Immediately before placing sod, water the bed to prevent drying of grass roots.
 - 2. Lay the first row in a straight line and place subsequent rows parallel to and tightly against each other. Stagger lateral joints. Do not stretch or overlap the sod. Tightly butt all joints. Do not use sod segments containing less than 2 square feet of surface area, broken, torn, or uneven pieces.
 - 3. After placing sod, diagonally roll and thoroughly water. Apply a second application of fertilizer (22-16-8) at the rate specified for preparation of areas and thoroughly water.

- D. Sod Lawn Establishment
 - 1. The establishment period for sod lawn begins after placing of sod in an area is completed. The establishment period will be at least two weeks and ends when accepted by the City. During the established period, the Contractor shall adequately water the sod to keep the new sod green. Keep mowed to a height of 1-1/2 to 2 inches.
 - 2. Do not attempt the first mowing until the sod is firmly rooted and secure in place. Remove no more than 1/3 of the grass leaf during initial or subsequent cuttings.
 - 3. Control all weeds, foreign grasses, etc., that grow in or through the sod for up to 45 days after the sod is placed.
 - 4. Acceptance of sod lawn will be contingent on the grass being uniform in color, density, and height, and being weed-free. All dead or brown sod shall be replaced at no cost to the City.

3.12 Hydroseeding

A. Application Rates

Hydroseeding shall be placed at the following application rates unless otherwise shown on the Design Drawings or approved by the City.

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Material	Application Rate
Mulch	2,000 pounds per acre
Fertilizer	Lawn 430 pounds per acre Dryland Grass 50 pounds per acre
Tackifier	20 pounds per acre
Seed	4 pounds per 1,000 square feet
Wood Cellulose Fiber Tracer	< 250 pounds per acre

- B. Seeding shall not be done during windy weather or when the ground is excessively wet or otherwise un-tillable. Seed shall be placed at the rate and mix specified below. Seed will be placed with an approved hydroseeder which utilizes water as the carrying agent, and maintains continuous agitation through paddle blades.
- C. Hydroseeder
 - 1. Hydroseeder shall have an operating capacity sufficient to agitate, suspend and mix into a homogenous slurry, and the specified amount of seed and water or other material.
 - 2. Distribution and discharge lines shall be large enough to prevent stoppage and shall be equipped with a set of hydraulic spray nozzles which will provide a uniform distribution of the slurry.
- D. Seed and fertilizer may be applied in one application provided the fertilizer is placed in the hydroseeder tank no more than 30 minutes prior to application. The seed shall have a tracer added to aid uniform application. This tracer shall not be harmful to plant and animal life.
- E. The Contractor shall remove mulch material which falls on plants, roadways, gravel shoulders, structures, areas where mulching is not specified, or which collects at the ends of culverts or accumulates to excessive depths, as directed.

3.13 Erosion Control Matting

- A. Place matting as called for on the Design Drawings or as required by the design engineer. Prepare Site as specified for permanent seeding area preparation.
- B. Immediately following the establishment of the finished grade, matting shall be placed parallel to the flow of water. Where more than one strip of matting is required to cover the given area, it shall overlap the adjacent mat a minimum of 4 inches.

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- C. The ends of the matting shall overlap at least 6 inches with the upgrade section on top. The upslope end of matting shall be staked and buried in a 6-inch deep trench with the soil firmly tamped against the mat. Three stakes per width of matting (one stake at each overlap) shall be driven below the finish ground line prior to backfilling of the trench. The City may require that any other edge exposed to more than normal flow of water or strong prevailing winds be staked and buried in a similar manner.
- D. The edges of matting shall be buried around the edges of catch basins and other structures. Matting must be spread evenly and smoothly and in contact with the soil at all points.
- E. Matting shall be held in place by approved wire staples, pins, spikes, or wooden stakes driven vertically into the soil. The matting shall be fastened at intervals not more than 3 feet apart in three rows for each strip of the matting, with one row along each edge and one row alternately spaced in the middle. All ends of the matting and check slots shall be fastened at 6-inch intervals across their width. Length of fastening devices shall be sufficient to securely anchor the matting against the soil and driven flush with the finished grade.

3.14 Mulch

- A. Place mulch approximately 1-1/2 inches deep in a loose condition at a rate of 2 to 2.5 tons/acre. Place grass straw mulch so that it is loose enough for sunlight to penetrate and air to circulate; but dense enough to shade the ground, reduce water evaporation, and materially reduce soil erosion.
- B. Anchor using a crimping disc, an approved tackifier, or approved modified sheepsfoot roller, or another method approved by the City.

3.15 Cleanup

- A. Cleaning up shall be a continuing process from the start of the work to final acceptance of the Project. The Contractor shall, at all times, keep the area on which work is in progress free from accumulations of waste material or rubbish.
- B. Spillage from the Contractor's hauling vehicles on traveled public or private roads shall be promptly cleaned up. Upon completion of the work the Contractor shall remove all temporary structures, rubbish, and waste material, equipment and supplies, resulting from the Contractor's operations. The Contractor shall leave such lands in a neat and orderly condition which is at least as good as the condition in which the Contractor found them prior to the Contractor's operations.

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- C. In roadways and traffic areas, the Contractor shall be responsible for maintaining a road surface suitable for travel by the public from the time of excavation until the road surface has been restored. Such work includes dust control, temporary patching, signing, grading, and filling of potholes on temporary street surfaces, etc. The Contractor shall be responsible for all Claims and damages resulting from their failure to maintain a suitable surface.

END OF SECTION

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PART 1 - GENERAL

1.1 General Design Requirements

A. Performance Standards

1. Storm drainage design within a development area shall include provisions to adequately control runoff from all public and private streets, roofs of buildings, landscaped areas, paved areas, and any other impervious or pervious surface. The design engineer must ensure storm drain system improvements are designed to account for the entire drainage basin taking into consideration future improvements. All surface water, groundwater, and stormwater shall be handled in conformance with these Public Works Standards, Technical Specifications, and Standard Drawings. These provisions include:
 - a. All stormwater generated on site shall be collected, treated, and disposed of on site as applicable unless otherwise approved by the City.
 - b. Surface water or groundwater, and the drainage thereof, caused or effected by the changing of the natural grade of the existing ground, the removal of natural ground cover, or the placement of impervious surfaces, shall not be allowed to flow over, under, or through adjacent public or private property in a volume or location materially different from that which existed before development occurred. Any necessary drainage of surface water or groundwater shall be collected and conveyed in an approved manner to an approved point of disposal.
 - c. Surface water entering the subject property shall be received at the naturally occurring locations and surface water exiting the subject property shall be discharged at the natural locations with adequate energy dissipaters within the subject property to minimize downstream damage with no diversion at any of these points.
 - d. Potential approved points of disposal for stormwater, surface water, or groundwater include, but are not limited to, storm drain systems; underground injection control (UIC) systems (typically drywells), infiltration swales, infiltration or retention ponds, creeks, rivers, ditches, open channels, etc., approved by the City. Acceptance of suggested systems will depend upon the prevailing site conditions, capacity of existing downstream facilities, and feasibility of the design.

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- e. When private property must be crossed to reach an approved point of disposal, it shall be the developer's responsibility to acquire a recorded drainage easement (of dimensions in accordance with Section 1.2 D of this section. The drainage facility shall be a closed conduit system. Temporary drainage ditch facilities, when approved, shall be engineered to contain the stormwater without causing erosion or other adverse effects.
 - f. The design peak discharge from the subject property shall not be increased from conditions existing prior to the proposed development, except where it can be satisfactorily demonstrated by the owner/ developer that there is no adverse impact.
 - g. Retention/detention facilities will be required when necessary to maintain stormwater and/or surface water discharge rates at or below the existing design storm peak discharge, except when it can be demonstrated that no adverse impact will result from said facilities not being provided.
 - h. Minimum width of an access easement from an existing public road to a drainage facility shall be 15 feet.
 - i. Vegetation shall be established on areas disturbed by/or on areas of construction as necessary to minimize erosion, in accordance with Section 1.5 of this section.
- 2. All storm drain system designs shall make adequate provisions for collecting all stormwater runoff. The system shall accommodate all runoff from upstream tributary areas whether or not such areas are within the proposed development. The amount of runoff to be accommodated shall be based upon ultimate development of all upstream tributary areas.
 - 3. Where storm drains are constructed on slopes greater than 20 percent; in areas designated as hazardous; where site conditions may cause damage to improvements, slippage, or slides; or as determined by the City; a Geotechnical Report and/or an Engineering Geology Report may be required.
 - 4. For erosion control requirements, refer to Technical Specifications - "Excavation and Grading," Part 1 - General, 1.9 Erosion Control.

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- 5. Where the finished graded surface has a greater than 20 percent slope, or as required, soil stabilization fabric shall be placed over the entire disturbed area.
 - 6. Proposed storm drain systems shall not discharge flows into inadequate downstream systems unless approved by the City.
 - 7. Public storm lines shall be located within the public right-of-way (ROW) per 1.2 Alignment and Cover, A. Right-of-Way Location below.
 - 8. Drawings relevant to this section are included in the Standard Drawings.
- B. Site Drainage Plans
- 1. Existing Drainage Plan
 - a. A topographical contour map defining existing conditions shall be provided and include the following minimum information:
 - 1) One-foot contour intervals; slopes over 10 percent may use 2-foot intervals. Extend the contours a minimum of 50 feet beyond the property boundary.
 - 2) All structures, buildings, parking lots, and utilities on the property.
 - 3) Isolation of all existing drainage facilities and watercourses, including wetlands and floodplain areas.
 - b. Locations of all subsurface water outlets (e.g., springs.) Show arrows to indicate direction of flow for all drainage information.
 - c. Floodplain information, delineating all floodplain limits, shall be shown where it occurs within the development. Floodplain limits shall be based on maps prepared by the U.S. Army Corps of Engineers and the Federal Emergency Management Agency (FEMA). Where better information is available, it shall be used by the design engineer.
 - 2. Proposed Drainage Plan

Show proposed site grading and drainage facilities on a topographical contour map. Unless the detail for proposed improvements will obscure the conditions shown on the existing drainage plan, proposed site grading and drainage may be

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shown on the existing drainage plan. The following minimum information shall also be shown.

- a. Finished contours of the property after development shall be at 1-foot contour intervals; slopes over 10 percent may use 2-foot intervals. Extend the contours to daylight into existing contours at or before project extents.
- b. Percent grade elevations, dimensions, and locations for all graded slopes.
- c. Cut/fill areas, structural fill placement areas, and erosion/sedimentation control methods including reseeding areas.
- d. All proposed drainage facilities including public and private systems, drainage ditches, culverts, surface detention or infiltration infrastructure, UIC infrastructure, etc.
- e. All proposed changes to floodplain boundaries must meet the requirements of FEMA.

C. Drainage Calculations

Furnish such supporting information as required per General Requirements, A. General Public Works Standards, Technical Specifications, and Standard Drawings, 1.10 Supporting Information, and 1.1 General Design Requirements, E. Performance Standards, below.

D. Detention Requirements

All proposed development is required to use adequate drainage management practices. Developments located within a master planned drainage basin will follow the recommendations adopted to that plan. Developments not located within master planned drainage basins shall minimize the rate and amount of runoff to receiving systems and streams.

E. Minimum Design Criteria

1. Design Storm

The Type II storm with a duration of 24 hours shall be used.

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2. Storm Frequency

All public storm drain systems shall be designed for the design storm recurrence interval in the following table:

DRAINAGE SYSTEM DESIGN CAPACITY

Drainage System Element	Design Storm Recurrence Interval (Years)
Minor	
Streets, curbs, gutters, inlets, catch basins, and connector drains	10
Major	
Laterals (collectors)	
Less than 250 tributary acres	10
Trunk	
Greater than 250 tributary acres	50*
Arterial streets and the drainage system in or under arterial streets	50*
Watercourses	
Without designated floodplain	50
With designated floodplain	100
Bridges	100
Detention Facilities	
Storage volume (on site)	25
Storage volume	100

*Surcharging contained within pipe system will be allowed.

3. Precipitation

Precipitation depths shall be determined using the *Oregon Department of Transportation Hydraulics Design Manual*, current edition, but shall in no case be taken less than the following:

Recurrence Interval (Years)	24-hour Precipitation (inches)
10	1.4
25	1.5
50	1.8
100	1.9

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4. Infiltration Rate

The design infiltration rate shall be as required by the Geotechnical Report or Engineering Geology Report. When a range of acceptable infiltration rates is given in the report, the lowest value shall be conservatively used. When a Geotechnical Report and/or Engineering Geology Report is not required, the infiltration rate shall be determined in accordance with the requirements of the Stormwater Management Manual for Eastern Washington (SMMEW), current edition. For convenience, at the time these standards were developed, Section 6.3.3 of the SMMEW provides requirements for infiltration rate determination. When presumptive infiltration rates are used in accordance with the SMMEW, testing shall be performed to verify the soil type prior to approval of the design drawings.

5. Time of Concentration

Overland flow of runoff to the initial catchment point into the storm drain system shall be a minimum of 5 minutes.

6. Velocity and Slope

All storm drains shall be on a grade that produces a mean velocity, when flowing full, of at least 3 feet per second.

7. Manning's Equation

When calculating minimum pipe slopes and velocities, the design engineer shall use the Manning pipe friction equation.

8. Pipe Coefficient

The storm drain pipe roughness coefficient to be used in the Manning's equation shall be not less than 0.013.

9. Design Methods

- a. Several methods are available to design engineers for estimating peak runoff. For areas under 200 acres, the Rational Method can be used. Regression equations can only be used as a check on other methods. For areas larger than 200 acres, a hydrographic-based formula shall be used.

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- b. When used, the Rational Method shall be per the *Oregon Department of Transportation Hydraulics Design Manual*, current edition. The runoff coefficient "C" for impervious surfaces shall be taken as 0.9. The rainfall intensity shall be calculated based on the time of concentration, with iterative calculations used as necessary.

10. Void Ratio

When designing drywells or other rock pockets to store and infiltrate stormwater, the design void ratio shall not exceed 35 percent. When permitted by the City, the design void ratio may be increased above 35 percent when a specific, locally available rock type/gradation is specified and the rock is tested in accordance with ASTM C29 prior to construction.

1.2 Alignment and Cover

A. Right-of-Way Location

Storm drain lines shall generally be located at centerline. All changes in direction of pipe shall be made at an approved structure, except as provided in B. Curvature below.

B. Curvature

Storm drain lines shall not be curved between structures. If unusual circumstances are present, as determined by the City, small diameter storm drains may be curved. Such curves shall conform to the street curvature.

C. Minimum Cover

- 1. All storm drains shall be laid at a depth sufficient to protect against damage by traffic and to drain building footings where practical. Sufficient depth shall mean the minimum cover from the top of the pipe to finish grade at the storm drain alignment.
- 2. Minimum cover shall be 30 inches above the top of the pipe in paved areas and 36 inches at all other locations. Less than minimum cover shall be allowed only if unusual circumstances are present and appropriate measures are taken to protect the pipe integrity, as determined by the City.
- 3. The design engineer must show that sufficient depth is provided at the boundary of the development to properly drain the remainder of the upstream basin area tributary to the site.

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D. Easements

1. When it is necessary to locate storm drains in easements, the storm drain shall be centered in the easement. All storm drain easements shall be exclusive and shall not be used for any purpose that would interfere with the unrestricted use of the storm drain line. Exceptions to this requirement will be reviewed on a case-by-case basis (e.g., a utility corridor in a new subdivision).
2. Easements for storm drain lines 36 inches or less in diameter shall have a minimum width of 15 feet. Easements for storm drain lines greater than 36 inches in diameter, shall have a minimum width of 20 feet. Wider easement widths may be required for special circumstances.
3. Open channel easement widths shall be 20 feet from the waterway centerline, or 15 feet from the top of the recognized bank, whichever is greater.
4. Easement locations for public storm drains serving a Public Utility District, apartment complex, or commercial/industrial development shall be in parking lots, private drives, or similar open areas, which will permit unobstructed vehicle access for maintenance.
5. Structures shall not be built over the easements, nor shall trees or large bushes be planted in the easement.
6. Easements shall be furnished to the City for review and approval prior to recording.

E. Relation to Watercourses

Storm drain lines discharging to a creek or drainage channel shall be preapproved by the Oregon Department of Environmental Quality (DEQ).

1.3 Structure Location

A. Manholes

1. Manholes shall be included at all changes in slope, alignment, pipe size, and pipe junctions with present or future storm drains. Manhole spacing shall not be greater than 400 feet.

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- 2. Standard manholes are required when rim to crown of pipe elevations exceed 4 feet at pipe junctions. Flat-top manholes shall be used when rim to crown of pipe elevations are less than 4 feet.
- 3. When the downstream pipe size increases, the crown of all upstream pipes shall not be lower than the crown of the larger downstream pipe.

B. Catch Basins

- 1. Catch basins shall be located in streets at the curb line to receive stormwater runoff and convey it to the main storm drain system, UIC system, or other approved discharge point.
- 2. Catch basins shall be located at the following locations but shall, in no case, be spaced farther than 500 feet apart:
 - a. Curb returns on the upstream side of an intersection.
 - b. Dead-end streets with a descending grade.
 - c. At intermediate locations so storm flow widths at the curb line do not encroach on the traveled way or exceed 3 inches in depth (measured at the curb face), whichever is less.
 - d. Upstream of driveways where design gutter flows would otherwise overtop the back of the sidewalk.
 - e. At the low points of vertical curves.
 - f. For grades greater than 8 percent, the design engineer shall provide calculations considering catch basin inlet capacity and shall decrease catch basin spacing where required.
- 3. Catch basins shall be capable of intercepting design storm flows at the curb.

C. Drywells

Where there are no natural or constructed drain ways, or an existing stormwater system, drywells can be used as a discharge point providing they are installed in accordance with DEQ regulations and are approved by the City and are in conformance with the City’s current Underground Injection Control System Management Plan.

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D. Anchor Blocks

For storm drain pipes greater than 4 inches in diameter, concrete anchor blocks shall be required if the slopes are greater than 20 percent. Anchor blocks shall key into trench sides. Spacing for anchor blocks is as follows:

SPACING FOR ANCHOR BLOCK FOR ALL SIZE PIPE

Slope (Percent)	Minimum Spacing (Feet)
0 to 19.99	No Anchor Required
20 to 34.99	35
35 to 50.99	25
51 or more	15 or Special Design

E. Water Bars

Where the finished graded surface has a slope greater than or equal to 3H:1V or as required, water bars shall be installed. The water bars shall be sloped slightly to drain runoff water away from the pipe line alignment. Water bars shall have a maximum spacing of 40 feet.

1.4 Storm Detention

A. Development Not Requiring Detention

All developments should retain all stormwater on site unless otherwise approved by the City. When permitted to discharge stormwater off site, developments meeting the following criteria will not be required to provide detention:

1. Land divisions of less than four lots.
2. Multi-family developments of less than four units.
3. Commercial and industrial development where the construction of a new or the expansion of an existing facility will not increase the impervious area by more than 5,000 square feet.

B. Detention Volume

When detention is permitted or required, the volume to be detained shall be based on the following:

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- 1. The rate of runoff from a developed site during a 25-year recurrence interval storm which shall not exceed the pre-development rate of runoff released based on a 10-year recurrence interval storm.

C. Emergency Overflow

- 1. The design engineer shall assess the impacts of system failure for on-site detention. Overflows may occur due to rainfall intensity that exceeds the design storm, debris blockage of storm drain system, or some other reason.
- 2. If a system overflows, it shall not cause inundation of neighboring properties. Potential overflow routes shall be protected from erosion by adequate means.

D. Detention Facilities

Detention volume storage methods in order of preference are the following:

- 1. Surface storage
- 2. Underground storage

1.5 Erosion Control

Developments shall provide erosion control methods to limit the removal of soil materials caused by storm runoff during the construction phase of a project. Developers shall obtain a DEQ 1200-C Permit if required by the DEQ. It shall be the responsibility of the developer to determine if a 1200-C Permit is required. See General Requirements, C. Environmental and Other Special Requirements for additional requirements.

A. Erosion Control - Application

- 1. For subdivision plats, temporary erosion control measures shall be utilized by the applicant during installation of plat improvements and by subsequent builders during construction of dwellings and other lot improvements.
- 2. Prior to the initial clearing and grading of any land development, provisions shall be made for the interception of all potential silt-laden runoff that could result from said clearing and grading. Said interception shall preclude any silt-laden runoff from discharging from the proposed land development to downstream properties, unless previously approved by the City. Said interception shall cause all silt-laden runoff to be conveyed by open ditch or other means to a temporary

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facility designed by the design engineer to remove silt prior to discharge to downstream properties.

- 3. Prior to initial clearing and grading of the construction site, an evaluation of the following factors must be carried out:
 - a. Soil Erodibility

Soil erodibility should be identified using Natural Resources Conservation Service erodibility ratings. Erosion control techniques shall be designed accordingly.
 - b. Slope and Runoff

Cleared areas will require protection from erosion.
 - c. Cover

Erosion protection will be required for all disturbed areas.
- 4. Temporary facilities may include silt fences, drain barriers, gravel entries, ditches, surface stabilization, or other methods and devices as necessary.
- 5. Temporary/permanent hydroseeding or acceptable seeding and mulching must be provided whenever perennial cover cannot be established on sites that will be exposed after September 1 or prior to June 1.

1.6 Private Drainage Systems

Private drainage systems shall not enter the public ROW and shall be in accordance with DEQ requirements.

A. Subdivisions

When subdivision lots drain to the rear, it may be necessary to provide a private drainage system in private easements. This system shall be for collection of roof drains, footing drains, and surface runoff. This system shall be designed to meet the Oregon Plumbing Specialty Code, current edition.

B. Subsurface Drainage

Subsurface drains (under drains) shall be provided at the following locations:

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- 1. For all existing springs and field tile intercepted during construction activity for other facilities, i.e., sewer, water, mains, street excavations, foundations, etc. Subsurface drains are not needed if the tile is removed.
- 2. Where high groundwater exists or when it is necessary to reduce the piezometric surface to an acceptable level to prevent land slippage or under floor flooding of buildings.
- 3. The drainage line installed shall begin at a cleanout and terminate at an approved point of disposal. Open jointed storm drain lines will not be considered as an acceptable solution.

1.7 Specification References

Specification references made herein for manufactured materials such as pipe, fittings, and manhole rings and covers refer to designations for the American Water Works Association (AWWA), ASTM International (ASTM), or the American Association of State Highway and Transportation Officials (AASHTO) as they are effective on the date of submission to the City.

1.8 Care and Handling of Materials

- A. Adequate precautions shall be taken to prevent damage to pipes, fittings, manhole components, and all other materials used in construction of the storm drainage system. Pipe and other materials during transport shall be secured individually by use of wood spacer blocks or wood crates, or otherwise protected to prevent collision of individual pieces and possible subsequent damage.
- B. All pipe, fittings, and manhole components shall be loaded and unloaded in a manner to prevent shock or damage. Under no circumstances shall such material be dropped. All materials on the ground shall be protected from damage. All pipes, fittings, manhole components, and all other materials used in the construction of the drainage system shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected. All materials that are delivered considerably in advance of their installation shall be stored in a satisfactory manner.
- C. Proper materials, tools, and equipment shall be used by the Contractor for safe and convenient prosecution of the Work. All pipes, fittings, etc., shall be carefully lowered into the trench piece by piece in such a manner to prevent any damage to the materials. Under no circumstances shall materials be dropped or dumped into the trenches.

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PART 2 - MATERIALS

2.1 Bedding and Select Backfill

- A. Bedding and select backfill, when native materials are not suitable, shall be well-graded 3/4"-0 or 1"-0 aggregate base or approved equal. All bedding and select backfill materials shall be subject to the approval of the City.

- B. In general, the native soils may be used for bedding and select backfill for water pipe provided they are at or below optimum moisture at the time of placement and are free of vegetative matter, frozen material, and other unsuitable material. Where the City determines that the native soils excavated from the trench are not acceptable as bedding and select backfill, the Contractor shall import aggregate base. Placement of bedding and select backfill, whether native soils or imported aggregate base, shall be as required and as shown on the City Standard Drawings.

2.2 General Backfill

See Technical Specifications - "Excavation and Grading," Part 2 Materials, 2.5 General Backfill.

2.3 Gravity Storm Drain Pipe

- A. General
 - 1. Public storm drain pipe shall be constructed of corrugated high density polyethylene (HDPE) except where pipe has less than the required minimum cover. Where minimum cover cannot be achieved, the pipe material shall be ductile iron. Polyvinyl chloride (PVC) may not be used in lieu of corrugated HDPE unless approved by the City.

 - 2. Corrugated HDPE pipe may be used in lieu of ductile iron pipe if alternative methods (e.g., controlled density fill) are utilized to protect the pipe and are approved by the City. The City may require calculations or other documentation from the design engineer.

 - 3. Public storm drain pipe shall meet DEQ requirements and shall be in accordance with the City of Hermiston Stormwater System Plan.

 - 4. All public storm drain lateral lines to catch basins and other inlet structures shall be a minimum of 12 inches in diameter. All public storm drain main lines shall be a minimum of 12 inches in diameter.

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B. Corrugated HDPE Pipe

Corrugated HDPE pipe and fittings 48 inches and smaller shall conform to AASHTO M 252 and AASHTO M 294 accordingly. Corrugated HDPE pipe and fittings shall have watertight joints and shall be either Hancor "Blue-Seal," Advance Drainage System "N-12," or equal. All joints for corrugated HDPE pipe shall be made with a bell/bell or bell and spigot coupling and shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477. All gaskets shall be factory installed on the pipe in accordance with the manufacturer's recommendations.

C. Ductile Iron Pipe

Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, and AWWA C110 and shall be minimum pressure Class 150 unless specified otherwise. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104. All joints, unless otherwise specified, shall be push-on rubber gasket joints conforming to AWWA C111.

D. PVC Pipe

1. Solid Wall PVC Pipe

Solid wall PVC pipe shall be solid wall construction and shall conform to the requirements of ASTM D3034, SDR 35 for pipe up to 15-inch diameter and ASTM F679, Type 1 only, for pipe sizes 18- to 27-inch diameter. Joints for solid wall PVC pipe shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477.

2. Profile Wall PVC Pipe

Profile wall PVC culvert pipe and profile wall PVC storm sewer pipe shall be Johns-Manville "Perma-Loc," or equal, meeting the requirements of AASHTO M 304 or ASTM F794 Series 46. Joints for profile wall PVC pipe shall conform to ASTM D3212 using elastomeric gaskets conforming to ASTM F477.

2.4 Manholes

A. Cast-in-place Base Sections

- 1. Cast-in-place base sections for manhole construction shall have a minimum 28 day strength of 4,000 psi, unless approved otherwise by the City, and shall not be less than 5 inches in thickness in any section. All shelf area shall be uniformly

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shaped, have a rough float finish, and slightly slope towards the channel. The shelf shall be above the top of the storm drain pipe.

2. The Contractor shall be responsible for the determination of pipe hole orientation and grade.
3. After placement of the concrete for the base, the bottom manhole ring shall be set level into the wet concrete to form a tight seal. The base concrete shall then be properly cured for a minimum of 24 hours before placing the remaining rings and cone.
4. Cast-in-place base sections will be used only when specifically approved by the City.

B. Precast Base Sections

1. Precast base sections shall conform to ASTM C479. Concrete shall be consolidated by mechanical vibration. Reinforcing shall be provided in the base and walls. Minimum concrete thickness shall be 5 inches.
2. All shelf area shall be uniformly shaped, have a rough float finish, and slightly slope towards the channel. The shelf shall be above the top of the storm drain pipe.
3. The Contractor shall be responsible for the determination of pipe hole orientation and grade.
4. Precast base sections shall be used unless otherwise specifically approved by the City.

C. Precast Manhole Sections

1. Precast manhole sections shall conform to ASTM C478 and consist of circular sections in the standard 48-inch diameter.
2. No more than two lift holes shall be cast into each section. Holes shall be located as to not damage reinforcing or expose it to corrosion. At the manufacturer's option, steel loops may be provided for handling in lieu of lift holes. All lift holes shall be patched after installation.
3. Precast manhole cones shall be concentric, unless otherwise specified, and shall meet ASTM C478.

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4. Flat slab covers for Type "B" manholes shall conform to ASTM C478.
 5. Slabs, cones, and ring sections shall be free from fractures, cracks, rock pockets, or exposed reinforcement.
- D. Pipe Connections to Manholes
1. All pipe connections to manholes shall be constructed as shown on the City Standard Drawings. All pipe-to-manhole connections shall be watertight.
 2. For solid wall PVC and ductile iron pipe, sewer couplings with an appropriate adaptor gasket by Romac Industries, or approved equal, may be used for cast-in-place manhole bases OR an A-Lok pipe connector as manufactured by A-Lok Products, Inc., PSC Flexible Connector as manufactured by Press Seal Gasket Corporation, Kor-N-Seal as manufactured by Core and Seal Company, or approved equal shall be used when precast base sections are used, OR a 1/2-inch pipe gasket stretched over the pipe shall be used in combination with a non-shrink grout to provide a watertight seal.
 3. Profile wall PVC and HDPE pipe to manhole connections shall utilize gaskets or fittings in combination with a non-shrink grout to provide a watertight seal.
 4. All connections shall match the grade and alignment of the pipe entering and exiting each manhole. Manhole pipe connections shall be constructed so flow through the manhole is not restricted in any way.
- E. Manhole Rings and Covers
1. Manhole rings and covers shall as called for on the City Standard Drawings, or approved equal.
 2. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage, and cold sheets. They shall conform to ASTM A48 and shall be smooth, sound, clean, and free from blisters and defects.
 3. Castings and covers shall be planed and ground when necessary to ensure flat and true surfaces.
 4. Covers shall be true and shall seat within the ring at all points.

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2.5 Catch Basins

A. Catch Basins

1. Catch basins shall be precast units manufactured in accordance with ASTM C139 and C913. Basin type shall be as called for on the City Standard Drawings, or approved equal.
2. Concrete shall have a compressive strength of 4,000 psi.
3. Reinforcement in precast structures shall be rebar meeting ASTM A615 Grade 60 or welded wire meeting ASTM A497.
4. Precast bases shall be furnished with cutouts or knockouts. Knockouts for pipes shall have a wall thickness of 2 inches minimum and may be located on all four sides.

B. Frames and Grates

1. Catch basin grates shall be metal castings conforming to the requirements of ASTM A48, Class 30. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage, and cold sheets. They shall be smooth, sound, clean, and free from blisters and defects. Castings shall be planed and ground when necessary to ensure flat and true surfaces.
2. Catch basin frame, hood, and grate shall be as called for on the City Standard Drawings, or approved equal.
3. Field inlet frames, hoods, and grates shall be hot dip galvanized flat bar A36 steel as shown on the City Standard Drawings, or approved equal.

C. Oil-Water Separators

1. Oil-water separators shall be The Snout by Best Management Products, Inc. (800-504-8008), or approved equal.
2. Oil-water separators shall be constructed of a corrosion resistant material and be equipped with a watertight access port, a mounting flange, and a means to prevent siphons.
3. The size and position of the oil-water separator shall accommodate the outlet pipe size and allow the bottom of the device to be located 6 inches below the

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pipe invert elevation. The oil-water separator shall be securely attached to the structure wall with an oil-resistant gasket, corrosion resistant hardware, couplings, etc., for a complete installation.

D. Pipe Connection to Catch Basins

1. All pipe connections to precast units shall be watertight.
2. For solid wall PVC and ductile iron pipe, a 1/2-inch pipe gasket stretched over the pipe shall be used in combination with a non-shrink grout to provide a watertight seal.
3. The profile wall PVC and HDPE pipe connection shall utilize gaskets or fittings in combination with a non-shrink grout to provide a watertight seal and shall be approved by the City.

2.6 Culverts

A. Corrugated Steel

Culverts shall be Type 2 corrugated steel pipe and shall be a minimum 14-gauge with 2-2/3-inch x 1/2-inch corrugations. Fabrication of pipe shall conform to AASHTO M 274 and AASHTO M 36 specifications. Joints shall be made with corrugated steel culvert bands over 3/8-inch neoprene gaskets. Culvert bands shall be 12 inches wide.

B. Reinforced Concrete Culvert Pipe

1. Reinforced concrete culvert pipe shall be round and conform to the requirements of AASHTO M 170 except as modified below. Pipes shall be within the maximum and minimum diameters set forth in AASHTO M 170. The wall thickness and steel area for all classes of pipe that are not described in AASHTO M 170 shall be determined by interpolation from data given in the tables for pipes of diameters next smaller and next larger, respectively.
2. For all classes of pipe, except Class I, which are smaller than the minimum size set forth in AASHTO M 170 for the particular class, the minimum wall thickness shall be 1-3/4-inch and the steel area shall not be less than 0.06 square inch per linear foot of pipe barrel length.
3. All bell and spigot concrete culvert pipe shall be joined with rubber gaskets conforming to AASHTO M 198.

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2.7 Sedimentation Chamber/Drywell Combo

Sedimentation chambers/drywell combo shall be as shown on the City Standard Drawings.

2.8 Filter Fabric

Filter fabric for sedimentation chambers shall be as called for on the City Standard Drawings.

2.9 Hydroseed

See Technical Specifications - "Excavation and Grading," Part 2 Materials, 2.12 Hydroseed.

2.10 Mulch

See Technical Specifications - "Excavation and Grading," Part 2 Materials, 2.9 Mulch.

PART 3 - EXECUTION

3.1 Trench Excavation

A. General

When solid rock is encountered in trench excavation, the City shall be notified.

B. Trench Width

1. The maximum trench width in the pipe zone shall be 2 feet plus the O.D. of the pipe and the minimum trench width in the pipe zone shall be 1 foot plus the O.D. of the pipe. This width shall be maintained to the top of the pipe.
2. The maximum clear width above the top of the pipe will not be limited except in cases where excess width of excavation would cause damage to adjacent structures or utilities.

C. Unsuitable Material

1. When natural soil conditions exist in the bottom of the trench that are unsuitable for proper pipe installation, the Contractor shall immediately notify the design engineer. The Contractor shall then over-excavate the trench below the design grade to a depth specified by the design engineer. Such over-excavation shall be to provide for foundation material.

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- 2. Foundation material or stabilization fabric, as shown on the City Standard Drawings, shall be provided by the Contractor only when specifically called for on the City Standard Drawings or when required by the City.
- 3. As an alternative to over-excavation and placement of foundation material, a geotextile fabric may be used if field use proves acceptable. The fabric material shall be placed on the bottom of the trench and the bedding material placed over the fabric to proper pipe grade. The fabric width shall be one foot wider than the trench bottom.

D. Exploratory Work

Contractor shall perform appropriate exploratory work to locate utilities when they are known to exist but the specific location is unknown or not marked accurately. Appropriate exploratory work shall be performed in these situations.

3.2 Shoring, Sheet piling, and Bracing of Trenches

- A. The Contractor shall adequately sheet and brace the trench during excavation whenever necessary to satisfy trench safety standards, prevent cave-ins, or to protect adjacent structures or property. Where sheet piling and bracing are used, the Contractor shall increase trench widths for the bracing material accordingly.
- B. The sheet piling must be kept in place until the pipe has been placed, backfilled at the pipe zone, tested for defects, and repaired if necessary. All sheet piling, shoring, and bracing of trenches shall conform to the requirements of the public agency having jurisdiction.

3.3 Dewatering Excavated Areas

- A. All groundwater, seepage, or stormwater that may occur or accumulate in the excavation during the progress of the Work shall be removed. In areas where the nature of soil and hydrostatic pressures are of such a character as to develop a quick condition in the earth mass of the trench, the dewatering operation shall be conducted so that the hydrostatic pressure will be reduced to or near zero in the immediate vicinity of the trench.
- B. All excavations shall be kept free of water during the construction or until otherwise requested by the City.
- C. Contractor shall dispose of all waste and water removed from the trench. Disposal shall be in accordance with all state and local regulations.

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3.4 Location of Excavated Materials

- A. During trench excavation, the excavated material shall be located within the construction easement or right-of-way so that the excavated material will not obstruct any private or public traveled roadways or streets, or cause undue damage to the streets.
- B. Contractor shall provide means of containing overly saturated soils, i.e., muck, or remove the muck from the Work area as it is excavated, if such soils are encountered in the excavation. The intent is to prevent excessive damage or disruption to street rights-of-way or easement beyond what would normally occur during such Work. Pile and maintain material from trenches so that the toe of the slope of the material excavated is at least two feet from the edge of the trench. It shall be the Contractor's responsibility, however, to determine the safe loading of all trenches.

3.5 Disposal of Excavated Materials

Contractor shall dispose of all excavated material, which is not required for, or is unsuitable for, backfill. The Contractor's method of disposal shall comply with regulations of the governing body having jurisdiction.

3.6 Trench Backfill

- A. All backfill material shall be placed into the trench so that free fall of the materials into the trench is prevented until at least two feet of cover is provided over the pipe. Under no circumstances shall sharp or heavy pieces of material be allowed to drop directly onto the pipe. Methods of backfilling, other than as specified herein, shall be used only upon the approval of the City.
- B. Bedding and Select Backfill
 - 1. A minimum 6-inch depth of bedding shall be placed on the trench bottom, in accordance with the City Standard Drawings, as applicable, and smoothed to provide uniform bedding so the pipe is supported along its full length and not by the bells. Bell holes at each joint shall be provided to ensure support along the entire pipe length.
 - 2. It shall be understood that the 6-inch depth is a minimum depth only, not an average depth, and does not preclude the Contractor at their option from placing additional depth of bedding to facilitate their Work. Care shall be used to

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ensure that the bedding material is properly worked under the haunch of the pipe for its full length.

- 3. Select backfill shall then be brought up from the spring line to the minimum distance above the top of the pipe shown on the City Standard Drawings, leveled and compacted. Compaction of the bedding and select backfill by hand tamping will be allowed if the required compaction density is achieved; otherwise, mechanical tamping will be required.
- 4. When an open-graded material is used for bedding or foundation material to facilitate trench dewatering, the open graded material shall be placed to the spring line of the pipe. The Contractor shall make provisions to ensure that fines from the select backfill do not migrate into the open graded bedding or foundation material. To prevent soil migration the Contractor may use any of the following:
 - a. Provide an approved fiber/fabric between the open graded bedding material and select backfill.
 - b. Provide an alternative approved by the City.
- C. All general backfill material shall be pushed first onto the slope of the backfill previously placed and allowed to roll down into the trench. The Contractor shall not push the backfill material directly into the trench until at least two feet of cover is provided over the pipe.
- D. CDF Placement
 - 1. When called for on the Design Drawings, Contractor shall backfill trenches with CDF.
 - 2. CDF shall be placed in the trench in such a manner to ensure the trench is completely filled to the lines and grades called for on the Design Drawings.
 - 3. CDF shall be protected from traffic loads for a three-hour period, after which required surface restoration work may be performed.
- E. Canal or Irrigation Ditch Crossing
 - 1. Where the trench crosses a canal, irrigation ditch or culvert, the backfill shall be compacted the entire trench depth with mechanical tampers to 90 percent of the laboratory density as determined by ASTM D1557.

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- 2. All backfill material in the canal or ditch liner and in the trench cut-off wall shall be imported clay or a soil/bentonite mixture as approved by the City. Unless required otherwise, the soil/bentonite mixture shall be 1 part bentonite to 10 parts soil by weight. A high grade bentonite material shall be used.
- 3. The ditch lining, conduit or pipe shall be restored to its original condition. The crossing shall be water tight and free of any leakage or seepage. The Contractor shall be fully responsible for repairing canal or ditch banks should leakage occur at the crossing.

F. Anti-Flotation Fabric Placement

- 1. When called for on the Design Drawings or called for by the design engineer, the Contractor shall place geotextile fabric over the select backfill material prior to placing general backfill. This fabric will help reduce the exposure to pipeline flotation.
- 2. The fabric shall be placed in accordance with the requirements shown on the City Standard Drawings.

3.7 Execution of Dust and Mud Control

If the Contractor fails to properly control the dust and mud, the City may request them to do so in writing. If, after 24 hours from this request, the Contractor has not corrected the dust or mud problem, the City may elect to have the corrective work performed and charge the Contractor/ developer for said work.

3.8 Restoration, Finishing, and Cleanup

- A. The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures and fences, or other existing facilities disturbed by their Work unless otherwise specified. Restoration and cleanup shall be a continuing operation and shall be diligently pursued until completed.
- B. All surplus material and temporary structures as well as excess excavation shall be removed by the Contractor and the entire Site of Contractor operations shall be left in a neat and clean condition.

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3.9 Existing Utilities

The Contractor shall be responsible for the actual locating and protecting of existing utilities. If a conflict develops between the design line and grade of a pipeline and an existing utility, the City may adjust the pipeline grade or have the existing utility relocated.

3.10 Installation of Pipe

- A. Gravity storm drain pipe shall be installed in accordance with the best current practices and as required by the manufacturer. Gravity storm drain pipe, unless otherwise approved by the City, shall be laid by progressing upgrade from the existing or newly constructed storm drain; the pipe shall be installed with bell ends laid upgrade unless otherwise approved. Each pipe shall be properly bedded so as to be supported along the full length of the pipe. A suitable foundation shall be achieved by a slight excavation for the bell at each joint.
- B. All joints shall be properly lubricated, where required, and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to pipe gaskets. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe. All joints shall be restrained to prevent creep and misalignment of joints. All pipe shall have a ring painted around the spigot ends in such a manner as to allow field checking of setting depth of pipe in socket.
- C. Gravity storm drain main lines shall be installed with the use of a laser beam and target. The design engineer shall provide slopes for each line. Careful attention shall be given to the setting up of the laser and the periodic checking of its aim, etc. All grade checking of the laser shall be the responsibility of the Contractor.
- D. All pipe shall be installed true to line except when approved otherwise by the City. A tolerance of $\pm 1/4$ -inch deviation from true grade at each joint will be allowed. Extra care shall be given to the installation of storm drain lines at minimum slopes to avoid flat slopes in the line.
- E. All foreign matter and gravel shall be removed from the inside of the pipe and fittings before being installed, and the pipe and fittings shall be kept clean during placement. No pipe shall be laid when conditions exist that, in the opinion of the City, are unsuitable for the placing of pipe. All pipe and manholes shall be covered or plugged at night.

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F. Testing

1. Deflection Test for PVC and HDPE Pipe

All storm drains constructed of PVC and HDPE pipe shall be deflection tested not less than 30 days after the trench backfill and compaction has been completed. The test shall be conducted by pulling a go/no-go solid pointed mandrel or sewer ball through the completed pipeline. The diameter of the mandrel or ball shall be 95 percent of the inside pipe diameter. Testing shall be conducted on a catch basin-to-manhole and manhole-to-manhole basis and shall be done after the line has been completely cleaned and flushed with water. The Contractor shall locate and repair any sections failing to pass the deflection test and retest the section.

2. Equipment

The Contractor shall perform all Work and furnish all materials and equipment as required to perform all required tests.

3.11 Manhole Installation and Connections

A. Construction

1. Manholes shall be constructed to the line, grade, and detail as shown on the Design Drawings and as approved by the design engineer.
2. Backfill of the manhole shall be brought up evenly on all sides of the manhole.
3. The "U" shaped channels in the manhole bases shall be constructed by the use of properly shaped forms.
4. Intersecting flow channels shall have uniform transitions. All channels inside the manhole shall have smooth troweled finishes.

B. Connection to Existing Manhole

1. Connections to existing manholes, when required on the Design Drawings, shall be made by the Contractor.
2. All flow lines shall be properly shaped, and all new concrete shall be placed against a clean and sound surface.

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- 3. An approved epoxy bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar.
- 4. All applicable conditions for new manholes described previously shall apply.

3.12 Catch Basins

- A. Catch basins shall be constructed to the line, grade, and detail as shown on the Design Drawings and as approved by the City.
- B. Backfill shall be brought up evenly on all sides of the catch basin.
- C. All catch basins are to be watertight, including all connections and joints, and any leakage shall be corrected in an approved manner.
- D. New Connections
 - 1. All connections shall match the grade and alignment of the pipe entering and exiting each unit. Pipe connections shall be constructed so flow is not restricted in any way.
 - 2. All holes shall be located to provide the design flow line and direction of any pipe entering the catch basin. After the pipe connection is made and set to grade, the annular space between the pre-cast unit and the pipe shall be cement grouted to permanently set the flow line of the pipe. Non-shrink cement grout shall be used.
- E. Connection to Existing Catch Basins
 - 1. Connections to existing catch basins, when required on the Design Drawings, shall be made by the Contractor.
 - 2. All connections shall be made in such a manner as to leave the existing catch basin watertight. All new concrete shall be placed against a clean and sound surface.
 - 3. An approved epoxy bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar.
 - 4. All applicable conditions for new catch basins described previously shall apply.

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3.13 Culverts

- A. Culverts shall be installed in the location and at the grade shown on the Design Drawings and specified herein.
- B. Culverts shall be bedded and backfilled uniformly on both sides of the pipe at the same time to prevent displacement or buckling of the pipe. Bedding material shall be worked carefully under the pipe haunches and then compacted. Bedding and backfill material shall consist of select native material free of particle sizes greater than 1-1/2-inch in diameter unless otherwise approved by the City.

3.14 Cleaning and Flushing of Completed and Tested Storm Drains

- A. Prior to final inspection of the storm drain system by a City Representative, the Contractor shall flush and clean all parts of the system. All accumulated construction debris, rocks, gravel, sand, silt, and other foreign material shall be removed from the system at or near the closest downstream manhole.
- B. All storm drain pipes, manholes, and catch basins installed shall be flushed as thoroughly as possible. It must be understood that flushing removes only the lighter solids and cannot be relied upon to remove heavy material allowed to get into the pipes during construction. The Contractor shall provide sufficient water and appropriately sized taps to develop a velocity in the pipes during flushing of at least 2.5 fps. Check local rules for discharges to natural waterways.

3.15 Environmental Protection of Catch Basins

The Contractor shall provide biofilter bags, or approved equal, at each catch basin, field inlet, or area drain installed by the Contractor on the project. The biofilter bags shall be in place during the Contractor's Work to prevent sediment from entering the catch basins and shall be maintained until the risk of sediment entering the catch basin from construction activities on the Site no longer exists. When all Work is complete, the biofilter bags shall be removed by the Contractor.

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SECTION 3

SANITARY SEWERS

PART 1 - GENERAL

1.1 General Design Requirements

A. Performance Standards

1. Sanitary sewer system design shall meet the policies and guidelines of the current Oregon Administrative Rules (OAR) and the Oregon Department of Environmental Quality (DEQ) guidelines.
2. Sanitary sewer systems shall be designed to provide gravity service to all areas of developments. Pump stations are acceptable only if it is not possible to provide gravity service.
3. Sanitary sewer system capacity shall be designed for ultimate development density of the tributary area. The system shall allow for future system extension and development.
4. Sanitary sewers shall be designed to remove the domestic sewage and industrial wastes from basements of residences, commercial or industrial buildings, and all public and private establishments where practical.
5. Stormwater, including street, roof, or footing drainage, shall not be discharged into the sanitary sewer system, but shall be removed by a system of storm drains or by some other method. See Technical Specifications - "Storm Drainage."
6. Unpolluted or non-contact cooling waters shall not be discharged into sanitary sewers. The overflow drains and filter backwash lines of swimming pools and hot tubs shall not drain into a sanitary sewer.
7. As a condition of sewer service, all developments will be required to provide public sewers to adjacent upstream parcels to provide for an orderly development of the drainage area. This includes the extension of sewer mains in easements across the property to adjoining properties and across the street frontage of the property to adjoining properties when the main is located in the street right-of-way (ROW) and trunk sewers that are oversized to provide capacity for upstream development.
8. All sewer main lines shall be extended to the end of the farthest development site.

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- 9. All sewer lines shall be located within the public ROW as directed by the City. These lines are placed in the public ROW for ease of maintenance, access, control of the facility operation, and to provide required replacement and/or repair.
- 10. Where sewers are constructed on slopes greater than 20 percent; in areas designated as hazardous; where site conditions may cause damage to improvements, slippage, or slides; or as determined by the City, a Geotechnical and/or Engineering Geology Report may be required.
- 11. Where the finished graded surface is greater than 20 percent, or as required by the City, soil stabilization fabric shall be placed over the entire disturbed area.
- 12. Notify the City's recycled water personnel 72 hours prior to the installation of any sanitary sewer main.
- 13. All trench construction shall be per City of Hermiston Standard Drawings.
- 14. Manhole adjustment grade rings shall conform to City Standard Drawings.
- 15. The Contractor shall field-verify the depth and location of all existing sewer lines to be connected to prior to beginning construction. The Contractor shall inform the City of any discrepancies with the information found in the field compared with that given on the Plans.
- 16. Where conditions make compliance with these rules impractical, exceptions may be permitted. However, it will be necessary for the design engineer to provide a complete analysis of the need for such exceptions.
- 17. The Contractor shall not make any connections to new service stubs until sewer lines have been tested and approved.

Drawings relevant to this section are included in the Standard Drawings.

B. Pipe Size

Private sanitary sewers shall meet the appropriate sections of the Oregon Plumbing Specialty Code, current edition. All sanitary sewer main lines shall be a minimum diameter of 8 inches; 6-inch diameter sewer for non-extendible sewers of up to 250 feet in length serving eight lots or less may be permitted with approval.

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C. Minimum Design Criteria

1. Velocity

All sanitary sewers shall be designed and constructed to give mean velocities, when flowing full, of not less than 2.0 feet per second (fps). Self-cleaning velocity shall be provided and demonstrated by the design engineer to the City, to prevent the problem caused by a lack of sufficient flow.

2. Pipe Slope

All sanitary sewer pipe slopes shall be designed and constructed with minimum slopes tabulated below. Installed pipe not meeting minimum grade requirements shall be removed and replaced at the Contractor's expense. Design grades exceeding minimum values should be considered to allow for realistic installation precision.

Nominal Pipe Size (inches)	Minimum Slope (feet/100 foot)
6	1.00
8	0.40
10	0.28
12	0.22
15	0.15
18	0.12

3. Manning's Equation

When calculating minimum pipe slopes and velocities, the design engineer shall use the Manning's pipe friction equation.

4. Pipe Coefficient

The minimum pipe roughness coefficient for sanitary sewers shall be 0.013.

D. Alignment and Cover

1. Right-of-Way Location

a. Sanitary sewer lines shall be located 5 feet north and west from the ROW centerline. All changes in direction of pipe shall be made at a manhole.

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- b. Sewers shall be located in the street ROW. If streets have curved alignments, the center of the manhole shall not be less than 6 feet from the curb face on the outside of the curve nor the sewer centerline less than 6 feet from the curb face on the inside of the curve.
 - c. Curved alignments in sanitary sewers are not permitted.
2. Minimum Cover
- a. Sanitary sewers shall be laid at a depth sufficient to drain building and basement sewers, and to protect against damage by frost or traffic. In new residential hillside subdivisions, main and lateral sewers shall be placed at a depth sufficient to drain structures on the low side of the street.
 - b. Sanitary sewers in residential areas shall be placed in the street with the following minimum cover:
 - 1) Building Service Lateral - 6 feet
 - 2) Trunk and Collector Sewer - 8 feet
 - 3) In Easements - 8 feet
 - c. Where pipes cross under ditches or streams and the cover is less than 3 feet, extra protection is required in accordance with Section 1.1.D.5 of this section.
 - d. Where existing sewers are shallow (5 feet or less), the cover shall be a minimum of 3 feet. Deviation from the above standards will be considered on a case-by-case basis when one of the following circumstances exist:
 - 1) Underlying Rock Strata

Requires a written request to the City containing a Geotechnical Report and a plan and profile certifying bedrock exists 3 feet below the undisturbed ground surface at all investigated alignments.

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2) Crossing a Ditch or Stream

Requires a written request to the City containing a plan and profile with a horizontal scale of 1 inch = 20 feet and a vertical scale of 1 inch = 2 feet.

3) Cover Depth Less than 3 feet

Requires a written request to the City allowing the use of ductile iron pipe, pipe encasement, or other methods be used.

3. Separation with Water Lines

a. Mains shall be installed in accordance with OAR Division 52 a minimum clear distance of 10 feet horizontally and 1-1/2 feet vertically from water lines. Exceptions to these requirements shall be submitted to the City for approval prior to construction.

b. The minimum spacing between water mains, storm drains, gas lines, and other underground utilities shall be 3 feet horizontally when the standard utility location cannot be maintained.

4. Easements

a. Easements will only be allowed when no other alternative for sewer service is available.

b. Sewers placed in easements along a property line shall have the easement centered on the property line and the sewer shall be offset 18 inches from the property lines. For sewers placed in an easement located other than along a property line, the sewer shall be placed in the center of the easement. The conditions of the easement shall be such that the easement shall not be used for any purpose that would interfere with the unrestricted use for sewer main purposes. Under no circumstances shall a building or structure be placed over a sanitary sewer easement. This includes overhanging structures with footings located outside the easement. Further, no trees or large bushes shall be planted in the easement.

c. Easements for sewers less than 12 inches in diameter shall have a minimum width of 15 feet. Sewers greater than 12 inches in diameter shall have a minimum easement width of 20 feet.

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- d. Sewers with more than 8 feet of cover and/or inside diameters 24 inches or greater will require wider easements. A slope of 1H:1V from the sewer invert to ground surface will be used to determine easement width. Easement widths shall increase from the 15 foot minimum by 5-foot increments, e.g., 15, 20, 25 feet.
 - e. Easement locations for public sewer mains serving a Public Utility District, apartment complex, or commercial/industrial development shall be in parking lots, private drives, or similar open areas, which will permit unobstructed vehicle access for maintenance by City personnel. Full vehicle access shall be provided to all sewer easements, pipelines, cleanouts, and manholes outside of public ROW.
 - f. All easements shall be submitted to the City for review and approval prior to recording.
5. Relation to Watercourses
- a. Generally, the top of all sanitary sewers entering, crossing, or adjacent to streams, irrigation ditches, or drainage ways shall be at a sufficient depth below the natural bottom of the waterway to protect the sewer line. Three feet of cover is required.
 - b. Sewers located along streams shall be located outside of the streambed and sufficiently removed to provide for future possible stream channel widening. All manhole covers shall be watertight and at or above the 100-year flood elevation.
 - c. Sewers crossing streams or drainage channels shall be designed to cross the stream as nearly perpendicular to the stream channel as possible and shall be free from change in grade. The minimum cover shall be 36 inches from the bottom of the streambed or drainage channel.
 - d. Pipe material shall be ductile iron with an 18 foot length of pipe centered on the stream or drainage channel centerline. The ductile iron pipe shall extend to a point where a 1:1 slope, which begins at the top of the bank and slopes down from the bank away from the channel centerline, intersects the top of the pipe.
 - e. A scour pad centered on the sewer line will be required when the top of the pipe to the bottom of the stream or drainage channel is 30 inches or

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less. The scour pad shall be concrete, 6 inches thick and 6 feet wide, reinforced with #4 rebar spaced 12 inches on center both ways, and shall extend to a point where a 1:1 slope, that begins at the top of the bank and slopes down from the bank away from channel centerline, intersects the top of the pipe. Deviations from the above requirements shall require review and approval on a case-by-case basis.

E. Structures

1. Manholes

- a. Manholes shall be located at changes in slope, alignment, pipe size, and at all pipe junctions with present or future sanitary sewers.
- b. Manhole spacing shall not exceed 500 feet, unless approved by the City.
- c. The angle between incoming and outgoing sewer lines shall be greater than 80 degrees. Manholes are shown in the City Standard Drawings and are suitable for most conditions. New designs or revisions should not be shown on the design drawings, unless the City Standard Drawings are not suitable. New or revised designs may be necessary if:
 - 1) One or more of the sewers to be connected to the manhole is over 36 inches in diameter. Smaller diameters may require a special design if the manhole is at an alignment change.
 - 2) Several sewers will be connected to the manhole.
 - 3) There is less than 80 degrees between the incoming and outgoing sewer.
 - 4) The manhole will be subject to unusual structural loads.
 - 5) Diversion or other flow control measures are required.
- d. Where one or more of conditions 1), 2), or 3) above are encountered, a drawing of the manhole base should be made to determine if it is feasible to use designs shown in the City Standard Drawings. It may be necessary to restrict the options to a specific City Standard Drawing specified by a note on the construction drawings. If a special design is required for any reason, it will be necessary to show the details on the design drawings and to provide structural calculations as needed.

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e. Some alternate manhole features are shown on the City Standard Drawings. Where these features are required, they must be specified by a note on the design drawings. Some examples are:

- 1) Type A manholes are required unless shallow manhole depths require the use of Type B manholes, as determined by the City Standard Drawings.
- 2) Watertight manhole frames and covers are to be used if floodwaters are expected to cover the manhole top or if the manhole must be located in the street gutter. Such conditions should be avoided wherever feasible.
- 3) Tamper-proof manhole frames and covers are required in areas subject to vandalism, such as areas that are not readily visible to the general public or the property occupants.

f. Design standards for elevation differences at manholes have been established to compensate for normal energy losses and to prevent surcharging of a sewer by a larger sewer. For purposes of slope calculation and for establishing elevation differences, the elevations are given at the intersection of the sewer centerline (usually the center of the manhole). The rules for elevation differences at manholes are:

- 1) The crowns of incoming sewers shall be at least as high as the crown of the outgoing sewer.
- 2) The invert elevation difference shall be at least 0.10 foot for 0 to 45 degrees of horizontal deflection angle and 0.20 foot for more than 45 degrees of horizontal deflection angle.
- 3) The slope of a sewer within a manhole shall be no less than the slope of the same sewer outside of the manhole. Where the difference between the slope of the incoming and outgoing pipe is greater than 6 percent, the slope across the manhole shall be the average of the incoming and outgoing pipes.
- 4) Drop connections are required when the vertical distance between flow lines exceeds 2 feet. The diameter of the drop connection must be specified on the construction drawings. The diameter of the drop connection shall not be more than one pipe

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size smaller than the diameter of the incoming sewer. Smooth flow lines with vertical distances of less than 1 foot must be provided wherever feasible. Drop connections shall be outside drops.

- 5) All connections must enter the manhole through a channel in the base. This includes drop connections and connections to existing manholes.
 - g. Where conditions make compliance with these rules impractical, exceptions may be permitted. However, it will be necessary for the design engineer to provide a complete analysis of the need for such designs.
2. Cleanouts
- a. Cleanouts will not be approved as substitutes for manholes on public sewer lines. Cleanouts are permitted at the upper end of a sewer that will be extended during a future construction phase. When the sewer is extended, the clean out will be removed and a manhole shall be installed in the appropriate location. If future extension requires a change in sewer alignment or grade, a manhole will be required at the cleanout location.
 - b. Cleanouts are permitted at the end of a non-extendable sewer line that does not exceed 250 feet in length nor serve more than eight lots.
 - c. Cleanouts are permitted only in paved asphalt areas within the public ROW. Cleanouts shall in no case be installed in unpaved areas even when future asphalt pavement is planned as part of another phase or project.
3. Anchor Blocks

For sewer pipes greater than 4 inches in diameter, concrete anchor blocks shall be required if the slopes are greater than 20 percent. Anchor blocks shall key into trench sides. Spacing for anchor blocks is as follows:

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SPACING FOR ANCHOR BLOCK FOR ALL SIZE PIPE

Slope (Percent)	Minimum Spacing (Feet)
0 to 19.99	No Anchor Required
20 to 34.99	35
35 to 50.99	25
51 or more	15 or Special Design

F. Service Lateral

1. See the General Requirements for the definition.
2. Each individual property shall be connected to the public sewer main by a single sewer service lateral.
3. Multiple service laterals per property are permitted only if approved by the City. A single service lateral is permitted to serve multiple buildings provided the buildings are all on the same property and all building sewer lines are combined into a single line prior to connecting to the service lateral.
4. The minimum inside diameter of a sewer service lateral shall be 4 inches and shall be equal to or greater than the building sewer diameter. Service laterals are to be built to the same construction standards and of the same materials as the sewer main line. Service laterals in general shall be placed at 90 degrees to the main sewer line to avoid excessive exposure to other utilities during excavation for construction or maintenance of the service lines. Angles other than 90 degrees may be approved for special conditions such as cul-de-sac lots. In no case shall the angle between the main and the service be less than 90 degrees. Service line connections shall not be made at manholes except at cul-de-sacs.
5. The minimum slope of sewer service lines shall be 2 percent except that for unusual conditions, a slope of 1 percent may be approved. However, it will be necessary for the designer to provide a complete analysis of the need for any sewer service lateral slope less than 2 percent. The maximum slope shall be 100 percent (45 degrees or 1 foot per foot). Deep connection risers (see the City Standard Drawing for service lateral to deep sewers) or drop connections to manholes must be used where service line slopes would exceed 100 percent.
6. Tees for service laterals shall be installed at 100 percent slope, and one-sixteenth or one-eighth bends shall be installed to provide proper grade for service lateral. Service laterals shall be extended to the end at the street ROW line or easement

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line, when a sewer is installed in the easement. A water tight plug shall be installed in the end of the lateral and a 2" x 4" wood marker shall be placed at the lateral end from the pipe invert to 2 feet above the ground. The 2" x 4" top shall be painted green and marked with the depth of the lateral measured from ground to invert of the pipe. A green tracer wire shall also be installed on the service line. The curb shall have an "S" stamped on the curb at lateral crossing.

- 7. The Contractor shall not make any connections to new service stubs until sewer lines have been tested and approved.

G. Connection to Existing Sewers

- 1. Connections to, and extensions of, existing sewers will occur to facilitate new development. Connections to existing manholes shall be made with the following guidelines:
 - a. Where the invert of the connecting pipe is 2 feet or less above the manhole shelf, a beaver slide will be constructed utilizing Portland Cement concrete. The sewage entering the manhole will follow a smooth concrete channel transitioning evenly from the invert of the inlet pipe to the main channel. Sewage will not be allowed to fall freely to the manhole base.
 - b. Where the invert of the connecting pipe is more than 2 feet above the manhole shelf, the Contractor will be required to construct an outside drop with the inlet pipe invert being located at the manhole shelf. The sewage entering the manhole will follow a smooth concrete channel transition from the inlet pipe to the main channel.
 - c. Where the invert is required to enter below the shelf of the manhole, the inlet pipe will not enter below a point where the crown of the new inlet pipe is below the crown of the outlet pipe. The base of the manhole will be rebuilt if damaged in this process. The sewage will enter the main flow by way of a smooth channel transitioning from the inlet pipe to the main channel.
 - d. No pipe will enter an existing manhole where the angle between the incoming flow and the outgoing flow is greater than 90 degrees.
- 2. When sewers are extended from cleanouts, the entire cleanout assembly, including the wye, shall be removed.

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- 3. New building service laterals will be made at existing tees where possible.
- 4. When tees do not exist on the Public Sanitary Sewer System, the new lateral sewer will enter the collection system through a "cored" opening with an approved connector.

H. Private Sewer Lines

Private sewer systems shall be constructed in accordance with the Oregon Plumbing Specialty Code, current edition.

I. Sewage Pump Station Design Standards

1. General

The pump station shall be a duplex submersible pumping system designed by an engineer registered in the State of Oregon and experienced in the design of such facilities. Service area peak flows, pump station cycle, and hydrogen sulfide calculations shall be submitted to the City for review and approval.

2. Construction

Pump station construction shall include a wetwell, pump enclosure, associated piping and valves, electrical controls, automatic dialer, alarm system compatible with the City's current alarm system, emergency power transfer switch and connection receptacle, lighting, heater, ventilating fan, instrumentation, access road, fencing, landscaping, and potable water supply, and shall conform to DEQ standards and OAR Chapter 340, Division 52.

3. Capacities

Pump station shall be designed to pump the peak wastewater flow from the service area. When the service area is not built out, staging of pump station capacity will be allowed. The wetwell shall be sized to allow for a maximum number of ten starts per hour. Inlet piping shall not be used as a portion of the wetwell.

4. Hydrogen Sulfide

Calculations for hydrogen sulfide production shall be performed. Hydrogen sulfide control equipment shall be installed as required. The method used (flow back, air injection, chemical injection) shall be reviewed and approved by the City.

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- 5. Electrical and Controls
 - a. Electrical
 - 1) Pump station and related facilities will be constructed to electrical and building codes.
 - 2) Electrical controls shall be located aboveground and mounted in a waterproof enclosure. Electrical panels shall be UL listed. The pump station wetwell shall be considered a hazardous location. Level controls in the wetwell shall be intrinsically safe.
 - b. Controls
 - 1) Controls shall be mechanical relays or programmable logic-controllers. Pumps shall automatically alternate lead-lag position with each pumping cycle.
 - 2) Wetwell liquid surface elevation sensors shall be pressure transducers. When required by the City, radar or other level sensing technologies shall be used.
 - c. Power
 - 1) An auxiliary power connector shall be mounted on the exterior of the station with a manual transfer switch mounted in the interior.
 - 2) At a minimum, a receptacle enabling the use of a portable generator must be provided. Where the flow is substantial or where environmental damage may occur due to power failure, the City may require permanent standby power. Backup power shall meet all DEQ requirements.
 - d. Alarms
 - Alarms shall include:
 - 1) Power failure
 - 2) Telemetry failure
 - 3) High water level

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6. Materials

a. Pumps

A minimum of two pumps shall be supplied. Each pump shall be capable of pumping the peak wastewater flow. When more than two pumps are used, the station shall be able to pump peak wastewater flow when the largest pump is out of service. See Part 2 - Materials, 2.9. Sewage Pump Station Pumps and Appurtenances for more information regarding pumps.

b. Piping and Valves

- 1) Piping outside the wetwell shall be ductile iron to a point at least 1 foot outside the wetwell. Valves shall be AWWA-rated metal, suitable for wastewater use. Pressure gauges with isolation and purge valves on pump suction and discharge piping shall be provided.
- 2) All piping inside the wetwell and to a point at least 1 foot outside the wetwell shall be 316L stainless steel with wall thickness no less than Schedule 10.
- 3) TNEMEC MC Polyurethane and Polyurethane Protective Coating paint is required on all exposed ductile iron valves, piping, and pipe fittings. Prime coat shall be TNEMEC Series 1 Omnithane, and finish coat shall be TNEMEC Series 73 Endura-Shield. Paint thickness shall be per manufacturer requirements.
- 4) Forcemain shall be designed for nominal flow velocity in the range of 3 to 5 fps. Forcemains shall not be less than 4 inches in diameter for raw sewage unless otherwise approved by the City.

c. Spare Parts

Supply two sets each of all gaskets, bearings, V-belts, and mechanical seals for rotation equipment.

7. Additional Features

- a. Provide a 1-inch anti-freeze hose bib. Potable water shall be provided by an aboveground, reduced pressure backflow preventer.

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- b. Provide positive ventilation in the enclosure. Provide odor control as required.
 - c. A 6-foot high chain link fence shall surround the pump station.
8. Operating and Maintenance Data
- a. Compile product data and related information appropriate for City's maintenance and operation of products furnished under the contract.
 - b. Prepare an Operations and Maintenance Manual.
 - c. Instruct City personnel in the maintenance of products and in the operation of equipment and systems.
9. Erosion Control
- a. Erosion control shall be required for all areas disturbed during construction and following construction until permanent protection is established.
 - b. Temporary facilities may include silt fences, drain barriers, gravel entries, ditches, surface stabilization, or other devices, as necessary.
 - c. Temporary/permanent hydroseeding or acceptable seeding and mulching must be provided whenever perennial cover cannot be established on sites that will be exposed after September 1 or prior to June 1.

1.2 Specifications References

Specification references made herein for manufactured materials such as pipe, fittings, and manhole rings and covers refer to designations for the American Public Works Association (APWA), the American Water Works Association (AWWA), or the ASTM International (ASTM) as they are effective on the date of submission to the City.

1.3 Submittals

Catalog information on all materials and/or equipment to be installed shall be submitted to the City for review prior to installation.

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1.4 Care and Handling of Materials

- A. Adequate precautions shall be taken to prevent damage to pipes, fittings, manhole components, and all other materials used in construction of a sewerage system. Pipe and other materials during transport shall be secured individually by use of wood spacer blocks or wood crates, or otherwise protected to prevent collision of individual pieces and the possible subsequent damage.
- B. All pipe, fittings, manhole components, and valves shall be loaded and unloaded in a manner to prevent shock or damage. Under no circumstances shall such material be dropped. All materials on the ground shall be protected from damage. All pipes, fittings, manhole components, valves, and all other materials used in the construction of the sewerage system shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected. All materials which are delivered considerably in advance of their installation shall be stored in a satisfactory manner.
- C. Proper materials, tools and equipment shall be used by the Contractor for safe and convenient prosecution of the Work. All pipes, fittings, etc., shall be carefully lowered into the trench piece by piece in such a manner to prevent any damage to the materials. Under no circumstances shall sewage system materials be dropped or dumped into the trenches.

1.5 Materials Furnished by City

The Contractor's responsibility for material furnished by the City shall begin at the point of delivery to the Contractor. Materials already on the Site shall become the Contractor's responsibility on the start work date of the Contract. The Contractor shall examine all material furnished by the City at the time and place of delivery and shall reject all defective material. Any material furnished by the City that becomes damaged by the Contractor shall be replaced by the Contractor at their own expense. The Contractor shall assume full responsibility for materials furnished by the City once they are received by the Contractor.

1.6 Restoration, Finishing, and Cleanup

The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures, fences, and other existing facilities to their original condition.

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PART 2 - MATERIALS

2.1 Pipe

A. General

All public sanitary sewer lines shall be constructed of polyvinyl chloride (PVC) pipe. When required for added strength, ductile iron pipe may be used.

B. PVC Gravity Pipe

PVC gravity sewer pipe and fittings 15-inch diameter and smaller shall conform to ASTM D3034, SDR 35 unless called for otherwise on the Drawings. Pipes 18-inch diameter to 24-inch diameter shall conform to ASTM F679 unless called for otherwise on the Drawings. The joints shall be flexible joint with rubber ring gasket.

C. PVC Pressure Pipe

PVC pipe for pressure sewer lines shall conform to AWWA C900-16, DR 18 (235 psi pipe), or as otherwise specified. The pipe shall have flexible rubber gasketed joints conforming to ASTM D3139 and ASTM F477. Pipe color shall be green.

D. Ductile Iron Pipe

1. Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, AWWA C153, and AWWA C110 and shall be minimum pressure Class 350 unless specified otherwise. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104. All joints, unless otherwise specified, shall be push-on rubber gasket joints conforming to AWWA C111.
2. When flanged pipe is required, the Contractor shall provide the D.I. pipe class required by the flange manufacturer to ensure the pipe and flange units are compatible. This data shall be provided to the City for review prior to ordering these materials. Flanges for couplings and fittings shall conform to ANSI 16.1, 125-pound bolt hole template.

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2.2 Fittings

A. Fittings for Ductile Iron and PVC Pressure Pipe

Unless specified otherwise, all fittings such as elbows, tees, crosses, etc., shall be mechanical joint short-bodied compact ductile iron fittings conforming to AWWA C153, Class 350. When called for, flanged cast iron fittings shall conform to AWWA C110 with ANSI B16.1, 125-pound bolt hole template. All fittings shall be cement mortar lined in accordance with AWWA C104. Gaskets for flanges shall be either ring or full faced, 1/8 inch thick conforming to AWWA C111, Appendix B.

B. Fittings for Sewer Service Connection

Main line fittings for sewer service connections when installing new gravity sewer pipe shall be a gasketed tee suitable for ASTM D3034 or ASTM F679 sewer pipe. When service connections are required on existing sewer lines, a sewer tapping saddle shall be used, such as "Geneco Sealtite," of the type and model required to match the sewer main line and service line pipe materials, or approved equal.

C. Couplings

Couplings shall have stainless steel shear rings of the size and style required to match the pipe size and type being utilized. Couplings shall be manufactured by Fernco with stainless steel shear rings or approved equal.

D. Restrained Push-on Joint Pipe

When restrained joint ductile iron pipe is required, the pipe shall be the same class and type as the ductile iron pipe specified herein. Joints shall be Tyton Joint with Field Lok 350 gaskets, or approved equal. The restraint shall be boltless, integral restraining system, rated for 350 psi in accordance with the performance requirements of ANSI/AWWA C111/A21.11.

E. Restrained Fittings

All mechanical joint fittings called out to be restrained shall be equipped with a MEGALUG Series 1100 mechanical joint restraint system as manufactured by EBAA Iron, Inc., or approved equal.

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2.3 Valves and Appurtenances

A. Plug Valves

1. All plug valves shall conform to AWWA C504. The valve body shall be constructed of cast iron (semi-steel) conforming to ASTM A126 Class B and shall be protected with a factory-applied fusion-bonded coating meeting AWWA C550. The shaft and plug shall be integrally constructed of cast iron (semi-steel) and shall be 100 percent encapsulated with Buna N rubber. The stem seals shall be Buna N multiple "V" ring stem packing seals. The valve seat surface shall be raised welded-in overlay of not less than 90 percent nickel.
2. Flange dimensions, facing, and drilling shall conform to ANSI B16.1, Class 125. Mechanical joints shall meet the requirements of AWWA C111/ANSI A21.11.
3. The valve shall have a 2-inch AWWA operator nut for buried services and hand wheel operator for non-buried services or as called for on the Drawings. Worm gear operators shall be furnished for all 4-inch or larger valves.
4. Valves shall be Dezurik eccentric plug valves, Pratt Ballcentric plug valves, or approved equal.

B. Valve Boxes

Each valve shall be equipped with an adjustable cast iron box of the sliding type with a base large enough to cover the top casting of the valve. The diameter of the valve box shall be not less than five (5) inches, and shall be of such length so as to provide the depth of cover over the pipe without full extension. Materials and installation workmanship for valve boxes shall be in accordance with AWWA C600, Section 10.3.

C. Sewage Air Release Valve

1. Air release valves where called for shall be Valve and Primer Corporation, #400 APCO Sewage Air Release Valve and/or #401 APCO Sewage Air and Vacuum Valve with 2-inch inlet or approved equal. An auxiliary 2-inch 125 psi bronze rising stem solid disc gate valve shall be installed with all sewage air release valves.
2. Air release valves shall also be furnished with accessory valves and connections (for flushing purposes) as shown on the City Standard Drawings.

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- 3. The furnishing and installation of sewage air release valves shall include the construction of all associated structures and appurtenances as shown on the design drawings.

2.4 Thrust and Anchor Blocks

Thrust and anchor blocks shall be located and sized as shown on the City Standard Drawings, and at all changes in direction, or as required by the design engineer or City. Concrete used for the blocks shall be Portland Cement concrete with a minimum 28-day strength of 2,500 psi. All concrete shall be placed so that pipe joints and fittings will be accessible for repair. Concrete shall be placed against undisturbed material. Anchor rods shall be 3/4-inch diameter galvanized steel, embedded a minimum of 18 inches in concrete.

2.5 Manholes

A. Cast-in-place Concrete Base Sections

- 1. Cast-in-place concrete base sections for manhole construction shall have a minimum 28-day strength of 4,000 psi, unless approved otherwise by the City, and shall not be less than 6 inches in thickness in any section.
- 2. Required "U" shaped channels shall be constructed by the use of properly shaped forms. Intersecting flow channels shall have smooth uniform transitions. All channels shall have smooth troweled finishes. All shelf area shall be uniformly shaped, have a rough float finish and shall slightly slope towards the channel. The shelf shall be above the top of the sewer pipe.
- 3. The Contractor shall be responsible for the determination of pipe hole orientation and grade. Cast-in-place base sections will only be used where called for specifically on the Drawings or where required by the design engineer.

B. Precast Concrete Base Sections

- 1. Precast concrete base sections shall be approved by the design engineer and shall conform to ASTM C478. Concrete shall be consolidated by mechanical vibration. Reinforcing shall be provided in the base and walls. Minimum concrete thickness shall be 5 inches unless otherwise required for deep manholes.
- 2. Required "U" shaped channels shall be constructed by the use of properly shaped forms. Intersecting flow channels shall have smooth uniform transitions. All channels shall have smooth troweled finishes. All shelf area shall be uniformly

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shaped, have a rough float finish and shall slightly slope towards the channel. The shelf shall be above the top of the sewer pipe.

3. The Contractor shall be responsible for the determination of pipe hole orientation and grade. Precast base sections shall be used unless specifically called for otherwise on the design drawings or by the design engineer.

C. Precast Concrete Manhole Sections

1. Precast concrete manhole sections shall conform to ASTM C478 and consist of circular sections in the standard 48-inch diameter, unless otherwise noted. No more than two lift holes shall be cast into each section. Holes shall be located as to not damage reinforcing or expose it to corrosion. All lift holes shall be patched to prevent water seepage into the manhole, utilizing an approved, non-shrink grout.
2. Precast manhole cones shall be concentric unless otherwise specified and shall meet ASTM C478.
3. Flat slab covers for manholes shall conform to ASTM C478. Slabs, cones and ring sections shall be free from fractures, cracks, rock pockets, or exposed reinforcement. Joint seal material shall be "Kent seal" mastic acrylic polymeric sealant, or approved equal.

D. Pipe Connection to Manholes

1. All pipe connections to manholes shall be constructed as shown on the Drawings, shall be flexible, and shall allow movement of the sewer pipe in all directions. Manhole pipe couplings shall be suitable for the sewer pipe type connecting to the manhole.
2. A-Lok field sleeve, or approved equal, may be used for cast-in-place manhole bases.
3. When precast base sections are used, an A-Lok pipe connector as manufactured by A-Lok Products, Inc., PSX Flexible Connector as manufactured by Press Seal Gasket Corporation, Kor-N-Seal as manufactured by Core and Seal Company, or approved equal shall be used.
4. Fittings for drop manholes shall be of the same material as the attached sewer pipe.

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E. Manhole Rings and Covers

1. Castings shall be tough, close-grained, gray iron free from blow holes, shrinkage and cold sheets.
2. Manhole rings and covers shall conform to ASTM A48 and shall be smooth, sound, clean and free from blisters and defects. Castings and covers shall be planed and ground when necessary to insure flat and true surfaces. Covers shall be true and shall seat within the ring at all points. Manhole rings shall have a maximum height as shown on the City Standard Drawings.
3. Manhole rings and covers shall be as called for on the City Standard Drawings.

F. Manhole Inflow Protectors

1. The watertight manhole inflow protectors shall be manufactured of a plastic polymer that will not corrode, cannot be damaged by sewer gases or road oils, and will not become brittle in subfreezing temperatures. They shall have a spring loaded gas relief valve automatically activated at approximately 1/2 psi and a vacuum relief valve automatically activated when the differential pressure reaches approximately 2-1/4 psi.
2. The bowl shall be deep enough that the valves or the protector are not damaged during the removal of the lid. The gasket shall be a heat welded type that conforms to the irregularities in the frame.
3. The watertight manhole insert shall be Sewer Guard by Fosroc-Preco Industries, Ltd., or approved equal.
4. The Contractor shall be responsible for measurement of manhole openings, the dimension of which is required for ordering of watertight manhole inserts. New covers to have manhole inserts shall be factory-machined to accept the insert.

G. Manhole Stubouts

1. Manhole stubouts shall be constructed as called for on the Drawings or as directed by the City. The stubouts shall have the appropriate flexible connection at the manhole.
2. The outside end of the stubout shall be secured, sealed watertight with a block and plug with rubber ring seal.

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3. All stubouts shall be 8-inch minimum, unless otherwise approved or shown.

H. Pressure Sewer Discharge Manholes

The Contractor shall construct the Pressure Sewer Discharge Manholes as shown on the Drawings and also in accordance with the Specifications herein for standard manholes.

2.6 Cleanouts

A. Cast Iron Rings and Covers

Cleanouts shall have cast iron rings and covers as called for on the City Standard Drawings, or approved equal.

B. Pipe

Pipe used in the construction of cleanouts shall be consistent with type of sewer pipe to which it is connected.

2.7 Frost-free Sanitary Yard Hydrant

Frost-free sanitary yard hydrant shall be Hoeptner FreezeFlow, or approved equal, with a PK1400 self-draining vacuum breaker as manufactured by Arrowhead Brass and Plumbing, LLC, or approved equal.

2.8 Sewage Pump Station Valve Vault

A. General

The valve vault shall be a 72-inch precast manhole or an approved precast valve vault. The valve vault shall be watertight and set plumb and to grade.

B. Precast Manhole Sections

Precast manhole base, wall, and top slab sections shall conform to ASTM C478. Steel loops shall be provided for handling. Lift holes shall not be used. All sections shall be free from fractures, cracks, rock pockets, or exposed reinforcement. Joint seal material shall be "Kent seal" mastic acrylic polymeric sealant, O-ring rubber gasket, or approved equal.

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C. Pipe Connection to Valve Vault

1. An A-Lok pipe connector as manufactured by A-Lok Products, Inc., PSX Flexible Connector as manufactured by Press Seal Gasket Corporation, or approved equal shall be used.
2. Rubber boot pipe-to-manhole connections, such as Kor-N-Seal as manufactured by Core and Seal Company or equal may also be used. The rubber-booted connection of sewer pipe to manholes shall be performed as per manufacturer instructions and as required to make long lasting flexible watertight connections. The rubber-booted connection shall be used in conjunction with precast manhole bases with core-drilled holes. All holes shall be located so as to provide the design flow line and direction of all pipe entering each manhole. After the pipe-to-manhole connection is made and set to grade, the annular space between the rubber boot and the pipe shall be cement grouted in order to permanently set the flow line of the pipe, as recommended by the manufacturer.
3. All pipe connections shall be constructed as shown on the Drawings and shall be flexible and watertight.

2.9 Sewage Pump Station Pumps and Appurtenances

A. General

1. The Contractor shall furnish and install a complete duplex submersible non-clog pumping system in the wetwell including two submersible wastewater non-clog pumps, rail guides, float switches, etc.
2. A duplex pump control panel shall be installed in an above-ground Contractor-furnished enclosure.
3. In addition, the Contractor shall furnish one identical spare submersible wastewater grinder pump, complete with motor.

B. Performance

Motor shall be sized to be non-overloading on any part of the curve. Service factor shall not be used in this determination.

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C. Pump Design

1. The pump(s) shall be capable of handling raw, unscreened wastewater.
2. The discharge connection elbow shall be permanently installed in the pump well along with the discharge piping. The pump shall be automatically connected to the discharge connection elbow when lowered into place, and shall be easily removed for inspection or service.
3. There shall be no need for personnel to enter the pump well to remove a pump. Sealing of the pumping unit to the discharge connection elbow shall be accomplished by a simple linear downward motion of the pump. A sliding guide bracket shall be an integral part of the pump unit. The entire weight of the pumping unit shall be guided by one or two guide bars and pressed tightly against the discharge connection elbow with a watertight seal. No portion of the pump shall bear directly on the floor of the sump.
4. The pump, with its appurtenances and cable, shall be capable of continuous submergence under water without loss of watertight integrity to a depth of 65 feet.
5. Pumps to be used shall be as manufactured by Flygt, or approved equal.

D. Pump and Motor Construction

1. Major pump components shall be of gray cast iron, Class 30B, with smooth surfaces devoid of blow holes and other irregularities. Where watertight sealing is required, O-rings made of nitrile rubber 70° IRH shall be used. All exposed nuts and bolts shall be of AISI Type 304 stainless steel or brass construction. All surfaces, other than stainless steel or brass, coming into contact with wastewater, shall be protected by an approved wastewater resistant coating.
2. All mating surfaces where watertight sealing is required shall be machined and fitted with nitrile rubber O-rings. Fitting shall be such that sealing is accomplished by metal-to-metal contact between machined surfaces. This will result in controlled compression of nitrile rubber O-rings without the requirement of a specific torque limit. No secondary sealing compounds, rectangular gaskets, elliptical O-rings, grease, or other devices shall be used.
3. The cable entry water seal design shall preclude specific torque requirements to ensure a watertight and submersible seal. The cable entry shall be comprised of

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a single cylindrical elastomer grommet, flanked by stainless steel washers, all having a close tolerance fit against the cable outside diameter and the entry inside diameter and compressed by the entry body containing a strain relief function, separate from the function of sealing the cable. The assembly shall bear against a shoulder in the pump top. The cable entry junction chamber and motor shall be separated by a stator lead sealing gland or terminal board, which shall isolate the motor interior from foreign material gaining access through the pump top.

4. **The pump motor shall be an explosion proof FM approved, squirrel cage, induction shell type design, housed in an air-filled, watertight chamber and suitable for operation in a Class 1, Division 1, Group C and D, hazardous location.** The stator winding shall be insulated with moisture resistant Class F insulation which will resist a temperature of 155°C (311°F). The stator shall be dipped and baked three times in Class F varnish and shall be heat-shrink fitted into the stator housing. The use of bolts, pins or other fastening devices requiring penetration of the stator housing shall be rejected. The motor shall be designed for continuous duty, capable of sustaining a minimum of ten (10) starts per hour. The rotor bars and short circuit rings shall be of aluminum. Bimetallic thermal switches shall be imbedded in each phase of the winding to sense high temperature. These sensors shall be wired to the control panel for use in conjunction with the external motor overload protection.
5. The pump motor cable, installed, shall be suitable for submersible pump application with P122-MSHA approval and this shall be indicated by a code or legend permanently embossed on the cable. Cable sizing shall conform to NEC and ICEA specifications for pump motors. A ground check conductor shall be provided.
6. At the maximum rated power of this unit, thermal radiators (cooling fins) integral to the stator housing, shall be adequate to provide the cooling required by the motor. Water jacket or other device shall not be necessary for continuous pumping at sump liquid levels down to the midpoint of stator housing.
7. The junction chamber, containing the terminal board, shall be sealed from the motor by an elastomer compression seal (grommet).
8. The pump shaft shall be of AISI Type 420 stainless steel. This is a nickel bearing chromium steel designed for heat treatment to high mechanical properties providing superior corrosion resistant characteristics.

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- 9. Each pump shall be provided with a tandem mechanical shaft seal system. The lower seal (pump side) shall be of the mechanical type with silicon or tungsten carbide faces. The upper seal shall be a lip-type seal or silicon or tungsten carbide seals.
- 10. Each pump shall be provided with an oil chamber for the shaft sealing system. The drain and inspection plug, with positive anti-leak seal, shall be easily accessible from the outside. The oil chamber shall include an air pressure reserve for oil pressure compensation. An electronic probe connected to the control panel shall be provided in the oil chamber to detect the leakage of water into the chamber. If water enters the oil chamber, the probe shall activate a seal failure warning light in the control panel.
- 11. The pump shaft shall rotate on two permanently-lubricated bearings. The upper bearing shall be a single-row ball bearing and the lower bearing a two-row angular contact ball bearing.
- 12. The volute shall be of a single piece, non-concentric design and shall have smooth fluid passage large enough to pass any size solids which can pass through the impeller.

E. Guide Rails

Two-inch diameter Type 304 or 316 stainless steel pipe guide rail(s) shall be installed. Intermediate supports shall be provided as recommended by the pump Supplier to ensure necessary rigidity. Lifting chains shall be provided for each pump. Chain shall be 3/8-inch stainless steel and be securely attached both to the pump lifting bracket and the access frame.

2.10 Sewage Pump Station Controls

- A. Pump motor circuits provided must be adequate to meet all the requirements of the system.
- B. Pump motor starters shall be rated and properly sized to ensure proper operation of the pump motors.
- C. Pump motor circuit breakers shall be rated properly to ensure proper operation of the pump motors.
- D. All applications that are single- or 3-phase require surge and lightning protection.

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- E. Transformers shall be fused on the primary and secondary side of the windings.
- F. Transformers shall be sized properly to accommodate all controls functions.
- G. The controls shall include Hand-Off-Auto selector switches for operation of the pump station in conjunction with liquid level controls.
- H. Pump alternating circuit to equalize pump motor run time shall be included.
- I. Dry alarm contacts shall be provided.
- J. The controls shall include an intrinsically safe barrier for connection to level sensing devices.
- K. Pump run and fail indicator lights shall be provided.
- L. Controls shall be by relays only. Programmable logic controller controls will not be allowed.
- M. All fail alarms shall be sent to an automatic dialer.

2.11 Sewage Pump Control Operation

Primary level control operation shall be:

- A. Stop level - All pumps stop
- B. Lead pump start level - Lead pump starts
- C. Lag pump start level - Lag pump starts
- D. High level alarm level - High level beacon and alarm activated

2.12 Sewage Pump Control Panel

A control panel and associated field devices shall be provided. The control panel shall be prewired and factory tested and shall meet UL508A standard for industrial control panels. The control panel shall be UL listed and labeled with intrinsically safe circuit extensions. The pump control panel shall fit inside the electrical service panel.

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2.13 Sewage Pump Station Electrical Requirements

- A. Panel wiring to be numbered and labeled.
- B. Controls shall be assembled, prewired, and tested by a reputable UL508A-certified control manufacturing company with a minimum of ten (10) years of custom control fabrication.
- C. Control wiring schematics shall be located on the inner door front.
- D. Warning labels applied to outer door as per National Electric Code.

PART 3 - EXECUTION

3.1 Gravity Sewer Construction

- A. Trench Excavation and Backfill

Trench excavation and backfill shall be performed as specified in Section 2 - "Storm Drainage," Part 3 Execution, Sections 3.1 through 3.8.

- B. Installation of Pipe

- 1. Gravity sewer pipe shall be installed in accordance with the best current practices and as required by the manufacturer. Gravity sewer pipe, unless otherwise approved by the City, shall be laid by progressing up grade from the existing or newly constructed sewer; the sewer pipe shall be installed with bell ends laid upgrade unless otherwise approved.
- 2. All rubber ring joints shall be lubricated, except when using rolling rubber gaskets with concrete pipe, and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to the rubber ring. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe. All pipe shall be installed to prevent creep and misalignment of joints. All pipe shall have a ring painted around the spigot ends in such a manner as to allow field checking of setting depth of pipe in socket.
- 3. Gravity sewer pipe shall be installed with the use of a laser beam and target. Unless the Work involves deep excavations, traffic problems, water problems, or approved by the City, the trench for the first 100 feet shall not be backfilled until the sewer grade has been checked. The Contractor shall set and aim the laser as

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controlled by the "cuts" and "slopes." Careful attention shall be given to the setting up of the laser and the periodic checking of its aim, etc. All grade checking of laser shall be the responsibility of the Contractor. All pipe shall be installed true to line and grade. A tolerance of $\pm 1/8$ -inch deviation from true grade at each joint will be allowed. Extra care shall be given to the installation of sewer lines at minimum slopes to avoid flat slopes in the line. All pipe shall be installed true to line. Except when approved by the City, the Contractor may not install a pipeline on a curve.

- 4. All foreign matter and gravel shall be removed from the inside of the pipe and fittings before being installed and the pipe and fittings shall be kept clean during placement. No pipe shall be laid in water or when conditions exist that in the opinion of the City are unsuitable for the placing of pipe. All pipe and manholes shall be covered or plugged at night and whenever the Work is not supervised.
- 5. All pipe/manhole connections shall be watertight. The manhole pipe couplings shall be installed in accordance with all manufacturer instructions. All connections shall match the grade and alignment of the pipe entering and exiting each manhole. Manhole pipe connections shall be constructed so that the wastewater flow through the manhole is not restricted in any way.

6. Line and Grade

Do not vary from established line and grade by more than $1/32$ inch per inch of pipe diameter. Variance shall not exceed $1/2$ inch and shall not result in a level or reverse sloping invert.

3.2 Gravity Service Lines

- A. Gravity service lines shall be constructed in accordance with the Drawings, Specifications, and applicable provisions of the Oregon Plumbing Specialty Code, current edition. The pipe size of gravity service lines shall be a minimum 4-inch diameter unless otherwise specified. The Contractor shall end gravity service lines at the location as per the Drawings and at the invert elevation as shown on the Drawings or as set by the design engineer. Dead ends of service lines shall be marked with 2" x 4" pressure treated posts installed in the ground as shown on the City Standard Drawings.
- B. Connection of service lines to new or existing gravity sewer main lines shall be as per the Drawings and shall be inspected and accepted by the City prior to backfilling. All sewer service connections shall be watertight utilizing appropriate sewer service saddles or wyes. An approved wye fitting shall be used when new sewer mains are being installed.

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All holes and taps into an existing sewer main shall be cut using an approved tapping machine.

- C. In the construction of new sewage collection systems, connection of new services allowing sewage into the system shall not be made until approval for connections has been given by the City. No existing sewer service shall be interrupted without the approval of the City and service owner. Connections of new service lines to existing service lines shall be by the proper adaptor coupling.
- D. The Contractor shall obtain all necessary permits required to construct service lines on private property. The Contractor must utilize a licensed plumber for service line work on private property when required by state or local regulations.

3.3 Gravity Sewer Testing

- A. General

The Contractor shall furnish all labor, necessary equipment, and other apparatus including, but not limited to, gauges, mechanical or pneumatic plugs, and air hoses, necessary to properly perform the testing of sewer lines as specified.

- B. Acceptance of Tests

The Contractor shall perform all preliminary testing required to determine that the sewer infrastructure to be tested is acceptable and complies with the requirements of this section of the Specifications. The Contractor may preliminarily test sewer infrastructure before backfilling at their own option, but all acceptance tests shall be performed only after backfilling, cleaning, and flushing has been completed. After the Contractor has determined that the sewer infrastructure will pass the required tests, the Contractor shall arrange for acceptance tests to be witnessed by the City. The Contractor shall coordinate the timing of acceptance tests with the City. Sewer infrastructure will not be accepted until all acceptance tests have been witnessed and documented as passing.

- C. Low-Pressure Air Test Procedure

The method of testing follows the procedures outlined in the Oregon Standard Specifications for Construction, Part 00400, Section 00445.72(c), current edition. All air testing shall be by the Time Pressure Drop Method. Specific questions concerning test procedures may be referred to this publication. To facilitate test verification by the City, all air used shall pass through a single, aboveground control panel. The pressure gauge

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used in air testing shall have minimum divisions of 0.10 psi and have an accuracy of 0.0625 psi (one ounce per square inch). The City shall have the option of requiring the use of their own gauge.

The Contractor may low pressure test sections of sewer lines before backfilling at their own option; but the acceptance test shall be performed only after backfilling, cleaning, and flushing has been completed.

Test procedures are summarized below:

1. Field Test
 - a. The Contractor may wet the lines prior to testing.
 - b. Determine the average height of the groundwater over the line. The test pressures required shall be increased 0.433 psi for each foot of average water depth over the exterior crown of the pipe, but no greater than 9.0 psig.
 - c. Add air slowly to the section of system being tested until the internal air pressure is raised to 4.0 psig greater than the average back pressure due to groundwater.
 - d. After the test pressure is reached, allow at least two minutes for the air temperature to stabilize adding only the amount of air required to maintain pressure.
 - e. After the temperature stabilization period, disconnect the air supply. Record the time in seconds that is required for the internal air pressure to drop from 3.5 psig to 2.5 psig greater than the average back pressure due to groundwater.
 - f. Compare the time recorded in the above step with the test time determined hereafter.
2. Acceptance
 - a. Record the diameter in inches and the length in feet of all pipe in the section to be tested, including the service connections on the worksheet found at the end of this section.

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- b. Using the nomograph (Figure No. 1) found at the end of this section, place a straightedge from the "d" column (diameter in inches) to the "L" column (length in feet). Read the corresponding "K" and "C" values for each of the pipes listed above, and record them on the worksheet.
- c. Add all values of "K" and all values of "C" for the section being tested.
- d. If the total of all the "C" values is less than one, the time shall be the total of all the "K" values.
- e. If the total of all the "C" values is greater than one, the time shall be found by dividing the total of all the "K" values by the total of all the "C" values. The result is the maximum test time. To make this division using the nomograph (Figure No. 1), use the total "C" and "K" values and read the time from the "t_q" scale.
- f. In the event that the "d" and "L" values for a particular section of the system do not fall within the limits of the nomograph, the values of "K" and "C" may be computed from the following equations: "K" = 0.011d²L; "C" = 0.0003882dL.
- g. If the "actual time" (field test) is equal to or greater than the "test time" required for the pipe section being tested, the pipe section will have passed the pressure test. (See worksheet.)

D. Infiltration Allowance

Groundwater infiltration to the collection system, including manholes, shall not exceed 50 gallons/inch diameter of pipe/mile/day. Any infiltration in excess of this amount shall be corrected at the Contractor's expense.

E. Deflection Test for PVC Pipe

- 1. All sanitary sewers constructed of PVC pipe shall be able to pass a deflection test. The test shall be conducted by pulling a go-nogo solid pointed mandrel or sewer ball through the completed pipeline. The diameter of the mandrel or ball shall not be less than 95 percent of the base inside pipe diameter as defined by ASTM D3034, SDR 35 and ASTM F679, T-1 pipe. The base inside pipe diameter and minimum mandrel diameter are as follows:

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Nominal Pipe Size, In.	Minimum Mandrel Dia., In.	Base Inside Pipe Dia., In.
6	5.46	5.742
8	7.28	7.665
10	9.08	9.568
12	10.79	11.361
15	13.20	13.898
18	16.13	16.970
21	19.00	20.004
24	21.36	22.480
27	24.06	25.327

- 2. All lines shall be tested unless determined otherwise by the City based upon their observations during pipeline installation and visual inspection of the pipeline. Testing shall be conducted on a manhole to manhole basis and shall be done after the line has been completely cleaned and flushed with water. The Contractor shall, at their own expense, locate and repair any sections failing to pass the deflection test. All areas failing the deflection test shall be retested after corrective action has been taken. Results shall be recorded on the form "Mandrel Test Record" at the end of this section.

F. Equipment

The Contractor shall perform all Work and furnish all materials and equipment as required to perform all required tests.

3.4 Pressure Sewer Construction - Pipeline

- A. The Contractor shall construct pressure sewer lines of the size, type, and class specified on the Drawings. Pipe shall meet the material specifications contained herein. All Work performed in the installation of pressure sewer lines shall be performed as per the design drawings, the applicable portions of subsection "Gravity Sewer Construction" contained herein, and as required by the manufacturer. When it is necessary to deflect pipe joints to conform to the profile and alignment of the sewage forcemain, the amount of deflection per joint shall not exceed 70 percent of the deflection recommended by the Manufacturer. All pressure sewer lines shall be installed to grade as shown on the Drawings.
- B. Installation of service line pipe shall be in accordance with the applicable requirements contained herein. The Contractor shall end pressure service lines at the location as per the design drawings and at the invert elevation as shown on the design drawings. Dead

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ends of service lines shall be marked with 2" x 4" pressure treated posts installed in the ground as shown on the City Standard Drawings.

- C. In the construction of new sewage collection systems, connection of new services allowing sewage into the system shall not be made until approval for connections has been given by the City. No existing sewer service shall be interrupted without the approval of the City and service owner.
- D. The Contractor shall obtain all necessary permits required to construct service lines on private property.

3.5 Pressure Sewer Testing

A. General

The Contractor shall be responsible for determining the length of any given section of line to be tested. It is recommended that the length of line to be tested not be excessive so that the identification of any problem areas can be readily made. It is also recommended that testing follow closely after the pipe installation and backfill.

B. Hydrostatic Testing of Pressure Sewer Lines

- 1. Before being placed into service, each section of the lines shall be isolated and slowly filled with water. Air should be expelled from the lines through taps made at the high points. The Contractor shall be responsible for making any necessary taps in addition to those shown on the design drawings.
- 2. All lines shall be pressure tested by the Contractor at 100 psi pressure, at the lowest pipe elevation, for one hour. Any cracked or defective pipe or fitting shall be removed and replaced.

C. Leakage Test

- 1. Each section of the line before being placed into service shall be tested by the Contractor for leakage for a period of two hours at an average gage pressure of 60 psi. The pressure during the test shall not fall below 40 psi. The allowable leakage is defined by the following equation:

$$\text{PVC and DI Pipe: } Q = \frac{LD\sqrt{P}}{148,000}$$

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In which:

- Q = Allowable Leakage Gal/Hr
- L = Length of Pipe Section being Tested in Ft.
- D = Pipe Nominal Diameter in Inches
- P = Gauge Pressure in psi

- 2. Leakage is defined as the quantity of water supplied into the section of line being tested, during and at the end of the test, that quantity being such that the pressure at the end of the test is equal to the pressure at the beginning of the test.
- 3. Should any test disclose leakage greater than that specified, the Contractor shall locate and repair the defective joints until the leakage is within the specified allowance.

D. Equipment

The Contractor shall perform and provide all equipment and materials necessary to perform the required test.

3.6 Manhole Construction

A. Installation

- 1. Manholes shall be constructed to the line, grade and detail as shown on the design drawings and as approved by the design engineer. Excavation and backfill of the manhole shall be performed in the same manner as specified in Section 1 - "Excavation and Grading," Part 3 Execution, Section 3.1.D. Backfill shall be brought up evenly on all sides of the manhole.
- 2. The manhole base section shall be carefully placed on a prepared base of 6-inch minimum deep 3/4"-0 aggregate base and geotextile fabric so as to be fully and uniformly supported in true alignment, and making sure that all entering pipes can be inserted on proper grade.
- 3. All connections and joints made at manholes shall be watertight. All manholes are to be watertight and any leakage shall be corrected in an approved manner.

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B. Testing

1. The Contractor shall be responsible for providing all equipment, labor, and materials necessary for performing manhole testing.
2. All manholes shall be individually tested to verify their watertightness. Each manhole shall be tested for acceptance after all Work has been completed, including restoration work. Testing shall be completed in accordance with Oregon Standard Specifications for Construction, Part 00400, Section 00470.71 (a) or (b), current edition. Results shall be recorded on the form "Manhole Test Record" at the end of this section. Preliminary testing prior to final acceptance is advised.

C. Connection to Existing Manhole

1. Connections to existing manholes when required on the Drawings shall be made by the Contractor. All connections shall be made in such a manner as to leave the existing manhole watertight.
2. All flow lines shall be properly shaped, and all new concrete shall be placed against a clean and sound surface.
3. An approved bonding agent shall be used on all existing surfaces to be bonded to new concrete or mortar. All applicable conditions for new manholes described previously shall apply.

3.7 Cleanout Construction

A. Main Line Cleanouts

Main line cleanouts shall be constructed as shown on the City Standard Drawings. The select backfill shall be carefully compacted around the cleanout riser pipe to prevent damage or displacement of the pipe.

B. Service Line Cleanouts

Service line cleanouts in public ROWs shall be constructed as per the City Standard Drawings and approved by the City. Service line cleanouts on private property shall be constructed in accordance with the Oregon Plumbing Specialty Code, current edition.

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C. Testing

Cleanouts shall be tested as a part of the lines to which they are connected.

3.8 Water-Sewer Crossing

- A. Wherever possible, the bottom of new or existing water lines shall be 1.5 feet or more above the top of the sanitary sewer line. Where the water line crosses over the sanitary sewer line but with a clearance of less than 1.5 feet, or where the water line crosses under the sanitary sewer line, the Contractor shall construct the water-sewer line crossing as shown on the City Standard Drawings.
- B. If the City determines that conditions are not favorable or finds evidence of poor water line condition, the existing water line shall be replaced with a full length of water pipe centered at the crossing point.
- C. When constructing sewer service lines, the Engineer may require the depth of the service lines to be revised in order to eliminate the need for a water-sewer line crossing.

3.9 Locating Wire

- A. A continuous solid copper tracer or locating wire shall be taped along the top of all pressure sewer lines, including service lines. This wire shall be secured to the top of the pipe at maximum 10-foot intervals using 6-inch strips of 2-inch wide duct tape. All splices shall be tied, electrically continuous, and made waterproof.
- B. The location wire shall be brought to the surface at all valve boxes, cleanouts, and terminal line marker posts. The wire shall be secured to valve boxes, cleanouts, and posts with stainless steel pipe clamps.
- C. Access to terminal ends of the locating wire shall be made at all manholes, cleanouts, valve boxes, terminal line marker posts, etc. The result of this installation shall be a continuous wire circuit electrically isolated from ground.
- D. The Contractor shall be responsible for testing continuity and for testing isolation from ground in the wire after all Work has been completed on the test section. The Contractor is advised to do intermediate testing on their own after backfilling operations and prior to surface restoration work to be sure continuity is maintained. If there is a break or defect in the wire, it shall be the Contractor's responsibility to locate and repair the defect.

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- E. The continuity of the location wire shall be tested from one test load point to the next by use of a temporary wire laid between test points in-line with an ohmmeter. Resistance shall be measured with an approved ohmmeter that has been properly calibrated. The continuity of a test section will be accepted if the resistance of the test section does not exceed 5 ohms per 500 feet of location wire being tested. Isolation from ground shall be measured with a megohm meter and shall be a minimum of 20 megohms for any section of location wire tested.
- F. A City Representative shall witness the acceptance test.

3.10 Cleaning and Flushing of Completed and Tested Sewers

- A. Prior to final inspection of the sewer system by the City, the Contractor shall flush and clean all parts of the system. All accumulated construction debris, rocks, gravel, sand, silt, and other foreign material shall be removed from the sewer system at or near the closest downstream manhole. If necessary, mechanical rodding or bucketing equipment shall be used.
- B. All sewer pipes including gravity sewers, pressure sewer lines, service lines, etc., installed shall be flushed, as thoroughly as possible with the water pressure and outlets available. Flushing shall be done after the pressure test has been made. It must be understood that flushing removes only the lighter solids and cannot be relied upon to remove heavy material allowed to get into the sewers during construction. The Contractor shall provide sufficient water and appropriately sized taps at either end of the line to develop a velocity in the sewers during flushing of at least 2.5 fps.

3.11 Sewer Line Cleaning and Inspection

- A. Television Inspection

All gravity sewer lines shall be visually inspected by means of closed circuit television (TV). The purpose of the TV inspection is to inspect the interior of select runs of gravity sewer line to determine the general quality of pipeline installation.

All sections designated by the City to be TV inspected shall be cleaned sufficiently to allow passage of TV equipment and so that cracked joints and breaks can best be observed. Cleaning shall be by high pressure flushing or as approved by the City. New sewer lines that are to be TV inspected shall be flushed with water two hours prior to the TV inspection work. During the TV inspection, the Contractor shall maintain a small flow of water in the pipeline in order to observe high or low areas in the grade of the pipe.

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The TV camera used for the inspection shall be one specifically designed and constructed for such inspections. The camera shall be self-propelled, with a remote control rotating head type capable of "looking up" service line connections and also capable of 360° scanning of pipeline joints. It shall be operative in 100 percent humidity conditions. Lighting and camera quality shall be suitable to allow a clear, in-focus picture of a minimum of 6 linear feet of the entire inside periphery of the sewer pipe. The camera shall be color with standard broadcast quality or better. The Contractor shall submit a video recording on a USB drive that demonstrates the camera picture quality prior to performing the work. The camera picture quality shall be approved by the City. To ensure peak picture quality throughout all conditions encountered during the survey, a variable intensity control of the camera lights and remote control adjustments for focus shall be located at the monitoring station. Focal distance shall be adjustable through a range of 6 inches to infinity. Camera monitors shall be located within a temperature controlled studio that will allow seating of two authorized viewing personnel in addition to the operating technician. There shall be available within the studio two or more viewing monitors operating simultaneously and of a proper size to allow all persons in the studio to have a satisfactory and comfortable view of the video presentation. Monitors shall have good quality resolution. Continuously displayed on the monitors as part of the video presentation shall be the date of the survey, number designation of the manhole section being surveyed, and a continuous forward and reverse readout of the camera distance in feet from the manhole of reference. The ability to change the location of this readout on the picture is a desirable feature.

The operating technician shall have control of the movement of the TV camera at all times. This may be accomplished by means of remote control winches or by telephone or other suitable means of communications between the winches at either end of the manhole section being surveyed. The travel speed of the camera shall be uniform and shall not exceed 30 feet per minute. Any means of propelling the camera through the sewer that would exceed this rate of speed or produce non-uniform or jerky movements shall not be acceptable. At the Contractor's discretion or at the direction of the City, the camera shall be stopped and backed up to view and analyze conditions that appear unusual or uncommon to a good, sound sewer. The operating technician shall, at all times, be able to move the camera through the line in either direction without loss of quality in the video presentation on the monitor. The picture, at all times, shall be free of electrical interference and provide a clear, stable image of the resolutions specified.

Video recording of all sewer line inspections shall be made on a USB drive. The composite video and audio recordings of the sewer line inspections shall be compatible for replay on standard Windows computers. The replay of the recorded video information, when reviewed on a monitor receiver, shall be free of electrical

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interference and provide a clear, stable image. The audio portion of the composite signal shall be sufficiently free from electrical interference and background noise to provide complete intelligibility of the oral report. Audio reports shall be recorded by the operating technician on the video as they are being produced and shall include the location of the sewer, the names or numbers of the manholes involved, a manhole-to-manhole direction of travel, and a detailed description of the conditions in the sewer line as they are encountered.

B. Video Inspection Recording and Written Inspection Report

Furnish all preconstruction and post-construction inspection video and reports within 14 calendar days after completing the inspections, in such number and format as requested by the City. Reports shall be recorded by the operating technician on the video as they are being produced and shall include the location of the sewer, the names or numbers of the manholes involved, a manhole-to-manhole direction of travel, and a detailed description of the conditions in the sewer line as they are encountered. If inspection video or audio recording quality is poor, the City has the right to reject the recording and request new video inspection at no additional cost to the City.

1. Inspection Report

Provide an inspection report that includes each defect, deformity, and joint along with the distance from the inspection starting point. Provide still digital images in the report along with a reference and description of each defect, deformity, and joint.

2. Deflection Report

Provide an inspection report and include a report generated from the laser profiler software.

In no case will dubbing of the audio portion be allowed after the survey. The video recording and the monitoring equipment shall have the capability to instantly review both video and audio quality of the productions at all times during the TV survey. The purpose of the video recording shall be to supply a permanent visual and audio record of the manhole section surveyed, and the recordings shall become the property of the City upon completion of the project.

Detailed printed location records shall be made by the operating technician and shall clearly show the exact location in relation to the adjacent manholes of each infiltration point, building sewer connections, all joints that are infiltrating or exhibit other unusual

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conditions, roots, storm sewer connections, collapsed sections of pipe, joints sealed, presence of scale or corrosion, and other discernible features. Handwritten reports shall be submitted to the City daily. Within 14 calendar days of completion of the initial TV inspection work, the inspection report forms shall be typewritten and submitted to the City for review. The video shall be properly indexed to the written reports using real time, and an index to the written reports shall be provided that indexes each sewer line section (between manholes) to the reports. The intent is to enable a user of the report to easily find any given section of the sewer system in the reports and on the video. Prior to commencing work, the Contractor shall provide the City a sample of the proposed report format to be used by the Contractor. The City and Contractor shall agree on the report format before work proceeds. All reports shall be complete and accurate.

C. Necessary Repairs

If in the opinion of the City, after TV inspection, the sewer lines in question require repair and/or replacement to meet the approved design drawings and/or City Standards, the Contractor shall be required to perform all necessary repairs and replacement at no cost to the City. It shall be understood that any necessary repairs required will have been the result of poor construction or defective materials. Video inspection and an updated written report for the entire section of pipe requiring repair shall be submitted to the City as prescribed in 3.11 Sewer Line Cleaning and Inspection, A. Television Inspection above.

D. Inspection of Lines

Supplemental to TV inspection shall be the inspection of lines by excavation at suspected joints, etc. If, in the opinion of the City, a line is suspected to have excess infiltration, the City may require the Contractor to excavate down to the joint(s) in question. The Contractor is responsible only for those lines or parts thereof they actually constructed.

END OF SECTION

**WORKSHEET FOR THE
GRAVITY SEWER LINE LOW PRESSURE AIR TEST
BY THE TIME PRESSURE DROP METHOD**

Project Name _____

Date _____ Job No. _____

Location of Test/Stationing _____

1. Wetted Line: Yes _____ No _____
2. Average height of groundwater over crown of sewer line _____ ft.
3. Internal Air Pressure (P_1):
 $P_1 = 4.0 \text{ psig} + \text{Groundwater Ht.} \times 0.433 \text{ psi} = 4.0 + (\text{_____}' \times .433) = \text{_____} \text{ psig}$
4. Initial Starting Test Air Pressure (P_2):
 $P_2 = P_1 - 0.5 \text{ psig} = \text{_____} - 0.5 = \text{_____} \text{ psig}$
5. Ending Test Air Pressure (P_3):
 $P_3 = P_2 - 1.0 \text{ psig} = \text{_____} - 1.0 = \text{_____} \text{ psig}$
6. Time of test from P_2 to P_3 (in seconds)
 Start Time T_1 _____
 End Time T_2 _____

Actual Time = $T_2 - T_1$ _____ seconds

7. Test Time

Pipe Diameter (inches)	Length of Pipe	"C" Value*	"K" Value*
TOTAL			

*See Figure No. 1
for "C" & "K" Values

If Total "C" Value is <1.0, use Total "K" Value as Test Time in seconds.

If Total "C" Value is ≥1.0, use Total "K" Value ÷ Total "C" Value as Test Time in seconds.

Results of Test

Actual time = _____ seconds

Test time = _____ seconds

If Actual Time is equal to or greater than test time required for the pipe section being tested, the pipe section will have passed the Pressure Test.

Test Passed: _____ yes _____ no

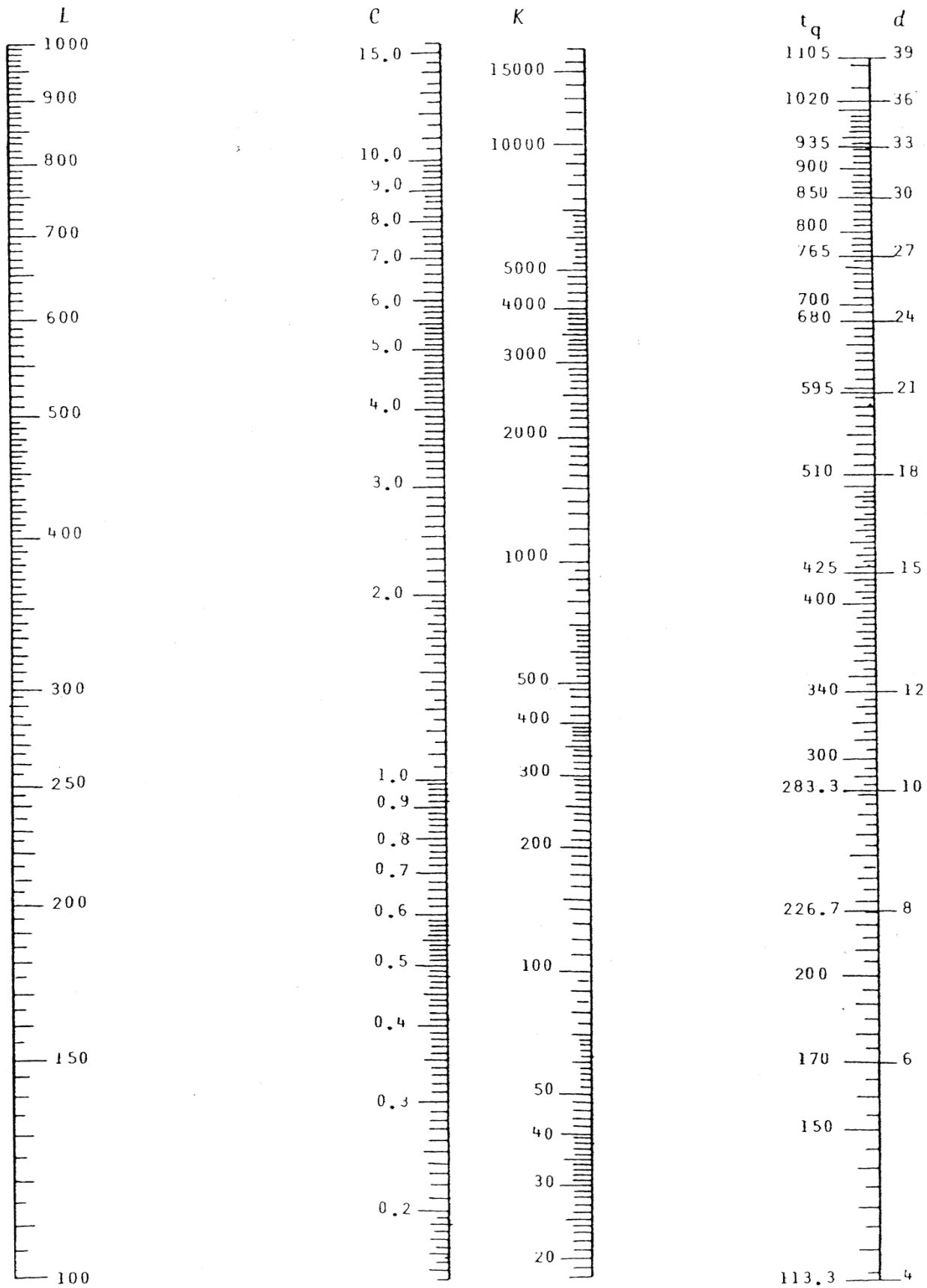
Corrective Measures: _____

Contractor's Firm Name: _____

Contractor's Representative Signature: _____ Title: _____

Engineer's Representative Signature: _____ Title: _____

FIGURE NO. 1



Nomograph for the solution of $K = .011d^2L$, $C = .0003882dL$, $t_q = K \div C$

CITY OF HERMISTON, OREGON
MANDREL TEST RECORD

Witnessed for the City of Hermiston, Oregon, by:

Witness _____ Date _____

Project _____

1. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

2. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

3. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

4. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

5. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

6. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

7. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

8. Manhole No. _____ Station No. _____ To Manhole No. _____ Station No. _____
Length _____ Diameter _____ Comments _____

CITY OF HERMISTON, OREGON
MANHOLE TEST RECORD

Project Name _____

Contractor _____

Test Company _____

Witnessed By _____

Hydrostatic/Vacuum Test

Test Date	Manhole Station	Paved	Depth	Total Time	Volume Change	Pass	Fail

Witnessed for the City of Hermiston, Oregon, by:

Witness _____ Date _____

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Chlorination and Bacteria Testing

Test Worksheet for the Water Lines - Leakage Test

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PART 1 - GENERAL

1.1 General Design Requirements

A. Performance Standards

1. Water distribution systems shall be designed to meet Oregon Administrative Rules and guidelines of the Water System Master Plan (WSMP), American Water Works Association (AWWA), and their updates.
2. Water system design shall provide adequate flow for fire protection and maximum water usage and consumption. Required water system demands shall be met by maintaining the minimum operating pressures required by the City. For single-family residential areas the minimum static pressure shall be 50 pounds per square inch (psi), and the minimum fire flow shall be 1,000 gallons per minute (gpm). For all other developments, the required fire pressure flow shall be as determined by the fire chief.
3. Water system design shall meet distribution needs for maximum water usage and consumption within a given service area. New water systems shall be extended to the far side of the property to allow for future extensions beyond present development and to be consistent with the WSMP.
4. All water lines shall be located within the public right-of-way (ROW) or as directed by the City. The City, under special conditions, may allow a public water line to be located within a public water easement as referenced in E. Alignment and Cover, 4. Easements below.
5. Where water lines are constructed on slopes greater than 20 percent; in areas designated as hazardous; where site conditions may cause damage to improvements, slippage, or slides; or as determined by the City, a Geotechnical and/or Engineering Geology Report may be required.
6. Where the finished graded surface is greater than 20 percent, or as required by the City, soil stabilization fabric shall be placed over the entire disturbed area.
7. Drawings relevant to this section are included in the Standard Drawings.

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B. Pipe Size

- 1. All public water mains shall be constructed with 8-inch minimum diameter ductile iron pipe of the class shown in the following table unless otherwise approved by the City.

Pipe Size (inches)	Ductile Iron Class
8 and smaller	52
10	51
12	50

For more information regarding pipe, see Part 2 - Materials, 2.2 Pipe below.

- 2. Service lines shall be as shown on the following table.

Service Line Pipe Size (inches)	Pipe Material
1-inch and Smaller	Type K Copper Tubing
1-1/2-inch and 2-inch	High Density Polyethylene (HDPE)
3-inch and Larger	Ductile Iron

- 3. Water distribution main sizes shall conform to the following:
 - a. Four-inch (only with City approval)
 - 1) A looped water main utilized on dead-end residential streets (cul-de-sac) with less than 450 feet measured from the center of the street intersection and the radius point of the cul-de-sac with no more than twelve 3/4-inch residential services. The actual number of services will be based on actual flow and pressure available. Fire hydrants are not permitted on 4-inch lines.
 - 2) Non-looped water mains may only be used with City approval, when residential zones on dead-end streets are less than 250 feet measured from the center of the intersection street to the radius point of the cul-de-sac with service to no more than 12 residences, and shall be connected to a looped minimum 6-inch main. Fire hydrants are not permitted on 4-inch lines. Dead-end 4-inch lines shall terminate with a standard 2-inch blowoff.

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- b. Six-inch (only with City approval)

Minimum size residential subdivision distribution water main for the grid (looped) system and for fire protection, not to exceed an unsupported length of 600 feet and shall not be a permanent dead-end. Looping of the distribution grid shall be at least every 600 feet.

- c. Eight-inch

Minimum size for permanent dead-end mains supplying fire hydrants with a fire flow less than 1,500 gpm and for primary feeder mains in residential subdivisions.

- d. Ten-inch and greater

As required for primary feeder lines in subdivisions, industrial, and commercial areas.

- 4. Water service lines shall conform to the following:

- a. 3/4-inch for residential services.
- b. 1-inch and up for public, commercial, industrial, and other non-residential uses shall be sized per actual usage.

- 5. Velocity in distribution mains shall be designed not to exceed 5 feet per second. Velocity in service lines shall not exceed 10 fps in accordance with H. Water Service Lines below.

C. Grid System

The distribution system mains shall be looped at all possible locations. All developments will be required to extend mains across existing or proposed streets for future extensions by the City or other developments. All terminations shall be planned and located such that new or existing pavement shall not be cut in the future when the main is extended. The installation of dead-end water mains with a length greater than 250 feet, upon which fire protection is dependent, shall not be permitted.

D. Dead-end Mains

Temporary and permanent dead-end mains shall terminate with a standard fire hydrant assembly, unless otherwise approved by the City.

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E. Alignment and Cover

1. Right-of-Way Location

Water systems shall be located 12 feet south and east from the ROW centerline, except as provided in 4. Easements below or as directed by the City. All abrupt changes in vertical or horizontal alignment shall be made with a concrete thrust block, a MEGALUG, MJ grip ring, or as required by the City. Curved alignment for water lines or mains is permitted and shall follow the street centerline when practical. The maximum amount of deflection for pipe shall not exceed 80 percent of the recommended maximum deflection specified in AWWA C600.

2. Minimum Cover

- a. The bury depth of water mains within the street ROW or easements shall be 36 to 42 inches from finish grade.
- b. Deviation from the above standards will be considered on a case-by-case basis when the following exists:
 - 1) When there is underlying rock strata that prohibits placement of the water main 36 inches below finish grade, a written request must be submitted to the City, together with submission of a Geotechnical Report with a plan and profile certifying that bedrock exists less than 3 feet below the undisturbed ground surface.

3. Separation with Sewer Lines and Other Utilities

- a. Vertical and horizontal separation of water, sewer, and other utility lines shall meet all applicable Oregon Department of Environmental Quality requirements.
- b. Horizontal and vertical separation of water and sanitary sewer lines shall be per the City Standard Drawings. Any exceptions shall be submitted to the City for approval. In all instances, the distances shall be measured edge to edge.
- c. Water sewer crossings shall meet the requirements of the City Standard Drawings. Any exceptions shall be submitted to the City for approval.

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- d. The minimum spacing between water mains and storm drains, gas lines, and other underground utilities, except sanitary sewers, shall be 3 feet horizontally when the standard utility location cannot be maintained.
 - e. Where water lines are being designed for installation parallel with the other water mains, utility pipe, or conduit lines, the vertical separation shall be 12 inches below or in such a manner that will permit future side connections of mains, hydrants, or services and avoid conflicts with parallel utilities without abrupt changes in vertical grade of the abovementioned main, hydrant, or service. Where crossing of utilities other than sanitary sewer lines is required, the minimum vertical clearance shall be 6 inches.
4. Easements
- a. Mains placed in easements along a property line shall have easements centered on the property line and shall be offset 3 feet from the property line. For mains placed in easements in locations other than along a property line, the main shall be placed in the center of the easement. Easements shall be exclusive and a minimum of 15 feet in width. The conditions of the easement shall be such that the easement shall not be used for any purpose that would interfere with the unrestricted use for water main purposes. Under no circumstances shall a building or structure be placed over a water main or water main easement. This includes overhanging structures with footings located outside the easement. Further, no trees or large bushes shall be planted in the easement.
 - b. Easement locations for public mains serving a Public Utility District, apartment complex, or commercial/industrial development shall be in parking lots, private drives, or similar open areas, which will permit unobstructed vehicle access for maintenance by City personnel.
 - c. Water mains located within a water main easement will be permanently marked per the City Standard Drawings at all angle points and no less than every 300 feet. In addition, such markers shall be placed where the water line intersects the public ROW at the easement location. A monument cap set in the pavement of a parking lot shall be an acceptable alternative to the marker.

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- d. Easements shall be furnished to the City for review and approval prior to recording.

5. Relation to Watercourses

Pipe constructed per this section shall require the use of restrained pipe joints or approved equal. New water mains may cross over or under existing streams, ponds, rivers, or other waterbodies.

a. Above Water Crossings

The pipe shall be engineered to provide support, anchorage, and protection from freezing and damage, yet shall remain accessible for repair and maintenance. All above water crossings require review and approval by the City.

- 1) Valves shall be provided at each end.
- 2) Air/vacuum relief valves shall be provided.

b. Underwater Crossings

- 1) Mains that cross stream or drainage channels shall be designed to cross as near perpendicular to the channel as possible.
- 2) Valves shall be provided at both ends of the water crossing so that the section can be isolated for testing or repair. The valves shall be easily accessible and not subject to flooding. The valves shall be in valve boxes. Permanent taps shall be made on each side of the valve within the valve box to allow insertion of a small meter for testing to determine leakage and for sampling.
- 3) The minimum cover from the bottom of the streambed or drainage channel to the top of pipe shall be 36 inches.
- 4) A scour pad centered on the water line will be required if the top of the pipe to the bottom of the streambed or drainage channel is 30 inches or less. The scour pad shall be concrete, 6 inches thick and 6 feet wide, reinforced with #4 bars on 12 inch centers in both directions, and shall extend to a point where a 1H:1V slope,

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that begins at the top of the bank and slopes down from the bank away from channel centerline, intersects the top of the pipe.

- c. The following surface water crossings will be treated on a case-by-case basis:
 - 1) Stream or drainage channel crossing for pipes 12 inches inside diameter and greater.
 - 2) River or creek crossings requiring special approval from the Oregon Department of State Lands.

F. Appurtenances

1. Valves

- a. Valves shall be the same size as the water main. Main line valves shall be resilient, seated gate valves meeting the requirements of AWWA C509. Valves 16 inches and larger shall be butterfly valves.
- b. Distribution system valves shall be located at tee or cross fittings. Valves shall be installed on all branches of a tee or cross fitting. Deviation of this standard will be considered by the City on a case-by-case basis. Spacing of valves shall not exceed 500 feet in commercial or industrial areas and shall not exceed 800 feet in other areas.
- c. Transmission water mains shall have valves at no more than 1,000 foot spacing. Hazardous crossings, such as creek, railroad, and highway crossings, shall be valved on each side.
- d. Distribution tees and crosses with valves for future branch lines on transmission mains may be required as directed by the City.

2. Valve Boxes

Valve boxes shall be as shown on the City Standard Drawings.

3. Blowoff Assemblies

Blowoff assemblies shall be as shown on the City Standard Drawings.

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- 4. Fire Hydrant Assemblies
 - a. Fire hydrant assemblies shall be as shown on the City Standard Drawings. See Part 2 - Materials, 2.5 Fire Hydrants below for more information regarding fire hydrant materials.
 - b. Hydrants shall be installed on minimum 8-inch diameter water mains. If the water system is a looped system, hydrants may be installed on minimum 6-inch diameter water mains. The hydrant lead pipe shall be a minimum of 6 inches in diameter.
 - c. All fire hydrants will be located 6 inches behind sidewalks and behind the existing or proposed curb. Hydrants that encroach on private property shall require an easement as directed by the City.
 - d. Hydrants shall not be installed within 5 feet of any existing aboveground utility nor shall any utility install facilities closer than 5 feet from an existing hydrant.
 - e. Full-depth hydrants will be required in all installations. Hydrant extensions require prior approval of the City.
 - f. Hydrants shall not be located within 20 feet of any building, nor will they be blocked by parking. The large hydrant port should face the road or travel way.
 - g. Hydrant guard posts a minimum of 3 feet high shall be required for protection from vehicles when necessary. Such protection shall consist of 4-inch diameter steel pipes 6 feet long filled with concrete and buried at a minimum of 3 feet deep in concrete and located at the corners of a 6 foot square with the hydrant located in the center. Use of posts other than at the four corners may be approved by the City.
 - h. Residential hydrants shall be located as near as possible to the corner of street intersections and not more than 500 feet from cul-de-sac radius points.
 - i. The distribution of hydrants shall be based upon the required average fire flow for the area served. Design coverage shall be as required by the Oregon Fire Code, current edition, and shall be reviewed and approved by the fire chief. Generally design coverage shall result in

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hydrant spacing of approximately 500 feet in residential areas, approximately 300 feet in commercial or industrial areas, or as approved by the fire chief and City. In addition, sufficient hydrants shall be available within 1,000 feet of a building in commercial/industrial areas to provide its required fire flow.

- j. The public fire hydrant system shall be designed to provide up to a maximum of 3,500 gpm. The distribution system shall be designed in commercial/industrial areas to accommodate fire flows up to 4,500 gpm or as required by the fire chief. Minimum fire flow in single-family residential areas shall be 1,500 gpm.

5. Pressure Reducing and Air Release Valves

- a. The City's water distribution system is divided into several pressure zones. Where water systems cross these zone lines, a pressure reducing valve station will be required. The specific design and location for such valves require review and approval by the City.
- b. Air release valves shall be installed as required per the City Standard Drawings.

6. Railroad or Highway Crossings

Such crossings defined above, or as determined by the City, shall be valved on both sides of the crossing. Casing of railroad or highway crossings, if required, shall be as noted in the permit from the respective agency.

7. Anchor Blocks

For water pipes greater than 4 inches in diameter, concrete anchor blocks shall be required if the slopes are greater than 20 percent. Anchor blocks shall key into trench sides. Spacing for anchor blocks is as follows:

SPACING FOR ANCHOR BLOCK FOR ALL SIZE PIPE

Slope (Percent)	Minimum Spacing (Feet)
0 to 19.99	No Anchor Required
20 to 34.99	35
35 to 50.99	25
51 or more	15 or Special Design

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G. Backflow Prevention

Backflow prevention devices shall be required on all 1-1/2-inch and larger water services as provided for in OAR Chapter 333.

H. Water Service Lines

1. The sizes of water service lines that may be used are 3/4-, 1-, 1-1/2-, 2-, 4-, 6-, 8-, 10-, and 12-inch. Water service lines will be reviewed for effects on the distribution system and shall not be greater in size than the distribution main.
2. For services larger than 3 inches, a design detail must be submitted showing the vault and fitting requirements. For services 2 inches and larger, the expected flow (normal and maximum daily flow) requirements and proposed usage shall be included on the Plans.
3. Domestic service lines 3/4-inch through 2-inch shall normally extend from the main to behind the curb with a meter setter and meter box located at the termination of the service connection. Meters shall be provided and installed by the City at the cost of the developer. Meter boxes shall be provided by the developer. Individual service connections shall terminate in front of the property to be served and shall be located 2 feet on each side of a common property line.
4. A minimum of one service line and meter are required per property. For multi-family dwellings with two units, a separate service line and meter is required for each unit. Accessory dwelling units shall each have a water service line and meter separate from the main single-family dwelling. Any deviations from this standard must be approved by the City.
5. Meter boxes and setters and water service lines shall be as shown on the City Standard Drawings.
6. Hot taps shall be permitted with prior authorization of the City. The City shall inspect the hot tap, and the coupon removed from the water main shall be relinquished to the City.
7. Direct taps are required for 3/4-inch and 1-inch service lines.
8. A marker post shall be installed for each service line per the City Standard Drawings.

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9. All service lines shall be perpendicular to the water main for the entire length of the service line.

10. Water service lines from the main line up to and including the water meter are owned by the City.

11. Fire Service Lines

a. There are three categories of private fire protection systems:

- 1) Hydrants
- 2) Fire sprinkler lines
- 3) Combination hydrant and fire sprinkler lines.

b. The water fire service line shall be perpendicular to the water main, shall include an operable valve as close to the water main as possible, and shall terminate with a double detector check valve assembly installed in a vault.

c. Where the fire protection system is privately owned, the owner shall own the water fire service line up to the City-owned water main including the valve located adjacent to the water main.

12. Fire Vaults

A vault will be required when a development provides fire sprinklers. The vault design drawing shall be included on construction drawings submitted to the City. The vault shall contain all valves, fittings, meters, and appurtenances required for fire service to the development.

I. System Testing

All new water systems (lines, valves, hydrants, and services) shall be individually pressure tested, chlorinated, and tested for bacteria as shown on the City Standard Drawings. Tests shall be performed in the presence of a City Representative. The City requires notification for scheduling of water main testing a minimum of 72 hours prior to the start of testing.

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J. Erosion Control

1. Erosion control will be required for all areas disturbed during construction and following construction until permanent protection is established.
2. Temporary facilities may include silt fences, drain barriers, gravel entries, ditches, surface stabilization or other devices as necessary.
3. Temporary/permanent hydroseeding or acceptable seeding and mulching must be provided whenever perennial cover cannot be established on sites that will be exposed after September 1 or prior to June 1.

1.2 Specifications References

Specification references made herein for manufactured materials such as pipe, valves, and fittings refer to designations for the AWWA, American National Standards Institute, Inc. (ANSI) or to the American Society for Testing and Materials (ASTM) as they are effective on the date of call for Bids.

1.3 Delivery, Storage, and Handling

- A. Adequate precautions shall be taken to prevent damage to piping and protective coatings. During transporting, pipe and other materials shall be secured individually by use of wood spacer blocks, wood crates, or otherwise protected to prevent collision of individual pieces and accompanying damage.
- B. Where possible, all materials furnished by the Contractor shall be delivered and distributed at the Site by the Contractor so that each piece is unloaded opposite or near the place where it is to be placed in the trench.
- C. All pipe, fittings, valves, hydrants, and accessories shall be loaded and unloaded by lifting with hoists or skidding so as to avoid shock or damage. During freezing weather, valves shall be stored to prevent accumulation of water in housing which could freeze and damage valves. Under no circumstances shall materials dropped during handling be installed or be used in the Work.
- D. All pipes, valves, fittings, and all other materials used in the construction of the water lines shall be carefully inspected by the Contractor prior to installation. All defective materials shall be rejected.

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- E. Proper materials, tools, and equipment shall be used by the Contractor to provide safe and convenient prosecution of the Work.

1.4 Materials Furnished by City

- A. The Contractor's responsibility for material furnished by the City, if any, shall begin at the point of delivery to the Contractor. Materials already on the Site shall become the Contractor's responsibility on the day of the award of the Contract.
- B. The Contractor shall examine all material furnished by the City at the time and place of delivery and shall separate all defective material.
- C. Any material furnished by the City that becomes damaged by the Contractor shall be replaced by the Contractor at their own expense.
- D. The Contractor shall assume full responsibility for materials furnished by the City once they are received by the Contractor.

PART 2 - MATERIALS

2.1 General

- A. The Contractor shall furnish and install water lines and valves of the size, type, class, and material called for on the Drawings and as specified herein.
- B. Materials and products which come into contact with drinking water supplied by public water systems or which come into contact with drinking water treatment chemicals used by public water systems shall meet the requirements of National Sanitation Foundation Standard 61 Drinking Water System Components - Health Effects (latest version) or equivalent. These materials and products include, but are not limited to, process media, protective materials, joining and sealing materials, pipes and related products, and mechanical devices used in treatment, transmission, and distribution systems.

2.2 Pipe

- A. Ductile Iron Pipe
 - 1. City water mains shall be ductile iron, unless specifically approved by the City.

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- 2. Ductile iron pipe and fittings shall conform to AWWA C150, AWWA C115, AWWA C151, AWWA C153, and AWWA C110 and shall be minimum pressure Class 350 unless specified otherwise.
- 3. All ductile iron pipe shall have a bituminous sealed cement mortar lining conforming to AWWA C104 on the interior.
- 4. All joints unless otherwise specified shall be Tyton push-on rubber gaskets or Fastite push-on rubber gaskets conforming to AWWA C111 and shall be furnished complete with all necessary accessories.
 - a. Flanges for couplings and fittings shall conform to ANSI B16.1, 125-pound bolt hole template.
 - b. Mechanical joints shall conform to AWWA C111.
- 5. Where called for on the design drawings, restrained pipe joints shall be per 2.3 Fittings for Iron and PVC Pipe, B. Restrained Pipe Joints and Fittings below.
- 6. When flanged pipe is required, the Contractor shall provide the D.I. pipe class required by the flange manufacturer to ensure the pipe and flange units are compatible. These data shall be provided to the City for review prior to ordering these materials.

B. HDPE Tubing for Service Lines

HDPE tubing for service lines shall be IPS meeting the requirements of AWWA C901 and ASTM D2239, SDR 7 (PE 4710), rated for 200 psi working pressure. Stainless steel inserts shall be installed at all compression fittings.

C. Copper Pipe for Service Lines

All copper pipe, when required, shall be type K, seamless, soft, annealed conforming to ASTM B88.

2.3 Fittings for Iron and PVC Pipe

A. General

- 1. Unless specified otherwise, all fittings such as elbows, tees, crosses, valves, etc., shall have mechanical joints conforming to AWWA C111 and shall be short-bodied compact ductile iron fittings conforming to AWWA C153, Class 350.

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- 2. When called for, flanged cast iron fittings shall conform to AWWA C110 with ANSI B16.1, 125-pound bolt hole template.
- 3. All fittings shall be cement mortar lined in accordance with AWWA C104.
- 4. Gaskets shall be either ring or full faced, 1/8-inch thick conforming to AWWA C111, Appendix B.

B. Restrained Pipe Joints and Fittings

1. Restrained Push-on Joint Pipe

When restrained joint ductile iron pipe is required, the pipe shall be the same class and type as the ductile iron pipe specified herein. Joints shall be Tyton Joint with Field Lok 350 gaskets or Fastite flex-ring restrained joint. The restraint shall be boltless, integral restraining system, rated for 350 psi in accordance with the performance requirements of ANSI/AWWA C111/A21.11.

2. Restrained Fittings

All mechanical joint fittings called out to be restrained shall be equipped with a MEGALUG Series 1100 mechanical joint restraint system as manufactured by EBAA Iron, Inc., or approved equal.

C. Water Main Couplings

- 1. Water main couplings shall be fabricated steel "Dresser" style couplings, or approved equal, conforming to AWWA C219.
- 2. The Contractor shall provide the appropriate coupling and gaskets as required to match the water line types and sizes being utilized.
- 3. Couplings shall be rated for the working pressure of the pipe main for which they will be utilized.

2.4 Valves

A. Gate Valves

- 1. Gate valves 1-1/2 inches and smaller shall be all bronze, non-rising stem, conforming to Manufacturers Standardization Society (MSS) SP-80, Class A rated for a minimum working pressure of 125 psi.

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- 2. Gate valves 2-inch to 12-inch shall conform to AWWA C509 or C515. Valves shall be designed for 200 psi minimum working pressure and shall be of iron body, resilient wedge, non-rising stem construction. Valves shall be equipped with O-ring type packing. The valve shall have a 2-inch AWWA operating nut for buried service or as called for on the Drawings. The valve ends shall be of the type required to match the pipe to which they will be connected, or as shown on the Drawings. Valves shall have mechanical joint connections, unless called for otherwise on the Drawings. Valves shall be resilient wedge, Kennedy KSRW or KSFW, M&H Style 4067 or 7000, Clow, or equal.

B. Ball Valves

Ball valves 2 inches and smaller shall be bronze, conforming to Federal Specifications MSS SP-72 and MSS SP-110 rated for a minimum working pressure of 125 psi.

C. Butterfly Valves

- 1. All valves 14 inches and greater shall be butterfly valves, unless otherwise approved by the City.
- 2. All butterfly valves shall be of the rubber-seated tight-closing type that shall meet or exceed the requirements of AWWA C504. All valves shall be M&H 4500, Clow 4500, or approved equal.
- 3. The valve shall be for direct buried service with a sealed gear operator having 2-inch AWWA operating nut and shall open counter-clockwise.
- 4. The valve ends shall be of type required to match the pipe to which they will be connected as shown on the design drawings.

D. Cast Iron Valve Box

- 1. Each valve shall be equipped with an adjustable cast iron box of the sliding type as shown on the City Standard Drawings.
- 2. The diameter of the valve box shall be not less than 5 inches, and shall be of such length so as to provide the depth of cover over the pipe without full extension.

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2.5 Fire Hydrants

- A. Fire hydrants shall conform to AWWA C502 and shall have 5-1/4-inch main valve opening, two 2-1/2-inch NST nozzles and one 4-1/2-inch NST pumper nozzle. Operating nut shall be 1-1/2-inch pentagon. Fire hydrants shall be per the City Standard Drawings.
- B. All hydrants shall have a bury depth of 36 to 42 inches. Where conditions require, hydrant extensions shall be provided and installed to provide the proper placement and installation of the hydrant.
- C. Hydrants shall receive factory coats of Benjamin Moore enamel paint, or approved equal, and shall also receive an additional field coat after installation. Colors shall be M22-21 Safety Red, M22-41 Safety Green, M22-82 Safety Black, M22-65 Yellow, or approved equal. The hydrant body shall be yellow. The caps and bonnet color are dependent upon the water main at the tee to the hydrant as follows:
 - 4-inch main = red
 - 6-inch main = black
 - 8-inch main and larger = green
- D. All hydrants shall be of the traffic model type.

2.6 Combination Air Release Valves

Air release valves shall be a combination air and vacuum type as shown on the City Standard Drawings, with an appropriately sized inlet and designed for 150 psi operating pressure. Gaskets shall be specified to accommodate the anticipated working pressure range.

2.7 Service Saddles

- A. Service saddles shall have a ductile iron body, wide stainless steel band, and stainless steel bolts and nuts. Service saddles shall be as shown on the City Standard Drawings.
- B. Saddle sizes and threads shall be AWWA iron pipe thread or compatible with the pipe type and sizes being utilized.
- C. Service saddles are not required for ductile iron pressure class pipe for taps 1-inch and less. Service saddles are required for ductile iron pressure class pipe for taps greater than 1-inch.

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2.8 Corporation Stops

- A. Corporation stops shall be brass ball valve stops complying with AWWA C800. Corporation stops shall be Ford ball corp or approved equal.
- B. Inlet threads and outlet connections shall be as required for type and size of water service lines and service saddles being utilized.

2.9 Service Line Couplings

- A. Service line couplings, when approved by the City, shall be Ford pack joint couplings or approved equal.
- B. Provide appropriate coupling as required to match water service line types and sizes being utilized. Appropriate stainless steel insert stiffeners shall be used for all PVC pipe and polyethylene tubing.
- C. Where metal pipe of dissimilar type are being connected, an insulating adaptor gasket such as Dresser Style 65, or approved equal, shall be utilized to prevent galvanic corrosion.

2.10 Meter Setters

- A. Meter setters shall be as shown on the City Standard Drawings.
- B. Provide appropriate meter setter heights, sizes, and connections, etc., as required for the meter and water service lines sizes and types being utilized.

2.11 Water Meters

- A. Water meters shall be manufactured by Badger Meter with ORION cellular endpoints compatible with the City's existing cellular read central system, or approved equal.
- B. Meters larger than 1-1/2 inches shall be compound meters unless shown otherwise on the design drawings.
- C. All meters shall read in gallons.
- D. For new development and redevelopment projects, the City shall purchase and install all meters where meter setters are utilized. When no meter setter is used for larger meters, the City shall purchase the meter and the Contractor shall install the meter.

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Meters will be installed by the City or provided to the Contractor only after all associated fees and/or charges required by City ordinance(s) have been paid in full.

2.12 Water Meter Box and Cover

Water meter boxes and covers shall be as shown on the City Standard Drawings.

2.13 Locating Wire

- A. Locating wire shall be a minimum of 12 awg UF solid copper with blue colored insulation. The use of THHN wire will not be acceptable. The silicone splice kit shall be King Technology Model 50-566 or approved equal.
- B. Where location wire is to be secured to the exterior of fire hydrants, valve boxes, posts, etc., stainless steel pipe straps shall be used.

2.14 Thrust and Anchor Blocks and Concrete Collars

- A. Concrete used for thrust and anchor blocks, and concrete collars shall be Portland Cement concrete with a 28-day compressive strength of 2,500 psi. Concrete thrust blocks shall cure for 3 to 5 days before hydrostatic or leakage testing of pipelines unless otherwise approved by the City.
- B. Anchor rods shall be 3/4-inch diameter galvanized steel or epoxy coated reinforcement bar conforming to AASHTO M 284, embedded a minimum of 18 inches in the concrete.

2.15 Water Line Blowoff

Water line blowoff shall be as shown on the City Standard Drawings.

2.16 Water Marker Post

Water marker posts shall be as shown on the City Standard Drawings.

2.17 Water Utility Markers

Markers shall be as shown on the City Standard Drawings.

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PART 3 - EXECUTION

3.1 Trench Excavation

Trench excavation and backfill shall be performed as specified in Section 2 - "Storm Drainage," Part 3 Execution, Sections 3.1 through 3.8.

3.2 Installation of Pipe

- A. Water pipe shall be installed in accordance with best current practices as required by the manufacturer and as specified herein. Ductile iron pipe installation shall conform to the requirements of AWWA C600.
- B. Water pipe shall be installed with bell ends laid facing in the direction of laying unless directed otherwise by the City. Each pipe shall be properly bedded so as to be supported for the full length of the pipe. A suitable foundation shall be achieved by a slight excavation under the bell at each joint. All rubber ring joints shall be lubricated and installed in accordance with the installation instructions of the pipe manufacturer, taking particular care to avoid pinching or otherwise causing damage to the rubber ring. All joints shall be free of dirt and other foreign matter prior to the joining of the next pipe. All joints shall be restrained to prevent creep and misalignment of joints.
- C. Water lines shall be installed to the specified depths called for on the Drawings and to the lines and grades when shown.
 - 1. It shall be recognized that water line depths may vary from the specified depths shown when adjustment of grade is required to avoid conflict with existing utilities.
 - 2. Additional fittings may also be required when a grade adjustment is required.
- D. No pipe shall be installed in water or when conditions exist that, in the opinion of the, are unsuitable for the laying of the pipe.
 - 1. At times when pipe laying is not in progress, the open ends of pipe shall be closed by a watertight plug or other approved means. This provision applies during the noon hour as well as overnight.
 - 2. If there is water in the trench, the seal should remain in place until the trench is dewatered sufficiently to prevent groundwater from entering the pipe.

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Adequate provisions shall be made by the Contractor for final disposal of the groundwater pumped from trenches.

- E. All pipe shall be installed true to line. The Contractor may install a pipeline on a curve when called for on the Plans or when approved by the City. For rubber gasketed ductile iron pipe installed on a curve, the pipe shall be joined in a straight alignment, then deflected.

3.3 Thrust and Anchor Blocks

- A. Thrust and anchor blocks shall be constructed as shown on the City Standard Drawings and placed at all changes in direction, all changes in the diameter of the pipe, all dead-ends, as specifically shown on the and as required by the City.
- B. All thrust blocks shall be placed between the undisturbed ground and the fitting to be anchored. Plastic sheeting shall be used to provide a bonding barrier between the fittings and the concrete. The quantity of concrete and the area of bearing on the soil shall be as shown on the City Standard Drawings or as approved by the City.
- C. All thrust blocks shall be placed so that the entire pipe and fitting joints will be accessible for repairs. Bolts for mechanical and flange fittings and fire hydrant weep holes shall not be covered with concrete. All bolts shall be accessible and removable without interference from the thrust block.
- D. Thrust blocks may not be required where approved restraint joint pipe and fittings are utilized.
- E. Concrete thrust blocks shall cure for 3 to 5 days before hydrostatic or leakage testing of pipelines unless otherwise approved by the City.
- F. No backfill of thrust blocks shall occur until the Work has been observed by the City Representative.

3.4 Locating Wire

- A. A continuous solid copper locating wire shall be placed along the top of all water pipe, including service lines. This wire shall be secured to the top of the pipe at maximum 10-foot intervals using 6-inch strips of 2-inch wide duct tape. All splices shall be electrically continuous. At all splices, the connecting ends of the wires shall be overlapped and tied. The ends shall be stripped and connected with a wire nut to ensure an electrical connection and made waterproof with an approved silicone splice kit.

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Access to terminal ends of the locating wire shall be made at all valve boxes, meter boxes, fire hydrants, vaults, etc. The result of this installation shall be a continuous wire circuit electrically isolated from ground.

- B. The Contractor shall be responsible for testing continuity and for testing isolation from ground in the wire after all Work has been completed on the test section. The Contractor is advised to do intermediate testing on their own after backfilling operations and prior to surface restoration work to be sure continuity is maintained. If there is a break or defect in the wire, it shall be the Contractor's responsibility to locate and repair the defect.

- C. The continuity of the location wire shall be tested from one test load point to the next by use of a temporary wire laid between test points in-line with an ohmmeter. Resistance shall be measured with an approved ohmmeter that has been properly calibrated. The continuity of a test section will be accepted if the resistance of the test section does not exceed 5 ohms per 500 feet of location wire being tested. Isolation from ground shall be measured with a megohmmeter and shall be a minimum of 20 megohms for any section of location wire tested. The City shall witness the acceptance test. The wire and installation shall be included in the water line bid item price. No separate payment shall be made.

3.5 Service Connections

The Contractor shall connect service lines to new or existing water mains as shown on the Plans. This Work includes the installation of a saddle and corporation stop, and making the connection. The Work will include potholing to locate any existing pipeline or service lines as required so the service connection can be performed.

3.6 Service Lines

- A. The installation of new service lines and the connecting of existing service lines shall be performed in accordance with the Plans, manufacturer requirements, and as specified herein. Water service lines shall be laid by placing the pipe on the trench bottom with sufficient slack to prevent pulling apart of the joints when the backfill is placed. Splices shall be kept to an absolute minimum. If required, they shall be made using brass compression joint couplings, Ford Pack Joint or approved equal.

- B. When constructing a new water line to replace an existing line, the existing water line shall remain in service until the new water line has been tested, disinfected, and approved by the City. When possible, the existing line and new line shall both be in operation during the transfer of service lines. The transfer shall be made so that the

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interruption of water service to the utility customer is held to a minimum. All service lines shall be thoroughly flushed before connecting to existing lines or meters.

- C. The Contractor shall pothole to locate any existing pipelines or service lines as may be required so the service lines can be installed. The Work also includes connecting to the existing service lines when required.
- D. When the Drawings indicate that existing service lines will be utilized, and if the Contractor encounters an existing service line which appears to be in poor or unserviceable condition, the Contractor shall promptly contact the City. If the City determines that a portion of the existing service line needs replacement, the Contractor shall install a new service line.

3.7 Service Lines by Boring and Open Trench Methods

- A. It is the general intent to try to install service lines under paved streets by boring where practical. A pneumatic boring tool or other approved method will be used to install service lines under all paved streets. There may be areas where it is not possible to bore due to ground conditions which interfere in the operation.
 - 1. Where requested by the City, the Contractor shall attempt to bore under paved streets. In areas where it appears that boring will be difficult as determined by the City and the Contractor, the service lines shall be installed by the open trench method. The Contractor shall make two attempts, if required, to bore under paved streets. If the second attempt fails, the Contractor shall install the service line by the open trench method.
- B. The Contractor shall take care to not damage other utilities which might exist in the area. Prior to boring, the Contractor shall pothole to locate existing utilities. "Blind-boring" is not allowed. Repairs for damage to other utilities shall be the responsibility of the Contractor.
- C. Service lines to be installed in areas not under asphalt streets may be installed by either open trenching or boring as the Contractor may elect.

3.8 Valves and Valve Boxes

- A. Valves and valve boxes shall be installed as shown on the City Standard Drawings. All valves and valve boxes shall be set plumb. The valve box shall be centered over the valve operator and free of any obstruction which would prevent operation of the valve nut.

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- B. If the bury depth of the valve is greater than 4-1/2 feet, a valve operator extension shall be provided to within 1 foot of finish grade. The extension shall not be permanently attached to the valve operator and a self-centering device shall be provided near the top of the valve operator extension. The box cover shall be flush with the finished grade. A concrete collar, where required, shall be installed.

3.9 Water Meters

Water meters shall be installed by City of Hermiston Water Department personnel.

3.10 Fire Hydrants

- A. Hydrant installation shall conform with AWWA Manual M17 and AWWA C600, and as shown on the City Standard Drawings. Extensions required for hydrant adjustment shall be installed to the manufacturer's specifications.
- B. Hydrants may be installed on new water mains installed as part of the Work, or on existing mains. Special attention shall be given when installing hydrants on existing mains to ensure that adequate thrust restraint is being achieved as the hydrants can be placed in service before normal cast-in-place thrust blocks can achieve the required strength. The block and plug shall be held securely by temporary thrust block or other approved method, such as precast thrust blocks, restraining rods, etc.
- C. The newly installed hydrants shall be covered in a manner acceptable to the City until they are placed into permanent service.

3.11 Removal of Existing Fire Hydrants

- A. All hydrants removed shall remain the property of the City and shall be delivered and properly stacked at a site designated by the City.
- B. After the old hydrant is removed, the lead line, if it is to be abandoned, shall be plugged at the main line tee with a watertight plug and thrust block. When the lead pipe is connected to a water main which is being abandoned, it will not need to be plugged.
- C. The fire hydrant assembly valve and valve box shall be removed and delivered to a location designated by the City.

3.12 Water Line Blowoffs

The 2-inch water line blowoffs shall be constructed as shown on the City Standard Drawings. Unless noted by the City, a fire hydrant shall be installed in lieu of a water line blowoff.

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3.13 Water-Sewer Line Crossings

- A. See Technical Specifications - "Sanitary Sewers," Part 3 - Execution, 3.8 Water-Sewer Crossings.
- B. When constructing water service lines, the City may require the depth of the service line to be revised in order to eliminate the need for a water-sewer line crossing.

3.14 Abandoning Water Services

- A. When required, the Contractor shall remove the service line and install a plug in the existing water main when an existing service is to be taken out of service. All plugs are to be permanent and watertight. When required, thrust restraints shall be provided.
- B. Unless specified otherwise, the plugging of an abandoned service line shall be performed at the connection to the water main which is to remain in service. No stubbed service lines shall be left in the ground unless approved otherwise by the City. The Contractor shall excavate and expose the service line connection to be plugged, perform the Work, and backfill as required.

3.15 Abandoned Water Lines

- A. The existing water lines to be taken out of service are to remain in service until the new lines are properly installed and tested, and water services have been connected. Approval from the City shall be obtained before any line is abandoned.
- B. The existing lines shall then be abandoned and their actual location and abandoned designation recorded on all Record Drawings.
- C. Unless called for otherwise, the abandoned lines will remain in the ground. The ends of all pipes which are abandoned shall be plugged with concrete or other methods approved by the City.

3.16 Air Release Valves

Air release valves shall be installed as shown on the City Standard Drawings, and as required by the manufacturer.

3.17 Removal and Salvage of Water Main Appurtenances, Fittings, and Other Items

The Contractor shall remove all existing valves, hydrants, and fittings as required to properly perform the Work, or as shown on the Drawings. All such materials shall be transported to an

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area designated by the City and stockpiled. Materials shall be removed and handled in such a manner which will prevent damage.

3.18 Testing and Disinfection

A. General

1. All testing and disinfection shall be scheduled 72 hours in advance with City Water Department staff. A City Representative shall observe all steps in the testing and disinfection process.
2. The Contractor shall furnish all necessary equipment and other apparatus, including gauges, necessary to properly perform the testing and disinfection of water lines as specified herein and as shown on the City Standard Drawings. Lines to be tested include mains and service lines. Each section of the lines, before being tested and placed into service, shall be isolated and slowly filled with water. Air should be expelled from the line through hydrants or taps made at the high points. The City shall have the option of requiring the use of their own gauges. Water mains shall be generally tested in sections between valves and as the Work progresses. The Contractor shall be responsible for determining the length, timing, and section of lines to be tested, unless otherwise noted. When appropriate, testing intermediate sections of long lines should be considered. The Contractor shall provide any temporary test heads, fittings, blocking, etc., as may be required to properly test any given water main section. The Contractor shall be responsible for locating and repairing any defects in the water mains that fail to pass the required test.
3. Standard process for fill, flush, disinfection, and pressure testing is four to five business days. This process shall start at the beginning of a typical work week.

B. Acceptance Test

The Contractor shall perform all preliminary testing required to determine that the lines to be tested are acceptable and comply with the requirements of these Technical Specifications. After the Contractor has determined that the lines will pass the required test, the Contractor shall arrange for an acceptance test to be witnessed by the City's representative. The Contractor shall coordinate the timing of this acceptance test with the City's representative. The lines will not be accepted until the acceptance test has been witnessed and documented as passing. Forms for performing the various tests are included at the end of this section for use and reference by the Contractor.

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C. Hydrostatic Testing of Pressure Lines

All lines 10 inches and smaller shall be pressure tested at 150 psi gauge (200 psi for lines 12 inches and greater) or 1.5 times the actual working pressure, whichever is greater, for one hour, unless otherwise indicated on the drawings. Any cracked or defective pipe, joints, or fittings shall be removed and replaced.

D. Leakage Test

Each section of the line, after all backfill and compaction work has been completed and before being placed into service, shall be tested for leakage for a period of two hours at a minimum average gauge pressure of 100 psi. Leakage is defined as the quantity of water supplied into the section of line being tested, during and at the end of the test, that quantity being such that the pressure at the end of the test is equal to the pressure at the beginning of the test. Should any test disclose leakage greater than that specified, the Contractor shall locate and repair the defective joints until the leakage is within the specified allowance.

$$\text{DI Pipe: } L = \frac{SD\sqrt{P}}{148,000}$$

In which:

- L = Allowable Leakage Gal/Hr
- S = Length of Pipe Tested in Ft.
- D = Nominal Diameter in Inches
- P = Gauge Pressure in psi

E. Disinfection of Potable Water Mains

1. Each section of the line, before being placed into service, shall be thoroughly flushed and disinfected in accordance with current regulations of the Oregon Health Authority - Drinking Water Services (DWS), specifically Oregon Administrative Rule, Section 333-061-0050(10) Construction Standards, current edition. For convenience, DWS requirements at the time these Standards were compiled are summarized as follows:

"(10) Disinfection of facilities:

- (a) Following construction or installation of new facilities and repairs to existing facilities, those portions of the facilities which will be in contact with water delivered to users must be cleaned and flushed

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with potable water and disinfected according to AWWA Standards C651 through C654 before they are placed into service. Disinfection must be by chlorine unless another disinfectant can be demonstrated to be equally effective.

- (b) For construction of new distribution pipelines (with any associated service connections and other appurtenances installed at the time of construction), disinfection by chlorination must be conducted as specified in paragraphs (A) through (C) of this subsection unless another method from AWWA Standard C651 is used.
 - (A) A solution with a free chlorine residual of at least 25 mg/l must be introduced to the pipe such that the solution will contact all surfaces and trapped air will be eliminated. The solution must remain in place for at least 24 hours.
 - (B) After 24 hours, if the free chlorine residual is 10 mg/l or greater, the chlorine solution must be drained and the pipe flushed with potable water. If the free chlorine residual is less than 10 mg/l after 24-hours, the pipe must be flushed and rechlorinated until a free chlorine residual of 10 mg/l or more is present after a 24 hour period.
 - (C) After the pipe is disinfected, flushed and filled with potable water, bacteriological samples must be collected to determine the procedures' effectiveness. At least two samples must be collected from the new pipe at least 16 hours apart and analyzed for coliform bacteria. If the pipe has held potable water for at least 16 hours before sample collection, two samples may be collected at least 15 minutes apart while the sample tap is left running. If the results of both analyses indicate the water is free of coliform bacteria, the pipe may be put into service. If either sample indicates the presence of coliform bacteria, the pipe may be re-flushed, filled with potable water and re-sampled. If this second set of samples is free of coliform bacteria, the pipe may be put into service, otherwise the disinfection and flushing process must be repeated until samples are free of coliform.

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- (c) For repaired pipelines that were depressurized and wholly or partly dewatered during repair or that likely experienced contamination during repair, disinfection according to the procedure specified in paragraphs (10)(b)(A) through (C) of this rule must be followed except that bacteriological samples must be collected downstream of the repair site. If the direction of flow is unknown, samples must be collected on each side of the repair site.

- (d) A water line may be returned to service, following repairs or routine maintenance, prior to receiving a report on the bacteriological analysis if the following procedures have been completed:
 - (A) Customer meters were shut off prior to placing the water line out of service;

 - (B) The area below the water line to be repaired was excavated and dewatered;

 - (C) The exposed pipe was treated with a hypochlorite solution;

 - (D) The water line was flushed thoroughly, and a concentration of residual chlorine has been re-established that is comparable to the level normally maintained by the water system, if applicable; and

 - (E) Bacteriological analysis was conducted to verify repair effectiveness according to this section and samples were collected downstream of the repair site or on each side of the repair site if the direction of flow is unknown."

- 2. Disinfection must be by liquid chlorine unless another disinfectant can be demonstrated to be equally effective. The use of granular, powder, or other types of solid chlorine is not permitted.

- 3. When fittings, service lines, or other components of the water system (i.e., fittings used to connect to an existing main) are not disinfected in conjunction with the water mains, the Contractor shall disinfect these items using a 300 mg/L minimum chlorine solution. These items shall be flushed or otherwise coated with the chlorine solution in such a manner that will result in thorough wetting of all surfaces on the inside of these items. These items shall have at least

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15 minutes of contact time with the chlorine solution prior to flushing/rinsing and being put into service.

- 4. After disinfection, the Contractor shall collect bacteriological samples for testing in the presence of the City. A minimum of two samples shall be taken every 800 feet of water line to be tested. The City may require additional samples to be taken if the section to be tested is complex and proper disinfection could be difficult. The analysis shall be performed by a laboratory certified by the DWS or the EPA. The cost of the bacteriological testing(s) is to be paid by the Contractor. If positive results are obtained, the system shall be disinfected again by the Contractor, at their own expense. Bacteriological samples will again be collected in the presence of the City and resubmitted for testing. This shall be repeated until negative results are obtained. The method of disinfecting and the chlorination materials used are subject to the approval of the City. Disinfection by introducing granular or tablet chlorine compounds in each pipe length is not an acceptable method of disinfection.
- 5. The results of all bacteriological tests shall be submitted to the City and placed in the Operation and Maintenance Manual. No section of pipe shall be placed into service until acceptable bacteriological tests have been obtained.
- 6. Disposal of any water containing chlorine shall be performed in accordance with AWWA C651, Section 4.5.2, and any other local requirements. Disposal may be made into existing sanitary sewer systems providing approvals are obtained from the respective sewerage agency. Any chlorinated water discharged to open stream channels must be dechlorinated prior to discharge.
- 7. Bacteria testing shall conform to the requirements of the City Standard Drawings.

3.19 Restoration, Finishing, and Cleanup

- A. The Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees, shrubbery, lawns, pastures, fences, and other existing facilities equal to their original condition.
- B. All surplus material and temporary structures as well as excess excavation shall be removed and the entire Site of Contractor operations shall be left in a neat and clean condition as outlined in the General Conditions.

END OF SECTION

CHLORINATION AND BACTERIA TESTING

Project Name _____

Date _____ Job No. _____

NEW MAIN IF CONNECTED TO EXISTING MAIN

Day 1 -

- Flush Main
- Chlorine Inject to 50 ppm
- 24-hour Holding Time

Day 2 -

- Verify Chlorine Residual = 10 ppm minimum
- Flush Chlorine to Greater Than 1.0 ppm
- 16- to 24-hour Holding Time

Day 3 -

- City Provides Bac-T Bottles
- Pull Bac-T Samples (City to determine quantity)*
- 24-hour Sample Time

Day 4 -

- Bac-T Results - Positive - Start Over with Day 1 Steps
- Bac-T Results - Negative - Proceed to Pressure Test (see Water Line Leakage Test Form)

NEW MAIN NOT CONNECTED TO EXISTING MAIN

Day 1 -

- Flush Main
- Pressure Test (City to Witness)
- Chlorine Inject to 50 ppm (City to Verify)
- 24-hour Holding Time

Day 2 -

- Verify Chlorine Residual = 10 ppm minimum
- Flush Chlorine to Greater Than 1.0 ppm
- 16- to 24-hour Holding Time

Day 3 -

- Pull Bac-T Sample(s) (City to determine quantity)* (Bottles Provided)
- 24-hour Sample Time

Day 4 -

- Bac-T Results - Positive - Start Over with Day 1 Steps
- Bac-T Results - Negative

*BAC-T SAMPLES ARE NOT PERMITTED ON FRIDAY, SATURDAY, SUNDAY, OR HOLIDAYS

TEST WORKSHEET FOR THE WATER LINES - LEAKAGE TEST

Project Name _____

Date _____ Job No. _____

Location of Test/Stationing _____

Hydrostatic Test

Test Pressure _____

Time Test Started _____

Time Test Completed _____

TOTAL TIME _____ minutes

Test Passed Yes No

Leakage Test (Min. Test Pressure 100 psi)

$$\text{DI Pipe: } L = \frac{SD\sqrt{P}}{148,000}$$

In which:

- L = Allowable Leakage Gal/Hr
- S = Length of Pipe Tested in Ft.
- D = Nominal Diameter in Inches
- P = Gauge Pressure in psi

Allowable Leakage

<u>Pipe Section</u>	<u>Nominal Diameter</u>	<u>Number of Joints or Connections</u>	<u>Length of Pipe</u>	<u>Allowable Leakage</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Allowable Leakage _____ gal/hr

Time Test Started _____

Total Leakage Measured _____ gal.

Time Test Completed _____

Total Leakage Measured/Gal= _____ gal/hr

TOTAL TIME _____ mins. _____ Time (hr.)

Test Passed Yes No

Contractor's Firm Name: _____

Contractor's Representative Signature _____

City's Representative Signature _____

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PART 1 - GENERAL

1.1 General Design Requirements

A. Performance Standards

1. All street designs shall provide for the safe and efficient travel of the motoring public. Streets shall be designed to carry the recommended traffic volumes identified for each street classification.
2. Streets shall be designed to meet or exceed minimum guidelines in accordance with the current AASHTO, "Policy on Geometric Design of Highways and Streets." Traffic control and traffic control devices (TCD) shall conform with the current Federal Highway Administration "Manual on Uniform Traffic Control Devices for Streets and Highways," and Oregon Department of Transportation (ODOT)/ APWA supplements.
3. All vertical and horizontal curves shall meet AASHTO design speed and street classification guidelines. Where practical, the design engineer shall provide the desirable stopping sight distance set forth in AASHTO, but in no case shall it be less than the minimum stopping sight distance.
4. Drawings relevant to this section are included in the Standard Drawings.

B. Right-of-Way and Pavement Width

Right-of-way (ROW) and pavement widths for each street classification shall be as shown on the City Standard Drawings.

C. Access

All developments shall be provided public street access. Public and/or private access roads, approaches, and easements shall be as set forth in other sections of these Public Works Standards, Technical Specifications, and Standard Drawings.

D. Traffic Analysis

1. The City will require a Traffic Impact Analysis (TIA) as determined by the type of development and its potential impact to existing street systems. A TIA may be required for a development when:

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- a. it will generate 1,000 vehicle trips per weekday or more, or
 - b. its location, proposed site plan, and traffic characteristics could affect traffic safety, access management, street capacity, or known traffic problems or deficiencies in a development's study area.
2. The TIA shall be prepared by a professional engineer licensed in the State of Oregon who specializes in traffic engineering. At a minimum, the TIA shall contain the following:
- a. Purpose of TIA and Study Objectives
 - 1) A discussion of key traffic issues to be addressed and the transportation system and development objectives related to a specific development.
 - 2) General transportation system objectives are:
 - a) to maintain safe and efficient traffic flow on surrounding street system;
 - b) to provide safe and effective transfer of vehicular traffic between the site and the street system, providing a convenient, safe, and efficient on-site and off-site movement of private, service, and delivery vehicles, pedestrians, transit and bicycles; and
 - c) to effectively mitigate adverse site-generated traffic impacts on affected streets and intersections. Site-specific objectives may be established by the City for each study and report.
 - b. Executive Summary

A concise summary of the study purpose/objectives, site location and study area, development description, key assumptions, findings, conclusions, and recommendations.
 - c. Description of Site and Study Area Roadways
 - 1) A description of the site, study area, existing traffic conditions in the study area, anticipated nearby development, and committed

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roadway improvements that would affect future traffic in the study area.

- 2) The study area will be defined as all roads, ramps, and intersections through which peak hour site traffic composes at least 5 percent of the existing capacity of an intersection approach, or roadway sections on which accident character or residential traffic character is expected to be significantly impacted.

d. On-site Traffic Evaluation

An evaluation of the proposed (and alternative) site access locations, the adequacy of access depth, number of lanes, queuing storage, safety, and efficiency of proposed vehicular circulation, parking layout, pedestrians, service vehicle routes/facilities, together with recommendations for on-site traffic markings and controls.

e. Technical Appendix

A technical appendix including worksheets, charts, traffic count, and drawings to support findings as described in the body of the report.

f. Recommendations for Public Improvements

- 1) Recommendations should be made for external roadway improvements, such as additional through and turn lanes, and TCD necessitated as a result of the development. Recommended improvements to transit facilities, pedestrian, and bicycle circulation should also be reported.
- 2) The recommendations should specify the time period within which improvements should be made, particularly if improvements are associated with a phased development; the estimated cost of improvements; and any monitoring of operating conditions and improvements that may be needed. If needed street improvements, unrelated to the development, are identified during the analysis, such improvements shall be reported.

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- g. Access Management
 - 1) On sites with arterial and collector street frontages, the report shall evaluate and recommend the use of access management plans or techniques:
 - 2) To separate basic conflict areas: Reduce the number of approaches or increase spacing between approaches and intersections.
 - 3) To remove turning vehicles or queues from the through lanes (reduce both the frequency and severity of conflicts by providing separate paths and storage areas for turning vehicles and queues): Techniques may include turn restrictions, striping, medians, frontage roads, channelizing of lanes or approaches, shared approaches, access between similar uses, access consolidation, lanes for left or right turns, and other transportation system management actions.
- h. A review of alternative access points for site access to highways, city streets, and county roads.
- i. The analysis of alternate access proposals should include:
 - 1) Existing daily and p.m. peak hour counts, by traffic movements, at intersections affected by generated traffic from the development. (Use traffic flow diagrams).
 - 2) Projected daily and p.m. peak hour volumes for the same intersections and proposed access points when the development is in full service. (Use traffic flow diagrams.)
 - 3) A determination of the existing levels of service and projected levels of service at each intersection and access points studied.
 - 4) A discussion of the need for traffic signals. This should include a traffic warrant computation based on the "Manual on Uniform Traffic Control Devices."
 - a) The recommendations made in the TIA should be specific and should be based on a minimum level of service when the development is in full service. As an example, if a

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traffic signal is recommended, the recommendation should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turn or left turn is needed, the recommendation should include the amount of storage needed. If several intersections are involved for signalization and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.

- b) The TIA should include a discussion of bicycle and pedestrian usage and the facilities provided along with the availability of mass transit to serve the development, if appropriate.

E. Intersections

1. Connecting Street Intersections

Connecting street intersections shall be located to provide for traffic flow, safety, and turning movements, as conditions warrant.

2. Arterial Intersections

- a. Exclusive left and right turn lanes shall be provided.
- b. Bus turnouts shall be provided if traffic flow and safety conditions warrant.
- c. Designated crosswalks shall be provided at controlled locations.
- d. Street alignments across intersections shall be continuous.

3. Collector and Local Street Intersections

- a. Street and intersection alignments should facilitate local circulation but avoid alignments that encourage non-local through traffic.
- b. Streets shall be aligned to intersect at right angles, 90°. Angles of less than 75° will not be permitted.
- c. Intersection of more than two streets at one point will not be permitted.

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- d. New streets shall intersect with existing street intersections so that centerlines are not offset, except as provided below. Where existing streets adjacent to a proposed development do not align properly, conditions may warrant the development to provide the proper alignment.
- e. For intersections that are not directly aligned, the minimum separation distance shall be as follows:

Street Class	Intersection Spacing (feet)
Arterial	500*
Collector	400*
Local	300*
Cul-de-sac	150

* The City may permit a minimum intersection spacing of not less than 300 feet for Arterial, and 200 feet for Collector/Local, when findings establish that:

- a. without the change, there could be no public street access from the parcel(s) to the existing street, and
- b. all other provisions of the street design requirements can be met.

F. Half-Street Construction

Half-street design is generally not acceptable. Where such a street is justified, the ROW and pavement width shall be approved by the City. In no case shall the pavement width required be less than that required to provide two lanes of traffic to pass at a safe distance. For a 36-foot local street, the half-street pavement width shall be 20 feet. Half-streets shall be approved only when the abutting or opposite frontage property is undeveloped and the full improvement will be provided with development of the abutting or opposite (upon ROW dedication) frontage property.

Half-street improvements shall include curb, sidewalk, and storm drainage on one side of the street. When a half-street improvement is required, the entire street shall be designed.

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A development on an unimproved street shall be responsible for constructing a continuous City standard street to a connection with the nearest standard (publicly maintained) street.

G. Street Classification

- 1. All streets within the City shall be classified in accordance with the City of Hermiston Transportation System Plan, current edition.
- 2. Any street not classified in the Hermiston Transportation System Plan, current edition, shall be determined by the City.

H. Design Speed

Design speeds for classified streets shall be 25 miles per hour unless a speed study is performed by the developer and the City reviews the study and approves the change. The City may require the developer to perform a speed study when, in the opinion of the City, the speed limit should be greater than 25 miles per hour.

I. Horizontal Curves

Horizontal curve radius (on centerline) for each street classification shall be designed according to the roadway design speed. The radius shall not be less than the following:

Classification	Feet
Arterial	415 to 830
Collector	275 to 600
Local	165
Cul-de-sac	165

J. Vertical Curves

- 1. Vertical curve lengths shall be based on design criteria which includes:
 - a. design speed,
 - b. crest vertical curve, and
 - c. sag vertical curve.
- 2. Stopping sight distance for crest and sag vertical curves shall be based on sight distance and headlight sight distance, respectively.

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- 3. All vertical curves shall be parabolic, and the length shall be computed for each location.

K. Grades

- 1. Maximum grades for each street classification shall be as follows:

Classification	Feet per Foot (ft/ft)*
Arterial	0.06
Collector	0.08
Local	0.08
Cul-de-sac	0.08

**All street grades shall not exceed 3 percent within 30 feet of the edge of an intersection.*

- 2. The City may approve a grade greater than those specified when all of the following conditions exist:
 - a. Topographic constraints do not allow the development to be served by a street with a maximum grade of 8 percent without causing destabilization of soils by excessive cuts and fills.
 - b. There is no access to the property being developed through adjacent properties at a maximum 8 percent grade.
 - c. The section of local street will not exceed a combination of length, horizontal alignment, and/or grades exceeding 8 percent that will create hazardous traffic conditions.
 - d. In no case shall the maximum street grade exceed 16 percent.
- 3. Minimum design grade for all streets shall be 0.007 ft/ft (0.70 percent). Minimum constructed grade for all streets shall be 0.005 ft/ft (0.50 percent); however, in all cases, street grades shall allow for proper and adequate drainage.
- 4. Design street cross slope shall be 2.5 percent. Constructed street cross slope shall be minimum 2 percent and maximum 3 percent.

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L. Pavement Design

- 1. In general, all streets shall be constructed with asphalt concrete pavement (ACP) unless otherwise approved by the City.
- 2. Typical flexible pavement sections shall be as shown on the City Standard Drawings per street classification.
- 3. The design engineer will provide a street structural design section for all roadways classified collector and higher and local streets in Industrial zones. A pavement section structural number shall be provided to confirm or revise the pavement section when the Geotechnical Report indicates poor soil.

M. Concrete Curb

- 1. All development projects are required to construct street improvements with concrete curbs. Curb and gutter shall be used on streets classified Arterial, Collector, and Local. Joint spacing in curbs shall be in accordance with the City Standard Drawings. Ribbon concrete curb shall be used on all streets classified as Urban Local with Swale.
- 2. Curb Return Radius
 - a. Curb return radius at street intersections shall be designed to accommodate all expected traffic. Minimum curb radius required shall be as follows:

Intersection	Radius (feet)
Local/Cul-de-sac with Local/Cul-de-sac	25
Local/Cul-de-sac with Collector /Arterial	35
Collector/Arterial with Collector/Arterial	35

- b. A larger curb radius may be required on streets serving commercial/ industrial properties or anywhere where truck traffic should reasonably be expected. The design engineer shall determine if a larger curb radius is necessary and shall provide drawings with vehicle turning movements to the City that demonstrate the design truck can navigate the turn without leaving their lane.

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N. Parking

Street Classification	Parking Lanes	Parking Required
Arterial	None	May be allowed in some areas
Collector	2	Variable (a, b)
Local	2	Yes (c, d)
Cul-de-sac	2	Yes (c, d)

- a. Where bike lanes exist on collectors, parking may be prohibited.
- b. Collector - No parking within 45 feet of curb return.
- c. Local - No parking within 30 feet of curb return.
- d. Local streets and cul-de-sacs that are approved for reduced 40-foot ROW and 28-foot pavement will be required to have one parking lane to ensure on-street parking is adequate for adjacent uses; a reduced street design will consider clustered parking bays adjacent to the street, if needed. Parking will not be allowed in a reduced radius cul-de-sac bulb.

1. For streets designated Collector and below, the City may consider design modifications to conserve major trees in the public ROW. Parking lanes may be removed on one or on both sides of a street subject to approval by the City.

2. Design Standards - Parking and Loading

a. Scope

- 1) These design standards shall apply to all parking, loading, and maneuvering areas.
- 2) All parking and loading areas shall provide for the turning, maneuvering, and parking of all vehicles in the lot.

b. Access

Where a parking or loading area does not abut directly on a public street, an unobstructed drive of not less than 20 feet in width for two-way traffic leading to a public street shall be provided, and traffic directions shall be plainly marked.

c. Parking Area Improvements

All public or private parking areas that contain three or more parking spaces, and outdoor vehicle areas, shall be improved according to the following:

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- 1) All parking areas shall have durable, dust free surfacing of ACP, Portland cement concrete, or other approved materials. The design section shall conform to the use and the Geotechnical Report. All parking areas, including those in conjunction with a single-family or two-family dwelling, shall be graded so as not to drain excess stormwater over the public sidewalk or onto any abutting public or private property.
- 2) All parking areas, except those required in conjunction with single-family or two-family dwellings or vehicle sales areas, that abut a residential district, shall conform to the screening requirements as set forth in the City's Site Design Ordinance.
- 3) All parking areas, except those required in conjunction with single-family or two-family dwellings or vehicle sales areas, may contain a maximum of 25 percent of parking spaces sized for compact vehicles.
- 4) All required handicap parking spaces shall conform to Oregon Revised Statutes 447.210 and shall be a minimum of 14 feet in width.
- 5) All parking areas, except those required with single-family or two-family dwellings or vehicle sales areas, shall have physically marked individual parking spaces such as painted lines, lettering, curbs, and landscaping.

d. Table of Standards

The following table provides the minimum dimensions of parking stalls, length and width, aisle width, and maneuvering space of public or private parking areas. All parking facilities shall meet these minimum standards. The width of each parking space includes a 4-inch wide stripe that separates each space. Compact spaces are noted in parentheses:

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Angle from Curb (Degrees)	Stall Width "A"	Channel Width "B"	Aisle Width "C"	Curb Length per Stall "D"
Parallel	9' 0" (8' 6")	9' 0" (8' 6")	12' 0" (12' 0")	23' 0" (20' 0")
30	9' 0" (8' 6")	16' 10" (14' 10")	12' 0" (12' 0")	18' 0" (17' 0")
45	9' 0" (8' 6")	19' 1" (16' 7")	14' 0" (14' 0")	12' 9" (12' 0")
60	9' 0" (8' 6")	20' 1" (17' 3")	18' 0" (18' 0")	10' 5" (10' 3")
90	9' 0" (8' 6")	18' 0" (15' 0")	24' 0" (24' 0")	9' 0" (8' 6")

O. Sidewalks

1. In general, new sidewalks are required for all development requiring a development permit.
2. New sidewalks shall have a minimum width of 5 feet, not including the curb width. Sidewalks may be required to meander within the dedicated ROW and/or outside of the ROW within an easement.
3. For streets designated Collector and below, the City may consider design modifications to conserve major trees in the public ROW. Sidewalks may be omitted on one side of a street when approved by the City.
4. Americans with Disabilities Act (ADA) Ramps
 - a. At intersections, each corner radius shall include ADA ramps. ADA ramps shall also be included at marked crossings. ADA ramps shall be in accordance with the City Standard Drawings.
 - b. Locations of sidewalk ramps shall be designed with regard to stormwater flows, street grades, and pole locations. Other factors may also dictate sidewalk ramp locations.

P. Bikeways

1. These design standards summarize the City's policy and implementation strategies for bikeways within the City and for connection with metropolitan bikeways. The City's plan has adopted both AASHTO and ODOT/APWA standards and criteria as the minimum guidelines for bikeway design and construction.
2. The City's adopted guidelines for bikeways consist of the following:
 - a. Guide for Development of New Bicycle Facilities, 1981.

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- b. AASHTO, Oregon Supplements and Exceptions to AASHTO Guide.
 - c. Manual on Uniform Traffic Control Devices with Oregon supplements by the Oregon Transportation Commission.
3. Location and Width
- a. For on-street bike lanes, see the City Standard Drawings.
 - b. See the table below for off-street bike lanes.

Bikeway Location	Minimum Width (feet)	Comments
Off-Street Bicycle Path	5 *	One-Way Travel Off-Street
Bicycle Path	10 *	Two-Way Travel Off-Street

* Paths are constructed with 2-foot gravel shoulders on both sides unless otherwise approved by the City.

4. Design Criteria
- a. All bikeways shall have a minimum cross slope 2.5 percent and a maximum cross slope of 5 percent. On curved alignments, the cross slope shall be to the inside of the curve.
 - b. Bikeway curvature shall be based on a minimum design speed of 20 MPH. Bikeway grades shall be limited to a maximum of 5 percent. Where topography dictates, grades over 5 percent are acceptable when a higher design speed is used and additional width is provided.
 - c. Where bikeways are shared with pedestrians, all ADA design criteria shall apply.
5. Construction
- a. Off-street bikeways shall be constructed for two situations: where limited City maintenance vehicle use will occur, and where heavy City maintenance vehicle use will occur. In both cases, subgrade preparation will require removal of existing organic material and compaction.

Use	ACP	Aggregate Base
Limited	2.5 inches	6 inches
Heavy	3 inches	9 inches

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- b. When drainage, such as side ditches, is required parallel with the bikeway, the ditch centerline shall be at least 5 feet from the edge of the pavement. Ditch side slope adjacent to a bikeway shall be no steeper than 2H:1V when measuring the horizontal distance to the vertical distance.
- c. When culverts cross bikeways, the ends of the pipe shall be no closer than 5 feet from the edge of the bikeway.

6. Lighting

Lighting should be included in the bikeway design when nighttime security could be a problem and a high nighttime use is expected (i.e., paths serving students, commuters). The horizontal illumination levels shall be 0.05 foot-candle (5 lux) to 2 foot-candles (22 lux) except when security problems exist; higher illumination levels should be considered in these locations. The placement of the light standards (poles) shall meet all vertical and horizontal clearances.

7. Deterring Motor Vehicle Use

- a. Bikeways intersecting with roadways require physical barriers to deter use by unauthorized motor vehicles. Lockable, removable posts may be used to discourage such use and still permit authorized vehicles to access the bikeways. Posts shall be brilliantly colored and permanently reflectorized. If more than one post is required, the spacing shall not exceed a separation of more than 5 feet.
- b. An alternative to deterring motor vehicles is to design two 5-foot wide lanes separated by low landscaping at the intersection.

Q. Driveways

- 1. Access to private property shall be permitted with the use of approach curb cuts (driveways). The access points with the street shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street.
- 2. On Collector streets and above, one driveway per site frontage will be the normal maximum number. Double frontage lots and corner lots on these streets may be limited to access from a single street, usually the lower classification street. If additional driveways on a frontage are approved by the City, a finding

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shall be made that no eminent traffic hazard would result and impacts on through traffic would be minimal. Restrictions may be imposed on additional driveways, such as limited turn movements, shared access between uses, closure of existing driveways, or other access management actions.

3. Driveway types shall be per the City Standard Drawings.
4. The City Standard Drawings show permitted driveway widths. Minimum distances from a driveway to radius curb return and number allowed are shown below.

Street Classification	Minimum Distance from Approach to Radius Curb Return (feet)			No. Allowed
	Residential	Commercial	Industrial	
Arterial	100 (1,3)	100	100	Res.-1 / 250' frontage Com.-1 / 250' frontage
Collector	45 (3)	100	100	Res.-1 / frontage Com.-1 / frontage(3)
Local	45 (2)	45	45	Res.-1 / frontage(3) Com.-1 / frontage
Cul-de-sac	45 (2)	45	45	Res.-1 / frontage(3) Com.-1 / frontage

Notes:

- (1) Minimum distance from curb return unless this prohibits access to the site.
- (2) 25 feet will be allowed for corner lots with limited frontage where distance requirements cannot be met.
- (3) Direct access to this street will not be allowed if an alternative exists or is planned.

5. For classification of Collector and above, approaches adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, an approach with restricted turn movements may be allowed.
6. Within commercial, industrial, and multi-family areas shared approaches and internal access between similar uses are encouraged to reduce the access points to the higher classified roadways, to improve internal site circulation, and to reduce local trips or movements on the street system. Shared approaches or internal access between uses will be established by means of common access easements at the time of development.
7. Approach grades shall not exceed 12 percent from the curb line to the property line.

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R. Street Lighting, Names, and Signage

1. Street Lighting

- a. A complete streetlighting system shall be the responsibility of the development. All streets fronting the property shall be provided with adequate lighting. Developer is required to provide lighting for public convenience and safety. For lighting requirements, all developments will be required to submit three copies of the final plat (residential and major land partitions) to the City. Commercial and industrial developments, in addition to the above requirement, shall submit three copies of the site plan to the City.
- b. Streetlighting shall be provided as part of the street design process. Design illumination levels shall be in accordance with the recommendations of the "Illuminating Engineering Society" and are summarized on the following table.

**Recommendations for Roadway Average Maintained
Horizontal Illumination (Foot-Candles)**

Street Classification	Commercial	Urban Intermediate	Residential
Highway	1.4	1.2	1.0
Arterial	2.0	1.4	1.0
Collector	1.2	0.9	0.6
Local/Cul-de-sac	-	0.9	0.6

- c. The average-to-minimum uniformity ratios for roadways in commercial and intermediate areas shall be 4H:1V or better. In residential areas this uniformity ratio shall be 6H:1V or better.
- d. The streetlighting system shall be provided using high pressure sodium vapor luminaries. The design average horizontal illumination and uniformity ratio shall be obtained by considering together the factors of lamp wattage, pole support spacing, maintaining height and luminaire of the streetlights to locate poles at lot line extensions and not in the middle of a lot, and to locate poles at corners.

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- 2. Street Names and Traffic Control
 - a. Street names for all new developments will be approved by the City prior to recording of any maps or plats. The developments shall pay for all street name and traffic control signage prior to the signing of the final plat or map by the City. All new signage will be provided and installed by the developer.
 - b. Street names shall conform with the established grid system(s) in the City and its urban growth boundary (UGB). No new street name shall be used that will duplicate or be confused with the name of existing streets in the UGB area.
 - c. Building numbering will be issued by the City.

S. Mailboxes

- 1. Joint mailbox facilities shall be provided in all residential developments, with each joint mailbox serving at least two dwelling units.
- 2. Joint mailbox structures shall be placed adjacent to roadway curbs.
- 3. Proposed locations of joint mailboxes shall be designated as part of the development plan and shall be approved by the U.S. Postal Service.
- 4. Plans for the joint mailbox structure to be used shall be submitted as part of the development plan for approval by the U.S. Postal Service.

T. Street System Description and Function

1. General Guidelines

The UGB map, policies, and access requirements for various land uses, as adopted by the Comprehensive Plan and Zoning Ordinance, shall serve as guidelines for the functional classifications, definitions, and standards requirements and rules adopted under these Public Works Standards, Technical Specifications, and Standard Drawings.

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- 2. Functional Classifications
 - a. Functional classifications categorize roads and streets by their operational purpose. Some of the key factors considered when adopting the functional classifications are the following:
 - 1) Relation between street traffic and land use of the abutting properties.
 - 2) Volume and kinds of traffic.
 - 3) Relative origins and destinations of traffic and lengths of trips.
 - b. The basic hierarchy of functional classifications are Arterial, Collector, and Local/Cul-de-sac streets. These categories are defined as follows:
 - 1) Arterial Streets

Arterial streets carry higher volumes of traffic, usually more than 4,000 vehicles per day, and generally consist of three or more lanes, with the third lane being a common turn lane. Their function is to serve intra-county trips, that is, trips that have at least one end trip within the county.
 - 2) Collector Streets

Collector streets gather area traffic from local streets within a 1/2-mile radius and connect it to the arterial system. They are not intended to serve through traffic and are the lowest order of streets designed to carry transient vehicles. Collector streets generally have a traffic volume rate of 1,000 to 4,000 vehicles per day. Abutting land uses are generally residential.
 - 3) Local Streets

Local streets provide access to abutting property and do not serve to move through traffic. Local street standards will be further categorized by adjacent land use into residential, commercial, and industrial local streets.

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4) Local Streets (Commercial/Industrial)

Within the local street classification, there may be considerable difference between the kind of improvement specified where commercial or industrial land uses access a local street, as compared to the kind of improvement specified for residential access. Generally, a local street classification in commercial or industrial areas will require an improvement equal to that specified for a collector classification.

5) Cul-de-sac Streets

- a) Cul-de-sac streets provide access to abutting property only and will be as short as possible. In no event shall a cul-de-sac be more than 400 feet in length.
- b) The length of a cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.
- c) All cul-de-sac streets shall terminate in a circular turnaround.

U. Dead-End Streets

- 1. A standard cul-de-sac turnaround shall be provided at the end of a permanent dead-end street that does not provide looped circulation. Permanent dead-end streets shall not exceed 400 feet in length measured from the point of the nearest intersection centerline. All dead-end streets that exceed 150 feet in length shall be provided with an approved turnaround per the City Standard Drawings.
- 2. A permanent dead-end street is measured from the ROW line at the nearest intersecting street, which has at least two points of access, to the ROW line at the farthest end of the dead-end street.
- 3. An existing dead-end street system that is more than 600 feet long or that serves more than 25 dwelling units may be terminated in a cul-de-sac if no Future Street Plan has been adopted and the following criteria are met:
 - a. Alternative emergency vehicle access or fire protection is provided satisfactory to the local fire authority.

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3. Pavement Cuts

Where pavement is installed next to existing pavement and at all trench cuts, the existing pavement shall be saw cut. The face of the joint between the new and existing pavement shall be coated with asphalt emulsion and the surface of the joint shall be sand-sealed.

4. Shoulders

Where sidewalks and pavement end or where there is no curb and sidewalk (such as half-street improvements), shoulder aggregate base shall be provided to grade with the pavement. Shoulder aggregate base shall be a minimum of 6 inches in depth, 36 inches wide, and shall be 3/4"-0 crushed aggregate base.

1.2 Definitions

A. Painted Markings

Markings constructed of paint and traffic paint beads.

B. Type B - Preformed, Fused Thermoplastic Film Markings

Preformed, fused thermoplastic film with intermixed traffic paint beads, and with or without a separate application of additional traffic paint beads on the surface.

C. Pavement Striping

Lines of paint and glass beads applied to the pavement surface.

PART 2 - MATERIALS

2.1 Water for Compaction

The Contractor shall be responsible for obtaining, transporting and the application of the water.

2.2 Geotextile Fabric

Geotextile fabric shall be Mirafi 500X, Exxon GTF 200, or approved equal.

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2.3 Aggregate Base

A. Aggregate Base

Aggregate base shall conform to the requirements of Section 02630 - Base Aggregate, Oregon Standard Specifications for Construction, current edition, for dense graded aggregate as modified hereafter. Acceptable gradation includes 1"-0 or 3/4"-0 as selected by the Contractor. Aggregate base shall be 100 percent fractured. No round faces shall be permitted. The Contractor shall submit to the City samples of the aggregate base for use on the Project.

B. Surface Rock

1. The surface rock shall be crushed stone, slag, or gravel meeting the following requirements:

- a. Liquid Limit (AASHTO T 89) 35 Maximum
- b. Plastic Index (AASHTO T 90) 2-9 Maximum
- c. Dust Ratio: % Passing No. 200 2/3 Maximum
 % Passing No. 30

Grading Requirements (AASHTO T 11 and T 27):

Sieve	Percent Passing
1"	100
3/4"	70-98
No. 4	36-60
No. 8	25-47
No. 30	12-31
No. 200	8-15

2. Surface rock shall have at least 70 percent by weight of the particles retained on the No. 4 sieve and shall have 100 percent fractured faces.

2.4 Soil Sterilant

The sterilant shall be Pramitol 5PS as manufactured by Makhteshim Agan of North America, Inc., Monobor-chlorate, or approved equal and shall be applied in accordance with the manufacturer's or Supplier's recommendations to adequately sterilize the base.

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2.5 Paving Fabric

The paving fabric used shall be non-woven, fabricated from polypropylene resin, and shall have the following properties:

Weight, oz./sq.yd.	4.0 Minimum
Grab Tensile Strength, lbs.	90 Minimum
Elongation at Break, percent	55 Minimum
Asphalt Retention, gals/sq.yd.	0.20 Minimum

2.6 Asphalt Tack Coat

- A. The material is to be CRS-1 or CSS-1 emulsified asphalt unless otherwise approved.
- B. Furnish emulsified asphalt meeting the requirements of ODOT's publication "Standard Specifications for Asphalt Materials." Copies of the publication are available from the ODOT Pavement Services Engineer. The applicable Specifications are those contained in the current publication on the date the Project is advertised. The materials may be conditionally accepted at the source or point of loading for transport to the Project.
- C. Excessive delay in the use of the emulsified asphalt or excessive pumping of the emulsified asphalt may significantly reduce the viscosity and may make the material unsuitable for tack coat use. For this reason, limit pumping between the bulk storage tank, hauling transportation, field storage tanks, and distributors to an absolute minimum to maintain proper viscosity. Final acceptance of emulsified asphalt will be at the point of application.
- D. Dilution of the tack coat material may be allowed to a maximum 1:1 ratio. Determine the proportion of water to be added to the emulsified asphalt. Do not dilute the emulsified asphalt until the City approves the dilution ratio. Add the water to the emulsified asphalt and mix according to the asphalt Supplier.
- E. Obtain Samples according to AASHTO T 40 prior to dilution with water, if allowed. Samples will be tested at the ODOT Materials Laboratory or other laboratory as designated by the City. Emulsified asphalt will be tested within 30 calendar days from the date it is sampled.

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2.7 Asphalt Concrete Pavement

A. General

The asphalt concrete pavement (ACP) shall consist of a hot mixture of asphalt cement, well-graded high quality aggregate, mineral filler and adhesive as required. It shall be plant mixed into a uniformly coated mass, hot laid on a prepared foundation and compacted to the specified density.

B. Asphalt Concrete Pavement

Materials shall be in accordance with "Section 00744 - Asphalt Concrete Pavement" and related sections of the Oregon Standard Specifications for Construction, current edition, supplemented and modified as follows:

1. Project Mix Requirements

- a. Level 3 ACP
- b. 1/2-inch Dense Graded
- c. Asphalt Cement PG 64-28

2. Add the following to the end of subsection 00744.11:

Testing of asphalt cement will be at the expense of the Contractor.

3. Replace the first paragraph of subsection 00744.13 with the following:

00744.13 Job Mix Formula (JMF) Requirements - Previously prepared JMF will be allowed, provided adequate test data are available to document the suitability of the mix, the Contractor can document that the same materials are being used, the JMF was prepared within the last 12 months, and the JMF meets the requirements of these Public Works Standards, Technical Specifications, and Standard Drawings. Copies of the results of tests made on the mix during production on previous projects shall also be submitted if any are available.

Do not begin production on the Project until the JMF is reviewed by the City and written consent is provided to proceed. A new JMF is required if the asphalt cement grade, any additives, or the source of the aggregate change during production. Provide a JMF for the Project meeting the following criteria:

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2.8 Asphalt Fog Seal

Asphalt for the asphalt fog seal shall consist of CSS-1, CSS-1h, or HFRS-P1 emulsified asphalt mixed with water at a rate of 1 to 1.

2.9 Street Monument Boxes

The monument boxes shall be as shown on the City Standard Drawings.

2.10 Concrete Characteristics

- A. The Portland Cement concrete used for this Work shall be a commercial transit mix. The exact proportions of all the materials entering into the concrete shall be as established by an approved laboratory mix design and shall be changed only as directed by the City or Laboratory when necessary to obtain the specified strength, desired density, uniformity, or workability. Previously prepared mix designs will be allowed provided adequate test data is available to document the suitability of the mix and the Contractor can document that the same materials are being used. The mix design shall be provided to the City for review.
- B. The concrete shall have the following characteristics.

Parameter	Value
Min. 28-day Compressive Strength	4,000 psi
Min. Cement per Cubic Yard	564 lbs./yd.
Max. Water-Cement Ratio	0.45
Air Content (range)	5-7 percent
Max. Allowable Slump	4 inches

- C. In some localities, additional cement may be required to achieve the minimum 4,000 psi 28-day compressive strength. The use of additives will be allowed when designed into the mix. Mixes used with reinforcing steel shall have a maximum water soluble chlorine ion content of 0.06 percent of mix design concrete weight.

2.11 Portland Cement

- A. Portland cement shall conform to the requirements of ASTM C150, for Type I - II cement. The City may direct the use of Portland Cement of a type other than that specified in the Contract Documents. In this case, the City will pay the additional cost, if any, for the cement required over the cost of that specified or shall receive appropriate credit for any cement required of a lesser cost than that specified.

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- B. All cement shall be stored in a suitable weather-tight building in such a manner as to protect the cement from dampness and to permit easy access for proper inspection. Storage bins for bulk cement shall be weather-tight and constructed so there will be no dead storage.

2.12 Aggregates

- A. General

All aggregates for concrete shall conform to the requirements of ASTM C33. No aggregate shall be incorporated into the Work until and unless the aggregates are approved by the City. The decision to perform any or all tests on aggregates shall be left to the City. Should testing of the aggregates be deemed necessary, Samples shall be selected at random from the stockpile and tested for conformance with the Specifications. When the aggregates have been approved by the City, the source shall not be changed without written approval from the City.

Fine and coarse aggregates shall be stored and measured separately. Aggregates shall be protected from contamination with dust, dirt, or other foreign materials.

- B. Fine Aggregate

Fine aggregate shall consist of natural sand having hard, strong, and durable particles, which does not contain more than 2 percent by weight of such deleterious substances as clay lumps, shale, schist, alkali, mica coated grains, or soft and flaky particles. The grading of fine aggregate shall range uniformly from coarse to fine within the limits indicated in ASTM C33.

- C. Coarse Aggregate

1. Coarse aggregate shall consist of clean, hard, fine grained, sound crushed rock, or washed gravel that does not contain in excess of 5 percent by weight of flat, chip like, thin, elongated, friable, or laminated pieces, or more than 2 percent by weight of shale or cherty material.
2. Any piece having a major dimension in excess of 2-1/2 times the average thickness shall be considered to be flat and/or elongated.
3. The maximum size of coarse aggregate shall not exceed 1-1/2 inches or one-fifth of the narrowest dimension between the forms nor three-quarters of the clear spacing between reinforcing bars. The minimum size of coarse aggregate shall be 3/4-inch unless approved otherwise.

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- 4. Coarse aggregate shall be uniformly graded from coarse to fine within the limits allowed in ASTM C33.

2.13 Water

Water for mixing shall be clean, fresh, and free from injurious amounts of oil, acid, chlorides, sulfates, alkali, organic matter, or other deleterious substances.

2.14 Admixtures

The use of admixtures will be allowed only when included in the mix design or as specified. Admixtures used will be considered a means of improving workability and/or placement of the concrete. Admixtures shall conform to requirements:

Parameter	Reference
Air-entraining	ASTM C260
Water Reducer	ASTM C494, Type A
Set Retarding	ASTM C494, Type B
Water Reducing/Set Retarding	ASTM C494, Type D
High Range Water Reducing (Superplasticizer)	ASTM C494, Type F and G
Pozzolanic	ASTM C618
Fly Ash	AASHTO M 295, Class C or F

2.15 Pre-molded Joint Filler

Pre-molded joint filler for use in expansion (through) joints shall be asphalt-impregnated cane fiber and shall conform to ASTM D1751. The thickness shall be 1/2-inch or match existing adjacent expansion joints.

2.16 Truncated Dome Detectable Warning Texture

Truncated dome detectable warning texture used on sidewalk ramps shall be a material listed on the ODOT Qualified Products List as approved by ODOT for the intended use. See Oregon Standard Drawings RD755, RD756, and RD757, current edition.

2.17 Pavement Striping and Markings (General)

Use materials conforming to the requirements of Section 00850 of the Oregon Standard Specifications for Construction, current edition. Materials and Suppliers for paint, traffic beads,

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and pavement marking legends shall be listed in the ODOT Qualified Products List as approved by ODOT for the intended use.

2.18 Signs

Use materials conforming to the requirements of Section 00940, current revision, and Special Provision SP2910 of the Oregon Standard Specifications for Construction, current edition. Materials and Suppliers for signs shall be listed in the ODOT Qualified Products List as approved by ODOT for the intended use.

All signs shall be constructed of sheet aluminum with type IX sheeting.

2.19 Sign Posts

Use materials conforming to the requirements of Section 00930 of the Oregon Standard Specifications for Construction, current edition. Sign posts shall be as shown on the City Standard Drawings.

PART 3 - EXECUTION

3.1 Earthwork

A. Clearing and Grubbing

1. Clearing and grubbing shall include the removal and disposal of any obstructions, such as existing curbs, sidewalks, pavement, culverts, fences, etc., and organic material such as trees, tree stumps, brush, hedges, vegetation, roots, rubbish, posts, fences, topsoil, and any other obstacles or materials in the construction area which would prevent completing the Project, and which are unsuitable for road work construction.
2. All vegetation and rubbish shall be removed and disposed of by the Contractor in conformance with the requirements of local authorities controlling air pollution and solid waste disposal.

B. Roadway Excavation

1. Prior to any excavation, the area to be excavated shall be cleared and grubbed.
2. Roadway excavation shall consist of the excavation, haul, and satisfactory disposal of all materials taken from within the right-of-way for the construction of embankments, subgrade, shoulders, intersections, ditches, waterways,

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entrances, approaches (including excavation at private entrances outside the right-of-way), curbs, sidewalks, and incidental work, in accordance with the lines, grades, and cross sections shown on the Plans, and as required by the design engineer.

C. Embankments

1. Prior to construction of any embankment, the area beneath the embankment and the areas from which embankment material will be obtained shall be cleared and grubbed. The existing soil beneath the embankment shall then be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below ground surface. Any unsuitable material shall be removed prior to placement of any embankment.
2. Upon completion of the embankment foundation, embankment material shall be placed in horizontal lifts and compacted to 90 percent of ASTM D1557. Embankment lift depth shall not exceed the capability of compaction equipment being used to achieve the required compaction for the full depth of each lift. The embankment material shall be native or import free of vegetative or organic matter, boulders 6 inches or larger in diameter, or frozen material and shall be at or below optimum moisture content at the time of placement. Depending on the type of embankment material, the Contractor may have to scarify, aerate, water, or take other actions as necessary to bring soils to proper moisture in order to achieve the required compaction.
3. The embankment shall be brought to the lines and grade required on the Plans and as established by the design engineer. Any unsuitable material which may have been used in constructing the embankment shall be removed and replaced with suitable material and compacted at no cost to the City.

D. Roadbed Cuts

1. In roadbed cuts, the subgrade material shall be compacted to 90 percent of maximum density as determined by ASTM D1557 for a minimum of 6 inches below the top of the subgrade.
2. Depending on the type of material encountered, the Contractor may have to scarify, aerate or water, over-excavate, or take other actions as necessary to bring soils to proper moisture in order to achieve the required compaction.

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E. Finishing of Subgrade

1. All roadbeds, ditches, and other excavations and embankments shall be trimmed accurately to the lines, grades and cross sections as shown on the Drawings and established by the design engineer and shall be finished in a thoroughly workmanlike manner to within plus or minus 0.05 foot of the required grade.
2. Upon completion of the subgrade and prior to placement of the geotextile fabric, if any, and aggregate base, the Contractor shall load test the finished subgrade surface. The load test shall consist of slowly driving a loaded dump truck over the road surface. The dump truck shall have a minimum capacity of 10 cubic yards. The City Representative and Contractor shall note and mark any soft areas. The Contractor shall excavate out and either replace unsuitable material or properly compact all soft areas in order to provide a firm base that conforms to Public Works Standards, Technical Specifications, and Standard Drawings. Any soft areas that occur as part of the Project because of over-watering, improper compaction, weather, etc., shall be replaced.

F. Dust and Mud Control

1. The Contractor shall be responsible for controlling dust and mud caused by their operations. This shall include, but not be limited to, street work, trench work, shoulder work, sidewalk work, driveways, connecting streets, etc. The Contractor shall be responsible for controlling dust on the roadway surface until the time asphalt pavement is placed.
2. Dust and mud control performed by the Contractor is considered a normal part of the construction Project. If the Contractor fails to properly control the dust and mud, the City may request the Contractor to do so in writing. If, after 24 hours from this request, the Contractor has not corrected the dust or mud problem, the City may elect to have the corrective work performed and charge the Contractor/developer for said Work.

3.2 Geotextile Fabric

A. Scope

This Work consists of furnishing and placing geotextile fabrics in underdrains, under embankments, over roadbed subgrade, and at other locations as shown on the Plans or directed by the City.

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B. Fabric

Fabric placed for subgrade stabilization under embankments or over roadbed subgrade shall be placed parallel to the centerline of the roadway, with placement starting at the low side of the super elevation or crown. The fabric shall either be sewn together at all longitudinal and transverse edges or overlapped a minimum of two feet at all edges. Transverse overlaps shall be made in the direction of base material placement.

3.3 Aggregate Base

A. Scope

Aggregate base shall be placed to the lines, depths, and grades shown on the City Standard Drawings. Prior to placement of the materials, each succeeding lift, i.e., subgrade, aggregate base, etc., shall be properly constructed and reviewed by the City.

B. Construction

1. The construction procedure here described shall be understood to apply to each of the courses and/or layers of which the road base is to be constructed. The construction of the road base shall not be limited to the construction of the main roadway to which the Contract applies, but shall include the construction of base on approach roads, driveways, connecting roads and connecting streets as shown on the Plans.
2. After the subgrade is brought to the proper line, cross section and compaction, the aggregate materials shall be spread and shaped as required. The spreading and shaping of the aggregate materials shall be so performed as to prevent separation of the coarser material from the finer materials including the use of adequate water.
3. The aggregate materials shall be brought to proper moisture content as required for compaction and compacted to 95 percent of maximum density as determined by ASTM D1557.
4. The finished surface when tested with a 10-foot straightedge shall not vary from the testing edge by more than 0.05 foot at any point.
5. Following construction of each lift, the Contractor shall do such blading, brooming, watering, and other work as necessary to prevent raveling and rutting. These operations are to be continued as required until the lift is covered by a following lift or until all Work to be done under the Contract is completed. If

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the required compacted depth of the aggregate base exceeds 6 inches, it shall be constructed in two or more lifts, each lift not exceeding 6 inches in depth.

- 6. Upon completion of the aggregate materials and prior to placement of asphalt concrete pavement, the Contractor shall load test the finished base surface. The load test shall consist of slowly driving a loaded minimum 10 yard dump truck over the road surface. All soft areas shall be noted. The Contractor shall excavate and/or compact all soft areas in order to provide a firm base that conforms to Public Works Standards, Technical Specifications, and Standard Drawings.

- 7. Gravel shoulders when required shall be constructed as a part of construction of the base and are not to be added on after completion of asphalt paving. The finished gravel shoulder shall be graded, trimmed and compacted to the required lines, grades and cross sections in a neat manner leaving the gravel shoulder flush with the edge of the asphalt pavement. Coarse segregated aggregate shall not be used in the construction of gravel shoulders. All such non-specification material shall be removed and replaced with specification material.

3.4 Soil Sterilant

- A. Upon completion of the base and prior to placement of asphalt concrete, the Contractor shall apply a soil sterilant to the surface of the base.

- B. The applicator shall be licensed by the State of Oregon for the class of herbicide utilized. Any damage to adjacent areas caused by the sterilant shall be repaired by the Contractor at no expense to the City.

3.5 Pre-paving Conference

At least one week before paving is scheduled to begin, the Contractor will set up a pre-paving meeting between the Contractor and the City. If a paving Subcontractor is being used they shall also be present. The intent of the meeting is to allow the City and the Contractor to jointly review the proposed method of operation, equipment, personnel, mix, schedule, etc., along with the Public Works Standards, Technical Specifications, and Standard Drawings.

3.6 Overlay Preparation

- A. Asphalt Concrete Patching
 - 1. The City will mark all unstable or unsuitable areas. The Contractor shall then remove all material from the designated areas to a depth as detailed on the Plans or as required by the City.

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- 2. The area shall then be backfilled as detailed on the Plans, or as required by the City. All materials shall be properly placed and compacted to Public Works Standards, Technical Specifications, and Standard Drawings.

B. Asphalt Crack Sealing

- 1. All cracks and joints shall be routed and cleaned of all loose material and vegetation. Cleaning shall be accomplished with using a hook or other similar device to loosen the material and either blowing, brooming or flushing the material from the crack. After all cracks are cleaned, the entire paved surface shall be cleaned of foreign material. Care shall be taken not to refill the cracks with foreign material.
- 2. Filling of cracks and voids shall not commence until they are clean and dry.
 - a. Voids in the base below the pavement shall be filled with clean sand and compacted. Cracks 1-inch and less in width shall be completely filled to the pavement surface with hot liquid rubberized asphalt conforming to ASTM D3405.
 - b. Cracks greater than 1-inch in width shall be filled with a mixture of 50 percent 1/4-0 aggregate and 50 percent CSS-1 asphalt emulsion or other approved mixture to within 1/4 inch of the pavement surface and topped off with hot liquid rubberized asphalt.
 - c. The following day, any cracks which are not completely full shall be topped off with additional rubberized asphalt. After sealing, the filler shall be broomed or squeegeed flush with the existing pavement surface and allowed to cure prior to constructing the asphalt concrete overlay.
 - d. All sealed cracks shall be flush with the existing pavement after sealing is complete.

C. Cleaning

The existing surface of all areas to be overlaid shall be thoroughly cleaned of all loose material, dirt, debris, or other undesirable materials by brooming, flushing with water, or other methods acceptable to the City.

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D. Asphalt Concrete Pre-leveling

1. All areas with irregular grades to be pre-leveled shall be marked by the design engineer and pre-leveled with 3/8-inch dense asphalt concrete.
2. The pre-leveling will be performed while the street is clean and thoroughly dry and will be accomplished by applying a tack coat of asphalt at a rate of 0.05 to 0.15 gallons per square yard and then placing and compacting the asphalt mix. The actual rate of tack coat application will be determined in the field by the design engineer.
3. The compaction of the asphalt concrete shall be accomplished with a pneumatic tired roller. The rolling shall follow directly behind the placement and be performed in such a manner that the entire surface receives at least four coverages of the roller. The pneumatic-tired roller shall be capable of exerting at least 80 pounds per square inch ground pressures and shall not be operated at speeds in excess of 5 mph. Finish rolling shall be accomplished with a steel wheeled roller and shall continue until all roller marks are eliminated.

E. Paving Fabric

Once the street is clean and all repair work is completed the paving fabric, if any, shall be installed where called for on the Plans. The following procedures and materials are to be used.

1. Tack Coat Application
 - a. Apply a tack coat of AR4000W graded asphalt cement at the rate of 0.15 to 0.25 gallons per square yard. This can only be done with the ambient temperatures above 60°F. The actual rate will be determined in the field by the design engineer to suit the existing surface.
 - b. The tack material shall be between 275° and 325°F at the time of application and shall be applied with a single pass of distributor truck.
 - c. An accessory hand sprayer shall be used on patches, lap sections and areas where truck spraying is impractical. It is extremely important that the tack coat be uniformly applied. Application will not be allowed unless the distributor equipment is operating properly.

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- 2. The paving fabric shall be placed directly behind the distributor with the use of equipment that will provide automatic tensioning capabilities to assure fast wrinkle-free unrolling.
 - a. Any minor wrinkles or air bubbles shall be brushed out with a stiff-bristle push broom. Wrinkles that won't brush out shall be cut out and a patch of fabric layered at least 6 inches in all directions be installed.
 - b. The fabric shall be cut into sections to match curves and corners. Overlap these sections and the start of all new rolls at least 6 inches and apply approximately 0.20 gallons per square yard tack coat to the seams.
 - c. If any blistering of the fabric arises a 4-ton tandem roller shall be used to restore the fabric adhesion prior to the overlay application.
- 3. The overlay work shall begin as soon after lay-down of the paving fabric as practical.

F. Asphalt Tack Coat

- 1. An asphalt tack coat shall be applied to existing pavement surfaces to be overlaid with new asphalt concrete, except where paving fabric has been placed. All pavement repair work and surface cleaning shall be completed prior to application of tack coat.
- 2. Provide an asphalt distributor designed, equipped, maintained, and operated so the emulsified asphalt material may be applied uniformly at even heat. The distributor shall be capable of applying the asphalt on variable surface widths up to 16 feet, at readily determined and controlled rates from 0.05 to 2.0 gallons per square yard, and with uniform pressure. The variation allowed from any specified rate shall not exceed 0.02 gallons per square yard. Provide distributor equipment that includes a tachometer, pressure gauges, accurate volume measuring devices, and a thermometer for measuring temperature of tank contents. Provide distributors equipped with a positive power unit for the asphalt pump, and full circulation spray bars adjustable both laterally and vertically. Set the bar height for triple lap coverage.
- 3. Apply the emulsified asphalt with a pressure distributor. Apply the emulsified asphalt to the prepared surface at a rate between 0.05 and 0.20 gallons per square yard as directed and with the emulsified asphalt temperature between 140°F and 185°F as recommended by the manufacturer. Application rates for

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tack coat diluted will be increased as necessary to provide the same amount of residual asphalt as the application rates specified above.

Do not place hot mixed asphalt concrete pavement or emulsified asphalt concrete pavement on the tack coat until the emulsified asphalt separates from the water (breaks), but before it loses its tackiness.

- 4. All surfaces must be clean and dry at the time of the tack coat application and at a temperature of at least 50°F. Remove all loose material from the surface. The tack coat shall only be constructed far enough in advance as is appropriate to ensure a tacky, sticky condition at the time the asphalt concrete is placed on it.
- 5. A tack coat will not be required between pavement lifts if paving of succeeding lifts occurs within 24 hours and the pavement surface is kept clean. If the pavement surface is not clean, as determined by the City, a tack coat will be required between lifts.

3.7 Asphalt Concrete Pavement

A. Scope

After completion of the base, the Contractor shall place and compact the ACP to the lines, grades, thicknesses, and cross-sections shown on the Drawings and as established by the City.

B. Construction

Construction shall be performed in accordance with applicable "Section 00744 - Asphalt Concrete Pavement" and related sections of the Oregon Standard Specifications for Construction, current edition, supplemented and modified as follows:

- 1. Delete subsection 00744.16 and 00744.17 and replace with the following:

00744.16 ACP Acceptance - Perform sampling and testing according to the "Quality Control" section of the General Requirements.
- 2. Replace subsection 00744.30 with the following:

00744.30 Paving Crew - Only trained and experienced personnel shall be used on the paving crew performing the Work. The Contractor shall submit to the City, prior to the pre-paving conference, job assignments, experience history, and training background for all members of the paving crew. Untrained and

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inexperienced personnel may not be used. The City may request personnel be replaced if it cannot be demonstrated that they have the proper training and experience to be a part of an experienced crew. The paving superintendent and paving machine operator shall have at least five years' experience, and the roller operators shall have at least two years' experience.

- 3. Replace Section 00744.40 with the following:

00744.40 Season and Temperature Limitations - Place ACP when the temperature of the surface that is to be paved is not less than the temperature indicated, unless approved by the City:

Nominal Compacted Thickness of Individual Lifts and Courses as shown on the typical section of the plans	All Levels
	Surface Temperature*
Dense Graded Mixes	
Less than 2 inches	60°F
2 inches - 2-1/2 inches	50°F
Greater than 2-1/2 inches	40°F
Temporary	40°F

* If placing MHMAC between March 15 and September 30, temperature requirement may be lowered 5°F.

- 4. Add the following paragraph to the end of subsection 00744.42:

All edges of manholes, valve boxes, curbs, existing pavement, etc., that are to be in contact with the new asphalt concrete shall be cleaned and painted or sprayed with a thin tack coat. This tack coat is to be applied only far enough in advance as is appropriate to ensure a tacky, sticky condition at the time the asphalt concrete comes in contact with the structure. The application of the tack coat shall be done in a neat, workmanlike fashion. Any material inadvertently applied to surfaces outside the limits of the paving, such as on sidewalks, exposed sections of curbs, etc., shall be fully cleaned by the Contractor.

- 5. Delete the following subsections:

- a. 00744.80
- b. 00744.90

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3.8 Adjustment of Utility Covers to Grade

The Contractor shall adjust the tops of all manholes, valve boxes, and other utility covers as required to bring the covers or gratings of the structures to the grade shown on the City Standard Drawings. The Contractor shall repair any of these structures which are damaged during performance of the Work.

3.9 Asphalt Fog Seal

- A. After the construction of the asphalt concrete, the City will evaluate the surface to determine whether a fog seal is required. When a seal is determined necessary by the design engineer, the Contractor shall apply an asphalt fog seal. It is anticipated that the application rate will be between 0.05 to 0.20 (0.03 to 0.10 residual) gallons per square yard. The application rate shall be determined by the design engineer.
- B. The areas to be sealed shall be dry and free of dirt, dust, leaves, or other foreign matter at the time of placement.
- C. Provide an asphalt distributor designed, equipped, maintained, and operated so the emulsified asphalt material is applied uniformly at even heat. The distributor shall be capable of applying the asphalt on variable surface widths up to 16 feet, at readily determined and controlled rates from 0.05 to 2.0 gallons per square yard, and with uniform pressure. The variation allowed from any specified rate shall not exceed 0.02 gallons per square yard. Provide distributor equipment that includes a tachometer, pressure gauges, accurate volume measuring devices and a thermometer for measuring temperature of tank contents. Provide distributors equipped with a positive power unit for the asphalt pump, and full circulation spray bars adjustable both laterally and vertically. Set the bar height for triple lap coverage.
- D. Discontinue application of the emulsified asphalt fog seal sufficiently early in the day to permit the termination of traffic control prior to sunset. Apply emulsified asphalt to only one designated traffic lane at a time.
- E. All of this Work, a portion of it, or none of it may be performed, depending on the evaluation made by the design engineer.

3.10 Street Monument Boxes

The Contractor shall provide and install cast iron street monument boxes at all points shown on the Plans. Monument boxes shall be installed during placement of the asphalt concrete

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pavement. The asphalt concrete shall be placed to leave a smooth ride. Monuments within the boxes shall be installed by the owner's/developer's surveyor.

3.11 Restoration, Finishing, and Cleanup

- A. Prior to the final inspection of the Work, the Contractor shall restore or replace all paved surfaces, graveled surfaces, curbing, sidewalks, trees and shrubbery, lawns, pastures and fences, or other existing facilities disturbed or damaged by their Work.
- B. The Contractor shall cleanup and leave in a neat, orderly condition the right of way, and other property occupied in connection with the Work.
- C. The Contractor shall reshape, clean out ditches, retrieve shoulders and slopes, and do all other work required to bring the Project to the final lines, grades, and condition called for. The finished Project shall be clean and neat in its final appearance.

3.12 Concrete Forms

Forms shall be wood or metal and shall extend for the full depth of the concrete. All forms shall be straight, free from ways, and of sufficient strength to resist the pressure of the concrete without springing. Bracing and staking of forms shall be such that the forms remain in both horizontal and vertical alignment until their removal.

3.13 Concrete General Placement and Finishing

- A. The foundation and forms shall be well wetted prior to placement of the concrete. Unless otherwise specified, all concrete shall be placed upon clean, damp surfaces free of running or standing water, and never upon soft mud, dry porous earth, or frozen subgrade.
- B. All concrete shall be placed before the initial set has occurred and unless otherwise authorized by the City. It shall be placed within 1-1/2 hours after water has been added to the mix. The temperature of the concrete at placement shall not be below 50°F or exceed 90°F unless approved otherwise by the City.
- C. The concrete shall be placed on a moist base and deposited as close as possible to its final location and to its required depth. Movement of the concrete horizontally with a vibrator will not be allowed.
- D. Once the concrete has been placed, it shall be struck off to the proper elevation using a straightedge and sawing motion. A smooth surface shall be provided after the concrete has been straight edged by the use of a bull float or Darbie. A wooden bull float shall be

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used unless the Contractor can show that a magnesium bull float does not seal in the bleed water.

- E. Bull floating shall occur immediately after striking off and before bleed water accumulates on the surface. Bull floating shall be done in such a manner that the surface is not sealed, so bleed water is not trapped below the surface. Care shall be taken not to overwork the surface. The use of a jitterbug or tamper will not be allowed unless approved by the City. Initial edging shall be performed with a wide edger, again in a manner that will avoid sealing the surface.
- F. Upon completion of the above floating, the concrete shall be allowed to sit until the bleeding has stopped, the bleed water has disappeared, and the concrete is firm enough to permit a man to walk on the surface leaving footprints no more than 1/4-inch deep. After the waiting period, the concrete may be floated and finished as required. Adding water to the surface or working bleed water to aid in finishing is not allowed.

3.14 Curing

- A. As soon as the concrete has been placed and finished, as specified, it shall be cured:
 - 1. By application of an approved Type 2, Class B white or gray pigmented or Type 1-D clear compound with fugitive dye liquid membrane-forming compound applied uniformly at a rate of at least 1 gallon per 200 square feet to the damp concrete by pressure spray methods; or
 - 2. By keeping the concrete continually damp for at least 120 hours. The actual curing method and materials shall meet the requirements of ACI 308 and ASTM C309.
- B. The Contractor shall submit a proposed method of curing to the design engineer prior to placement of any concrete.
- C. The Contractor shall protect the newly placed concrete from vandalism and any other damages. The exact method of protection shall be left up to the Contractor. Any damages, regardless of the cause, shall be repaired or replaced to the satisfaction of the design engineer.

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3.15 Restrictions Due to Weather

A. Cold Weather

1. Concrete placement in cold weather (50°F or less) will be permitted only under conditions that shall meet the approval of the City. In general, cold weather placing shall conform to "Recommended Practice for Cold Weather Concreting" (ACI 306).
2. Salts, chemicals, or other foreign materials shall not be mixed with the concrete to prevent freezing, unless such use is authorized by the design engineer in writing.
3. All concrete shall be effectively protected from frost action for a period of five days after placement. Upon written notice from the design engineer, all concrete that may have become damaged by frost action shall be replaced by the Contractor.

B. Hot Weather

1. For concrete placed during extremely hot weather (air temperature exceeding 95°F), the aggregate shall be cooled by frequent spraying in such a manner as to utilize the cooling effect of evaporation.
2. During such periods, the placement schedule shall be arranged, as approved, in such a manner as to provide time for the temperature of the previously placed concrete to begin to recede.
3. The mixing water shall be the coolest available at the Site insofar as is practical.

C. Low Humidity/Wind

1. Pouring of concrete during periods of low humidity (below 50 percent) and/or windy conditions should be avoided when feasible and economically possible, particularly when large surface areas need to be finished.
2. No concrete shall be placed if the rate of evaporation approaches 0.2 pounds per square foot per hour unless approved by the design engineer and precautions against plastic shrinkage cracking are taken.
3. In any event, surfaces exposed to the drying wind shall be covered up immediately after finishing with polyethylene sheets and be water cured

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continuously as soon as the concrete has set up. Curing compounds, in lieu of water, may not be used.

3.16 Backfill

- A. After the concrete has reached sufficient strength, the space in back of structures shall be backfilled to the required elevation with the proper material as shown on the Plans, which shall be compacted until firm and solid.
- B. When the entire Project has been finished, any damaged structure sections shall be repaired or replaced by the Contractor.

3.17 Curb and Curb and Gutter

- A. General
 - 1. Concrete curb and curb and gutter shall be constructed in accordance with Public Works Standards, Technical Specifications, and Standard Drawings and the lines, grades, and cross sections shown on the Plans. They can be constructed with forms or with a curbing machine meeting the Public Works Standards, Technical Specifications, and Standard Drawings.
 - 2. Curbs located on vertical or horizontal curves shall be constructed to result in a smooth curve.
- B. Curbing Machine
 - 1. The machine for extruding Portland Cement concrete curb shall be of the self-propelled type equipped with a material hopper, distributing screw, and adjustable curb forming devices capable of placing and compacting Portland Cement concrete to the lines, grades, and cross sections as shown in an even, homogeneous manner.
 - 2. A grade line gauge or pointer shall be attached to the machine in such a manner that a continual comparison can be made between the curb being placed and the established curb grade as indicated by the offset guideline.
- C. Placement and Finishing
 - 1. The top and face of finished curb and curb and gutter shall be true and straight, and the top surface of curb shall be of uniform width free from humps, sags, honeycombs, or other irregularities.

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- 2. When a straightedge 6 feet long is laid on the top face of the curb or on the surface of the gutter, the surface shall not vary more than 0.02 feet from the edge of the straightedge except at grade changes or vertical curves.
- 3. The Contractor shall construct all curb and gutter within 0.02 feet of true line, within 0.02 feet of established surface grade, cross section, and slope, and within 0.02 feet of specified thickness.
- 4. When the curbing machine is used, the Contractor shall feed the concrete into the extruding machine at a uniform rate and operate the machine under sufficient restraint in a forward motion to produce a well compacted mass of concrete.
- 5. All exposed surfaces of the curb or curb and gutter shall be floated, followed by a light brush finish.
- 6. If forms are used, they shall be removed after the concrete has taken its initial set and while the concrete is still green enough to finish.
- 7. Minor defects shall be repaired with mortar containing one part Portland Cement and two parts sand. Honeycombed, slumped, and other structurally defective concrete shall be removed and replaced at no expense to the City.
- 8. All exposed formed surfaces shall receive a rubbed finish utilizing a Carborundum brick or other abrasive until a uniform color and texture is produced.

D. Joints

- 1. Expansion Joints
 - a. Expansion joints shall be provided opposite abutting expansion joints, at the end of curved sections, at connections to existing curbs, and adjacent to any structure.
 - b. The width of joints and thicknesses of filler shall match those of the joints and abutting or underlying concrete; elsewhere the filler thickness shall be 1/2 inch.
 - c. Each expansion joint shall be at right angles to the structure alignment, vertical to the structure surface, placed full depth of the concrete section, and shall fully separate the concrete section.

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- 2. Transverse Control Joints
 - a. Transverse control joints of the weakened plane or dummy type shall be formed in the exposed surfaces opposite control joints in abutting Portland Cement concrete and at other locations in the new curb as required to confine the control joint spacing to a maximum of 10 feet. The joints shall be formed by grooving, by insertion and removal of plates or other devices, by insertion and leaving in place of preformed bituminous filler, or by sawing.
 - b. Control joints shall be 3/16-inch in width and a minimum depth of one-quarter of the thickness of the concrete. The edges of joints shall be tooled, unfilled grooves, and shall be clean and neat. Joint filler shall be even and flush with the surface of the concrete.
 - c. If the joints are constructed by sawing, the sawing shall be performed as soon as practical after pouring and prior to the occurrence of any shrinkage cracking.

3.18 Sidewalk and Driveway and Alley Approaches

A. General

Concrete sidewalks shall be constructed in accordance with Public Works Standards, Technical Specifications, and Standard Drawings and the lines, grades, and cross sections shown on the Plans.

B. Placement and Finishing

- 1. Before the concrete is given the final finishing, the surface of the sidewalk shall be checked with a 10-foot straightedge; any irregularities of more than 1/4-inch in 10 feet shall be eliminated.
- 2. Edges, including those of expansion joints, shall be rounded with an approved finishing tool.
- 3. The final surface of the concrete shall receive a medium to coarse cross brooming finish so as to provide a granular or matte texture that will not be slick when wet.
- 4. Cross brooming shall be transverse to the length of the sidewalk and approaches.

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C. Joints

1. Expansion Joints

- a. Expansion joints shall be provided opposite abutting expansion joints, at the end of curved sections, at all corners other than those 90 degrees, at connections to existing sidewalks, adjacent to any structure, and as shown on the City Standard Drawings.
- b. The width of the joints and thickness of the filler shall match those of the joints and abutting or underlying concrete; elsewhere, the thickness shall be 1/2 inch.
- c. Each expansion joint shall be at right angles to the structure alignment, vertical to the structure surface, placed full depth of the concrete section, and shall fully separate the concrete section.

2. Transverse Control Joints

- a. Transverse control joints are required to be spaced at a distance equal to the width of the sidewalk with a maximum spacing of 6 feet.
- b. The joints between sections shall be formed by steel templates 1/8-inch in thickness or sawn in with a concrete saw after initial set of the concrete to a minimum depth of 1/4 the thickness of the concrete. Joints shall be at right angles to the alignment.

3.19 Steps

A. General

Steps shall be constructed in accordance with Public Works Standards, Technical Specifications, and Standard Drawings and to the lines, grades, and cross sections shown on the Plans.

B. Placement and Finishing

- 1. All edges shall be rounded with an approved finishing tool. All horizontal surface of the step shall receive burlap or cross-brooming finish to provide a granular or matte texture which will not be slick when wet.

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- 2. After the forms are removed and while the concrete is still green, the vertical surfaces shall be finished.
- 3. Minor defects shall be repaired with a mortar containing one part Portland Cement and two parts sand. Honeycombed, slumped, and other structurally defective concrete shall be removed and replaced at no expense to the City.
- 4. All vertical surfaces shall receive a rubbed finish utilizing a Carborundum brick or other abrasive until a uniform color and texture is produced.

3.20 Reinforcing Bars

- A. Mild steel reinforcing bars shall be furnished, cut, bent, and placed as indicated on the Drawings and to the latest methods of practice approved by the Concrete Reinforcing Steel Institute.
- B. At the time of placing concrete, all reinforcement shall be free from loose mill scale, rust, grease, or other coating that might destroy or reduce its bond with concrete. Steel reinforcement not placed in the Work shall be stored under cover to prevent rusting and shall be placed on blocking so no steel touches any ground surfaces.
- C. Reinforcing steel shall be in position before concrete placement is begun. All reinforcing steel shall be tied together and supported in such a manner that displacement during placing of concrete will not occur.

3.21 Truncated Dome Detectable Warning Texture

Truncated dome detectable warning texture shall be installed in accordance with the manufacturer's requirements and in accordance with current Oregon Standard Drawings.

3.22 ADA Requirements

All sidewalks, curb ramps, etc., shall be constructed in accordance with all ADA standards and requirements. The Contractor shall immediately notify the City if non-ADA work is being required or being performed.

3.23 Testing and Inspection

The Contractor shall provide and maintain a quality control program that will ensure the quality of the Work and materials incorporated into the Project. See the General Requirements, Quality Control.

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A. Contractor's Responsibilities

1. The Contractor shall provide routine testing and inspection services on materials and Work incorporated on the Project for quality control purposes. These tests include, but are not limited to, spot gradation checks, slump, air content, and compressive strength.
 - a. Slump. Concrete shall be tested for slump in accordance with ASTM C143.
 - b. Air Content. Air content shall be tested in accordance with ASTM C231.
 - c. Compressive Strength. Sample concrete cylinders shall be taken from the Work by the Contractor or their representative. At least three identical cylinders may be taken not less than once a day, nor less than once for each 50 cubic yards of concrete placed. When the frequency of testing will provide less than five tests for a given class of concrete, tests may be made from at least five randomly selected batches or from each batch if fewer than five are used, or as required by the City.
2. All cylinders shall be prepared and cured in accordance with ASTM C31 and tested in accordance with ASTM C39. One cylinder shall be tested at the age of 7 days and two at the age of 28 days. Each strength test result shall be the average of the two cylinders from the same Sample tested at 28 days.
3. The results of all tests performed on materials to be used on the Project by the Contractor shall be submitted to the City.
4. The Contractor shall notify testing and inspection personnel at least 72 hours in advance of operations to allow for personnel assignments and test scheduling.
5. All materials to be tested shall be provided by the Contractor.
6. After tests are completed, the Contractor shall be responsible for repairing test areas to match original conditions. The Contractor shall remove all defective material from the Site.

3.24 Signs and Sign Posts

- A. All signs shall be constructed, laid out, and installed in accordance with Public Works Standards, Technical Specifications, and Standard Drawings, the Manual on Uniform Traffic Control Devices, and in accordance with applicable sections of the Oregon Standard Specifications for Construction, current edition, Sections 00900 and 00910.

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Signs shall be provided and installed as called for on the Plans. Signs shall be securely set plumb and straight and in a workmanlike manner.

- B. Wood sign posts shall be sized according to the current Oregon Standard Drawing TM670.

3.25 Pavement Markings

A. General

- 1. The Contractor shall place pavement markings as shown on the City Standard Drawings, the ODOT Standard Drawings, according to the Manual on Uniform Traffic Control Devices, the current edition of ODOT's Traffic Line Manual, and as specified herein. Apply the markings according to the manufacturer's recommendations. Furnish a copy of the manufacturer's instructions to the City a minimum of seven days before placing markings. Unless otherwise specified, apply pavement markings before public traffic is allowed on the freshly paved surface.
- 2. The Contractor shall remove and replace markings not conforming to Public Works Standards, Technical Specifications, and Standard Drawings or not properly installed.
- 3. The Contractor shall install pavement markings so the completed markings have a uniform cross-section. Pre-formed markings 12 inches or wider may be fabricated from 12-inch or 6-inch wide material.

B. Substrate Materials

- 1. Materials shall be applied to a surface that is clean, dry, free of contaminants, and meets the following requirements:
 - a. New Asphalt Concrete

Materials shall be applied to new asphalt concrete that is sufficiently cured, normally prior to opening the road to vehicle traffic.
 - b. Existing Asphalt Concrete

Materials shall be applied to existing asphalt concrete free of surface oils and existing road marking materials.

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c. Portland Cement Concrete

Materials shall be applied to concrete that has reached a minimum compressive strength of 3,000 psi and is free of curing agents, laitance, surface oils, and road marking materials, normally prior to opening the road to vehicle traffic.

C. Prepare and Prime Pavement

1. The Contractor shall completely remove, by approved methods, existing pavement markings (painted, thermoplastic, raised buttons, or other durable materials) that are being replaced with new pavement markings, unless otherwise approved.
2. The Contractor shall clean the pavement before application of the marking material and shall remove contaminants such as curing compounds and existing pavement markings by an approved mechanical means. The Contractor shall sweep and air blast the pavement, as necessary, with an acceptable high-pressure system to remove extraneous or loose material. After the pavement surface is clean and dry, a primer shall be applied, if recommended by the manufacturer, to the area receiving the pavement markings. Primer shall be applied in a continuous, solid film according to the recommendations of the primer manufacturer and the pavement markings manufacturer.

D. Application of Pavement Markings

The Contractor shall follow the manufacturer's recommendations for installing the marking materials and shall provide manual or automatic application equipment as necessary for the job requirements.

1. Type B-HS: Preformed, Fused Thermoplastic Film

All pavement markings, including crosswalks, railroad crossings, turnarounds, and parallel parking pavement markings, shall be Type B-HS. See ODOT Standard Specifications Section 00867 - "Transverse Pavement Markings - Legends and Bars."

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3.26 Pavement Striping

A. Equipment

The Contractor shall use paint sprayers made specifically for the purpose of applying paint, containing traffic paint beads, to a uniform width, thickness, and alignment on the roadway surface, using a truck-mounted three-gun system.

B. General

1. Striping shall be applied to the lines and locations shown in the Drawings, in the ODOT Traffic Line Manual, or as directed. For overlays and shoulder widening projects, the Contractor shall replace striping to match existing striping unless otherwise directed. If the roadway has changed significantly or is a new roadway, the Contractor shall propose variations in standard layouts to handle unusual conditions, subject to approval.
2. The Contractor shall place permanent striping prior to traffic being allowed on the pavement or shall provide temporary lane markings such as temporary flexible reflective pavement markers or other approved method in accordance with the Manual of Uniform Traffic Control Devices.

C. Layout and Alignment

The Contractor shall lay out a spot alignment for the striping consisting of control points every 50 feet on tangent and every 25 feet on a curve, or as directed. The Contractor shall not proceed with striping prior to receiving approval of the layout by the design engineer.

D. Application

1. Two separate applications of painted longitudinal pavement markings shall be applied. The Contractor shall retrace the second application directly over the first application, within 1/16-inch as follows:
 - The second application shall be applied after 2 hours but within 48 hours of the first application.
 - For yellow colored markings, the second application shall be applied in the opposite direction of the first application. For white colored markings, the second application shall be applied in the same direction as the first application.

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2. Each painted marking application shall be applied at a thickness of 15 mils wet, equivalent to 17 gallons per mile for a 4-inch wide solid stripe.
3. Reflective elements for each application shall be applied at a minimum rate of 5 pounds per gallon of paint. The Contractor shall embed, by means of paint wicking, a minimum of 80 percent of the reflective elements in the paint to a minimum depth of 50 percent of their diameter. Minimum initial retroreflectivity shall be the following:
 - White - 250 mcd/m²/lx
 - Yellow - 200 mcd/m²/lx
4. When striping over open-graded HMAC, two applications of pavement striping shall be applied, the second retracing the first. The second application shall be performed approximately three weeks to a month after the initial striping is complete. Each application shall be applied at a thickness of 15 mils (wet), and include traffic paint beads.
5. The Contractor shall immediately clean up paint dribbled beyond the cutoff to avoid tracking of new paint. All areas tracked through will be reviewed by the City for possible cleanup and retracing.

E. Placement Tolerance

The Contractor shall place striping parallel and true to line and shall make skip ends square and clean. Skip stripes shall be placed so they are in cycle with at least one end of any adjacent project. Allowable tolerances for installation are:

1. Side to side - 1/2-inch on tangents, 1-inch on curves.
2. Length of skips - 10 feet, ±2 inches.
3. End to end on skips - 30 feet, ±2 inches. Place skips on cycle to a tolerance of 2 inches. A tolerance of 12 inches will be allowed on the first skip of a run, but it shall be on cycle in one skip.
4. Double lines - Parallel, with a gap tolerance of 1/2-inch.

3.27 Public Safety and Convenience

- A. The Contractor shall provide for the safety and convenience of the public and shall protect applied markings from traffic until sufficiently dry so as not to be damaged or

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tracked by normal traffic movements. At a minimum, tubular markers or conical markers shall be placed next to all markings, and barricades shall be placed by all areas where cross traffic is anticipated. Additional protection, as required by the City, may be necessary and will be considered incidental to the pavement markings.

- B. The Contractor shall immediately correct improper alignment, broken equipment, spilled product, or other striping problems that impair traffic, including appropriate traffic control. Documentation from the Oregon Department of Environmental Quality shall be provided indicating proper cleanup of spills. Blacking out or covering up the markings and/or lines will not be allowed, except in a short-term emergency, and when approved.
- C. The Contractor shall conduct Work at all times for the least possible interference with the traveling public.
- D. The Contractor shall not open any Work area to traffic that is not adequately striped and cured.
- E. The Contractor shall not perform any Work, or close any lane to traffic, until the area is adequately signed and protected according to the Traffic Control Plan.

3.28 Disposal of Waste

Waste material is the property of the Contractor. All waste materials, including grindings and old markings, shall be removed from the Project Site and disposed of by the Contractor according to applicable state, federal, and local regulations. The cost of disposal will be incidental to the Work under these Public Works Standards, Technical Specifications, and Standard Drawings.

3.29 Removal or Repair of Unacceptable Work

The Contractor shall remove or repair all unacceptable work and dispose of it and shall repair or replace unacceptable work immediately if it causes a safety problem. The removed material becomes the property of the Contractor.

3.30 Paint Markings and Striping Warranty

The Contractor shall guarantee the paint markings and paint striping for a period of one year from the date of application against deterioration and/or delamination beyond normal wear.

END OF SECTION

GENERAL NOTES

- ALL WORK SHALL COMPLY WITH THE CITY DESIGN STANDARDS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL MAINTAIN FULL COMPLIANCE WITH ALL SAFETY AND POLLUTION REGULATIONS AS APPLICABLE TO THIS PROJECT.
- THE CONTRACTOR SHALL STABILIZE ALL AREAS OF EXCAVATION AND FILL TO PREVENT THE EROSION OF SOILS CAUSED BY WIND AND/OR WATER.
- THE CONTRACTOR SHALL CONTACT ALL UNDERGROUND UTILITY COMPANIES FOR THEIR RESPECTIVE EXISTING UTILITY LOCATIONS TWO BUSINESS DAYS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ON THIS PROJECT. CALL 1-800-424-5555 (OR 811).
- THE CONTRACTOR SHALL COMPACT ALL EMBANKMENTS OUTSIDE OF THE ROADWAY TO 92% OF THE MAXIMUM DRY DENSITY PER ASTM D1557, OR AS REQUIRED BY THE CITY.
- THE CONTRACTOR SHALL STRIP THE SITE OF ALL VEGETATION PRIOR TO THE PLACEMENT OF ANY STRUCTURAL FILL.
- THE CONTRACTOR SHALL COMPACT ALL UTILITY TRENCHING FILL MATERIAL WITHIN THE RIGHT-OF-WAY TO 95% MAXIMUM DRY DENSITY PER ASTM D1557. THE CONTRACTOR SHALL COMPACT ALL UTILITY TRENCHING OUTSIDE OF THE RIGHT-OF-WAY TO 90% MAXIMUM DRY DENSITY PER ASTM D1557.
- THE CONTRACTOR SHALL COORDINATE WITH HERMISTON ENERGY SERVICES AND ALL PRIVATE UTILITIES. WHERE CONDUIT CROSSES UNDER WATER LINES, THERE SHALL BE 6" CLEARANCE BETWEEN THE WATER LINE OUTSIDE INVERT AND THE OUTSIDE CROWN ON THE CONDUIT.
- THE CONTRACTOR IS RESPONSIBLE FOR ADHERING TO THE REQUIREMENTS AND SPECIFICATIONS OF ALL PERMITS NECESSARY FOR PROPER CONSTRUCTION OF THE PROJECT.
- THE CONTRACTOR SHALL INSTALL 4" SCHEDULE 80 PVC FOR ALL UNDERGROUND ELECTRICAL CROSSINGS IN CITY STREETS.
- THE CONTRACTOR SHALL PROVIDE TRENCHING AND BACKFILL FOR ALL UNDERGROUND ELECTRICAL SERVICES.
- THE CONTRACTOR SHALL INSTALL MAILBOX CLUSTERS AT LOCATIONS ESTABLISHED BY THE U.S. POSTAL SERVICE REGULATIONS AND REQUIREMENTS.
- THE CONTRACTOR SHALL STAMP ON THE TOP OF CURB ALL UTILITY CROSSINGS UNDER THE CURB WITH THE FOLLOWING CODE:
 - "S" - SANITARY SEWER
 - "W" - POTABLE WATER
 - "I" - IRRIGATION
 - "C" - CONDUIT (UTILITIES, ELECTRICAL, TELEPHONE, CABLE, GAS, ETC.).
 LETTERS NOT PLACED BY A CITY APPROVED STAMP WILL NOT BE ACCEPTED AND THAT SECTION OF CURB MUST BE REMOVED AND REPLACED.
- NOTIFY THE CITY TWO BUSINESS DAYS BEFORE COMMENCING WORK. THE DEVELOPER SHALL BE RESPONSIBLE FOR PROVIDING ALL MATERIAL TESTING ON THIS PROJECT. ALL RESULTS SHALL BE SENT ELECTRONICALLY TO THE CITY ENGINEER AND APPROPRIATE DEPARTMENT SUPERINTENDENT.
- THE CONTRACTOR SHALL STOCKPILE ALL SUITABLE TOPSOIL/STRIPPINGS AND SHALL, UPON COMPLETION OF THE FINAL GRADING, SPREAD EVENLY ACROSS SITE TO A DEPTH NOT GREATER THAN 6" ON THE INDIVIDUAL LOTS. SUITABLE TOPSOIL SHALL BE FREE OF VEGETATION, LARGE DIRT CLOUDS, AND TREE ROOTS. CONTRACTOR SHALL SMOOTH TOPSOIL TO FINISHED GRADE ON LOTS AND PROVIDE ADEQUATE EROSION CONTROL TO MINIMIZE BLOWING DUST AND ANY SEDIMENT RUNOFF ON THE SITE POST-CONSTRUCTION.
- THE CONTRACTOR SHALL AT ALL TIMES ABIDE BY APPLICABLE SAFETY RULES OF OSHA AND, IN PARTICULAR, THOSE PERTAINING TO ADEQUATE SHORING AND TRENCH PROTECTION OF WORKMEN.
- ANY REQUIRED REINFORCING SHALL BE GRADE 60 (ASTM A615).
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING DUST CONTROL ON THIS PROJECT.
- THE CONTRACTOR SHALL PROVIDE AS-BUILT PLANS TO THE CITY AT THE END OF THE PROJECT.
- CONTRACTOR SHALL ABIDE BY ALL CURRENT OREGON REVISED STATUTES (ORS) AS APPLICABLE.
- THE CONTRACTOR SHALL FIELD-VERIFY THE DEPTH AND LOCATION OF ALL EXISTING SEWER, STORM DRAIN, AND WATER LINES TO BE CONNECTED TO PRIOR TO BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL INFORM THE DESIGN ENGINEER OF ANY DISCREPANCIES WITH THE INFORMATION FOUND IN THE FIELD COMPARED WITH THAT GIVEN ON THE PLANS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MATERIAL AND UTILITY TESTING FOR THE PROJECT. RECORDS OF ALL TESTING SHALL BE DOCUMENTED AND COPIES OF ALL TEST RESULTS SHALL BE SENT ELECTRONICALLY TO THE CITY. THE CONTRACTOR SHALL NOTIFY THE CITY 3 BUSINESS DAYS PRIOR TO TESTING. A CITY REPRESENTATIVE SHALL WITNESS THE TESTING UNLESS OTHERWISE APPROVED IN WRITING BY THE CITY.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN ADEQUATE TRAFFIC CONTROL WITHIN AND ADJACENT TO THE PROJECT AS REQUIRED BY THE CITY. ALL TRAFFIC CONTROL SHALL COMPLY WITH THE REQUIREMENTS OF THE CURRENT VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- THE CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT AND SUBMIT A TRAFFIC CONTROL PLAN TO THE CITY FOR REVIEW AND APPROVAL PRIOR TO BEGINNING WORK.
- ALL TRENCH CONSTRUCTION SHALL BE PER CITY STANDARD DRAWING ST20.

SANITARY NOTES

- ALL SANITARY SEWER PIPE SHALL BE PVC CONFORMING TO CITY DESIGN STANDARDS.
- ALL SEWER PIPE SHALL HAVE A MINIMUM CLEARANCE OF 36" COVER FROM FINISHED GRADE.
- THE CONTRACTOR SHALL ADJUST ALL MANHOLE LIDS AND CLEANOUT BOXES TO FINISHED GRADE PER CITY STANDARD DRAWINGS SS01 AND SS04.
- THE CONTRACTOR SHALL NOTIFY THE CITY WASTEWATER DEPARTMENT 72 HOURS PRIOR TO TESTING OF SANITARY SEWER SYSTEM. TESTING SHALL BE PER CITY DESIGN STANDARDS.
- THE CONTRACTOR SHALL MAINTAIN THE FLOW IN EXISTING STORM AND SANITARY SEWER LINES AT ALL TIMES.
- THE CONTRACTOR SHALL NOT MAKE ANY CONNECTIONS TO NEW SERVICE STUBS UNTIL AFTER SANITARY SEWER LINES HAVE BEEN TESTED AND APPROVED BY THE CITY.

WATER NOTES

- ALL WATER MAINS SHALL BE DUCTILE IRON CONFORMING TO CITY DESIGN STANDARDS.
- WATER SYSTEM TO BE TESTED PER CITY DESIGN STANDARDS.
- THE CONTRACTOR SHALL NOT MAKE ANY CONNECTIONS TO NEW SERVICE STUBS UNTIL AFTER WATER LINES HAVE BEEN TESTED AND APPROVED BY THE CITY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING THE METER BOXES AND WATER SERVICE LINES PER CITY STANDARDS.
- RSGV REFERS TO THE INSTALLATION OF A RESILIENT SEATED GATE VALVE ON THE WATER LINE PLANS.
- ALL WATER LINE PIPE SHALL HAVE A MINIMUM 36" OF COVER FROM FINISHED GRADE. MAXIMUM COVER IS 48" FROM FINISHED GRADE.
- MAXIMUM WATER LINE DEFLECTION AT THE JOINTS SHALL NOT EXCEED 80% OF AWWA STANDARDS.
- THE CONTRACTOR SHALL RESTRAIN ALL BENDS, TEES, CROSSES, FITTINGS, AND VALVES WITH THRUST BLOCKING OR APPROVED JOINT RESTRAINT PER CITY STANDARDS.
- THE CONTRACTOR SHALL CHLORINATE ALL WATER MAINS PRIOR TO PRESSURE TESTING PER CITY STANDARD DRAWING W14 AND TECHNICAL SPECIFICATIONS.
- ALL FIRE HYDRANTS MUST BE REVIEWED AND APPROVED BY THE CITY'S FIRE MARSHAL.
- THE CONTRACTOR SHALL ADJUST ALL VALVE BOXES TO FINISH GRADE PER CITY STANDARD DRAWING W04.

STREET NOTES

- ALL CURB RADI SHALL BE AS REQUIRED BY CITY DESIGN STANDARDS.
- THE CONTRACTOR SHALL SAW CUT STRAIGHT LINES TO MEET EXISTING PAVEMENT WITH NEW PAVEMENT.
- CONTRACTOR SHALL NOTIFY THE STREET DEPARTMENT 3 BUSINESS DAYS PRIOR TO ANY TESTING. ASPHALT PAVEMENT SHALL BE TESTED TO MEET 92% OF THE RICE THEORETICAL MAX DENSITY.
- RAMP CONSTRUCTION SHALL MEET ALL CURRENT ADA STANDARDS AND SPECIFICATIONS. THE CONTRACTOR IS TO CONTACT THE STREET SUPERINTENDENT PRIOR TO CONSTRUCTION OF ADA RAMPS. RAMP LOCATIONS SHALL BE LOCATED IN THE FIELD BY THE STREET SUPERINTENDENT.
- ALL FUTURE DRIVEWAYS AND SIDEWALKS NOT SHOWN ON THE PLANS SHALL BE CONSTRUCTED PER CITY DESIGN STANDARDS UNDER A SEPARATE PERMIT.
- THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL MONUMENT BOXES. THE SURVEY MONUMENTS WITHIN THE BOXES WILL BE ESTABLISHED BY THE OWNER/DEVELOPERS SURVEYOR. SURVEY MONUMENT COORDINATES AND ELEVATION SHALL BE SHOWN ON THE RECORD DRAWINGS. BOXES TO BE INSTALLED PER CITY STANDARD DRAWING ST18.
- THE CONTRACTOR SHALL COMPACT ALL ROADWAY EMBANKMENTS TO 95% OF THE MAXIMUM DENSITY PER ASTM D1557, OR AS REQUIRED BY THE CITY.
- THE CONTRACTOR MAY BE REQUIRED TO TEST THE FINISHED SURFACE OF THE SUBGRADE AS DIRECTED BY THE CITY IN AREAS WHERE VISUAL OBSERVATION INDICATES THE POSSIBLE PRESENCE OF EXPANSIVE SOILS. THE CONTRACTOR SHALL PERFORM THE REQUIRED TESTS AND PROVIDE THE CITY WITH THE TEST RESULTS FOR THE DETERMINATION OF SUBGRADE TREATMENT. THE CONTRACTOR SHALL BE REQUIRED TO MAKE THE NECESSARY ADJUSTMENTS TO MEET THE MINIMUM SUBGRADE REQUIREMENTS AS DIRECTED BY THE CITY.
- ANY MATERIAL INCLUDING EXCAVATED, IMPORTED, OR CUT MATERIAL SHALL NOT BE STOCKPILED ON PAVED SURFACES WITHIN THE PUBLIC RIGHT-OF-WAY, UNLESS APPROVED BY THE CITY. ANY DAMAGE TO PAVED SURFACES RESULTING FROM STOCKPILED IMPORTED MATERIAL ON SAID SURFACES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.

EROSION CONTROL NOTES

- APPROVAL OF AN EROSION/SEDIMENTATION CONTROL (ESC) PLAN DOES NOT CONSTITUTE AN APPROVAL OF PERMANENT ROAD OR DRAINAGE DESIGN (I.E., SIZE AND LOCATION OF ROADS, PIPES, CHANNELS, RETENTION FACILITIES, UTILITIES, ETC.).
- IMPLEMENTATION OF ESC PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADE OF ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED BY THE CITY AND VEGETATION/LANDSCAPING IS ESTABLISHED.
- THE ESC FACILITIES SHOWN ON THIS PLAN MUST BE INSTALLED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES, AND IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT LEAVE THE SITE AND ENTER ADJACENT WATERCOURSES OR DRAINAGE WAYS.
- DURING CONSTRUCTION ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT LEAVE THE SITE.
- ESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED AS NECESSARY TO ENSURE THE CONTINUING FUNCTION OF THE FACILITIES.
- ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A MONTH OR WITHIN 48 HOURS FOLLOWING A STORM EVENT.
- AT NO TIME SHALL MORE THAN 1' OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A TRAPPED CATCH BASIN. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PAVING. THE CLEANING OPERATION SHALL NOT FLUSH SEDIMENT LADEN WATER INTO THE DOWNSTREAM SYSTEM.
- CONSTRUCTION ENTRANCES PER CITY STANDARD DRAWING ST21 SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.
- SEDIMENT FENCES AND STRAW BALE BARRIERS SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFUL PURPOSE, BUT NOT BEFORE THE UPSLOPE AREAS HAVE BEEN PERMANENTLY STABILIZED.
- THE CONTRACTOR SHALL MAINTAIN A WATER TRUCK ON THE SITE AS NECESSARY TO PREVENT DUST AND SAND FROM BLOWING ONTO ADJACENT PROPERTIES.
- THE CONTRACTOR SHALL KEEP THE PAVED RIGHT-OF-WAY FREE OF DEBRIS, MUD, DIRT, AND OTHER POLLUTANTS. DAILY SWEEPING OR OTHER BEST MANAGEMENT PRACTICES SHALL BE EMPLOYED AS NEEDED.

COORDINATION WITH PRIVATE UTILITIES

- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO SET UP A PRE-CONSTRUCTION MEETING WITH ALL IMPACTED PRIVATE UTILITY COMPANIES (ELECTRICAL, TELEPHONE, CABLE, GAS, IRRIGATION), THE CITY, AND THE DESIGN ENGINEER TO DISCUSS THE INSTALLATION OF THE PRIVATE UTILITIES. AT THE TIME OF THE PRE-CONSTRUCTION MEETING WITH THE CITY, THE CONTRACTOR SHALL SUBMIT TO THE CITY DETAILED PLANS SHOWING THE LOCATION OF ALL TRENCHING, STREET CROSSINGS, VAULT LOCATIONS, AND PEDESTAL LOCATIONS FOR EACH UTILITY. THE CONTRACTOR WILL NOT BE ALLOWED TO EXCAVATE ANY PRIVATE UTILITY TRENCHES OR INSTALL ANY VAULTS, PEDESTALS, OR CONDUIT PRIOR TO THIS PRE-CONSTRUCTION MEETING. THE LOCATION OF ALL PEDESTALS, VAULTS, AND CONDUITS SHALL BE APPROVED BY THE CITY PRIOR TO COMMENCING WITH WORK.

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- SD01 - STORM DRAIN CATCH BASIN
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- W01 3/4" OR 1" WATER SERVICE
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 W11 - THRUST BLOCKS
 W12 - PIPE SLOPE ANCHORS
 W13 - WATER SERVICE CURB STAMP
 W14 - CHLORINATION AND BACTERIA TESTING

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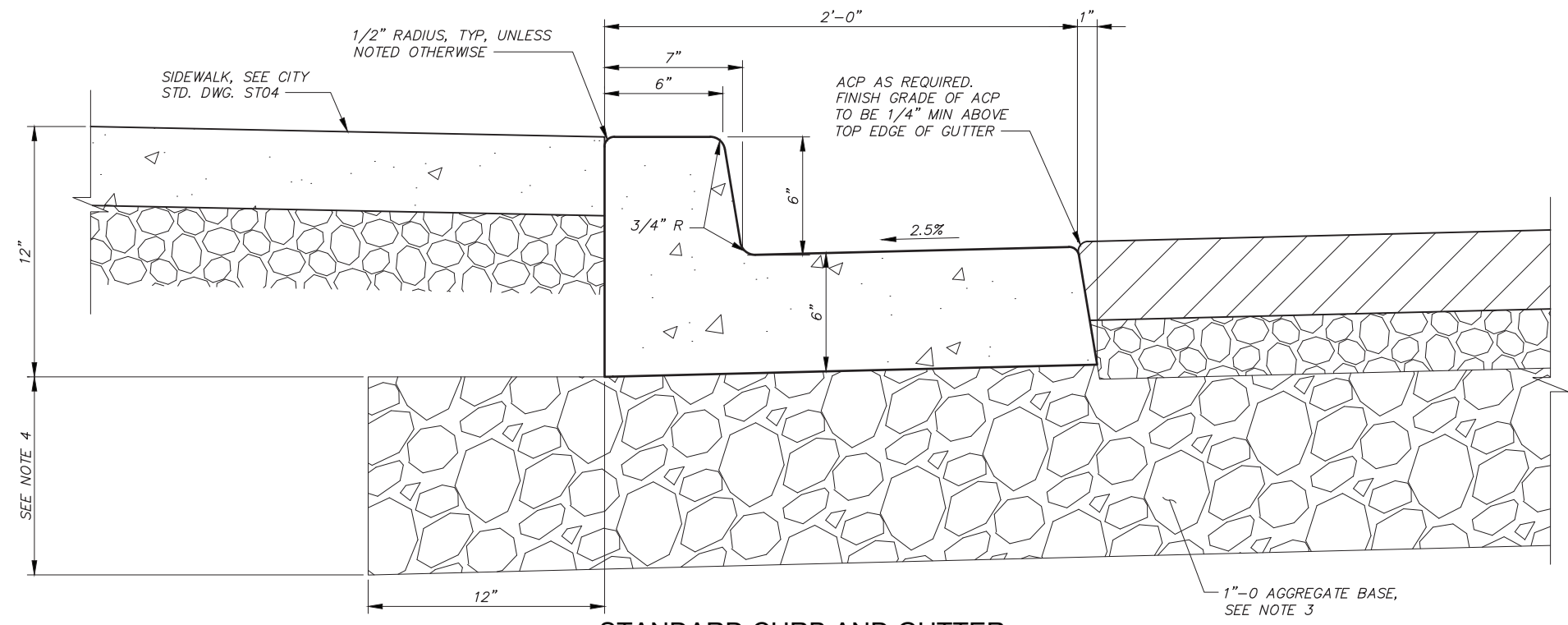
CITY OF
HERMISTON, OREGON
 STANDARD DRAWINGS

GENERAL NOTES AND INDEX

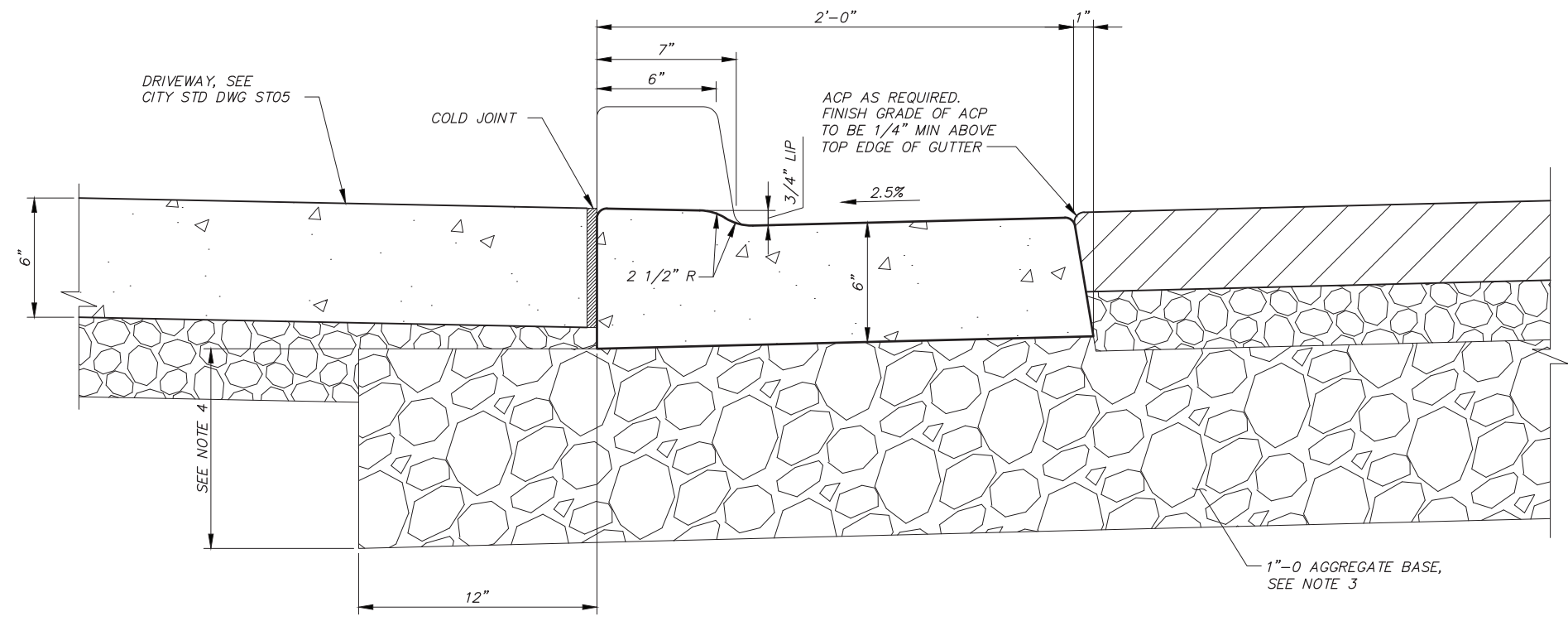
FIGURE
G01

NOTES

1. GUTTER CROSS SLOPE SHALL BE MINIMUM 2% AND MAXIMUM 3% UNLESS OTHERWISE APPROVED BY THE CITY.
2. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. AGGREGATE BASE THICKNESS BELOW CURB AND GUTTER SHALL BE 6" THICK OR CONFORM TO CITY STD DWG ST07-ST11, WHICHEVER IS GREATER.
5. SEE CITY STD DWG ST04 FOR CURB AND GUTTER JOINT REQUIREMENTS.
6. CONCRETE SHALL BE TROWELED SMOOTH PRIOR TO APPLYING BROOM FINISH.
7. COMPLETED CURB AND GUTTER SHALL NOT CAUSE PUDDLING ISSUES. PUDDLE WIDTH SHALL NOT EXCEED 75% OF THE GUTTER WIDTH AND PUDDLE LENGTH SHALL NOT EXCEED 2'.



STANDARD CURB AND GUTTER
NTS



CURB AND GUTTER AT DRIVEWAY
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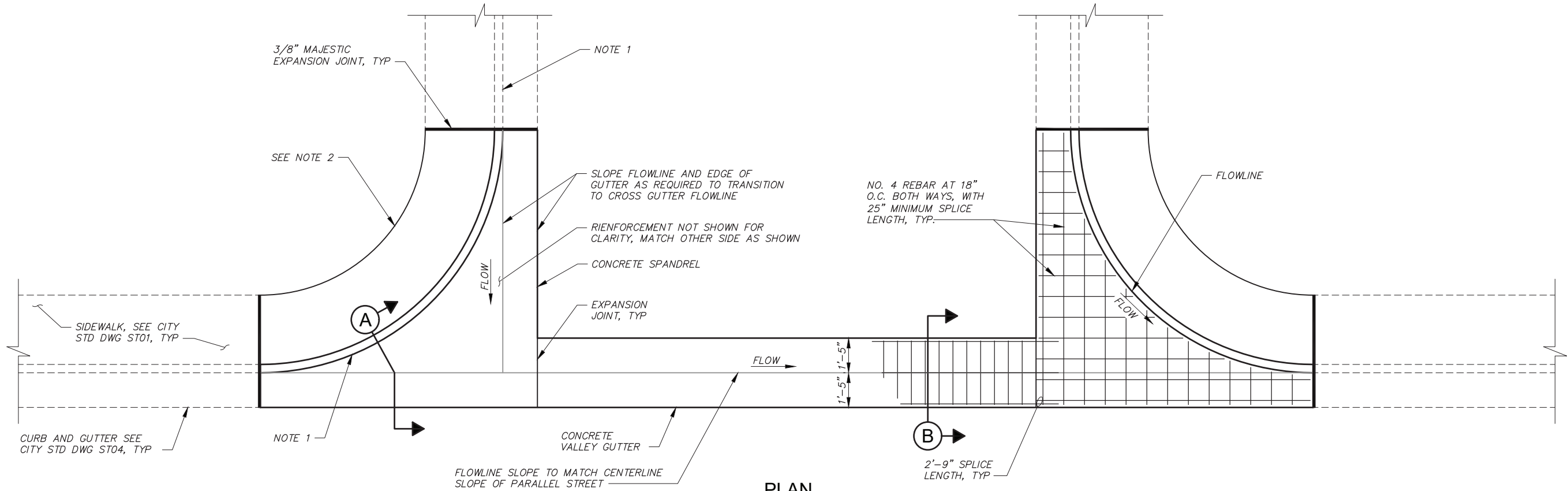


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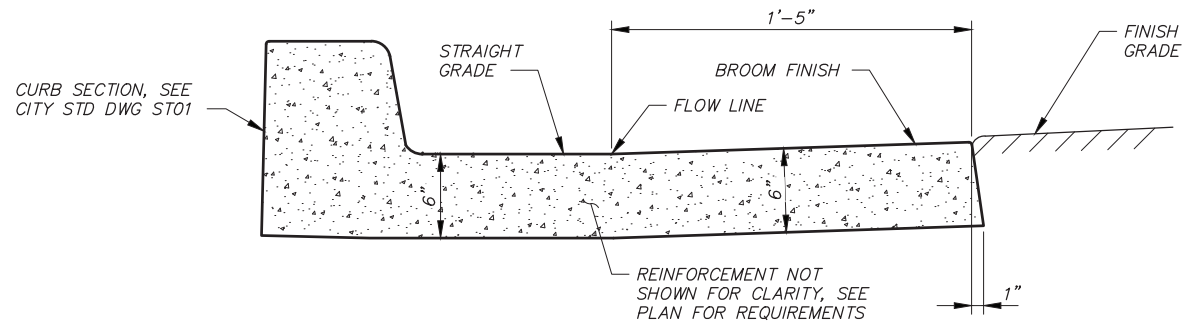
CURB AND GUTTER

FIGURE
ST01

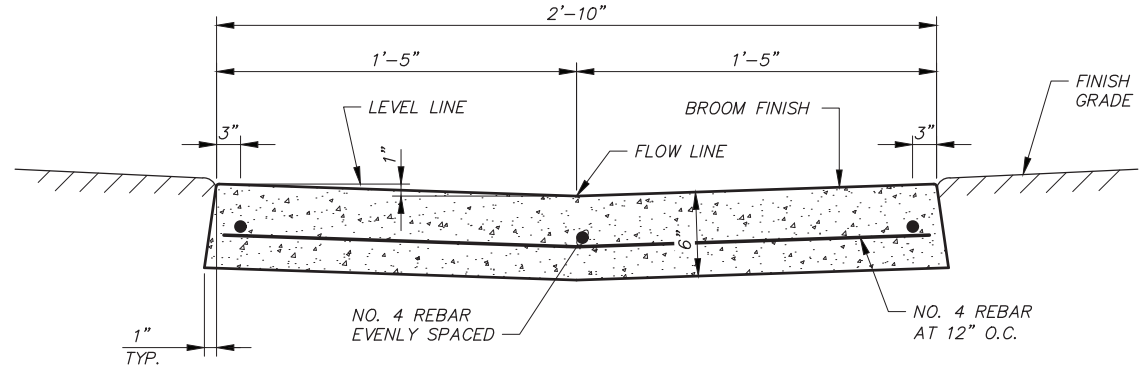
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PLAN
NTS



SECTION A
NTS



SECTION B
NTS

- NOTES**
1. SEE CITY STD DWG ST06 FOR CURB RAMP DETAILS. SLOPE THROUGH THE FLOW LINE RADIUS SHALL NOT EXCEED 1.5% FOR DESIGN AND 2% FOR CONSTRUCTION.
 2. SEE DESIGN DRAWINGS FOR LENGTH OF RADIUS OR AS APPROVED BY THE CITY ENGINEER.
 3. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
 4. FLOWLINE MINIMUM SLOPE IS 0.5%.
 5. SPANDREL CURB SHALL BE POURED MONOLITHICALLY.

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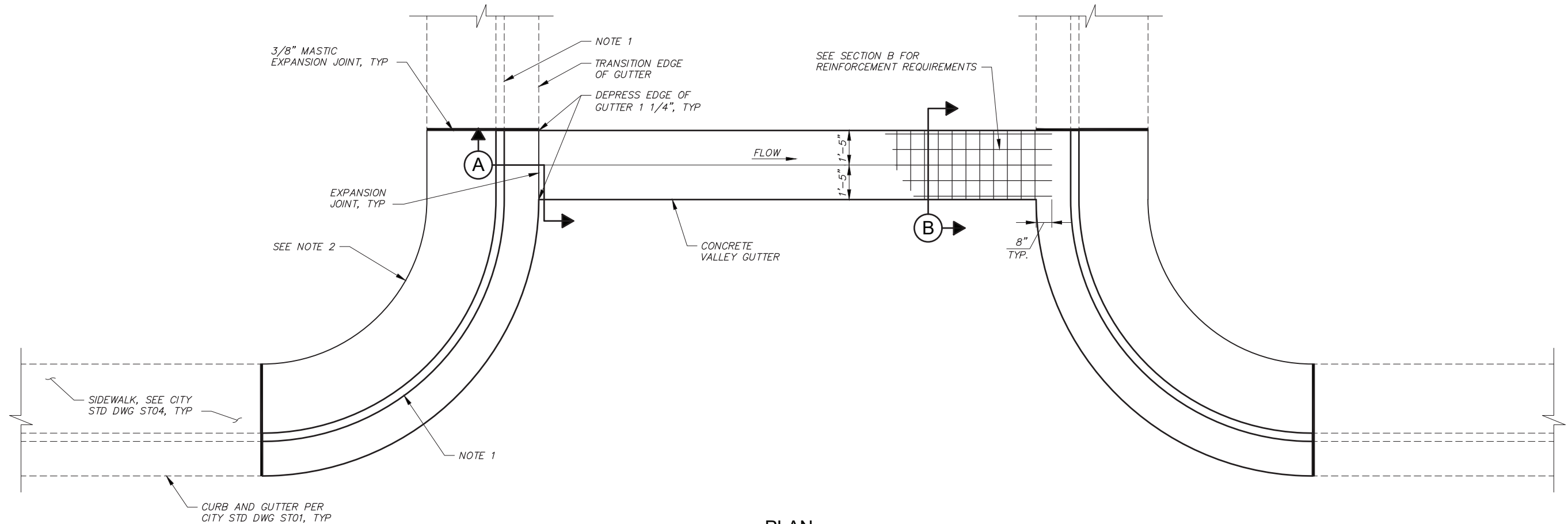


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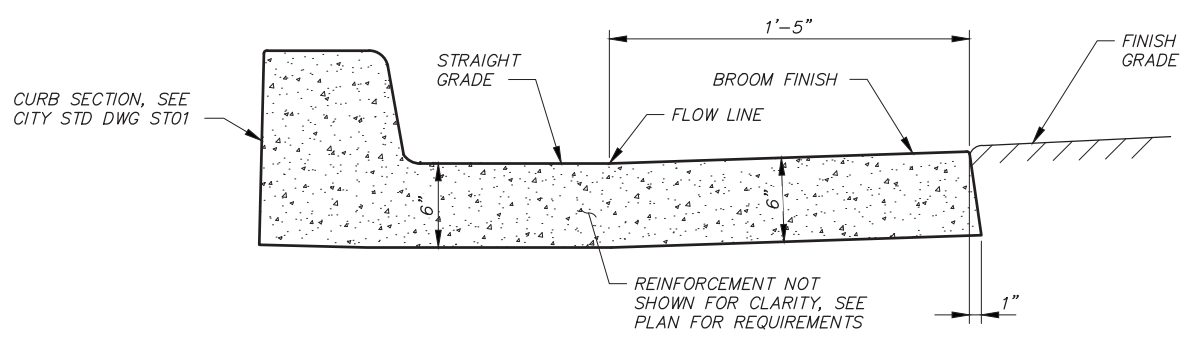
CROSS GUTTER TYPE I

FIGURE
ST02

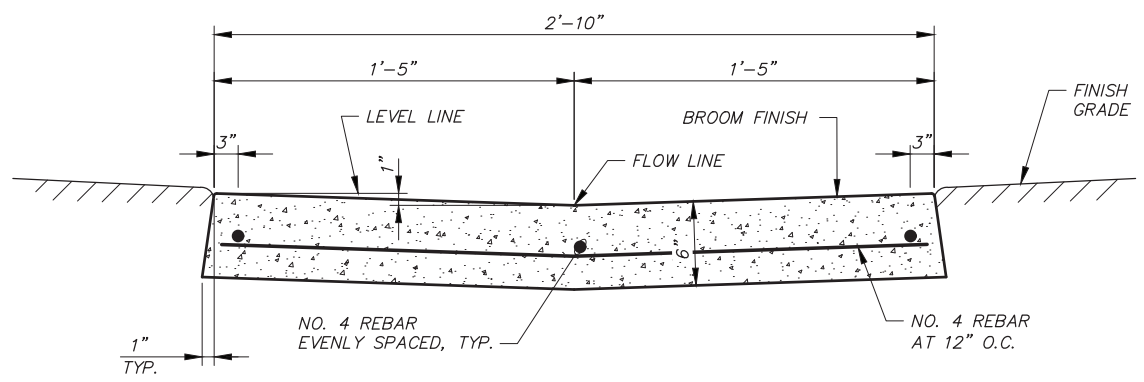
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PLAN
NTS



SECTION A
NTS



SECTION B
NTS

NOTES

1. SEE CITY STD DWG ST06 FOR CURB RAMP DETAILS. SLOPE THROUGH THE FLOW LINE RADIUS SHALL NOT EXCEED 2% IN EITHER DIRECTION.
2. SEE DESIGN DRAWINGS FOR LENGTH OF RADIUS OR AS APPROVED BY THE CITY ENGINEER.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
4. FLOWLINE MINIMUM DESIGN SLOPE IS 0.7%; MINIMUM CONSTRUCTED SLOPE IS 0.5%.
5. THE USE OF TYPE II CROSS GUTTERS MUST BE APPROVED BY THE CITY AND SHOULD ONLY BE USED WHEN A TYPE I CROSS GUTTER IS NOT PRACTICAL.

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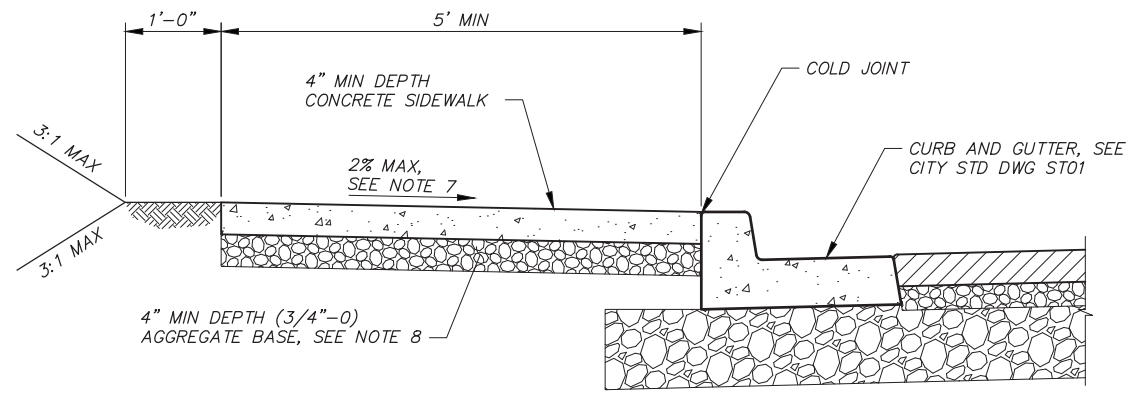


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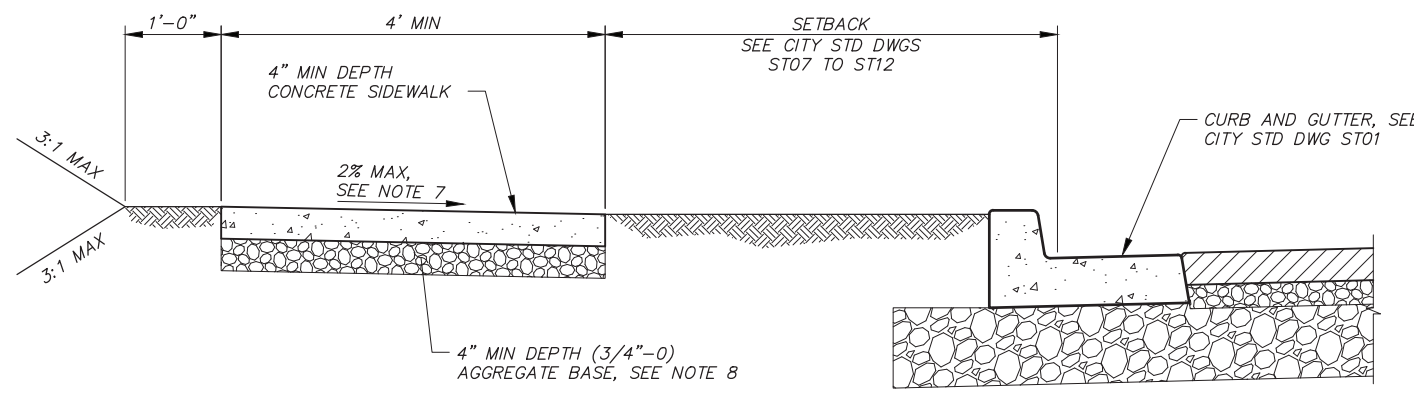
CROSS GUTTER TYPE II

FIGURE
ST03

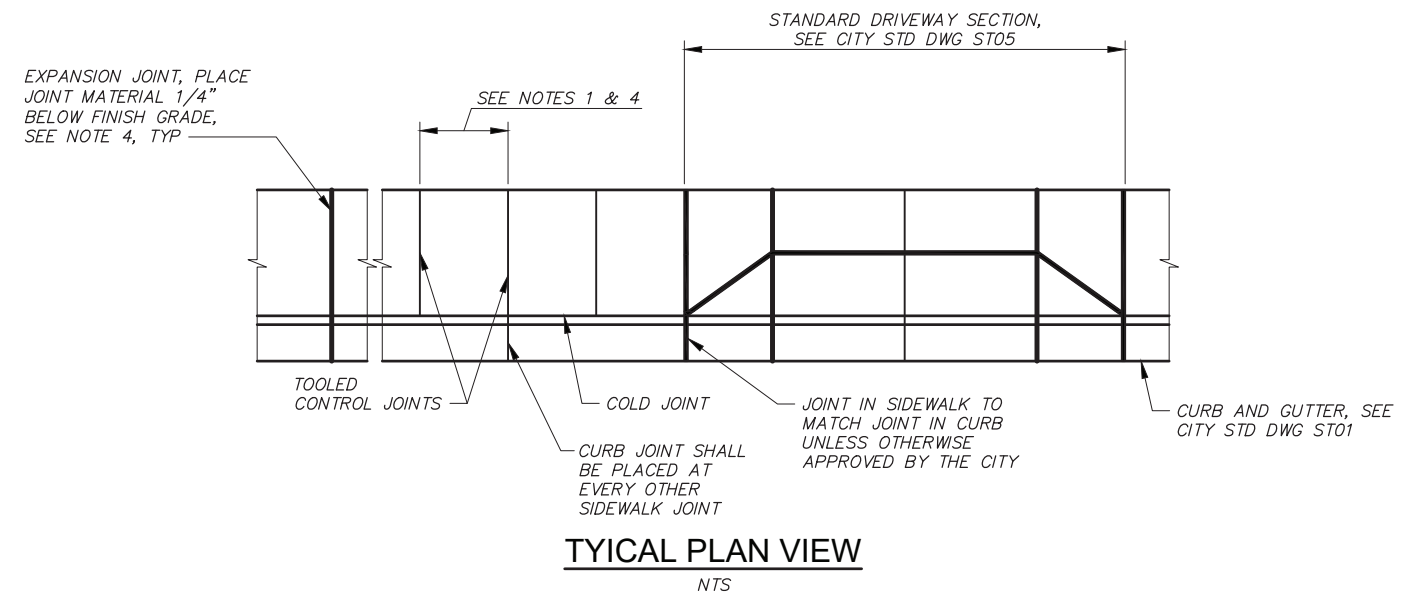
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SIDEWALK SECTION
NTS



SIDEWALK SECTION WITH SETBACK
NTS



TYPICAL PLAN VIEW
NTS

NOTES

1. SIDEWALKS 8 FEET AND WIDER SHALL HAVE A LONGITUDINAL CONTROL JOINT AT THE MIDPOINT AND CONTROL JOINTS SPACED AT HALF THE WIDTH OF SIDEWALK EXCLUDING THE CURB.
2. CONCRETE DEPTH FOR SIDEWALKS SHALL BE 4" MIN, SEE ST05 FOR DRIVEWAY THICKNESS.
3. BROOM FINISH ALL SIDEWALKS AND DRIVEWAYS.
4. SIDEWALK EXPANSION JOINTS SHALL BE PLACED AT 45' ON CENTER MAXIMUM. CONTROL JOINTS SHALL BE PLACED AT A MAXIMUM DISTANCE EQUAL TO THE WIDTH OF THE SIDEWALK EXCLUDING THE CURB.
5. PROVIDE EXPANSION JOINTS AROUND POLES, BOXES, AT THE ENDS OF EACH DRIVEWAY, AROUND ANY FIXTURES WHICH PROTRUDE THROUGH THE SIDEWALK, AND BETWEEN ANY STRUCTURE IMMEDIATELY ADJACENT TO THE SIDEWALK.
6. WHERE NEW SIDEWALK CONSTRUCTION ABUTS AN EXISTING SIDEWALK NOT MEETING CITY STANDARDS, NEW SIDEWALK CONSTRUCTION MUST TRANSITION TO MEET CITY STANDARDS WITHIN A MAXIMUM DISTANCE EQUAL TO THE WIDTH OF THE SIDEWALK EXCLUDING THE CURB.
7. TO INSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
 -FOR 2% MAX, SET SLOPE AT 1.5%
 -FOR 8.33% MAX, SET SLOPE AT 7.5%
 SIDEWALK WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACES AT THE CONTRACTORS EXPENSE.
8. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
9. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.

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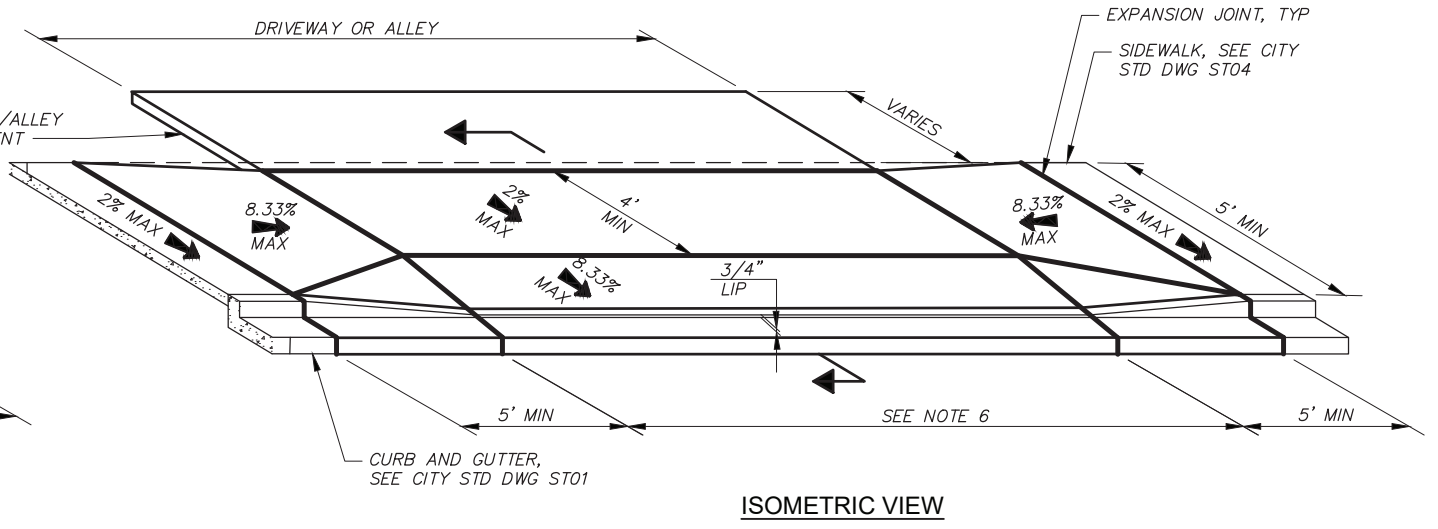
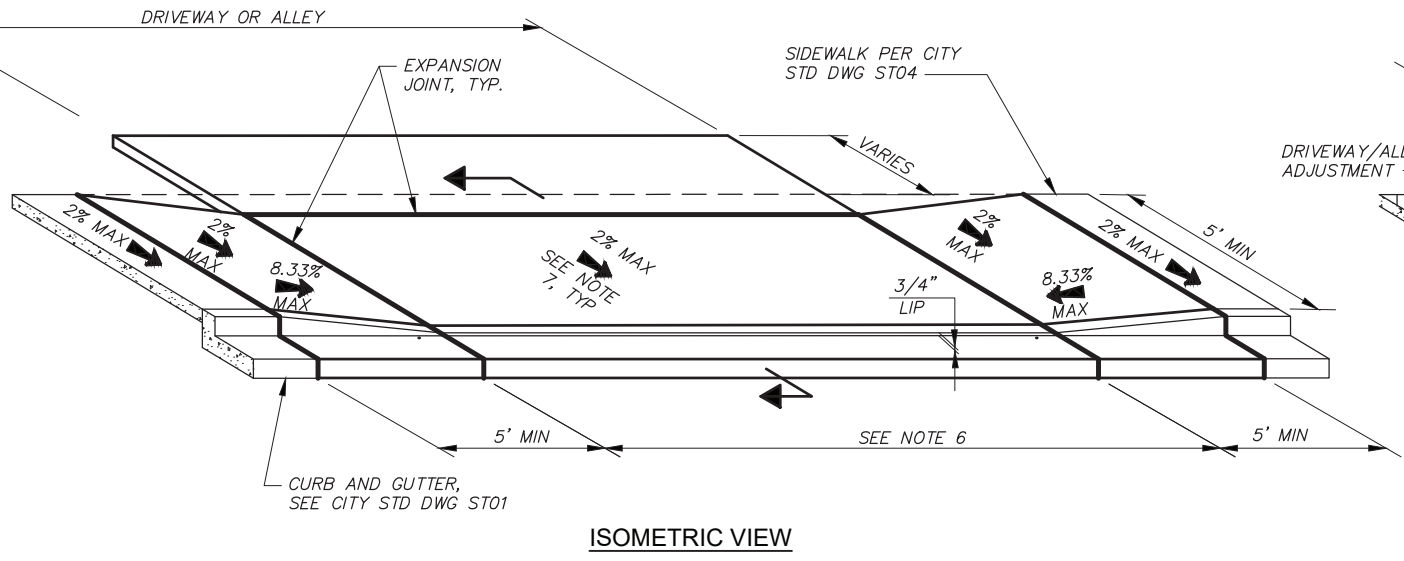
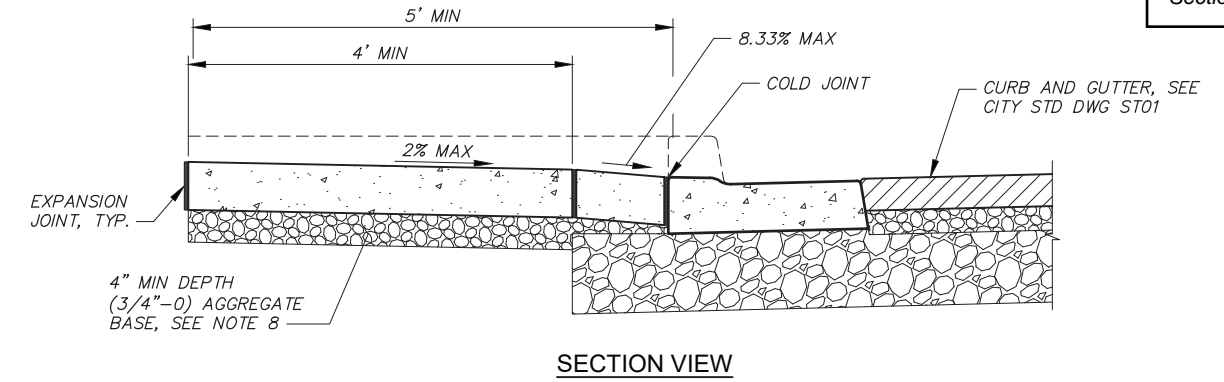
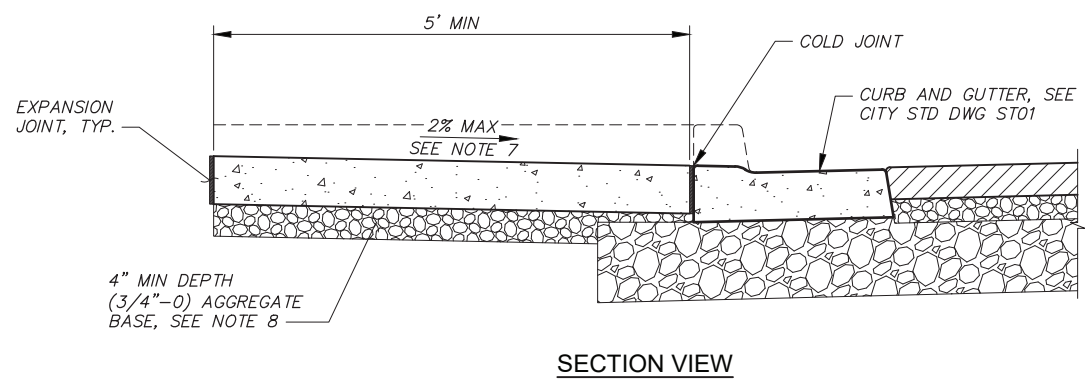
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**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

SIDEWALK

**FIGURE
ST04**



DRIVEWAY/ALLEY RAMP (OPTION 1)
NTS

DRIVEWAY/ALLEY RAMP (OPTION 2)
NTS

NOTES

1. RESIDENTIAL DRIVEWAYS AND SIDEWALK SECTIONS THROUGH DRIVEWAYS SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 6".
2. CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 8". ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
3. THE 2% CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY/ALLEY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APRON IS MEASURED RELATIVE TO HORIZONTAL, SEE NOTE 7.
4. THE DRIVEWAY SHALL NOT BE PLACED INTEGRAL WITH THE SIDEWALK, CURB, OR ANY DRIVEWAY TRANSITION SLAB AND SHALL BE ISOLATED WITH FULL DEPTH EXPANSION JOINTS.
5. DRIVEWAY CONTROL JOINTS (NOT SHOWN) SHALL BE SPACED AT A MAXIMUM ON CENTER SPACING EQUAL TO THE SIDEWALK WIDTH OR TO MATCH EXISTING SIDEWALK CONTROL JOINT SPACING, WHICHEVER IS LESS.
6. DRIVEWAY WIDTH SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
 - 6.1. DRIVEWAYS SHALL NOT BE LOCATED CLOSER THAN 5 FEET TO SIDE PROPERTY LINES.
 - 6.2. DRIVEWAYS SHALL BE LOCATED A MINIMUM DISTANCE FROM CURB RETURNS AS REQUIRED BY TECHNICAL SPECIFICATIONS SECTION 5 STREETS SECTION 1.1.Q.5.
 - 6.3. MAXIMUM DRIVEWAY WIDTH SHALL BE 50% OF THE PROPERTY FRONTAGE OR 50 FEET WHICHEVER IS LESS.
7. TO ENSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
 - FOR 2% MAX, SET SLOPE AT 1.5%
 - FOR 8.33% MAX, SET SLOPE AT 7.5%
 DRIVEWAYS WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED AT THE CONTRACTORS EXPENSE.
8. COMPACT AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
9. DETECTABLE WARNING SURFACE ARE REQUIRED ON DRIVEWAYS THAT SERVE AS ENTRANCES TO PRIVATE STREETS. DETECTABLE WARNING SURFACES SHALL MEET THE REQUIREMENTS OF CITY STANDARD DRAWING ST06.

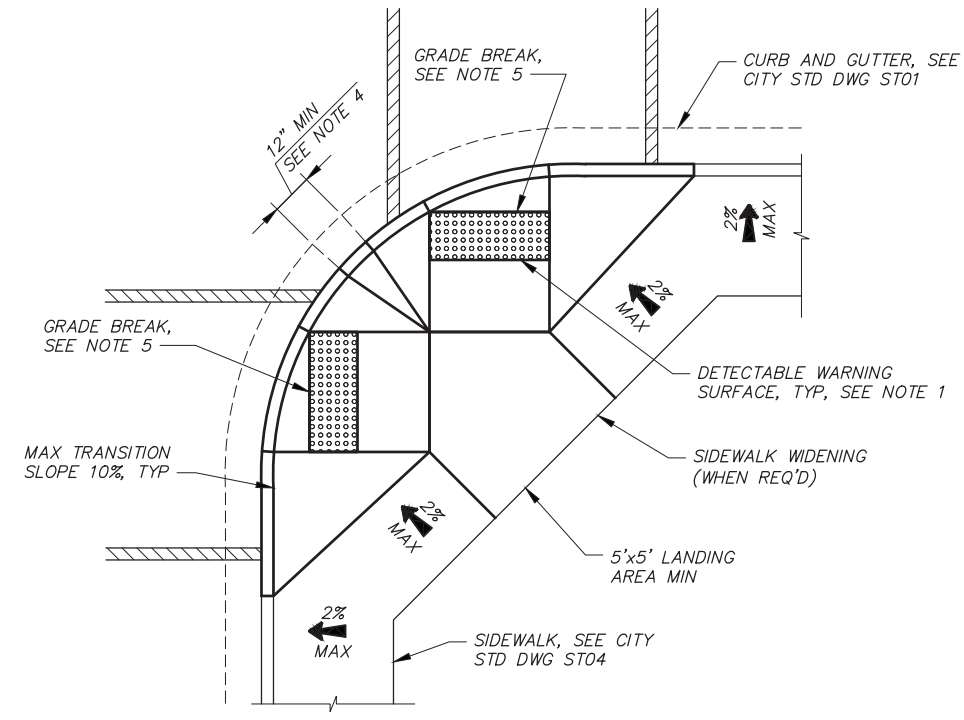
REVISION	DATE



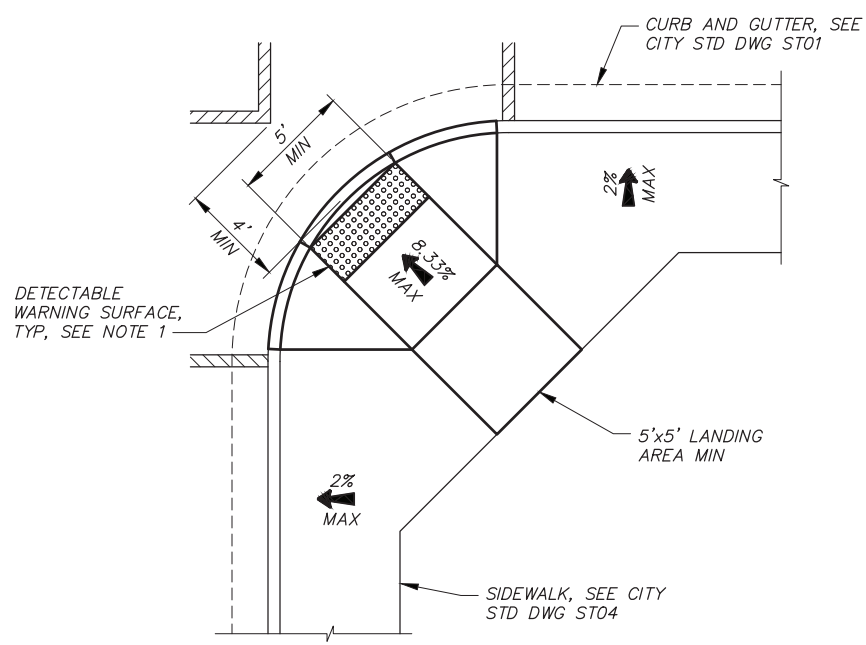
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS
DRIVEWAY AND ALLEY RAMPS

FIGURE
ST05

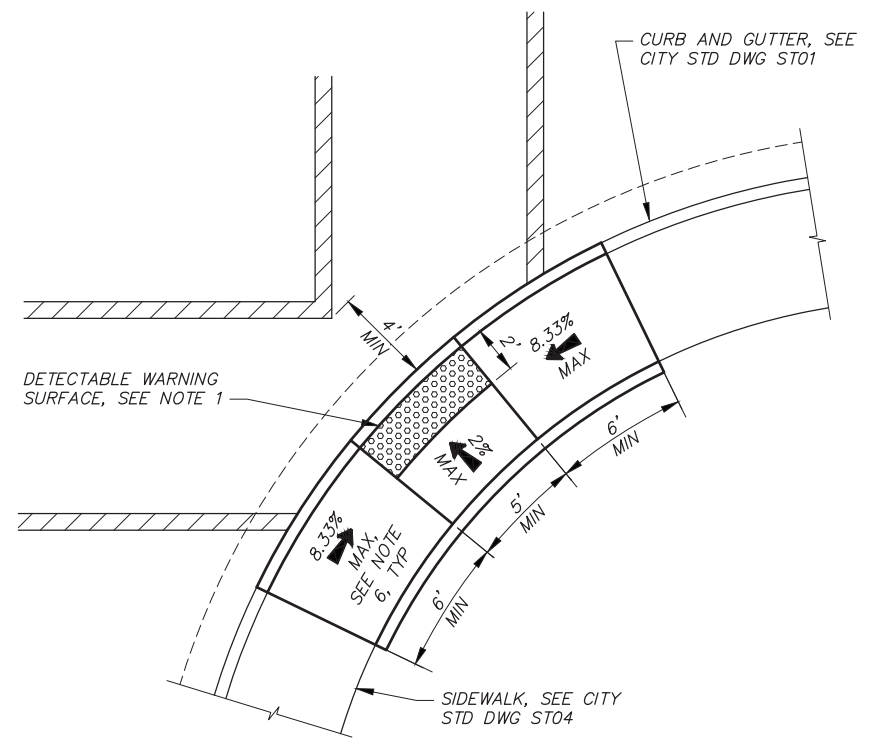
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CURB RAMP (OPTION 1)
NTS



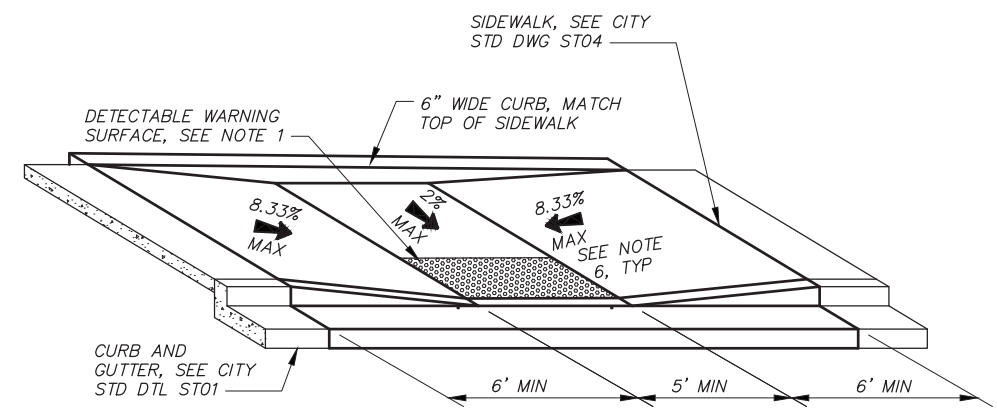
CURB RAMP (OPTION 2)
NTS



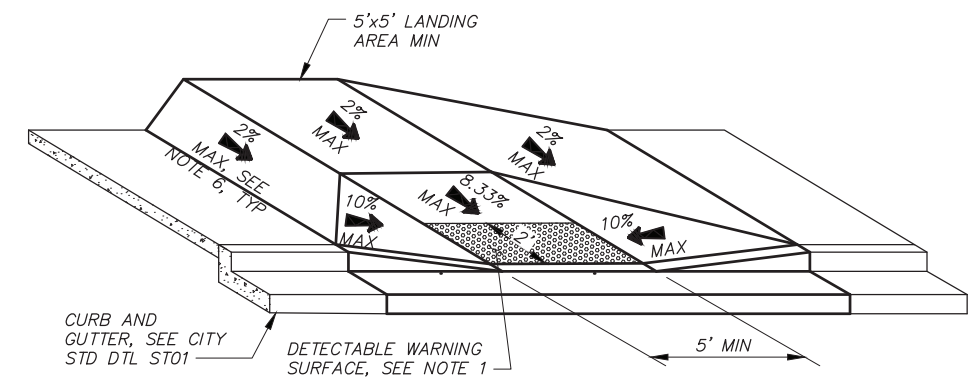
CURB RAMP (OPTION 3)
NTS

NOTES

1. DETECTABLE WARNING SURFACE SHALL BE 2' MINIMUM IN DEPTH AND THE GREATER OF 5' OR THE WIDTH OF THE RAMP IN LENGTH. A 2" GAP BETWEEN THE EDGE OF THE RAMP AND THE DETECTABLE WARNING SURFACE IS PERMISSIBLE AND MAY DECREASE THE REQUIRED MINIMUM LENGTH BY 4". DETECTABLE WARNING SURFACES SHALL MEET THE ODOT TRUNCATED DOME PATTERN REQUIREMENTS AND SHALL BE SAFETY YELLOW IN COLOR.
2. ALL WALKING SURFACES SHALL HAVE A MAXIMUM GROSS SLOPE OF 2% AND A MAXIMUM OF 12:1 SLOPE IN THE DIRECTION OF TRAVEL.
3. CONTROL JOINTS ARE REQUIRED AT ALL CURB RAMP GRADE BREAK LINES.
4. WHEN TWO CURB RAMPS ARE IMMEDIATELY ADJACENT, THE CURB EXPOSURE BETWEEN ADJACENT CURB TRANSITIONS MAY RANGE BETWEEN 3" AND FULL DESIGN EXPOSURE.
5. GRADE BREAKS AT THE TOP AND BOTTOM OF CURB RAMP RUNS SHALL BE PERPENDICULAR TO THE DIRECTION OF THE RAMP RUN. GRADE BREAKS SHALL NOT BE PERMITTED ON THE SURFACE OF RAMP RUNS AND TURNING SPACES. SURFACE SLOPES THAT MEET AT GRADE BREAKS SHALL BE FLUSH. GRADE BREAK AT BOTTOM OF RAMP MUST BE WITHIN 5' OF BACK OF CURB.
6. TO ENSURE SLOPES DO NOT EXCEED MAXIMUM ALLOWABLE SLOPES, IT IS RECOMMENDED TO SET SLOPES LOWER THAN MAXIMUM ALLOWABLE SLOPES AS FOLLOWS:
 -FOR 2% MAX, SET SLOPE AT 1.5%
 -FOR 8.33% MAX, SET SLOPE AT 7.5%
 RAMPS WITH SLOPES EXCEEDING MAXIMUM ALLOWABLE VALUES SHALL BE REMOVED AND REPLACED TO MEET MAXIMUM SLOPES AT THE CONTRACTORS EXPENSE.
7. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4,000 PSI CONCRETE.
8. DISTANCE BETWEEN EDGE OF DETECTABLE WARNING SURFACE AND SIDE EDGE OF CURB RAMP SHALL BE 2" UNLESS OTHERWISE APPROVED. CURB RAMPS NOT MEETING THIS REQUIREMENT SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.



PARALLEL CURB RAMP
NTS



PERPENDICULAR CURB RAMP
NTS

REVISION	DATE

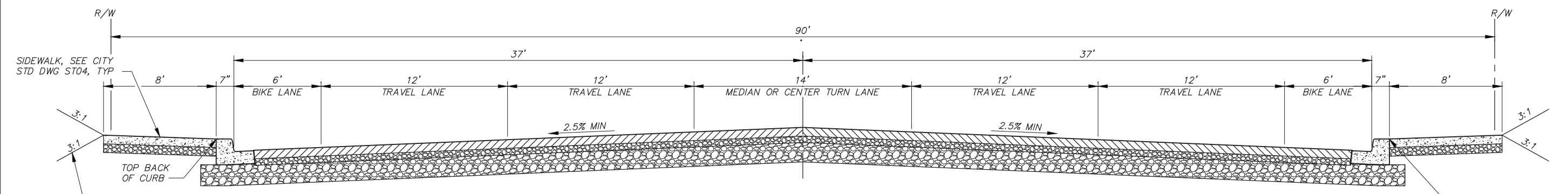


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

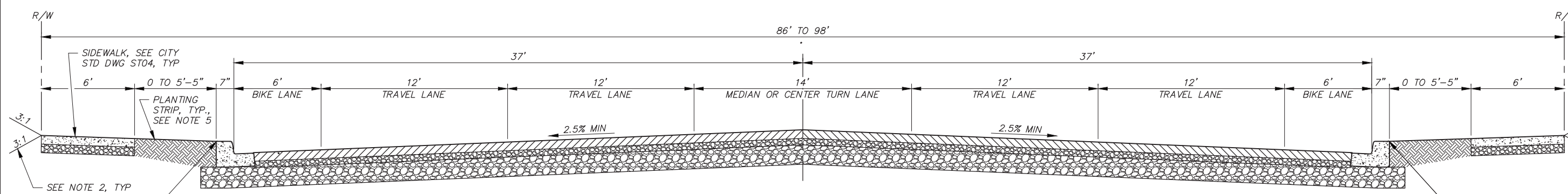
CURB RAMPS

FIGURE
ST06

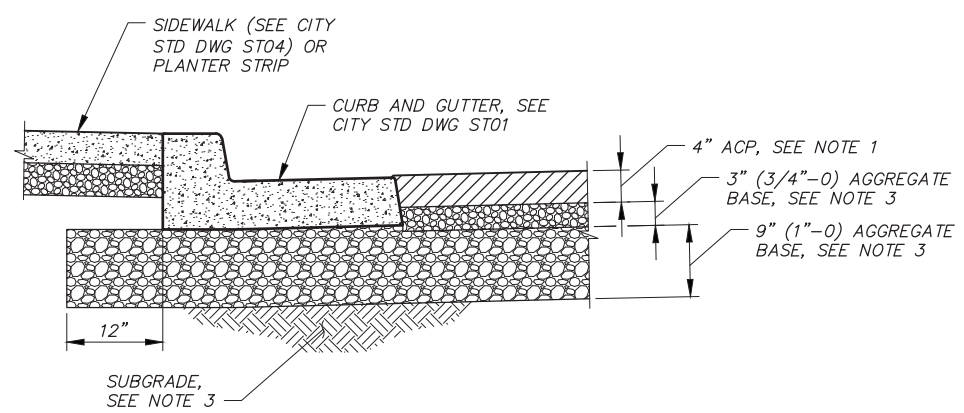
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OPTION 1
(IN CENTRAL BUSINESS DISTRICT)
NTS



OPTION 2
(OUTSIDE CENTRAL BUSINESS DISTRICT)
NTS



PAVEMENT SECTION
NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2 EQUAL 2" LIFTS.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS POURED IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
5. TREES ARE PROHIBITED IN THE PLANTING STRIP.

REVISION	DATE

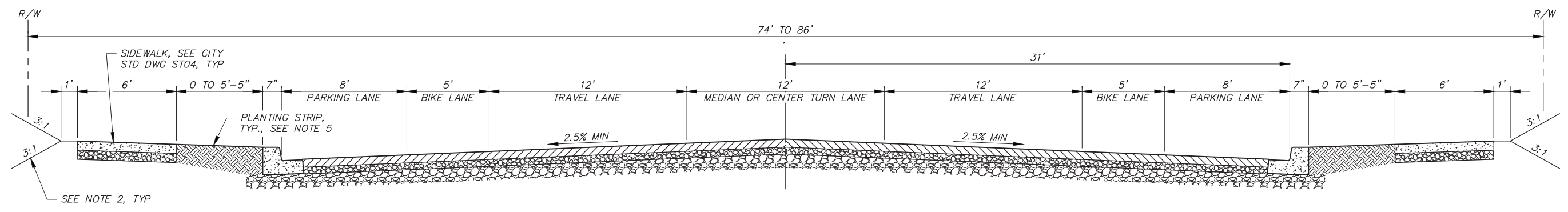


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

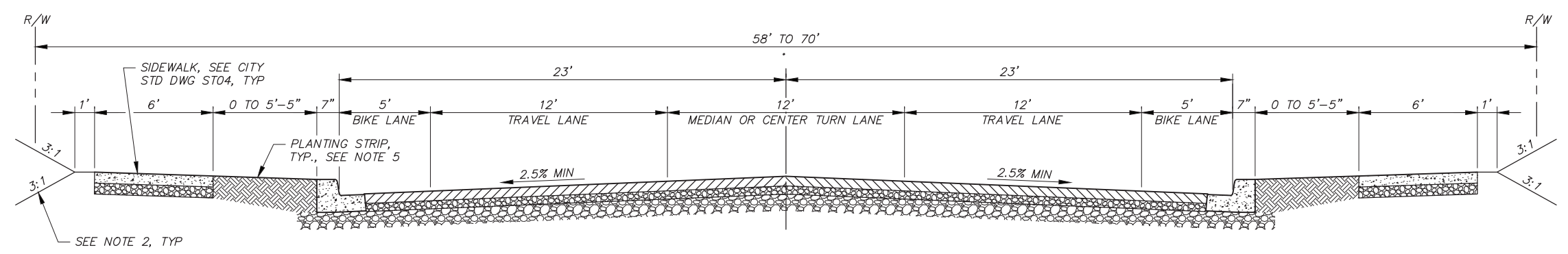
URBAN MAJOR ARTERIAL

FIGURE
ST07

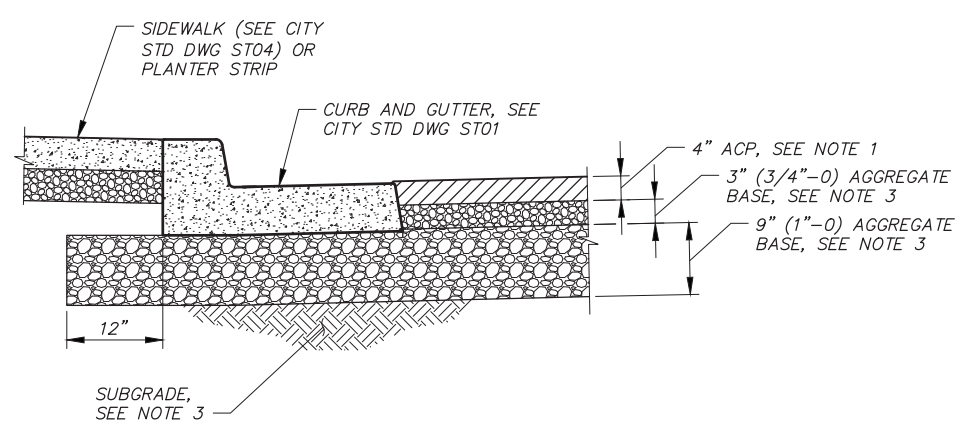
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OPTION 1
(WITH PARKING)
NTS



OPTION 2
(NO PARKING)
NTS



PAVEMENT SECTION
NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2 EQUAL 2" LIFTS.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS POURED IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
5. TREES ARE PROHIBITED IN THE PLANTING STRIP.

REVISION	DATE

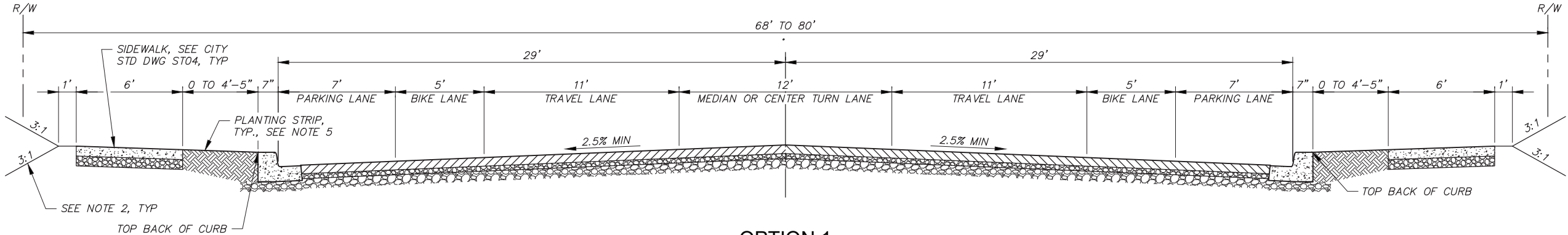


CITY OF HERMISTON, OREGON
STANDARD DRAWINGS

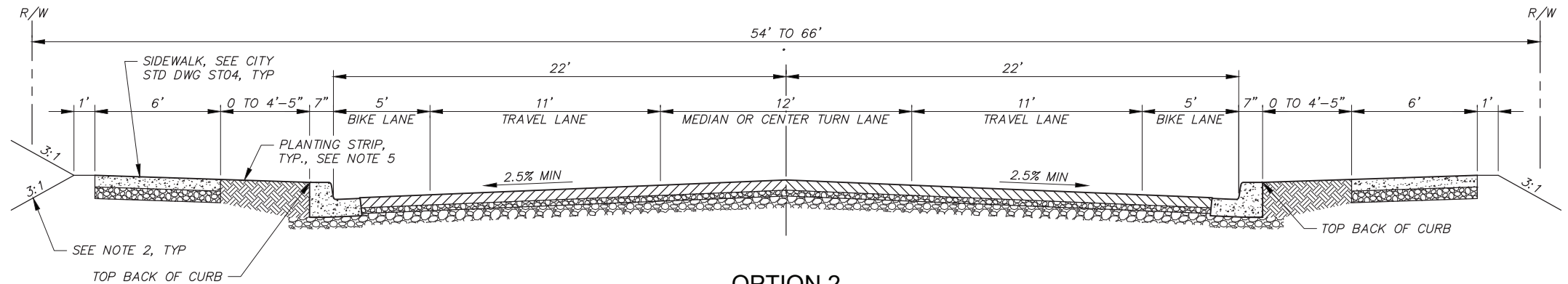
URBAN MINOR ARTERIAL

FIGURE ST08

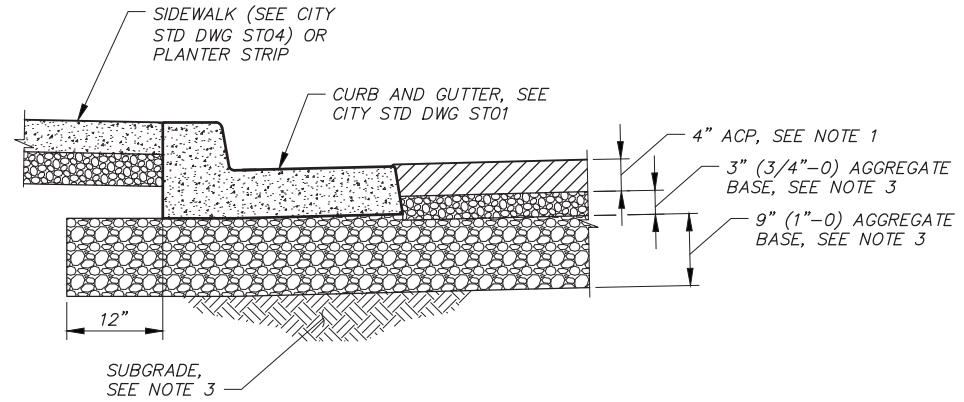
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OPTION 1
(WITH PARKING)
NTS



OPTION 2
(NO PARKING)
NTS



PAVEMENT SECTION
NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2 EQUAL 2" LIFTS.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS POURED IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
5. TREES ARE PROHIBITED IN THE PLANTING STRIP.

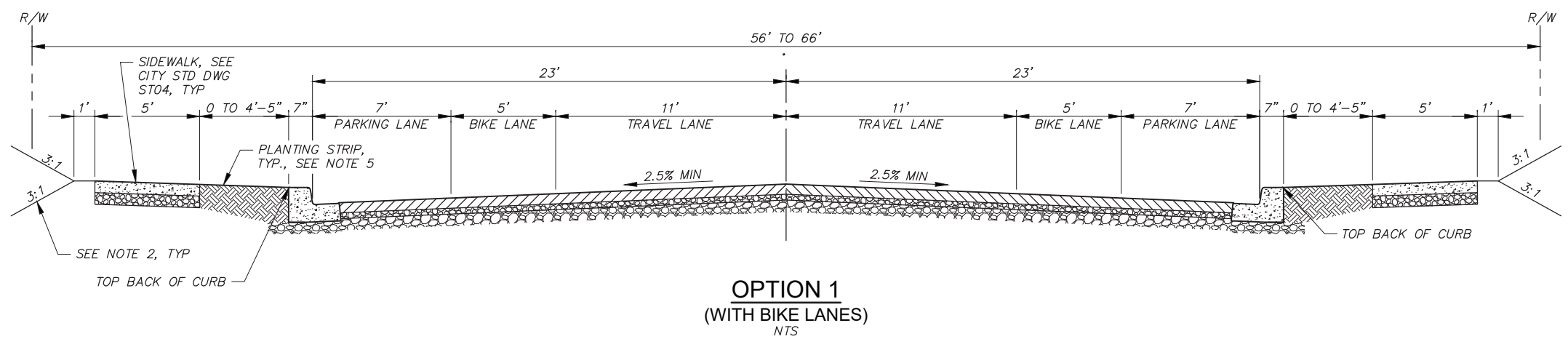
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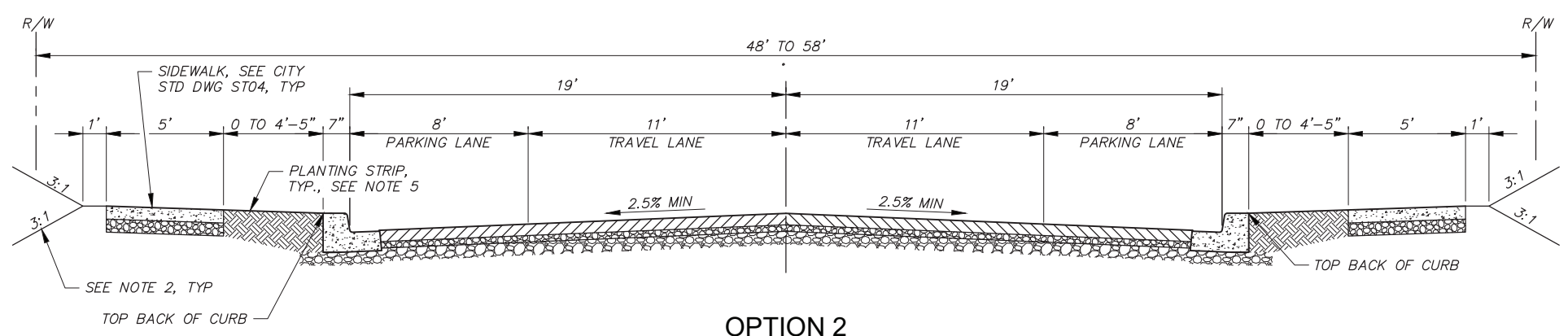
CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
URBAN MAJOR COLLECTOR

FIGURE ST09

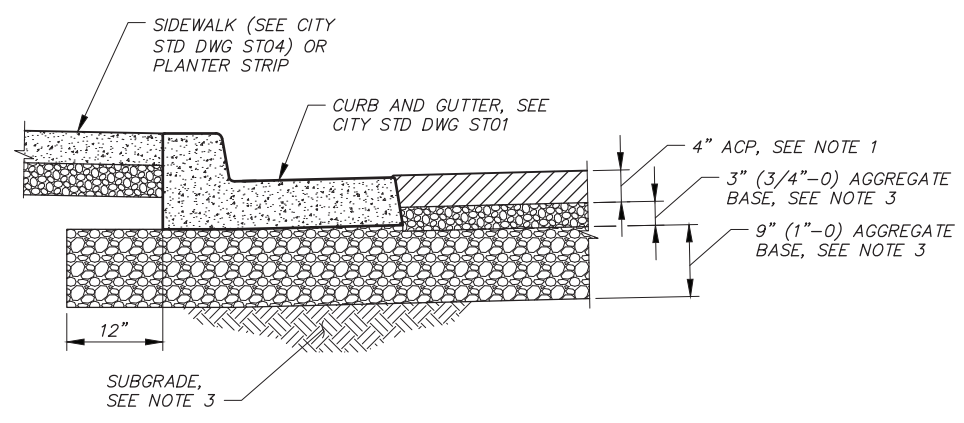
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OPTION 1
(WITH BIKE LANES)
NTS



OPTION 2
(NO BIKE LANES)
NTS



PAVEMENT SECTION
NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN 2 EQUAL 2" LIFTS.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
4. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS Poured IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
5. TREES ARE PROHIBITED IN THE PLANTING STRIP.

REVISION	DATE

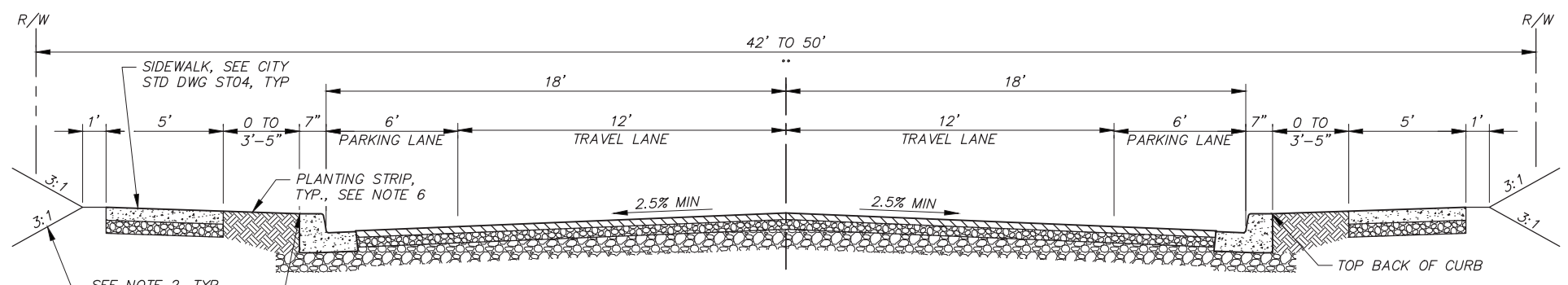


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

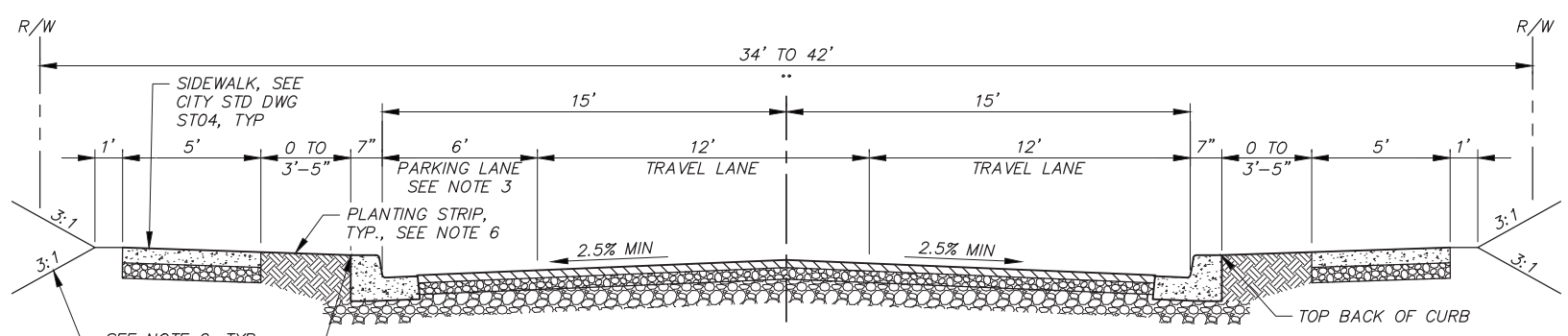
URBAN MINOR COLLECTOR

FIGURE
ST10

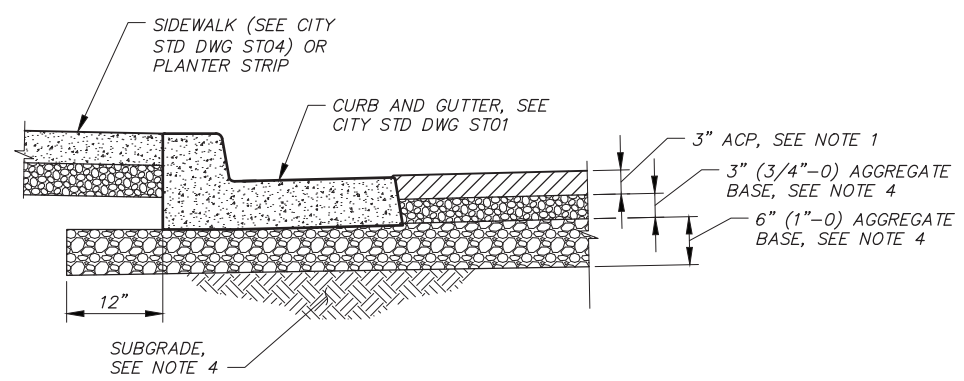
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OPTION 1
(PARKING BOTH SIDES)
NTS



OPTION 2
(PARKING ONE SIDE)
NTS



PAVEMENT SECTION
NTS

NOTES

1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN ONE LIFT.
2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
3. PARKING LANE MAY BE LOCATED ON EITHER SIDE OF STREET.
4. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
5. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS Poured IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
6. TREES ARE PROHIBITED IN THE PLANTING STRIP.

REVISION	DATE

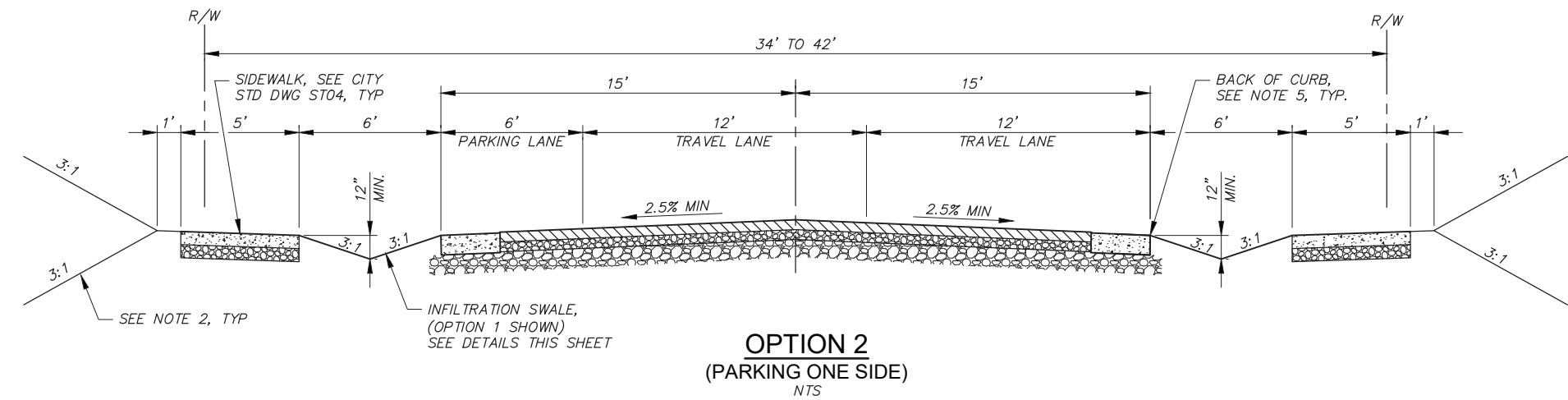
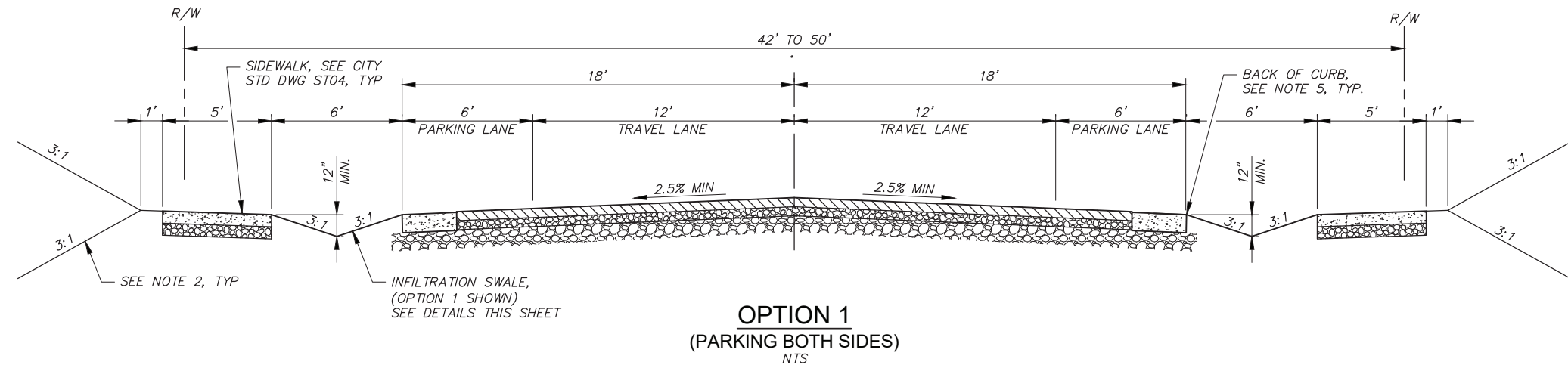


**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

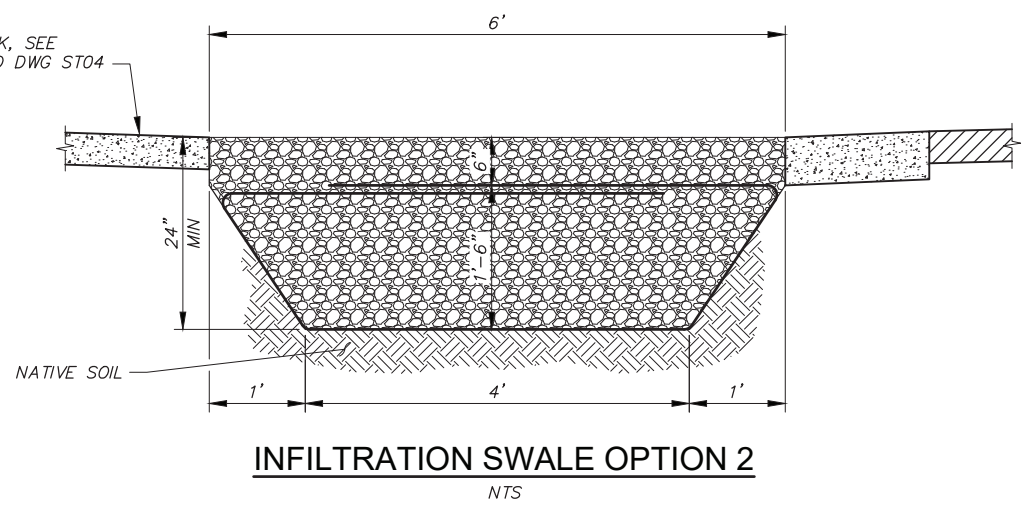
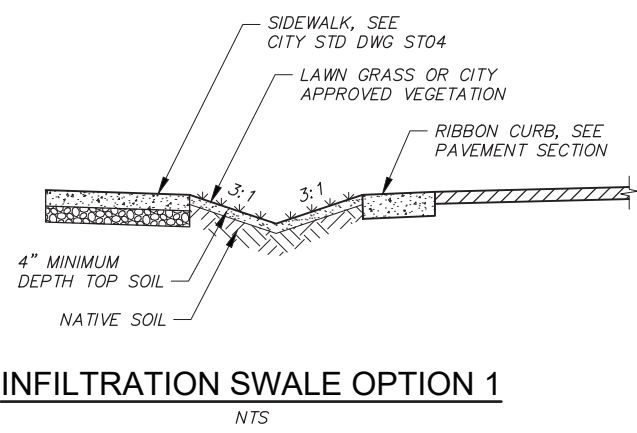
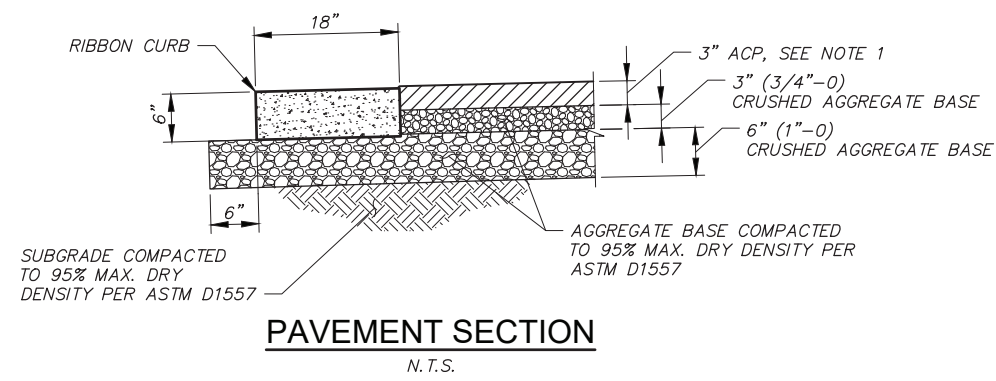
URBAN LOCAL STREET

**FIGURE
ST11**

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- NOTES**
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN ONE LIFT.
 2. SLOPES SHALL NOT EXCEED 3:1 UNLESS OTHERWISE APPROVED BY THE CITY.
 3. PARKING LANE MAY BE LOCATED ON EITHER SIDE OF STREET.
 4. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
 5. THE DISTANCE BETWEEN TOP BACK OF CURBS IS A CRITICAL DIMENSION. CURBS POURED IN AN INCORRECT LOCATION SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.
 6. INFILTRATION SWALE OPTION 2 ASSUMES POORLY GRADED SAND WITH SILT WITH A DESIGN INFILTRATION RATE OF 3" PER HOUR. SHOULD SOIL CONDITIONS SUCH AS CALICHE, HARD PAN, CLAY, SILT, ETC. BE ENCOUNTERED, THE CONTRACTOR SHALL NOTIFY THE CITY IMMEDIATELY. THE CROSS SECTIONAL AREA MAY BE ADJUSTED TO ACCOMMODATE DIFFERENT SOIL TYPES WHEN APPROVED BY THE CITY.



REVISION	DATE
UPDATE SWALE OPTION 2 GEOMETRY	JAN 14, 2022

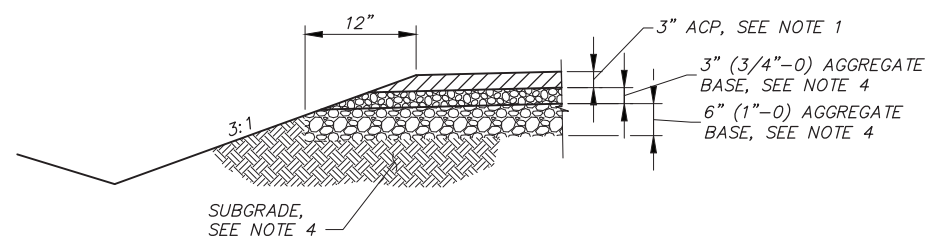
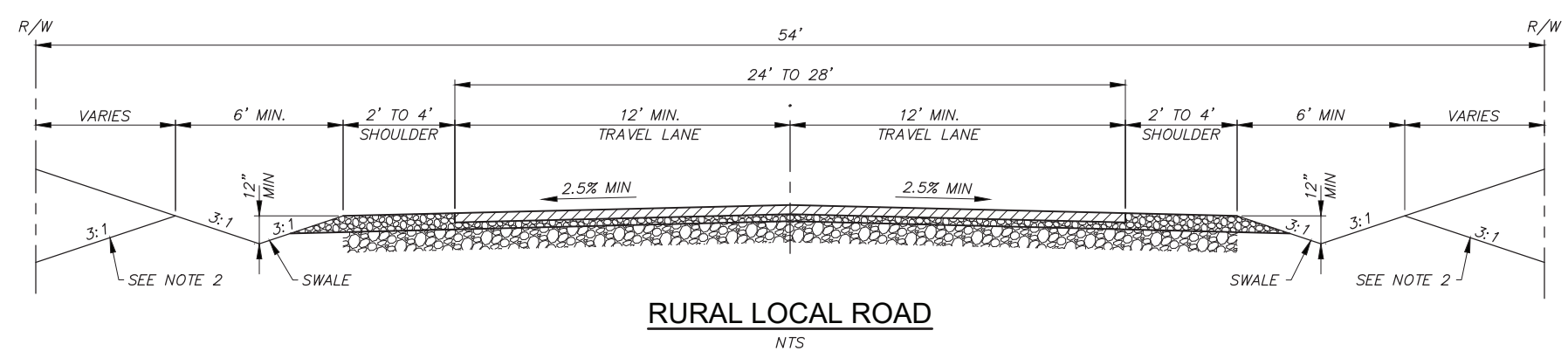
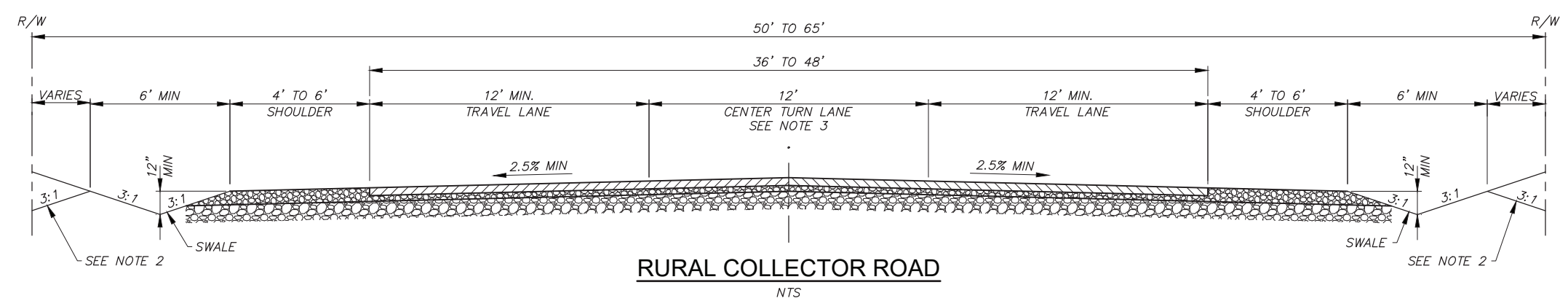
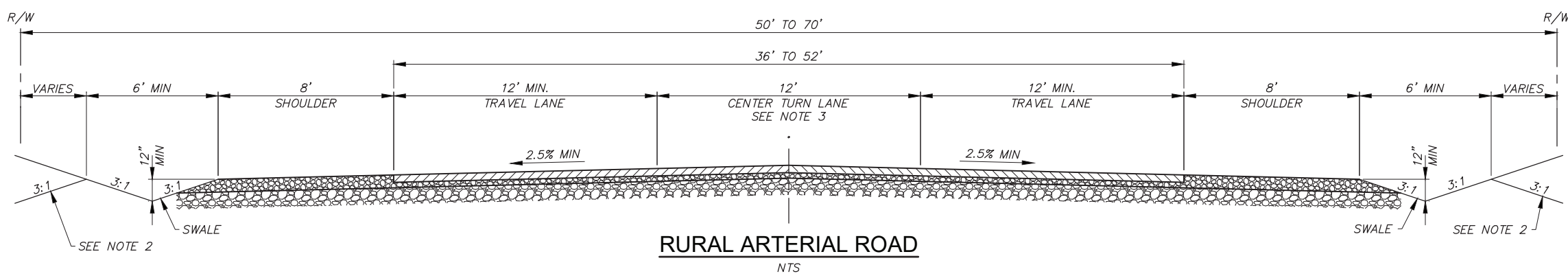


**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

URBAN LOCAL STREET WITH SWALE

**FIGURE
ST12**

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- NOTES**
1. ASPHALT CONCRETE PAVEMENT SHALL BE CONSTRUCTED IN ONE LIFT.
 2. SLOPES SHALL NOT EXCEED 3:1 UNLESS APPROVED BY THE CITY.
 3. CENTER TURN LANE NOT REQUIRED, UNLESS OTHERWISE NOTED ON PLAN SHEETS.
 4. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

REVISION	DATE

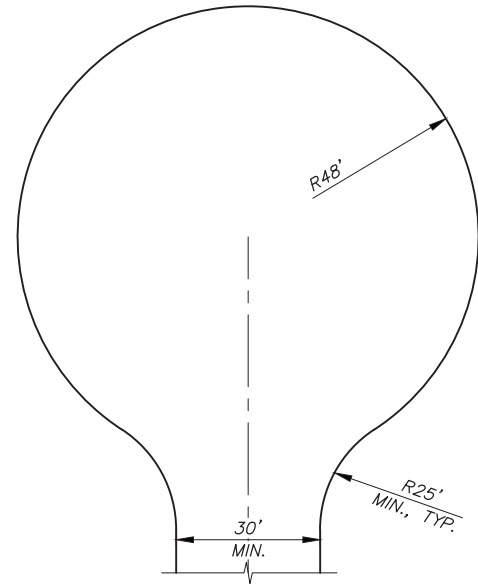


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

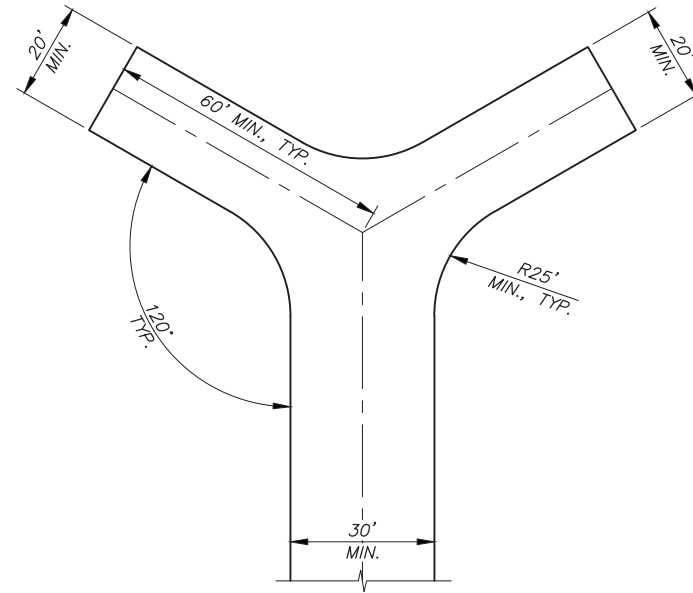
**RURAL ARTERIAL, COLLECTOR,
AND LOCAL ROADS**

FIGURE
ST13

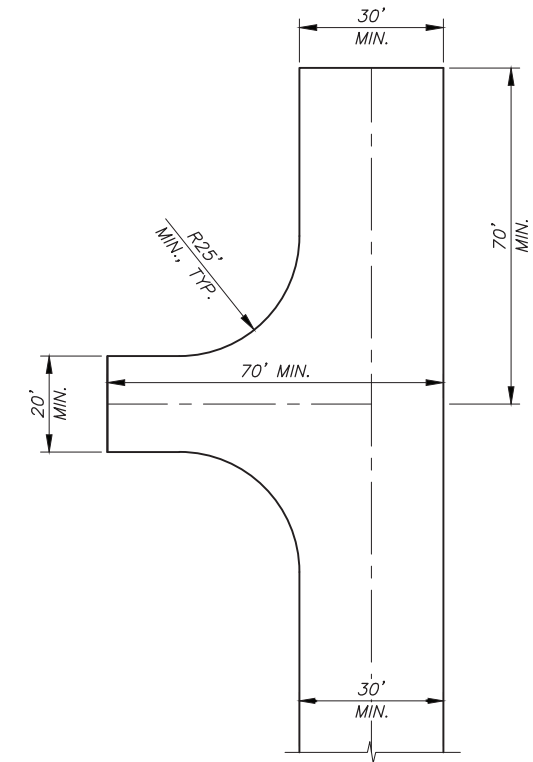
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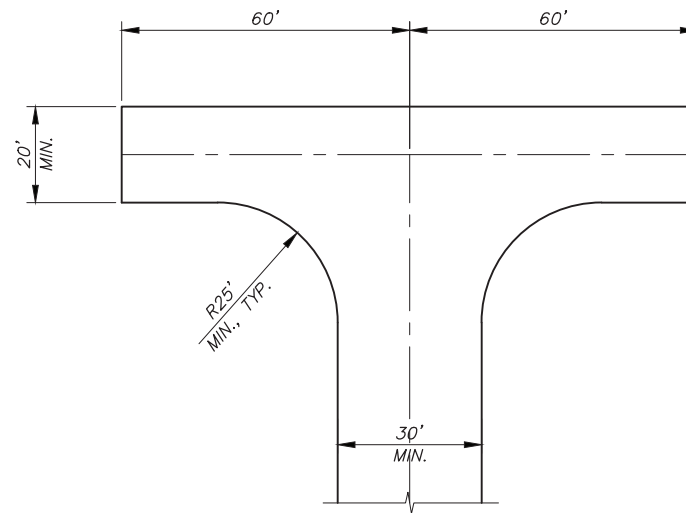
CUL-DE-SAC
NTS



60-FOOT-'Y'
NTS



ALTERNATIVE HAMMERHEAD
NTS



HAMMERHEAD
NTS

NOTES

1. ALL TURNAROUNDS SHALL MEET ALL REQUIREMENTS OF THE OREGON FIRE CODE CURRENT ADDITION.
2. ALL TURNAROUNDS SHALL BE PAVED. WHEN TURNAROUNDS ARE INTENDED TO BE TEMPORARY, THE CITY AND FIRE CHIEF MAY APPROVE THE USE OF AGGREGATE BASE OR GRAVEL COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

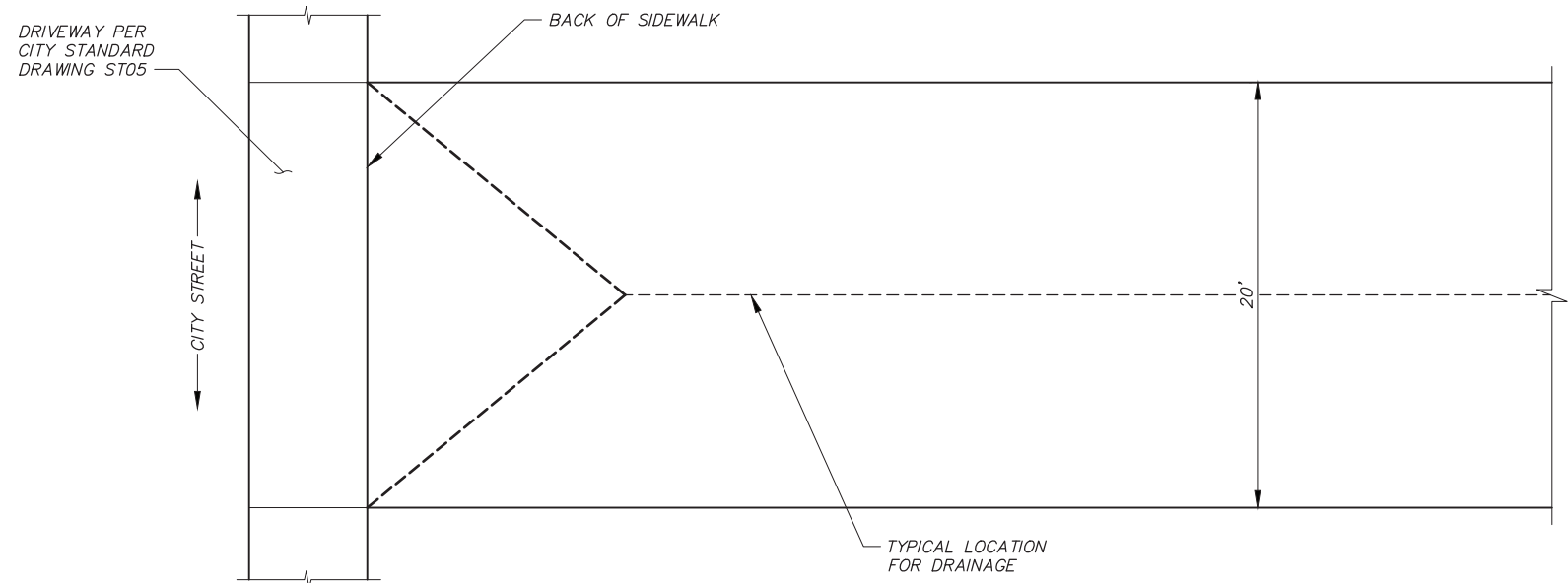
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REVISION	DATE

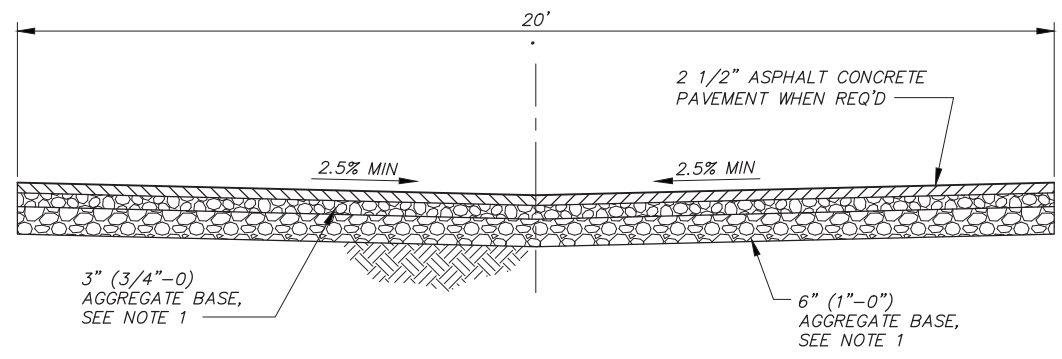


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS
FIRE APPARATUS TURNAROUND

FIGURE
ST14



PLAN
NTS



SECTION
NTS

NOTE

1. COMPACT AGGREGATE BASE AND SUBGRADE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

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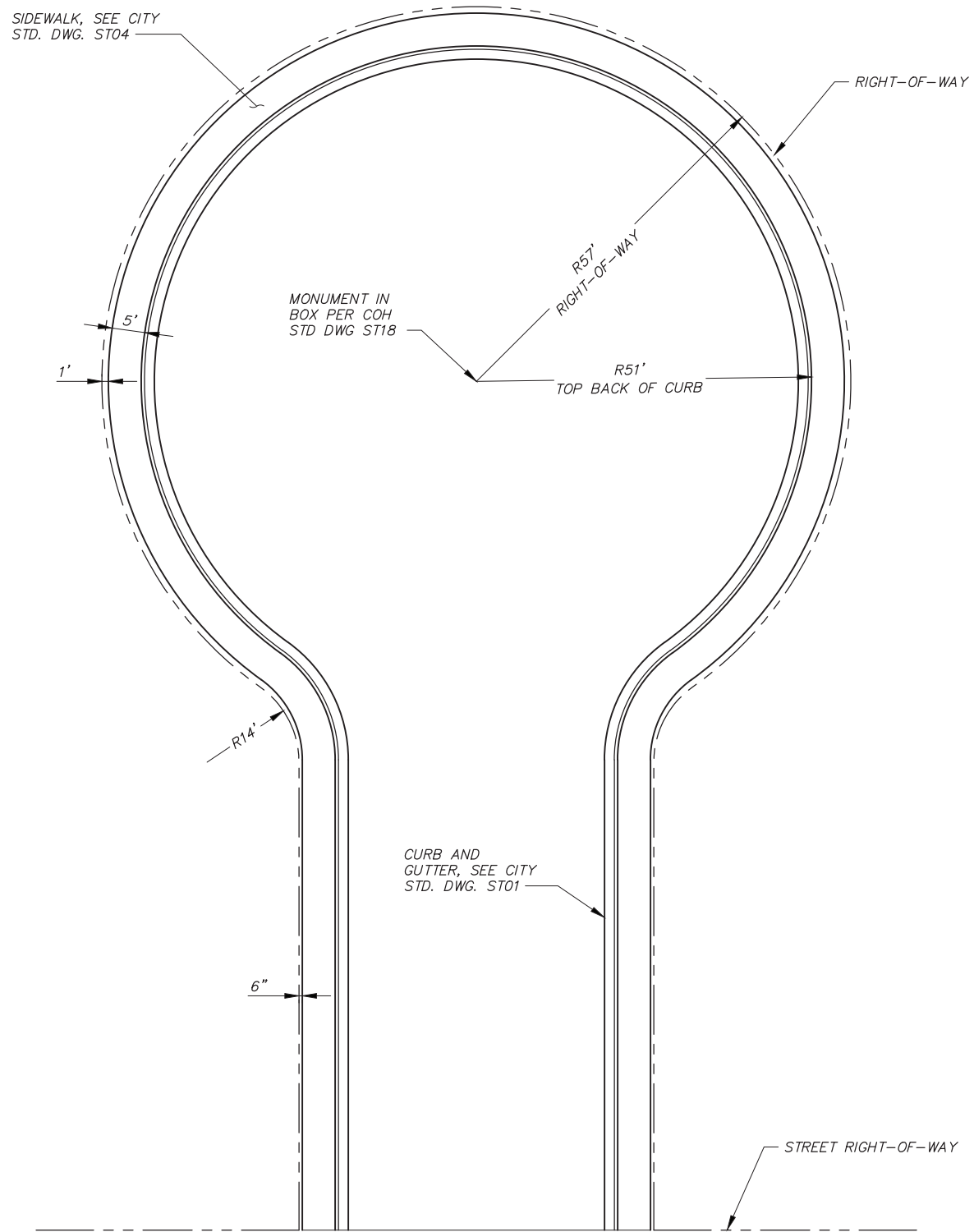
REVISION	DATE



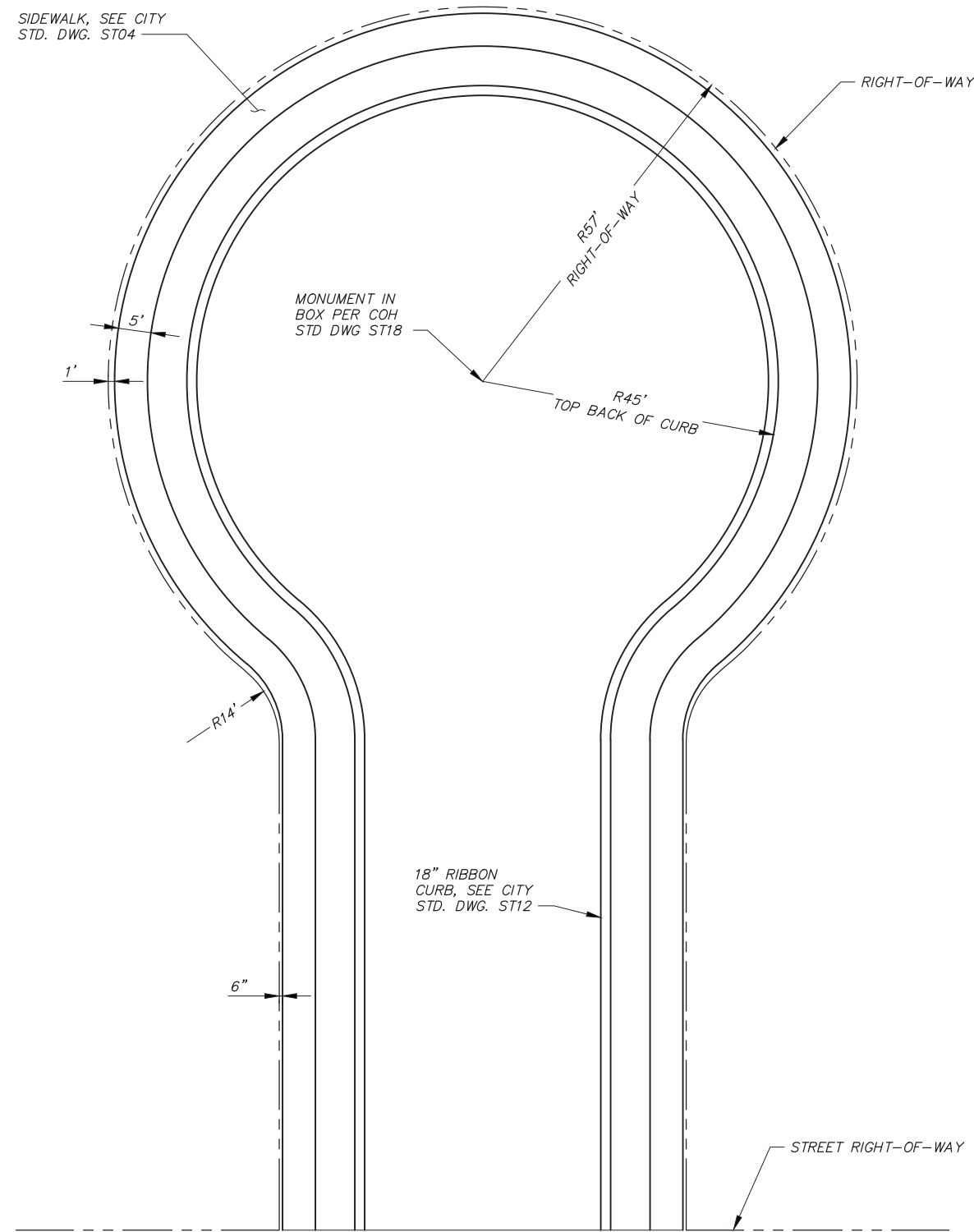
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

ALLEY

FIGURE
ST15



STANDARD CUL-DE-SAC WITHOUT SWALE
NTS



STANDARD CUL-DE-SAC WITH SWALE
(CAN ONLY BE USED WHEN APPROVED BY THE CITY DUE TO DRIVEWAY WIDTH LIMITATIONS)
NTS

NOTE
1. FOR COMMERCIAL AND INDUSTRIAL AREAS, THE DESIGN ENGINEER MUST SHOW CUL-DE-SAC CAN ACCOMMODATE WB-67 TRUCK TURNING MOVEMENTS. CUL-DE-SAC AND ASSOCIATED RIGHT-OF-WAY RADII MAY NEED TO BE INCREASED TO ACCOMMODATE TURNING MOVEMENTS.



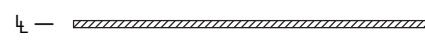
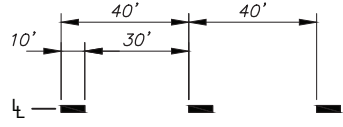
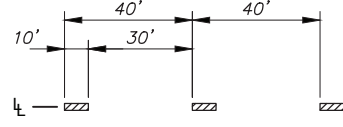
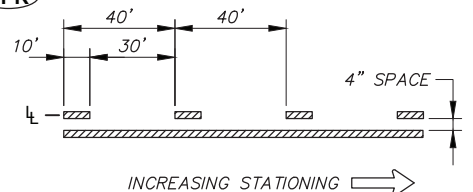
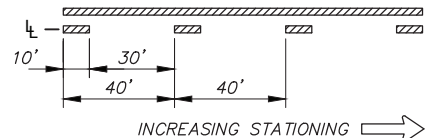
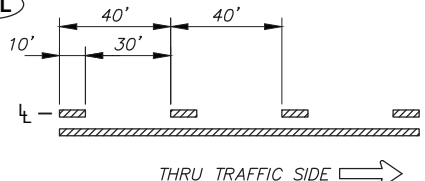
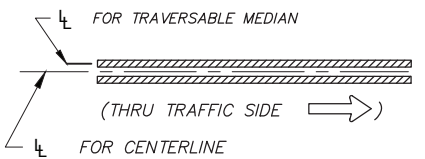
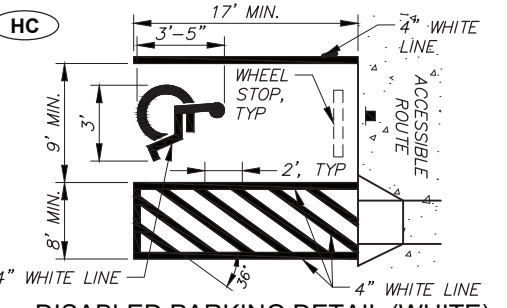
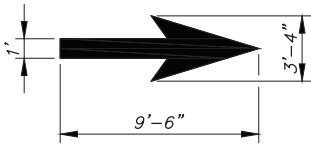
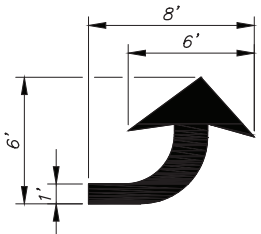
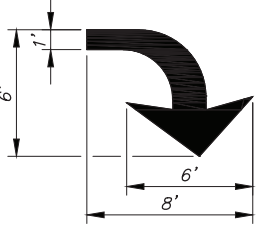
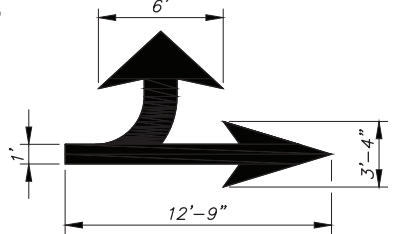
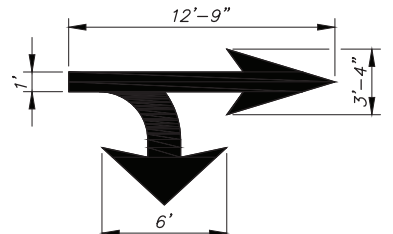
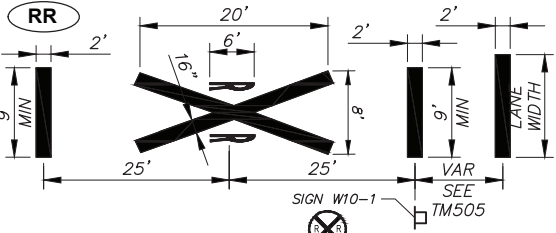
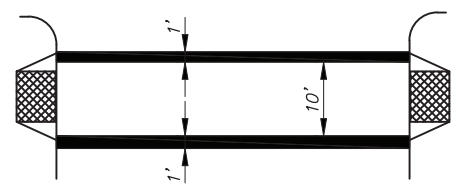
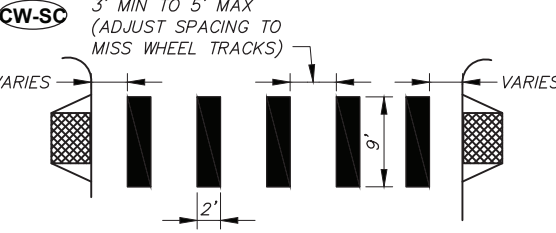
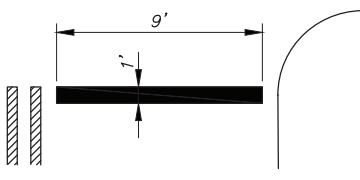
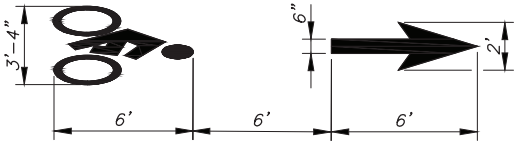
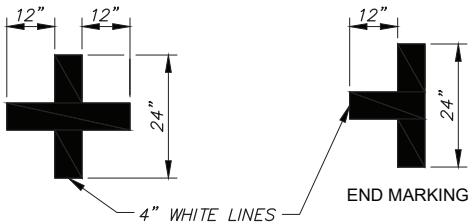
REVISION	DATE



CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
CUL-DE-SAC

FIGURE ST16

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<p>W</p>  <p>4" WHITE LINE</p>	<p>W-2</p>  <p>8" WHITE LINE</p>	<p>Y</p>  <p>4" YELLOW LINE</p>	<p>WB</p>  <p>4" WHITE BROKEN LINE</p>	<p>YB</p>  <p>4" YELLOW BROKEN LINE</p>
<p>NPR</p>  <p>NO-PASS RIGHT 4" YELLOW LINES</p>	<p>NPL</p>  <p>NO-PASS LEFT 4" YELLOW LINES</p>	<p>TWL</p>  <p>TWO-WAY LEFT TURN 4" YELLOW LINES</p>	<p>ND</p>  <p>NARROW DOUBLE NO-PASS TWO 4" YELLOW LINES</p>	<p>HC</p>  <p>DISABLED PARKING DETAIL (WHITE)</p>
<p>SA</p>  <p>STRAIGHT ARROW (WHITE) FOR ARROW PORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>	<p>LA</p>  <p>LEFT TURN ARROW (WHITE) FOR ARROW PORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>	<p>RA</p>  <p>RIGHT TURN ARROW (WHITE) FOR ARROW PORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>	<p>LSA</p>  <p>LEFT TURN STRAIGHT ARROW (WHITE) FOR ARROW PORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>	<p>RSA</p>  <p>RIGHT TURN STRAIGHT ARROW (WHITE) FOR ARROW PORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>
<p>RR</p>  <p>RAILROAD CROSSING (WHITE) INSTALL PER ODOT RAIL CROSSING ORDER OR AS SHOWN FOR LETTER PROPORTION DETAILS. SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SYMBOLS</p>	<p>CW</p>  <p>STANDARD CROSSWALK TWO 1" WHITE BARS INSTALL PER ODOT STANDARD DRAWING TM530</p>	<p>CW-SC</p>  <p>STAGGERED CONTINENTAL CROSSWALK 2" WHITE BARS INSTALL PER ODOT STANDARD DRAWING TM530</p>	<p>S</p>  <p>STOP BAR 1" WHITE BAR INSTALL PER ODOT STANDARD DRAWING TM530</p>	<p>BS</p>  <p>BIKE LANE STANDARD STENCIL CENTER MARKINGS WITHIN LANE WIDTH FOR PROPORTION DETAILS, SEE CURRENT VERSION OF ODOT STANDARD HIGHWAY SIGNS</p>
<p>P</p>  <p>ON-STREET PARKING DETAIL (WHITE)</p>	<p>LEGEND</p> <p>— LANE LINE DIMENSIONS SHALL BE SHOWN ON THE STRIPING PLANS</p> <p>➔ DIRECTION OF TRAFFIC, INCREASING STATIONING OR THRU TRAFFIC SIDE</p> <p>NOTE</p> <ol style="list-style-type: none"> CENTER PAVEMENT MARKINGS WITHIN THE LANE WIDTH. ALL PAVEMENT MARKINGS SHALL BE TYPE B-HS FUSED THERMOPLASTIC FILM CONFORMING TO CITY SPECIFICATIONS. 			

REVISION	DATE

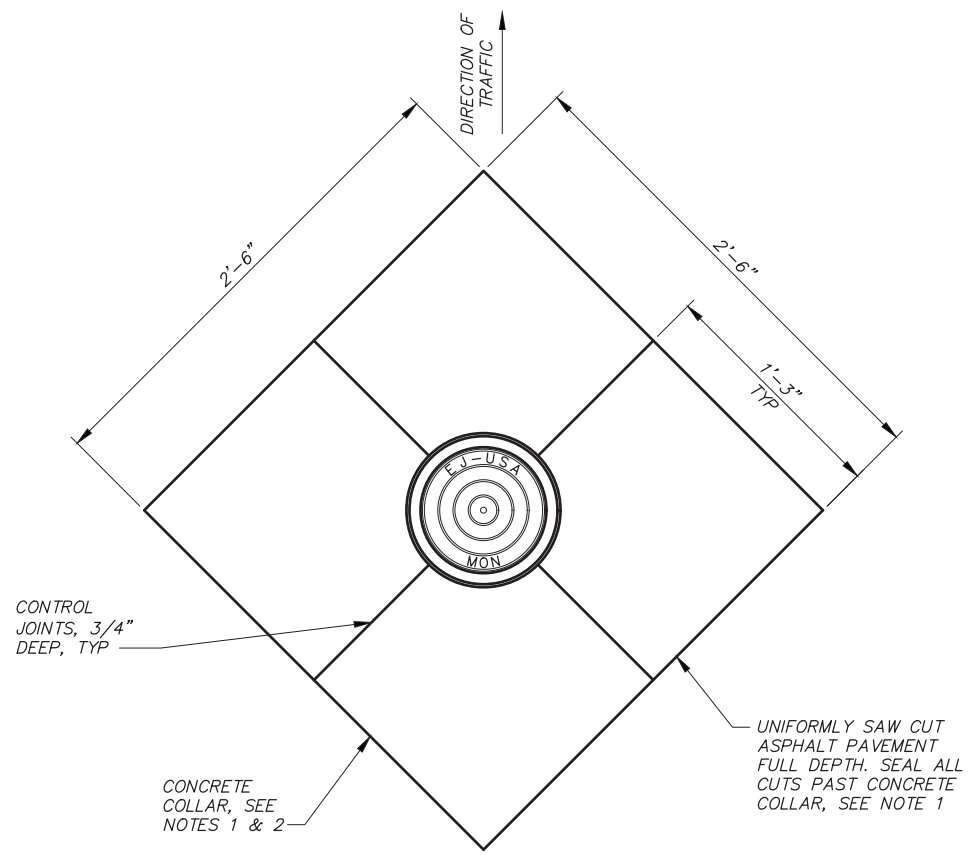


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

PAVEMENT STRIPING AND MARKINGS

FIGURE
ST17

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PLAN

REQUIREMENTS FOR CONCRETE COLLARS

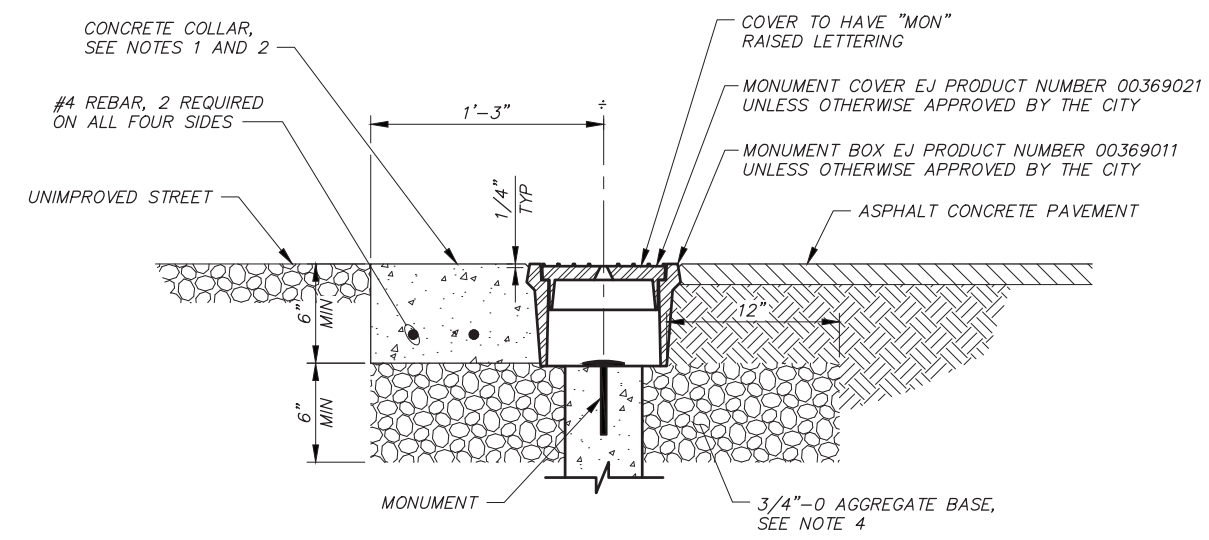
1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED IF MONUMENT BOX GRADE IS ADJUSTED AFTER PAVEMENT WORK IS PERFORMED. IF GRADE ADJUSTMENT OCCURS PRIOR TO PAVEMENT WORK THEN CONCRETE COLLAR IS NOT REQUIRED.
2. ALL MONUMENTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREETS, ROAD SHOULDER, OR NATURAL GROUND.
3. CASTING SHALL MEET AASHTO H20 REQUIREMENT.
4. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
5. MONUMENTS AND BOXES SHALL BE INSTALLED ON ROADWAY CENTERLINES, AT EACH ROADWAY INTERSECTION, CUL-DE-SAC CENTER, DEAD END, POINT OF CURVE (PC), POINT OF TANGENCY (PT), AND AT ANY OTHER CHANGE IN CENTERLINE DIRECTION.
6. CONTRACTOR AND SURVEYOR SHALL COORDINATE TO ENSURE BOX LOCATION MATCHES REQUIRED MONUMENT LOCATION (SEE NOTE 5).
7. OREGON LICENSED PROFESSIONAL LAND SURVEYOR OR PARTY UNDER THE LICENSED LAND SURVEYOR'S DIRECT SUPERVISION TO REFERENCE MONUMENT LOCATION FOR INSTALLATION AND PUNCH BRASS CAP AFTER INSTALLATION.



MONUMENT BOX DETAIL

NTS

REVISION	DATE

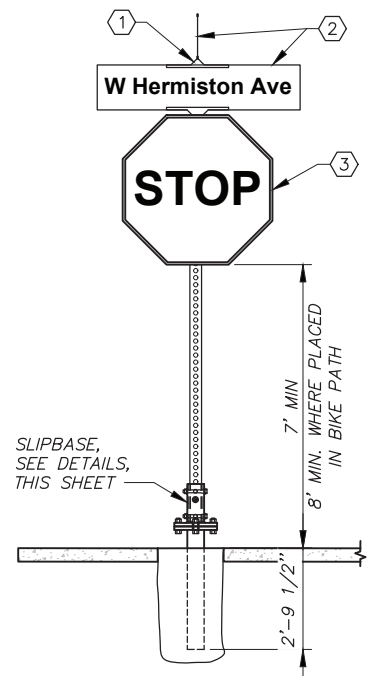


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

MONUMENT BOX

FIGURE
ST18

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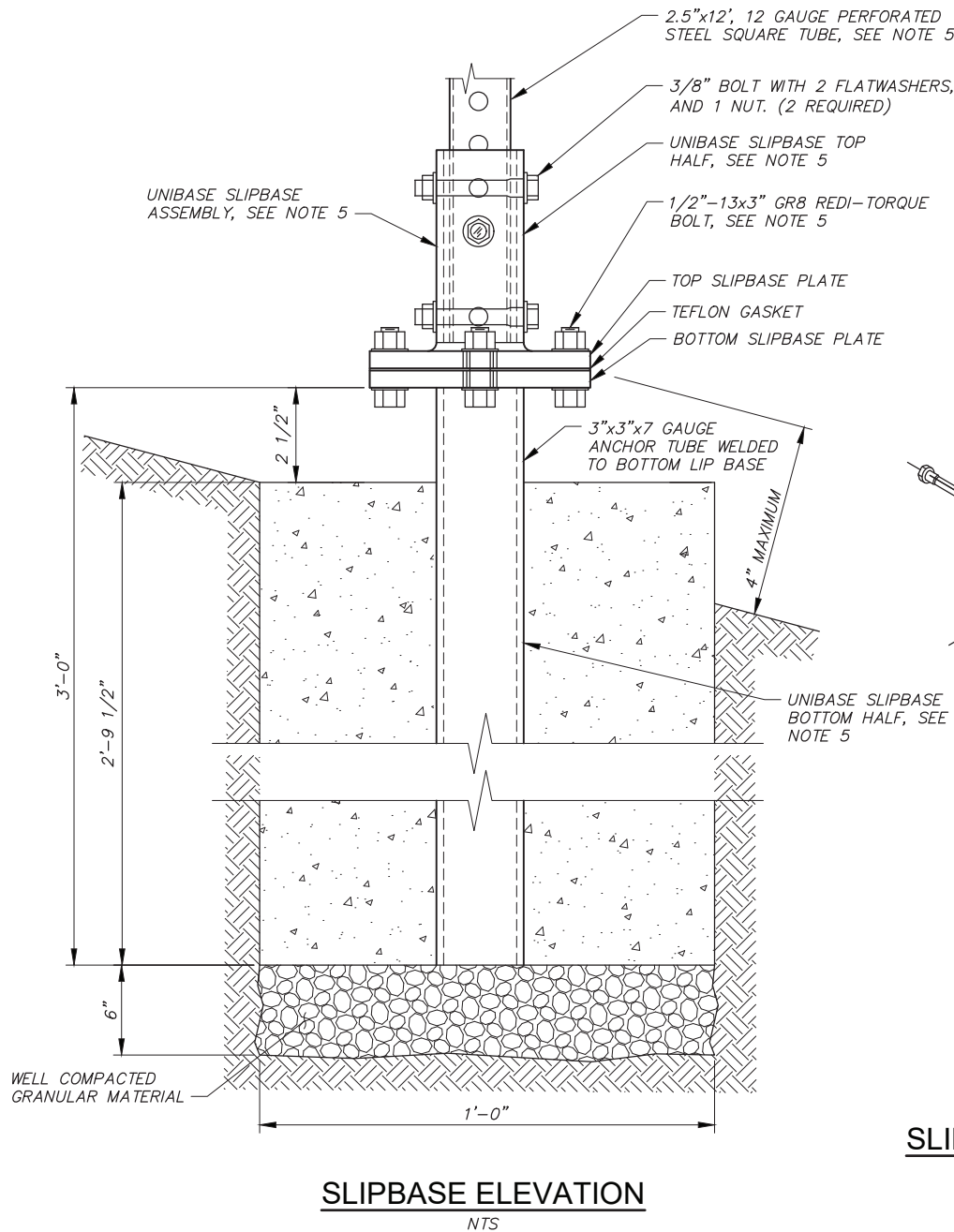
KEY NOTES

- ① STREET NAME SIGN BRACKET SHALL BE ZUMAR 90° CROSS BRACKET FOR EXTRUDED BLADE, OR APPROVED EQUAL.
- ② STREET NAME SIGNS SHALL BE MUTCD SIGN NO. D3-1, OR APPROVED EQUAL (VARIES X 6" MIN). LETTERING SHALL BE 4" IN HEIGHT.
- ③ STOP SIGN SHALL BE MUTCD SIGN NO. R1-1 (30"X30"), OR APPROVED EQUAL

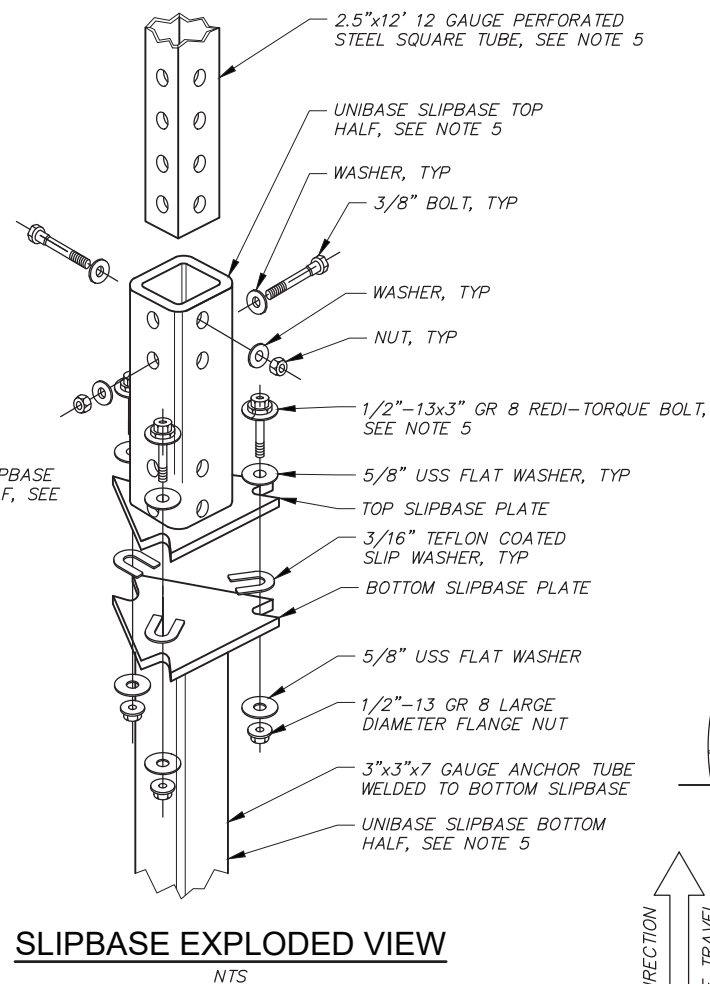
NOTES

- 1. STOP SIGN SHALL BE PLACED ON THE RIGHT SIDE OF THE ROADWAY, 4- FEET IN ADVANCE OF THE PROPOSED OR EXISTING CROSSWALK OR AS DIRECTED BY ENGINEER.
- 2. ORIENT SIGNS TO BEST FIT FIELD CONDITIONS.
- 3. SIGN SUPPORT SHALL BE PERFORATED STEEL SQUARE TUBE.
- 4. NO PERIODS SHALL FOLLOW ABBREVIATIONS ON STREET SIGNS.

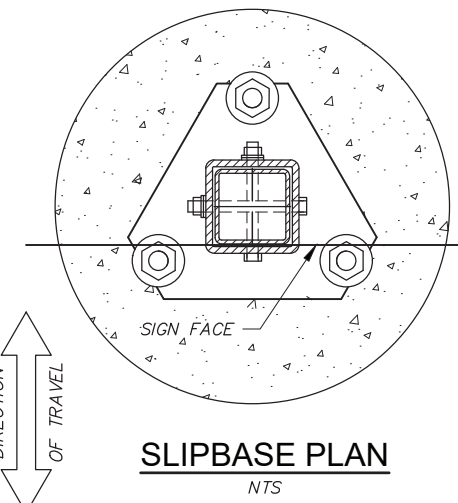
TYPICAL TRAFFIC SIGN
NTS



SLIPBASE ELEVATION
NTS



SLIPBASE EXPLODED VIEW
NTS



SLIPBASE PLAN
NTS

NOTES

- 1. MATERIAL GRADE FOR BASE HARDWARE CONNECTION SHALL BE ACCORDING TO THE MANUFACTURER'S RECOMMENDATION AND BASED ON CRASH TESTING.
- 2. SLIPBASE STEEL SHALL BE HOT DIPPED GALVANIZED OR APPROVED EQUAL.
- 3. FOOTING CONCRETE SHALL BE COMMERCIAL GRADE 3,000 PSI CONCRETE.
- 4. ALL SLIPBASES SHALL BE PRE-ASSEMBLED BY THE MANUFACTURER AND SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.
- 5. TRAFFIC SAFETY PART NUMBERS:
 -UNIBASE SLIPBASE ASSEMBLY - KIT-SLIPBASEODOT36
 -UNIBASE SLIPBASE TOP HALF - DP00384
 -UNIBASE SLIPBASE BOTTOM HALF - DP00385
 -2.5"x12', 12 GAUGE POST - DP00313
 -UNIBASE SLIPBASE REDI-TORQUE MATCH PLATE HARDWARE KIT - DP00387

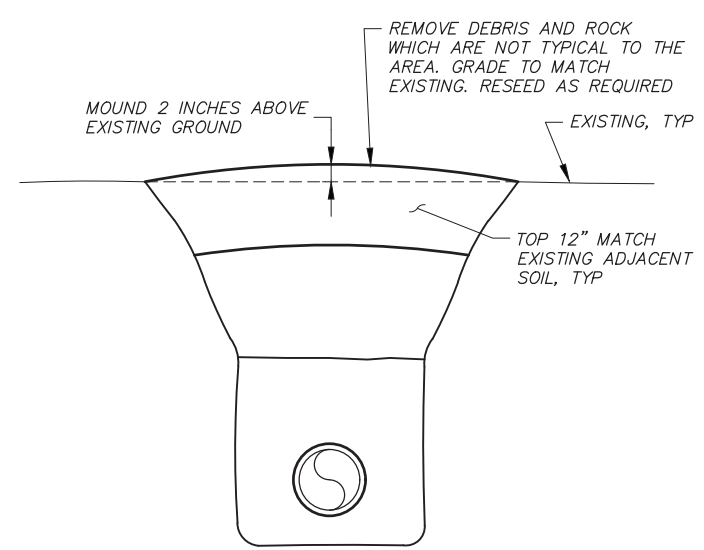
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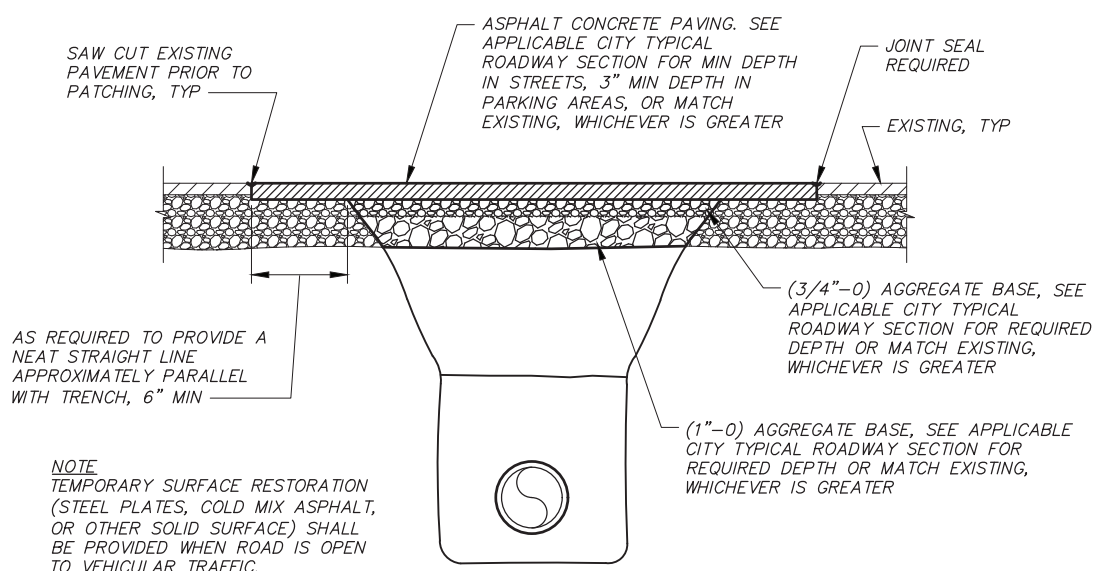
CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
SIGNS

FIGURE ST19

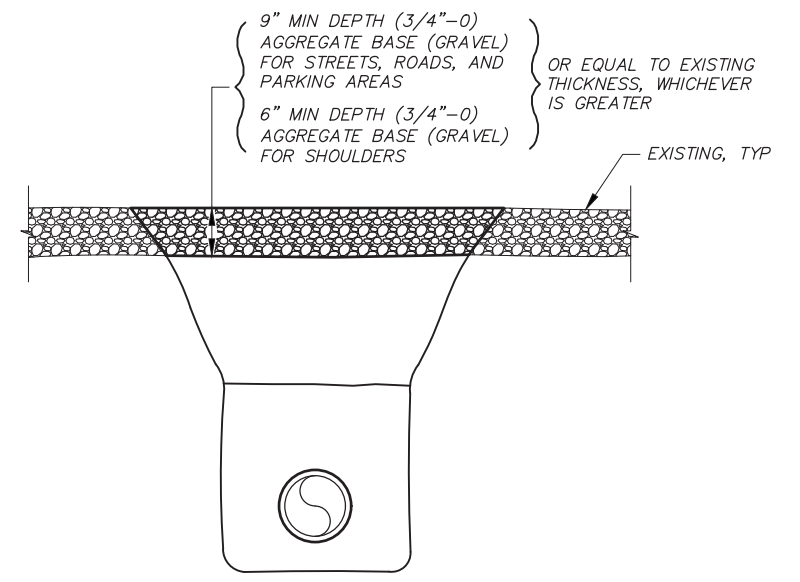
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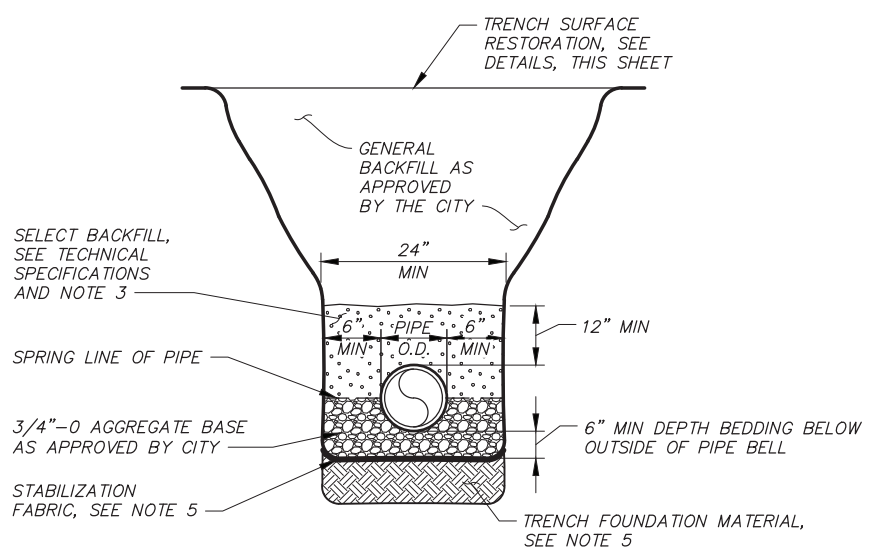
SURFACE RESTORATION
NATURAL SURFACES
NTS



SURFACE RESTORATION
PAVED SURFACES
NTS



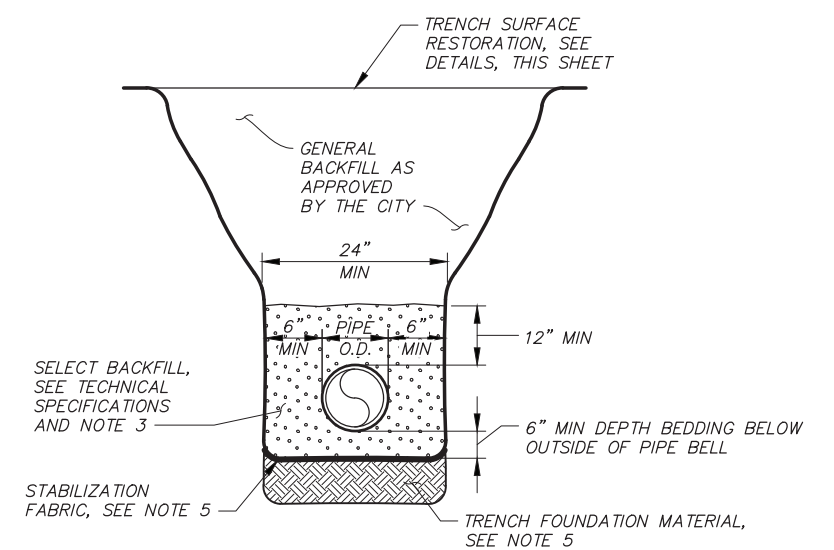
SURFACE RESTORATION
GRAVEL SURFACES
NTS



SEWER AND STORM DRAIN LINE
TRENCH BEDDING & BACKFILL
NTS

TRENCH BEDDING & BACKFILL NOTES

1. SURFACING OF PAVED AREAS SHALL COMPLY WITH CITY STANDARD STREET DRAWINGS.
2. ALL BACKFILL MATERIAL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557 AND SHALL BE PLACED AND COMPACTED IN 6" LIFTS, UNLESS NOTED OTHERWISE.
3. BACKFILL FROM PIPE BOTTOM TO 12-INCHES ABOVE PIPE SHALL BE COMPACTED TO 85% MAXIMUM DRY DENSITY. COMPACTION BY HAND TAMPING WILL BE ALLOWED IF 85% DENSITY IS ACHIEVED. OTHERWISE MECHANICAL TAMPING WILL BE REQUIRED.
4. BACKFILL INSPECTION/TESTING
 - TRENCH DEPTH OF LESS THAN 1 FT VISUAL INSPECTION BY CITY.
 - TRENCH DEPTH GREATER THAN 1 FT:
 - BELOW FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH AND EVERY 1.5 FT OF FILL.
 - AT FINISH AGGREGATE BASE GRADE: 1 TEST PER 300 FT OF TRENCH OR 2 TESTS PER STREET CROSSING.
 - IF BACKFILL MATERIAL OR COMPACTION EQUIPMENT CHANGES, COMPACTION TESTING SHALL IMMEDIATELY BE PERFORMED TO VERIFY THAT DENSITY IS BEING ACHIEVED.
5. STABILIZATION FABRIC AND IMPORTED FOUNDATION MATERIAL SHALL BE REQUIRED WHERE NATURAL SOIL CONDITIONS IN THE BOTTOM OF THE TRENCH ARE UNSUITABLE FOR PROPER PIPE INSTALLATION.



WATER LINE TRENCH BEDDING & BACKFILL
NTS

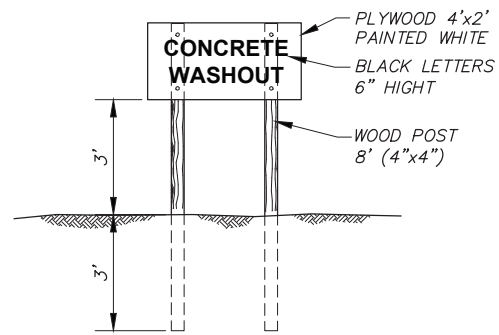
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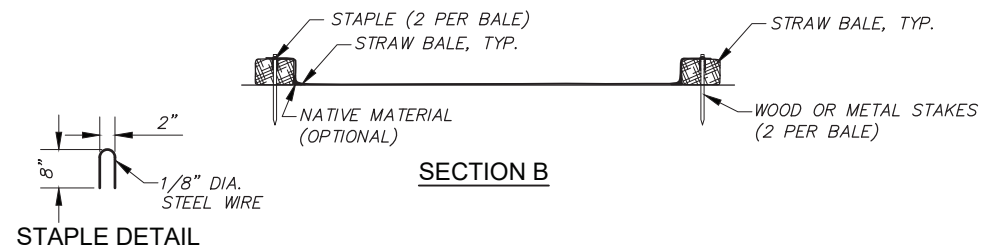
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS
**TRENCH BEDDING, BACKFILL,
AND SURFACE RESTORATION**

FIGURE
ST20

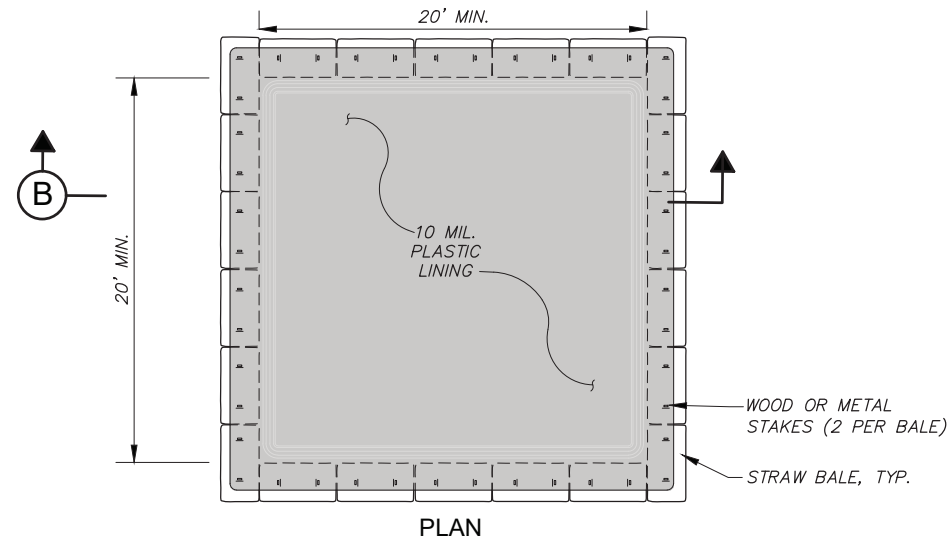
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CONCRETE WASHOUT SIGN DETAIL



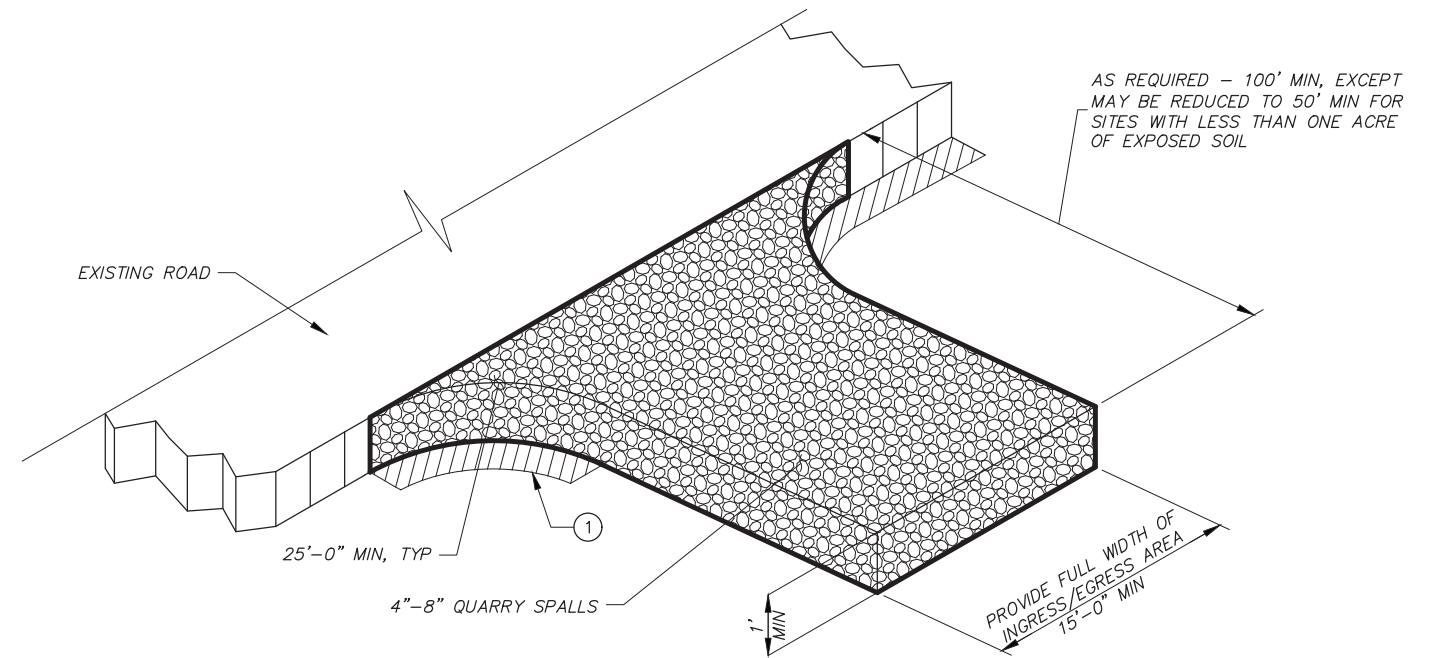
STAPLE DETAIL



CONCRETE WASHOUT AREA DETAILS
(NUMBER AS REQUIRED)
N.T.S.

NOTE

- ① PLACE CONSTRUCTION GEOTEXTILE FOR SOIL STABILIZATION AND A MINIMUM OF 2" OF 3/4"-0 AGGREGATE BASE UNDER THE SPALLS FROM THE EDGE OF THE EXISTING ROADWAY TO THE RADIUS RETURNS, OR AS DIRECTED BY CITY.



CONSTRUCTION ENTRANCE
NTS

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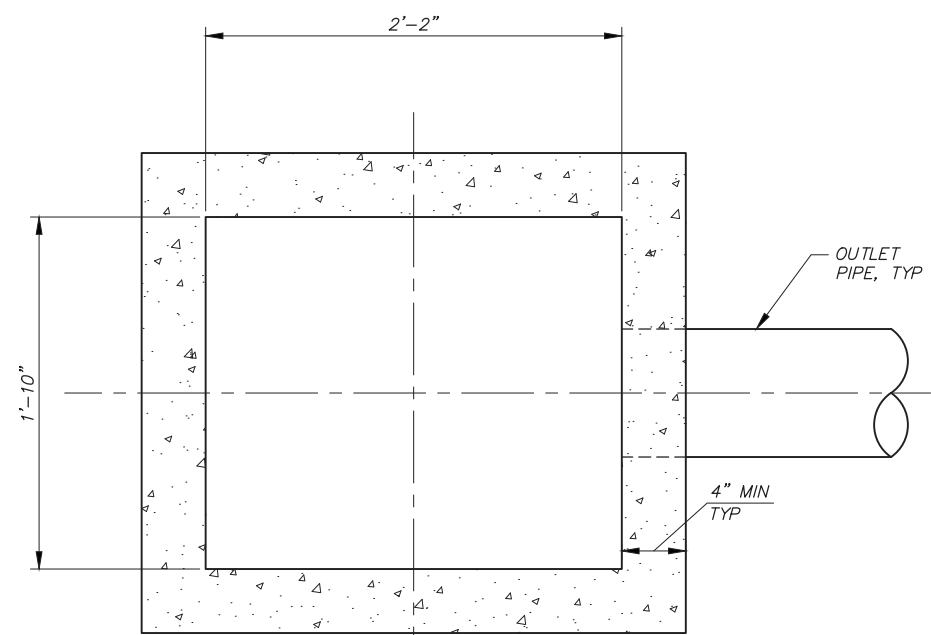
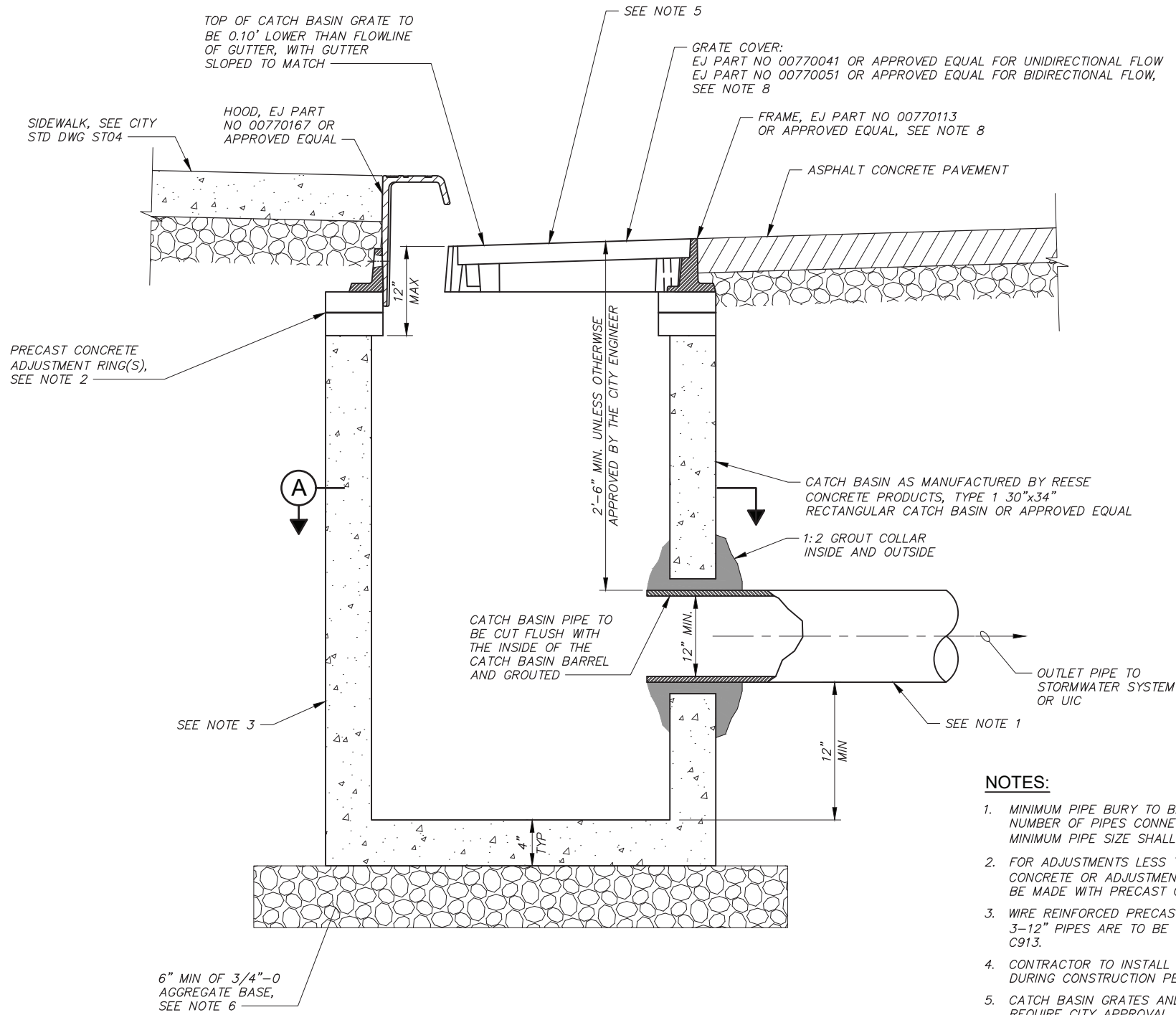
REVISION	DATE



CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

EROSION AND SEDIMENT CONTROL

FIGURE
ST21



- NOTES:**
1. MINIMUM PIPE BURY TO BE 30" UNLESS OTHERWISE APPROVED BY CITY. NUMBER OF PIPES CONNECTING TO CATCH BASIN SHALL NOT EXCEED 3. MINIMUM PIPE SIZE SHALL BE 12".
 2. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.
 3. WIRE REINFORCED PRECAST CATCH BASIN SHALL BE REQUIRED WHEN 3-12" PIPES ARE TO BE CONNECTED AND SHALL CONFORM TO ASTM C913.
 4. CONTRACTOR TO INSTALL EROSION AND SEDIMENT CONTROL PROTECTION DURING CONSTRUCTION PER CURRENT DEQ STANDARDS.
 5. CATCH BASIN GRATES AND FRAMES NOT LOCATED IN CURB AND GUTTER REQUIRE CITY APPROVAL.
 6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
 7. AREA DRAIN CATCH BASINS LOCATED IN PAVED AREAS SHALL BE INSTALLED WITH A RECTANGULAR ADA GRATE (EJ PART NO 00775036) AND A NON SLOPING FRAME (EJ PART NO 00777011)

STORM DRAIN CATCH BASIN
NTS

SECTION A
NTS

REVISION	DATE

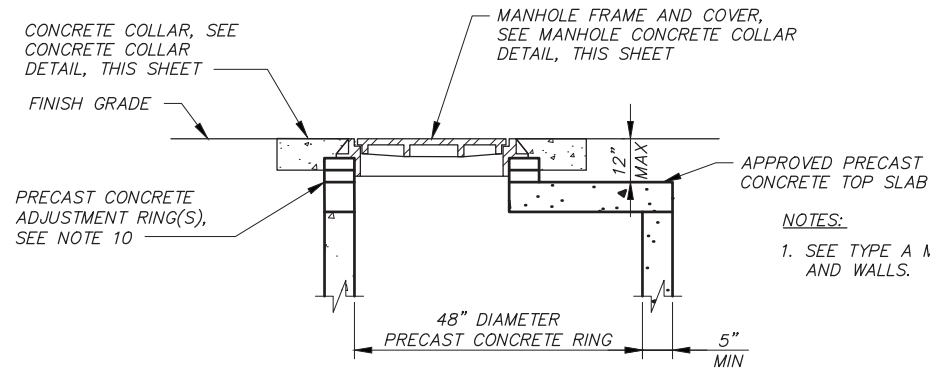


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

STORM DRAIN CATCH BASIN

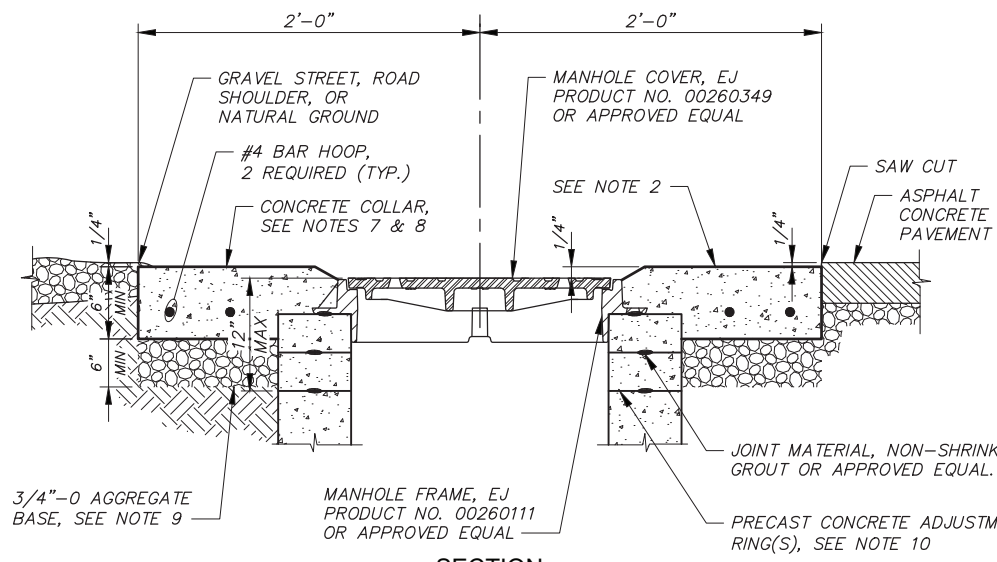
FIGURE
SD01

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STORM DRAIN TOP SLAB MANHOLE
TYPE B
NTS

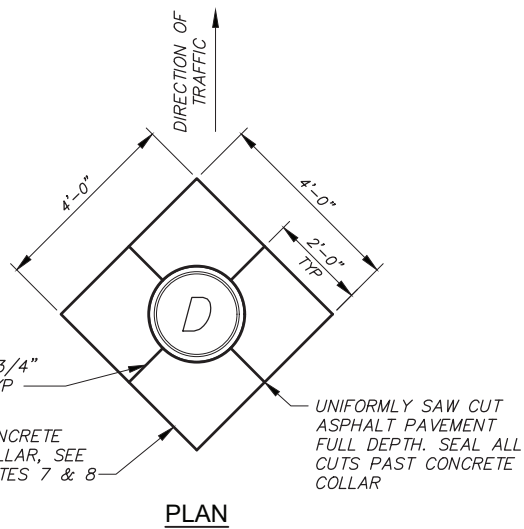
NOTES:
1. SEE TYPE A MANHOLE FOR BASE AND WALLS.



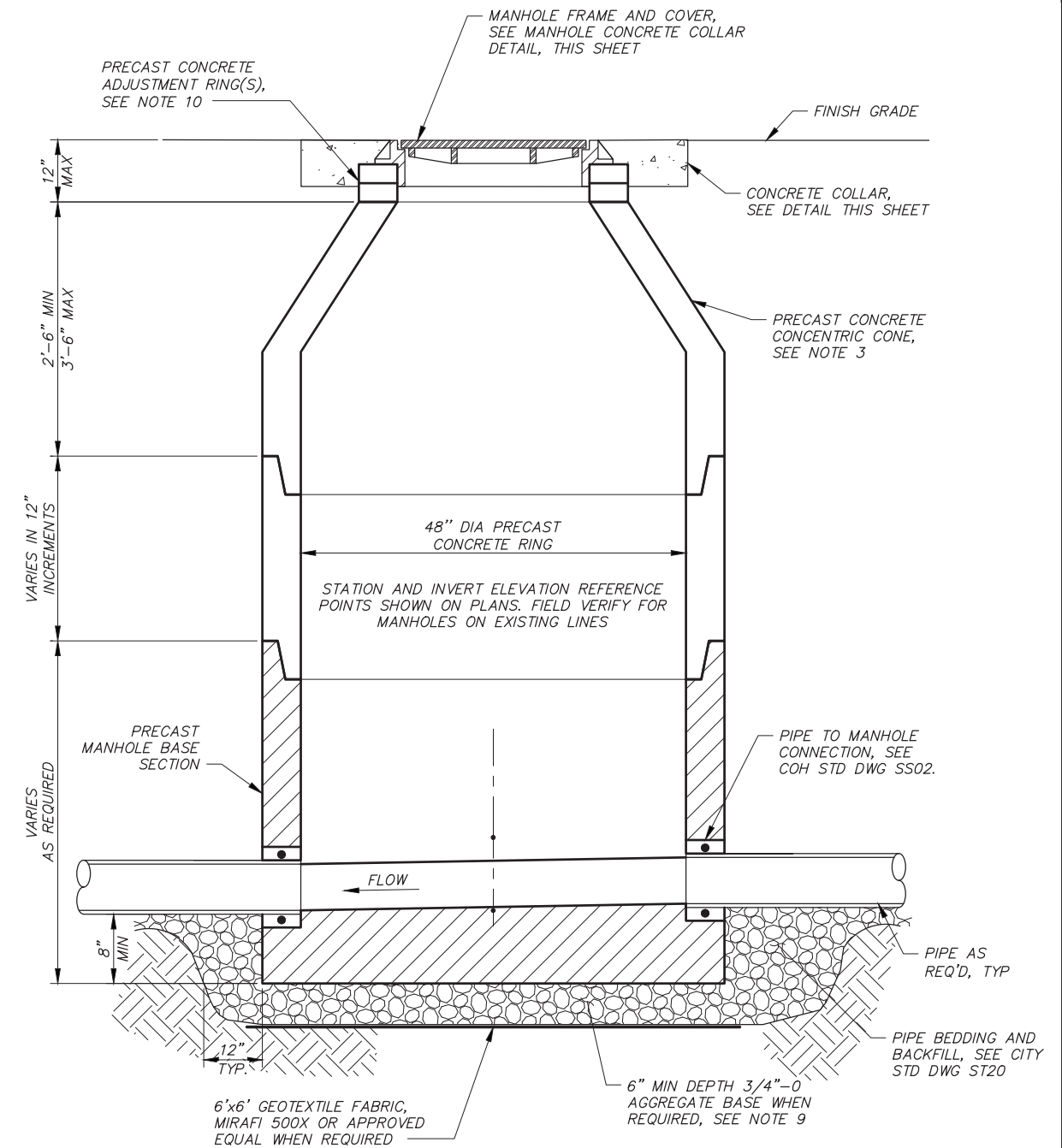
SECTION

- REQUIREMENTS FOR CONCRETE COLLARS:**
1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
 2. COLLAR TO BE FORMED SQUARE.
 3. SMOOTH BROOMED FINISH REQUIRED.
 4. APPLY CONCRETE CURING COMPOUND.
 5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL
(IN GRAVEL STREETS, NATURAL GROUND OR ASPHALT PAVEMENT)
NTS



PLAN



STANDARD STORM DRAIN MANHOLE
TYPE A
NTS

- NOTES**
1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
 2. ANY GAPS, HOLES, ROUGH SPOTS, ETC, IN THE INVERT CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
 3. CONE SECTION SHALL BE TYPE A UNLESS MANHOLE DEPTH IS 5.5 FEET OR LESS. MANHOLES 5.5 FEET OR LESS IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS.
 4. PRIOR TO MANUFACTURING MANHOLES THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
 5. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY.
 6. MANHOLE STEPS NOT PERMITTED.
 7. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
 8. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREET, ROAD SHOULDER, OR NATURAL GROUND.
 9. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
 10. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.

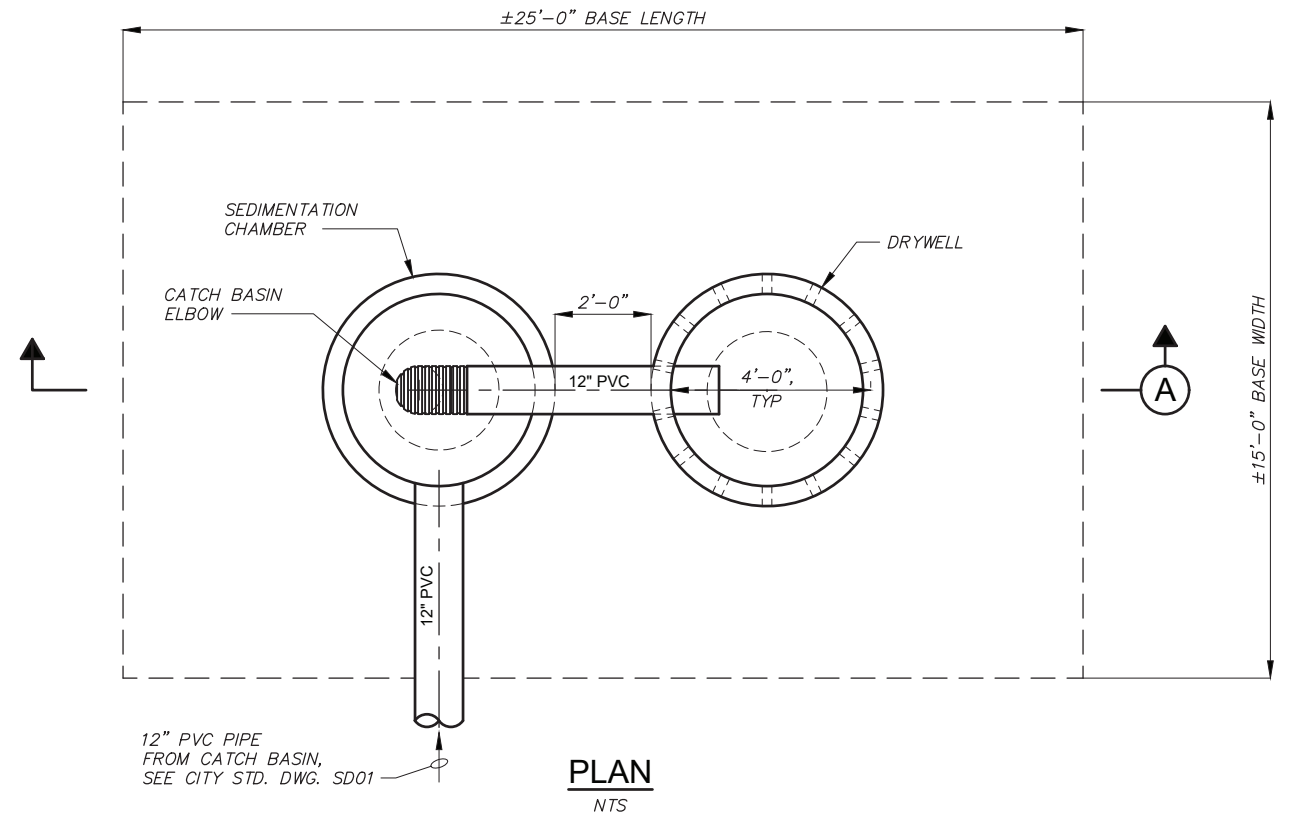
REVISION	DATE



CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
STORM DRAIN MANHOLE

FIGURE SD02

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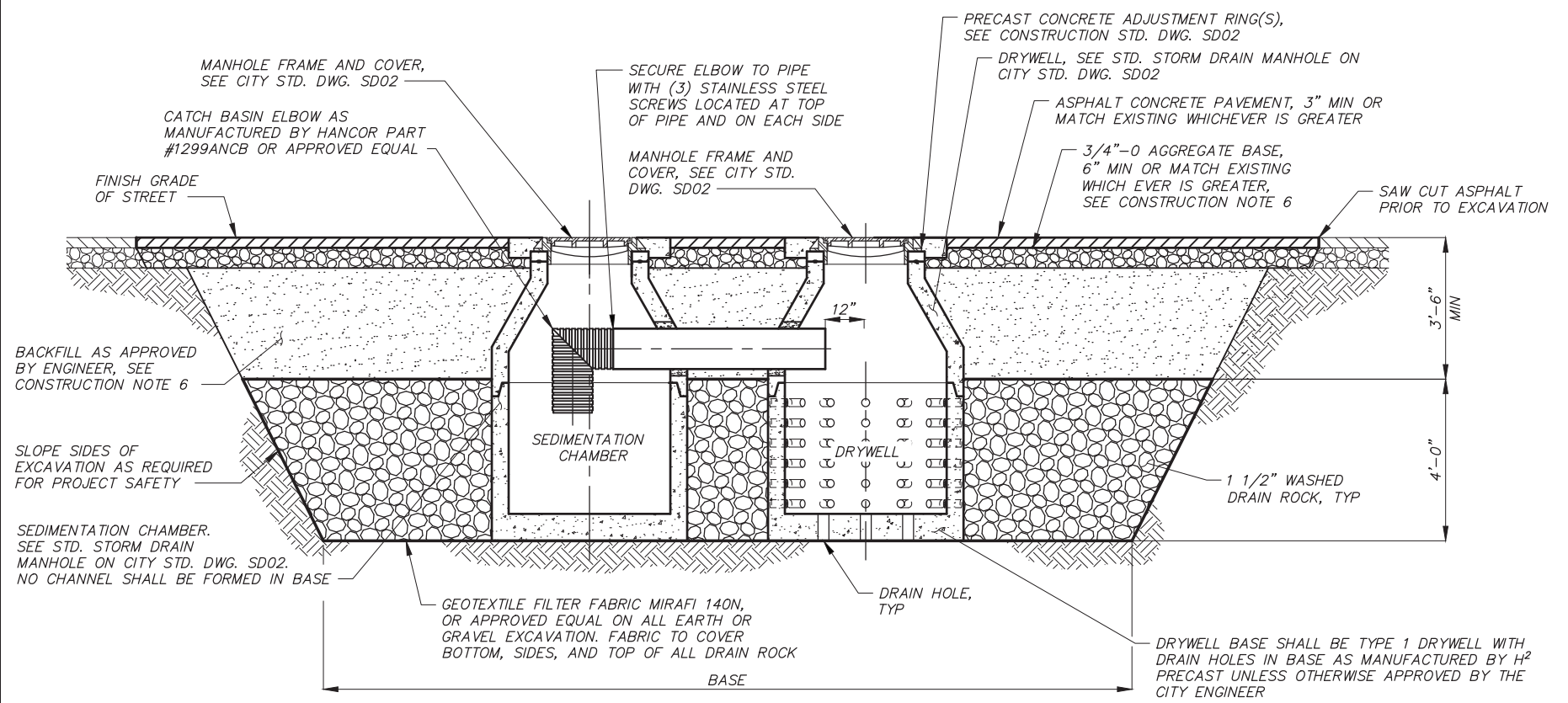


DESIGN NOTES

1. DRYWELL DRAINAGE AREA DESIGNED FOR 25 YEAR EVENT USING TYPE II STORM EVENT WITH A TIME OF CONCENTRATION OF 5 MIN.
2. DRYWELL DESIGNED TO DRAIN 12,600 SQUARE FEET OF STREET AREA.
3. MINIMUM BASE AREA OF 12'x20'.
4. ASSUMES POORLY GRADED SAND WITH SILT WITH A DESIGN INFILTRATION RATE OF 5" PER HOUR. SHOULD SOIL CONDITIONS SUCH AS CALICHE, HARD PAN, CLAY, SILT, ECT. BE ENCOUNTERED, THE CONTRACTOR SHALL NOTIFY THE CITY IMMEDIATELY. THE ACTUAL SIZE OF THE EXCAVATED AREA MAY BE ADJUSTED TO ACCOMMODATE DIFFERENT SOIL TYPES.
5. GROUNDWATER MUST BE A MINIMUM 5' BELOW BASE OF DRYWELL.
6. DRYWELLS SHALL NOT BE INSTALLED WITHIN THE 2-YEAR TIME OF TRAVEL OF AN EXISTING IRRIGATION OR DRINKING WELL. WHERE A 2-YEAR TIME OF TRAVEL HAS NOT BEEN IDENTIFIED, DRYWELLS SHALL NOT BE INSTALLED WITHIN 500' OF THE WELL.

CONSTRUCTION NOTES

1. SOIL STABILITY WILL DETERMINE THE PLACEMENT OF SEDIMENTATION CHAMBER AND DRYWELL. EXCAVATION SHALL NOT RESULT IN CURB, SIDEWALK, OR OTHER STRUCTURES TO BE UNDERMINED.
2. PRECAST SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C478.
3. ACTUAL LOCATION OF DRYWELL TO BE APPROVED BY CITY PRIOR TO CONSTRUCTION.
4. SEAL ALL PIPE PENETRATIONS WATERTIGHT WITH NONSHRINK GROUT.
5. PRECAST SECTIONS TO BE PLACED ON NATIVE UNDISTURBED SOIL.
6. ALL AGGREGATE BASE AND BACKFILL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.



SECTION A
NTS

REVISION	DATE

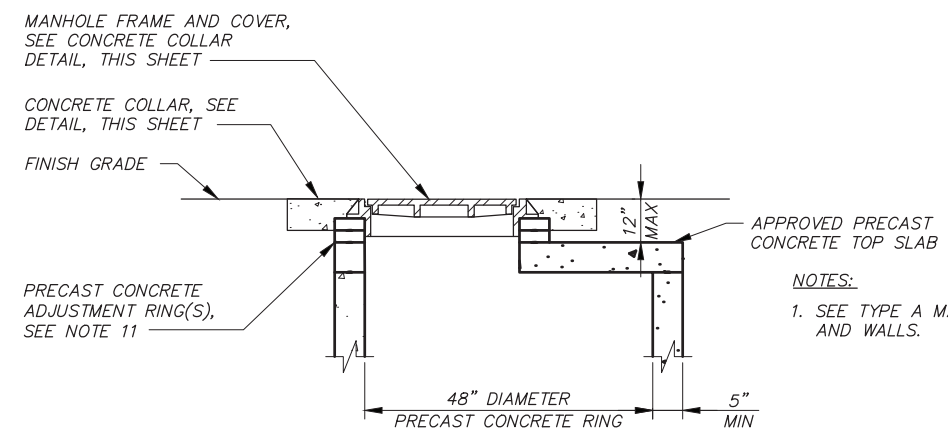


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

**SEDIMENTATION CHAMBER
AND DRYWELL**

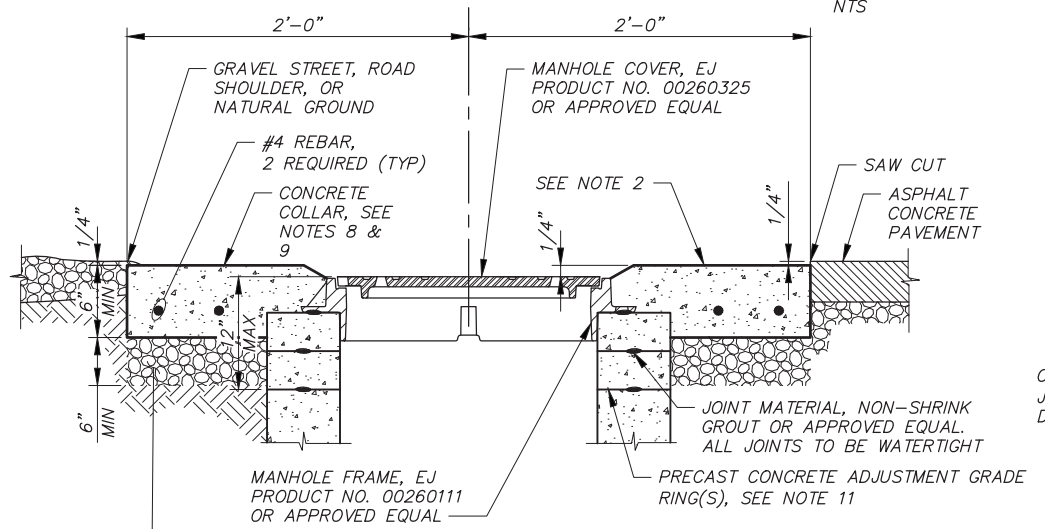
FIGURE
SD03

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SANITARY SEWER TOP SLAB MANHOLE
TYPE B
NTS

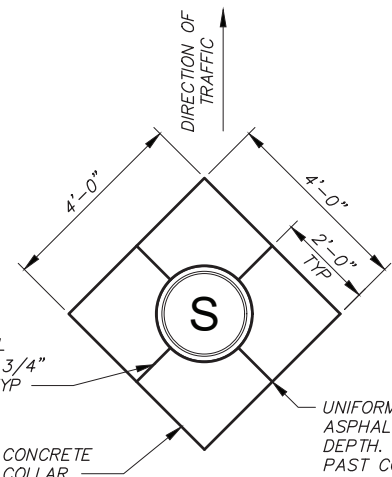
NOTES:
1. SEE TYPE A MANHOLE FOR BASE AND WALLS.



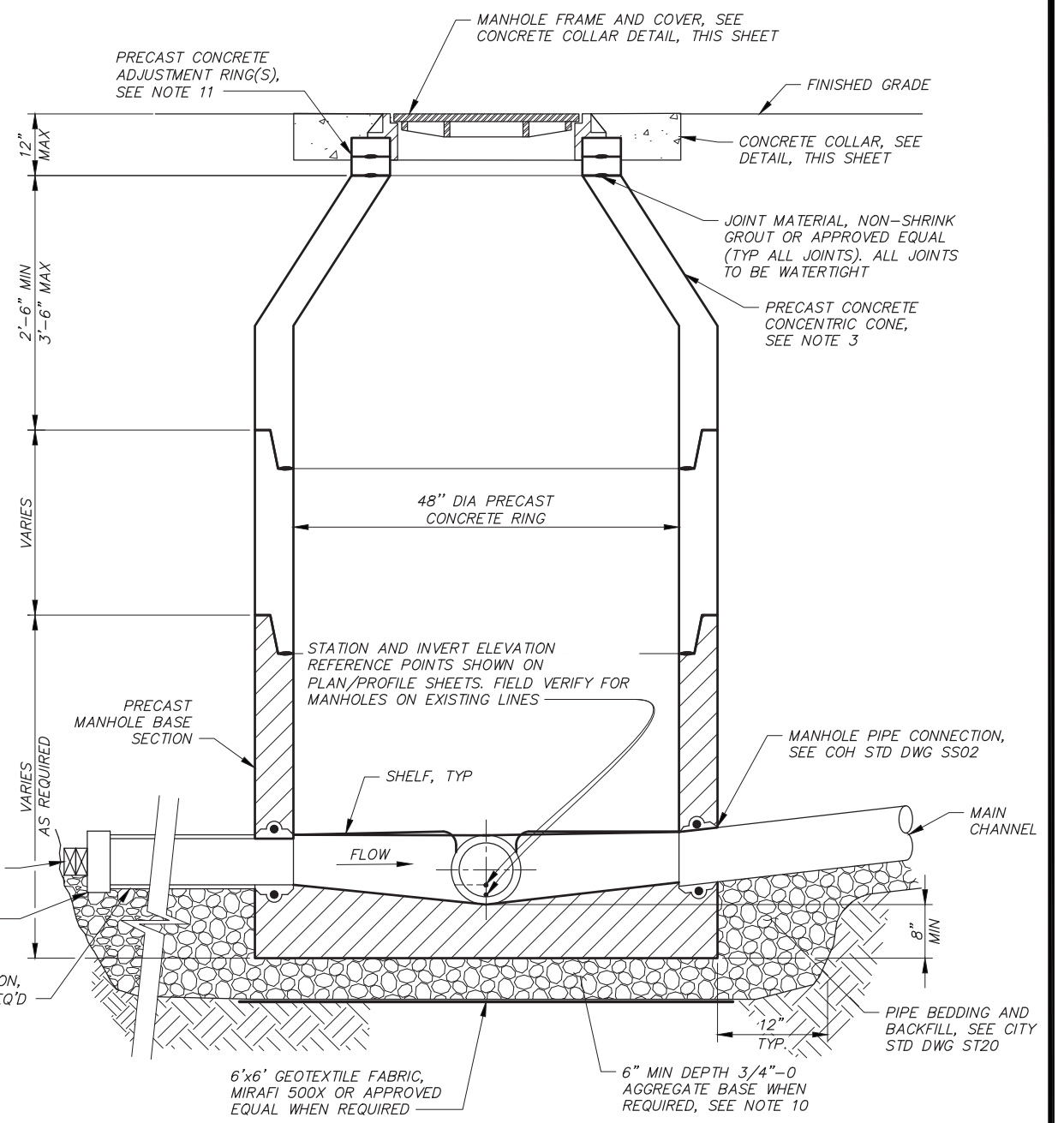
CONCRETE COLLAR DETAIL
(IN GRAVEL STREETS, NATURAL GROUND OR ASPHALT PAVEMENT)
NTS

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.



PLAN



STANDARD SANITARY SEWER MANHOLE
TYPE A
NTS

NOTES

1. ALL MANHOLES SHALL BE PRECAST MANHOLE UNITS CONFORMING TO ASTM C478.
2. ANY GAPS, HOLES, ROUGH SPOTS, ETC. IN THE CHANNELS SHALL BE FILLED OR REPAIRED IN THE FIELD.
3. MANHOLES SHALL BE TYPE A UNLESS MANHOLE DEPTH IS LESS THAN 5 FEET. MANHOLES LESS THAN 5 FEET IN DEPTH SHALL BE TYPE B UNLESS OTHERWISE CALLED FOR ON THE DESIGN DRAWINGS. MANHOLE DEPTH SHALL BE AS MEASURED FROM FINISHED GRADE TO INVERT OF PIPE.
4. PRIOR TO MANUFACTURING MANHOLES, THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS, PIPE INVERT ELEVATIONS, PIPE ORIENTATION, AND MANHOLE DEPTH. CONTRACTOR SHOULD ALSO NOTE THAT PIPE SLOPES ARE CALCULATED TO CENTER OF THE MANHOLE.
5. WHERE THE DISTANCE BETWEEN INLET PIPE INVERT AND MANHOLE CHANNEL INVERT IS GREATER THAN 2 FEET A DROP MANHOLE SHALL BE USED.
6. ALL PRECAST MANHOLE BASE SECTIONS SHALL HAVE FACTORY CAST FLOW CHANNELS UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
7. MANHOLE STEPS NOT PERMITTED.
8. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP.
9. ALL MANHOLES SHALL HAVE A CONCRETE COLLAR REGARDLESS OF BEING INSTALLED ON PAVED OR GRAVEL STREETS, ROAD SHOULDER, OR NATURAL GROUND.
10. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
11. FOR ADJUSTMENTS LESS THAN 2" GROUT BETWEEN FRAME AND TOP OF CONCRETE OR ADJUSTMENT RINGS. ADJUSTMENTS 2" AND GREATER SHALL BE MADE WITH PRECAST CONCRETE RINGS.

REVISION	DATE

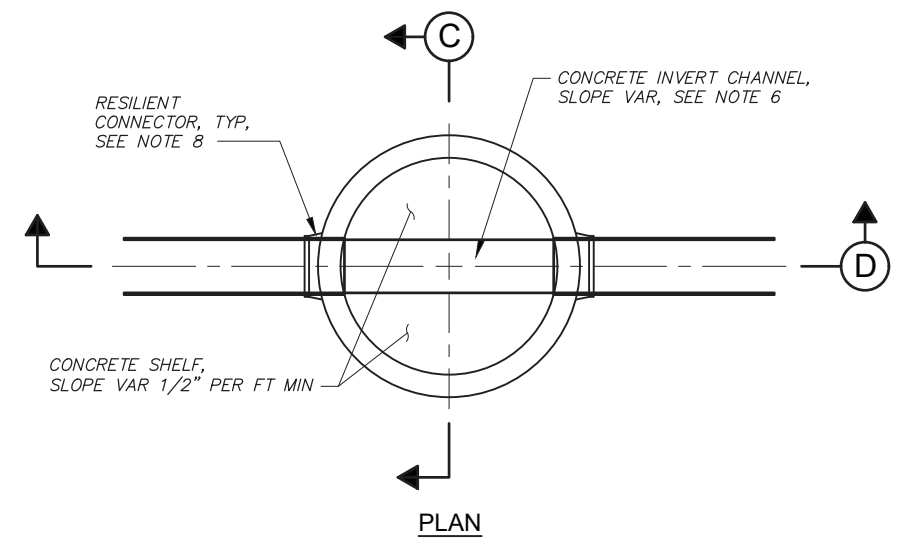
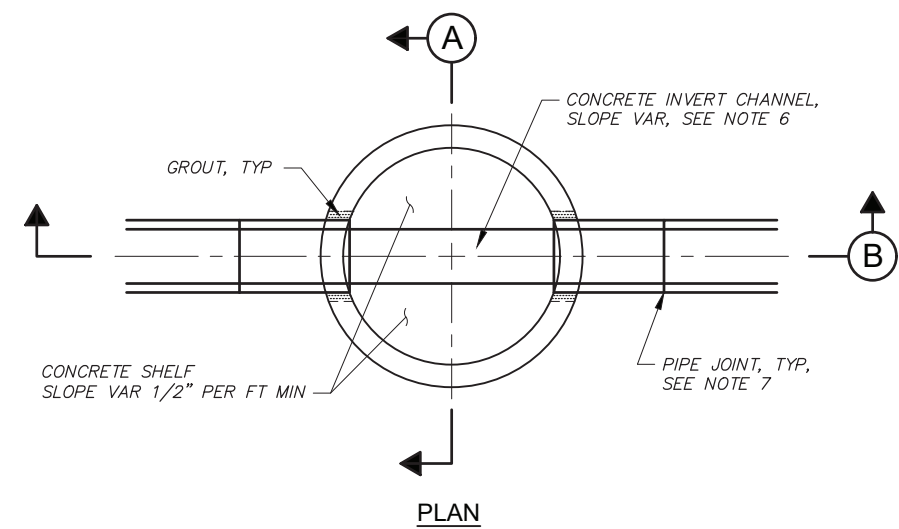
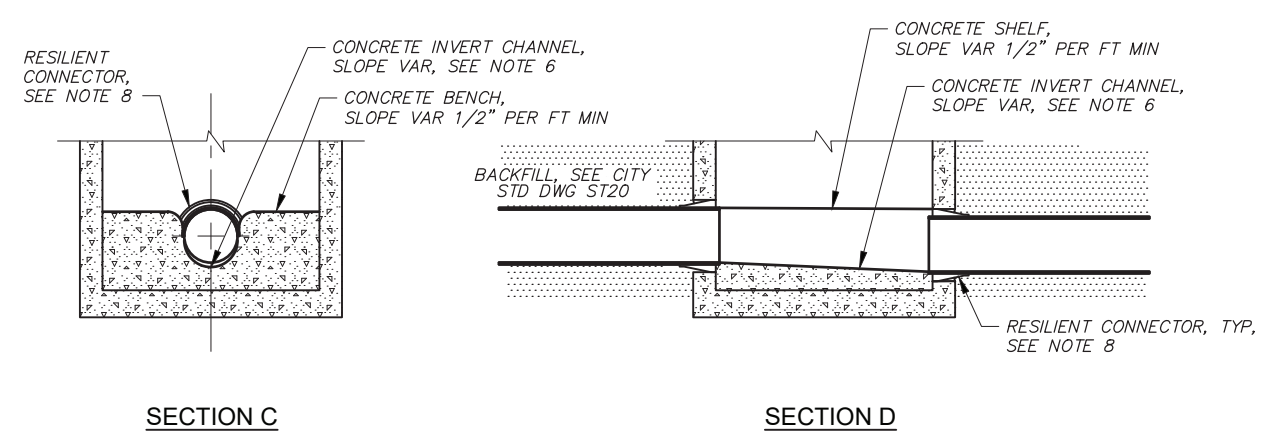
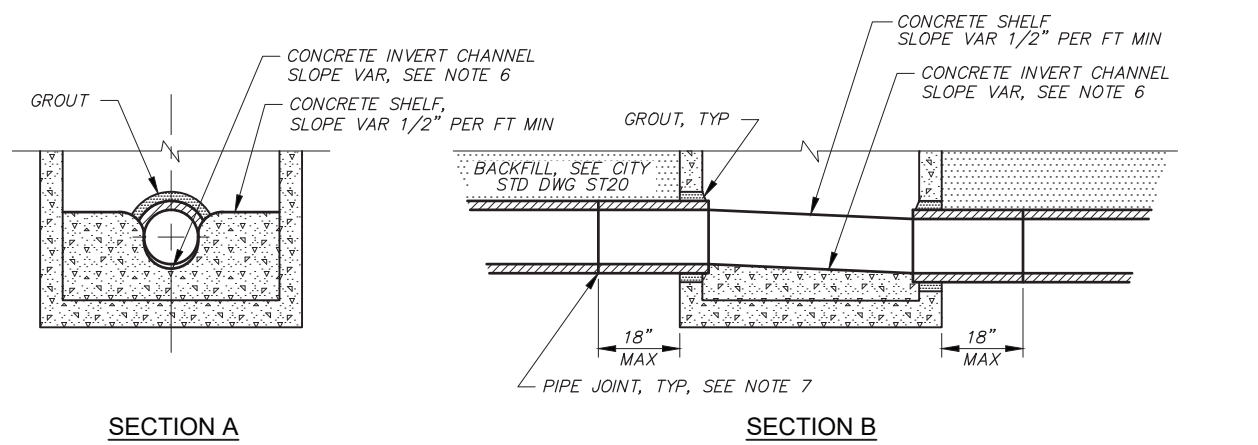


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

SANITARY SEWER MANHOLE

FIGURE
SS01

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CONNECTION OF RIGID PIPE TO MANHOLE
NTS

CONNECTION OF FLEXIBLE PIPE TO MANHOLE
NTS

NOTES

1. ALL PRECAST SECTIONS SHALL CONFORM TO REQUIREMENTS OF ASTM C478.
2. MANHOLE BASE SECTIONS SHALL BE PRECAST UNLESS OTHERWISE APPROVED BY CITY.
3. ALL CONCRETE SHALL BE COMMERCIAL GRADE, 4000 PSI CONCRETE.
4. LOCATION, ELEVATION, DIAMETER, SLOPE, AND NUMBER OF PIPE(S) VARIES; SEE DESIGN DRAWINGS.
5. MAXIMUM PIPE DIAMETER VARIES WITH PIPE MATERIAL.
6. INVERT CHANNELS SHALL BE CONSTRUCTED TO PROVIDE SMOOTH SLOPES AND RADII TO OUTLET PIPE.
7. WHEN RIGID PIPE IS USED, THE CONNECTING PIPE SHALL HAVE A FLEXIBLE, GASKETED AND UNRESTRAINED JOINT WITHIN 18" OF MANHOLE WALL. JOINT TYPE VARIES WITH MANUFACTURER.
8. WHEN FLEXIBLE PIPE IS USED, INSTALL RESILIENT CONNECTORS CONFORMING TO REQUIREMENTS OF ASTM C923.

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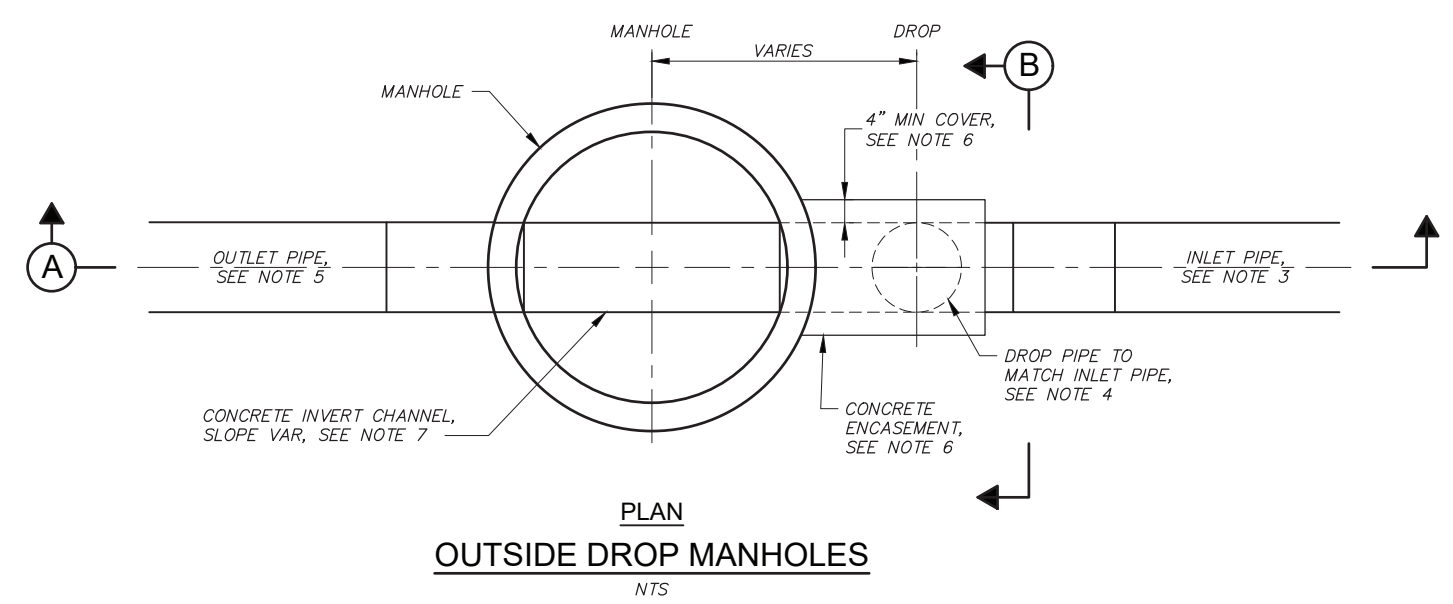
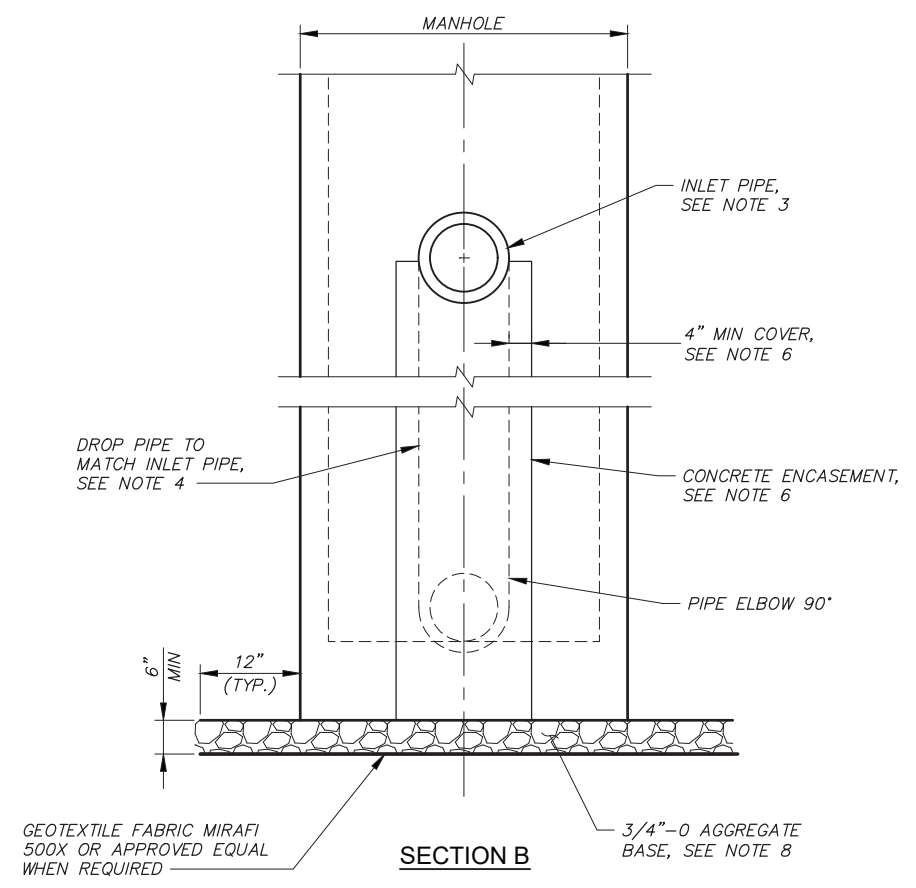
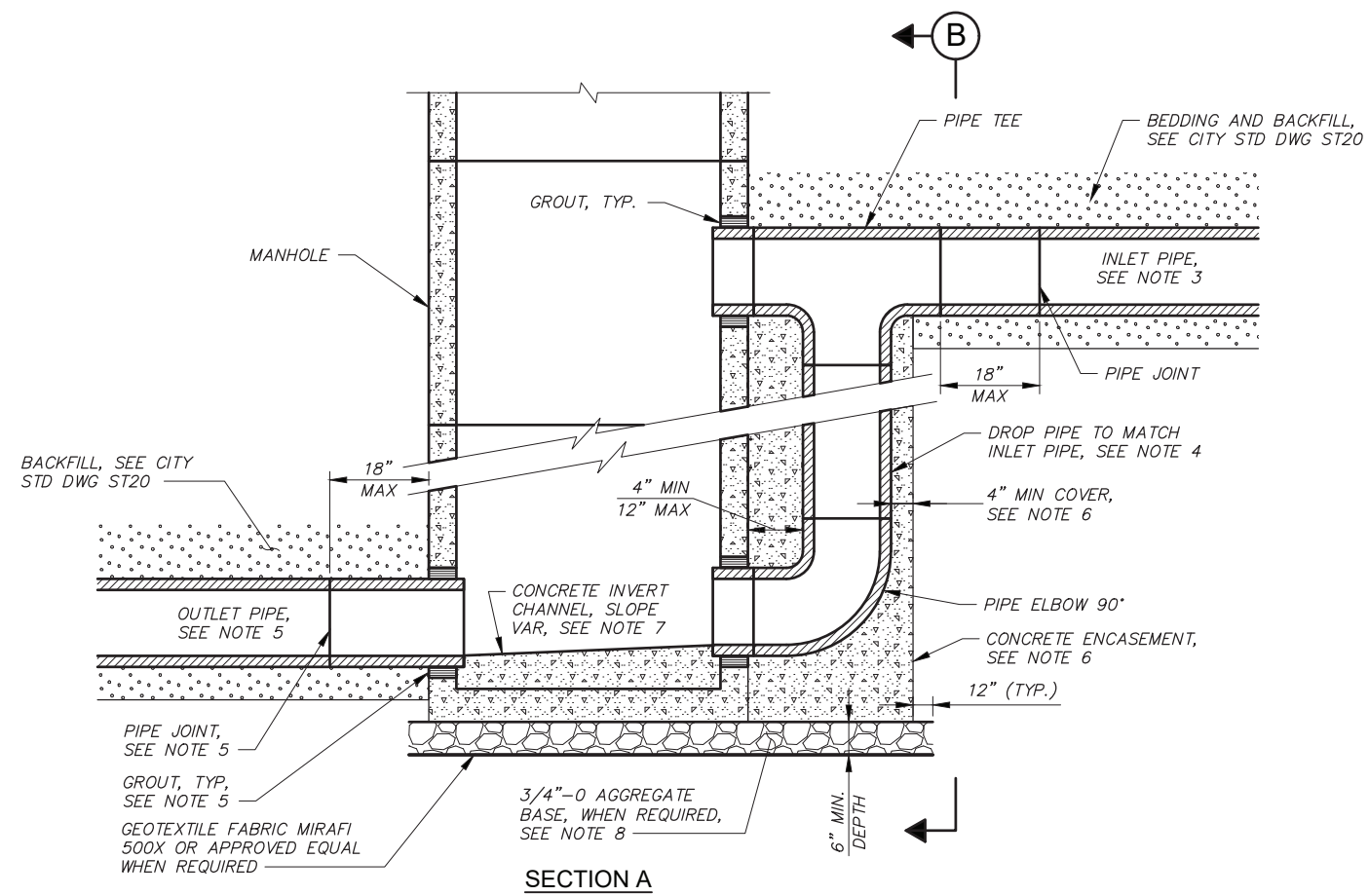


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

PIPE TO MANHOLE CONNECTIONS

FIGURE
SS02

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- NOTES**
1. SEE CITY STD DWG SS01 AND SS02 FOR DETAILS NOT SHOWN.
 2. LOCATION, ELEVATION, DIAMETER, SLOPE, AND NUMBER OF PIPE(S) VARIES. SEE DESIGN DRAWINGS. ONLY 1 OUTSIDE DROP PIPE ALLOWED PER MANHOLE. SEE DESIGN DRAWINGS FOR PIPE MATERIAL.
 3. INLET PIPE MAY BE RIGID OR FLEXIBLE, MAXIMUM DIAMETER 18". THE CONNECTING PIPE SHALL HAVE A FLEXIBLE, GASKETED AND UNRESTRAINED JOINT WITHIN 18" OF PIPE TEE, AS SHOWN. JOINT TYPE VARIES WITH MANUFACTURER.
 4. DROP PIPE, TEE, AND ELBOW TO MATCH INLET PIPE.
 5. RIGID PIPE CONNECTION SHOWN. OUTLET PIPE(S) MAY BE RIGID OR FLEXIBLE. SEE PROJECT PLANS. MAX OUTLET PIPE DIAMETER VARIES WITH PIPE MATERIAL. SEE CITY STD DWG SS02 FOR PIPE TO MANHOLE CONNECTIONS.
 6. CONCRETE ENCASEMENT SHALL BE COMMERCIAL GRADE, 4000 PSI CONCRETE. PROVIDE 4" MINIMUM COVER OVER OUTER MOST PARTS OF PIPE AND FITTINGS.
 7. INVERT CHANNELS SHALL BE CONSTRUCTED TO PROVIDE SMOOTH SLOPES AND RADII TO OUTLET PIPE.
 8. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
 9. INSIDE DROP MANHOLES MAY BE ALLOWED ONLY IF APPROVED BY THE CITY. A DETAIL MUST BE PROVIDED WHEN INSIDE DROP IS USED. A BOWL SHALL BE REQUIRED ON ALL INSIDE DROP MANHOLES.

REVISION	DATE

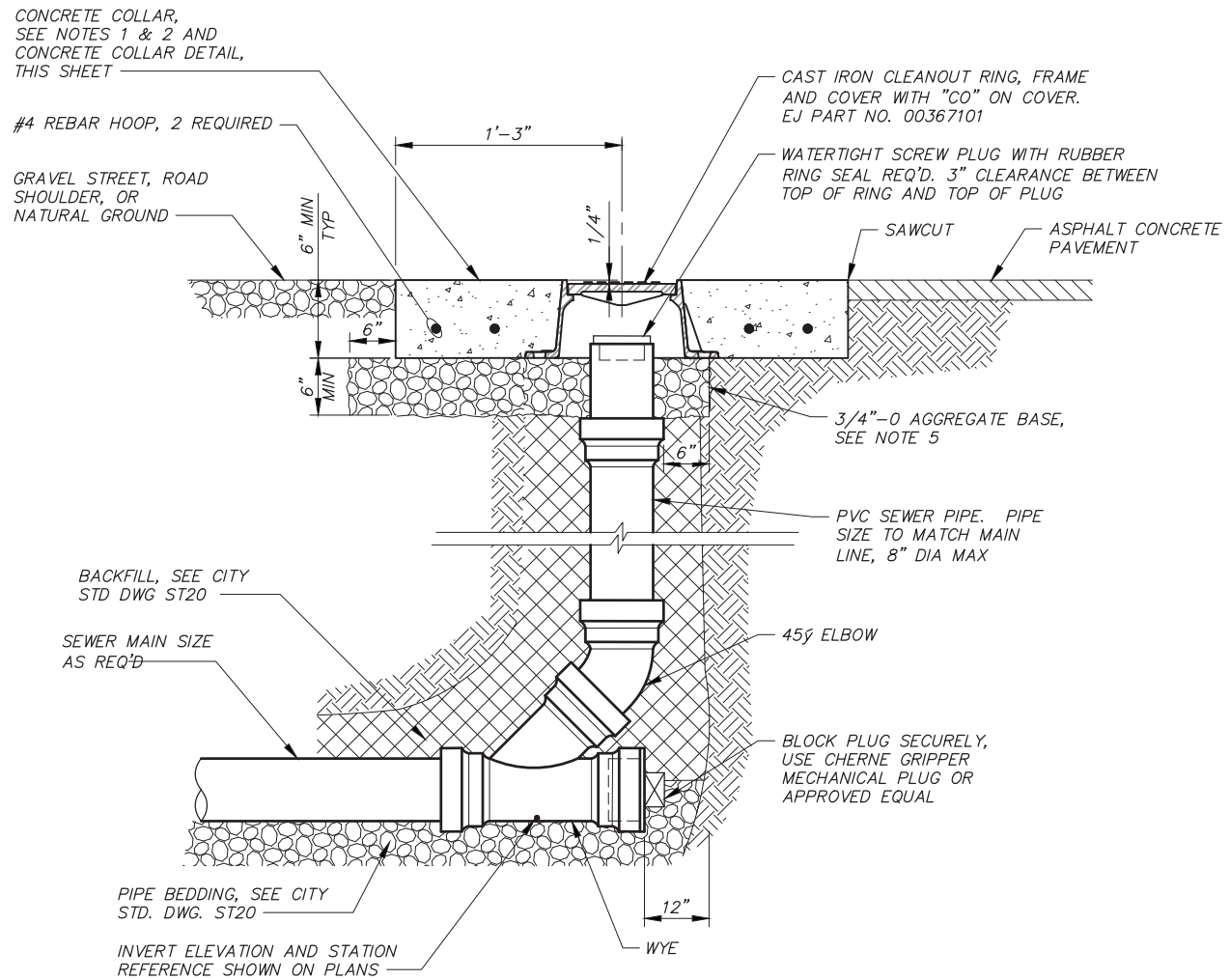


**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

OUTSIDE DROP MANHOLES

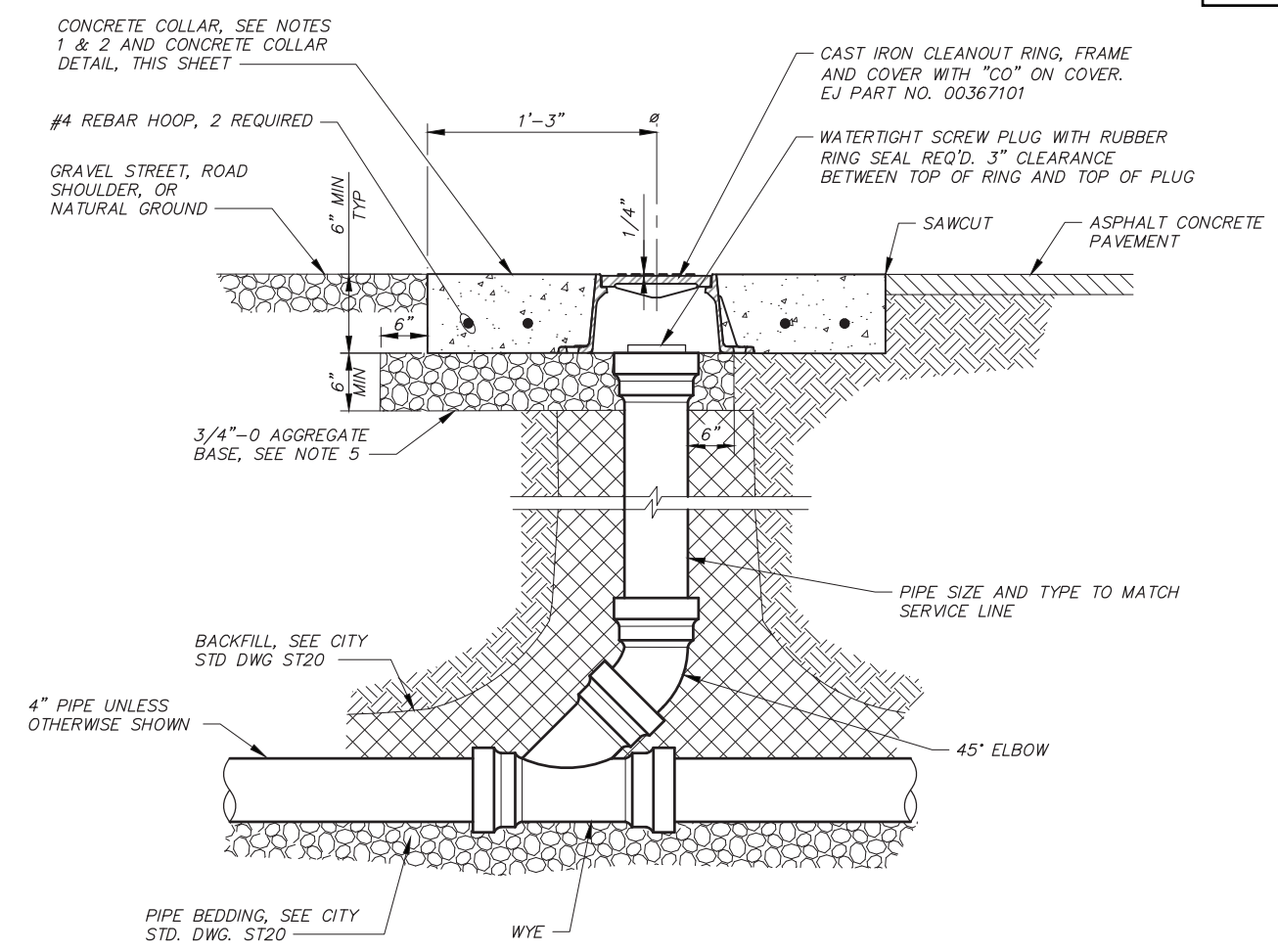
**FIGURE
SS03**

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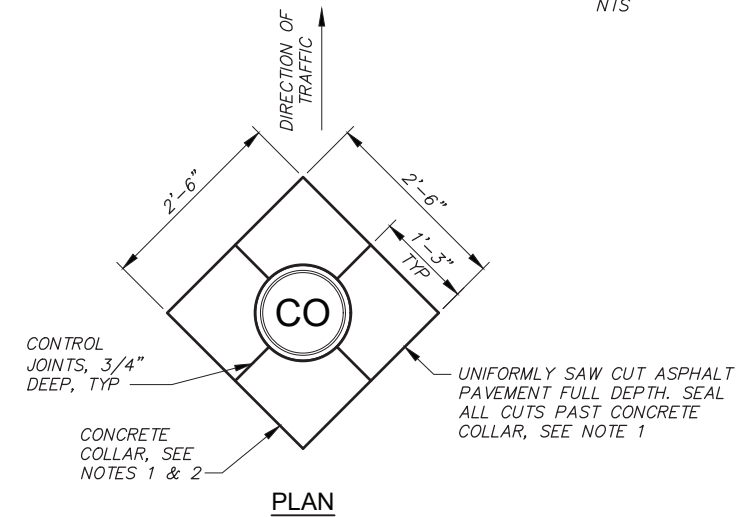
GRAVITY SEWER MAIN LINE CLEANOUT

NTS



SEWER SERVICE LINE CLEANOUT

NTS



PLAN

REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

CONCRETE COLLAR DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED AFTER PLACEMENT OF ACP. WHERE A SERVICE LINE CLEANOUT IS INSTALLED OUTSIDE OF ASPHALT CONCRETE PAVING AT THE EDGE OF THE RIGHT-OF-WAY AS REQUIRED BY CITY STD DWG SS05. A CONCRETE COLLAR IS NOT REQUIRED.
2. ALL CLEANOUTS SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL STREET, ROAD, ON SHOULDER, OR NATURAL GROUND.
-EXCEPTION FOR RESIDENTIAL CONSTRUCTION: IF CLEANOUT IS INSTALLED ON PRIVATE PROPERTY, CONCRETE COLLAR REQUIREMENTS MAY BE WAIVED BY OWNER.
3. SEWER CLEANOUT RISER SIZE AND MATERIAL TO MATCH CARRIER PIPE.
4. CASTING SHALL MEET AASHTO H20 REQUIREMENT.
5. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

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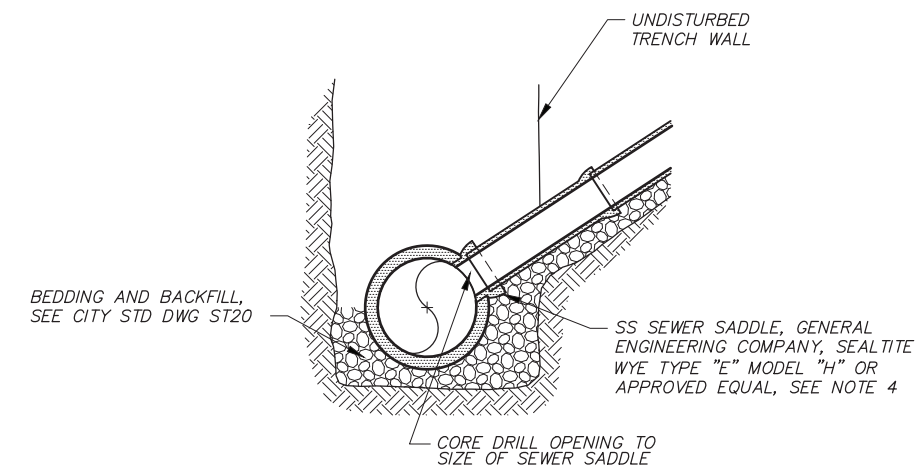
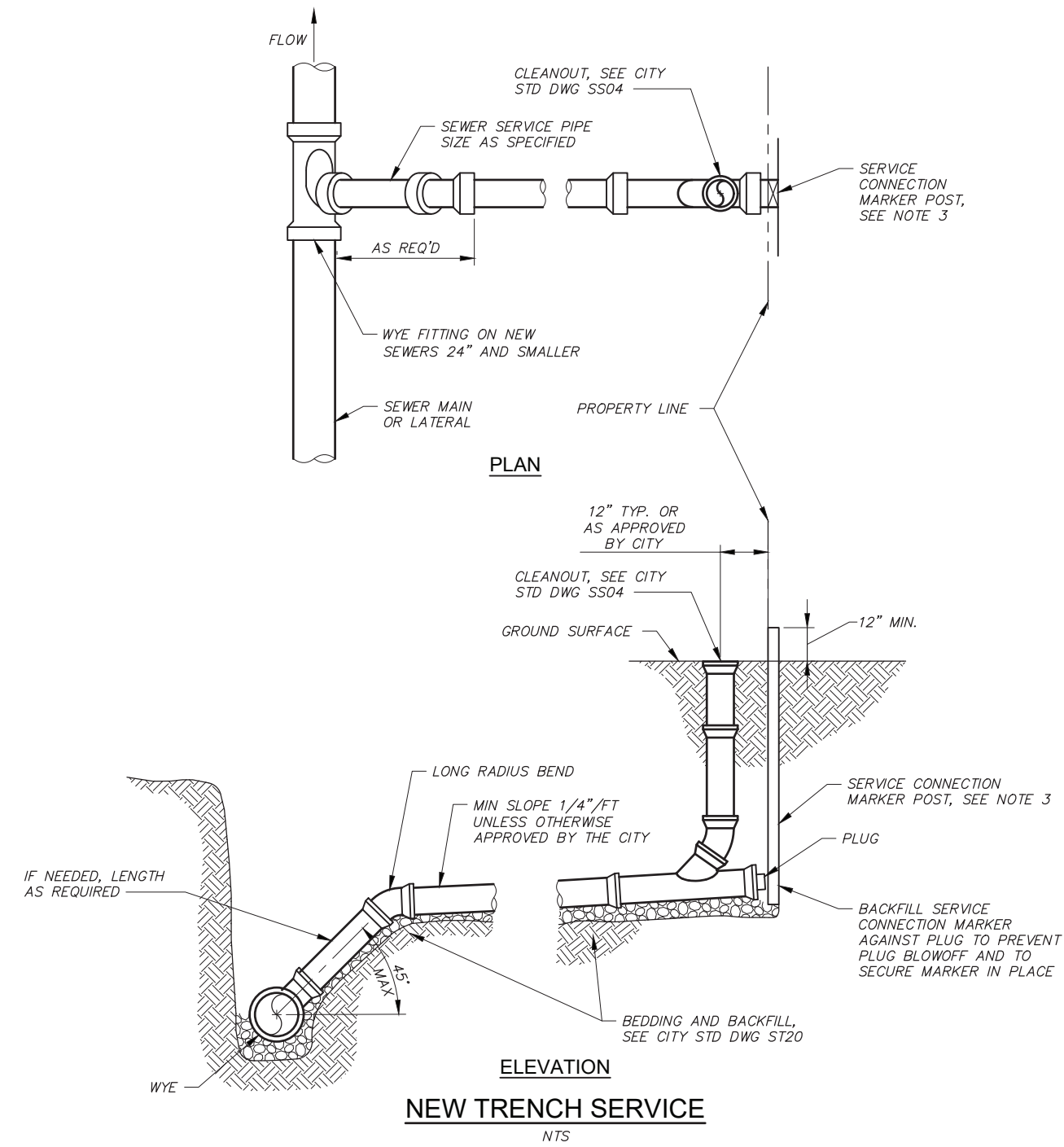


**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

SEWER CLEANOUTS

**FIGURE
SS04**

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EXISTING SEWER SERVICE TAP
NTS

- NOTES**
- PIPE AND FITTINGS SHALL BE COMPATIBLE. ONLY MANUFACTURED FITTINGS SHALL BE USED.
 - CONTRACTOR SHALL MAXIMIZE DEPTH OF THE SEWER SERVICE LATERAL AT THE PROPERTY LINE. SEWER SERVICE INVERT DEPTHS AT THE RIGHT-OF-WAY OR EASEMENT LINE SHALL BE SUFFICIENTLY DEEP SUCH THAT ALL POINTS ON THE PROPERTY CAN BE SERVICED BY SEWER PIPE HAVING A MINIMUM SLOPE OF 1/4" PER FOOT AND MEETING ALL REQUIREMENTS OF THE OREGON PLUMBING SPECIALTY CODE CURRENT EDITION INCLUDING MINIMUM COVER REQUIREMENTS. IN NO CASE SHALL THE SEWER SERVICE LATERAL HAVE LESS THAN 4 FEET OF COVER AT RIGHT OF WAY OR EASEMENT LINE, UNLESS OTHERWISE APPROVED BY THE CITY.
 - SERVICE CONNECTION MARKER POST SHALL BE 2"x4" (10' LONG) PRESSURE TREATED FIR. EXPOSED AREA SHALL BE PAINTED GREEN. THE DEPTH FROM THE FINISHED GRADE TO THE INVERT OF THE LATERAL SHALL BE CLEARLY MARKED IN WEATHER RESISTANT, FADE RESISTANT INK. BURIED END SHALL BE SET AT INVERT OF THE SERVICE LATERAL.
 - SEWER SADDLE:
 - SEAT SADDLE IN PLACE TO FIT OUTSIDE SURFACE OF CARRIER PIPE AND TO FORM WATERTIGHT SEAL.
 - SEWER SADDLE AND SERVICE LATERAL TEE SHALL NOT PROTRUDE INTO PIPE.
 - SERVICE LATERALS 8" AND LARGER SHALL BE CONNECTED TO THE SEWER MAIN LINE AT A MANHOLE UNLESS OTHERWISE APPROVED BY THE CITY.

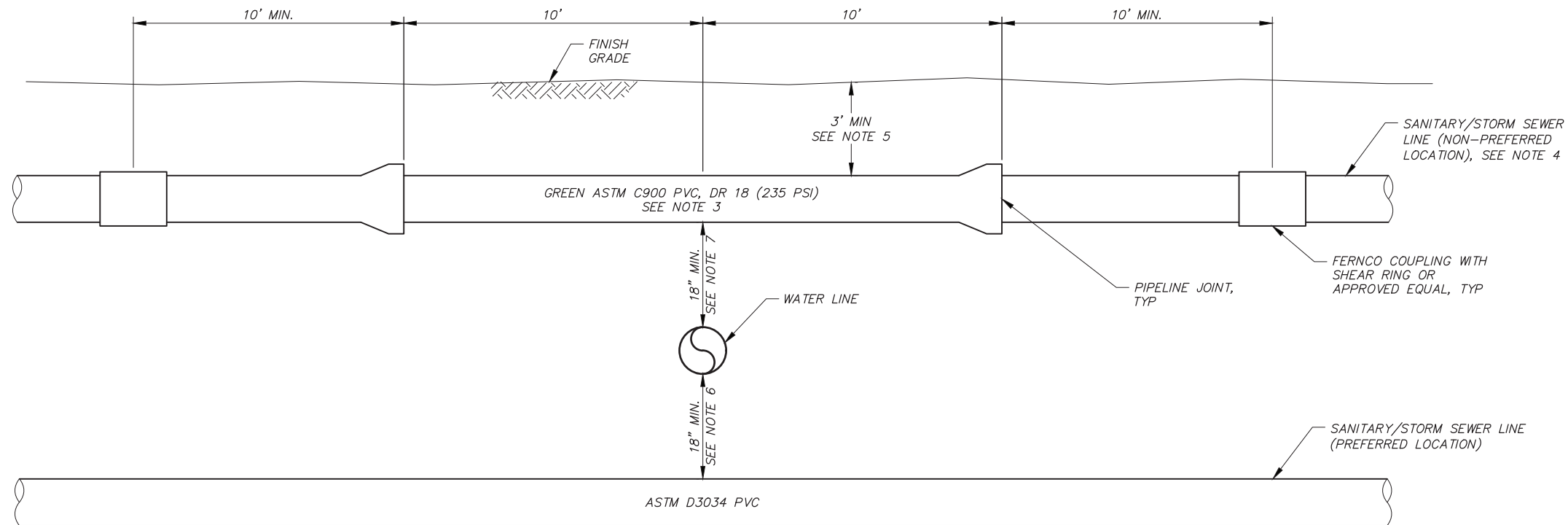
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REVISION	DATE



CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
SEWER SERVICE CONNECTION

FIGURE SS05



WATER-SEWER CROSSING

NTS

NOTES

1. PROVIDE SUPPORT BEAM DETAIL WHEN REQUIRED.
2. ALL BACKFILL IN AREA OF WATER-SEWER CROSSING SHALL BE COMPACTED PER CITY STD DWG ST20.
3. BLUE AND PURPLE PIPE IS NOT PERMITTED. WHITE PIPE WITH MINIMUM 22" WIDE NON-DETECTABLE SEWER MARKING TAPE MEETING THE REQUIREMENTS OF THE APWA COLOR CODE MAY BE USED WHEN APPROVED BY THE CITY. WHEN APPROVED, MARKING TAPE SHALL BE INSTALLED 24"-36" ABOVE THE SEWER LINE CROWN BUT SHALL IN NO CASE BE INSTALLED WITH LESS THAN 12" OF COVER.
4. WHEN SANITARY/STORM SEWER LINE CROSSES OVER EXISTING WATER LINE, A FULL LENGTH OF PRESSURE SEWER PIPE SHALL BE CENTERED OVER THE WATERLINE CROSSING POINT. PRESSURE PIPE SHALL EXTEND 20 FEET MINIMUM EACH SIDE OF CROSSING (40 FEET MINIMUM TOTAL).
5. MINIMUM DEPTH FOR STORM SEWER LINES MAY BE REDUCED TO 30" IN PAVED AREAS.
6. WHEN CONDITIONS PREVENT THE MINIMUM VERTICAL SEPARATION FOR THE PREFERRED SANITARY/STORM SEWER LOCATION SCENARIO, THE FOLLOWING ADDITIONAL REQUIREMENTS SHALL APPLY:
 - 6.1. PIPE SHALL BE GREEN ASTM C900 PVC, DR 18 (235 PSI).
 - 6.2. ONE FULL 20 FOOT SEGMENT OF SEWER PIPE SHALL BE CENTERED UNDER THE WATERLINE.
 - 6.3. 50 PSI (100 PSI MAXIMUM) CONTROLLED DENSITY FILL SHALL BE PLACED AT A MINIMUM FROM THE SPRING LINE OF THE SANITARY/STORM SEWER LINE TO THE SPRING LINE OF THE WATER LINE AND SHALL EXTEND 10 FEET ON EACH SIDE OF THE CROSSING.
 - 6.4. UNDER NO CIRCUMSTANCES SHALL THE VERTICAL SEPARATION BE LESS THAN 6 INCHES.
7. WHEN CONDITIONS PREVENT THE MINIMUM VERTICAL SEPARATION FOR THE NON-PREFERRED SANITARY/STORM SEWER LOCATION SCENARIO, THE FOLLOWING ADDITIONAL REQUIREMENTS SHALL APPLY:
 - 7.1. 50 PSI (100 PSI MAXIMUM) CONTROLLED DENSITY FILL SHALL BE PLACED AT A MINIMUM FROM THE TRENCH BOTTOM TO THE SPRING LINE OF THE SANITARY/STORM SEWER LINE AND SHALL EXTEND 10 FEET ON EACH SIDE OF THE CROSSING.
 - 7.2. UNDER NO CIRCUMSTANCES SHALL THE MINIMUM VERTICAL SEPARATION BE LESS THAN 6 INCHES.

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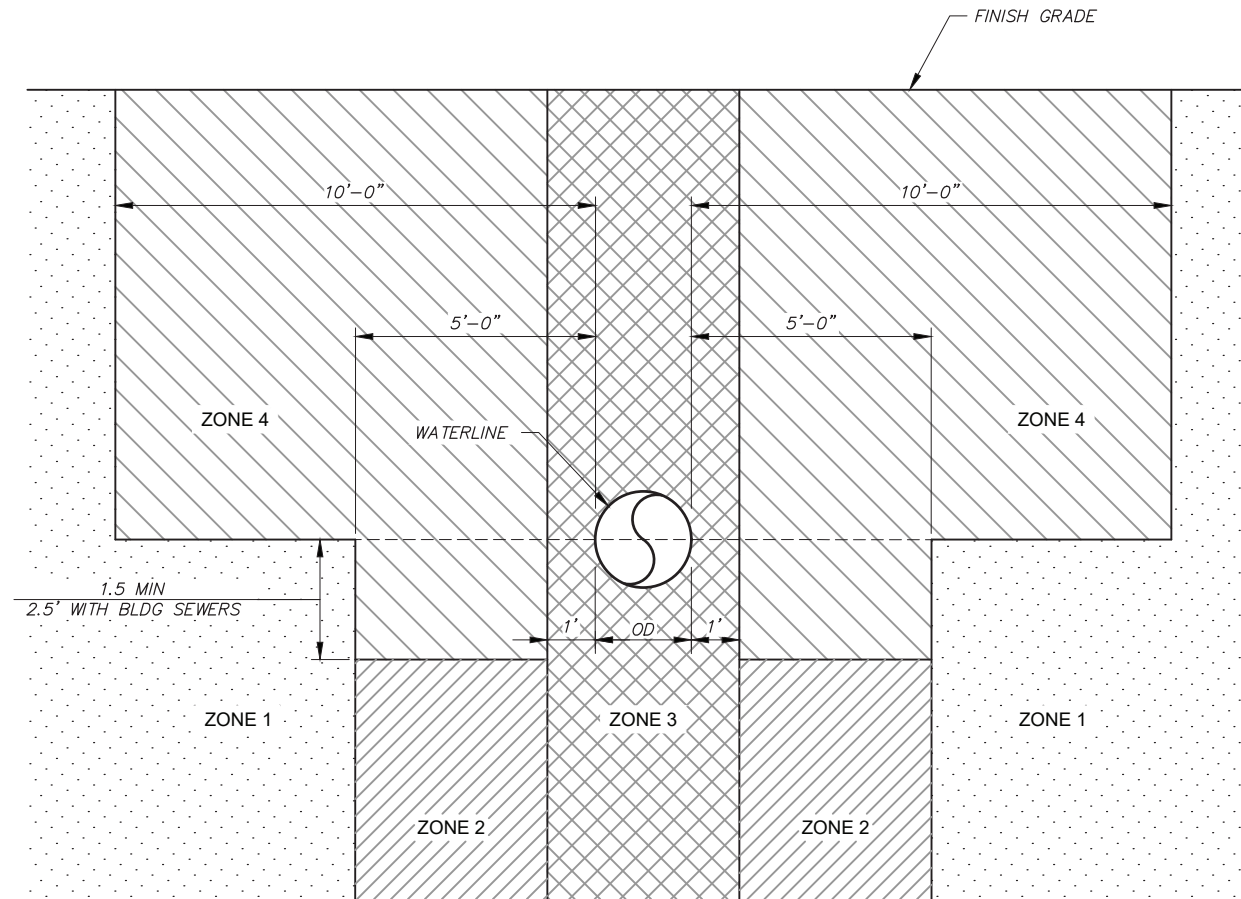
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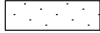



**CITY OF
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STANDARD DRAWINGS**

WATER-SEWER CROSSING

**FIGURE
SS06**



SEWER LINE ZONES

- 
ZONE 1 SEWER LINE CAN BE LAID IN THIS AREA WITH NO SPECIAL REQUIREMENTS OF EITHER CONSTRUCTION OR MATERIALS.
- 
ZONE 2 INSTALLING A SEWER LINE IN THIS ZONE IS NOT ADVISABLE AND MUST BE JUSTIFIED IN EACH CASE. WATER LINE SHOULD BE LOCATED ON A BENCH OF UNDISTURBED EARTH WHEN CONSTRUCTED CONCURRENTLY IN A COMMON TRENCH WITH SEWER LINE.
- 
ZONE 3 INSTALLING A SEWER MAIN DIRECTLY OVER A WATER MAIN OR DIRECTLY UNDER A WATER MAIN IN THIS ZONE IS PROHIBITED SINCE TAPPING, OPERATION, AND MAINTENANCE OF EACH LINE WOULD BE IMPAIRED.
- 
ZONE 4 SEWER LINE CONSTRUCTION IN THIS ZONE WOULD GENERALLY NOT BE PERMITTED. EACH INSTALLATION MUST BE JUSTIFIED. IF CONSTRUCTION WAS PERMITTED, PRESSURE PIPE MATERIALS FOR THIS SEWER LINE WOULD BE REQUIRED.

NOTE
THE CONTRACTOR SHALL MEET ALL THE REQUIREMENTS OF THE DEQ, INCLUDING OAR 340 DIVISION 52.

WATER - SEWER LINE SEPARATION

NTS

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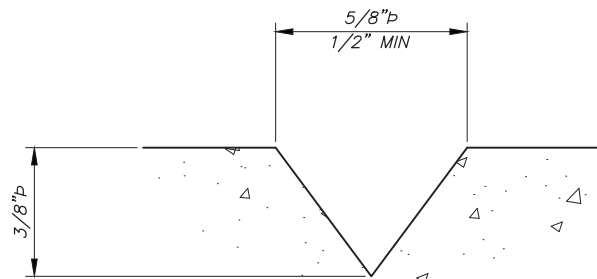
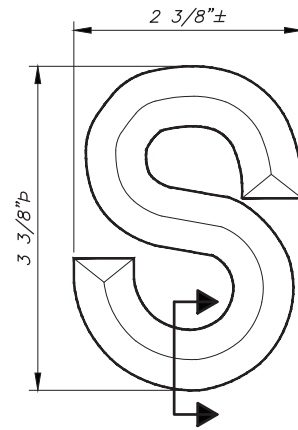
CITY OF
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WATER - SEWER LINE SEPARATION

FIGURE
SS07

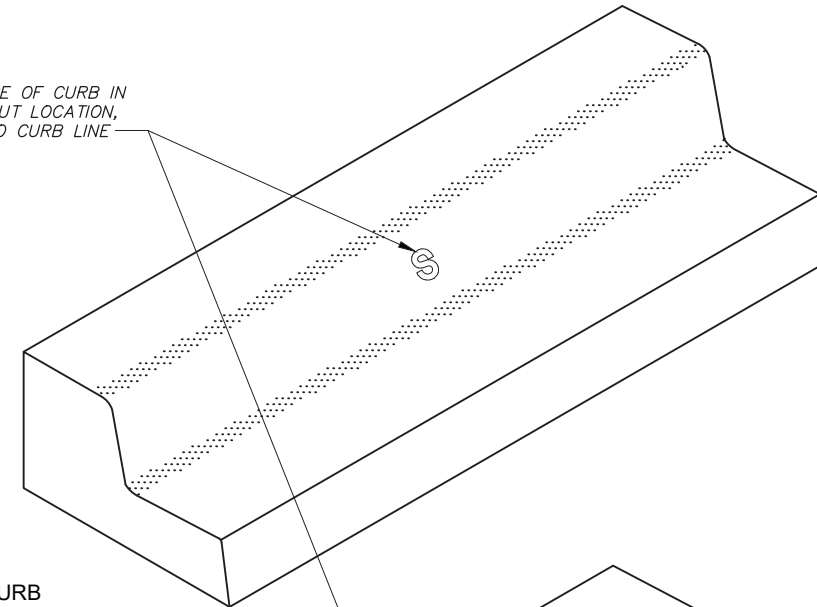
NOTES

- 1. ALL NEW AND EXISTING SANITARY SEWER SERVICE LOCATIONS SHALL BE MARKED IN CURB AS SHOWN. STAMPING OF SERVICE LOCATIONS SHALL BE CONSIDERED INCIDENTAL TO THE PRICE OF THE CURB.
- 2. STAMPS MAY BE PURCHASED FROM THE CITY.
- 3. S's NOT PLACED BY SPECIFIC STAMP WILL NOT BE ACCEPTED AND THAT SECTION OF CURB SHALL BE REMOVED AND REPLACED.
- 4. SEE CITY STD DWG W13 FOR WATER SERVICE LOCATION CURB STAMP.

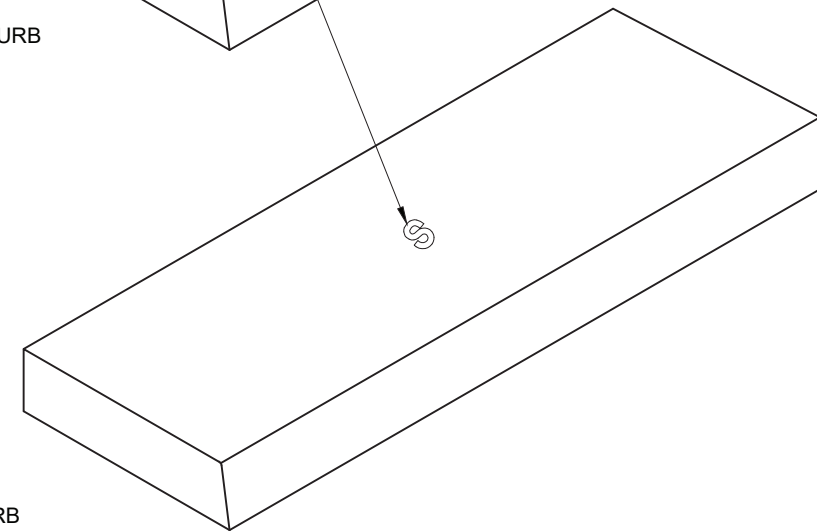


SECTION

STAMP "S" IN FACE OF CURB IN LINE WITH CLEANOUT LOCATION, PERPENDICULAR TO CURB LINE



STANDARD CURB



RIBBON CURB

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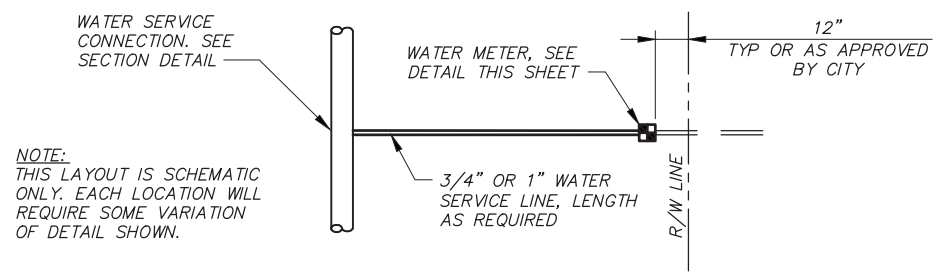
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SEWER SERVICE CURB STAMP

FIGURE
SS08

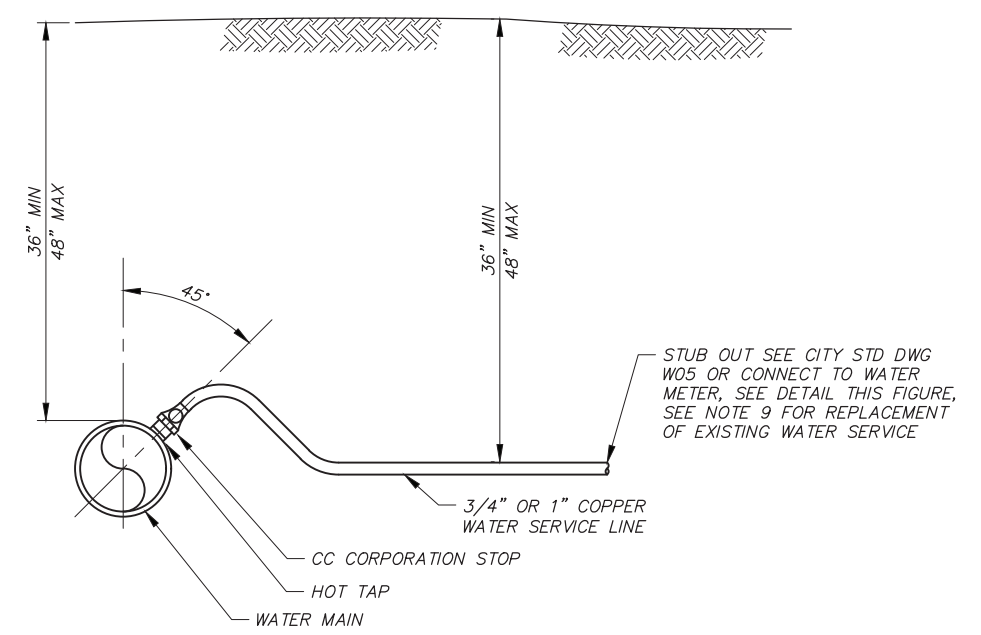
NOTES

1. METER BOX SHALL BE SET WITHIN 6" OF BACK OF WALK AND A MINIMUM 5' FROM BACK OF CURB.
2. ALL BACKFILL AND AGGREGATE BASE SHALL BE COMPACTED TO 95% MAX DRY DENSITY PER ASTM D1557. SEE CITY STD DWG ST20.
3. METER BOX SHALL BE CENTERED OVER THE COMPLETED METER SETTER ASSEMBLY.
4. METER SETTER SHALL BE PERPENDICULAR TO CURB LINE
5. TRAFFIC BEARING METER BOXES AND LIDS SHALL BE USED WHERE METERS ARE LOCATED WITHIN ANY PORTION OF DRIVEWAYS OR APRON AND OTHER TRAFFIC AREAS.
6. ONLY CITY APPROVED BIT AND TAPPING MACHINE ALLOWED FOR INSTALLATION OF TAP.
7. WATER SERVICE SHALL BE INSTALLED IN A DIRECT LINE BETWEEN TAP AND METER.
8. DO NOT INSTALL MORE THAN ONE METER PER SERVICE LINE.
9. WHEN REPLACING OR RECONFIGURING EXISTING WATER SERVICE, CONNECT TO EXISTING WATER SERVICE LINE IF EXISTING WATER SERVICE LINE IS COPPER. EXTEND TO EXISTING COPPER SETTER IF EXISTING WATER SERVICE LINE IS NOT COPPER AND DISPOSE OF OLD SERVICE LINE.



NOTE:
THIS LAYOUT IS SCHEMATIC ONLY. EACH LOCATION WILL REQUIRE SOME VARIATION OF DETAIL SHOWN.

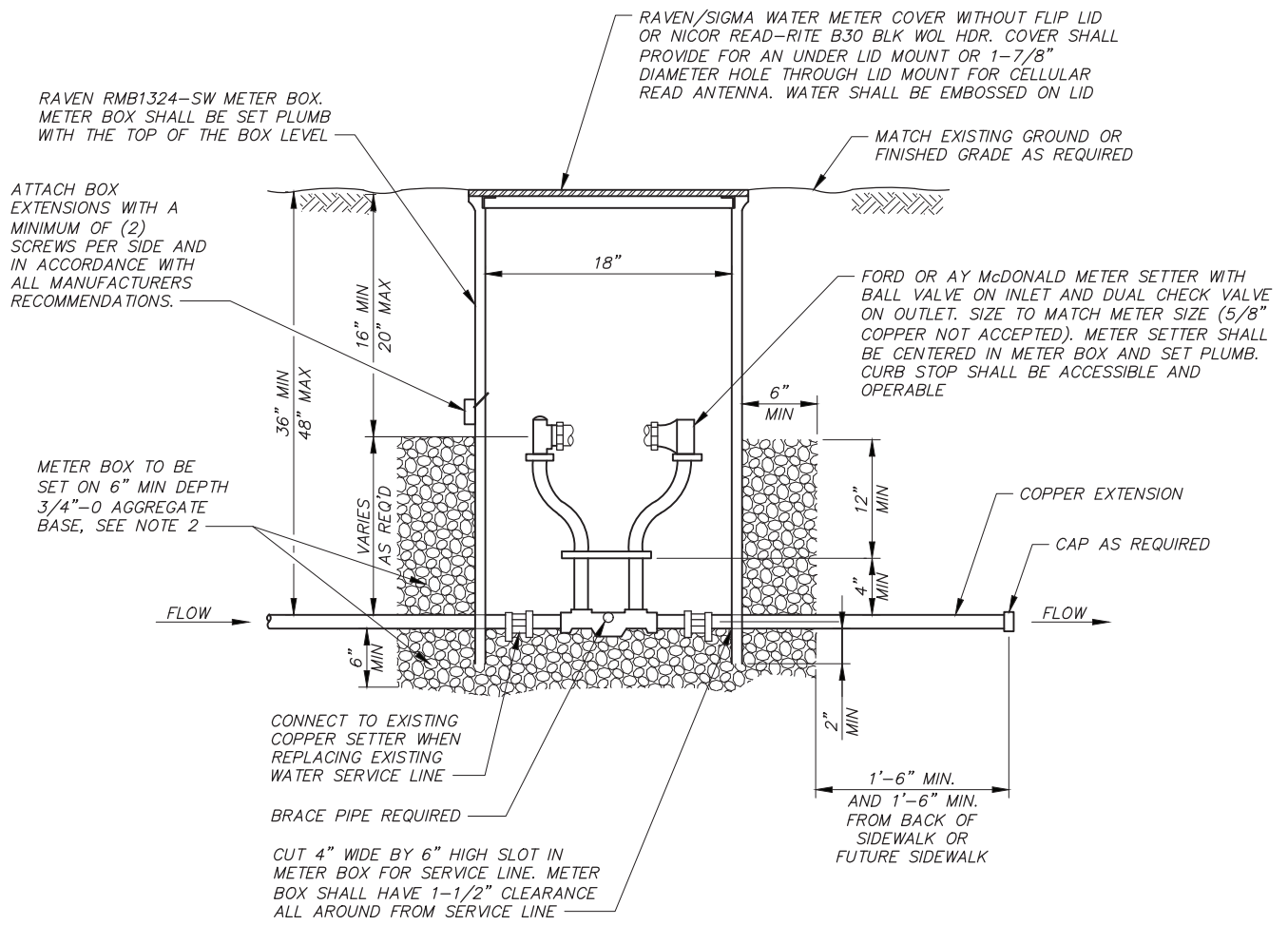
PLAN



SECTION

TYPICAL 3/4" OR 1" WATER SERVICE LINE

NTS



TYPICAL 3/4" OR 1" WATER METER INSTALLATION

NTS

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**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

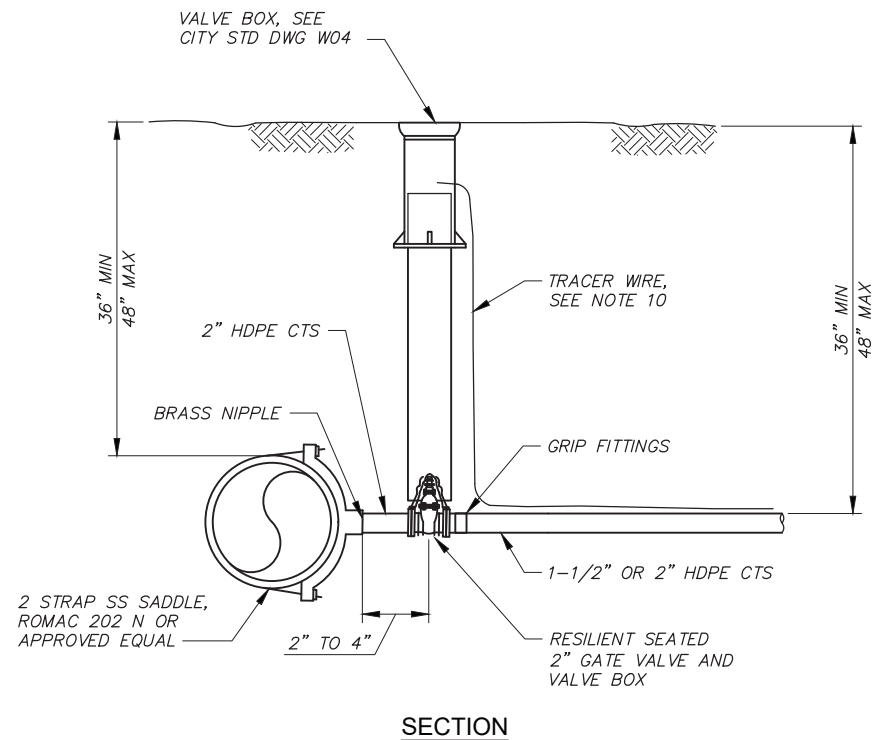
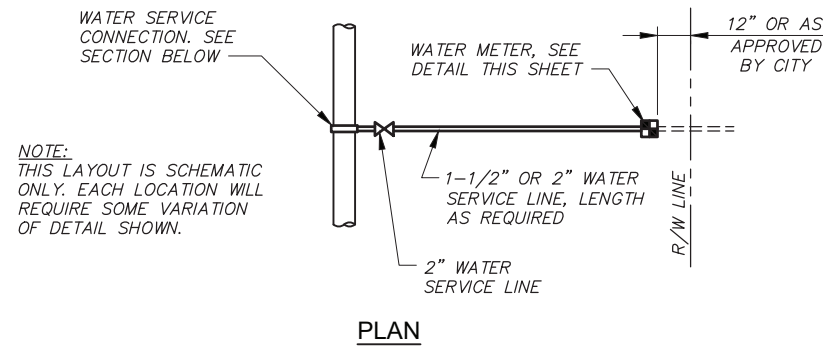
3/4" OR 1" WATER SERVICE

**FIGURE
W01**

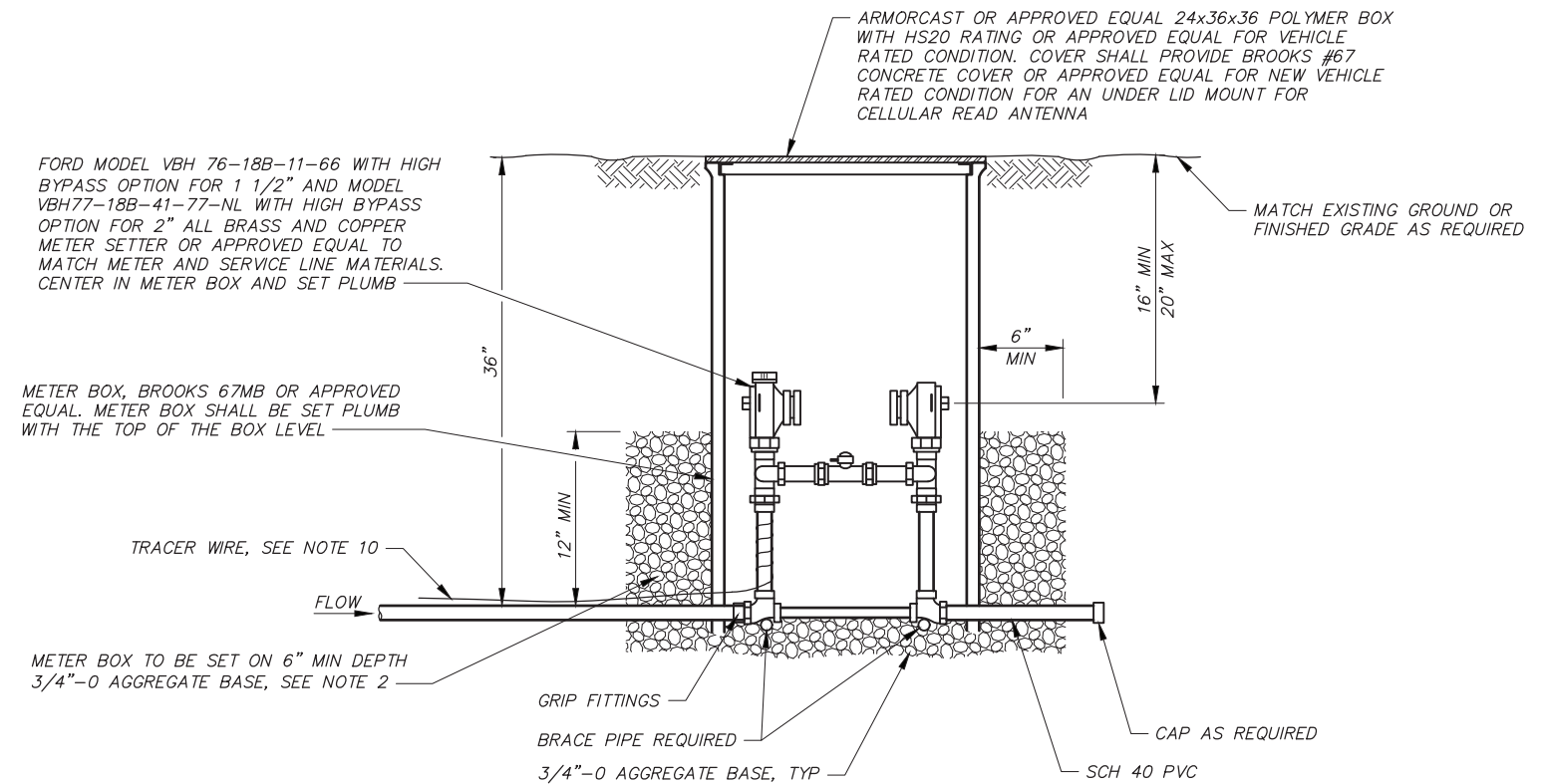
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CONSTRUCTION NOTES

- EDGE OF METER BOX SHALL BE SET WITHIN 6" OF BACK OF WALK AND A MINIMUM OF 5' FROM BACK OF CURB.
- ALL BACKFILL AND AGGREGATE BASE SHALL BE COMPACTED TO 95% MAX DRY DENSITY PER ASTM D1557. SEE CITY STD DWG ST20.
- METER BOX SHALL BE CENTERED OVER THE COMPLETED METER SETTER ASSEMBLY.
- METER SETTER SHALL BE PERPENDICULAR TO CURB LINE.
- SET SADDLE AT 3 OR 9 O'CLOCK ON WATER MAIN.
- TRAFFIC BEARING METER BOX LIDS SHALL BE USED WHERE METERS ARE LOCATED WITHIN ANY PORTION OF DRIVEWAY OR APRON AND OTHER TRAFFIC AREAS.
- WATER SERVICE SHALL BE INSTALLED IN A DIRECT LINE BETWEEN TAP AND METER.
- DO NOT INSTALL MORE THAN ONE METER PER SERVICE LINE.
- FIRE LINES SHALL HAVE A DOUBLE CHECK DETECTOR ASSEMBLY INSTALLED UPSTREAM FROM THE WATER METER WHEN WATER METER IS REQUIRED.
- INSTALL TRACER WIRE ALONG TOP OF ALL NON-METALLIC WATER SERVICE LINES. TRACER WIRE SHALL BE MIN 12 AWG UF WITH BLUE (WATER) INSULATION. HOLD TRACER WIRE IN POSITION ON TOP OF PIPE WITH 6" MIN. LENGTHS OF DUCT TAPE PLACED AT A MAXIMUM OF 10 FT. ON CENTER. AT ALL SPLICES, CONNECTING ENDS OF WIRE SHALL BE STRIPPED AND JOINED WITH A WIRE NUT TO ENSURE ELECTRICAL CONNECTION AND MADE WATERPROOF WITH AN APPROVED SILICON SPLICE KIT. PROVIDE SUFFICIENT LENGTH OF WIRE LOOP INSIDE METER BOX TO EXTEND A MINIMUM OF 24" ABOVE THE GROUND SURFACE.



TYPICAL 1-1/2" OR 2" WATER SERVICE LINE
NTS



TYPICAL 1-1/2" OR 2" WATER METER INSTALLATION
(USING COPPER METERSETTER)
NTS

REVISION	DATE

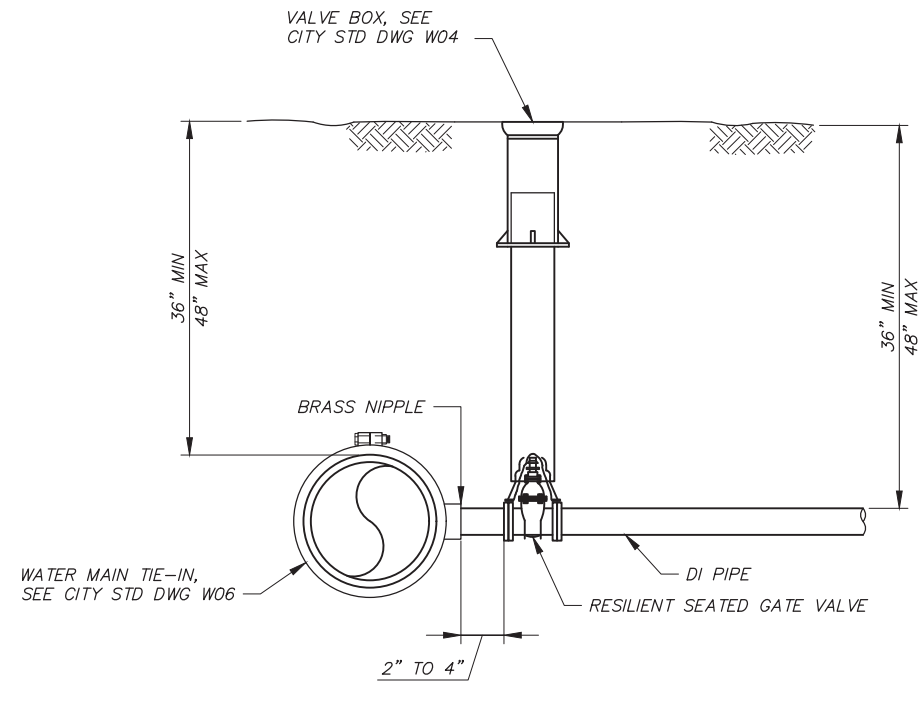
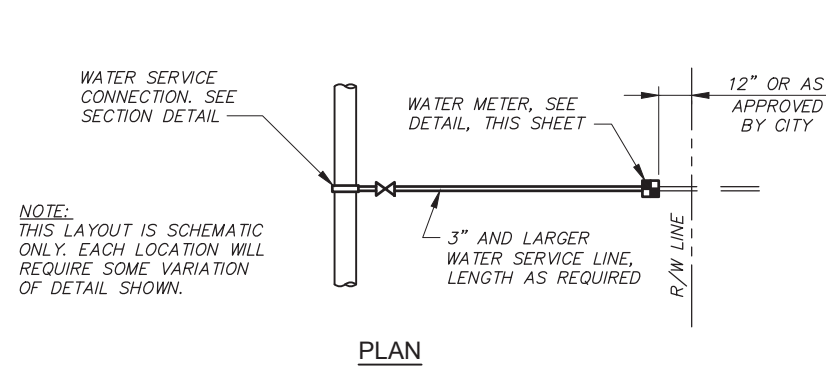


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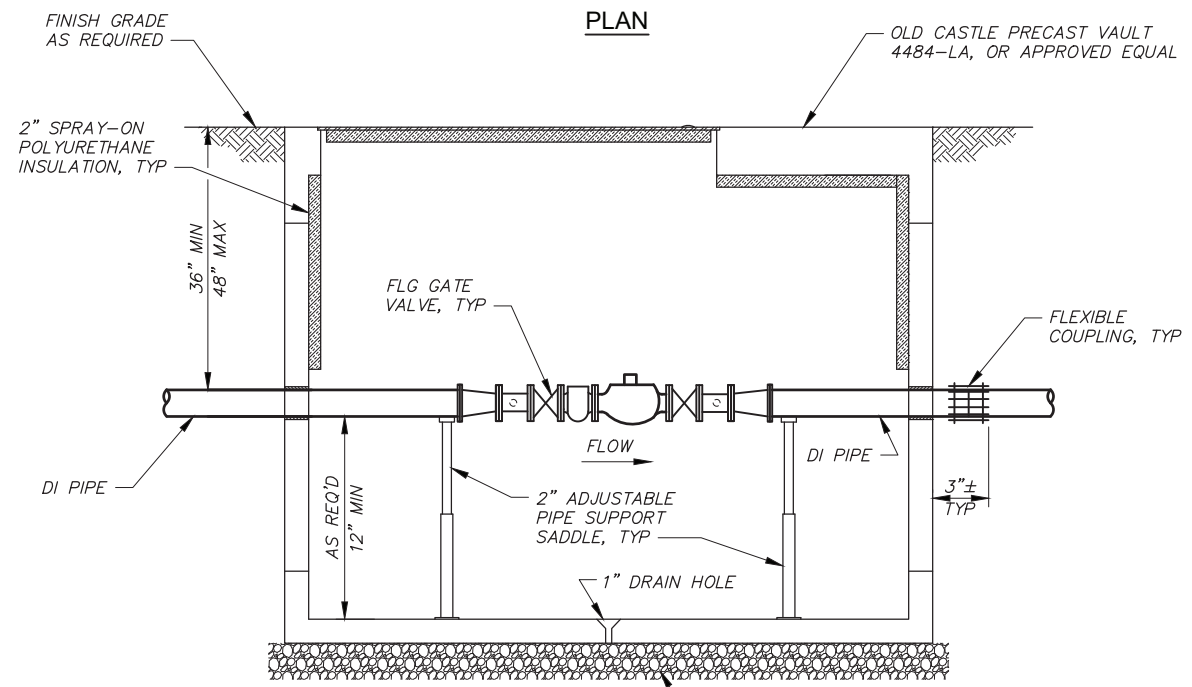
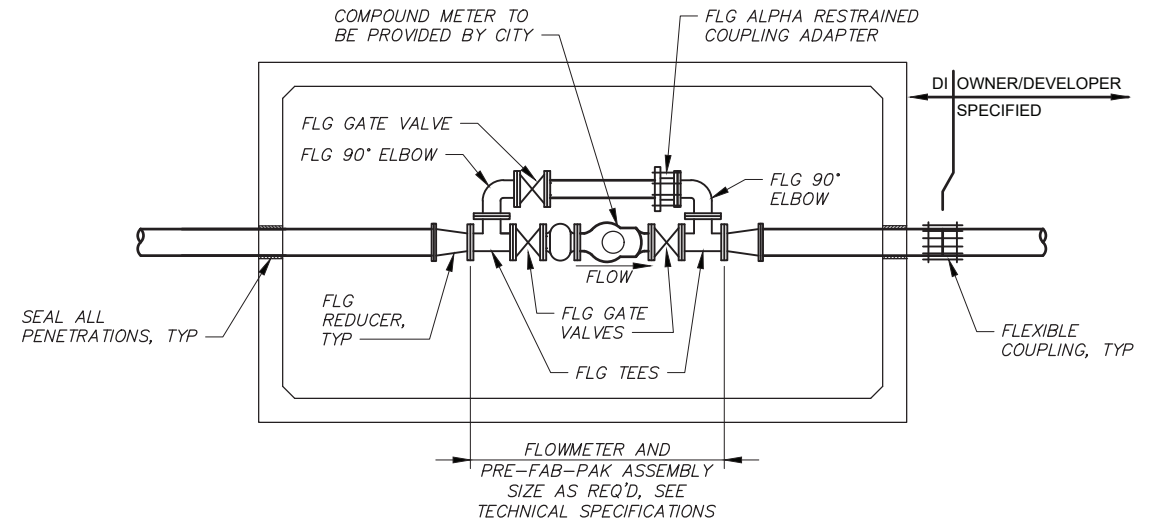
1-1/2" OR 2" WATER SERVICE

FIGURE
W02

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TYPICAL WATER SERVICE LINE 3" AND LARGER
NTS



SECTION
WATER METER 3" AND LARGER
NTS

NOTES

1. VAULTS SHALL BE SET PLUMB WITH TOP LEVEL.
2. PROVIDE LADDER IN VAULT. LADDER TO BE APPROVED BY CITY PRIOR TO INSTALLATION. LADDER IS NOT SHOWN FOR CLARITY.
3. GATE VALVES SHALL HAVE HAND WHEEL OPERATORS.
4. SIZE VAULT TO ACCOMMODATE INTERNAL PIPING.
5. COMPONENT SIZE AS REQUIRED.
6. FIRE LINE SHALL HAVE A DOUBLE CHECK ASSEMBLY INSTALLED UPSTREAM FROM THE WATER METER.
7. ALL BACKFILL AND AGGREGATE SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557, SEE CITY STD DWG ST20.
8. METER VAULT SHALL BE CENTERED OVER THE COMPLETED METER ASSEMBLY.
9. METERSETTER SHALL BE PERPENDICULAR TO CURB LINE.
10. TRAFFIC BEARING METER VAULT LIDS SHALL BE USED WHERE METERS ARE LOCATED WITHIN ANY PORTION OF DRIVEWAYS OR APRON AND OTHER TRAFFIC AREAS.
11. WATER SERVICE SHALL BE INSTALLED IN A DIRECT LINE BETWEEN TAP AND METER.
12. DO NOT INSTALL MORE THAN ONE METER PER SERVICE LINE.

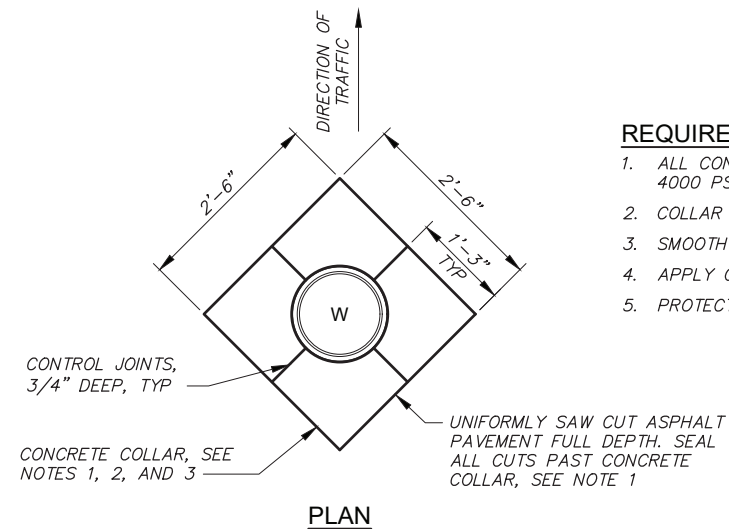
REVISION	DATE



CITY OF HERMISTON, OREGON
STANDARD DRAWINGS
3" OR LARGER WATER SERVICE

FIGURE W03

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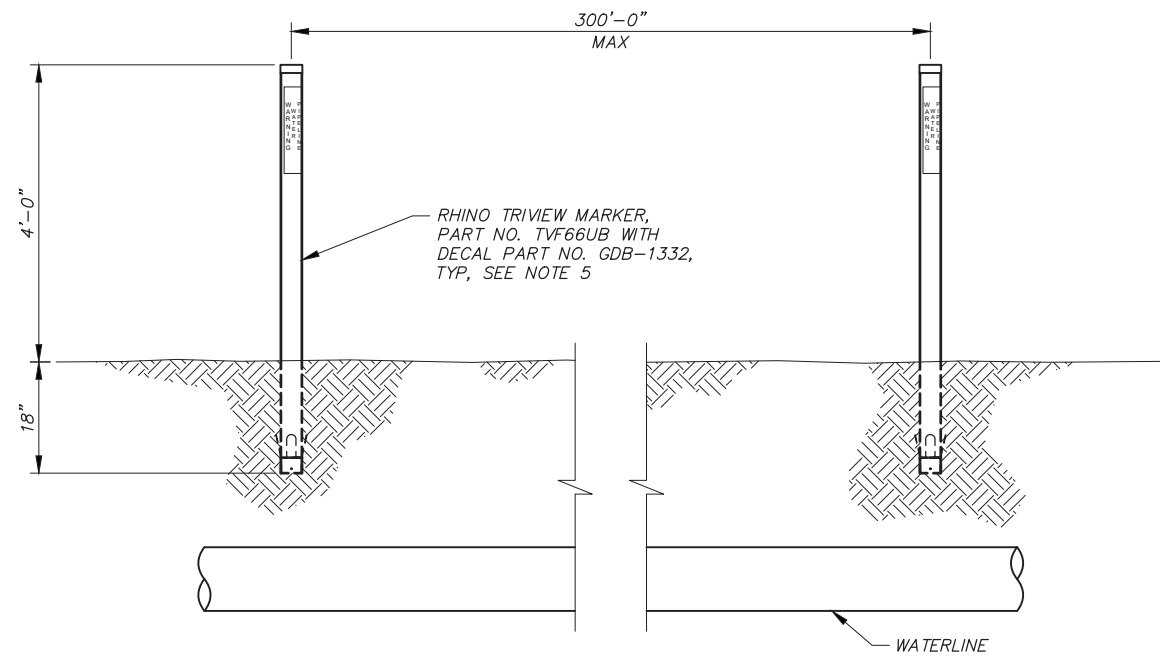


REQUIREMENTS FOR CONCRETE COLLARS

1. ALL CONCRETE SHALL BE COMMERCIAL GRADE, 4000 PSI CONCRETE.
2. COLLAR TO BE FORMED SQUARE.
3. SMOOTH BROOMED FINISH REQUIRED.
4. APPLY CONCRETE CURING COMPOUND.
5. PROTECT FROM TRAFFIC FOR 4 DAYS MINIMUM.

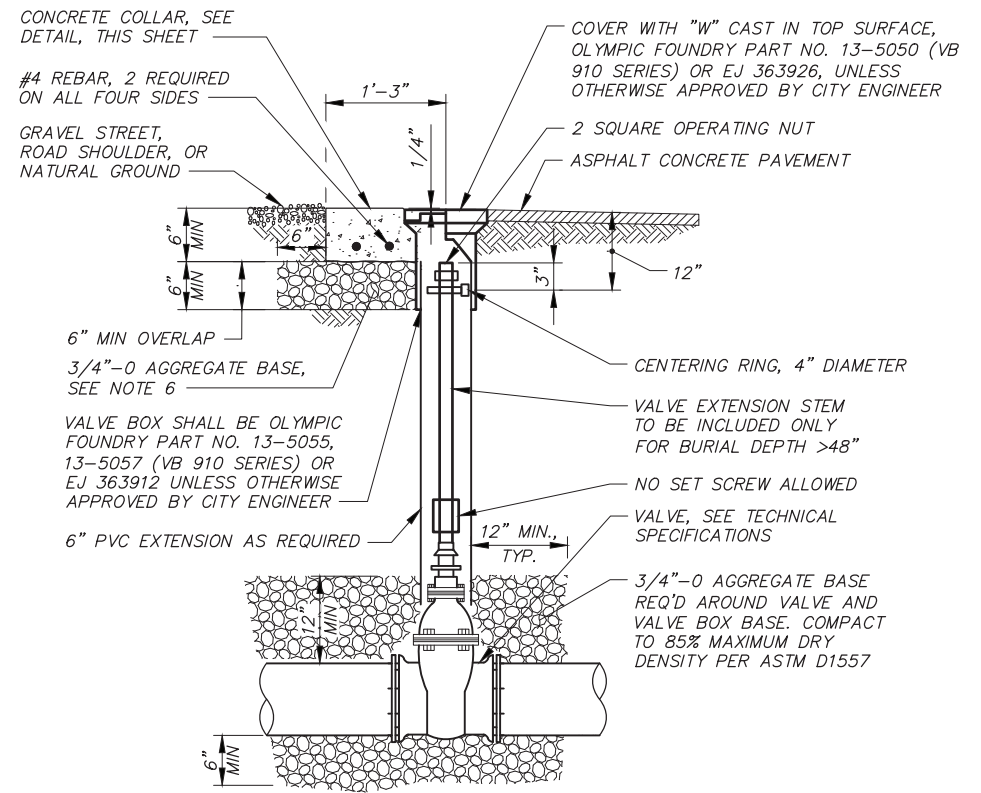
CONCRETE COLLAR DETAIL

NTS



WATER UTILITY MARKER

NTS



VALVE BOX DETAIL

NTS

NOTES

1. CONCRETE COLLAR REQUIRED IF VALVE BOX GRADE IS ADJUSTED AFTER PAVEMENT WORK IS PERFORMED. IF GRADE ADJUSTMENT OCCURS PRIOR TO PAVEMENT WORK, THEN CONCRETE COLLAR IS NOT REQUIRED.
2. ALL VALVE BOXES SHALL HAVE A CONCRETE COLLAR IF INSTALLED ON GRAVEL, STREET, ROAD SHOULDER, OR NATURAL GROUND.
3. CONCRETE COLLARS REQUIRED ON ALL ARTERIAL AND COLLECTOR STREETS.
4. CASTING SHALL MEET AASHTO H20 REQUIREMENT.
5. MARKERS REQUIRED WHEN SURFACE IS UNPAVED UNLESS OTHERWISE APPROVED BY THE CITY.
6. COMPACT ALL AGGREGATE BASE TO 95% MAXIMUM DRY DENSITY PER ASTM D1557 UNLESS NOTED OTHERWISE.

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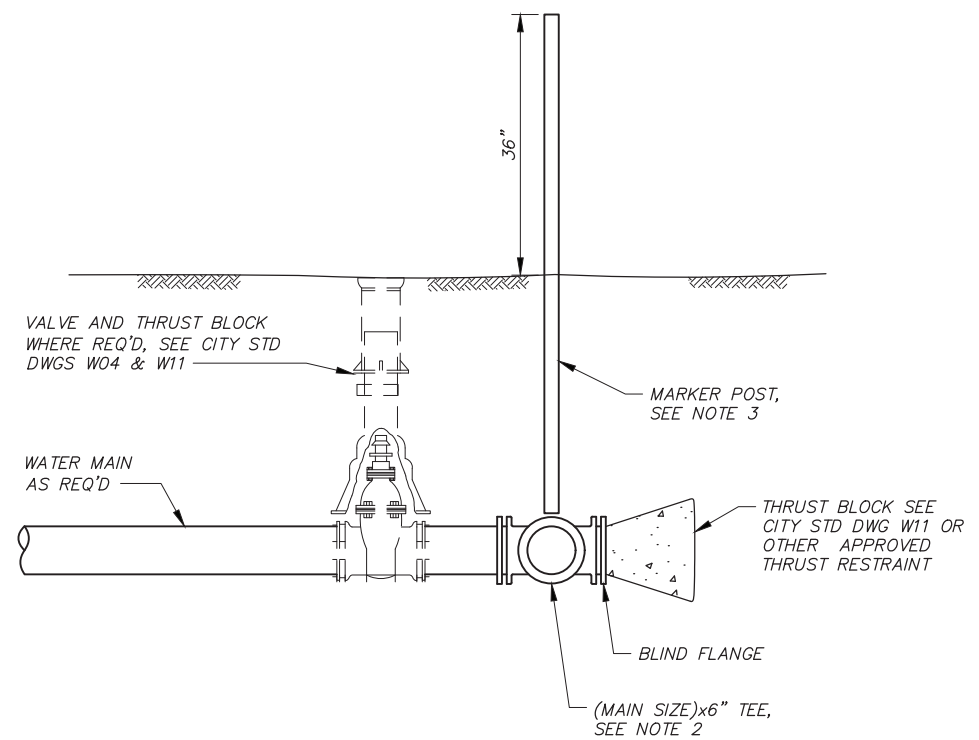


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

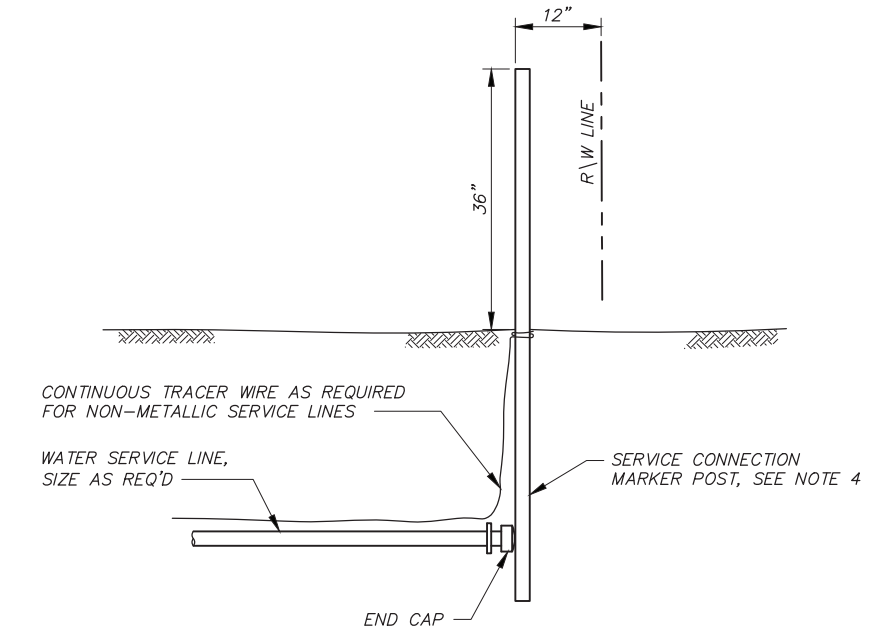
**VALVE BOX AND
WATER UTILITY MARKER**

FIGURE
W04

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TYPICAL WATER MAIN STUB
SECTION
NTS



TYPICAL WATER SERVICE LINE STUB
SECTION
NTS

- NOTES**
1. THE CONTRACTOR SHALL PROVIDE TWO REFERENCES FROM PERMANENT OBJECTS TO THE END OF WATER SERVICE LINE. THESE TIES SHALL BE SHOWN AND DIMENSIONED ON THE "RECORD DRAWINGS" PREPARED BY THE CONTRACTOR.
 2. FIRE HYDRANT ASSEMBLIES SHALL BE INSTALLED AT THE END OF DEAD-END MAIN LINE STUBS. SEE CITY STD DWG W07. BLOWOFF ASSEMBLIES ARE NOT PERMITTED UNLESS APPROVED BY THE CITY.
 3. WATER MAIN MARKER POST SHALL BE BULLET STYLE OR TRIVIEW STYLE POST TO 360° VIEW AND SHALL BE BLUE IN COLOR. MARKER POST TO BE RHINO TRIVIEW MARKER, RHINO DOME MARKER OR APPROVED EQUAL. SEE CITY STANDARD DRAWING W04.
 4. SERVICE CONNECTION MARKER POST SHALL BE 2"x4" (10' LONG) PRESSURE TREATED FIR. EXPOSED AREA SHALL BE PAINTED BLUE.

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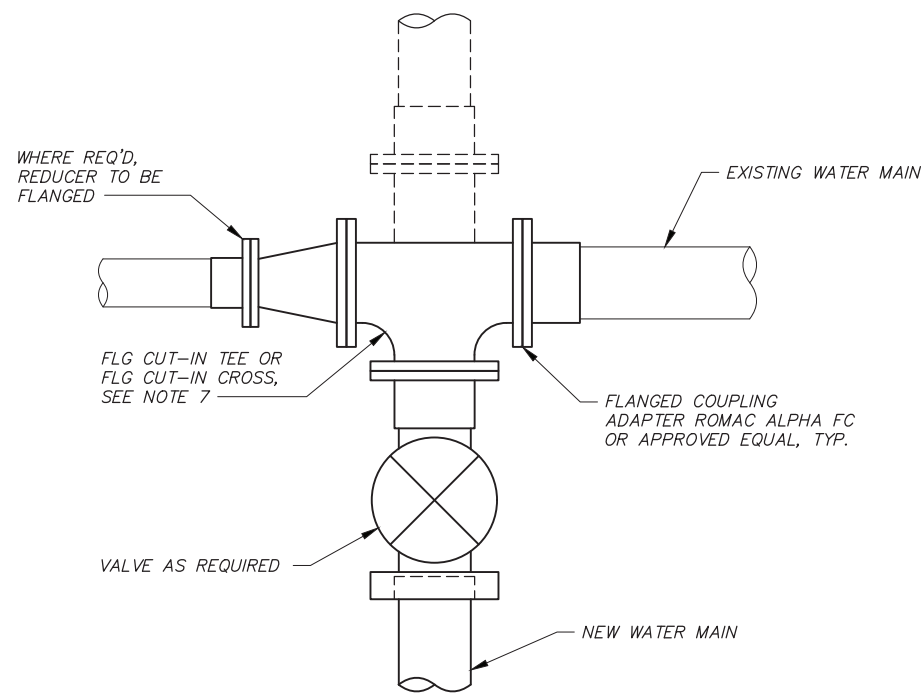
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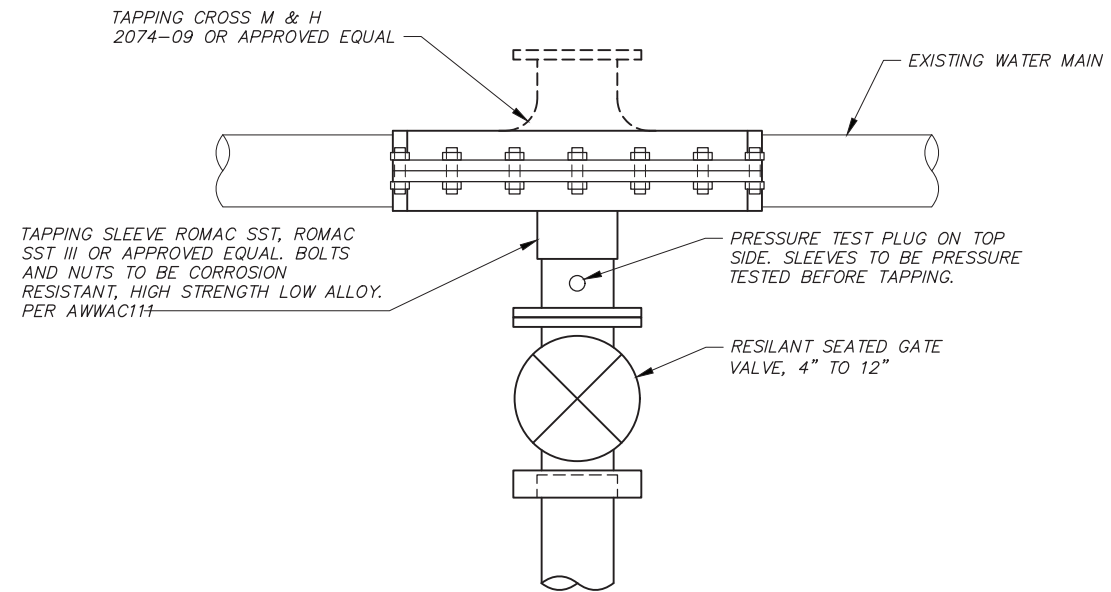
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

**WATER MAIN AND
SERVICE LINE STUBS**

FIGURE
W05



CUT-IN TEE
NTS



TAPPING SADDLE AND VALVE
NTS

NOTES

1. CONTRACTOR TO DIG AND VERIFY MAIN SIZE AND PIPE PRIOR TO ORDERING MATERIALS.
2. MATERIALS TO BE ON THE JOB PRIOR TO SCHEDULING SHUTDOWNS OR TAPS.
3. MAXIMUM SADDLE TAP TO EXISTING LINE NOT TO EXCEED 50% OF MAIN DIAMETER ON ASBESTOS CEMENT OR PVC PIPE, OR MORE THAN 75% OF THE MAIN DIAMETER FOR STEEL OR DUCTILE IRON PIPE. MAXIMUM SADDLE TAP FOR CROSS NOT TO EXCEED 50% OF MAIN.
4. FOR NEW WATER LINES WITH DIAMETER LESS THAN 1 1/2", HOT TAP IS ACCEPTABLE. SEE CITY STD DWG W01.
5. INSTALL THRUST BLOCKS, SEE CITY STD DWG W11.
6. ON STEEL PIPE, CONTRACTOR TO RESTORE ALL DISTURBED COAL, TAR, AND WRAPPING.
7. WHEN EXISTING WATERLINE REQUIRES THE IN-LINE INSTALLATION OF A VALVE, REDUCER, OR FLANGE ADAPTER, ALL CONNECTIONS TO THE TEE OR VALVE SHALL BE FLANGED.
8. ONLY CITY APPROVED BIT AND TAPPING MACHINE ALLOWED FOR INSTALLATION OF TAP.

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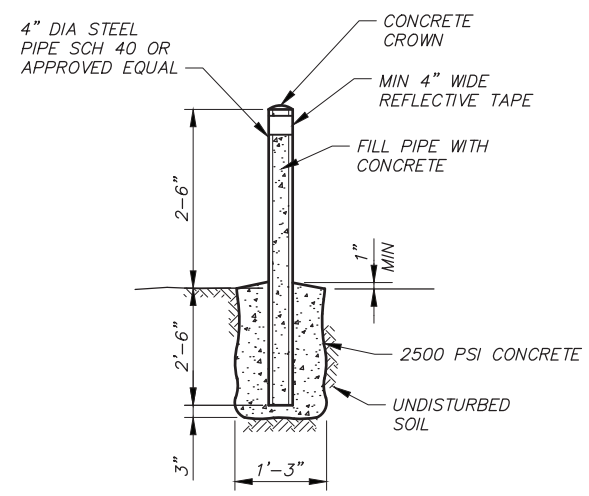
REVISION	DATE



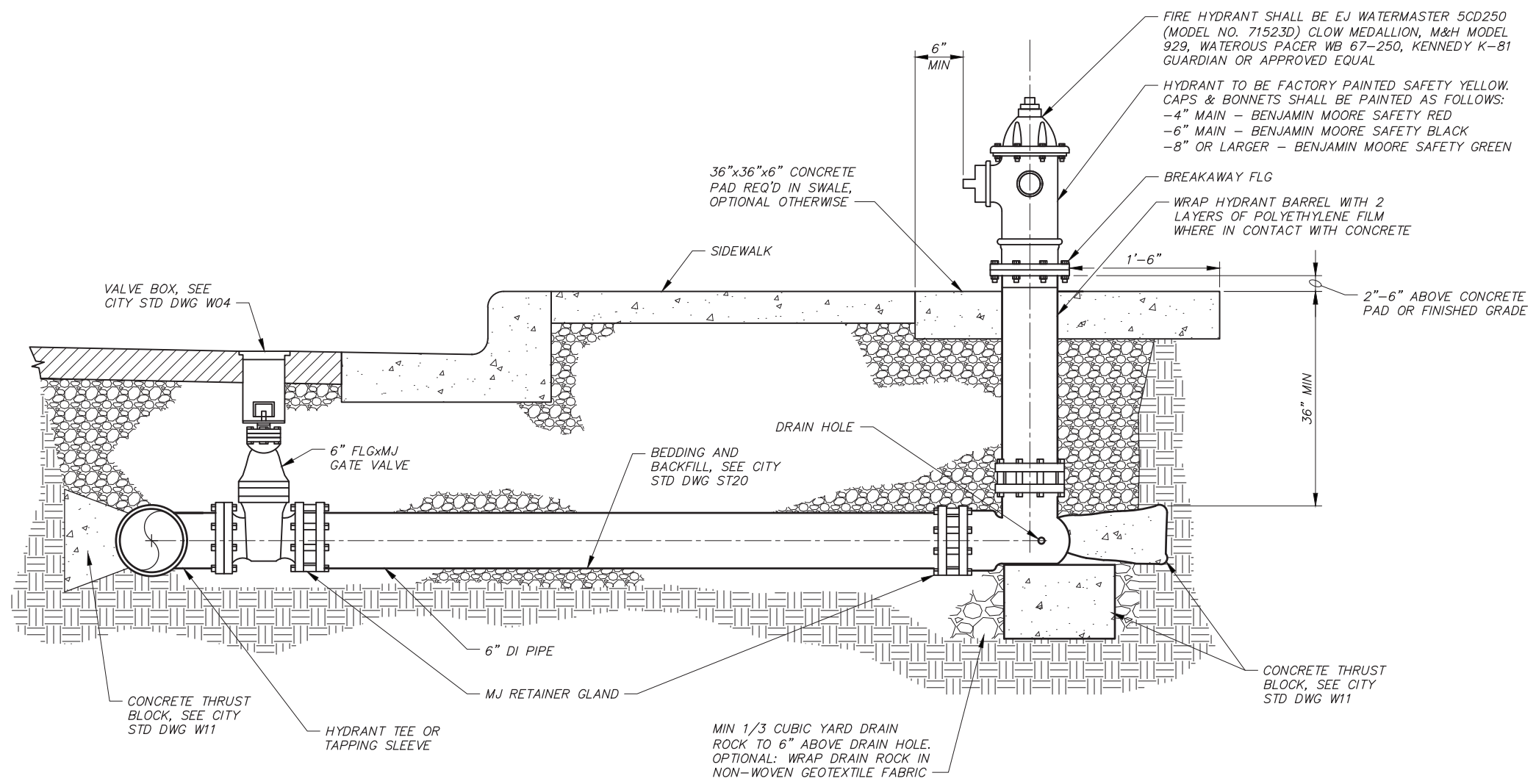
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

WATER MAIN TIE-IN

FIGURE
W06



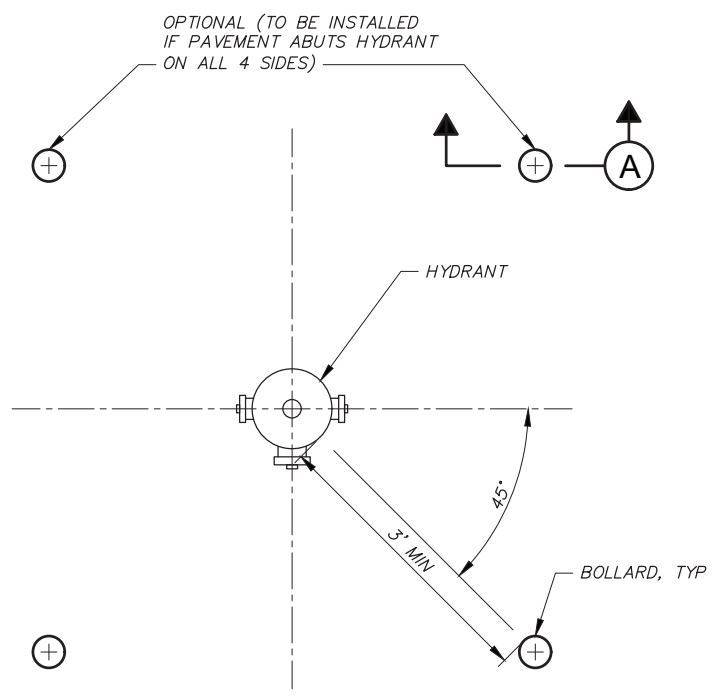
SECTION A



HYDRANT ASSEMBLY
NTS

NOTES

1. WHEN PIPE IS SHORTER THAN 18', NO JOINTS ALLOWED. USE MECHANICAL JOINT RETAINER GLANDS. TWO 3/4" GALVANIZED TIE RODS MAY BE USED IN LIEU OF THRUST BLOCKS FOR INSTALLATION LESS THAN 18' LONG. COAT TIE RODS WITH 2 COATS OF COAL TAR EPOXY.
2. WHEN PIPE IS LONGER THAN 18' RETAINER GLANDS NOT REQUIRED.
3. THERE SHALL BE A MINIMUM OF 3' HORIZONTAL CLEARANCE AROUND HYDRANT.
4. WHEN PLACED ADJACENT TO CURB, HYDRANT PORT SHALL BE 24" FROM FACE OF CURB.
5. CONCRETE THRUST BLOCKS SHALL BE CONSTRUCTED PER CITY STD DWG W11. DO NOT BLOCK DRAIN HOLES.
6. EXTENSIONS REQUIRED FOR HYDRANT SYSTEMS SHALL BE INSTALLED TO THE MANUFACTURER'S SPECIFICATIONS.
7. HYDRANT PUMPER PORT SHALL FACE DIRECTION OF ACCESS.
8. SET HYDRANT PLUMB IN ALL DIRECTIONS.



PLAN

BOLLARD NOTES:

1. WHERE CONCRETE CURBING IS NOT INSTALLED, BOLLARDS (2 EA MIN) SHALL BE INSTALLED ON SIDE FACING PAVED SURFACE.
2. BOLLARDS SHALL BE PLUMB.
3. PAINT ONLY AFTER SURFACE IS FREE OF RUST, OIL, AND GREASE. PRIMER AND TWO SAFETY YELLOW (BENJAMIN MOORE OR APPROVED EQUAL) FINISH COATS SHALL BE APPLIED TO METAL PIPE FOLLOWED BY THE REFLECTION TAPE AS SHOWN.

BOLLARD DETAIL
NTS

REVISION	DATE

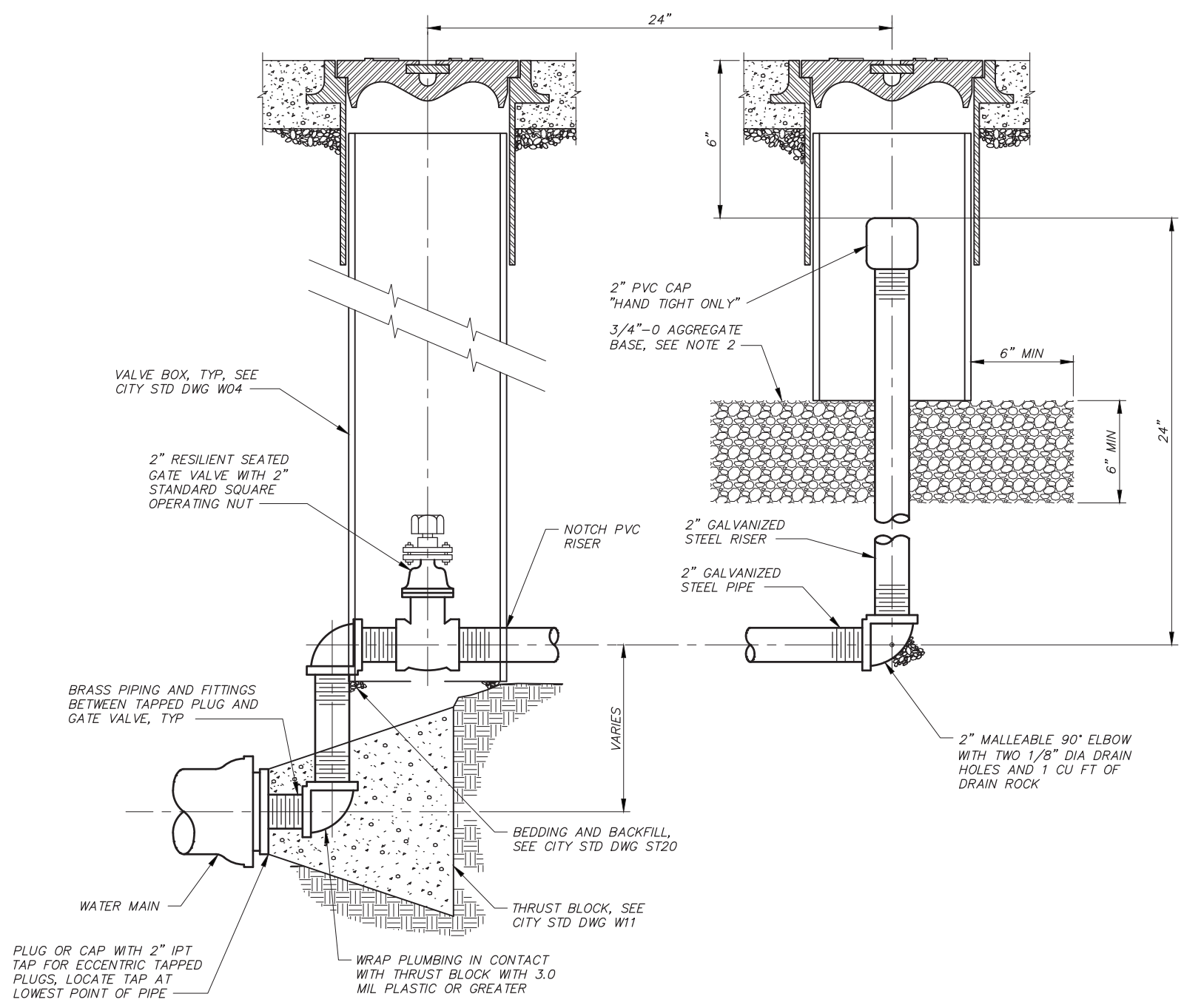


**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

FIRE HYDRANT ASSEMBLY

**FIGURE
W07**

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- NOTES**
1. BLOW-OFF ASSEMBLIES ARE GENERALLY NOT TO BE USED BUT MAY BE APPROVED IN SPECIAL CIRCUMSTANCES AS DETERMINED BY THE CITY.
 2. ALL AGGREGATE BASE SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.

MAIN DEAD-END BLOWOFF ASSEMBLY
NTS

REVISION	DATE

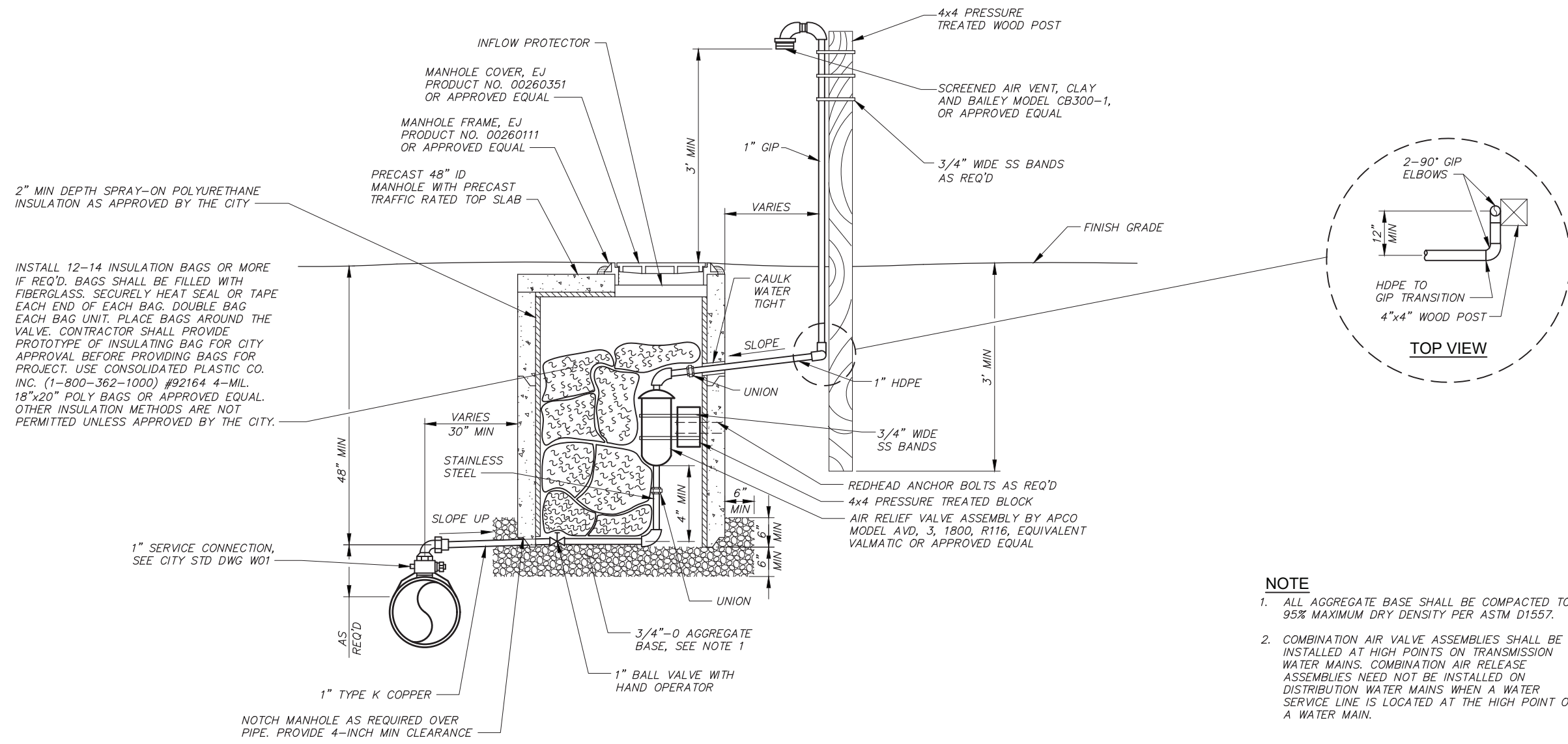


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

**MAIN DEAD-END
BLOWOFF ASSEMBLY**

FIGURE
W08

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2" MIN DEPTH SPRAY-ON POLYURETHANE INSULATION AS APPROVED BY THE CITY

INSTALL 12-14 INSULATION BAGS OR MORE IF REQ'D. BAGS SHALL BE FILLED WITH FIBERGLASS. SECURELY HEAT SEAL OR TAPE EACH END OF EACH BAG. DOUBLE BAG EACH BAG UNIT. PLACE BAGS AROUND THE VALVE. CONTRACTOR SHALL PROVIDE PROTOTYPE OF INSULATING BAG FOR CITY APPROVAL BEFORE PROVIDING BAGS FOR PROJECT. USE CONSOLIDATED PLASTIC CO. INC. (1-800-362-1000) #92164 4-MIL. 18"x20" POLY BAGS OR APPROVED EQUAL. OTHER INSULATION METHODS ARE NOT PERMITTED UNLESS APPROVED BY THE CITY.

- NOTE**
1. ALL AGGREGATE BASE SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY PER ASTM D1557.
 2. COMBINATION AIR VALVE ASSEMBLIES SHALL BE INSTALLED AT HIGH POINTS ON TRANSMISSION WATER MAINS. COMBINATION AIR RELEASE ASSEMBLIES NEED NOT BE INSTALLED ON DISTRIBUTION WATER MAINS WHEN A WATER SERVICE LINE IS LOCATED AT THE HIGH POINT ON A WATER MAIN.

COMBINATION AIR VALVE ASSEMBLY
NTS

REVISION	DATE



CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

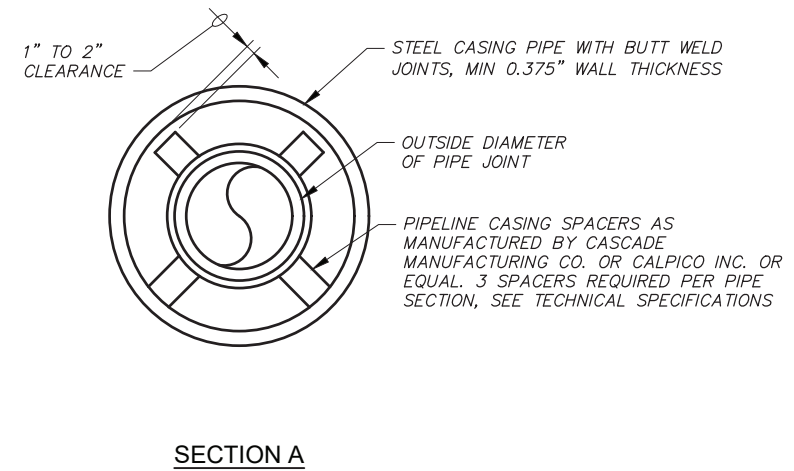
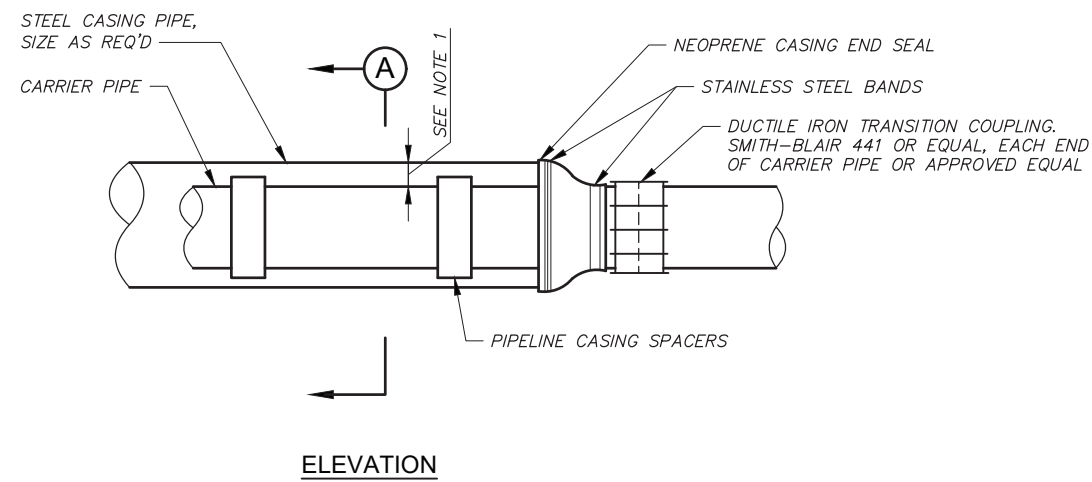
COMBINATION AIR VALVE ASSEMBLY

FIGURE
W09

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NOTE

1. PROVIDE 3-INCH MINIMUM CLEARANCE BETWEEN ID OF CASING AND OD OF CARRIER PIPE JOINT.



WATER MAIN CASING DETAIL

NTS

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REVISION	DATE



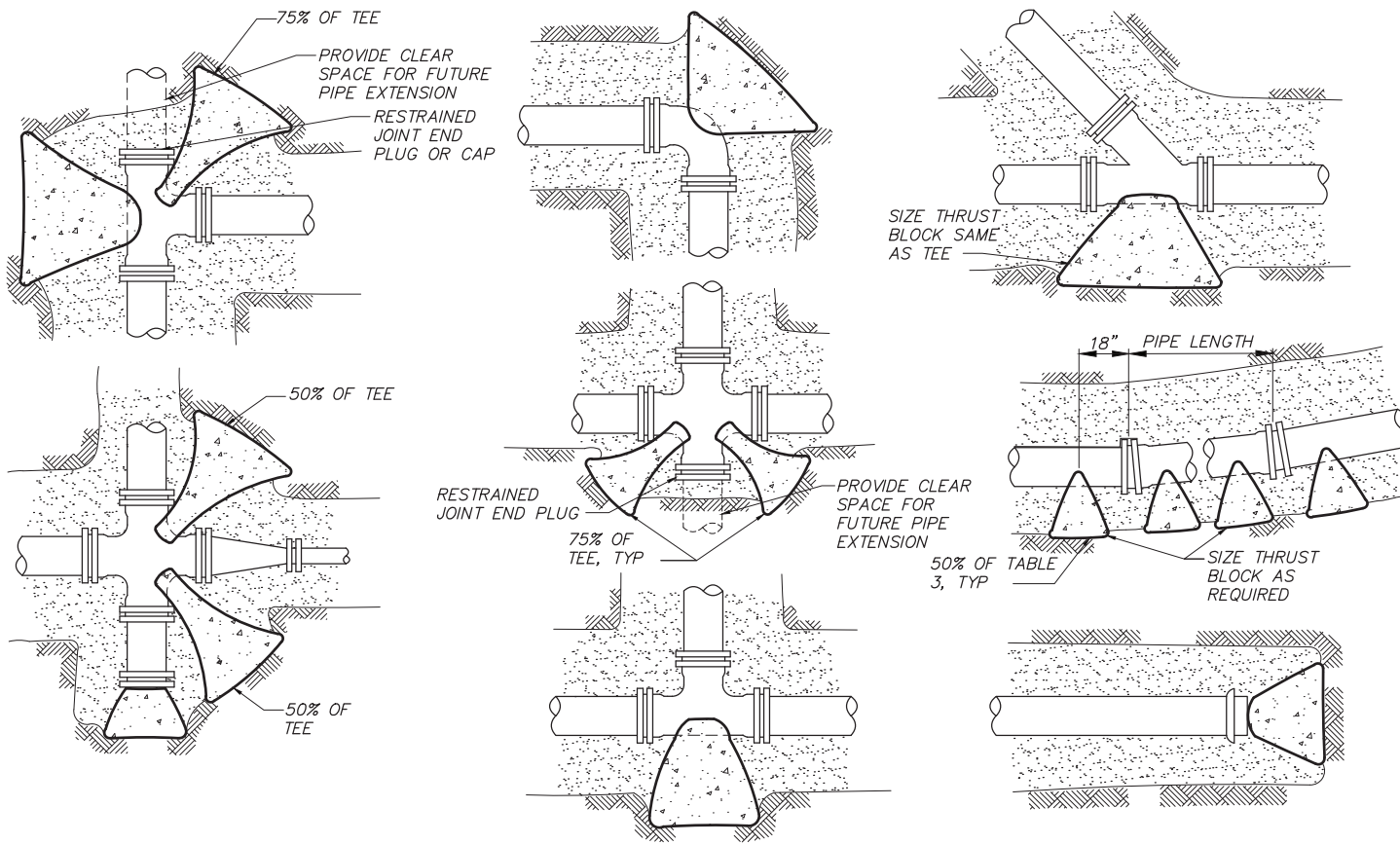
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

WATER MAIN CASING

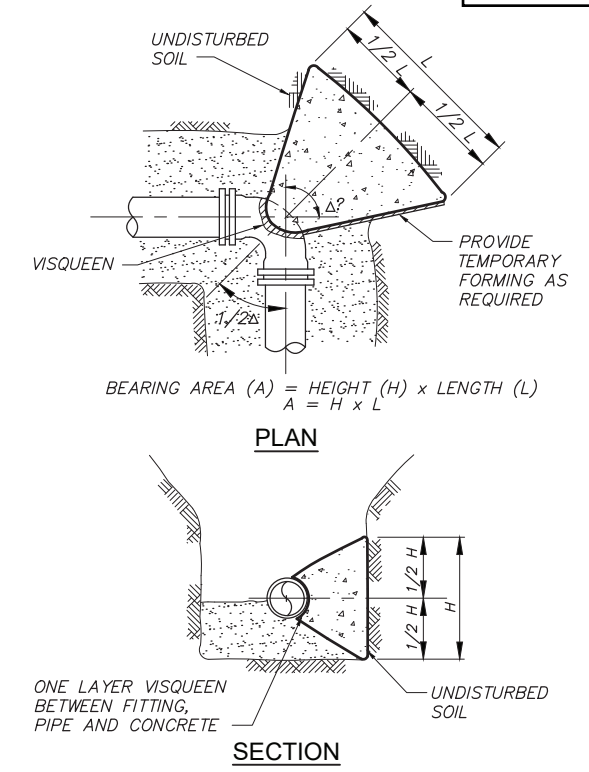
FIGURE
W10

THRUST BLOCK NOTES

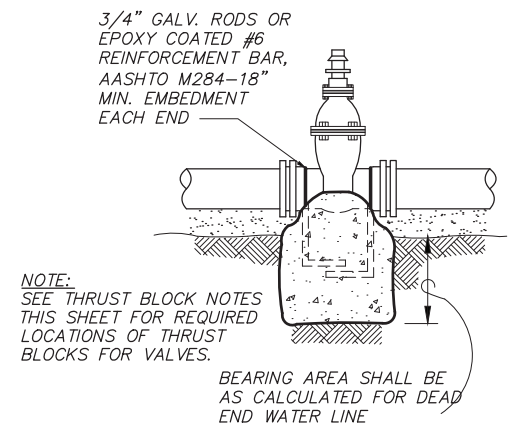
1. THRUST BLOCKS SHALL BE REQUIRED AT THE FOLLOWING LOCATIONS:
 - A. ALL CHANGES IN DIRECTION.
 - B. ALL DEAD-ENDS.
 - C. WHEN REDUCERS ARE INSTALLED.
 - D. ALL VALVES 8-INCHES AND LARGER SHALL BE SIZED FOR CLOSED CONDITION EXCEPTIONS:
 - (1) WHEN RESTRAINED JOINT PIPE IS USED ON BOTH SIDES OF VALVE.
 - (2) WHEN VALVE IS RESTRAINED JOINT CONNECTED TO A FITTING WHICH HAS APPROPRIATE THRUST BLOCKING.
 - E. AT LOCATIONS SPECIFICALLY CALLED OUT ON THE DRAWINGS.
 - F. AT TEMPORARY DEAD ENDS DURING PIPE INSTALLATION AS REQUIRED FOR TEMPORARY PRESSURE TESTING.
 - G. AT OTHER LOCATIONS REQUIRED BY THE ENGINEER.
2. THRUST BLOCKS SHALL BE SIZED AS REQUIRED BY SOIL CONDITIONS AND DESIGN PRESSURE.
3. PLACE CONCRETE AGAINST UNDISTURBED TRENCH WALL.
4. CONCRETE SHALL BE 2,500 PSI MINIMUM.
5. ALL CONCRETE SHALL BE PLACED SO THAT PIPE, FITTING JOINTS, BOLTS AND NUTS, ETC., WILL BE ACCESSIBLE FOR REPAIRS.
6. PLACE ONE LAYER OF VISQUEEN BETWEEN FITTING AND CONCRETE TO FACILITATE FUTURE REMOVAL OF THRUST BLOCK IF REQUIRED.
7. ANCHOR RODS SHALL BE 3/4" DIAMETER GALVANIZED STEEL RODS OR #6 EPOXY COATED REINFORCEMENT BAR, AASHTO M284, HAVING AN 18" MINIMUM EMBEDMENT IN CONCRETE.
8. IF THE REQUIRED BEARING AREA IS LESS THAN 1 SQUARE FOOT, A THRUST BLOCK SHALL NOT BE REQUIRED.
9. THRUST BLOCK BEARING AREA SHALL BE SHOWN ON PLANS.



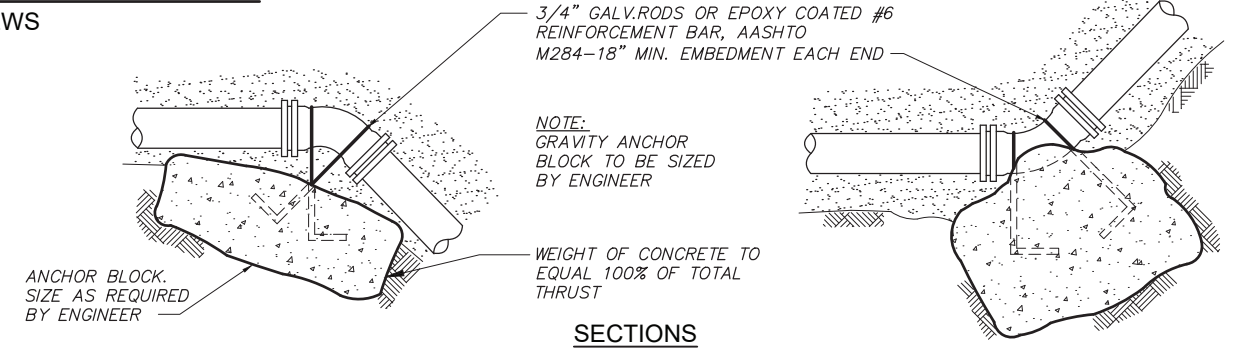
TYPICAL THRUST BLOCK LOCATIONS
PLAN VIEWS



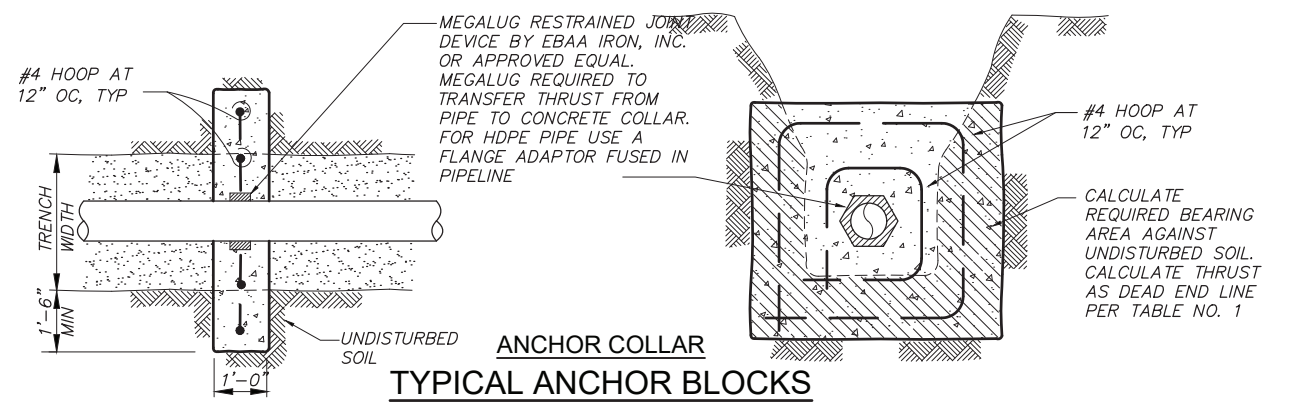
TYPICAL THRUST BLOCK DETAILS



TYPICAL VALVE THRUST BLOCK



SECTIONS



TYPICAL ANCHOR BLOCKS

REVISION	DATE

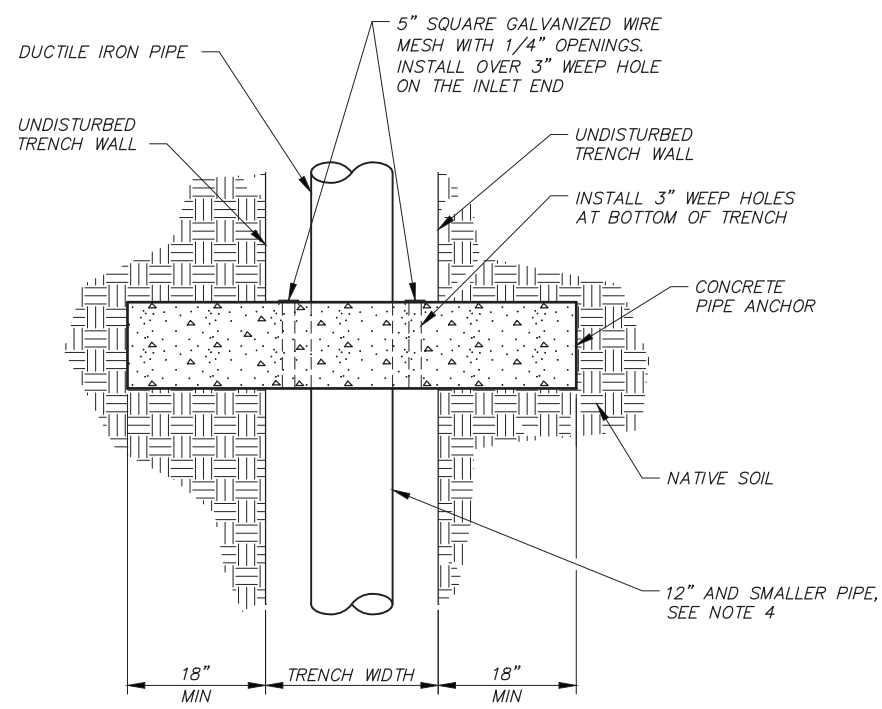


CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

THRUST BLOCKS

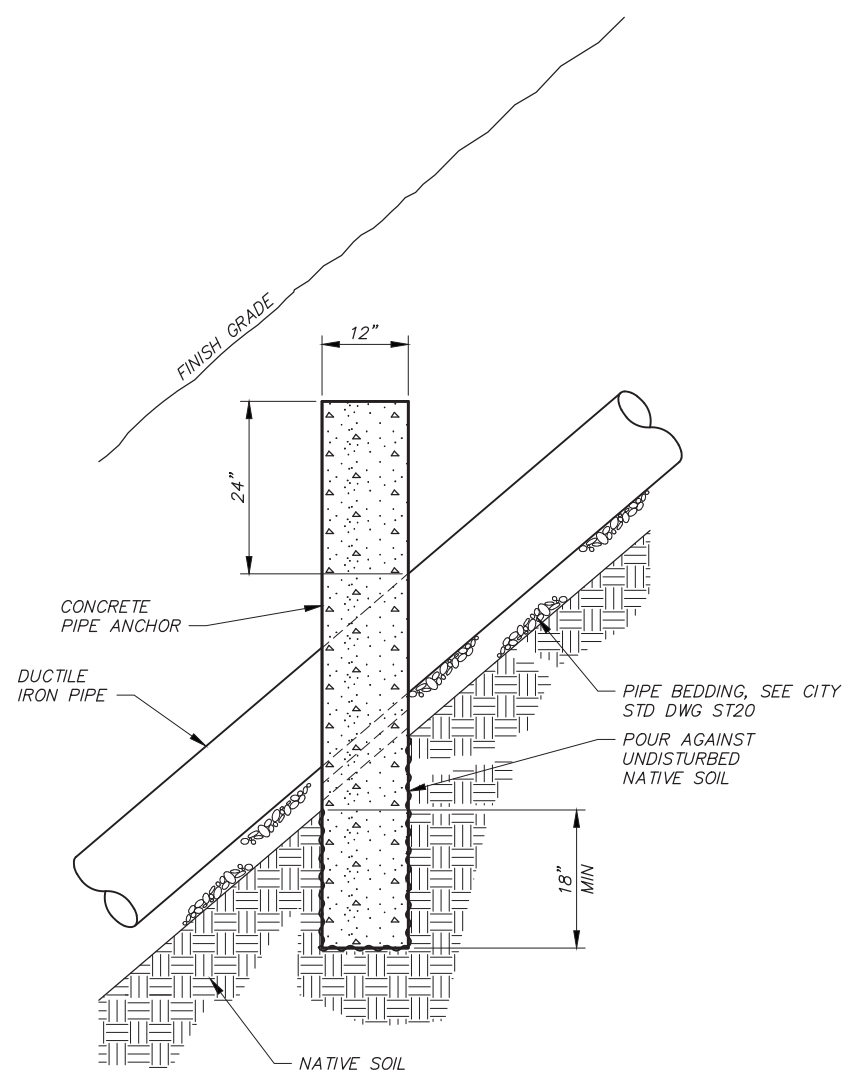
FIGURE
W11

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NOTE:
METAL PIPE REQUIRES POLYMERIC COATING WHEN USING SLOPE ANCHORS MADE WITH CONCRETE.

PLAN



ELEVATION

PIPE SLOPE ANCHORS

NTS

NOTES

1. CONCRETE PIPE ANCHORS SHALL BE CONSTRUCTED USING FORMS WHEN SEWERS, STORM DRAINS AND OTHER PIPELINES ARE CONSTRUCTED WITH SLOPES 20% OR GREATER. REMOVE FORMS PRIOR TO BACKFILLING TRENCH.
2. ALL CONCRETE SHALL BE COMMERCIAL GRADE 2,500 PSI CONCRETE.
3. CENTER TO CENTER MAX. SPACING OF CONCRETE PIPE ANCHORS SHALL BE:

SLOPE	SPACING (ON SLOPE)
20-34%	35'
35-50%	25'
50+ %	15' OR CONCRETE ENCASEMENT
4. DIMENSIONS FOR EMBEDMENT FOR PIPES LARGER THAN 12" SHALL BE APPROVED BY THE ENGINEER.

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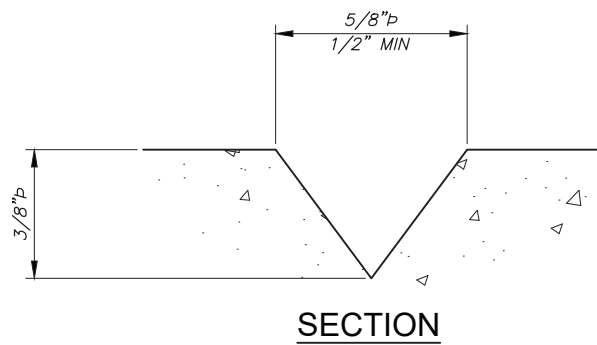
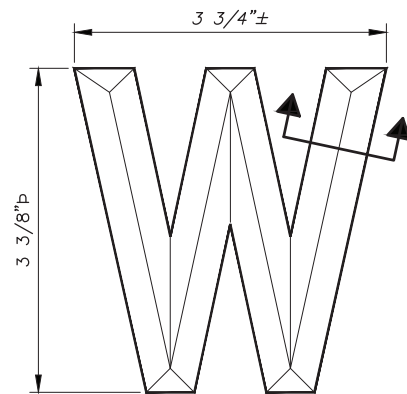
CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

PIPE SLOPE ANCHORS

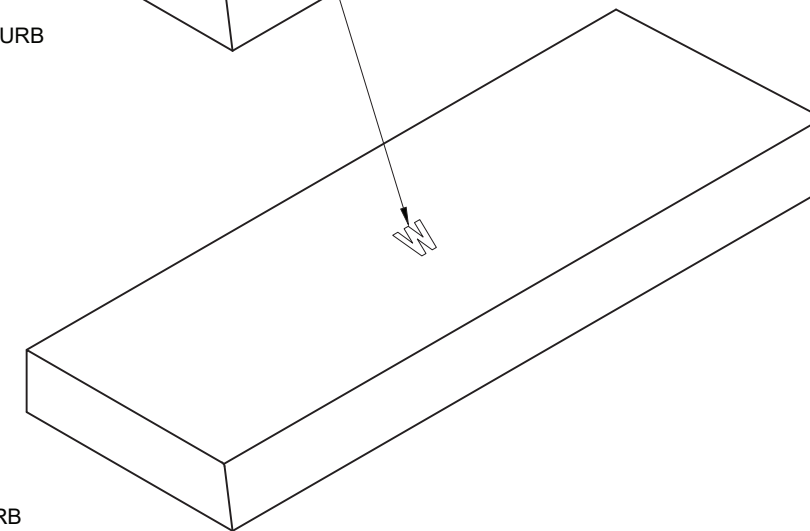
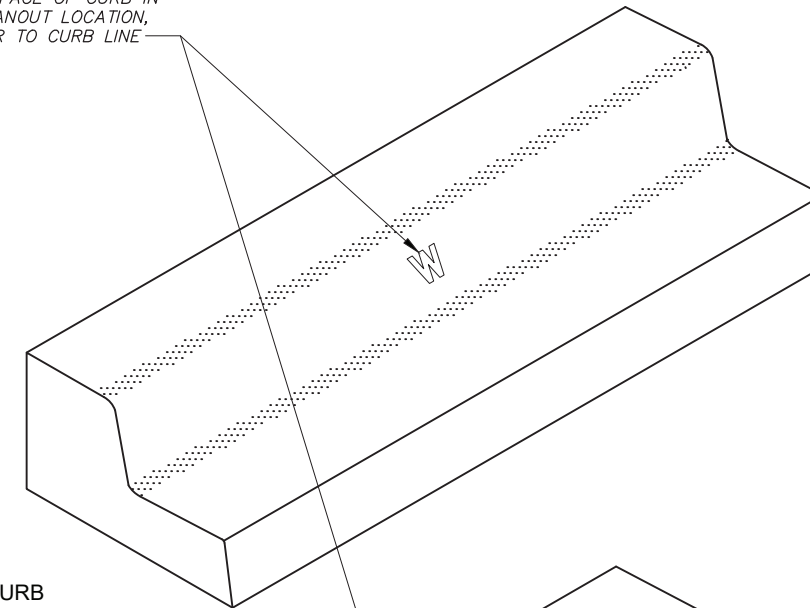
FIGURE
W12

NOTES

1. ALL NEW AND EXISTING WATER SERVICE LOCATIONS SHALL BE MARKED IN CURB AS SHOWN OR AS APPROVED BY THE CITY ENGINEER. STAMPING OF SERVICE LOCATIONS SHALL BE CONSIDERED INCIDENTAL TO THE PRICE OF THE CURB.
2. STAMPS MAY BE PURCHASED FROM THE CITY.
3. W's NOT PLACED BY SPECIFIC STAMP WILL NOT BE ACCEPTED AND THAT SECTION OF CURB SHALL BE REMOVED AND REPLACED.
4. SEE CITY STD DWG SS08 FOR SEWER SERVICE LOCATION CURB STAMP.



STAMP "W" IN FACE OF CURB IN LINE WITH CLEANOUT LOCATION, PERPENDICULAR TO CURB LINE



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REVISION	DATE



CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS

WATER SERVICE CURB STAMP

FIGURE
W13

CHLORINATION AND BACTERIA TESTING PROCEDURES

NEW MAIN TESTING IF CONNECTED TO EXISTING

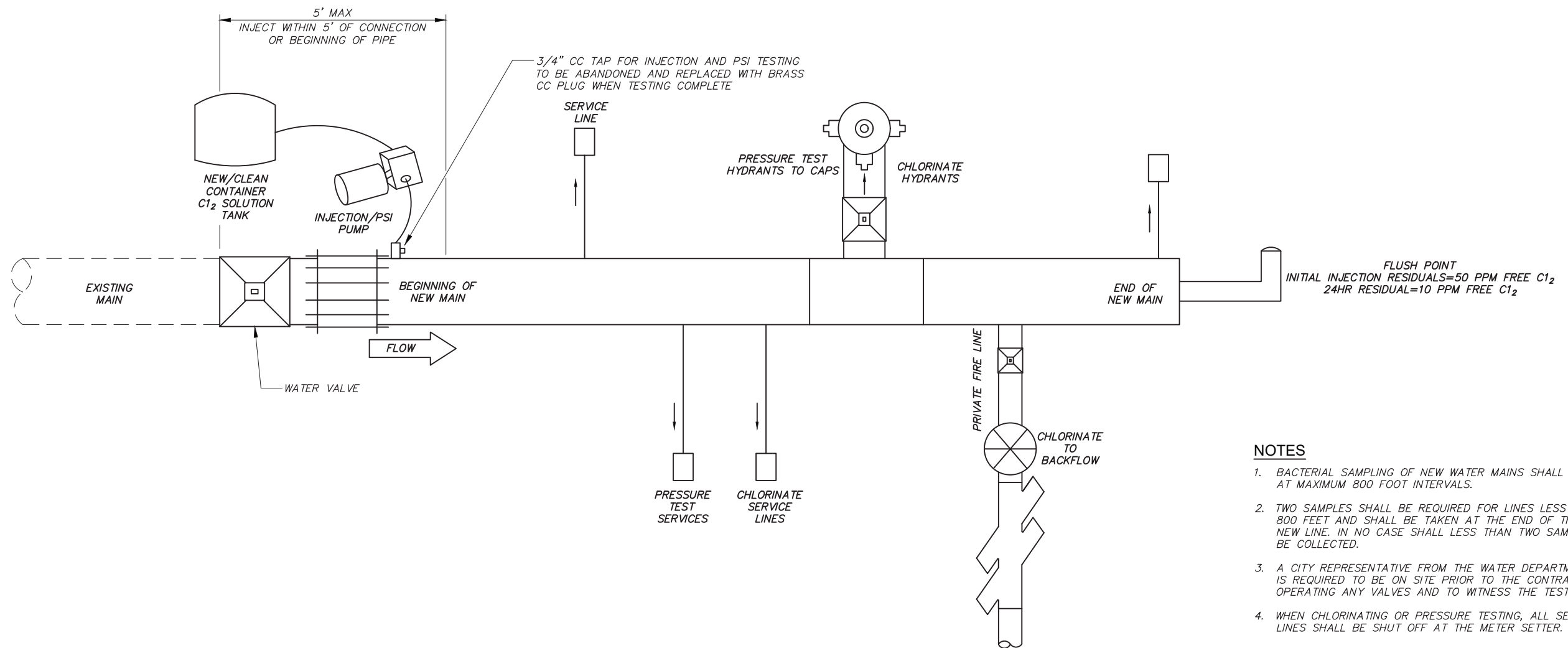
- DAY 1
1. FLUSH MAIN
 2. Cl₂ INJECT TO 25 PPM MINIMUM (CITY VERIFY)
 - 2A. 24HR HOLDING TIME
- DAY 2
3. Cl₂ RESIDUAL ≥ 10 PPM MIN (IF NO--RESTART STEP 1--CITY VERIFY)
 - 3A. FLUSH Cl₂ TO ≥ 1.0 PPM
 - 3B. 16--24HR HOLDING TIME
- DAY 3
- *4. PULL BAC--T SAMPLE(S) CITY DETERMINES QUANTITY (CITY PROVIDES BAC--T BOTTLES)
 - 4A. 24HR SAMPLE TIME
- DAY 4
5. IF BAC--T RESULTS ARE POSITIVE
 - 5A. START BACK @ STEP 1
 - 5B. OR OPTIONALLY ONLY AFTER FIRST POSITIVE RESULTS, START BACK AT STEP 3A
 6. IF BAC--T RESULTS ARE NEGATIVE:
 - 6A. BAC--T TEST COMPLETE. READY FOR PRESSURE TEST (CITY WITNESS)

*BAC--T SAMPLES NOT PERMITTED ON: FRI, SAT, SUN, OR HOLIDAYS

NEW MAIN TESTING IF NOT CONNECTED TO EXISTING

- DAY 1
1. FLUSH
 2. PRESSURE TEST (CITY WITNESS)
 3. Cl₂ INJECT TO 25 PPM MINIMUM (CITY VERIFY)
 - 3A. 24HR HOLDING TIME
- DAY 2
4. Cl₂ RESIDUAL ≥ 10 PPM MIN (IF NO--RESTART STEP 3 -- CITY VERIFY)
 - 4A. FLUSH Cl₂ TO > 1.0 PPM
 - 4B. 16--24HR HOLDING TIME
- DAY 3
- *5. PULL BAC--T SAMPLE(S)--CITY DETERMINES QUANTITY (CITY PROVIDES BAC--T BOTTLES)
 - 5A. 24HR SAMPLE TIME
- DAY 4
6. IF BAC--T RESULTS ARE POSITIVE
 - 6A. START BACK @ STEP 3
 - 6B. OR OPTIONALLY ONLY AFTER FIRST POSITIVE RESULTS, START BACK AT STEP 4A
 7. IF BAC--T RESULTS ARE NEGATIVE
 - 7A. BAC--T TESTING IS COMPLETE

*BAC--T SAMPLES NOT PERMITTED ON: FRI, SAT, SUN, OR HOLIDAYS



NOTES

1. BACTERIAL SAMPLING OF NEW WATER MAINS SHALL OCCUR AT MAXIMUM 800 FOOT INTERVALS.
2. TWO SAMPLES SHALL BE REQUIRED FOR LINES LESS THAN 800 FEET AND SHALL BE TAKEN AT THE END OF THE NEW LINE. IN NO CASE SHALL LESS THAN TWO SAMPLES BE COLLECTED.
3. A CITY REPRESENTATIVE FROM THE WATER DEPARTMENT IS REQUIRED TO BE ON SITE PRIOR TO THE CONTRACTOR OPERATING ANY VALVES AND TO WITNESS THE TEST.
4. WHEN CHLORINATING OR PRESSURE TESTING, ALL SERVICE LINES SHALL BE SHUT OFF AT THE METER SETTER.

REVISION	DATE



**CITY OF
HERMISTON, OREGON
STANDARD DRAWINGS**

**CHLORINATION AND BACTERIA
TESTING**

**FIGURE
W14**

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Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of January 23, 2023

Title/Subject

December Financial Report

Summary and Background

This is the monthly overview of the previous month's financial position of the city.

Tie-In to Council Goals

Fiscal Prudence

Fiscal Information

None

Alternatives and Recommendation

Alternatives

None

Recommended Action/Motion

Recommend approval/acceptance of the December 2022 Financial Report as presented.

Request a motion to approve/accept the December 2022 Financial Report as presented.

Submitted By:

Mark Krawczyk

December 2022 Financial Report



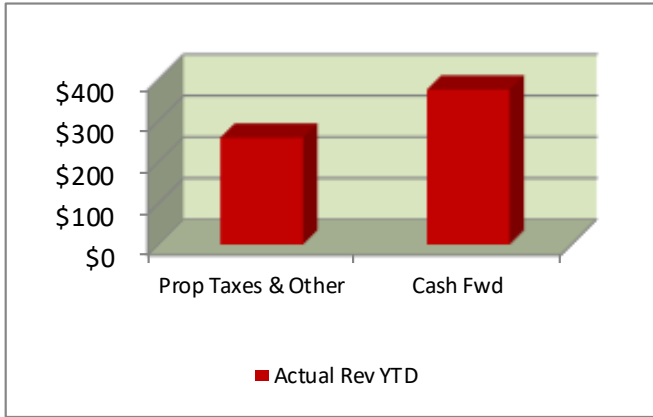
Department of Finance
December 2022
(Unaudited)

FY2022-2023 Monthly Financial Report

Hermiston Urban Renewal Agency (HURA)

For the Month Ending December 31, 2022

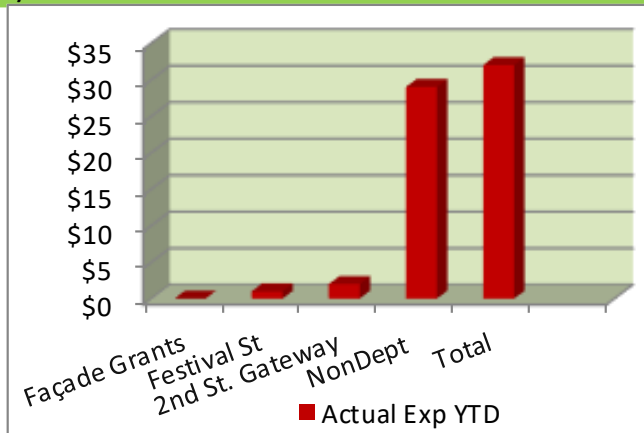
Resources Through December 31, 2022 by Category



	Annual Proj Rev	Actual Rev YTD	% Var
Prop Taxes & Other	\$ 271	259	96%
Cash Fwd	\$ 375	375	0%
Total	\$ 646	\$ 634	98%

Note: Variance is calculated as % of revenue YTD

Expenditures Through December 31, 2022 by Character (in \$1,000)



	Annual Proj Exp	Actual Exp YTD	% Var
Façade Grants	\$ 50	0	0%
Festival St	\$ 5	1	20%
2nd St. Gateway	\$ 400	2	1%
NonDept	\$ 191	29	15%
Total	\$ 646	\$ 32	5%

Note: variance is calculated as % of expenses YTD.

The FY2022-23 budget for the Urban Renewal Agency is \$ 645,662. This includes \$50,000 for Façade Grants, \$5,000 for the Festival Street, \$400,000 for construction of the 2nd Street Gateway project, and \$190,662 for Non-Departmental expenses.

Property tax revenues collection totaled \$39,671 in December bringing total revenue collected to date of \$258,667.

FY2022-2023 Monthly Financial Report

Section 10, Item A.

City of Hermiston, Oregon

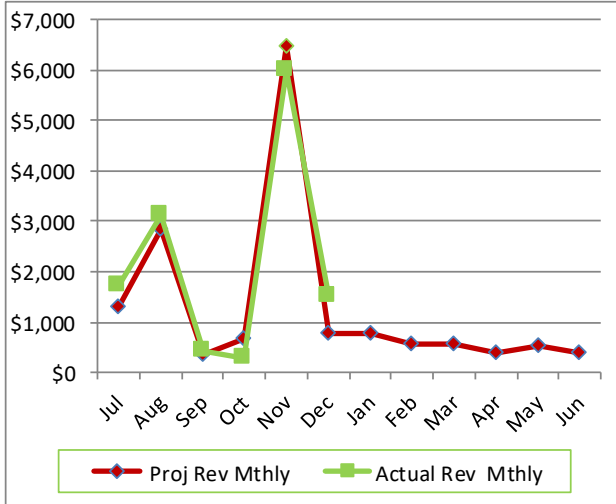
General Fund Resources

For the Month Ending December 31, 2022

General Fund Resources Summary

Through December 31, 2022

(in \$1,000)



	Proj Rev Mthly	Rev Proj	Actual Rev Mthly	Var Fav/ (Unfav)	% Var
Jul	\$ 1,298	\$ 1,298	\$ 1,731	\$ 433	33%
Aug	\$ 2,834	\$ 2,834	\$ 3,133	\$ 299	11%
Sep	\$ 342	\$ 342	\$ 445	\$ 103	30%
Oct	\$ 675	\$ 675	\$ 295	\$ (380)	-56%
Nov	\$ 6,472	\$ 6,472	\$ 5,983	\$ (490)	-8%
Dec	\$ 781	\$ 781	\$ 1,526	\$ 745	95%
Jan	\$ 762	\$ 762	\$ -	\$ -	0%
Feb	\$ 557	\$ 557	\$ -	\$ -	0%
Mar	\$ 573	\$ 573	\$ -	\$ -	0%
Apr	\$ 379	\$ 379	\$ -	\$ -	0%
May	\$ 544	\$ 544	\$ -	\$ -	0%
Jun	\$ 384	\$ 384	\$ -	\$ -	0%
Total YTD	15,604	15,604	13,113	710	4.6%
Cash Fwd	1,102	-	-	-	0%
Total	\$ 16,706	\$ 15,604	\$ 13,113	710	4.6%

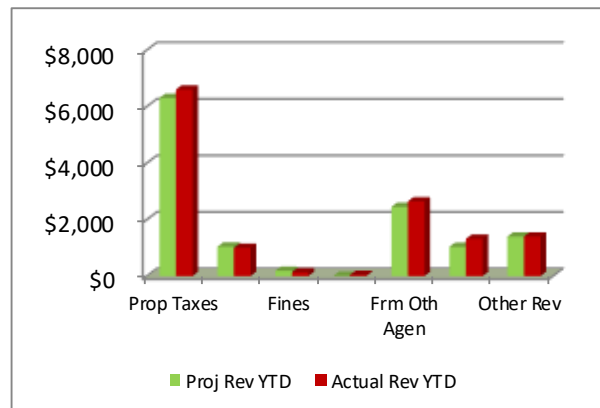
Estimated General Fund revenues for the 2022-23 fiscal year are **\$15,603,889**. Projected revenues for December were **\$781,869**, compared to actual revenues of **\$1,525,606**, a positive variance of **\$743,737**. The fund is currently **\$708,336** more than projected through December YTD.

General Fund - All Resources

Through December 31, 2022

by Category

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 6,787	\$ 6,301	\$ 6,593	\$ 293	5%
Lic & Fran	\$ 1,435	\$ 1,036	992	(44)	-4%
Fines	\$ 400	\$ 183	133	(51)	-28%
Interest Rev	\$ 15	\$ 7	37	30	401%
Frm Oth Agen	\$ 3,013	\$ 2,446	2,642	196	8%
Svc Chgs	\$ 1,904	\$ 1,034	1,319	285	28%
Other Rev	\$ 2,051	\$ 1,397	1,397	0	0%
Cash Fwd	\$ 1,102	\$ -	-	-	0%
Total	\$16,706	\$ 12,404	\$ 13,113	\$ 708	5.7%

Note: variance is calculated as a percent of the projected revenue YTD.

FY2022-2023 Monthly Financial Report

Section 10, Item A.

City of Hermiston, Oregon

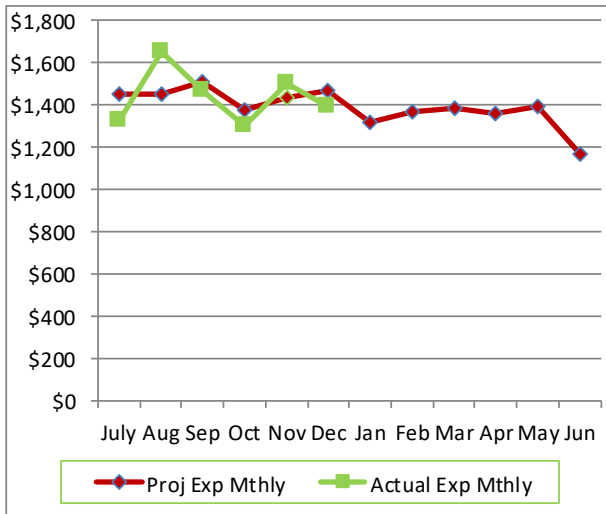
General Fund Expenditures

For the Month Ending December 31, 2022

General Fund Expenditure Summary

Through December 31, 2022

(in \$1,000)



	Proj Exp Mthly	Proj Exp	Actual Exp Mthly	Var Fav/ (Unfav)	% Var
July	\$ 1,454	\$ 1,454	\$ 1,324	\$ 130	9%
Aug	\$ 1,453	\$ 1,453	\$ 1,653	\$ (200)	-14%
Sep	\$ 1,512	\$ 1,512	\$ 1,473	\$ 39	3%
Oct	\$ 1,377	\$ 1,377	\$ 1,304	\$ 73	5%
Nov	\$ 1,440	\$ 1,440	\$ 1,502	\$ (63)	-4%
Dec	\$ 1,466	\$ 1,466	\$ 1,397	\$ 69	5%
Jan	\$ 1,322	\$ 1,322		\$ -	0%
Feb	\$ 1,365	\$ 1,365		\$ -	0%
Mar	\$ 1,386	\$ 1,386		\$ -	0%
Apr	\$ 1,364	\$ 1,364		\$ -	0%
May	\$ 1,398	\$ 1,398		\$ -	0%
Jun	\$ 1,171	\$ 1,171		\$ -	0%
Total YTD	16,706	16,706	8,653	47	0.3%
Contngcy		-	-	-	0%
Total	\$ 16,706	\$ 16,706	\$ 8,653	\$ 47	0.3%

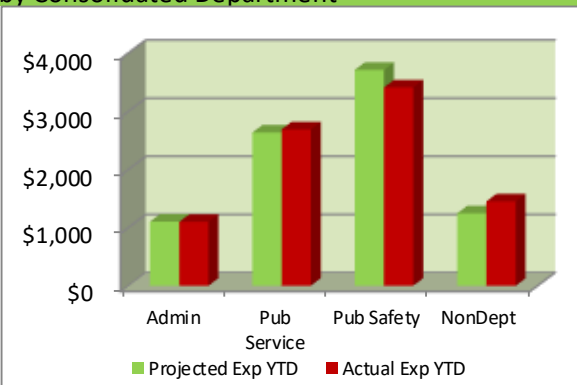
Projected General Fund monthly expenditures for December were **\$1,465,878**. Actual expenditures were **\$1,397,023**, which is **\$68,855** less than projected for a **variance of 4.6%** for the month, and a positive **.47%** year-to-date.

General Fund Expenditures

Through December 31, 2022

by Consolidated Department

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Admin	\$ 2,164	1,103	1,099	4	0%
Pub Service	4,985	2,637	2,689	(52)	-2%
Pub Safety	7,066	3,714	3,413	302	8%
NonDept	2,492	1,246	1,452	(206)	-17%
Unapp	-	-	-	-	0%
Total	\$16,706	\$ 8,700	\$ 8,653	\$ 47	0.5%

Note: variance is calculated as a percent of the projected expenditures YTD.

FY2022-2023 Monthly Financial Report

General Fund Expenditure Detail

For the Month Ending December 31, 2022

General Fund Expenditures by Department

	Annual Projected			Var Fav/ (Unfav)	% Var Fav/ (Unfav)
	Exp	Projected Exp YTD	Actual Exp YTD		
City Council	67,027	49,457	40,553	8,904	18%
City Manager/Legal	1,010,363	505,182	515,822	(10,640)	-2%
City Planning	431,372	215,686	216,458	(772)	0%
Finance	654,929	332,670	326,019	6,651	2%
Total Administration	2,163,691	1,102,994	1,098,852	4,142	0%
Transportation	297,000	139,791	205,257	(65,466)	-47%
Airport	339,000	147,534	197,748	(50,214)	-34%
Bldg Inspection	600,157	327,770	270,572	57,198	17%
Parks	731,981	380,326	415,882	(35,556)	-9%
Parks/Utility Landscaping	66,861	32,677	19,072	13,605	42%
Pool	585,615	367,540	359,444	8,096	2%
Municipal Buildings	145,173	72,587	80,116	(7,530)	-10%
Library	1,024,415	525,635	466,845	58,790	11%
Recreation	874,159	471,954	554,692	(82,738)	-18%
Community Center	256,122	137,248	90,015	47,233	34%
Harkenrider Center	64,064	33,776	29,678	4,098	12%
Total Public Services	4,984,547	2,636,837	2,689,321	(52,484)	-2%
Court	833,378	487,997	329,641	158,356	32%
Public Safety Center	62,000	30,486	26,514	3,972	13%
Police Operations	6,169,885	3,196,016	3,056,775	139,241	4%
Total Public Safety	7,065,263	3,714,499	3,412,930	301,569	8%
Non-Departmental	2,492,087	1,246,044	1,451,878	(205,835)	-17%
Unappropriated	0	0	0	0	0%
Total Non-Dept	2,492,087	1,246,044	1,451,878	(205,835)	-17%
Total	16,705,588	8,700,373	8,652,981	47,392	0.5%

For December of FY2023, **Total Administration** is \$4,142 less than projected for the month. **Total Public Services** is \$52,484 more than projected this month. **Public Safety** is \$301,569 less than projected for December. **Non-Departmental** is \$205,835 more than projected for the month. The total **General Fund expenses** are \$47,392 less than projected (.53%) for the first six months of FY2023.

FY2022-2023 Monthly Financial Report

Section 10, Item A.

Fund Balance - General Fund

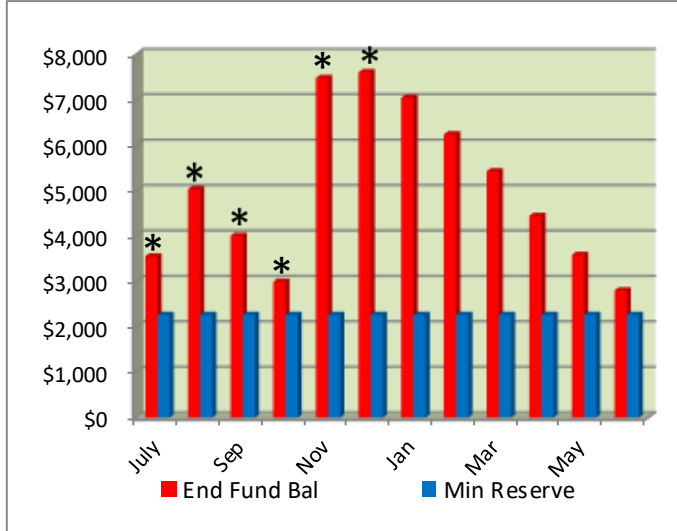
For the Month Ending December 31, 2022

General Fund

Through December 31, 2022

Ending Fund Balance

(in \$1,000)



Minimum Reserve = \$2,264,700

	Begin Fund Bal	Revenue	Expense	End Fund Bal	ACT/PROJ Fund Bal
July	\$ 3,144	\$ 1,731	\$ (1,324)	\$ 3,551	ACT*
Aug	\$ 3,551	\$ 3,133	\$ (1,653)	\$ 5,031	ACT*
Sep	\$ 5,031	\$ 445	\$ (1,473)	\$ 4,003	ACT*
Oct	\$ 4,003	\$ 295	\$ (1,304)	\$ 2,995	ACT*
Nov	\$ 2,995	\$ 5,983	\$ (1,502)	\$ 7,475	ACT*
Dec	\$ 7,475	\$ 1,526	\$ (1,397)	\$ 7,604	ACT*
Jan	\$ 7,604	\$ 762	\$ (1,322)	\$ 7,044	PROJ
Feb	\$ 7,044	\$ 557	\$ (1,365)	\$ 6,236	PROJ
Mar	\$ 6,236	\$ 573	\$ (1,386)	\$ 5,423	PROJ
Apr	\$ 5,423	\$ 379	\$ (1,364)	\$ 4,439	PROJ
May	\$ 4,439	\$ 544	\$ (1,398)	\$ 3,585	PROJ
June	\$ 3,585	\$ 384	\$ (1,171)	\$ 2,798	PROJ
Total	\$ 3,144	\$ 16,313	\$ (16,658)	\$ 2,798	

The General Fund balance at the end of December for FY2023 is approximately **\$7,604,000**, which is **\$5,339,300** more than the current Minimum Reserve requirement of **\$2,264,700**.

The General Fund reserve policy is to maintain **15% fund balance** of total expenditures based on the prior fiscal year activity.

FY2022-2023 Monthly Financial Report

Special Revenue Funds Report

For the Month Ending December 31, 2022

Special Revenue Funds Resources & Requirements

	2022-23		Remaining Budget
	Annual Budget	Actual YTD	
02 Bonded Debt Fund			
Resources	634,018	386,224	247,794
Expenditures	531,720	489,809	41,911
Unappropriated Balance	102,298	N/A	N/A
05 Transient Room Tax (TRT)			
Resources	998,800	622,591	376,209
Expenditures	998,800	608,508	390,292
Unappropriated Balance	-	N/A	N/A
08 Reserve Fund			
Resources	15,468,683	3,778,781	11,689,902
Expenditures	14,374,289	2,660,166	11,714,123
Unappropriated Balance	1,094,394	N/A	N/A
11 Miscellaneous Special Revenue			
Resources	141,000	26,523	114,477
Expenditures	141,000	48,363	92,637
Unappropriated Balance	-	N/A	N/A
19 Christmas Express Special Revenue			
Resources	35,000	9,728	25,272
Expenditures	35,000	18,048	16,952
Unappropriated Balance	-	N/A	N/A
20 Law Enforcement Special Revenue			
Resources	84,014	7,944	76,070
Expenditures	65,000	12,532	52,468
Unappropriated Balance	19,014	N/A	N/A
21 Library Special Revenue			
Resources	33,000	3,758	29,242
Expenditures	33,000	500	32,500
Unappropriated Balance	29,700	N/A	N/A
23 Enterprise Zone Project Fund			
Resources	1,648,699	620,000	1,028,699
Expenditures	885,325	885,325	-
Unappropriated Balance	763,374	N/A	N/A
25 EOTEC Operations			
Resources	627,793	466,768	161,025
Expenditures	627,793	540,417	87,376
Unappropriated Balance		N/A	N/A
26 IT Services			
Resources	670,800	337,731	333,069
Expenditures	670,800	324,239	346,561
Unappropriated Balance		N/A	N/A

Beginning with the 2016-17 fiscal year the City began distinguishing within the funds some part of ending fund balance as contingency and some as reserved for future expenditure. The contingency is included in appropriations while the reserve for future expenditures is unappropriated.

The City uses multiple Special Revenue funds to account for revenues that are restricted to expenditure for particular purposes. They include funds for debt service, economic development, parks and recreation, capital projects, and grants. Since these funds are not operational in nature and used for specific purposes from year-to-year, their expenditures do not typically follow a predictable pattern so budget variances are not calculated for them.

FY2022-2023 Monthly Financial Report

Utility and Street Funds Report

For the Month Ending December 30, 2022

Utility and Street Funds Report

Resources & Expenditures

	2021-22		Actual YTD	Variance	
	Annual Budget	Projected YTD		Fav/(Unfav)	% Variance
04 Street Fund					
Resources	1,843,007	902,584	803,529	(99,055)	-11%
Expenditures	1,813,007	906,504	628,244	278,260	31%
Contingency	30,000	N/A	N/A	N/A	N/A

06 Utility Fund					
Resources	11,806,391	5,387,750	6,388,705	1,000,955	19%
Expenditures	10,728,239	5,364,120	4,545,427	818,693	15%
Contingency	1,078,152	N/A	N/A	N/A	N/A

13 HES Fund					
Resources	12,495,134	4,905,000	5,533,580	628,580	13%
Expenditures	9,945,430	4,972,715	5,215,511	(242,796)	-5%
Contingency	2,549,704	N/A	N/A	N/A	N/A

15 Regional Water Fund					
Resources	1,874,653	675,500	707,397	31,897	5%
Expenditures	1,206,031	603,016	481,339	121,677	20%
Contingency	668,622	N/A	N/A	N/A	N/A

All four of these funds are projected on a straight line, 1/12th of budgeted expense or revenue per month.

Revenues for the **Street Fund** are **\$99,055** less than projected. Expenditures are **\$278,260** below projected.

Revenues in the **Utility Funds** are **\$1,000,955** above projected. Expenditures are **\$818,693** below projected.

The **HES Fund** revenue is **\$682,580** more than projected. Expenditures are **\$242,796** above projected.

The **Regional Water Fund** revenues are **\$31,897** more than projected. Expenditures are **\$121,677** below projected.

FY2021-2022 Monthly Financial Report

Section 10, Item A.

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending December 30, 2022

	2022-2023 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 125,000	\$ -	\$ 1,500,000	\$ 11,062	0.74%
N. 1st Place Reconstruction	\$ 4,500,000	\$ 178,433	\$ 4,500,000	\$ 260,433	5.79%
Well #6 Backup Generator	\$ 320,000	\$ -	\$ 320,000	\$ 41,929	
N. 1st Place Water Line Replacement	\$ 100,000	\$ 85,014	\$ 800,000	\$ 111,022	13.88%
Gladys & Main Waterline Replacement	\$ 100,000	\$ 70,769	\$ 1,180,000	\$ 70,769	6.00%
Lift Station #6 Reconstruction	\$ 620,000	\$ 441,987	\$ 620,000	\$ 473,575	76.38%
McDonald's & 395 Sewer Main Replacement	\$ 330,000	\$ 1,897	\$ 330,000	\$ 23,897	7.24%
Lift Station #3 Upgrade	\$ 550,000	\$ 823,406	\$ 900,000	\$ 1,182,480	131.39%
Total	\$ 6,645,000	\$ 1,601,506	\$ 10,150,000	\$ 2,175,167	21.43%

Geer & Harper Re-alignment

This intersection needs to be reconstructed to improve traffic/pedestrian access and ensure connectivity to property east of N. 1st Place. The current configuration makes access difficult for large trucks and traffic backs up on Harper Road during busy times during the day.

Current Update: No change in the status of this project. Still waiting for additional right-of-way acquisition.

North 1st Place Reconstruction

North 1st Place is a critical secondary north/south arterial in Hermiston's transportation system. The existing road is cracking, there are no sidewalks and there is unrestricted access to the roadway from parking and undeveloped areas.

Current Update: Project will be advertised in Mid-January, with Contract Award anticipated at the second Council Meeting in February.

Well #6 Backup Generator

Well No. 6 is the primary well and the only well available that could provide minimal water supply to lower pressure zones in the city during a power outage. The current pump was last repaired in 1994, and the backup pump lacks the capacity to service the pressure zone. The pump covers service area including Walmart Distribution Center, Eastern Oregon Higher Education Center, Pioneer Seed, and EOTEC. Preventative maintenance will avoid significant inconvenience and loss of water to area businesses.

Current Update: Project still delayed by supply-chain issues holding up actual delivery of the generator. Now anticipated delivery to occur in late Spring '23.

North 1st Place Water Line Replacement

This project will eliminate failing, deteriorating lines which will minimize future repair work. It will also eliminate steel pipes from the 1920's and will improve public safety by ensuring no lead pipes.

Current Update: Project will be advertised in Mid-January, with Contract Award anticipated at the second Council Meeting in February.

FY2021-2022 Monthly Financial Report

Section 10, Item A.

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending December 30, 2022

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Lift Station #3 Upgrade	\$ 550,000	\$ 823,406	\$ 900,000	\$ 1,182,480	131.39%
Total	\$ 6,645,000	\$ 1,601,506	\$ 10,150,000	\$ 2,175,167	21.43%

Gladys & Main Waterline Replacement

Sections of this water distribution system were installed in the 1920s with steel pipe – some of the oldest pipe in the city water system. This project will eliminate failing, deteriorating and undersized line, reduce repair work, and improve public safety.

Current Update: This project is being pushed back to occur in late 2023 due to internal staff capacity. Moving the N 1st waterline project back to coincide with the N 1st roadway project will result in a large project occurring in early 2023; meanwhile, the request from Amazon Data Services to supply regional water will also result in a very large project occurring there in early/mid 2023. Delaying the Gladys & Main project will result in better oversight of the project.

Lift Station #6 Reconstruction

Lift station #6 was built in 1981. The submersible duplex pump station has experienced corrosion of both metal and brick. Replacement of the wetwell will increase capacity, eliminate porous brick, and safeguard the environment. Ventilation of the structure is inadequate and electrical systems are nearing the end of their useful life.

Current Update: Contractor completed lift station work in mid-December, with temporary surface restoration of N 1st Place occurring in early January. Final closeout (final payments, retainage release, etc.) to occur in January/February. Installation of a temporary (cold-mix) pavement on N 1st, in advance of the N 1st roadway project, which will rip it back out, resulted in a \$20,000 savings from the original bid since the Lift #3 project delayed completion of this project past the normal paving window.

McDonald's & 395 Sewer Main Replacement

Segments of this piping have been found to have structural failures in multiple locations and failing joints. These line failures cause pipe blockage and requires monthly cleaning. In addition, pipe failures may be allowing sewage to exfiltrate the surrounding soil. A new sewer line would eliminate current monthly maintenance costs and provide watertight lines to protect existing groundwater resources from contamination.

Current Update: Council adopted the necessary resolution to advance this project in November. Anderson Perry is now working to finalize bid documents to advertise and award a contract in January/February.

FY2021-2022 Monthly Financial Report

Section 10, Item A.

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending December 30, 2022

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Lift Station #3 Upgrade	\$ 550,000	\$ 823,406	\$ 900,000	\$ 1,182,480	131.39%
Total	\$ 6,645,000	\$ 1,601,506	\$ 10,150,000	\$ 2,175,167	21.43%

Lift Station #3 Upgrade

Lift Station No. 3 was built in approximately 1981 and is located underneath Highway 395. The pump and electrical systems need to be replaced. This project calls for the install of duplex pumps and upgraded electrical and control systems. It also will include evaluation of extending a gravity line to Lift Station No. 6, which is also in poor shape. Extending the line under Union Pacific Railroad tracks may be more cost effective than replacing both lift stations. Traffic control will be necessary during design phase

Current Update: The project has been winterized, with the final work to occur on Highway 395 re-starting in the spring.

Regional Water System AWS Phase 1

Amazon Web Services is paying to extend the City-owned 16" water main in Feedville Road approximately 7,000 feet to connect up with the City's other existing water infrastructure in Kelli Blvd. This project will also upgrade various pumps and motors in the Regional Water System, and also chlorinate and perform the necessary functions to convert the line to carry potable water.

Current Update: The project has been Awarded to Rotschy, Inc. for \$2.8 million. Mobilization should begin in late January, with project completion anticipated by September, 2023.

Penney Ave. Extension

Business Oregon awarded a grant of approximately \$600,000 to cover half of the cost of constructing an extension of Penney Ave. between Kelli Blvd. and US395. Council approved using ARPA funds to cover the local match (half). This project implements the Transportation System Plan by adding an additional connection in to the southern industrial area of the City.

Current Update: Final Right of Way acquisition was completed in December. Anderson Perry is finalizing it's design which was awaiting ROW, and anticipates advertising in late January, award in early March, with project completion anticipated in late Fall, '23.