



COUNCIL WORK SESSION

Wednesday, April 07, 2021 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

<https://zoom.us/j/95842280048>
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AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m*

- [1.](#) Recreation Program Semi-Annual Report - *Parks & Recreation Manager Shanna Duggan*
- [2.](#) Mackenzie Architecture - Public Safety Facility Report
- [3.](#) Public Safety Facility Staff Presentation
- [4.](#) Review Updates to Personnel Policies & Procedures Handbook - *Kathy*
5. Strategic Action Plan Updates
6. City Administrator Report

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Exempt Records/Confidential Memos, under ORS 192.660(2)(f)*
- *Real Property Transactions, under ORS 192.660(2)(e)*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the meeting.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 7, 1:00 p.m., Council Work Session, via Zoom
- April 7, 6:00 p.m., Council Public Hearing, via Zoom
- April 7, 7:00 p.m., Council Regular Session, via Zoom
- April 12, 4:00 p.m., Parks & Trails Commission, via Zoom
- April 12, 7:15 p.m., Library Board, via Zoom
- April 13, 6:00 p.m., Budget Committee, via Zoom
- April 13, 7:00 p.m., Planning Commission, via Zoom
- April 15, 5:00 p.m., Council Special Session, Recreation Center

Future Public Hearing(s)/Forum(s):

- PH: April 7, 6:00 p.m., Development Code Amendments
- PF: April 21, 6:00 p.m., Central Waterfront Project Presentation
- PH: May 19, 6:45 p.m., Annexation (Comfort)

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/95842280048>

Meeting ID: 958 4228 0048

Dial by your location: 1 346 248 7799

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.



RECREATION DEPARTMENT

City Council Half-Yearly Report



Funding



Community



Sports





Recreation Department



Funding

GRANTS 2020/2021

- \$25,000 CPCCO Grant
- \$10,000 Blazer PLAY! Grant
- \$20,000 Greys Family Foundation
- \$3,000 Early Learning HUB

RECREATION SERVICES

- \$2 Rec Utility Fee > \$130k Scheduled to go away in December 2021
- General Rec Revenue > \$6k Revenues & programs hit hard by COVID
 - LY – \$110k



Recreation Department



Community

- Pivoting programs and activities with COVID
 - Nature Buddies
 - Soccer Camps
 - Activity Kits
 - Scavenger Hunts
 - Afterschool Clubs
 - Walking Groups
- Church Purchase – Future Community Center Hub
- Partnerships, Sponsorships, & Volunteers
 - New Youth Leadership Program
 - New Opportunities for Instructors
 - Streamlined Volunteer Program





Recreation Department



Sports

Goals for 2021

- Building stronger partnerships with local organizations.
- Look at feasibility of hosting tournaments (Basketball, Soccer, Softball, Baseball, Disc Golf, Volleyball, etc.)
- Creating diverse programs for all interests.

St. Helens Recreation Youth Sports

- Youth Soccer
- Youth Basketball returning in Fall 2021
- Disc Golf

St. Helens Recreation Adult Sports

- Kickball
- Volleyball
- Softball
- Cornhole





Recreation Department

QUESTIONS?



City of St. Helens

St. Helens Police Needs Assessment

April 1, 2021



OUR HISTORY. OUR FUTURE. OUR PROMISE.

The values of our founder, Tom Mackenzie, remain the hallmarks of our firm.

Upon this foundation we have, steadily and intentionally, built
leaders in architecture, interiors, engineering, and planning, focused on
delivering the highest level of design excellence in service to our clients.

This mark is our signature and our promise.

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INTRODUCTION

Item #2.

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PROJECT TEAM

CITY OF ST. HELENS

- Brian Greenway - Chief of Police
- John Walsh - City Administrator
- Matt Brown - Assistant City Administrator
- Jacob Graichen - City Planner



MACKENZIE

- Jeff Humphreys - Project Principal
- Adam Olsen - Project Manager
- Thomas Peck - Designer
- Adrienne Linton - Project Architect
- Iris Wu - Architecture
- Steve Tuttle - Landscape Architecture
- Alex Bauer - Interior Design
- Ralph Henderson - Civil Engineering
- Brian Varricchione - Land Use Planning



CONSTRUCTION FOCUS

- Steve Gunn - Construction Cost Estimator



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The St. Helens Police Department and City of St. Helens Staff selected Mackenzie to work with staff to develop a new replacement facility for the Police Department. The replacement facility has been designed in an effort to better meet the St. Helens Police Department's needs and goals; provide a more efficient operational model and layout; better align with the current space demand for the Department; and allow for future staff, facility growth and operational changes. Mackenzie was selected to work with staff to: validate the building space-needs program for a replacement facility; facilitate tours of other existing police facilities in the region; assess potential sites for a building; develop a conceptual design; and create an estimation of anticipated project costs, inclusive of construction, consultant, and owner costs needed to fund the project for the Department's consideration.

Mackenzie, which was established in 1960 and is based in Portland, Oregon, provides an integrated design approach to projects, including architecture, structural engineering, landscape architecture, civil engineering, land use planning, transportation planning and interior design services. Mackenzie's Public Projects team specializes in municipal and emergency response facility design, space needs evaluations, and bond campaign assistance. In the past almost 2 decades, Mackenzie has worked on publicly funded projects in Oregon and Washington for more than 23 counties and municipalities, providing design and engineering services for more than 45 law enforcement projects, 80 fire facilities and 20 government buildings.

The project has been conceived as a build-out to meet the needs of the Department for the next 20 plus years and provide functionalities common to a modern police facility.

The information contained within this report provides a detailed overview of Mackenzie's work with the St. Helens Police Department and City of St. Helens staff. All steps involved in this process have been documented and organized based on the associated task, and are contained within the pages of this report for the City of St. Helens' consideration. Recommendations for next steps have been outlined at the end of the Executive Summary.

EXECUTIVE SUMMARY

Public facility design, specifically police stations, are unique in that the building and all its functions are tools integral to the effective and efficient enhancement of agency operations and safety. Police station design focuses on functionality, and its critical role in meeting the stringent requirements associated with protection and security of the building, its staff, and the community served. Jurisdictional, state, and federal criteria for safety, security and operational procedures drive these requirements and invariably impact design considerations and cost. These criteria ensure that this facility not only is able to improve operational efficiency on a day-to-day basis, but is capable of evolving over the life of the building, resisting and responding to emergency events, providing critical services for the citizens of St. Helens, enhancing the built environment with a civic presence reflective of the surrounding area, and encouraging investment in the community.

The following report encompasses the primary tasks requested by the St. Helens Police Department and the City of St. Helens to determine the feasibility of a replacement facility in meeting the criteria stated above including:

1. Program Development
2. Facility Tours
3. Site Evaluations
4. Visioning
5. Concept Development
6. Project Cost Development

Process and Methodology

Mackenzie employed programming, communication, consensus-building, and goal-setting techniques to ensure that the final report meets the expectations of the stakeholders involved in the process. Using a multidisciplinary approach, extensive public project experience, and lessons learned on previous police and public building projects, the team provided architectural, structural, space planning, site planning and land use planning services to meet the project objectives and deliverables.

Mackenzie worked with the City of St. Helens and St. Helens Police Department staff to support and strengthen dialogue between the Design Team and the Department. The process encompassed the following tasks, each of which have been documented within this report.

Task #1: Program Development

Mackenzie worked closely with the St. Helens Police Department staff to better understand the current space needs and projected those needs out based on a 20-year forecast. To do so, Mackenzie guided the Police Department through the process of space needs identification and required space allocations. From that, the Design Team developed a program matrix that identified the required spaces, their approximate size and amenities to be provided within them. In addition to the primary functional space of the facility, the team projected circulation space and requirements for utilitarian areas, such as mechanical, electrical, and data room spaces to comprise a complete, comprehensive programming document. Evaluation of the space needs program determined that a facility of approximately 20,330 square feet would be necessary by the end of the 20-year forecast window.

The programming process also included a discussion of site-related requirements identified during the staff interviews (secure parking, public parking, staff patio area, trash/recycling, emergency generator, etc.) to determine an appropriate site area able to accommodate both building and site program elements. Projections indicate a 20-year demand for approximately 40 paved parking stalls for the public, 12 secured covered spaces for squad vehicles, 28 uncovered secured spaces for squad vehicles and 12 secured privately owned vehicles (POV).

Mackenzie validated these identified growth projections and space needs through the evaluation of comparable facilities within similar jurisdictions in the region (see pages x and xi for police facility comparison spreadsheet).

Task #2: Facility Tours

In this task, Mackenzie helped to arrange tours of three comparable police stations with key staff. Facilities were selected that are similar to St. Helens based on size and specific program elements. The intent of these tours was to observe recently completed facilities, learn how those agencies developed the design to meet their needs, and challenge assumptions that were made during the program validation in Task #1. While on these tours, particular attention was given to the flow of spaces, durability of materials and finishes used, and how the building is aging. These tours are used as a tool to test assumptions made during programming, as observation of the layout of a space or size of a room will sometimes adjust expectations of space allocation or confirm the layout of furniture and equipment. Lessons learned and items in need of refinement were discussed at the conclusion of the tours and relevant items were clarified in the program as a final approved document.

Task #3: Site Evaluations

After programming confirmation, Mackenzie worked with the City to develop a list of three possible sites potentially suitable for development. An additional site (Oregon Street) was also added later in this process to evaluate. Each site was evaluated using selection criteria (developed by Mackenzie and specific to police station facility and site design) as well as impacts to response time throughout the Department's service area. Evaluation criteria included zoning impacts, geographic considerations, site access, public presence, and compatibility with neighborhood, location, proximity to other city/government functions, site development costs, property availability, expansion opportunities and ability to meet program requirements. Each site was evaluated on its ability to accommodate each criterion, including resulting response time findings, and given a score between 1 (lowest) - 4 (highest). Once evaluated, each score was then tallied to determine the overall score for the individual sites.

Based on this process, and utilizing programming and costing data, adjacency requirements and operational necessities, the City of St. Helens, St. Helens Police Department and Mackenzie identified the Old Portland Road site as best suited to meet the needs of the Police Department. This site was then used as the basis for further design development.

Task #4: Visioning

In this task, the team developed the vision of the exterior character of the facility through studies aimed at understanding the City of St. Helens key architectural and geographic influences and evaluating characteristics of similar facilities within other communities. The team evaluated a series of images, and through discussion landed upon the imagery that best reflected the City's vision, and could be used to direct the Concept Design.

Task #5: Concept Development

Building upon the programming data and the approved site test fit, Mackenzie developed two adjacency floor plan diagrams and reviewed those with Police and City staff. Once the Police and the City staff have selected an adjacency floor plan diagram, a more formalized and defined floor plan was created that met the operational necessities of the Police Department. The site plan was also simultaneously refined as a part of this process. During development of the floor plan, additional rooms were added as requested by the City staff and the Police Department and refinement for adjacency and circulation were created for optimum flow. The final conceptual floor plan is 22,778 square feet with these revisions. This is inclusive police portion of the facility (19,018 square feet) and the court room and related court facility support rooms/functions (3,760 square feet).

After the St. Helens Police Department and City staff approved the floor plan and site plan, and considering the vision for the exterior character of the building as expressed by the Police Department, Mackenzie created three schemes that described the form and fenestration of the facility. Police Department and City staff selected one scheme (Scheme C) for further refinement. Mackenzie then refined the rendering of the selected scheme to more clearly describe the intended application of building materials and give better definition to the building form to utilize and reference during the following project cost development task.

Task #6: Project Cost Development

Based on the final concept designs, Construction Focus, Inc. developed a Statement of Probable Cost for the updated facilities and the associated site improvements. These cost projections are comprised of the opinion of costs related to the anticipated raw construction costs and general contractor margins based on a publicly funded project requiring prevailing wage rates for construction.

In conjunction with the development of the construction costs, Mackenzie prepared cost forecasts for consultant costs, including architectural/engineering fees, construction management fees, special inspections, and geotechnical inspections. Mackenzie worked with the City to evaluate and compile potential owner costs, including fixtures, furnishings and equipment; lockers and shelving; moving costs; and applicable permit fees. A final cost matrix has been prepared that provides a comprehensive look at all anticipated costs associated with the project, summarized to reflect the construction cost, consultant costs and owner costs.

Summary of Recommendations

- Based on the current size, age and seismic limitations of the existing facility, the existing facility is severely challenged to meet current needs or future growth requirements of the St. Helens Police department.
- Examination of the Old Portland Road site found the lot to be ideally sized for the development requirements of the new St. Helens Public Safety Facility; both for the facility itself as well as the required site infrastructure.

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POLICE FACILITY COMPARISON

The chart on the following page presents a comparison of police department facilities to both illustrate differences and show commonalities of facilities built within the last 20 years. These stations show a generally accepted average of 622 square feet per officer. The team used this information during the programming effort to validate the 20-year space allocation of 656 square feet per officer for the St. Helens Police Department.

Individual police department programs, and thus space needs, can vary greatly due to a number of factors, including:

- Primary function(s) of the department and proximity to other civic functions (e.g. court functions, county jail)
- Shift schedule and staffing
- Unique or specialized elements (e.g. dispatch, holding cells, juvenile facilities)

Differences among these elements impact the layout and size of a facility and can make direct, apple-to-apple comparisons between departments challenging.

The rooms and support functions off the sally port vary depending on the detainee and evidence processing procedures of the department. The size and makeup of the staff will, in turn, drive the size and layout of the administrative areas and division office spaces. The more staff on duty at one time, the greater the demand on support functions, including showers and toilets, kitchen and break areas. The ways in which a department interacts with the public will also influence facility size. Departments with sex offender registration will necessitate separate facilities from the general public; where departments that provide part-time court facilities will look to provide private meeting space for attorneys; and departments with emergency operations capabilities will require additional storage and equipment.

Police Department	Population Size (2019)	City Area (Sq Mi)	Police Dept (Sq Ft)	Total Staff	Sworn Officers	Sq Ft per Staff	Sq Ft per Officer
St. Helens (Existing)	15,503	6 mi ²	8,073 sf	23	20	351 sf	404 sf
St. Helens (Proposed/2040)	19,347	6 mi ²	19,018 sf	40	29	476 sf	656 sf
Sherwood (2002)	19,595	5 mi ²	12,100 sf	30	27	403 sf	448 sf
Keizer* (2007)	28,580	7 mi ²	28,675 sf	66	39	435 sf	735 sf
Sandy (2011)	11,075	4 mi ²	8,487 sf	28	17	303 sf	499 sf
Canby (2013)	16,950	4 mi ²	25,000 sf	28	24	893 sf	1,042 sf
Monmouth (2014)	9,920	2 mi ²	11,059 sf	23	13	481 sf	850 sf
West Linn (2014)	25,905	8 mi ²	18,871 sf	35	32	539 sf	590 sf
Albany (2018)	54,120	18 mi ²	40,367 sf	90	50	448 sf	807 sf
Hood River (Unbuilt)	14,757	4 mi ²	13,178 sf	25	22	527 sf	599 sf
Forest Grove (Unbuilt)	25,180	6 mi ²	19,850 sf	50	38	397 sf	522 sf
Silverton* (Unbuilt)	10,380	4 mi ²	13,418 sf	40	34	336 sf	395 sf
Lynnwood* (Unbuilt)	39,600	8 mi ²	34,968 sf	115	90	304 sf	389 sf
Astoria (Unbuilt)	9,690	11 mi ²	12,827 sf	19	16	675 sf	801 sf
Stanwood (Unbuilt)	7,204	3 mi ²	4,646 sf	12	9	387 sf	516 sf
Average						464 sf	617 sf

The data in this table is reflective of square footage for dedicated police facilities or reflect only the area of a facility devoted to the police portion of a facility (if another function is co-located with the police).

Note: Population base on <https://www.pdx.edu/population-research> and City Area based on wikipedia.

* This is a City Hall project which includes a Police Station. The information in the table above only includes the Police Station portion of the overall City Hall

NEXT STEPS

1. Hire a Hydrologist

The Hydrologist will assist with modifying the 100-year and 500-year floodplains that currently exists on the site. If the Hydrologist is successful, the amount of required on-site fill will reduce dramatically and save the project hundreds of thousands of dollars.

2. Establish a Desired Timeline and Budget for the Project

Based on the findings of Mackenzie's analysis, it is determined that the overall projected costs of the project as described in this report are estimated to be \$18,472,506. It is encouraged that the St. Helens Police Department and City staff agree on an expectation of project costs and schedule development to provide clear direction to those that represent the project.

3. Ad-Hoc Committee to Continue Outreach Process

It is understood that a Public Safety Facility Ad-Hoc Committee has been established. The Ad-Hoc Committee is made up of over 25 community members that include local business owners, renters, homeowners, and school district personnel that is supportive of the needs of the Police Department. The Ad-Hoc Committee will be instrumental to continuing the momentum generated during the initial needs assessment phase.

4. Below are the five recommended next steps as determined by the Ad-Hoc Committee:

▪ Recommendation 1: Create a Public Safety Fund

The Committee determined that the utility fund was the most affordable and equitable option for the community. It has the most flexibility for the City Council to adjust rates as needed throughout the project. This would involve placing a monthly fee on utility accounts. The Committee recommended that this utility fund be set up by an administrative decision of the City Council, but only after a five-to-six-month period of community engagement.

▪ Recommendation 2: Public Engagement Period

The City should create a robust and meaningful public engagement period that involves online and in-person meetings to hear as many voices as possible and encourage community members to learn more about public safety in St. Helens.

▪ Recommendation 3: Increase Funding Support for Utility Assistance

The Committee recommended increasing utility support that currently goes through Community Action Team (CAT) for community members that may be on a fixed income and/or may not be able to afford an increase on their utility bills.

▪ Recommendation 4: Sale of Current Police Station

Once the new facility is built, the current police station site should be sold, and proceeds put towards paying down the debt service. This may help to reduce the utility fee amount.

▪ Recommendation 5: Continue Researching Grants & Other Funding Options

With the flexibility of the Public Safety Fund, the City should continue to research additional funding opportunities to help pay down the debt service.



PROGRAM DEVELOPMENT

Item #2.

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PROGRAM SUMMARY

Mackenzie worked closely with City of St. Helens and Police Department Staff to review and validate the program using space standards to organize the rooms and provide adequate square footages typically required by a police facility of this size. Using a combination of information contained in this document and past experience with police facilities, all while incorporating current Staff feedback, Mackenzie determined current space needs and forecasted future needs that will accommodate the St. Helens Police Department for the next 20 plus years. The programs represent an itemization of the current staff, anticipated growth and space and room requirements for the hypothetical new facility. As the station and grounds for the facility are designed with the optimum flow to meet operational needs and particulars unique to the site, the facility size may increase or decrease from that shown in the program.

The following pages outline three different programmatic options that the City of St. Helens and Police Department Staff and Mackenzie analyzed.

- High square footage option
- Middle square footage option
- Low square footage option

The high square footage option is based on the full programmatic needs of the police department with the inclusion of programmatic functions for a municipal court/EOC/community room and related support rooms. The conceptual designs developed for the site, floor plan and exterior character as shown later in this report are based on the high square footage option.

The middle square footage option reduces the square footage of the facility by reducing some of the programmatic functions of the police department.

The low square footage option further reduces the square footage of the facility by additional reductions of programmatic functions of the police department and sizes of support rooms to the municipal court.

Below is a summary of the options which encompasses all the proposed needs of the Police Department for the next 20 plus years.

AT A GLANCE:

Space / Room Use				High Square Footage Option			Mid Square Footage Option			Low Square Footage Option		
	MOVE IN	10 YR	20 YR	MOVE IN	10 YR	20 YR	MOVE IN	10 YR	20 YR	MOVE IN	10YR	20YR
Police Department Requirements Summary												
Lobby & Public Spaces	5	6	7	7,560	7,643	7,726	5,876	5,876	5,876	5,402	5,402	5,402
Lobby & Public Areas												
Court												
Records												
Police Operations Division	17	27	29	3,211	3,778	4,079	2,961	3,128	3,349	2,110	2,193	2,276
Administration												
Detective												
Patrol												
Interview	1	2	2	3,492	3,622	3,622	3,349	3,349	3,349	2,044	2,044	2,044
Evidence												
Interview												
Facility Support Function	1	2	2	4,772	4,902	4,902	3,849	3,849	3,979	3,498	3,498	3,498
Police Support												
Equipment and Inventory												
Shared Common Area												
Building Support												
Total Building Requirements				19,035	19,945	20,330	16,036	16,202	16,694	13,054	13,137	13,220

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTION

Item #2.

Space / Room Use	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage		
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA	Total		MOVE IN	10 YR	20 YR
Police Department Requirements Summary															
Lobby & Public Spaces		5	6	7								7,560	7,643	7,726	
Lobby & Public Areas															
Court															
Records															
Police Operations Division		17	27	29								3,211	3,778	4,079	
Administration															
Detective															
Patrol															
Interview		1	2	2								3,492	3,622	3,622	
Evidence															
Interview															
Facility Support Function		1	2	2								4,772	4,902	4,902	
Police Support															
Equipment and Inventory															
Shared Common Area															
Building Support															
Total Building Requirements												19,035	19,945	20,330	
Exterior Requirements		0	0	0								22,743	33,255	37,655	
Parking															
Site Requirements															
Total Site Requirements		24	37	40								41,778	53,200	57,985	

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTION

Lobby & Public Spaces	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA				MOVE IN	10 YR	
Lobby & Public Areas																
Space / Room Requirements																
Entry/Emergency Vestibule		0	0	0		1	1	1	8' x 10'	80		EEV	80	80	80	
Public Lobby		0	0	0		1	1	1	16' x 24'	384		PL	384	384	384	
Fingerprint / Evidence Release		0	0	0		1	1	1	10' x 10'	100		FP-ER	100	100	100	
Public Display		0	0	0		1	1	1	2' x 10'	20		PD	20	20	20	
Water Station		0	0	0		1	1	1	3' x 6'	18		C-WTR	18	18	18	
Public Information Area		0	0	0		1	1	1	1' x 15'	15		PIA	15	15	15	
Public Restrooms		0	0	0		6	6	6	8' x 8'	64		PR	384	384	384	
Workstation - SM		0	0	0		1	1	1	6' x 6'	36		WS2	36	36	36	
Meeting/ Tacticts Training		0	0	0		1	1	1		1,650		CR-Multi	1,650	1,650	1,650	
Kitchenette / Beverage service		0	0	0		1	1	1	10' x 8'	80		KB	80	80	80	
AV Closet		0	0	0		1	1	1	6' x 8'	48		AV	48	48	48	
Supply Storage		0	0	0		1	1	1		24		ST-S	24	24	24	
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S	100	100	100	
Storage, Tables & Chairs		0	0	0		1	1	1	10' x 16'	160		ST-TC	160	160	160	
GroupTotal		0	0	0									3,099	3,099	3,099	

Court																
Staff Requirements																
Court Clerk		2	2	2		2	2	2	8' X 8'	64		C-CLK	128	128	128	
Judge Chambers		1	1	1		1	1	1	14' X 10'	140		C-JDG	140	140	140	
Prosecution Attorney		0	0	0		1	1	1	10' x 10'	100		C-PAT	100	100	100	
GroupTotal		3	3	3									368	368	368	
Space / Room Requirements																
Courtroom		0	0	0		1	1	1	30' x 40'	1,200		C-CRT	1,200	1,200	1,200	
Jury Room		0	0	0		1	1	1	14' x 18'	252		C-JRY	252	252	252	
Jury Kitchen & Storage		0	0	0		1	1	1	10' x 10'	100		C-JSTOR	100	100	100	
Jury Toilet		0	0	0		1	1	1	10' x 10'	100		C-JRR	100	100	100	
Clerk Counter		0	0	0		1	1	1	4' X 8'	32		C-CC	32	32	32	
Video Recording		0	0	0		1	1	1	8' X 8'	64		C-VID	64	64	64	
GroupTotal		0	0	0									1,748	1,748	1,748	

Records																
Space / Room Requirements																
Records Specialist		2	3	4		2	3	4	8' x 8'	64		RRC	128	192	256	
Reception Counter		0	0	0		1	1	1	8' X 16'	128		R-C	128	128	128	
Work Room / Copy		0	0	0		1	1	1		120		WRC	120	120	120	
Records Storage		0	0	0		1	1	1		200		ST-REC	200	200	200	
Supply Storage		0	0	0		1	1	1		24		ST-S	24	24	24	
GroupTotal		2	3	4									600	664	728	
Department Subtotal		5	6	7									5,815	5,879	5,943	
Building Load Factor (30.0% avg.)													1,745	1,764	1,783	
Total													7,560	7,643	7,726	

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTION

Item #2.

Police Operations Division	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Administration																
Staff Requirements																
Chief of Police		1	1	1		1	1	1	14' x 16'	224		PO-LG	224	224	224	
Lieutenant		0	0	0		1	1	2		168		PO-LT	168	168	336	
Sergeant		0	0	0		2	3	3	10' x 18'	180		PO-SM	360	540	540	
GroupTotal		1	1	1									752	932	1,100	
Detective																
Staff Requirements																
Detective		1	5	6		1	5	6		64		PO-DE	64	320	384	
GroupTotal		1	5	6									64	320	384	
Space / Room Requirements																
Conference Room - Small		0	0	0		2	2	2	10' X 12'	120		CR-SM	240	240	240	
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S	100	100	100	
GroupTotal		0	0	0									340	340	340	
Patrol																
Staff Requirements																
Code Enforcement		1	1	2		0	0	0		64		PO-CE	0	0	0	
GroupTotal		1	1	2									0	0	0	
Space / Room Requirements																
Briefing Room		0	0	0		1	1	1	30' x 35'	1,050		CR-BRF	1,050	1,050	1,050	
Patrol Officer/ Report Writing		14	20	20		4	4	4		36		PO-WS	144	144	144	
Work Room / Copy		0	0	0		1	1	1		120		WRC	120	120	120	
GroupTotal		14	20	20									1,314	1,314	1,314	
Department Subtotal																
		17	27	29									2,470	2,906	3,138	
Building Load Factor (30.0% avg.)																
													741	872	941	
Total																
													3,211	3,778	4,079	

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTION

Interview	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Evidence																
Staff Requirements																
Evidence Specialist		1	2	2		1	2	2	10' x 10'	100		PO-ES		100	200	200
GroupTotal		1	2	2									100	200	200	
Space / Room Requirements																
Processing (Evidence Tech)		0	0	0		1	1	1	12' x 15'	180		EV-PR		180	180	180
Processing (Officers)		0	0	0		1	1	1	12' x 15'	180		EV-PR		180	180	180
Lockers - Evidence		0	0	0		1	1	1	12' X 2'	24		EV -LOCK		24	24	24
Storage		0	0	0		1	1	1		600		ST-EV		600	600	600
Cash Storage		0	0	0		1	1	1	8' x 8'	64		EV-CASH		64	64	64
Drug Storage		0	0	0		1	1	1	8' x 8'	64		EV-DRUG		64	64	64
Vehicle Storage		0	0	0		5	5	5		200		VEH-EV		1,000	1,000	1,000
Bicycles Storage		0	0	0		1	1	1		250		EV-B		250	250	250
Fingerprint		0	0	0		1	1	1	4' X 6'	24		EV-FP		24	24	24
GroupTotal		0	0	0									2,386	2,386	2,386	
Interview																
Space / Room Requirements																
Hard Interview Room		0	0	0		2	2	2	10' x 10'	100		IR-H		200	200	200
GroupTotal		0	0	0									200	200	200	
Department Subtotal		1	2	2									2,686	2,786	2,786	
Building Load Factor (30.0% avg.)													806	836	836	
Total													3,492	3,622	3,622	

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTION

Item #2.

Facility Support Function	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Police Support																
Space / Room Requirements																
Locker Room - Combined		0	0	0		1	1	1	25' x 60'	1,500		TR-LKM	1,500	1,500	1,500	
Bunk		0	0	0		1	1	1		160		BUNK	160	160	160	
Laundry		0	0	0		1	1	1		60		LAUN	60	60	60	
GroupTotal		0	0	0									1,720	1,720	1,720	
Equipment and Inventory																
Space / Room Requirements																
Gear Bag Storage		0	0	0		30	30	30	2' x 2'	4		GS	120	120	120	
Mail Slots		0	0	0		1	1	1	2' X 8'	16		MAIL	16	16	16	
Equipment Storage		0	0	0		1	1	1	12' x 15'	180		EQST-1	180	180	180	
Weapons Cleaning & Maint.		0	0	0		1	1	1		25		WCM	25	25	25	
Armory / Ammunition Storage		0	0	0		1	1	1		160		ST-01	160	160	160	
GroupTotal		0	0	0									501	501	501	
Shared Common Area																
Space / Room Requirements																
Break Room		0	0	0		1	1	1		250		BR	250	250	250	
Kitchen		0	0	0		1	1	1		150		KV	150	150	150	
GroupTotal		0	0	0									400	400	400	
Building Support																
Staff Requirements																
IT Office		1	2	2		1	2	2	10' x 10'	100		C-ITOFF	100	200	200	
GroupTotal		1	2	2									100	200	200	
Space / Room Requirements																
Server Room/IT Equip. Storage		0	0	0		1	1	1		250		SERV	250	250	250	
Electrical Room		0	0	0		1	1	1		200		ELEC	200	200	200	
Janitor/ Maintenance Closet		0	0	0		1	1	1		200		JAN	200	200	200	
Sprinkler/Riser Room		0	0	0		1	1	1		100		SPRINK	100	100	100	
Mechanical Room		0	0	0		1	1	1		200		MECH	200	200	200	
GroupTotal		0	0	0									950	950	950	
Department Subtotal																
		1	2	2									3,671	3,771	3,771	
Building Load Factor (30.0% avg.)																
													1,101	1,131	1,131	
Total																
													4,772	4,902	4,902	

PROGRAM SUMMARY - HIGH SQUARE FOOT OPTIC

Exterior Requirements	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA				MOVE IN	10 YR	
Parking																
Space / Room Requirements																
K9 Kennel		0	0	0		2	2	2	10' x 10'	100		VEH-K9	200	200	200	
K9 Grooming		0	0	0		1	1	1	8' x 8'	64		VEH-K9G	64	64	64	
K9 Storage		0	0	0		0	0	0	2' X 10'	20		VEH-K9S	0	0	0	
GroupTotal		0	0	0									264	264	264	
Exterior																
Squad Vehicle Stall - Covered		0	0	0		12	12	12	10' x 22	220		VEH-SC	2,640	2,640	2,640	
Squad Vehicle Stall		0	0	0		0	18	28	10' x 22'	220		VEH-SUC	0	3,960	6,160	
POV stall		0	0	0		4	12	12	10' x 22'	162		VEH-P	648	1,944	1,944	
Public Parking		0	0	0		40	40	40	9' x 18'	162		PARK-P	6,480	6,480	6,480	
Bicycle Parking		0	0	0		1	1	1	10' x 12'	120		PARK-B	120	120	120	
GroupTotal		0	0	0									9,888	15,144	17,344	
Site Requirements																
Exterior																
Emergency Generator		0	0	0		1	1	1	16' x 30'	480		EG	480	480	480	
Trash / Recycling		0	0	0		1	1	1	12' x 16'	192		TRASH	192	192	192	
Exterior Patio / Secure Dining		0	0	0		1	1	1	12' x 32'	640		EP	640	640	640	
GroupTotal		0	0	0									1,312	1,312	1,312	
Department Subtotal		0	0	0									11,464	16,720	18,920	
Building Load Factor (98.4% avg.)													11,279	16,535	18,735	
Total													22,743	33,255	37,655	

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PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPTION

Below is a summary of the middle square foot option which includes some space and projected staff reductions as compared to the high square foot option. The team reduced or eliminated the following items on the middle square foot option.

- Reduced square footages of the Meeting/Training Room, Courtroom, Jury Room, Briefing Room, Evidence Processing, Locker Room, K9 Area, Trash Recycling Area, Exterior Patio, some Conference Rooms and some Offices.
- Eliminated one Lieutenant and their associated office.

Space / Room Use	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage		
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA	Total		MOVE IN	10 YR	20 YR
Police Department Requirements Summary															
Lobby & Public Spaces		5	5	5									5,876	5,876	5,876
Lobby & Public Areas															
Court															
Records															
Police Operations Division		17	21	25									2,961	3,128	3,489
Administration															
Detective															
Patrol															
Interview		1	1	1									3,349	3,349	3,349
Evidence															
Interview															
Facility Support Function		1	1	2									3,849	3,849	3,979
Police Support															
Equipment and Inventory															
Shared Common Area															
Building Support															
Total Building Requirements													16,036	16,202	16,694
Exterior Requirements		0	0	0									20,158	29,790	31,550
Parking															
Site Requirements															
Total Site Requirements		24	28	33									36,194	45,992	48,244

PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPTION

Item #2.

Lobby & Public Spaces	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key	
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR		
Lobby & Public Areas																	
Space / Room Requirements																	
Entry/Emergency Vestibule		0	0	0		1	1	1	8' x 10'	80		EEV		80	80	80	
Public Lobby		0	0	0		1	1	1	16' x 24'	384		PL		384	384	384	
Fingerprint / Evidence Release		0	0	0		1	1	1	10' x 10'	100		FP-ER		100	100	100	
Public Display		0	0	0		1	1	1	2' x 10'	20		PD		20	20	20	
Water Station		0	0	0		1	1	1	3' x 6'	18		C-WTR		18	18	18	
Public Information Area		0	0	0		1	1	1	1' x 15'	15		PIA		15	15	15	
Public Restrooms		0	0	0		4	4	4	8' x 8'	64		PR		256	256	256	
Workstation - SM		0	0	0		1	1	1	6' x 6'	36		WS2		36	36	36	
Meeting/ Tacticts Training		0	0	0		1	1	1	25' x 51'	1,275		CR-Multi		1,275	1,275	1,275	
Kitchenette / Beverage service		0	0	0		1	1	1	10' x 8'	80		KB		80	80	80	
AV Closet		0	0	0		1	1	1	6' x 8'	48		AV		48	48	48	
Supply Storage		0	0	0		1	1	1		24		ST-S		24	24	24	
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S		100	100	100	
Storage, Tables & Chairs		0	0	0		1	1	1	10' x 16'	160		ST-TC		160	160	160	
GroupTotal		0	0	0										2,596	2,596	2,596	
Court																	
Staff Requirements																	
Court Clerk		2	2	2		2	2	2	8' x 8'	64		C-CLK		128	128	128	
Judge Chambers		1	1	1		1	1	1	10' X 10'	100		C-JDG		100	100	100	
Prosecution Attorney		0	0	0		1	1	1	10' x 10'	100		C-PAT		100	100	100	
GroupTotal		3	3	3										328	328	328	
Space / Room Requirements																	
Courtroom		0	0	0		1	1	1	25' x 20'	500		C-CRT		500	500	500	
Jury Room		0	0	0		1	1	1	10' x 20'	200		C-JRY		200	200	200	
Jury Kitchen & Storage		0	0	0		1	1	1	10' x 10'	100		C-JSTOR		100	100	100	
Jury Toilet		0	0	0		1	1	1	10' x 10'	100		C-JRR		100	100	100	
Clerk Counter		0	0	0		1	1	1	4' X 8'	32		C-CC		32	32	32	
Video Recording		0	0	0		1	1	1	8' X 8'	64		C-VID		64	64	64	
GroupTotal		0	0	0										996	996	996	
Records																	
Space / Room Requirements																	
Records Specialist		2	2	2		2	2	2	8' x 8'	64		RRC		128	128	128	
Reception Counter		0	0	0		1	1	1	8' X 16'	128		R-C		128	128	128	
Work Room / Copy		0	0	0		1	1	1		120		WRC		120	120	120	
Records Storage		0	0	0		1	1	1		200		ST-REC		200	200	200	
Supply Storage		0	0	0		1	1	1		24		ST-S		24	24	24	
GroupTotal		2	2	2										600	600	600	
Department Subtotal		5	5	5										4,520	4,520	4,520	
Building Load Factor (30.0% avg.)														1,356	1,356	1,356	
Total														5,876	5,876	5,876	

PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPT

Police Operations Division	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA				MOVE IN	10 YR	
Administration																
Staff Requirements																
Chief of Police		1	1	1		1	1	1	10' x 20'	200		PO-LG	200	200	200	
Lieutenant		0	0	0		1	1	1	10' x 15'	150		PO-LT	150	150	150	
Sergeant		0	0	0		2	2	3	10' x 15'	150		PO-SM	300	300	450	
GroupTotal		1	1	1									650	650	800	
Detective																
Staff Requirements																
Detective		1	3	5		1	3	5		64		PO-DE	64	192	320	
GroupTotal		1	3	5									64	192	320	
Space / Room Requirements																
Conference Room - Small		0	0	0		2	2	2	10' X 15'	150		CR-SM	300	300	300	
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S	100	100	100	
GroupTotal		0	0	0									400	400	400	
Patrol																
Staff Requirements																
Code Enforcement		1	1	1		0	0	0		64		PO-CE	0	0	0	
GroupTotal		1	1	1									0	0	0	
Space / Room Requirements																
Briefing Room		0	0	0		1	1	1	30' x 30'	900		CR-BRF	900	900	900	
Patrol Officer/ Report Writing		14	16	18		4	4	4		36		PO-WS	144	144	144	
Work Room / Copy		0	0	0		1	1	1		120		WRC	120	120	120	
GroupTotal		14	16	18									1,164	1,164	1,164	
Department Subtotal																
Department Subtotal		17	21	25									2,278	2,406	2,684	
Building Load Factor (30.0% avg.)													683	722	805	
Total													2,961	3,128	3,489	

PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPTION

Item #2.

Interview	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key	
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR		
Evidence																	
Staff Requirements																	
Evidence Specialist		1	1	1		1	1	1	10' x 10'	100		PO-ES		100	100	100	
GroupTotal		1	1	1									100	100	100		
Space / Room Requirements																	
Processing (Evidence Tech)		0	0	0		1	1	1	10' x 15'	150		EV-PR		150	150	150	
Processing (Officers)		0	0	0		1	1	1	10' x 15'	150		EV-PR		150	150	150	
Lockers - Evidence		0	0	0		1	1	1	12' X 2'	24		EV -LOCK		24	24	24	
Storage		0	0	0		1	1	1		600		ST-EV		600	600	600	
Cash Storage		0	0	0		1	1	1	8' x 8'	64		EV-CASH		64	64	64	
Drug Storage		0	0	0		1	1	1	8' x 8'	64		EV-DRUG		64	64	64	
Vehicle Storage		0	0	0		5	5	5		200		VEH-EV		1,000	1,000	1,000	
Bicycles Storage		0	0	0		1	1	1		200		EV-B		200	200	200	
Fingerprint		0	0	0		1	1	1	4' X 6'	24		EV-FP		24	24	24	
GroupTotal		0	0	0									2,276	2,276	2,276		
Interview																	
Space / Room Requirements																	
Hard Interview Room		0	0	0		2	2	2	10' x 10'	100		IR-H		200	200	200	
GroupTotal		0	0	0									200	200	200		
Department Subtotal		1	1	1									2,576	2,576	2,576		
Building Load Factor (30.0% avg.)													773	773	773		
Total													3,349	3,349	3,349		

PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPTIMIZATION

Facility Support Function	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Police Support																
Space / Room Requirements																
Locker Room - Combined		0	0	0		1	1	1	25' x 40'	1,000		TR-LKM	1,000	1,000	1,000	
Laundry		0	0	0		1	1	1		60		LAUN	60	60	60	
GroupTotal		0	0	0									1,060	1,060	1,060	
Equipment and Inventory																
Space / Room Requirements																
Gear Bag Storage		0	0	0		30	30	30	2' x 2'	4		GS	120	120	120	
Mail Slots		0	0	0		1	1	1	2' X 8'	16		MAIL	16	16	16	
Equipment Storage		0	0	0		1	1	1	12' x 15'	180		EQST-1	180	180	180	
Weapons Cleaning & Maint.		0	0	0		1	1	1		25		WCM	25	25	25	
Armory / Ammunition Storage		0	0	0		1	1	1		160		ST-01	160	160	160	
GroupTotal		0	0	0									501	501	501	
Shared Common Area																
Space / Room Requirements																
Break Room		0	0	0		1	1	1		250		BR	250	250	250	
Kitchen		0	0	0		1	1	1		150		KV	150	150	150	
GroupTotal		0	0	0									400	400	400	
Building Support																
Staff Requirements																
IT Office		1	1	2		1	1	2	10' x 10'	100		C-ITOFF	100	100	200	
GroupTotal		1	1	2									100	100	200	
Space / Room Requirements																
Server Room/IT Equip. Storage		0	0	0		1	1	1		250		SERV	250	250	250	
Electrical Room		0	0	0		1	1	1		200		ELEC	200	200	200	
Janitor/ Maintenance Closet		0	0	0		1	1	1		150		JAN	150	150	150	
Sprinkler/Riser Room		0	0	0		1	1	1		100		SPRINK	100	100	100	
Mechanical Room		0	0	0		1	1	1		200		MECH	200	200	200	
GroupTotal		0	0	0									900	900	900	
Department Subtotal																
		1	1	2									2,961	2,961	3,061	
Building Load Factor (30.0% avg.)																
													888	888	918	
Total																
													3,849	3,849	3,979	

PROGRAM SUMMARY - MIDDLE SQUARE FOOT OPTION

Item #2.

Exterior Requirements	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
	MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR		Dimensions	AREA			MOVE IN	10 YR	20 YR	

Parking

Space / Room Requirements

K9 Kennel		0	0	0		1	1	1	8' x 8'	64		VEH-K9	64	64	64	
K9 Grooming		0	0	0		1	1	1	8' X 8'	64		VEH-K9G	64	64	64	
K9 Storage		0	0	0		0	0	0	2' X 10'	20		VEH-K9S	0	0	0	
GroupTotal		0	0	0									128	128	128	

Exterior

Squad Vehicle Stall - Covered		0	0	0		12	12	12	10' x 22	220		VEH-SC	2,640	2,640	2,640	
Squad Vehicle Stall		0	0	0		0	16	20	10' x 22'	220		VEH-SUC	0	3,520	4,400	
POV stall		0	0	0		4	12	12	10' x 22'	162		VEH-P	648	1,944	1,944	
Public Parking		0	0	0		34	34	34	9' x 18'	162		PARK-P	5,508	5,508	5,508	
Bicycle Parking		0	0	0		1	1	1	10' x 12'	120		PARK-B	120	120	120	
GroupTotal		0	0	0									8,916	13,732	14,612	

Site Requirements

Exterior

Emergency Generator		0	0	0		1	1	1	16' x 30'	480		EG	480	480	480	
Trash / Recycling		0	0	0		1	1	1	10' x 10'	100		TRASH	100	100	100	
Exterior Patio / Secure Dining		0	0	0		1	1	1	25' x 20'	500		EP	500	500	500	
GroupTotal		0	0	0									1,080	1,080	1,080	

Department Subtotal		0	0	0									10,124	14,940	15,820	
Building Load Factor (99.1% avg.)													10,034	14,850	15,730	
Total													20,158	29,790	31,550	

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PROGRAM SUMMARY - LOW SQUARE FOOT OPTION

Item #2.

Below is a summary of the low square foot option which further reduces some space and staffing as compared to the middle square foot option. The team reduced or eliminated the following items on the low square foot option.

- Reduced square footages of the Meeting/Training Room, Judge Chambers, Prosecution Attorney, Briefing Room, Evidence Lockers, some Conference Rooms, some Offices and Storage Areas.
- Eliminated one Hard Interview Room and IT Office.

Space / Room Use	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage		
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA	Total		MOVE IN	10 YR	20 YR
Police Department Requirements Summary															
Lobby & Public Spaces		5	5	5									5,402	5,402	5,402
Lobby & Public Areas															
Court															
Records															
Police Operations Division		17	20	23									2,110	2,193	2,276
Administration															
Detective															
Patrol															
Interview		1	1	1									2,044	2,044	2,044
Evidence															
Interview															
Facility Support Function		0	0	0									3,498	3,498	3,498
Police Support															
Equipment and Inventory															
Shared Common Area															
Building Support															
Total Building Requirements													13,054	13,137	13,220
Exterior Requirements		0	0	0									20,158	29,790	31,550
Parking															
Site Requirements															
Total Site Requirements		23	26	29									33,212	42,927	44,770

PROGRAM SUMMARY - LOW SQUARE FOOT OPTION

Lobby & Public Spaces	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA				MOVE IN	10 YR	
Lobby & Public Areas																
Space / Room Requirements																
Entry/Emergency Vestibule		0	0	0		1	1	1	8' x 10'	80		EEV		80	80	80
Public Lobby		0	0	0		1	1	1	16' x 24'	384		PL		384	384	384
Fingerprint / Evidence Release		0	0	0		1	1	1	10' x 10'	100		FP-ER		100	100	100
Public Display		0	0	0		1	1	1	2' x 10'	20		PD		20	20	20
Water Station		0	0	0		1	1	1	3' x 6'	18		C-WTR		18	18	18
Public Information Area		0	0	0		1	1	1	1' x 15'	15		PIA		15	15	15
Public Restrooms		0	0	0		4	4	4	8' x 8'	64		PR		256	256	256
Workstation - SM		0	0	0		1	1	1	6' x 6'	36		WS2		36	36	36
Meeting/ Tacticts Training		0	0	0		1	1	1	25' x 38'	950		CR-Multi		950	950	950
Kitchenette / Beverage service		0	0	0		1	1	1	10' x 8'	80		KB		80	80	80
AV Closet		0	0	0		1	1	1	6' x 8'	48		AV		48	48	48
Supply Storage		0	0	0		1	1	1		24		ST-S		24	24	24
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S		100	100	100
Storage, Tables & Chairs		0	0	0		1	1	1	10' x 16'	160		ST-TC		160	160	160
GroupTotal		0	0	0										2,271	2,271	2,271

Court																
Staff Requirements																
Court Clerk		2	2	2		2	2	2	8' X 8'	64		C-CLK		128	128	128
Judge Chambers		1	1	1		1	1	1	8' X 10'	80		C-JDG		80	80	80
Prosecution Attorney		0	0	0		1	1	1	8' x 10'	80		C-PAT		80	80	80
GroupTotal		3	3	3										288	288	288
Space / Room Requirements																
Courtroom		0	0	0		1	1	1	25' x 20'	500		C-CRT		500	500	500
Jury Room		0	0	0		1	1	1	10' x 20'	200		C-JRY		200	200	200
Jury Kitchen & Storage		0	0	0		1	1	1	10' x 10'	100		C-JSTOR		100	100	100
Jury Toilet		0	0	0		1	1	1	10' x 10'	100		C-JRR		100	100	100
Clerk Counter		0	0	0		1	1	1	4' X 8'	32		C-CC		32	32	32
Video Recording		0	0	0		1	1	1	8' X 8'	64		C-VID		64	64	64
GroupTotal		0	0	0										996	996	996

Records																
Space / Room Requirements																
Records Specialist		2	2	2		2	2	2	8' x 8'	64		RRC		128	128	128
Reception Counter		0	0	0		1	1	1	8' X 16'	128		R-C		128	128	128
Work Room / Copy		0	0	0		1	1	1		120		WRC		120	120	120
Records Storage		0	0	0		1	1	1		200		ST-REC		200	200	200
Supply Storage		0	0	0		1	1	1		24		ST-S		24	24	24
GroupTotal		2	2	2										600	600	600

Department Subtotal		5	5	5										4,155	4,155	4,155
Building Load Factor (30.0% avg.)														1,247	1,247	1,247
Total														5,402	5,402	5,402

PROGRAM SUMMARY - LOW SQUARE FOOT OPTION

Item #2.

Police Operations Division	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key	
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR		
Administration																	
Staff Requirements																	
Chief of Police		1	1	1		1	1	1	10' x 15'	150		PO-LG	150	150	150		
Lieutenant		0	0	0		1	1	1	10' x 10'	100		PO-LT	100	100	100		
Sergeant		0	0	0		2	2	2	10' x 10'	100		PO-SM	200	200	200		
GroupTotal		1	1	1									450	450	450		
Detective																	
Staff Requirements																	
Detective		1	2	3		1	2	3		64		PO-DE	64	128	192		
GroupTotal		1	2	3									64	128	192		
Space / Room Requirements																	
Conference Room - Small		0	0	0		1	1	1	10' X 12'	120		CR-SM	120	120	120		
Soft Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-S	100	100	100		
GroupTotal		0	0	0									220	220	220		
Patrol																	
Staff Requirements																	
Code Enforcement		1	1	1		0	0	0		64		PO-CE	0	0	0		
GroupTotal		1	1	1									0	0	0		
Space / Room Requirements																	
Briefing Room		0	0	0		1	1	1	25' x 25'	625		CR-BRF	625	625	625		
Patrol Officer/ Report Writing		14	16	18		4	4	4		36		PO-WS	144	144	144		
Work Room / Copy		0	0	0		1	1	1		120		WRC	120	120	120		
GroupTotal		14	16	18									889	889	889		
Department Subtotal																	
		17	20	23									1,623	1,687	1,751		
Building Load Factor (30.0% avg.)														487	506	525	
Total														2,110	2,193	2,276	

PROGRAM SUMMARY - LOW SQUARE FOOT OPTIC

Interview	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Evidence																
Staff Requirements																
Evidence Specialist		1	1	1		1	1	1	10' x 10'	100		PO-ES		100	100	100
GroupTotal		1	1	1									100	100	100	
Space / Room Requirements																
Processing (Evidence Tech)		0	0	0		1	1	1	10' x 15'	150		EV-PR		150	150	150
Processing (Officers)		0	0	0		1	1	1	10' x 15'	150		EV-PR		150	150	150
Lockers - Evidence		0	0	0		1	1	1	10' X 2'	20		EV -LOCK		20	20	20
Storage		0	0	0		1	1	1		400		ST-EV		400	400	400
Cash Storage		0	0	0		1	1	1	8' x 8'	64		EV-CASH		64	64	64
Drug Storage		0	0	0		1	1	1	8' x 8'	64		EV-DRUG		64	64	64
Vehicle Storage		0	0	0		2	2	2		200		VEH-EV		400	400	400
Bicycles Storage		0	0	0		1	1	1		100		EV-B		100	100	100
Fingerprint		0	0	0		1	1	1	4' X 6'	24		EV-FP		24	24	24
GroupTotal		0	0	0									1,372	1,372	1,372	
Interview																
Space / Room Requirements																
Hard Interview Room		0	0	0		1	1	1	10' x 10'	100		IR-H		100	100	100
GroupTotal		0	0	0									100	100	100	
Department Subtotal		1	1	1									1,572	1,572	1,572	
Building Load Factor (30.0% avg.)													472	472	472	
Total													2,044	2,044	2,044	

PROGRAM SUMMARY - LOW SQUARE FOOT OPTION

Item #2.

Facility Support Function	Staffing Requirements			Space / Room Requirements			Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
	MOVE IN	10 YR	20 YR	MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	

Police Support

Space / Room Requirements

Locker Room - Combined		0	0	0		1	1	1	25' x 40'	1,000		TR-LKM	1,000	1,000	1,000	
Laundry		0	0	0		1	1	1		60		LAUN	60	60	60	
GroupTotal		0	0	0									1,060	1,060	1,060	

Equipment and Inventory

Space / Room Requirements

Gear Bag Storage		0	0	0		30	30	30	2' x 2'	4		GS	120	120	120	
Mail Slots		0	0	0		1	1	1	2' x 8'	16		MAIL	16	16	16	
Equipment Storage		0	0	0		1	1	1	12' x 15'	180		EQST-1	180	180	180	
Weapons Cleaning & Maint.		0	0	0		1	1	1		25		WCM	25	25	25	
Armory / Ammunition Storage		0	0	0		1	1	1		160		ST-01	160	160	160	
GroupTotal		0	0	0									501	501	501	

Shared Common Area

Space / Room Requirements

Break Room		0	0	0		1	1	1		250		BR	250	250	250	
Kitchen		0	0	0		1	1	1		150		KV	150	150	150	
GroupTotal		0	0	0									400	400	400	

Building Support

Space / Room Requirements

Server Room/IT Equip. Storage		0	0	0		1	1	1		200		SERV	200	200	200	
Electrical Room		0	0	0		1	1	1		150		ELEC	150	150	150	
Janitor/ Maintenance Closet		0	0	0		1	1	1		150		JAN	150	150	150	
Sprinkler/Riser Room		0	0	0		1	1	1		80		SPRINK	80	80	80	
Mechanical Room		0	0	0		1	1	1		150		MECH	150	150	150	
GroupTotal		0	0	0									730	730	730	

Department Subtotal		0	0	0									2,691	2,691	2,691	
Building Load Factor (30.0% avg.)													807	807	807	
Total													3,498	3,498	3,498	

PROGRAM SUMMARY - LOW SQUARE FOOT OPTION

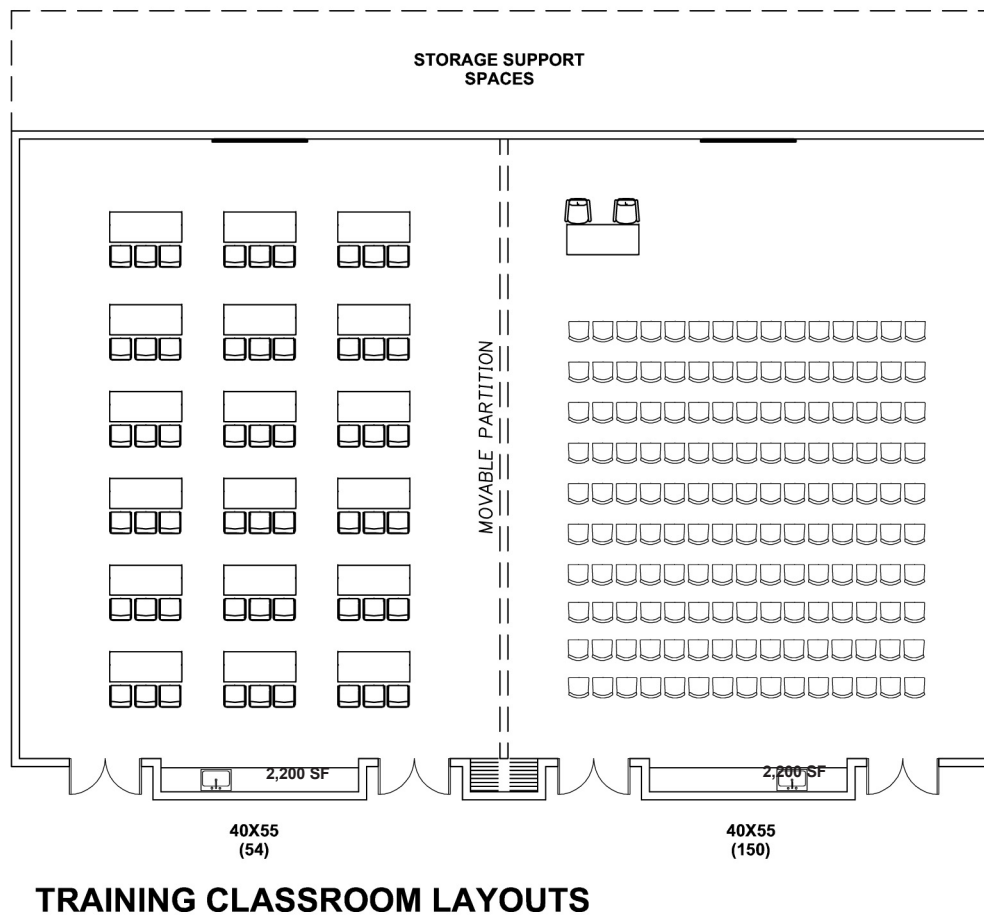
Exterior Requirements	Staffing Requirements				Space / Room Requirements				Recommended Space Standards			Space Type	Total Future Square Footage			Note Key
		MOVE IN	10 YR	20 YR		MOVE IN	10 YR	20 YR	Dimensions	AREA			MOVE IN	10 YR	20 YR	
Parking																
Space / Room Requirements																
K9 Kennel		0	0	0		1	1	1	8' x 8'	64		VEH-K9	64	64	64	
K9 Grooming		0	0	0		1	1	1	8' X 8'	64		VEH-K9G	64	64	64	
K9 Storage		0	0	0		0	0	0	2' X 10'	20		VEH-K9S	0	0	0	
GroupTotal		0	0	0									128	128	128	
Exterior																
Squad Vehicle Stall - Covered		0	0	0		12	12	12	10' x 22	220		VEH-SC	2,640	2,640	2,640	
Squad Vehicle Stall		0	0	0		0	16	20	10' x 22'	220		VEH-SUC	0	3,520	4,400	
POV stall		0	0	0		4	12	12	10' x 22'	162		VEH-P	648	1,944	1,944	
Public Parking		0	0	0		34	34	34	9' x 18'	162		PARK-P	5,508	5,508	5,508	
Bicycle Parking		0	0	0		1	1	1	10' x 12'	120		PARK-B	120	120	120	
GroupTotal		0	0	0									8,916	13,732	14,612	
Site Requirements																
Exterior																
Emergency Generator		0	0	0		1	1	1	16' x 30'	480		EG	480	480	480	
Trash / Recycling		0	0	0		1	1	1	10' x 10'	100		TRASH	100	100	100	
Exterior Patio / Secure Dining		0	0	0		1	1	1	25' x 20'	500		EP	500	500	500	
GroupTotal		0	0	0									1,080	1,080	1,080	
Department Subtotal		0	0	0									10,124	14,940	15,820	
Building Load Factor (99.1% avg.)													10,034	14,850	15,730	
Total													20,158	29,790	31,550	

SPACE STANDARDS

The following information has been developed based on Mackenzie's past experience with over 125 emergency response facilities, data we track on regional and national trends in police facilities as well as architectural standards and interaction with the St. Helens Police department stakeholders. The spaces developed and depicted are shown as a means to aid in efficiently comparing sizes for offices, support spaces and primary function spaces unique to law enforcement facilities.

These have been utilized as a visual aid to help stakeholders understand the general parameters associated with rooms and functions.

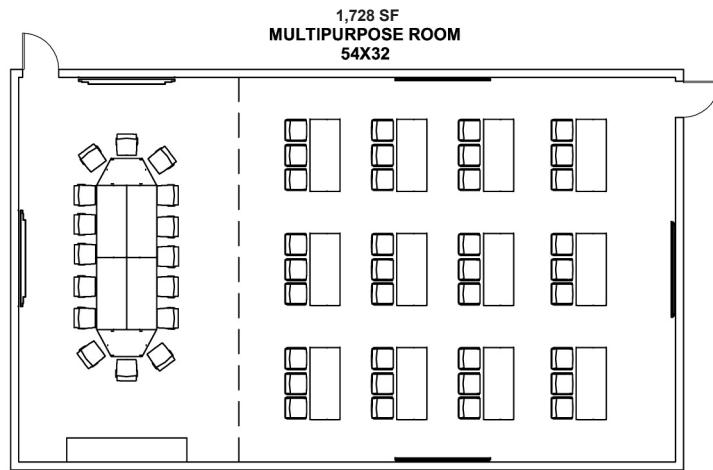
The following layouts are provided for reference, and to indicate baseline dimensions and room layouts for discussion during the programming process. Actual room dimensions often adjust during the plan development task to account for special adjacencies and other design parameters.



Space Standards

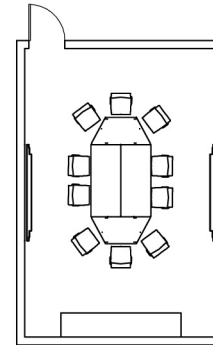
City of St. Helens

March 31, 2021

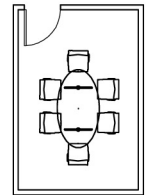


CONFERENCE ROOM
18X32
576 SF

CLASSROOM
36X32
1,152 SF

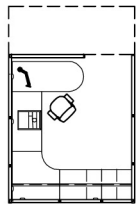


CONFERENCE ROOM
16X24
(10)
160 SF

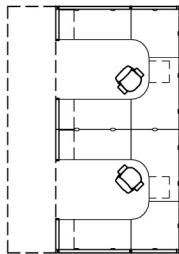


CONFERENCE ROOM
10X15
(6)
150 SF

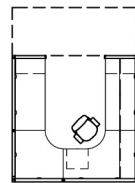
TYPICAL CONFERENCE LAYOUTS



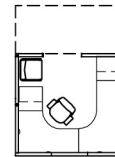
LARGE
10X12
120 SF



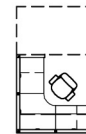
SHARED
10X10'S
100 SF



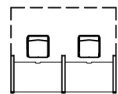
MEDIUM
10X10
100 SF



MED/SMALL
8X8
64 SF

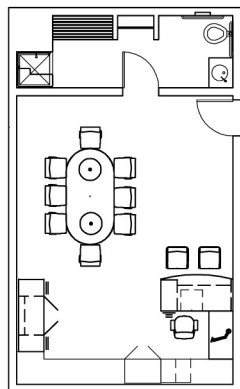


SMALL
6X6
36 SF

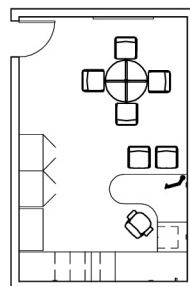


SMALL
2.5X4
10 SF

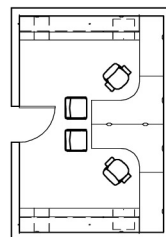
TYPICAL CUBICLE LAYOUTS



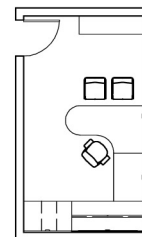
OFFICE
18X24
432 SF



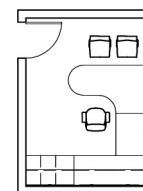
LARGE
14X22
308 SF



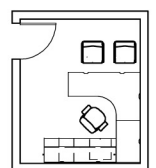
SHARED
12X18
216 SF



MEDIUM
10X18
180 SF



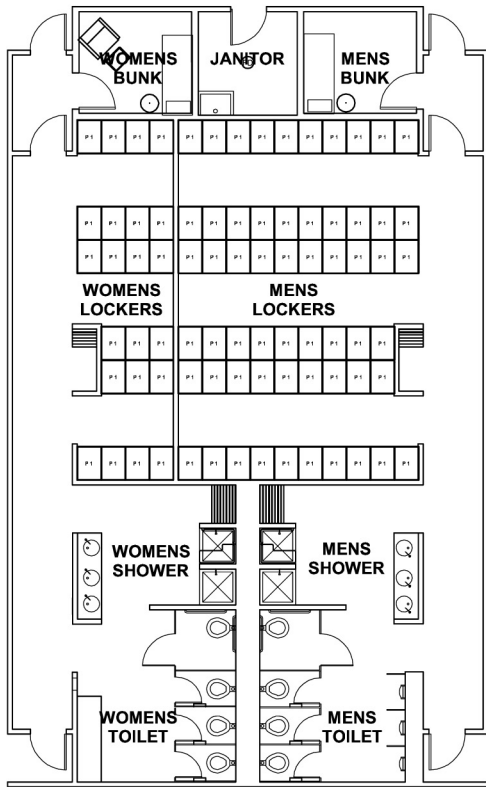
MEDIUM
10X14
140 SF



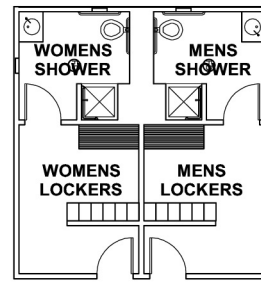
SMALL
10X12
120 SF

TYPICAL OFFICE LAYOUTS

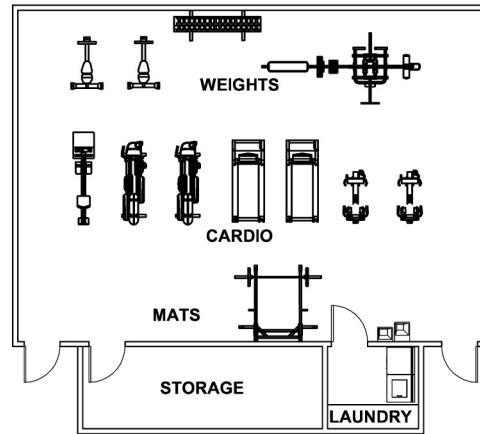
Space Standards



DUTY LOCKER ROOM / SHOWER ROOM

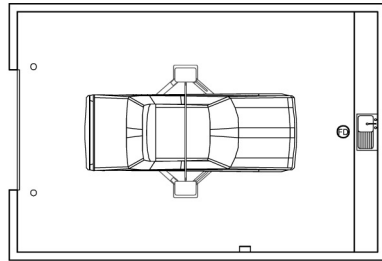
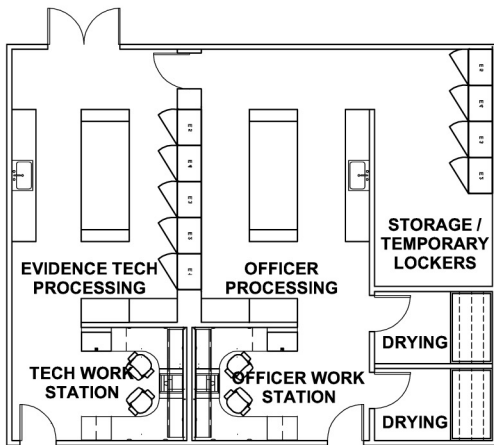


LOCKER ROOM / SHOWER ROOM

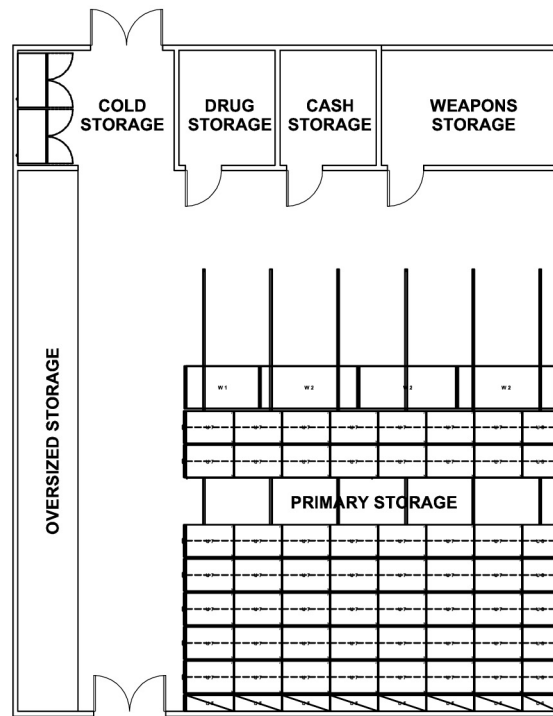


FITNESS

LOCKER / FITNESS LAYOUTS

EVIDENCE VEHICLE GARAGE
20X30

EVIDENCE PROCESSING

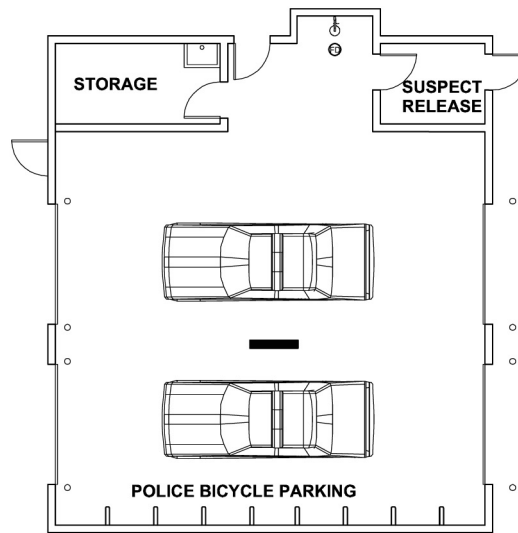
EVIDENCE STORAGE
45X75
3,375 SF

PROPERTY / EVIDENCE SPACE LAYOUTS

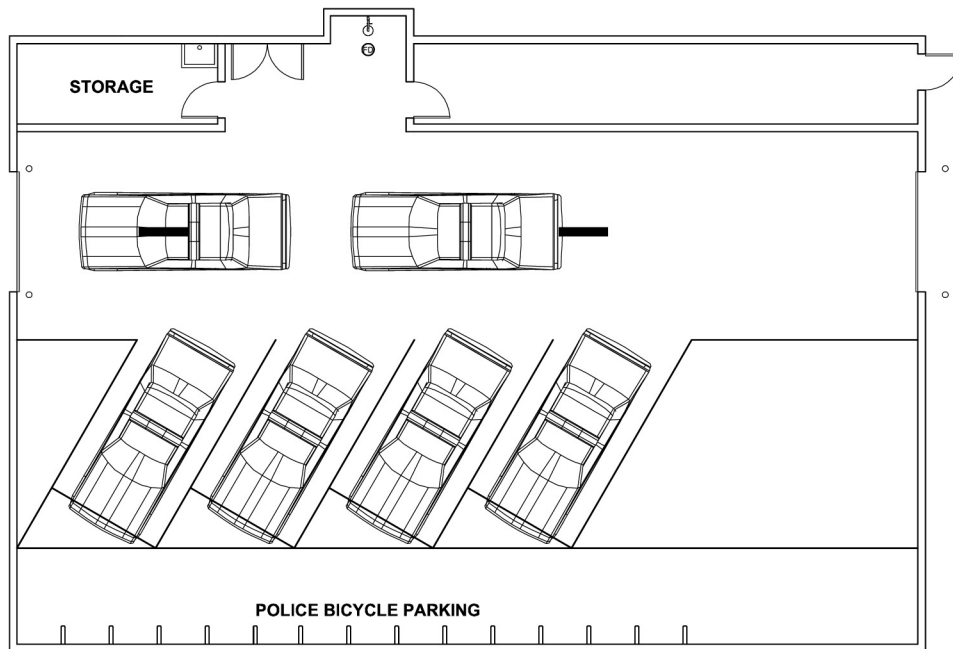
Space Standards

City of St. Helens

March 31, 2021



TWO VEHICLE SALLYPORT
35X40
1,400 SF



MULTI VEHICLE SALLYPORT
50X75 (65X75 W/ TWO-WIDE DRIVE)
3,750 SF 4,875 SF

SALLY PORT



Private Office: Private, lockable enclosed spaces which provide privacy for employees who are frequently engaged in work activities of a confidential nature.



Standard Workstations: Open plan workstations can offer an opportunity for a stronger connection between staff. Walls can be medium or high divider walls or panels configured into 'neighborhoods' or 'suites'.

Types of Work Spaces

City of St. Helens

March 31, 2021



Benching Workstation: Open plan workstations with a single straight work surface and medium to low divider walls or panels between stations. This can be utilized for Patrol Report Writing.



Unassigned / Jump Workstation: The practice of allocating either standard workstations or benching desks to workers only when they are in use or on a rotating system, rather than giving each worker a dedicated work space. This model works well for highly mobile positions, cadets or part-time employees.

Types of Work Spaces

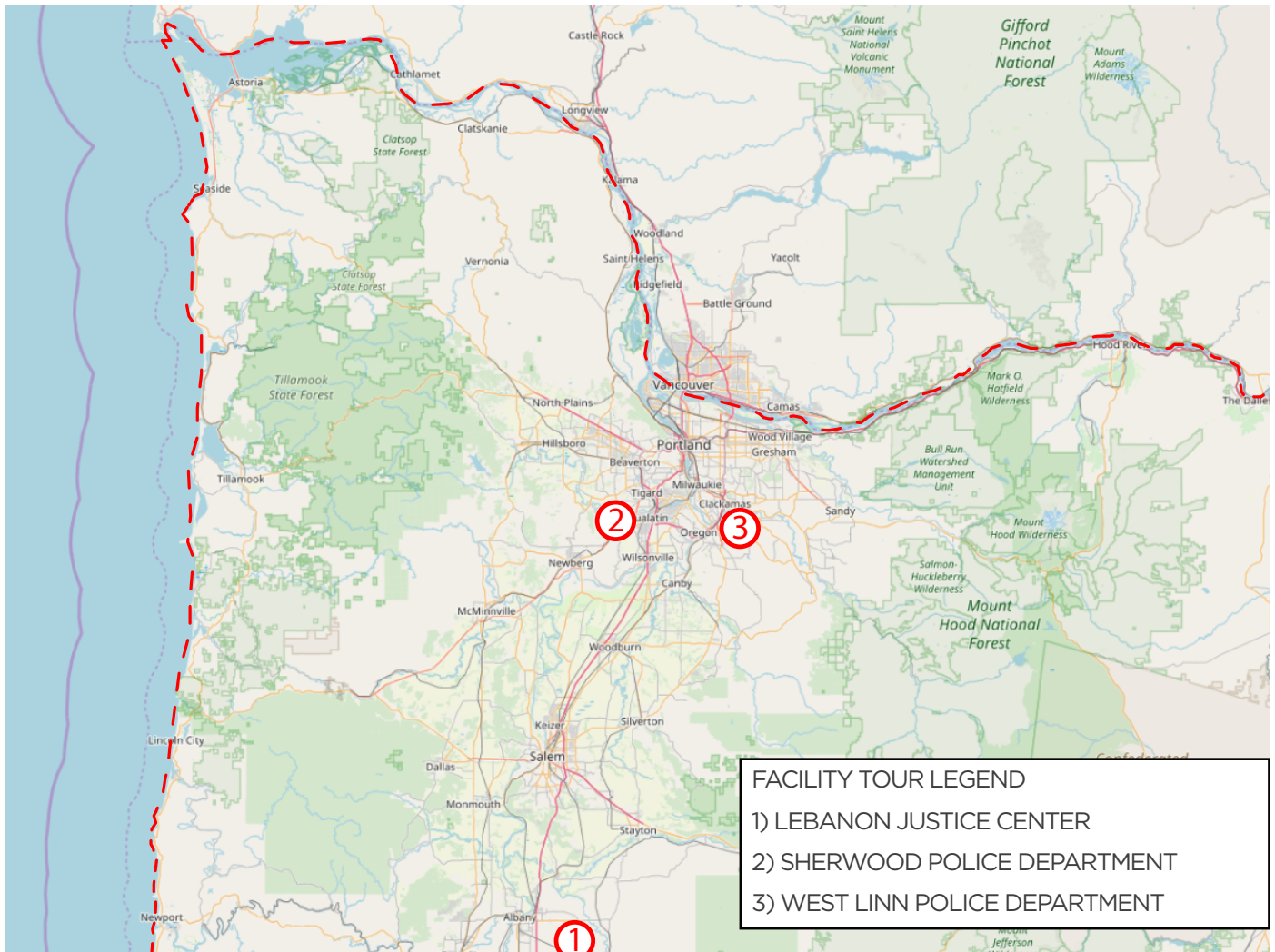
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FACILITY TOURS

Item #2.

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MAP OF FACILITY TOURS



On July 24, 2019, City of St. Helens staff and Police Department faculty and Mackenzie toured three police facilities in the region. Those facilities included Lebanon Justice Center, Sherwood Police Department and West Linn Police Department.

City of St. Helens Staff and Mackenzie first stopped at Lebanon Justice Center in the morning. The next tour was Sherwood Police Facility and the last stop was West Linn Police. After the team was done touring the West Linn Police facility, the team met to discuss the program based on their observations.

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FACILITY TOUR 1: LEBANON JUSTICE CENTER

LOCATION

- 40 N 2nd St, Lebanon, OR 97355

STATION SIZE

- 30,000 sq/ft

CONSTRUCTION COST

- (Unknown)

CONSTRUCTION COST PER SQ/FT

- (Unknown)

COMPLETED

- 2009

DEPARTMENT SIZE (2009)

- 38 Total Staff
- 26 Sworn Officers

DEPARTMENT SIZE (CURRENT) SIZE OF DEPARTMENT

- 39 Total Staff
- 27 Sworn Officers



FACILITY TOUR 2: SHERWOOD POLICE DEPARTMENT

LOCATION

- 20495 SW Borchers Dr, Sherwood, OR 97140

COMPLETED

- 2003

STATION SIZE

- 17,000 sq/ft

SIZE OF DEPARTMENT (2003)

- 19 Total Staff
- 16 Sworn Officers

CONSTRUCTION COST

- (UNKNOWN)

SIZE OF DEPARTMENT (CURRENT)

- 25 Total Staff
- 22 Sworn Officers

CONSTRUCTION COST PER SQ/FT

- (UNKOWN)



FACILITY TOUR 3: WEST LINN POLICE DEPARTMENT

LOCATION

- 1800 8th Ave, West Linn, OR 97068

STATION SIZE

- 21,400 sq/ft

CONSTRUCTION COST

- \$5,517,255

CONSTRUCITON COST PER SQ/FT

- \$258 sq/ft

COMPLETED

- 2014

DEPARTMENT SIZE (2014)

- 30 Total Staff
- 26 Sworn Officers

DEPARTMENT SIZE (CURRENT)

- 31 Total Staff
- 28 Sworn Officers

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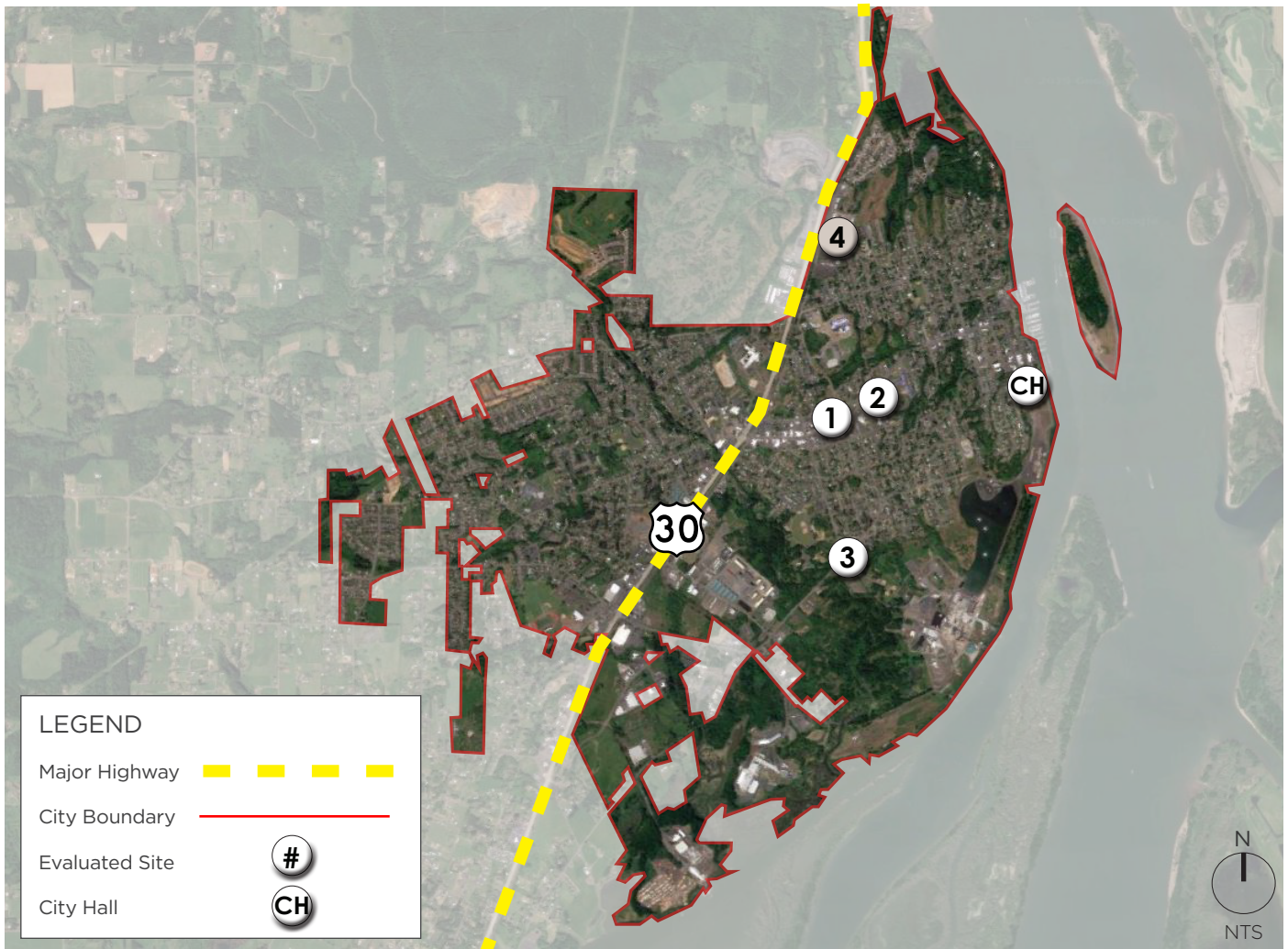
SITE EVALUATIONS

Item #2.

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MAP OF POTENTIAL SITES

After developing the high, medium and low square foot option space-needs programs for the St. Helens Police Department, and after touring comparable facilities in the region, Mackenzie prepared a series of site test fit diagrams based on the high square foot program. These site test fits allowed the team to analyze each of the sites to determine if the space-needs program was able to fit on the selected sites. This process also helped the team further evaluate the operational flow and larger programmatic adjacencies of the site and building.



- SITE 1: 1771 Columbia Boulevard
- SITE 2: 1271 Columbia Boulevard (Existing Police Station Site)
- SITE 3: Old Portland Road
- SITE 4: Oregon Street

ZONING AND DEVELOPMENT REQUIREMENTS

	SITE 1: 1771 COLUMBIA BLVD.
PROPERTY ADDRESS:	1771 Columbia Blvd
SITE AREA	1.04 Acres
TAX LOT(S)	4N1W-4CA-21400, 20900, 21300, 21200, 21000, 21100
OWNER	Private Owner
ZONE & JURISDICTION	Houlton Business District (HBD) General Commercial (GC)
ALLOWED USE	Conditional Use
MIN. LANDSCAPE REQUIREMENTS	10%, w/ potential for additional screening, buffering and parking lot landscaping
MAX. LOT COVERAGE	90% Total Lot Coverage/Impervious Area
MIN/MAX PARKING RATIO	No Maximum. Minimum 1 space for every employee
MAX BUILDING HEIGHT	45'
MAX. BUILDING SETBACKS	No Minimum. Maximum front yard of zero
SLOPE/TREES	Limited
TRAFFIC IMPACT	Traffic Impact Analysis Completed
PROPERTY AVAILABILITY	City Owned
WETLANDS/SENSITIVE AREAS	None
FRONTAGE IMPROVEMENTS	Where there are no street frontage improvements, they will be required based on the City's TSP standard. Where there are existing frontage improvements, there is the potential of requiring upgrades to the TSP standard or, in the case of Columbia Boulevard, the Corridor Plan standards.
TREE REQUIREMENTS	Street trees can be required along all public streets. Trees can also be required for buffering and parking lots >20 spaces per Chapter 17.72 SHMC. Tree plan requirement per Chapter 17.132 not applicable to this property as there are no existing trees within the site.

SITE 2: 1271 COLUMBIA BLVD.	SITE 3: OLD PORTLAND ROAD
1271 Columbia Blvd.	1810 Old Portland Road
1.5 Acres	2.3 Acres
4N1W-4AC-1000, 902, 900, (& 701*)	4N1W-9AB-1400
City of St. Helens	City of St. Helens
Houlton Business District (HBD)	Light Industrial (LI) General Residential (R5)
Conditional Use	Conditional Use
10%, w/ potential for additional screening, buffering and parking lot landscaping	25% Minimum in R5 Zone, w/ potential for additional screening, buffering and parking lot landscaping
90% Total Lot Coverage/Impervious Area	35% Maximum Coverage of Building in the R5 Zone
No Maximum. Minimum 1 space for every employee	No Maximum. Minimum 1 space for every employee
45'	Within 100 ft of Residential Property in LI Zone- 35' Within R5 Zone - 35'
No Minimum. Maximum front yard of zero	LI Zone - None R5 Zone - Assumes 20 feet from all abutting rights-of-ways.
Limited	Limited
Traffic Impact Analysis Completed	Traffic Impact Analysis Completed
City Owned	City Owned
None	There are at least two sensitive lands as listed in Chapter 17.44 SHMC: Floodplains and Wetlands.
Where there are no (or sporadic) street frontage improvements, they will be required based on the City's TSP standard. Where there are existing frontage improvements, there is the potential of requiring upgrades to the TSP standard or, in the case of Columbia Boulevard, the Corridor Plan standards.	Street frontage requirements are likely along both Old Portland Road and Kaster Road. This may be challenging as they are associated with a roundabout. If the roundabout is not fully constructed or even designed, the improvements would need to cater to the future potential of it. In addition, other adjacent rights-of-way would need to be considered for street improvements where there are none or little. Local streets would be developed to the City's TSP standards.
Street trees can be required along all public streets. Trees can also be required for buffering and parking lots >20 spaces per Chapter 17.72 SHMC. Tree plan requirement per Chapter 17.132 not applicable to this property as there are no existing trees within the site.	Street trees can be required along all public streets. Trees can also be required for buffering and parking lots >20 spaces per Chapter 17.72 SHMC. Tree plan requirement per Chapter 17.132 is applicable to this property as there are existing trees within the site. Trees within significant wetlands and their upland protection zones have protections from removal in the Development Code.



SITE 1: 1771 COLUMBIA BLVD

LOCATION

- 1771 Columbia Blvd.
St. Helens, OR
- Tax Lot: 4N1W-4CA-21400, 20900, 21300,
21200, 21000, 21100

SIZE

- 1.04 Acres

ZONING

- Houlton Business District (HBD) for lots abutting
Columbia Blvd
- General Commercial (GC) for the southern $\frac{3}{4}$

TRANSPORTATION ACCESS

- Bus
- Bike

SITE INFORMATION

- Building Setbacks: Maximum front yard of zero
- Maximum Building Coverage: 90%
- Max. Building Height: 45 feet
- Minimum Parking Ratio:
No maximum. Minimum is 1 space for every
employee on largest shift using "Public Safety
Services" category



PROGRAM

- Two story Police Facility
- Covered secured parking
- Separate public and secured parking

PROS

- Full city block offers prominence of Police Facility
- Direct access to bus and bicycle routes
- Closest site to City Hall

CONS

- Parking program cannot be entirely accommodated on site
- Not City Owned
- Sanitary sewer will impact building placement or require re-routing to avoid building over sanitary line.



SITE 2: 1271 COLUMBIA BLVD

LOCATION

- 1271 Columbia Blvd
St. Helens, OR
- Tax Lot: 4N1W-4AC-1000, 902, 900 & 701

SIZE

- 1.5 Acres

ZONING

- Houlton Business District (HBD)

TRANSPORTATION ACCESS

- Bus
- Bike

SITE INFORMATION

- Building Setbacks: Maximum front yard of zero
- Maximum Building Coverage: 90%
- Max. Building Height: 45 ft
- Minimum Parking Ratio:
No maximum. Minimum is 1 space for every employee on largest shift using "Public Safety Services" category



PROGRAM

- Two story Police Facility
- Covered secured parking
- Separate public and secured parking

PROS

- Property already owned by the City
- Entire parking program can be accommodated on site
- Directly adjacent to Fire Station

CONS

- Project must be phased due to proximity of existing Police Facility
- Legal lot definition coordination with Fire Station



SITE 3: OLD PORTLAND ROAD

LOCATION

- 1810 Old Portland Rd
St. Helens, OR
- Tax Lot: 4N1W-9AB-1400

SIZE

- 1.95 Acres

ZONING

- Majority of lot under Light Industrial (LI)
- Small portion of lot on Old Portland Rd is General Residential (R5)

TRANSPORTATION ACCESS

- Bus

SITE INFORMATION

- Building Setbacks: None in LI Zone. MIN. 20' from all abutting ROW in R5 Zone
- Maximum Building Coverage: None in LI. 35% in R5.
- Max. Building Height: If within 100 feet of residential zoned property, max height is 35' in the LI zoning. It is 35' for the R5 zone.
- Minimum Parking Ratio:
No maximum. Minimum is 1 space for every employee on largest shift using "Public Safety Services" category



PROGRAM

- Two story Police Facility
- Covered secured parking
- Separate public and secured parking

PROS

- Entire parking program can be accommodated on site
- Largest site of the three proposed sites

CONS

- Need to confirm locations of existing wetland.
- Portion of parking in flood plain
- Limited access to site during flood events

IMPORTANCE FACTOR SCORING CRITERIA

Through the progress of the project, four sites were ultimately identified for evaluation. Initially the City requested Mackenzie evaluate three sites for the possible development of a new police facility. These sites were Site 1 (1771 Columbia Blvd), Site 2 (1271 Columbia Blvd) and Site 3 (Old Portland Road). After site test fits were developed for the three subject sites, key St. Helens staff separately evaluated, scored and ranked each of the sites relative to each other. The City of St. Helens and Police Department added an additional Site 4 to be ranked that is located on the corner of Oregon Street and Deer Island Road in St. Helens. The sites were re-ranked based on the additional Site 4 and the following is the results from the re-rankings.

1. COST OF LAND/SITE DEVELOPMENT:

Ranking evaluates the availability of property for purchase and assessed purchase price of each property. Ranking evaluates anticipated development costs of the property, including but not limited to existing infrastructure, hazardous material remediation, demolition of existing structures and topographical challenges.

2. SIZE OF SITE:

Ranking evaluates the usable site acreage available for development within the property boundaries.

3. SHAPE OF SITE:

Ranking evaluates the shape of the site, with particular emphasis on irregularities that present challenges to parking and building layout, access, visibility and general efficiencies.

4. POTENTIAL FOR MULTI-USE:

Ranking evaluates multiple use opportunities for expansion of the Police facility, co-location of other city functions within the confines of the site, supported access, parking and general placement of a new Police facility.

5. PUBLIC ACCESS TO SITE – VEHICLE:

Ranking evaluates vehicular access to and from the site for both the public and the Police Department. Vehicular access evaluations took into consideration proximity to major arterial streets and highways, visibility and way-finding and ease of circulation once on site.

6. PUBLIC ACCESS TO SITE – TRANSIT:

Ranking evaluates proximity to public transit infrastructure including light rail stations and bus stops, as well as frequency of routes.

7. PUBLIC ACCESS TO SITE – PEDESTRIAN/BICYCLE:

Ranking evaluates the ease of access for pedestrians and bicycles to and from the site.

8. VISIBILITY AND PROMINENCE:

Ranking evaluates the visibility and prominence the site offers for placement and development of a new civic structure for the City of St. Helens. Visibility and prominence can be impacted by alternative parameters such as size and shape of site, natural constraints such as terrain and floodplains and available positioning within the site for the building and parking.

9. PROXIMITY TO GOVERNMENT FUNCTIONS:

Ranking evaluates the proximity of the site to other civic structures, functions and property owned by the City of St. Helens.

10. NEIGHBORHOOD CONTEXT:

Ranking evaluates the context of the site and surrounding property. Evaluations took into account the nature of a Police department and the scale of the facility as it relates to adjacent commercial, industrial or residential properties.

11. POSITIONING FACILITY ON SITE:

Ranking evaluates the flexibility of positioning the facility on the site to maximize visibility and prominence, security and potential for multi-use.

12. SECURITY:

Ranking evaluates the ability to appropriately locate the facility, public parking, secure parking and access to and from the site in a manner that supports the safety and security parameters associated with a Police facility.

13. TRAFFIC CONGESTION:

Ranking evaluates street infrastructure, signals, one-way and two-way streets and potential traffic impacts associated with development of a new Police facility.

14. EXPANSION TO ADJACENT SITES:

Ranking evaluated on the prospective site's direct adjacency to potential future property that could be acquired for either future expansion or development of alternative City functions.

15. PROXIMITY TO GEOGRAPHIC CENTER:

Ranking evaluates the property's proximity to St. Helens' city center. As a central headquarters, centralizing the facility within the service area is essential while coupling placement with close proximity to major vehicular streets, arterials and highways.

16. CURRENT OWNERSHIP:

Ranking evaluates the current ownership of the property, required purchase for multiple parcels and difficulties associated with land acquisition of property.

17. LAND USE:

Ranking evaluates the current use allowance (permitted outright or through a conditional use) and other general zoning regulations.

18. RESPONSE TIME:

Ranking evaluates the property's proximity to response areas.

IMPORTANCE FACTOR MATRIX

RANKED: 1 - 4

(1: LEAST SUITED; 4: MOST SUITED)

	SITE 1: 1771 COLUMBIA BLVD
1. COST OF LAND / SITE DEVELOPMENTS	2
2. SIZE OF SITE	1
3. SHAPE OF SITE	4
4. POTENTIAL FOR MULTI - USE	2
5. PUBLIC ACCESS TO SITE - VEHICLE	4
6. PUBLIC ACCESS TO SITE - TRANSIT	4
7. PUBLIC ACCESS TO SITE - PEDESTRIAN/BICYCLE	4
8. VISIBILITY AND PROMINENCE	4
9. PROXIMITY TO GOVERNMENT FUNCTIONS	3
10. NEIGHBORHOOD CONTEXT	4
11. POSITIONING FACILITY ON SITE	3
12. SECURITY	4
13. TRAFFIC CONGESTION	3
14. EXPANSION TO ADJACENT SITES	3
15. PROXIMITY TO GEOGRAPHIC CENTER	4
16. CURRENT OWNERSHIP	1
17. LAND USE	3
18. RESPONSE TIME	3
ASSESSMENT SCORE	56
CUMULATIVE RANK (BASED ON ASSESSMENT SCORE)	1ST

SITE 2: 1271 COLUMBIA BLVD	SITE 3: OLD PORTLAND ROAD	SITE 4*: OREGON STREET
3	4	1
2	3	4
3	1	2
3	1	4
3	2	1
3	2	1
3	2	1
3	2	1
4	2	1
3	2	1
2	1	4
3	2	1
2	4	1
2	1	4
3	2	1
2	4	3
4	2	1
2	4	1
50	41	33
2 ND	3 RD	4 TH

* the City ranked the site and due to its ranking elected not to have further evaluation on the site completed.

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VISIONING

Item #2.

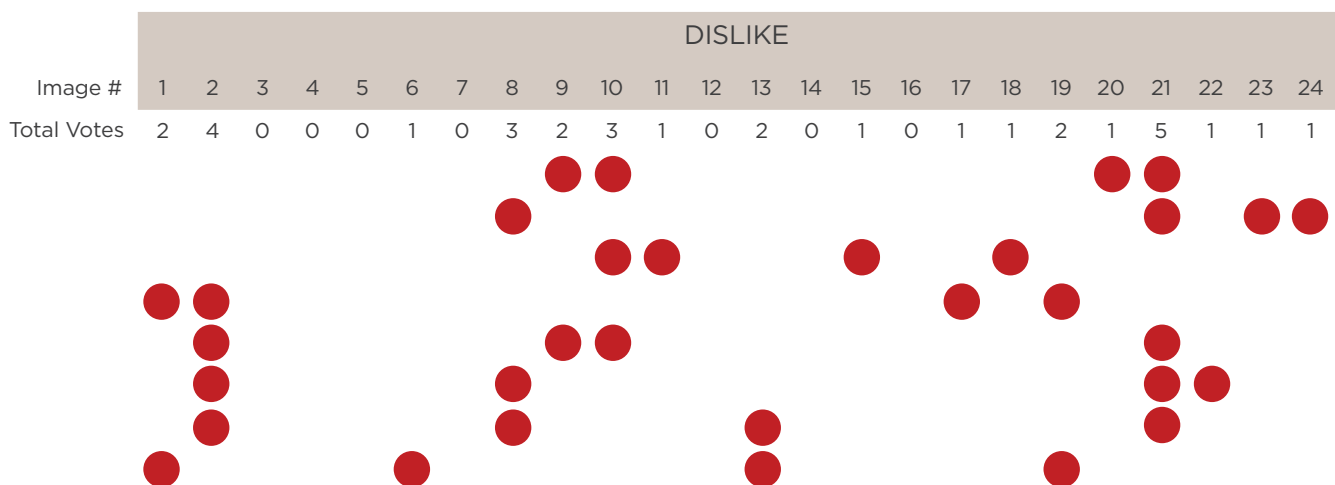
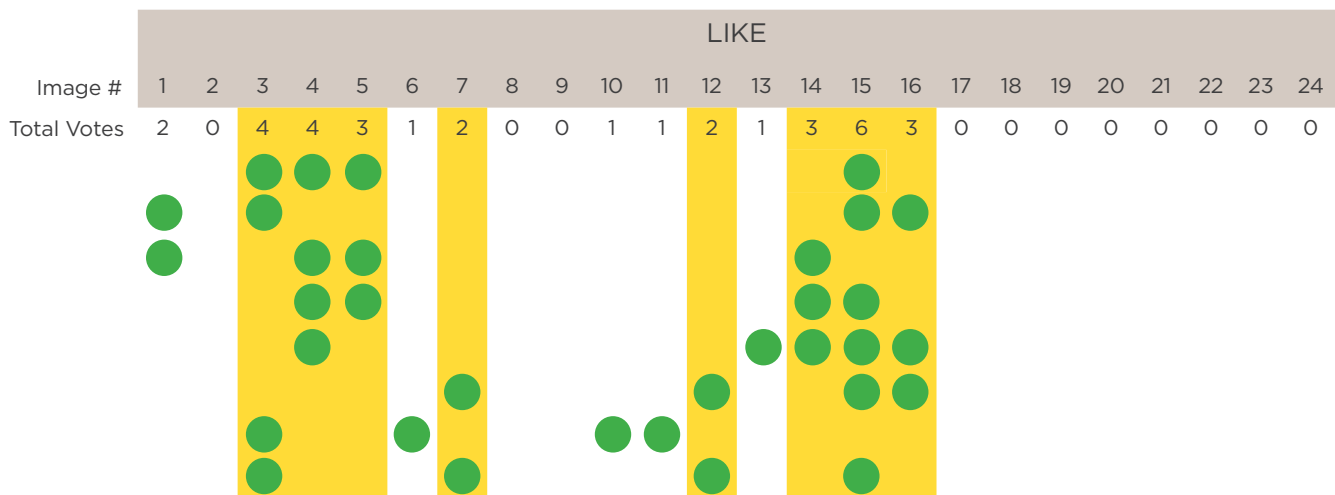
VISIONING SUMMARY

The goal of the visioning process is to draw information from stakeholders about preferences for the new facility. Mackenzie researched images of projects that encompassed civic facilities, police facilities and facilities that captured varying character so that stakeholders could express their preferences for building character and elements.

In addition to taking note of building elements such as materiality, amount of transparency, and scale, it is also important to incorporate design ideas early on in the process about the surrounding site in which the building resides. When considering the nature of the Police Station site, its history, and the anticipated use by the Police Department, it is important to closely examine and understand the outside environment and the community in which the building will reside within.

In this process, members of the St. Helens Police Department and the City of St. Helens voted on 24 total images that they liked (using a green dot) and images that they did not like (using a red dot). After stakeholders placed their dots, a discussion was held to draw upon the specific reasons why someone considered the image something they liked or dislike or other subtleties. The results of the dot exercise are then tabulated in the chart below.

The visioning imagery on the following pages is a compilation of the images that received the greatest positive response for the new St. Helens Police Station. These precedent images were utilized to aid in the development of the building character shown in the following concept development section of this report.



1



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2



This image was previously #4, but was renumbered to #2.

3



This image was previously #5, but was renumbered to #3.

4



This image was previously #7, but was renumbered to #4.

5



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6



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8



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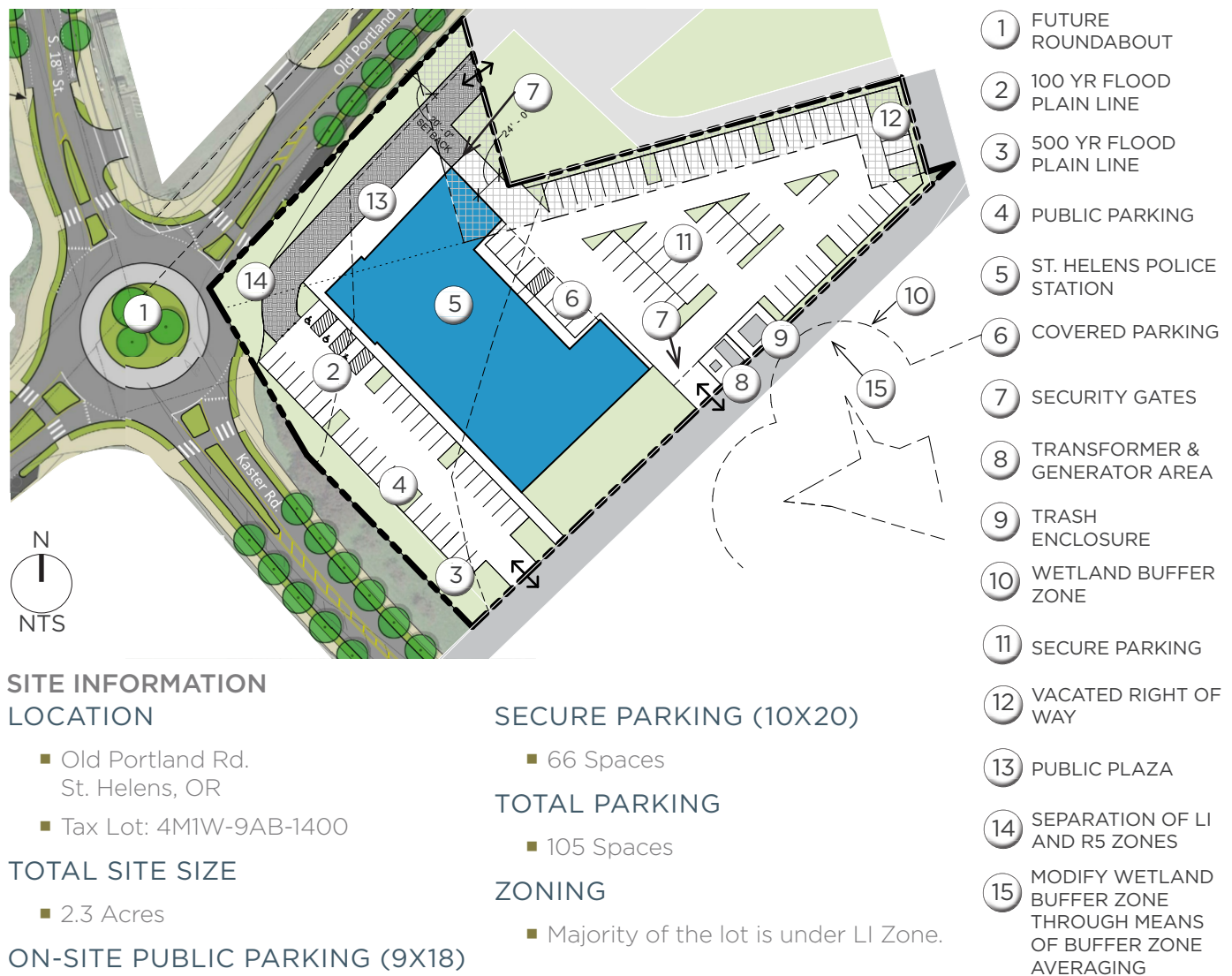
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CONCEPT DEVELOPMENT

CONCEPTUAL SITE PLAN

At the end of the Site Evaluations process, the City of St. Helens and St. Helens Police Department decided to move forward with having Mackenzie further develop the concept for the Old Portland Road site. According to Police Staff, the Old Portland Road site gives Police better access to the highway via Millard Road in the event of a train blocking Gable Road or Columbia Road, allows for future growth of the Police Department and does not have the hindrance of one-way streets like the downtown core does.

The team collectively looked at how to best orient the Police Station on the approximately 2.3-acre site and the City of St. Helens chose the layout that is expressed in the site plan below. This site plan offers distinct public and secure areas for the Police facility. The public parking is accessed off the existing right of way which is located adjacent to the south west corner of the site via Kaster Road. The public parking is adjacent to the public programmatic elements of the building, allowing direct connection for the public. The public parking lot also has a secondary access point, if needed, along the north side of the site. Also, along the north side of the site, directly adjacent to the north side of the building is a public plaza. This public plaza is also adjacent to the Courtroom which is in the NW corner of the building. There are two gated access points for the secured parking, one is adjacent to the existing right of way and the other is off Old Portland Road. The secure parking layout allows the Police to have easy and direct access to the east side of the building where the Police programmatic functions are located.



CONCEPTUAL GRADING PLAN

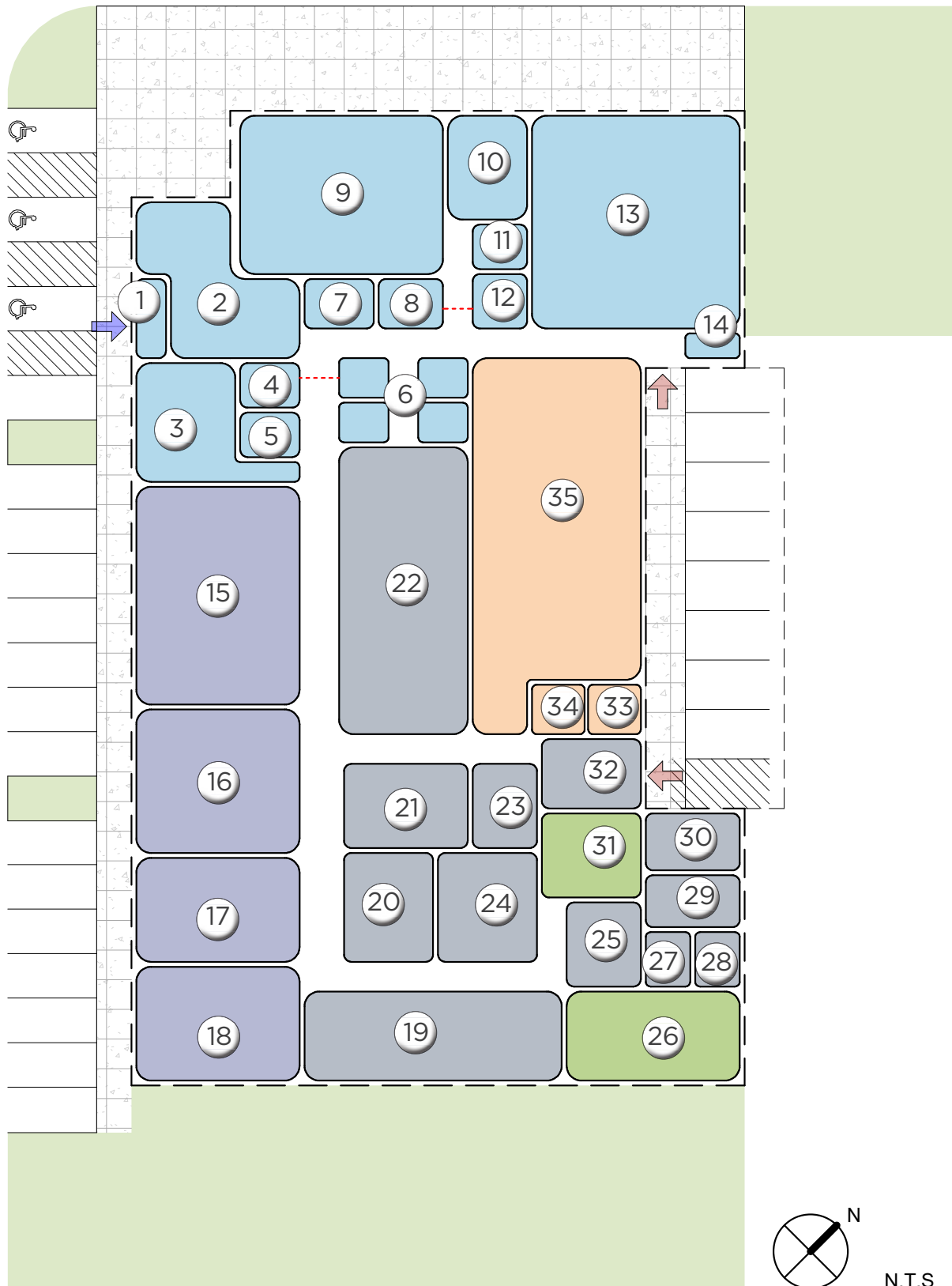
While working through the process of refining the site plan, the team also looked at how the site could be conceptually graded. The Old Portland Road site has 100-year and 500-year floodplains that are within its boundaries. The St. Helens Municipal Code (SHMC), 17.46.050, 6, states that new critical facilities (which includes Police Stations), are required to be at least three feet above the base flood elevation or to the height of the 500-year flood plain, whichever is higher. The team designed the finish floor of the Police Station to be three feet above the 100-year flood plain.

The SHMC goes on to say that access to and from the critical facility shall also be protected to the height mentioned above. An access point up the east end of the existing right of way along the southern edge of the site would need to be created to allow ingress/egress from the site during a flood event.

Along the south edge of the site is a wetland and wetland buffer zone that would need to be slightly modified as part of the development to create ingress/egress from the site. Also, along the south edge of the site is a stormwater facility to filter runoff from the site.

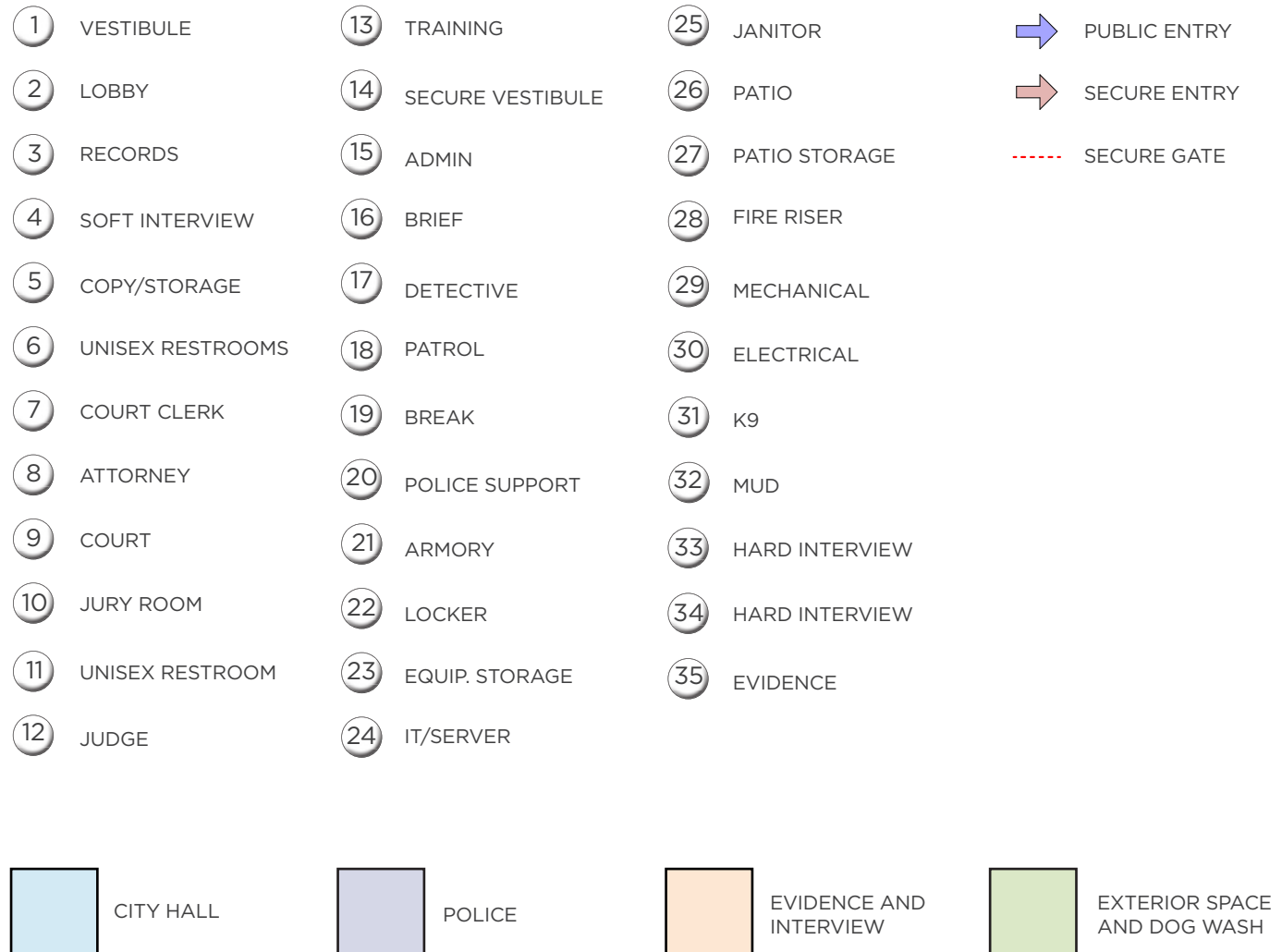


ADJACENCY DIAGRAMS - OPTION 1

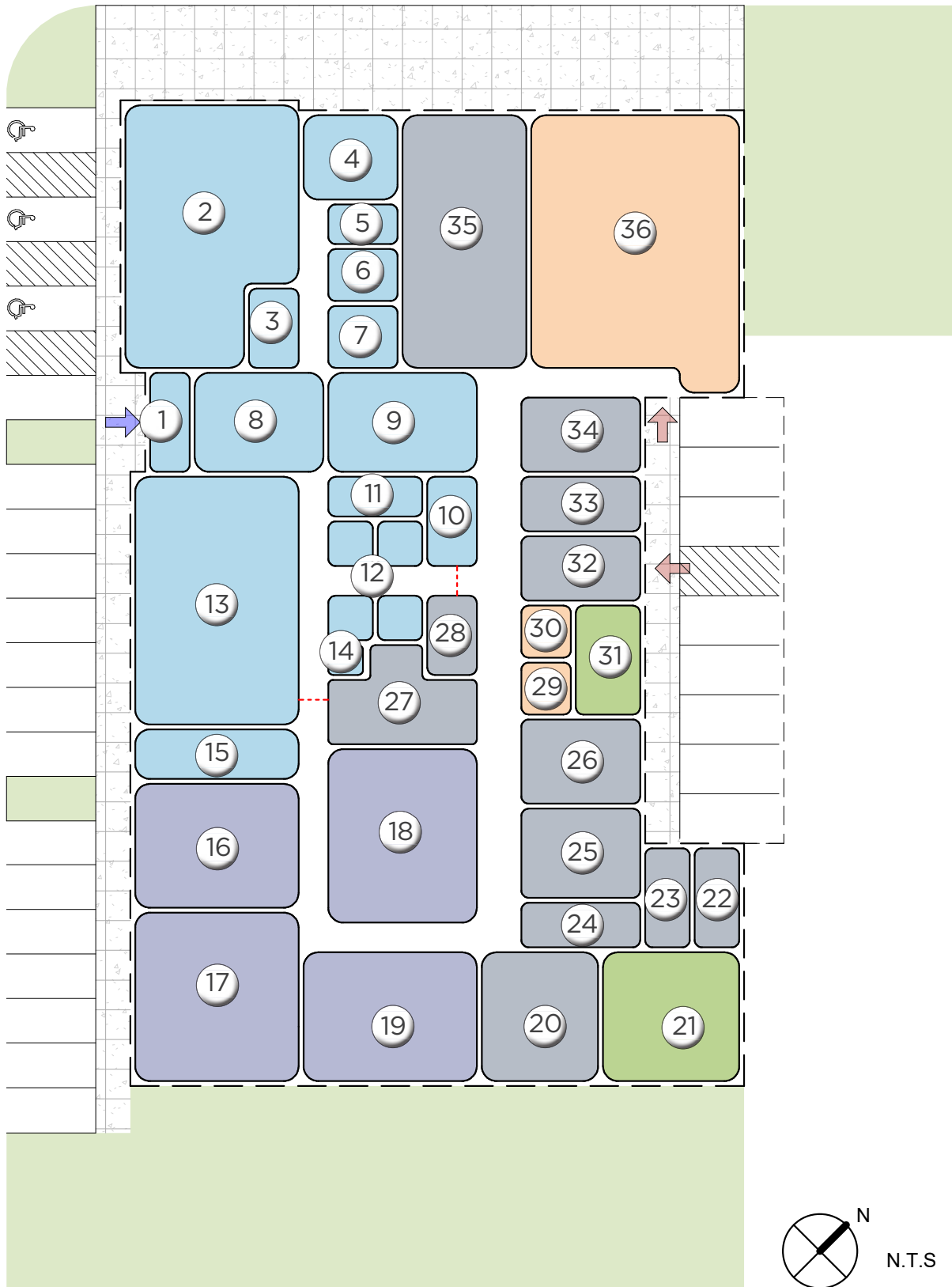


While working through the conceptual site and grading plans, the team evaluated the interior adjacencies of the building. Understanding the relative sizes, proximity, and relationships between interior and exterior spaces is key. Police station facilities are unique in that the relationships of all elements are closely linked to the ability of the police department to efficiently and effectively serve the community.

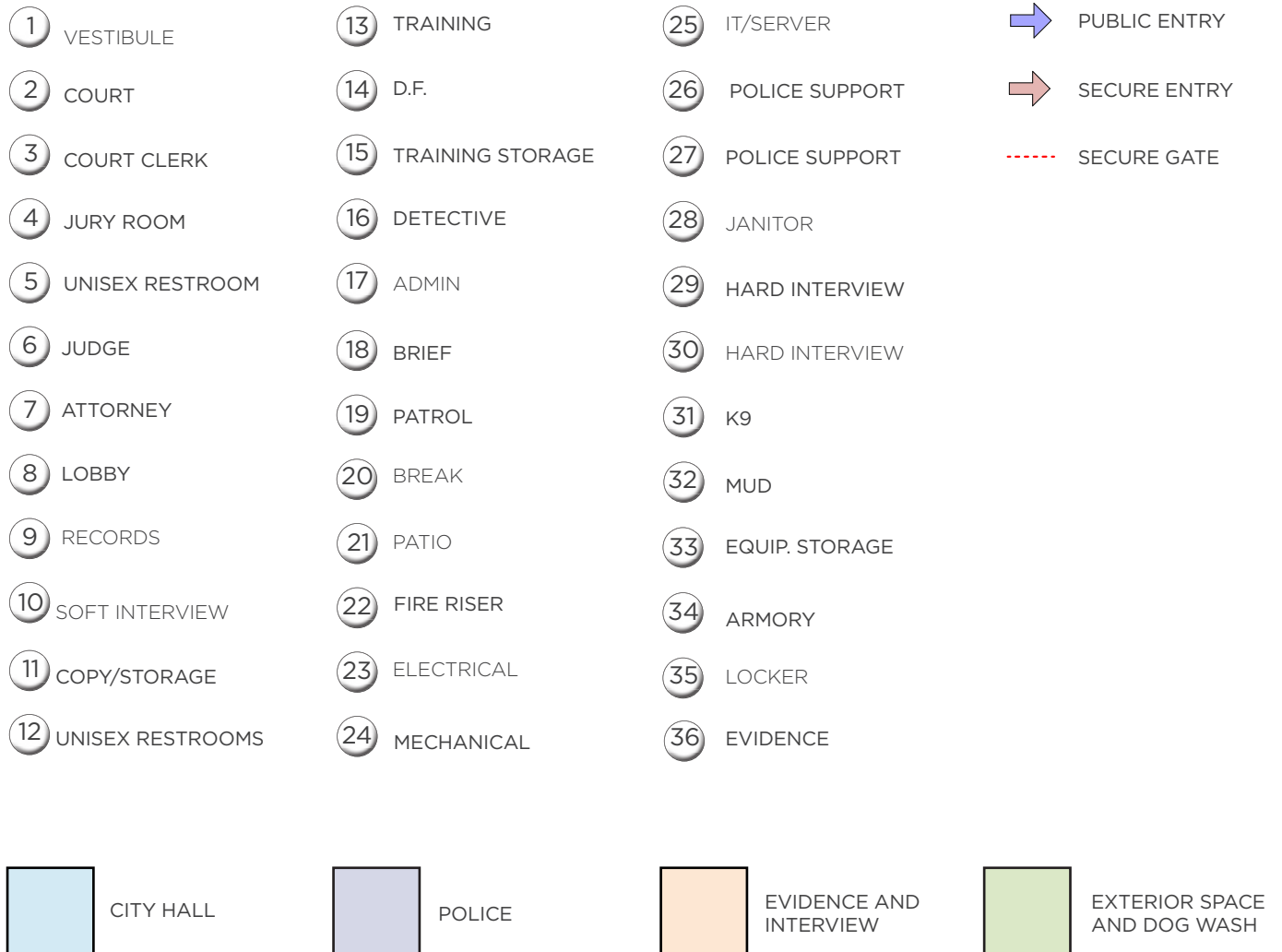
In adjacency diagram option 1, the team placed the public and City Hall type functions along the northwest end of the building. This would place those functions directly adjacent to the Public Plaza and have a stronger connection to Old Portland Road. The southeastern portion of the building would then be reserved for Police and other secure and back-of-house functions.



ADJACENCY DIAGRAMS - OPTION 2



In adjacency diagram option 2, the team placed the public and City Hall type functions along the southwest side of the building. This orientation aligned more programmatic elements to the public parking lot, but still kept the Court and Lobby at the west corner of the building which still had strong connections to the Public Plaza and Old Portland Road. The northeastern portion of the building would then be reserved for Police and other secure and back-of-house functions. The team, with input from the Police Department, decided that option 2 would be best to further develop.







CONCEPTUAL FLOOR PLAN - HIGH OPTION



Building upon the approval of adjacency diagram option 2, the conceptual floor plan was developed to further refine exactly where secure and public functions would exist within the building and how those areas would be served through circulation routes. The southwest side of the building would serve public functions including, but not limited to, the lobby, court, training room and records. The public entry is placed adjacent to the public parking and a plaza that wraps around the west corner of the building. Programmatic elements, such as the lobby, court, jury room and fitness room, will have a direct visual connection to public plaza.

The other portions of the building are Police functions that are connected via a secured corridor. The Police lockers, K9, evidence and interview rooms are located along the northwest edge of the building with access to the covered secure parking area. The southeast portion of the building has a detective suite and office areas. The southeast portion of the building also contains conference rooms, a break room and patrol areas which are mostly open to provide spatial connections to other programmatic functions within that area of Police facility. The northeast edge of the building has support rooms such as electrical, fire riser and armory rooms that have direct access to the secured parking area.

1 VESTIBULE	16 UNISEX RESTROOM	31 SERGEANT	46 HARD INTERVIEW
2 LOBBY	17 JANITOR	32 SERGEANT	47 HARD INTERVIEW
3 CLERK	18 UNISEX RESTROOM	33 PATROL	48 K9 GROOMING
4 COURT	19 AV	34 COPY AREA	49 K9
5 JURY ROOM	20 STORAGE	35 BREIFING ROOM	50 BIKE STORAGE
6 UNISEX RESTROOM	21 TRAINING/ EOC	36 BREAK ROOM	51 EVIDENCE OFFICE
7 JUDGE	22 LARGE CONFERENCE	37 PATIO	52 EVIDENCE TECH
8 ATTORNEY	23 SERGEANT	38 IT/SERVER	53 EVIDENCE STORAGE
9 CONF./ EVIDENCE ROOM	24 STORAGE	39 IT OFFICE	54 VEHICLE STORAGE
10 RECORDS	25 WELLNESS	40 ELECTRICAL	55 FITNESS
11 COPY/STORAGE	26 DETECTIVE	41 FIRE RISER	56 SHOWER
12 CONFERENCE ROOM	27 LIEUTENANT	42 MECHANICAL	57 LOCKERS
13 SOFT INTERVIEW	28 SERGEANT	43 ARMORY	
14 UNISEX RESTROOM	29 SERGEANT	44 EQUIPMENT	
15 UNISEX RESTROOM	30 CHIEF	45 MUD	
 CITY HALL	 POLICE	 EVIDENCE AND INTERVIEW	 EXTERIOR SPACE AND DOG WASH

CHARACTER RENDERINGS

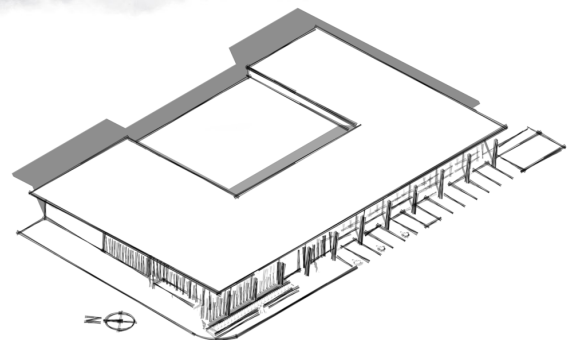
After the visioning exercise, and after the City selected a floor plan for finalizing, Mackenzie developed three exterior rendering schemes that began to describe the structure, form and fenestration of the facility. Each scheme provided the team the opportunity to also see how different massing and roof elevation changes could be expressed. The Police Department and City staff selected Scheme C for further refinement.

As shown on pages 05-12 and 05-13, Mackenzie refined Scheme C to more clearly define building materials, fenestration and express the large public plaza in more detail that wraps around the public functions of the building. The building materials are representative of features and textures in other St. Helens civic buildings. For a police facility, the materials must also be secure and resistant to firearms, projectiles, vehicle attacks and blasts. These constraints drove fenestration and material placement shown on the final rendering. The majority of the exterior of the building is masonry and stone which reinforces the overall longevity of the building, both physically due to the durability of the materials and in terms of the external perception of the facility. The masonry and stone emphasize a solid foundation for the building which responds to the design for a low maintenance and cost-effective facility.



Scheme A Highlights

- Arcade of windows along the front and sides of the building.
- Administrative areas of the building would have large punch window openings.
- Large overhang along the entire length of the front of the building.
- Low slope roof with a well along the back side of the building where mechanical units would be located.



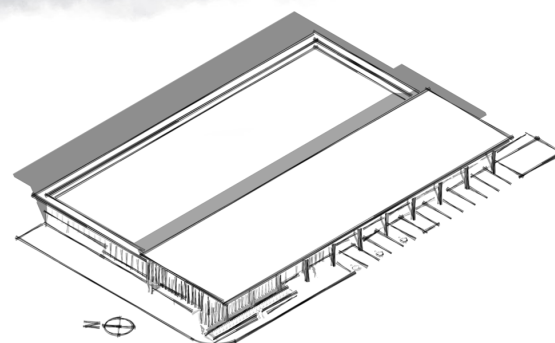
Aerial Axonometric

Scheme A



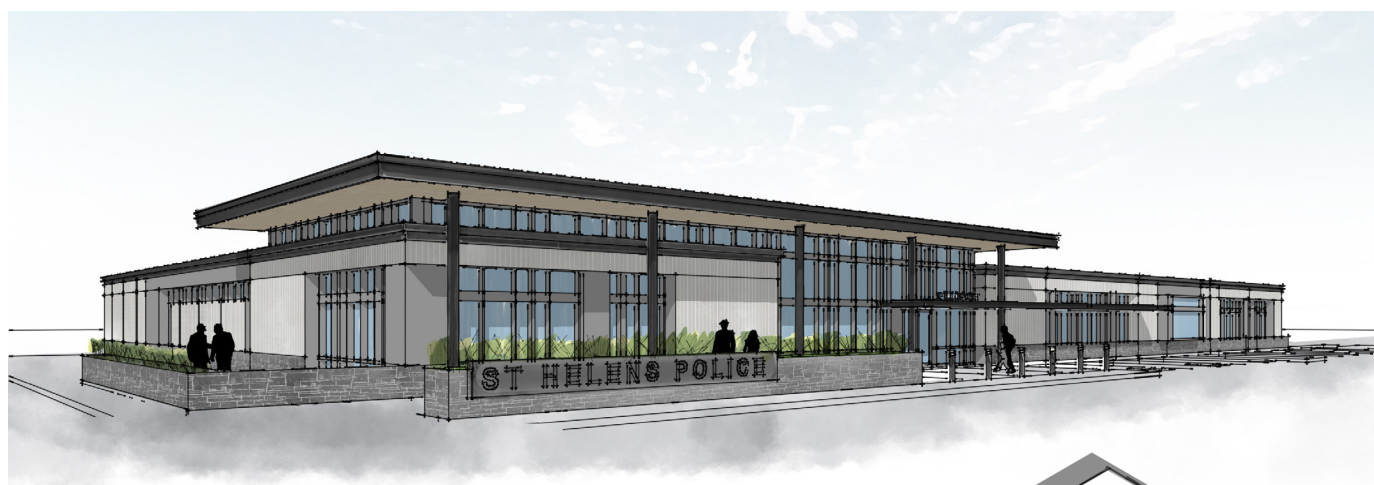
Scheme B Highlights

- Arcade of windows along the front and sides of the building.
- Administrative areas of the building would have large punch window openings.
- Large overhang along the entire length of the front of the building.
- Shed roof on the front half of the building would screen mechanical units placed on the back half of the building



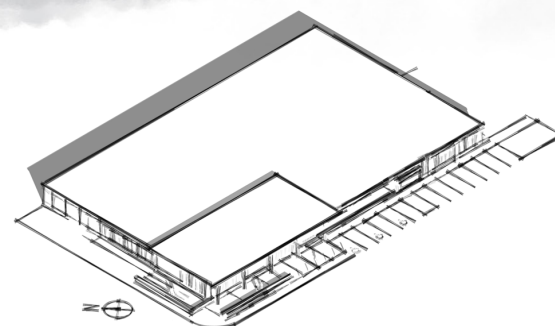
Aerial Axonometric

Scheme B



Scheme C Highlights

- Elevated low slope roof over the public functions of the building.
- Large window bays in the public areas and smaller windows in Police and administrative areas for more privacy.
- Slender steel columns in lieu of wood (as indicated in Schemes A and B).



Aerial Axonometric

Scheme C

CONCEPTUAL CHARACTER RENDERING

Item #2.





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PROJECT COST DEVELOPMENT

Item #2.

COST SUMMARY

Following the completion of plan development, Mackenzie evaluated cost impacts of the St. Helen's Police Department to meet Department needs for the next 20 plus years. The following cost summary shows projections of a total development cost, including estimated construction costs, consultant costs, and owner costs. The black text represents cost items that the design team identified and red text represents cost items the City identified for cost forecasts for the project. The mid option provides an estimated cost savings of \$1,469,258 compared to the high option, however, the smaller facility would not meet the longer term needs of the St. Helens Police Department.

Development costs of a project are not limited to construction costs alone and require consideration of other variables. These variables differ between new construction and renovation or expansion, and invariably change from one project to the next depending on site conditions, existing building conditions, building codes, seismic zones, and the environment of the construction industry. Differences between estimates arise depending on the design approach, construction costs, and design and engineering costs. Owner costs for furniture, fixtures, and equipment are often constant, based on a predetermined budget set by the St. Helens Police Department.

Construction costs reflect the raw costs incurred by a general contractor for overhead and profit, bonding and insurance, securing of materials, and general construction of the site and building. In addition to the identified construction costs, a contingency is recommended to ensure dollars are carried through construction for owner changes, design omissions, and unforeseen conditions for jurisdictional requirements, among others.

Consultant costs reflect the costs incurred for project management and design of the project from conceptual design through construction administration. Though design fees can vary, these costs are generally factored using a fee based on the construction costs for the project. In addition to architectural and engineering services, costs include marketing materials and required services such as topographical surveys and special inspections. A contingency is provided for this category for any unforeseen or additionally requested design services throughout the project.

Owner costs reflect the costs generally incurred directly by the owner throughout the project. This includes all items the owner may wish to contract separately from the general construction of the project. Additional owner-related costs include relocation into the new facility, legal documentation and counsel for project documents and issuances, and jurisdictional fees associated with design review, building permits, SDCs, TIF fees and BOLI fees. A contingency is provided in this category for any unforeseen or undefined costs not currently represented.

St. Helens Police Project Cost Summary

Last updated: 3/31/2021

	square feet	MID OPTION	HIGH OPTION	Comments
Construction Cost of Facility				
Building Hardcost		-	\$7,444,621	
On-Site Hardcost		-	\$1,892,650	2.3 acres
Off-Site Hardcost		-	\$380,052	Improvements to: Old Portland Rd / Kaster Rd / Existing ROW to SE
Hardcost Subtotal		-	\$9,717,323	
Contractor Markups/Margins				
Estimating Contingency		-	\$1,943,465	20% of hardcost subtotal
General Conditions		-	\$816,255	7% of hardcost subtotal and markups above
Insurance		-	\$49,908	0.4% of hardcost subtotal and markups above
Profit & Overhead		-	\$751,617	6% of hardcost subtotal and markups above
Performance Bond		-	\$159,343	1.2% of hardcost subtotal and markups above
Escalation to Spring 2022		-	\$1,075,033	8% of hardcost subtotal and markups above
Solar & Green Energy per State of Oregon Requirement		-	\$217,694	1.5% of hardcost subtotal and markups above
OR Gross Receipts Tax (0.5%)		-	\$73,653	0.5% of hardcost subtotal and markups above
Alternate: Utilize Norman Brick in lieu of CMU		-	\$46,870	
Alternate: Utilize GLB/CLT for high roof in lieu of steel		-	\$98,690	
Total Construction Costs *		\$13,622,098	\$14,949,851	High Option: \$656.33 per square foot (hardcosts and margins only)
Consultants Costs				
A/E Design and Construction		\$1,362,210	\$1,494,985	Assumes 10% of total construction costs
Reimbursables		\$20,433	\$22,425	1.5% of A/E Base Services (allowance)
Owners Representative		\$250,000	\$250,000	Allowance
Public Outreach / Marketing Materials		\$30,000	\$30,000	Allowance
Topo and Boundary Survey		\$15,000	\$15,000	Allowance
Geotechnical Services - Design		\$15,000	\$15,000	Allowance
Geotechnical Services - Inspection		\$35,000	\$35,000	Allowance
Environmental Services (Wetlands Consultant)		\$10,000	\$10,000	Allowance
Hazardous Material Survey/Testing		\$0	\$0	N/A
Arborist		\$0	\$0	N/A
Special Inspections		\$25,000	\$25,000	Allowance
Subtotal - Consultant Costs		\$1,762,643	\$1,897,410	
Consultants Contingency		\$88,132	\$94,870	5% of Consultant Cost subtotal
Total Consultants Costs		\$1,850,775	\$1,992,280	
Owner Costs				
Land Acquisition		\$0	\$0	Property owned by the City
Fixtures, Furniture & Equipment (FF&E)		\$500,000	\$500,000	Allowance
Mobile Shelving / Personnel Lockers / Evidence Lockers		\$275,000	\$275,000	Allowance (by Spacesaver)
Audio / Visual Equipment (OFCl)		\$150,000	\$150,000	Allowance
Telephone / Data Equipment		\$100,000	\$100,000	Allowance (includes installation)
Moving / Relocation		\$30,000	\$30,000	Allowance
Temporary Facilities		\$0	\$0	N/A
Permit Fees		\$380,000	\$380,000	Permits, SDCs and TIFs
BOLI Fees		\$7,500	\$7,500	1/10% of Total Construction Costs (\$7,500 Max)
Subtotal - Owner Costs		\$1,442,500	\$1,442,500	
Owner Contingency		72,125	72,125	5% of Owner Costs subtotal
Total Owner Costs		\$1,514,625	\$1,514,625	
Grand Total Project Cost		\$16,987,499	\$18,456,756	High Option: \$810.98 per square foot
Difference		\$1,469,258		

* The total construction costs of the "mid option" was calculated based on 70% of the cost per square foot of the "high option".

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APPENDIX A: NARRATIVE FOR BASIS OF COST

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MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

ST. HELENS POLICE DEPARTMENT

CONCEPTUAL DESIGN NARRATIVE

To

City of St. Helens

For

St. Helens Police
St. Helens, Oregon

Submitted

December 8, 2020

Project Number

2190014.00

St. Helens Police Department
Conceptual Design Narrative

December 8, 2020

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PART 1

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PROJECT DESCRIPTION

The following further describes the new St. Helens Police station:

1. The project will be located on an approximately 2.3 acre parcel at the SE corner of Old Portland Rd. and Kaster Rd. in St. Helens, Oregon.
2. The project also consists of public right-of-way improvements for half of Old Portland Rd., half of Kaster Rd. and half of the existing right-of-way (7th) which is directly southeast of the property.
3. The building is approximately 20,330sf, one story and will be designed to meet essential facility requirements.
4. The entire roof consists of a low slope roof. The northwest corner of the roof is raised above the rest of the roof. The main building functions that occur under the raised roof are the Court, Jury Room and Court Clerk.
5. The construction classification of the building will be Type V-B construction with the following occupancies:
 - a. B: Business (Majority of the building)
 - b. A-3: Assembly (Court and Training/EOC)
 - c. S-1: Storage (Vehicle Storage)
6. The project includes mechanical, electrical, plumbing and fire protection systems.

A. SUBSTRUCTURE

A10 FOUNDATIONS

A1010 Standard Foundations

- Exterior non bearing walls with or without heavy cladding will have thickened slab edge foundations.
- Any interior or exterior non-bearing CMU walls will be supported on continuous foundations.
- Building columns to be on conventional spread footings.
- Braced frame foundations to be large spread footings between the grids that the brace lands on.

A1020 Special Foundations – NOT USED.

A1030 Slab on Grade

- Vehicle or movable storage: 6" concrete slab on grade over gravel base.
- All Other Areas: 4" concrete on grade over gravel base.

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- Vapor barrier under all portions of the slab.

A20 BASEMENT CONSTRUCTION

A2010 Basement Excavation

- None.

A2020 Basement Walls

- None.

B. SHELL

B10 SUPERSTRUCTURE

B1010 Floor Construction

- Not applicable since building is only a single story.

B1020 Roof Construction

- Raised roof in NW corner of building: Wide flange beams and girders spanning to HSS columns with 20 ga B deck.
 - Add-alternate at raised roof: Glulam framing members with 5 PLY CLT panel with 19/32" PLY Sheathing on top. CLT to cantilever from edge of building.
- Remainder of roof: Wide flange beams and girders spanning to HSS columns with 20 ga B deck.
 - Add-alternate: Glulam framing members with 5 PLY CLT panel with 19/32" PLY Sheathing on top. CLT to cantilever from edge of building.
- Diagonal tension rod bracing is required between the upper and lower roof at the clerestory windows.
- Covered parking: Parking on the East side of the building is covered with wide flange beams and girders. An intermediate column at the edge of the sidewalk will be required for the steel beams to cantilever over the parking.
- Entry Canopy: HSS tubes cantilevered off building columns with HSS and angle subframing where required. Edge of canopy to be clad with continuous channel or hot rolled plate. 20 ga B deck spanning between members. Soffit exposed to structure.

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B20 EXTERIOR ENCLOSURE

B2010 Exterior Walls

- Exterior walls are balloon framed at 16" o.c. with R-13 batt insulation and R-7.5 continuous rigid insulation with continuous air barrier (tested) with CMU (4" D x 4" T x 16" L, Color: Dark Grey, Stack Bond, <https://www.mutualmaterials.com>) veneer w/ cavity. Reference character renderings.
 - Add-Alternates: Exterior walls balloon metal framed at 16" o.c. with R-13 batt insulation and R-7.5 continuous rigid insulation with continuous air barrier (tested). Masonry cavity wall cladding, as follows:
 - i. Alternate #1: Brick Rainscreen w/ Cavity: Mutual Materials Norman Face 4" (3½" D x 2½" H x 11½" L), Ebony, Stack Bond, <https://www.mutualmaterials.com>
 - ii. Alternate #2: Terracotta Rainscreen (including attachment): Argeton Terracotta, Tampa 150mm, Color: Volcano Grey, <https://www.tellingarchitectural.com>
 - iii. Alternate #3: Thin Brick Rainscreen (including attachment): Corium Brick, Color: 92100 www.tellingarchitectural.com
- Metal Panel Accent: Metal Panel Rainscreen: Alucobond Plus, Color: Black Anodized <https://www.alucobondusa.com>. Assume 5% of the exterior wall.
- Natural Stone Base: Columbia River Basalt. 3'-0" tall around base of entire building. Reference character renderings.
 - Add-Alternates: Black Horse Alpine LedgeStone <https://www.mutualmaterials.com>

B2020 Exterior Windows

- Storefront Frames: Kawneer 451UT storefront system. Color: Dark bronze. Architectural Class 1, anodized aluminum finish. Assume 40% of exterior wall.
- Curtainwall Frames: Kawneer 1600 curtain wall system; Dark Bronze, anodized aluminum finish. (Only at Lobby and Clerestory glazing at Court/Community Room).
- Glazing: Glazing: 1" insulated glass; ¼ Guardian SN 68 (#2) Clear Annealed, ½" Mill Spacer, ¼" Clear Annealed. Values: Solar heat gain coefficient (.36), U-Factor (.38). Low E coating.

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- Glazing: Level III Bullet Resistant glazing. Assume half of the storefront glazing is bullet resistant glazing.

B2030 Exterior Doors

- Storefront Doors: Aluminum framed storefront entry system by Kawneer.
- Door Hardware: Panic hardware at all exterior doors. Finish: Brushed nickel.
- Secured entry 3'-0" (minimum), insulated steel personnel door with fully welded 14 gauge un-grouted steel frames with view panel.
- Exterior overhead door at Vehicle Storage: High-lifting sectional, steel, insulated (min. U-0.310), with view panels, automatic operator with manual override, interior and exterior push button controls, and lockout on exterior. Install HSS tubes to frame overhead door opening.

B30 ROOFING

B3010 Roof Coverings

- Low slope built up roofing system (Johns Manville or Firestone) over ½" protection board over continuous code minimum rigid insulation (R-30) over metal "B" deck. 30 year warranty.
- Assume 500sf of roof walkway pads.
- Solar panels consisting of 1.5% of the overall project budget to be installed on the roof.

B3020 Roof Openings

- Roof hatch (steel and insulated) to be 48" x 48" at the top of the design build steel stairs in the Mechanical Room.

C. INTERIORS

C10 INTERIOR CONSTRUCTION

C1010 Partitions

- Light gage 3-5/8" metal framing with 5/8" gypsum wallboard (both sides).
- Sound attenuation insulation (R-13) in all interior walls with acoustical sealant at sill and head conditions, typical.
- Interior walls run to the bottom of structural decking, typical.

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C1020 Interior Windows

- Interior Relites: Frameless butt glazing, to match height of adjacent door. 6' width at office and full face of meeting rooms.
- Locations: At all offices, meeting and break rooms.

C1030 Interior Doors

- Solid wood doors: Solid core, stain grade wood veneer doors with painted, fully welded hollow metal frames.
- Solid wood doors with full glazed panel: Solid core, stain grade veneer doors with full glazed vision panel with wood trim, with painted fully welded hollow metal frames.
- Door hardware: Schlage ND series typical at interior wood doors. Panic hardware at Lobby, Court and Training/EOC.

C1040 Fittings

- Lockers and Shelving:
 - Freestyle Personal Storage Lockers by Spacesaver, Inc. Size; 18" wide by 24" deep by 72" high. Includes locker and 15" foot locker. Two-tone locker color, custom stained bench. See floor plans for extent.
 - i. Quantity – 38 Duty Lockers
 - Pass-Thru Evidence Lockers by Spacesaver, Inc. 3x units, 36" wide each, one unit to include refrigeration.
 - Weapons Storage by Spacesaver, Inc. (2x) wall mounted four capacity handgun lockers. (4x) universal weapons racks.
- Visual display boards to be provided at:
 - All meeting spaces, (1) 4x8 glass whiteboard. (1) 4x8 acoustic tackboard
 - All shared amenity spaces, break room and lobby, (2) 4x8 glass whiteboard. (2) 4x8 acoustic tackboard
 - All private offices, (1) 4x4 glass whiteboard.
- Interior signage: Provide allowance for code required and individual room signage: Frosted glass signs with stainless stand-offs and individual cut lettering
- Corner Guards: Provide 4'-0" tall stainless steel corner guards at all exterior corners and cased openings.
- Toilet Accessories: Provide Bobrick Contour Series. Provide combination recessed and partition mounted toilet paper, seat cover and waste receptacles, touchless deck mounted soap dispenser, Touchless paper towel dispenser and

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waste paper receptacle, shower rods and curtain rings, including two robe hooks.

- Toilet Partitions: Hadrian embossed stainless steel, headrail braces #4 brushed.
- Acoustic panels: Snaptex 1" Square profile high impact panels at all meeting rooms, amenity spaces and break room, assume 40 % of wall surface

C20 STAIRS

C2010 Stair Construction

- Design build steel stairs (7" rise / 11" run) with guardrail (on one side) and handrails (on both sides) with concrete pan filled treads located in the Mechanical Room) that go up to a roof hatch.

C2020 Stair Finishes

- See stair construction above.

C30 INTERIOR FINISHES

C3010 Wall Finishes

- All walls to receive two coats of paint over a primer coat (3 coats total), typical unless noted otherwise. Assume 30% accent paint locations with a total of 6 colors.
- Ceramic tile with 20% accent tile on wet walls full-height in all toilet rooms.
- FRP on two walls in Janitor closet up to 5'-0".
- Wall protection: Chair rail, Koroseal wood chair rail BW80 or similar both side at all halls
- Full height wood paneling on 50% of wall in Lobby and Court, 20% of walls at training room, briefing room and break room.

C3020 Floor Finishes

- Carpet tile: Provide Cushioned back carpet tile throughout meeting areas and private offices. Assume up to two patterns.
- Polished concrete at all circulation, break spaces and common areas, assume 30% of floor area.
- Porcelain tile w/ accent tile and base: provide large format porcelain tile at floor and wet walls at toilet and locker rooms. Assume \$6 per square foot

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material only cost. Provide schluter aluminum transition at exposed edges or wall tile and base and interior/exterior corners.

- Transitions: Provide schluter aluminum transition at all flooring transitions.
- Entry Grille (Walk-off Mat): at all building entry/exits.
 - Grille: Mats Inc, Grate Grill, color TBD
- Base: typical at all location where tile is not defined
 - Rubber base: Roppe, 4" coved base, color TBD
 - Wood Base: 4" H solid cherry base, stained to match architects sample at lobby and public facing meeting rooms.

C3030 Ceiling Finishes

- Assume 10' ceiling height at all locations.
- Suspended Acoustical tile ceiling: Provide acoustic ceiling grid and tile throughout. Assume Armstrong Ultima, 2x4 tegular second look tile with 9/16 Thin Line Armstrong grid.
- Open to Structure: Painted structure, piping, ductwork, SAT cabling, typical where exposed. Assume 30% of space.
- Soffits: Painted gypsum board, Assume 5% of space.
- Soffits: Wood soffit, Rulon wood-backed panel grilles at court, training and break room, Assume 10% of space.

D. SERVICES

D10 CONVEYING

D1010 Elevators and Lifts – *NOT USED*

D1020 Escalators and Moving Walks – *NOT USED*

D1090 Other Conveying Systems – *NOT USED*

D20 PLUMBING

D2010 Plumbing Fixtures (ADA compliant as appropriate) - See attached product sheets.

- Water Closets: Porcelain, wall-mounted, provided with sensor operated, hard wired 1.28 GPF flushometer valves.
- Lavatories: Porcelain, under-mount sinks at restrooms.
- Sinks: Stainless steel, self-rimming.
- Faucets:
 - Sensor operated, hard wired with satin chrome finish.

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- Gooseneck faucet at all kitchen/coffee locations
- Showers: Pre-molded fiberglass, accessible (roll-in)
- Mop sinks: Stainless steel construction
- Hot and cold water hose stations will be provided at Covered Parking and Mud Room.
- Emergency Shower: Emergency eyewashes will be provided. Emergency eyewashes will be supplied tepid water from an emergency mixing valve assemblies.

D2020 Domestic Water Distribution

- Domestic cold water distributed to plumbing fixtures at an initial pressure between 50 and 80 psi using Type L copper piping above grade with lead-free solder joints, Type K copper piping below grade with brazed joints.
- The domestic hot water will be provided by gas-fired high efficiency storage water heater with circulation system. The recirculation pump will be monitored by the BAS system. Master thermostatic mixing valve will be provided at water heater.
- Hose bibbs will be provided at 100-foot intervals around the perimeter of the building.

D2030 Sanitary Waste & Vent

- Cast iron sanitary and storm sewer piping with heavy-duty couplings used to collect waste from plumbing fixtures and connect to building's sewer service. Solid-core PVC pipe will be accepted for sanitary vents and trap arms.
- Piping systems are to be provided with cleanouts at every 135-degree change in direction and at the upper terminal of each branch line.
- Electronic trap primers will be provided.
- Floor drains will be provided in all unisex restrooms, mechanical room and fire riser room.

D2040 Storm Drainage

- Interior roof drains, cast iron piping with no-hub bands. Roof overflow drains to daylight to the exterior of the building, primary roof drains will connect to the site storm water system.
- A primary storm water drainage system will be provided to serve all roof drains. The primary storm water drainage system piping will be routed down through the building, to drain by gravity and connect to the storm facility at the building exterior.

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- Storm Facility – The storm facility consists of 18” of a Clean Water Services approved water quality topsoil underlain by 12” of drain rock with a perforated storm pipe in the drain rock section. The perforated pipe flows through an overflow drain to a control manhole. The control manhole has a control structure with orifices that release the storm water at or below existing release rates from the site.

D2090 Other Plumbing Systems

- Natural gas distributed to mechanical units, stove/oven, Bar-B-Q outlet at Patio, and water heaters at 2 psi. Steel piping distributed below roof deck and within ceiling spaces, welded construction within return air plenums.
- Shop air compressor will be provided. There will be a vertical receiver with an air compressor mounted on top. Air Dryer will be provided.

D2100 Plumbing Devices

- Trap Primer Systems: Trap primers will be provided for all floor drains, floor sinks and hub drains.
- ASSE 1070, point of use mixing valves (temperature limiting device) will be provided on the hot water supply to all public use plumbing fixtures.
- Access panels will be provided for maintenance access to shut-off valves and shock arresters.
- Domestic Water Backflow Preventers, will be provided as follows:
 - Incoming building domestic water service
 - Make-up for HVAC equipment
 - Water supply to the irrigation system

D30 HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

D3050 Heat/Cooling Generating Systems

- Two packaged units with supply and exhaust fans with variable frequency drives (VFD's) to control air volumes based on space heating and cooling needs. Units will be the primary source of outside air ventilation during occupied hours. The first floor will be served by a 35-ton unit while the second floor will be served by a 40-ton unit. Air will be conditioned using a direct expansion (DX) refrigeration system and gas furnace. Simultaneous heating and cooling will not be allowed. Discharge air temperatures from the rooftop units will be maintained between 55F and 65F during occupied hours. The temperature setpoint will vary based on the average temperature of zones served by the unit. Additional heating will be provided by electric reheat in the zone's terminal unit.

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- Morning warm-up and night purge control sequences will be used during unoccupied hours to decrease energy use and provide a space temperature within design tolerance prior to occupancy. Morning warm-up will start a maximum of three hours prior to occupancy to bring space temperatures to the occupied heating setpoint. This will be accomplished by starting the supply fan, closing the outside air damper, opening terminal unit dampers and heating the recirculated air. A night purge sequence will open the outside air dampers fully during unoccupied hours and start the supply and exhaust fans to pre-cool the occupied space during periods of hot daytime temperatures and cool nighttime temperatures.
- The Court will be served by a 5 ton, constant volume, packaged rooftop unit with DX cooling and a gas furnace. The unit will be provided with two separate power connections so that the supply fan can be provided on emergency power and the cooling system on normal power.
- The Locker Room will be served by a 6 ton, constant volume, rooftop, heat recovery ventilator (HRV) with gas furnace and DX cooling. The unit will provide 100 percent outside air and exhaust and use a heat recovery wheel to pre-cool and pre-heat outside air before it is further conditioned by the unit's heating or cooling coil.
- Ductless split systems will be used for Server Rooms and Electrical Room. These consist of an indoor fan coil and outdoor condensing unit.
- Indoor design temperatures maintained between 70 and 75 degrees F year-round. Server Room maintained between 70 and 72 degrees F.
- Air distribution will be through supply air branch ductwork from stubout of the main duct to the VAV terminal units and diffusers. Return air will be from the ceiling return boots, to the ceiling return plenum.
- Variable air volume boxes: Single duct VAV and parallel fan-powered terminal units with Direct Digital Controls (DDC). Fan-powered terminal units will serve perimeter zones. Single duct VAV units to serve interior zones. Electric reheat coils manufactured by the manufacturer of the VAV box will be provided integral to the VAV box.
- Controls to be DDC and tied to main building Building Management System (BMS).
- Medium pressure ductwork (ductwork upstream of VAV terminal units) will be sized at no more than 2500 fpm. Low-pressure ductwork (ductwork downstream of VAV/FPBs, HRV, and packaged constant volume units) will be sized at 0.08" of water column and no more than 750 feet per minute (FPM). All sheet metal design and installation will be per SMACNA standards. Flexible duct is not allowed in exposed areas. Inlet duct to VAV box to have minimum of 4 duct diameter straight duct.
- VAV Boxes will be installed at each zone for temperature and ventilation control.

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- A volume-balancing damper will be provided at each branch duct. All volume dampers in insulated systems will be provided with a 2-inch standoff. All volume dampers shall be accessible. If they are not accessible, a remote damper operator shall be provided.
- All air distribution equipment will be provided with equipment tags.
- All duct systems will be thoroughly cleaned prior to turnover.

D3060 HVAC Instrumentation and Controls

- The system will consist of series of direct digital controllers interconnected by a local area network. BAS system must offer trending, scheduling, downloading memory to field devices, real-time “live” graphic programs, parameter changes of properties, set point adjustments, alarm/event information, confirmation of operators, and execution of global commands. Fire alarm systems, security systems and elevator systems shall not be controlled by a BAS.
- Heating and cooling energy in each zone shall be controlled by a temperature sensor located in that zone. Independent perimeter systems will have at least one temperature sensor for each perimeter zone. A 5°F dead band will be used between independent heating and cooling operations within the same zone.
- Night set-back and set-up controls will be provided for all comfort conditioned spaces, even if initial building occupancy plans are for 24-hour operation. Morning warm-up or cool-down must be part of the control system. Controls for the various operating conditions must include maintaining pressurization requirements.
- Air Systems. Systems supplying heated or cooled air to multiple zones will include controls that automatically reset supply air temperature required by building loads or by outdoor air temperature. No simultaneous heating and cooling will be permitted.
- HVAC control algorithms shall include optimized start/stop for air-handling units and all associated equipment and feed forward controls based on predicted weather patterns. Lighting control shall be accomplished by use of separate control equipment that is not connected to the BAS. Optimal start/stop calculates the earliest time systems can be shut down prior to the end of occupancy hours and the latest time systems can start up in the morning with the aim of minimizing equipment run time without letting space conditions drift outside of the comfort setpoints. Programs also run economizer cycles and heat recovery equipment.
- The BAS shall have the capability to allow building staff to measure energy consumption and monitor performance, which is critical to the overall success of the system.

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D3070 Air Distribution Systems

- All ductwork sheet metal will be galvanized.
- Supply ducts upstream of air boxes: SMACNA standards for medium pressure (0" to 4").
- Return air duct, supply duct downstream from terminal boxes, and general exhaust ducts: SMACNA low pressure duct standards (0" to 2").
- All supply, return, and exhaust ducts will be sealed for a maximum of class per SMACNA.
- All supply ducts upstream of terminal boxes will be leak and pressure tested for a maximum of class per SMACNA.
- Flexible Ducts: Pre-insulated with vapor barrier, used for diffuser connection and in concealed ceiling space only.
- Insulation for Ductwork:
 - Concealed supply and return ducts: R-8, 1-1/2" thick fiberglass blanket duct wrap with foil facing.
 - Exposed supply and return ducts: Insulation is not required for ductwork exposed in conditioned space.
 - Internal duct liner: 1-inch thick, Armaflex.
 - Exhaust ducts: Not insulated except for acoustic liner where required.
- Balancing Dampers: Adjustable balancing dampers in each branch take-off for proper control of balancing of the air distribution system will be provided. All operating levers will be readily accessible and be of extended type so as to not be in contact with insulation. Where dampers are inaccessible for adjustment, ceiling flush mounted concealed damper regulators with rod extension to damper, and die cast gears, as manufactured by Ventlock and Young Regulator, or equal will be provided. Dampers will be Ruskin, Johnson, or equal.
- Seismic Restraints: Refrigerant piping, ductwork, and equipment will be provided with adequate restraints conforming to the Oregon Structural Specialty Code.

D3080 Testing, Adjusting, and Balancing

- An independent testing and balancing contractor will be required (as a sub-contractor to the general contractor), NEBB or AABC certified to balance all air systems and heating and cooling equipment to the required quantities; and to verify the capacity and operating conditions of each piece of equipment.
- They will submit detailed test procedures, forms, etc. for approval prior to beginning the work.

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- After balancing is complete and all airflows have been balanced to within +/- 5% of design airflow, the contractor shall submit three complete balance reports.
- Balancing Contractor shall balance the VAV system for both maximum zone airflow and minimum ventilation airflow. Contractor to document minimum required inlet pressure required for maximum airflows.

D40 FIRE PROTECTION

D4010 Sprinklers

- The fire sprinkler system design will be performed by the contractor.
- The building will be provided with a wet pipe system per NFPA 13, local building codes and Fire Marshal requirements. Areas subject to freezing, such as overhangs, canopies and unconditioned spaces, will be protected with a dry pipe system or dry sprinklers.
- Sprinklers, valves, switches, pipe, fittings, backflow preventers, hangers, sway braces and the like will be UL Listed or FM Global Approved for fire protection.
- Quick response sprinklers will be provided in Light Hazard areas.
- Piping will be concealed where possible.
- Polyester finish with polyester escutcheon. Sprinklers in unfinished areas will be bronze finish.
- Concealed heads in gypsum board ceilings. Semi-recessed heads in suspended ceilings.
- There will be a new water service to the building. A double check valve backflow prevention assembly, listed for fire protection, will be provided between the fire sprinkler system and the public water supply connection.
- It is anticipated that the backflow device will be located in a vault on site near the city water connection or at the main sprinkler riser. If located in an outside vault, the vault will be provided with a sump pump or other method of gravity drainage.
- Seismic sway bracing, interval-and end-of-branch line restraints will be provided for the sprinkler system.
- Provide sprinklers on underside of exterior canopies (at entry and covered parking).

D4090 Other Fire Protection System

- Server room to have a single-interlock preaction system.
- The server room will utilize air sampling smoke detection to activate the preaction sprinkler control valve.

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D50 ELECTRICAL

- The design goals of the project will be to provide electrical systems that provide flexibility, adaptability and accessibility for both the present and future needs.

D5010 Electrical Service and Distribution

- The building will be served by a 1200 amp, 120/208V, 3 phase service with a single utility meter.
- A main electrical room will provide distribution to the building with branch panelboards spaced throughout the facility.
- Lighting will be served at 120V. Provide electrical connections for HVAC units as required by mechanical design. Provide duplex receptacles on 25 foot centers in shell spaces; provide GFCI duplex receptacles in all bathrooms.
- Emergency power will be provided from a 100 Kilowatt diesel fuel generator with base tank adequately sized to serve the life safety loads as well as loads designated by Owner as requiring emergency backup. Provide two automatic transfer switches, one to serve “normal” power loads and one to serve “life safety” loads.
- Provide receptacles and branch wiring to accommodate furniture layout. Provide receptacles on 10 foot centers in all office areas and 25 foot centers in corridors and public areas. Provide connections for all systems furniture, 3 circuits for every 6 stations.
- Provide standby power to all lighting and receptacle loads in the following areas; Briefing, Patrol, Sergeants, Detectives, Multipurpose, EOC, Lockers, Sallyport and Interview rooms.
- Provide grounding conductor in all branch circuits.

D5020 Lighting

- Lighting levels will be designed in accordance with the recommendations of the Illuminating Engineers Society (IES).
- Lighting fixtures will be selected based on visual comfort, energy efficiency and color rendering.
- The primary goal of the lighting design will be to provide a high performance and overall energy efficient system.
- Electrical, Mechanical and Fire Sprinkler rooms: Provide industrial 8-foot, four-lamp luminaires with wireguards in the following areas to provide 20 footcandles.
- Lobby Areas and Public Corridors: Provide pendant mounted architectural luminaire.

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- Restrooms: Provide LED recessed downlights in center of room and over vanities.
 - Conference Rooms: Provide dimmable decorative linear LED direct/indirect pendant mounted fixture with LED wallwash downlighting along perimeter of the room.
 - Reception: Upgraded specialty lighting and low voltage track lighting.
 - Corridors: LED downlighting.
 - Open Office Areas (Patrol and Detective) and Enclosed Office open to structure: Provide pendant mounted linear LED direct/indirect pendant mounted fixtures.
 - Enclosed Office with drop ceiling: Provide LED direct/indirect pendant mounted fixtures.
 - Break and Copy areas: Provide in each space LED recessed 2x2 volumetric troffer luminaires with direct illumination spaced on 10'x10' array.
 - Emergency Lighting: Provide emergency lighting of one footcandle average maintained throughout exit pathway.
 - Switches: Provide switching in each of the following rooms:
 - Occupancy sensor in Janitor rooms.
 - Wall switch in Electrical room.
 - Wall switch in Fire Sprinkler room.
 - Occupancy sensors in open office areas.
 - Switched occupancy sensors in private offices.
 - Occupancy sensors in all storage rooms.
 - Dimmable controls in all conference rooms.

D5030 Communications and Security**DETECTION and FIRE ALARM**

- An automatic, addressable, fire alarm system will be provided to meet the requirements of the adopted editions of the Oregon Structural Specialty Code (IBC with Oregon Amendments), Oregon Fire Code (IFC with Oregon Amendments) and NFPA 72.
 - The fire alarm system will provide system alarm, supervisory and trouble signal monitoring, and alarm notification for the building. A digital alarm communicating transmitter will facilitate monitoring of the individual signals to the off-site receiving station.
 - The system will have batteries to provide a secondary power source in case of primary power loss to the control panel or any remote power supply.
 - Activation of system fire detectors, manual pull stations, sprinkler water flow switches and suppression systems will initiate alarm signals on the fire alarm control panel (FACP) and fire alarm annunciator (FAA), and activate the
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audible and visual notification appliances throughout the building. Activation of sprinkler tamper switches and HVAC duct smoke detectors will initiate supervisory signals, which will annunciate on the FACP and FAA.

- Manual pull stations will be provided at building exits.
- Automatic smoke detection will be provided at the ceiling in all spaces.
- Audible and visible notification appliances will be provided throughout the building.
- Control outputs will be provided for fire safety functions such as elevator control, air handler shut down, fire smoke damper closure and fire door release.

VOICE, DATA, and CATV HORIZONTAL CABLING INFRASTRUCTURE

- This facility will be cabled with 4-pair unshielded twisted pair (UTP) Category 6 voice and data network cabling for all station outlets. Wireless access points will be cabled with unshielded Category 6A. The design will be based on this manufacturer and will require that the successful bidder submit at least a 20-year, end-to-end solution warranty for the completed installation of these products.
- Each telecommunications outlet will consist of three 8-pin connector modules. Each outlet will be capable of delivering voice or data as selected by the Owner. Outlet locations will be coordinated with the Owner to ensure exact placement as needed.
- Each outlet will also be capable of accepting a CATV insert/cable as required by the Owner. The CATV insert will be modular and designed to be used in the modular faceplate. The CATV outlet locations will utilize RG-6 Quadshield coaxial cable. The specific location requirements will be coordinated with the Owner. Amplifiers and splitters will be specified as required to maintain video signal integrity
- Provide telecommunications outlets in all spaces, minimum 2 per office and 2 per cubicle. Each outlet will consist of three 8-pin connector modules. Each outlet will be capable of delivering voice or data as selected by the Owner. These TO locations will be coordinated with the Owner to ensure exact placement as needed.
- Wireless coverage will be provided throughout the building. Each wireless outlet will be cabled with Category 6A cabling and consist of two cables per outlet. Wireless access points are Owner furnished, Owner installed.

RACKS

- The Server Room will consist of (3) 7'x19" two post and (4) 19" x 7' adjustable four post standalone equipment racks to support backbone and horizontal cable installation as well as Owner-provided network equipment.

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Quantities to be determined during the design phase based on total number of cables and the amount of Owner provided and installed equipment.

- All racks will be seismically braced with overhead ladder racking and properly anchored floor hardware. The equipment racks will be mounted to a concrete pad.

WIRE MANAGEMENT

- All equipment racks will have one 6-inch vertical wire manager on each end and in between each equipment rack.
- All equipment racks will have one single unit horizontal wire manager at the top and bottom of each column of patch panels and equipment, and one double unit horizontal wire manager in between each patch panel. Additional horizontal wire managers will also be provided for Owner-installed equipment.

PAGING

- A complete paging system will be provided throughout the building. This system will be designed to provide program distribution and "all-call" to speakers throughout, provide local amplification and microphone inputs for local programming.

CLOCK SYSTEM

- A wireless clock system will be installed and wireless, digital clocks will be provided in the court, briefing, patrol, detective area and records. The basis of design will be Sapling.

AUDIO-VIDEO

- The Training Room/EOC, Court and Briefing will have a ceiling mounted projector, a large flat screen, audio reinforcement complete with wired and wireless microphones and a wall mounted LCD control panel. The projector and the flat screen will have the capability to be independent or share the same image/media. HDMI cabling will be utilized. The projector and the flat screen will be Owner furnished Contractor installed.
- Several offices will have flat screens with CATV and an HDMI input from a wall location to the flat screen.
- Digital signage will be placed in the lobby.

ELECTRONIC ACCESS CONTROL and INTRUSION DETECTION

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- Card readers will be placed at main entrances and other secure areas as directed by the Owner. Card readers will be proximity type.
- Door contacts will be placed on exterior doors for door monitoring. A motion detector will be placed in the Evidence Room with a keypad for arm/disarm. The motion detectors will be ceiling mounted and detect in a 360 degree pattern. Dual technology detectors with passive infrared and microwave signals will be used.

IP VIDEO SURVEILLANCE SYSTEM

- IP Video Surveillance system will be provided for monitoring of interior and exterior areas, parking lot, entrances and vehicle storage. A Network Video Recorder (NVR) will be used. The video storage server will be sized to accommodate 30-day storage for all cameras.
- Monitoring of IP Video Surveillance will be via use of PC workstations, local or remote from the facility. ExacqVision software and cameras will be specified. Confidence monitors for viewing all cameras will be placed in the Detective area and Records.

INTERVIEW ROOM RECORDING SYSTEM

- Provide a new system that will cover 3 rooms and provide server capacity to add additional equipment.

D60 FIRE ALARM

D6010 Fire Alarm System Codes and Standards

- Systems will be designed in accordance with the following codes:
 - Oregon Structural Specialty Code (adopted edition).
 - Oregon Fire Code (adopted edition).
 - Oregon Electrical Specialty Code (adopted edition).
 - Oregon Mechanical Specialty Code (adopted edition).
 - Municipal ordinances and amendments.
- The following reference standards will be used in design:
 - ASTM – American Society of Testing and Materials.
 - NEMA – National Electrical Manufacturers Association.
 - NFPA – National Fire Protection Association.
 - NFPA 72, National Fire Alarm and Signaling Code (adopted edition).
 - UL – Underwriters Laboratories.
 - FM – FM Global Approval Guide.
 - ADA – Americans with Disabilities Act.

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D6020 Automatic Fire Sprinkler System

- The fire alarm system will be contractor designed.
- System annunciation will be located in the main entrance for fire department responders.
- An automatic, addressable, fire alarm system will be provided to meet the requirements of the adopted editions of the Oregon Structural Specialty Code, Oregon Fire Code, and NFPA 72.
- The fire alarm system will provide system alarm, supervisory and trouble signal monitoring, and alarm notification for the building. Any power supplies will have batteries to provide a secondary power source in case of primary power loss to the control panel or any remote power supply.
- Activation of system smoke detectors, manual pull stations and fire sprinkler water flow switches will initiate alarm signals on the fire alarm control panel (FACP) and fire alarm annunciator (FAA), and activate the audible and visible notification appliances throughout the building. Activation of HVAC duct mounted smoke detectors and fire sprinkler valve tamper switches will initiate supervisory signals, which will annunciate on the FACP and the FAA. Fire alarm, supervisory and trouble signals will be transmitted off site to a remote monitoring station.
- Manual pull stations will be provided at building exits as required by code.
- Automatic smoke detection will be provided for protection of fire alarm control equipment and for activation of fire safety functions.
- System type combination smoke and carbon monoxide detectors with audible sounder bases will be provided within sleeping areas and within enclosed common areas.
- Audible and visible alarm notification appliances will be provided throughout the building.
- Control outputs will be provided for actuation of fire safety functions, such as air handler shut down, fire smoke damper closure, and fire door release.

E. EQUIPMENT AND FURNISHINGS

E10 EQUIPMENT

E1010 Commercial Equipment

- Administration equipment (supplied by Owner)
- Video conference equipment provided by Owner, installed by Contractor.
- Install one recessed motorized projection screen in Courtroom, Training/EOC and Briefing Room.
- Install one ceiling mounted projector in Courtroom, Training/EOC and Briefing Room.

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- Lockers will be supplied by Contractor, installed by Contractor. See C1040 (Fittings).
 - Provide allowance for blocking for all OFCI equipment.
 - Provide power/data back boxes for all OFCI TV locations
- E1020 Institutional Equipment – NOT USED
- E1030 Vehicular Equipment - NOT USED
- E1090 Other Equipment
- Break Room Equipment provided by Contractor, installed by Contractor, including the following:
 - (1) commercial refrigerator with ice maker – Samsung 22.5 cu. ft. RF23HCEDBSR
 - (1) under counter refrigerator – Summit AL54CSSHV
 - (2) microwaves – Samsung MS19M8000A
 - (1) dishwashers – Bosch 800 Series – Stainless Steel SGE68X55UC
 - (1) garbage disposals
 - (1) clothes washing machine
 - (1) clothes dryer
 - Fitness Equipment - Owner furnished, owner installed. Contractor to provide 5 outlets in fitness room for fitness equipment.
- E20 FURNISHINGS
- E2010 Fixed Furnishings
- Exterior window treatments:
 - Unless noted otherwise, all exterior windows to receive: MechoSystems, Manual Shade System. Assume 3% openness EcoVeil
 - Provide dual black-out shades at Courtroom, Training/EOC, Briefing room, and conference rooms, at interior and exterior window locations: MechoSystems, Manual Shade System, Assume backout, with side trim.
 - Assume valance at all single and dual shade locations
 - Casework:
 - All casework custom grade, constructed to AWI standards.
 - Provide casework at the following locations
 - i. Courtroom
-

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- Assume built-in dias, per drawings. Wood veneer with solid surface counters and transaction counter. assume especially detailing at face and sides.
 - Provide wood railing separating courtroom from seating with integral gates
- ii. Record Counter: Wood veneer faced with solid surface counters and transaction counter, stainless steel drop tray and bullet resistant glazing.
- iii. Mail slots: Plastic laminate faces, counters and 2 sided mail cubbies
- iv. Standard cabinetry, per plan: Assume plastic laminate faces with solid surface counters and splash, upper cabinets to be plastic laminate
- v. Break room, Assume plastic laminate faces with solid surface counters and splash, upper cabinets to be plastic laminate. Plastic laminate island with storage on both sides and integrated trash/recycling, solid surface counters

E2020 Movable Furnishings – NOT USED

F. SPECIAL CONSTRUCTION AND DEMOLITION

F10 SPECIAL CONSTRUCTION – NOT USED.

F20 SELECTIVE DEMOLITION

F2010 Building Elements Demolition

F2020 Hazardous Components Abatement - NOT USED.

G. BUILDING SITEWORK

G10 SITE PREPARATION

- Mass grade areas of site as needed, remove excess material from site. See attached grading plan.
- City of St. Helens will be providing site fill material (crushed rock) from a nearby site. Contractor will be responsible for loading and transporting/hauling fill material to site. Please break this out as a separate line item on the cost estimate.
- Finish site grading.
- Erosion control measures for the site.

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G20 SITE IMPROVEMENTS

- Site:
 - ADA ramps and signage.
 - Drive aisles, parking, and sidewalks as shown on site plan.
 - Paving striping.
 - Low basalt stone planters. Columbia River Basalt. See character rendering for locations. Metal signage integrated with stone planter.
 - 12 illuminated bollards. See character rendering for locations.
 - 8'-0" tall CMU wall around perimeter of Secure Parking. CMU to be 8" D x 4" T x 16" L, Color: Dark Grey, Stack Bond. On north side of secure parking, wall will be 6' taller (and become a retaining wall), since existing ground outside of wall will be 6' below parking.
 - 2 cantilevered automatic vehicular gates w/ corrugated metal panels. 26 feet wide.
- Stormwater:
 - Stormwater pond for water quality and detention.
 - Clean outs as required per uniform plumbing code.
 - ADS N-12 stormwater conveyance pipes for catch basins and roof drains.
- Water:
 - 8" D.I.P zinc coated public water main extensions as needed.
 - Fire backflow.
 - Domestic water extended as needed.
- Sanitary:
 - Laterals as needed from adjacent right of way.
 - Clean out as required per uniform plumbing code.

G2040 Site Development

- Provide three flag poles: 30ft. in height. With LED ground mounted up lighting.
- Provide one US flag, one State of Oregon flag and one POW/MIA flag.

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PART 2

PLUMBING FIXTURE SCHEDULE

SYMBOL	FIXTURE TYPE	DESCRIPTION	MFR	BASIS OF DESIGN		CONNECTION				NOTES
				MODEL	ACCESSORIES	W	V	CW	HW	
EWC-1	DRINKING FOUNTAIN	TWO STATION, WALL HUNG ELECTRIC REFRIGERATED WATER COOLER, BARRIER FREE	ELKAY	LZWS-LRPBM28K		2"	1-1/2"	1/2"	--	
EWC-2	DRINKING FOUNTAIN	SINGLE STATION, WALL HUNG ELECTRIC REFRIGERATED WATER COOLER, BARRIER FREE	ELKAY	LZWS-SFGRN8K		2"	1-1/2"	1/2"	--	
DSN-1	DOWNSPOUT NOZZLE	SIDEWALL TERMINATION, CAST BRONZE, NICKEL BRONZE FINISH, BIRD SCREEN	JR SMITH	1770-NB-BS		4"	--	--	--	
DWC-1	DETOX TOILET	FLOOR MOUNTED, STAINLESS STEEL, REMOTE FLUSHING, BLOWOUT JET TYPE	PENAL-WARE	1699-W-ULF 1.6 GPF-EVSPV		2"	1-1/2"	1"	--	
FD-1	FLOOR DRAIN	CAST IRON BODY WITH FLASHING COLLAR AND ADJUSTABLE STRAINER HEAD	JR SMITH	2005Y-06-AHP	PRIMER CONNECTION ON P-TRAP	3"	2"	--	--	
FD-2	FLOOR DRAIN	CAST IRON BODY AND FLASHING COLLAR WITH CAST IRON TRACTOR GATE AND SOLID FREE STANDING SEDIMENT BUCKET	JR SMITH	2142Y-M	PRIMER CONNECTION ON P-TRAP	4"	2"	--	--	
FS-1	FLOOR SINK	CAST IRON FLANGED RECEPTOR, SEEPAGE HOLES, ACID RESISTANT COATED INTERIOR, NICKEL BRONZE RIM, 1/2-GRATE, ALUMINUM DOME BOTTOM STRAINER, 6-INCH DEEP	JR SMITH	3140Y-12		3"	2"	--	--	
HB-1	HOSE BIBB	EXPOSED, ANTI-SIPHON, AUTOMATIC DRAINING, CHROME PLATED ASSEMBLY, DOUBLE CHECK BACKFLOW PREVENTER	WOODFORD	26 P3/4		--	--	3/4"	--	
L-1	LAVATORY	WHITE VITREOUS CHINA, DROP-IN, SELF RIMMING, 20" X 17", ADA	SLOAN	SS-3002-SINGLE HOLE	FAUCET: SLOAN EBF-85 (HARD WIRED)	2"	1-1/2"	1/2"	1/2"	
L-2	LAVATORY	16 GAUGE, 304 STAINLESS STEEL, SATIN FINISH, 14"X12"X5", BARRIER FREE	DURA-WARE	1953-1-DMS-PP22-H1-GE-OF-TPT-TE	FAUCET: SLOAN EBF-85 (HARD WIRED)	2"	1-1/2"	1/2"	1/2"	
MS-1	MOP SINK	#16 GAUGE STAINLESS STEEL, FLOOR MODEL SERVICE SINK, LK43 DRAIN WITH STRAINER	ELKAY	EFS3321C	FAUCET: CHICAGO FAUCETS 897-CP	3"	2"	1/2"	1/2"	
OD-1	ROOF DRAIN (OVERFLOW DRAIN)	LARGE AREA, EPOXY COATED CAST IRON BODY WITH FLANGE, FLASHING RING WITH GRAVEL STOP, UNDER DECK CLAMP, EXTENSION, SUMP RECEIVER, 2-INCH WATER DAM, ALUMINUM DOME	JR SMITH	1080-AD-C-E-R-Y		4"	--	--	--	
RD-1	ROOF DRAIN	LARGE AREA, EPOXY COATED CAST IRON BODY WITH FLANGE, FLASHING RING WITH GRAVEL STOP, UNDER DECK CLAMP, EXTENSION, SUMP RECEIVER, ALUMINUM DOME	JR SMITH	1010-AD-C-E-R-Y		4"	--	--	--	
S-1	KITCHEN SINK	DOUBLE BOWL SINK, STAINLESS STEEL, 33" X 21-1/4", CABINET SIZE 36", FOUR-HOLE, ADA	ELKAY	GEGR3321	FAUCET: MOEN 8244	2"	1-1/2"	1/2"	1/2"	
S-2	KITCHEN SINK	SINGLE BOWL SINK, STAINLESS STEEL, 25" X 21-1/4", CABINET SIZE 30", FOUR HOLE, ADA	ELKAY	GEGR2521	FAUCET: MOEN 8244	2"	1-1/2"	1/2"	1/2"	
SH-1	SHOWER	ONE PIECE, 38" W X 42" D X 80-3/4" H, SANITARY WARE GEL COAT, ANTI-SLIP FLOOR	FIBER-FAB	38BF	SHOWER VALVE: MOEN 8346	2"	1-1/2"	1/2"	1/2"	
SH-2	SHOWER	BARRIER FREE, ONE PIECE, 38" W X 42" D X 80-3/4" H, SANITARY WARE GEL COAT, ANTI-SLIP FLOOR	FIBER-FAB	38BF	SHOWER VALVE: MOEN 8346	2"	1-1/2"	1/2"	1/2"	
U-1	URINAL	WALL MOUNTED, VITREOUS CHINA, TOP SPUD, HARD WIRED FLUSHOMETER, STANDARD HEIGHT	SLOAN	WEUS-1000.1411-0.125 ECOS HARDWARE		2"	1-1/2"	3/4"	--	
U-2	URINAL	WALL MOUNTED, VITREOUS CHINA, TOP SPUD, HARD WIRED FLUSHOMETER, BARRIER FREE	SLOAN	WEUS-1000.1411-0.125 ECOS HARDWARE		2"	1-1/2"	3/4"	--	
WC-1	WATER CLOSET	WALL MOUNTED, VITREOUS CHINA, ELONGATED BOWL, HARD WIRED FLUSHOMETER	SLOAN	WETS-2051.1101-1.1 ECOS	FLUSHOMETER: SLOAN 111-1.28 HW	4"	2"	1"	--	
WC-2	WATER CLOSET	WALL MOUNTED, VITREOUS CHINA, ELONGATED BOWL, HARD WIRED, BARRIER FREE	SLOAN	WETS-2051.1101-1.1 ECOS	FLUSHOMETER: SLOAN 111-1.28 HW	4"	2"	1"	--	
WC-3	WATER CLOSET	WALL MOUNTED, BARIATRIC, 14 GAUGE, 304 STAINLESS STEEL, HARD WIRED, ELONGATED BOWL, FLUSHOMETER	DURA-WARE	2105BAR-1-1.28-FVL-HPS-HET-CN-MC		4"	2"	1"	--	
WCL-1	WATER CLOSET	15" LAV-TOILET COMBY, 14 GAUGE TYPE 304 STAINLESS STEEL, SATIN FINISH	ACORN	1440-AL-2-04-M-MVC2-ULF-1.6GPF-EVSPFV-CO1-FT-LW1-PC-PH-SW-		4"	2"	1"	--	
WCL-2	WATER CLOSET	15" LAV-TOILET COMBY, 14 GAUGE TYPE 304 STAINLESS STEEL, SATIN FINISH	ACORN	1440-AR-2-04-M-MVC2-ULF-1.6GPF-EVSPFV-CO1-FT-LW1-PC-PH-SW		4"	2"	1"	--	
WH-1	HOSE BIBB	ENCASED, NON-FREEZE, ANTI-SIPHON, AUTOMATIC DRAINING, CHROME PLATED BOX/DOOR ASSEMBLY, DOUBLE CHECK BACKFLOW PREVENTER	WOODFORD	B87-P		--	--	3/4"	--	

NOTES:

* UNLESS NOTED OTHERWISE ON DRAWINGS

ELKAY®**SPECIFICATIONS**

Eusc-1

**No Lead Two-Level SwirlFlo®
Filtered Wall Mount, Barrier-Free
Refrigerated Fountain with EZH2O® Bottle Filling Station
Model LZWS-LRPBM28K**

PRODUCT SPECIFICATION

Rated for Indoor Use Only

Architectural fountains with integral bottle filling station. LZWS-LRPBM28K shall deliver 8 GPH of 50°F drinking water at 90°F ambient and 80°F inlet water. Units shall be stainless steel construction with plastic ABS alcove. Sensor-activation with an auto 20-second shut-off timer. Shall include Green Ticker™ displaying count of plastic bottles saved from waste. Bottle filler shall provide 1.1 gpm flow rate with laminar flow to minimize splashing. Shall include the Water Sentry® Plus 3000-gallon capacity filter, certified to NSF/ANSI 42 and 53, with visual monitor to indicate when replacement is necessary. Shall include integrated silver ion anti-microbial protection in key areas. Unit shall meet ADA guidelines. Unit shall be lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements. Unit shall be certified to UL399 and CAN/CSA 22.2 No. 120.

FOUNTAINS GENERAL

Fully exposed two-level fountain basins are #18 gauge, 300 series stainless steel polished to a lustrous satin finish with high shine outer edge. #16 gauge, 300 series tubular stainless steel support arms incorporate unique recess to be integrated with basin. One fountain positioned lower on the right for wheel-chair use. The other positioned on the left at standing height.

Fountains have contoured basin that minimizes splashing. Flexi-Guard® Safety bubblebers are keyed in location to prevent rotation. Fully functional, vandal-resistant front push button. Flow regulator provides constant stream from 20 to 105 psi water pressure.

BOTTLE FILLER STANDARD FEATURES

- Sanitary, touchless activation with auto 20-second shut-off (Bottle Filler)
- WaterSentry® Plus 3000-gallon capacity Filtration System, certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & odor)
- Integrated Silver Ion Anti-microbial Protection in key areas
- Quick Fill Rate: 1.1 gpm
- Laminar Flow provides minimal splash
- Real Drain System eliminates standing water
- Visual User Interface display includes:
 - Innovative Green Ticker™ counts bottles saved from waste
 - LED Visual Filter Monitor shows when replacement is necessary
- Includes lower panel for easy access and servicing

OPTIONAL FEATURES (Additional Cost)

- For front access to bottle filler electricals, use access panel Item #ACCESS12X38-5)



Shown with one optional access panel installed

COOLING SYSTEM

- Compressor: Hermetically-sealed, reciprocating type, single phase. Sealed-in lifetime lubrication.
- Condenser: Fan cooled. Fan motor is permanently lubricated.
- Cooling Unit: Combination tube-tank type. Continuous copper tubing with stainless steel tank. Fully insulated with EPS foam which meets UL requirements for self-extinguishing material.
- Refrigerant control: Refrigerant R134a is controlled by accurately calibrated capillary tube.
- Temperature Control: Enclosed adjustable thermostat is factory preset. Requires no adjustment other than for altitude requirements, easily accessible by removing lower grille panel.

CAPACITIES CHART

Model	Voltage / Hertz	Chilling Capacity	F.L. Amps	Rated Watts	Approx. Ship Wt.
LZWS-LRPBM28K	115V / 60Hz	8 GPH	5.0	370	173



Model
LZWS-LRPBM28K

CONSTRUCTION

LZWS-LRPBM28K two-level fountain furnished complete with Flexi-Guard® fully assembled with front push button, flow regulator (120 to 105 psi), stainless steel back panel and surface mounting plate. No traps are furnished.

- Stainless Steel bottle filler construction with ABS plastic alcove
- Includes stainless steel lower panel
- Furnished with wall mounting frame constructed of galvanized steel
- Mounting can be ordered separately for pre-install

Replacement Filters: Available as Singles and Multi-packs. Order part numbers:

- 51300C (single)
- 51300C_3PK (three)
- 51300C_12PK (twelve)
- 51300C_24PK (twenty-four)
- 51300C_48PK (forty-eight)

Warranty: 5 year limited warranty on the unit's refrigeration system. Electrical components and water system are warranted for 12 months from date of installation or 18 months from factory shipment, whichever date falls first.

CERTIFICATIONS / STANDARDS

- ADA Compliant
- UL399 and CAN/CSA 22.2 No. 120 Certified
- NSF/ANSI 42 and 53 Certified (Filter Only)
- NSF/ANSI 61 and 372 Certified
- GreenSpec Listed



This specification describes an Elkay product with design, quality and functional benefits to the user. When making a comparison of other producer's offerings, be certain these features are not overlooked.

In keeping with our policy of continuing product improvement, Elkay reserves the right to change specification without notice. Please visit elkay.com for the most current version.

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630-572-3192
elkay.com

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SPEC00048 (02/2015)

No Lead Two-Level SwirlFlo®**Filtered Wall Mount, Barrier-Free****Refrigerated Fountain with EZH2O® Bottle Filling Station****Model LZWS-LRPBM28K****ELKAY®****ROUGH-IN DIMENSIONS****INSTALLER NOTE:**

THIS DRINKING FOUNTAIN IS FURNISHED WITH A BUBBLER AND VALVE INCLUDING ALL CONNECTING FITTINGS WHICH ARE MANUFACTURED OF COMPLETELY LEAD FREE MATERIAL. SHUTOFF VALVE (NOT FURNISHED) TO ACCEPT 3/8" O.D. UNPLATED COPPER TUBE.

WALL OPENING

IMPORTANT: It is necessary to create a wall opening 37 1/2" W x 52 1/8" H and 4 1/2" above the floor line.

ELECTRICAL DATA

Junction box for a (3) wire 10 AMP branch circuit. Standard 120 Volt, 60 Hz, single phase.

Electrical outlet, three (3) conductor grounded. Locate within safe reach of power cord.

MOUNTING INSTRUCTIONS

Refer to rough-in for location of plumbing and electrical sources. The support frame is to be installed first. Hang upper panel to hanger on frame. Fountains are to be attached to panel and wall frame. Water service lines, waste lines and electrical are assembled as required. Perform a final check for leaks and correct functions of fountains and chiller. (For details see the installation instructions.)

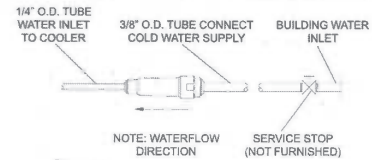
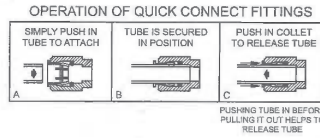
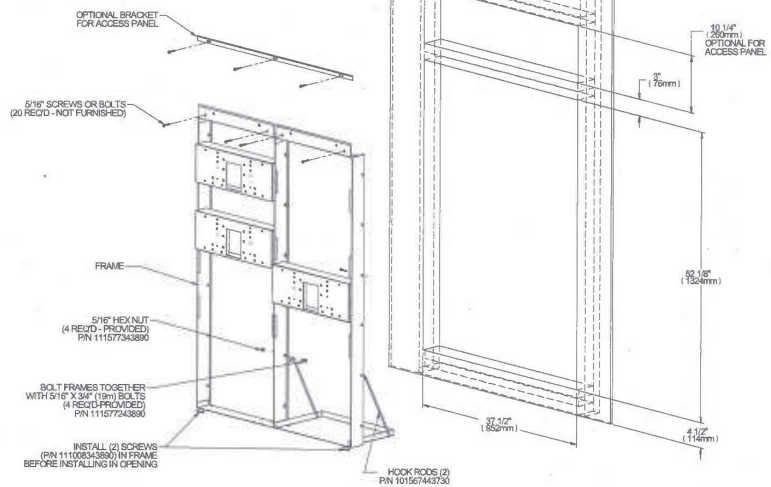
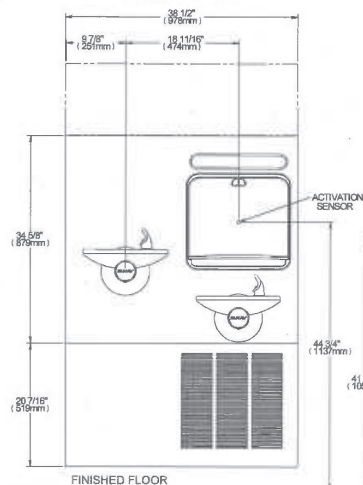
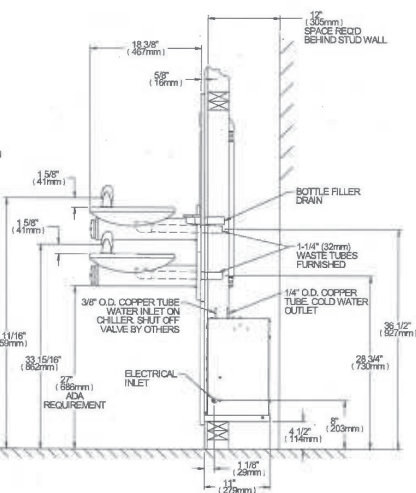
Installation requires trap to be installed in wall. Trap and service stop not included.

Job Name: _____

Date: _____ Qty. _____

Contact Info (Name, Phone, Email): _____

Approval: _____

**WALL LAYOUT****FRONT VIEW****SIDE VIEW**

SPEC00048 (02/2015)

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ELKAY®

SPECIFICATIONS

Exc-2

EZH20® In-Wall Bottle Filling Station with Single Filtered SwirlFlo® GRN Refrigerated Fountain Model LZWS-SFGRN8K

RATED FOR INDOOR USE ONLY

PRODUCT SPECIFICATION

In-wall bottle filling station with single refrigerated oval fountain with high-efficiency ECH8GRN chilling unit. LZWS-SFGRN8K shall deliver 8 GPH of 50°F drinking water at 90°F ambient and 80°F inlet water. Single stainless steel fountains with rounded edges and vandal-resistant pushbutton activation. Bottle filling unit shall be stainless steel construction with plastic ABS alcove Sensor-activation with an auto 20-second shut-off timer. Shall include Green Ticker™ displaying count of plastic bottles saved from waste. Bottle filler shall provide 1.1gpm flow rate with laminar flow to minimize splashing. Shall include the WaterSentry® Plus 3000-gallon capacity filter, certified to NSF/ANSI 42 and 53, with visual monitor to indicate when replacement is necessary. Shall include integrated silver ion anti-microbial protection in key areas. Unit shall meet ADA guidelines. Unit shall be lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements. Unit shall be certified to UL399 and CAN/CSA 22.2 No. 120.

STANDARD FEATURES

- Fountains feature the Flexi-Guard® StreamSaver™ Safety Bubbler
- Stylish oval basin with pushbutton activation
- Features high-efficiency ECH8GRN chilling unit

Bottle Filler

- Sanitary, touchless activation with auto 20-second shut-off (Bottle Filler)
- WaterSentry® Plus 3000-gallon capacity Filtration System, certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & Odor)
- Integrated Silver Ion Anti-microbial Protection in key areas
- Quick Fill Rate: 1.1 gpm
- Laminar Flow provides minimal splash
- Real Drain System eliminates standing water
- Visual User Interface display includes:
 - Innovative Green Ticker™ counts bottles saved from waste
 - LED Visual Filter Monitor shows when replacement is necessary
- Includes lower hinged panel for easy access and servicing

COOLING SYSTEM

- High-efficiency compressor: hermetically-sealed, reciprocating type, single phase. Sealed-in lifetime lubrication.
- Condenser: Fan cooled. Fan motor is permanently lubricated.
- Cooling Unit: Combination tube-tank type. Continuous copper tubing with stainless steel tank. Fully insulated with EPS foam which meets UL requirements for self-extinguishing material.
- Refrigerant Control: Refrigerant R134a is controlled by accurately calibrated capillary tube.
- Temperature Control: Enclosed adjustable thermostat is factory preset. Requires no adjustment other than for altitude requirements. Easily accessible by removing lower grille panel.





CONSTRUCTION

- Stainless steel bottle filler construction with ABS plastic alcove
- Includes stainless steel ventilating louvered grille
- Furnished with MF100 and MFWS100 wall mounting boxes constructed of galvanized steel. Mounting can be ordered separately for pre-install.
- Flexi-Guard® StreamSaver™ Safety Bubbler utilizes an infused anti-microbial pliable polyester elastomer to prevent accidental mouth injuries. Flexes on impact. Lower-flow water efficient water stream.

REPLACEMENT FILTERS:

- Available as Singles and Multi-packs.
- 51300C (single)
 - 51300C_3PK (three)
 - 51300C_12PK (twelve)
 - 51300C_24PK (twenty-four)
 - 51300C_48PK (forty-eight)

Warranty: 5 year limited warranty on the unit's refrigeration system. Electrical components and water system are warranted for 12 months from date of installation or 18 months from factory shipment, whichever date falls first.

CAPACITIES CHART									
Model	Voltage / Hertz	Chilling** Capacity	F.L. Amps	Rated Watts	Approx. Ship Wt.	ADA Compliant	UL399 and CAN/CSA 22.2 No. 120 Certified	ANSI/NSF 61 and 372 Certified 42 and 53 Certified (filter only)	GreenSpec® Listed
LZWS-SFGRN8K	115V / 60 Hz	8 GPH	3.8	260	126	*	*	*	*

**Based on 80°F inlet water & 90°F ambient air temp for 50°F chilled drinking water.

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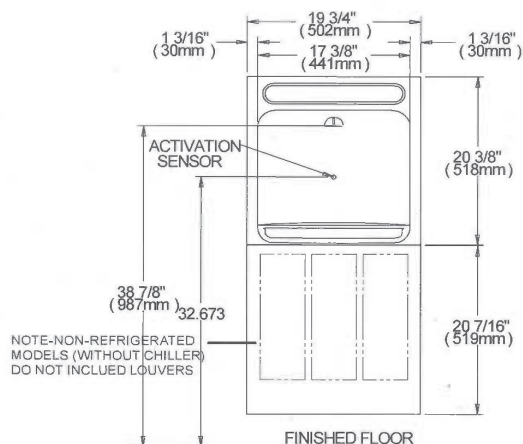
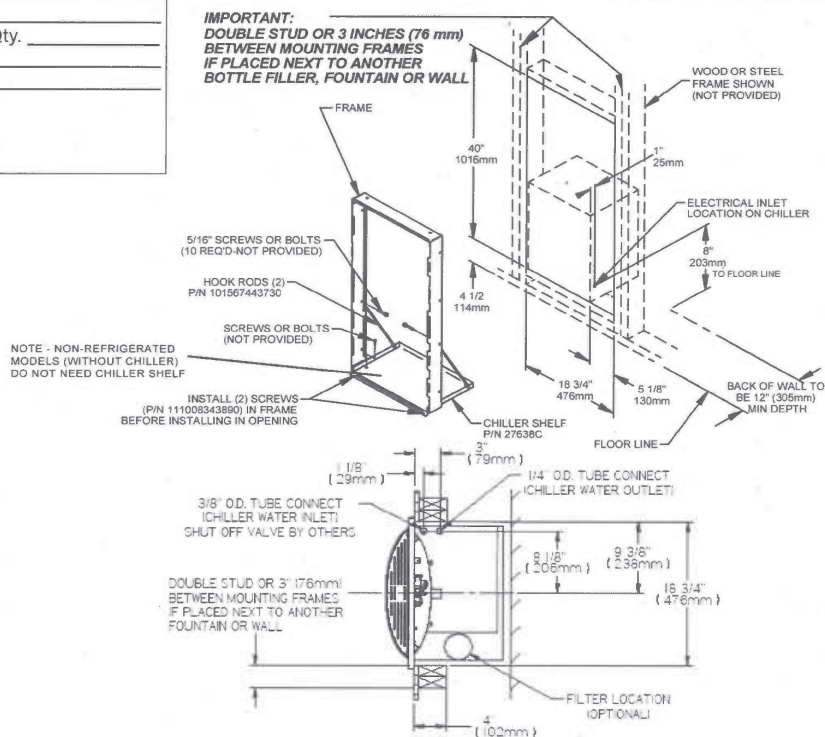
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SPEC14-66 (12/2014)

**EZH20® In-Wall Bottle Filling Station with
Single Filtered SwirlFlo® GRN Refrigerated Fountain
Model LZWS-SFGRN8K**

**ELKAY®
ROUGH-IN DIMENSIONS**

RATED FOR INDOOR USE ONLY

Job Name: _____
Model: _____ Qty. _____
Contact: _____
Approval Signature: _____
Notes: _____



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**EZH2O® In-Wall Bottle Filling Station with
Single Filtered SwirlFlo® GRN Refrigerated Fountain
Model LZWS-SFGRN8K**

**ELKAY®
ROUGH-IN DIMENSIONS**

RATED FOR INDOOR USE ONLY

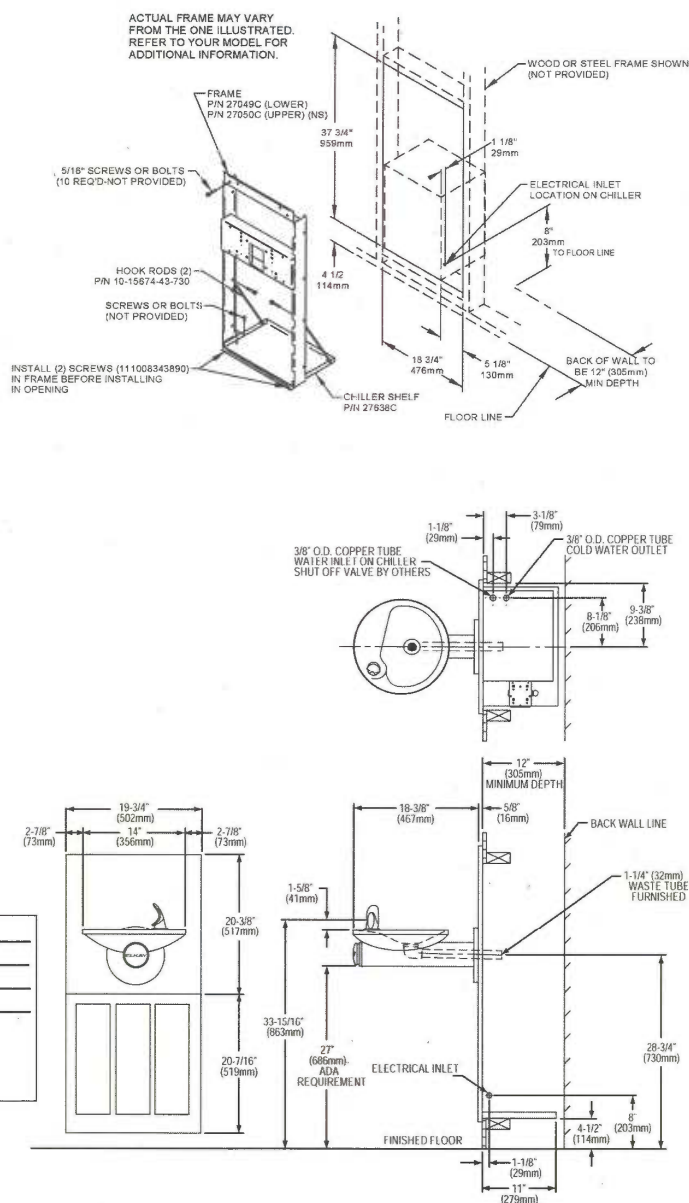
**IMPORTANT!
INSTALLER PLEASE NOTE:**

The grounding of electrical equipment such as telephone, computers, etc., to water lines is a common procedure. This grounding may be in the building or may occur away from the building. This grounding can cause electrical feedback into a water cooler, creating an electrolysis which causes a metallic taste or causes an increase in the metal content of the water. This condition is avoidable by using the proper materials as indicated below. The drain fittings which are provided by the installer should also be plastic to electrically isolate the cooler from the building plumbing system

FOUNTAIN MOUNTING FRAME INSTRUCTIONS

1. Cut a square rectangular wall opening 18-3/4" (476mm) W x 37-3/4" (959mm) H and 4-1/2" (114mm) above the floor line. These dimensions are required to obtain proper rim and bubbler heights for compliance with ANSI standard.
2. Reinforce the wall opening on all sides so that it will adequately support the water fountain. This reinforcement must support up to 150 lbs static load and provide a means for securing the frame assembly in place. NOTE: Building construction must allow for adequate air flow on both sides and top of remote chiller unit. Minimum of 4" (102mm) is required.
3. Install plumbing and electrical rough-ins. See Figure for location of the supply water inlet to chiller and for the location of the waste water outlet. A junction box for a (3) wire, 10 amp branch circuit is provided on the inside of the chiller. (Standard 115 Volts, 60 Hz and single phase)
4. Remove frame and related hardware from packaging. Release the two shelf rods by cutting cable ties. Install the frame squarely in wall opening with frame upright edges flush with the finished wall face. Place shelf inside frame and line up the (2) holes on each. Insert loose ends of rods into holes on sides of shelf panel. Using appropriately sized wood screws (not provided), fasten the shelf and frame to bottom of wall opening. Secure the frame sides and top to the wall using (10) 5/8" x 2" lag bolts or screws (not provided).

NOTE: Be sure that frame is squared in location. Do not use less than required screw quantity and size.



Job Name:	_____
Model:	_____ Qty. _____
Contact:	_____
Approval Signature:	_____
Notes:	_____

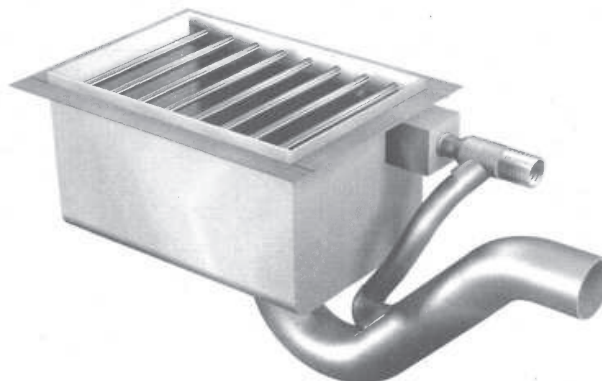
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Penal-Ware® 1699 Series

Detox Toilet - Blowout Jet Type - Remote Flushing



1699-W

Fixture May Show Some Available Options

Please visit www.acorneng.com for most current specifications.

Detox Toilet - Blowout Jet Type - Remote Flushing

Recommended for installation in detoxification cells (drunk tanks), padded safety cells, isolation cells and similar locations where conventional toilet may present a hazard to the inmate. Location for toilet should be out of the traffic pattern and as close to the remote located flush valve as practical. Flush valve and a Hot and Cold Hose Box should be mounted in the wall outside the cell. It is recommended that the flush valve be mounted in a flush valve access panel, Acorn model 2898 or flush valve recessed wall box, Acorn model 2803-1 (refer to Dura-Ware Accessories Section for details). Floor should be sloped to drain into the toilet with waste line cleanout provided in the pipe chase.

The exclusive Detox grate design is vandal-resistant and has no sharp edges. Toilet features:

- (1) Welded bars. Removable bar directly over waste outlet is secured with tamper-resistant screws.
- (2) An integral sloping rim which permits solids to be washed into the receptor.
- (3) A receptor with coved corners. Water covers the entire receptor bottom area.
- (4) A continuous flushing rim that washes all four walls with a jet action flush which completely evacuates all solids.

Fixture is fabricated from 14 gage, type 304 stainless steel. Receptor bars are 3/8" diameter. Interior has a matte finish. Toilet has 1" NPT male flushing connection and requires a minimum of 35 PSI flow pressure. Trap will pass a 2-1/8" ball and has a 3-1/2" seal. Toilet waste outlet is 2-3/8" O.D. plain end.

GUIDE SPECIFICATION

Provide and install Acorn Penal-Ware Detox Toilet (specify model number). Fixture shall be fabricated from 14 gage, type 304 stainless steel and shall have a continuous 360 degree washdown flushing rim. Bar grate shall be 3/8" diameter bars welded in place, except bar over waste outlet, which shall be removable and secured in place with two tamper-resistant screws. Receptor shall have coved corners and the bottom area shall maintain a minimum water surface of 8" x 12" x 2" deep. Toilet waste outlet shall be 2-3/8" OD plain end and trap shall pass a 2-1/8" ball.

Page #

P.1699

Revised: 06/19/14

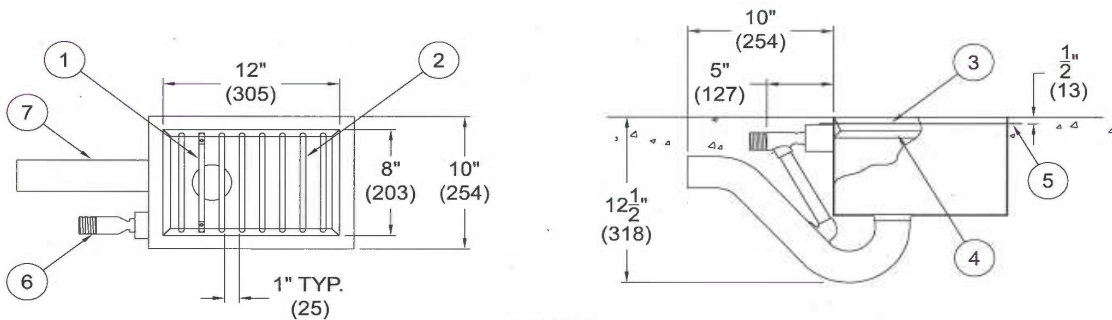
Acorn Engineering Company • 15125 Proctor Avenue • P.O. Box 3527 • City of Industry, CA 91744-0527 U.S.A.
Tel: (800) 488-8999 • (626) 336-4561 • Fax: (626) 961-2200 • www.acorneng.com • E-mail: info@acorneng.com

Penal-Ware® 1699: Blowout Jet Type - Remote Flushing**WALL THICKNESS AND TYPE (Must Specify)**Thickness _____ Type: ☐ Concrete ☐ Block ☐ Steel**MODEL NUMBER AND OPTIONS SELECTION****BASE MODEL NUMBER**☒ 1699 Detox Toilet with Flange**SUPPLY (Must Specify)**☒ -W Wall (Concealed)**FLUSH VALVE GPFs (Must Specify)**☒ -ULF 1.6 GPF☐ -3.5 GPF**FLUSH VALVE OPTIONS (Must Specify)**

Refer to Acorn Dura-Ware Supplementary for Access Panel(s)

☒ -EVSFV Electronic Flush Valve☐ -EVSPFV Electronic Flush Valve w/ Piezo Pushbutton☐ -FV Flush Valve, Mechanical (N/A for ADA)☐ -FVBO Flush Valve by Others☐ -FVH Flush Valve, Hydraulic☐ -MVCFV Time-Trol Flush Valve**PRODUCT OPTIONS (Must Specify)**☐ -DLF Detox Less Flange☐ -TF Transformer (Up to 12 Solenoids)☐ -VAC Acorn Vac SystemsPlease visit www.acorneng.com for most current specifications.

NOTE: FLUSH VALVE MUST BE NO MORE THAN 144" FROM THE FIXTURE INLET



1699-W

NOTES:

1. REMOVABLE BAR.
2. INTEGRALLY WELDED BARS.
3. SANITARY SLOPING RIM.
4. CONTINUOUS FLUSHING RIM.

5. FINISHING FLANGE.
6. FLUSHING INLET CONNECTION.
7. TOILET WASTE CONNECTION.

Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions. <small>Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2008 Acorn Engineering Company</small>	
Selection Summary Model No. & Option _____ Quantity _____	Approved for Manufacturing Company _____ Title _____ Signature _____ Date _____

Page # **P.1699**

Revised: 06/19/14

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 Tel: (800) 488-8999 • (626) 336-4561 • Fax: (626) 961-2200 • www.acorneng.com • E-mail: info@acorneng.com

FD-1

FIGURE NUMBER 2005	DRAWN BY: PJ	CHECKED BY:	APPROVED BY:	DATE:	SCALE:	SIZE:	DRAWING NUMBER:	Q																																													
	SMITH® JAY R. SMITH MFG. CO.® MEMBER OF ACORN'S FAMILY OF COMPANIES POST OFFICE BOX 3237 MONTGOMERY, ALABAMA 36109-0237 (USA) TEL: 334-277-8520 FAX: 334-272-7396 www.jrsmith.com																																																				
	FLOOR OR SHOWER DRAINS WITH ADJUSTABLE STRAINER HEADS																																																				
	FUNCTION: General service floor drain for use in showers, toilets, kitchens and other finished areas where foot traffic is expected. The round top strainer head is used for all types of poured finished floors. The square top is particularly adaptable to floors that are finished in material of square or straight line pattern. Reversible flashing collar permits adjustment of the strainer to meet finished floor level.																																																				
	NO-HUB OUTLET Fig. 2005Y.....(A) ROUND TOP Fig. 2005Y.....(B) SQUARE TOP																																																				
SPEEDI-SET OUTLET Fig. 2005L.....(A) ROUND TOP Fig. 2005L.....(B) SQUARE TOP																																																					
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REGULARLY FURNISHED: Duct Cast Iron Body with Flashing Collar and Adjustable Strainer Head as Indicated by Suffix Letter Selected.																																																					
VARIATIONS: Flapper Type Backwater Valve -V Hinged Grate -H L Speedi-Set Service Weight 2(50), 3(75) & 4*(100) only LXH Speedi-Set Extra Heavy 2(50), 3(75) & 4*(100) only Sediment Bucket -B Trap Primer Connection -P050 1/2" (13) & -P075 3/4" (19) Vandal Proof Screws -U Wide Flanged Strainer (Specify Fig. DX2005) T Threaded Outlet Heelproof Grate -HP -AHP (Round) or -BHP (Square)																																																					
OPTIONAL MATERIALS: Bronze Body -BB Chrome Plated Strainer -CP Galvanized Cast Iron Body -G Nickel Bronze Strainer -NB Polished Bronze Strainer -PB Stainless Steel (Specify Fig. 9700-A)																																																					
NOTE: Dimensions shown in parentheses are in millimeters. ▲ Meets ASME Standard A112.6.3-2001 02(50), 03(75) or 04*(100) sizes only.																																																					
SEE PM0457 FOR OPTIONAL STRAINER HEADS.																																																					
Q P N M	11-18-11 11-20-09 12/18/08 10/24/06	Rev. Dwg., Var. Revised Variations Addition to Variations NO-HUB to SPEEDI-SET	TBW RN JJ RN	CR BW BW CL	WEIGHT POUNDS	VOLUME CUBIC FEET	FIGURE NUMBER 2005																																														
REV.	DATE	DESCRIPTION	BY	CKD. BY																																																	

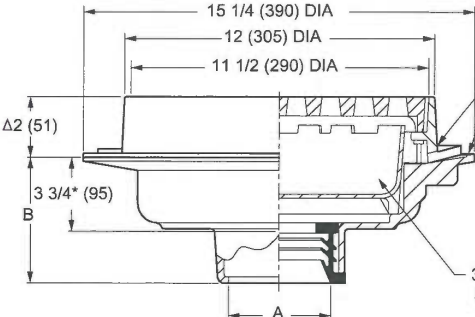
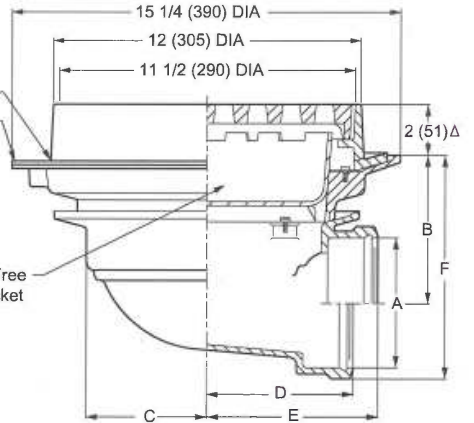
G	SMITH® JAY R. SMITH MFG. CO.® MEMBER OF ACORN'S FAMILY OF COMPANIES POST OFFICE BOX 3237 MONTGOMERY, ALABAMA 36109-0237 (USA) TEL: 334-277-8520 FAX: 334-272-7396 www.jrsmith.com	 MEMBER OF:	 MEMBER OF:	LOCATION																															
SIZE	DRAWING NUMBER	SCALE	DATE	APPROVED BY	CHECKED BY	DRAWN BY	FIGURE NUMBER	2010 SERIES OPTIONAL STRAINER HEADS																											
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OPTIONAL STRAINER HEADS																																			
ROUND STRAINER																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: •Hinged Grate (Specify Suffix -AH) Sediment Bucket -B Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>07 (180)</th> <th>08 (205)</th> <th>09 (230)</th> <th>10 (255)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 1/2 (64)</td> <td>2 3/4 (70)</td> </tr> <tr> <td>X MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> <td>1 1/2 (38)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>X MAX</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 1/2 (64)</td> <td>2 3/4 (70)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: A05NB *Not available for 05" (125) size</p>								B DIA	05 (125)	06 (150)	07 (180)	08 (205)	09 (230)	10 (255)	H	2 (51)	2 (51)	2 1/4 (57)	2 1/2 (64)	2 1/2 (64)	2 3/4 (70)	X MIN	1 1/4 (32)	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	1 1/2 (38)	1 1/2 (38)	X MAX	2 1/4 (57)	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)	2 1/2 (64)	2 3/4 (70)
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SUFFIX -A																																			
FLAPPER TYPE BACKWATER VALVE																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: •Hinged Grate (Specify Suffix -AH) Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>07 (180)</th> <th>08 (205)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> </tr> <tr> <td>X MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>X MAX</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: AV05NB *Not available for 05" (125) size</p>								B DIA	05 (125)	06 (150)	07 (180)	08 (205)	H	2 (51)	2 (51)	2 1/4 (57)	2 1/2 (64)	X MIN	1 1/4 (32)	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	X MAX	2 1/4 (57)	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)								
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SUFFIX -AV																																			
SQUARE STRAINER																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -BV) 05 (125), 06 (150), 07 (180) or 08" (205) sizes only *Hinged Grate (Specify Suffix -BH) Sediment Bucket -B Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>07 (180)</th> <th>08 (205)</th> <th>09 (230)</th> <th>10 (255)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> </tr> <tr> <td>X MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> <td>1 1/2 (38)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>X MAX</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 1/2 (64)</td> <td>2 3/8 (60)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: B05NB *Not available for 05" (125) size</p>								B DIA	05 (125)	06 (150)	07 (180)	08 (205)	09 (230)	10 (255)	H	2 (51)	2 (51)	2 1/4 (57)	2 1/2 (64)	2 1/4 (57)	2 1/4 (57)	X MIN	1 1/4 (32)	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	1 1/2 (38)	1 1/2 (38)	X MAX	2 1/4 (57)	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)	2 1/2 (64)	2 3/8 (60)
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X MAX	2 1/4 (57)	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)	2 1/2 (64)	2 3/8 (60)																													
SUFFIX -B																																			
STRAINER HEAD w/SQUARE HINGED COVER																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: Gasketed Water Tight Cover -GC Secured Cover -SC Secondary Strainer Grate -SG</p> </div> </div> <p style="text-align: center;">Specify Type, Size & Finish eg: BSNB</p>																																			
SUFFIX -BS																																			
REINFORCED ROUND STRAINER																																			
<p>FUNCTION: Used in finished floors where light wheeled loads are anticipated.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -CV) Sediment Bucket -B Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>08 (205)</th> <th>10 (255)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/2 (64)</td> <td>2 3/4 (70)</td> </tr> <tr> <td>X MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> <td>1 7/8 (48)</td> </tr> <tr> <td>X MAX</td> <td>2 1/4 (57)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 3/4 (70)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: C06NB</p>								B DIA	05 (125)	06 (150)	08 (205)	10 (255)	H	2 (51)	2 (51)	2 1/2 (64)	2 3/4 (70)	X MIN	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	1 7/8 (48)	X MAX	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)	2 3/4 (70)								
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X MAX	2 1/4 (57)	2 1/4 (57)	2 1/2 (64)	2 3/4 (70)																															
SUFFIX -C																																			
REINFORCED TRACTOR STRAINER																																			
<p>FUNCTION: Used in finished floors where medium weight wheeled loads are anticipated and loose set non-tilt tractor grate is desired.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Cast Iron -CI Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -DV or -EV) Sediment Bucket -B Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>SUFFIX</th> <th>B DIA</th> <th>H</th> <th>X MIN</th> <th>X MAX</th> </tr> <tr> <td>-D</td> <td>07 (180)</td> <td>3 1/4 (83)</td> <td>2 5/8 (67)</td> <td>3 1/2 (89)</td> </tr> <tr> <td>-E</td> <td>09 (230)</td> <td>3 1/2 (89)</td> <td>2 3/4 (70)</td> <td>3 1/2 (89)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: D09PB E09PB</p>								SUFFIX	B DIA	H	X MIN	X MAX	-D	07 (180)	3 1/4 (83)	2 5/8 (67)	3 1/2 (89)	-E	09 (230)	3 1/2 (89)	2 3/4 (70)	3 1/2 (89)													
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SUFFIX -D-E																																			
TILE FLANGE																																			
<p>FUNCTION: Provides integral flange set 5/32" (4) below rim to receive floor covering. Flange may have option of tapped holes for securing pan and gasket.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB</p> </div> <div style="width: 45%;"> <p>VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -FV) Holes in Flange -SH Sediment Bucket -B Vandal Proof Screws -U</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>X</th> <th>MIN</th> <th>MAX</th> </tr> <tr> <td>1 1/4 (32)</td> <td>2 1/8 (54)</td> <td></td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: F06NB</p>								X	MIN	MAX	1 1/4 (32)	2 1/8 (54)																							
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SUFFIX -F																																			
ADJUSTABLE STRAINER HEAD																																			
<p>FUNCTION: Used in a non-traffic area when a funnel type strainer head is required and space does not allow use of the 3500 series funnel. The extended rim allows use as an anti-flood and anti-splash drip pan.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -F37V or F38V)</p> </div> <div style="width: 45%;"> <p>MATERIALS: Cast Iron -CI Chrome Plated -CP Galvanized Cast Iron -G Polished Bronze -PB Nickel Bronze -NB</p> </div> </div> <table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th>SUFFIX</th> <th>-F37</th> <th>-F38</th> </tr> <tr> <td>B DIA</td> <td>07 (180)</td> <td>09 (230)</td> </tr> <tr> <td>H</td> <td>3 1/4 (83)</td> <td>3 1/2 (89)</td> </tr> <tr> <td>X MIN</td> <td>2 5/8 (67)</td> <td>2 3/4 (70)</td> </tr> <tr> <td>X MAX</td> <td>3 1/2 (89)</td> <td>3 1/2 (89)</td> </tr> </table> <p style="text-align: center;">Specify Type, Size & Finish eg: F37NB F38CP</p>								SUFFIX	-F37	-F38	B DIA	07 (180)	09 (230)	H	3 1/4 (83)	3 1/2 (89)	X MIN	2 5/8 (67)	2 3/4 (70)	X MAX	3 1/2 (89)	3 1/2 (89)													
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1 of 2																																			

NOTE: Dimensions shown in parenthesis are in millimeters.


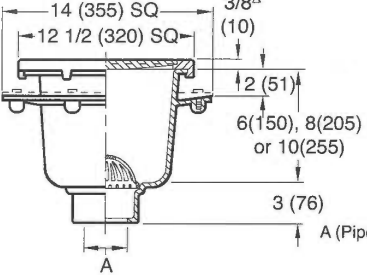
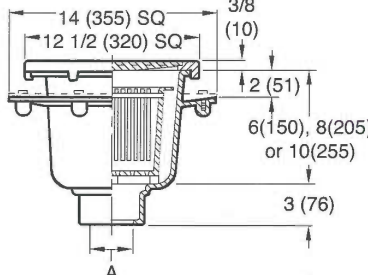
H	SMITH® JAY R. SMITH MFG. CO.® MEMBER OF ACORN'S FAMILY OF COMPANIES POST OFFICE BOX 3237 MONTGOMERY, ALABAMA 36108-0237 (USA) TEL: 334-277-8520 FAX: 334-272-7396 www.jrsmith.com				 MEMBER OF:		LOCATION <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																																																																									
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DRAWING NUMBER PM0457 SH 2 of 2	SIZE A	SCALE NONE	DATE 5-17-85	ASSUME NO RESPONSIBILITY OR USE OF SUPERSEDED OR VOID DATA																																																																												
				DIMENSIONS ARE SUBJECT TO MANUFACTURERS TOLERANCE AND CHANGE WITHOUT NOTICE																																																																												
APPROVED BY: TD	CHECKED BY: TD	DRAWN BY: PJ	2010 SERIES OPTIONAL STRAINER HEADS																																																																													
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LOW DOME STRAINER FUNCTION: Used in gutters and recessed areas where excessive debris build-up is expected. Dome insures drainage even when partly covered. MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -GV) Sediment Bucket -B Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>08 (205)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/2 (64)</td> </tr> <tr> <td>MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>MAX</td> <td>2 1/4 (67)</td> <td>2 1/4 (67)</td> <td>2 1/2 (64)</td> </tr> </table>		B DIA	05 (125)	06 (150)	08 (205)	H	2 (51)	2 (51)	2 1/2 (64)	MIN	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	MAX	2 1/4 (67)	2 1/4 (67)	2 1/2 (64)	SOLID HINGED COVER FUNCTION: Used in areas where intermittent drain use is required. Solid cover prevents intrusion of chips, saw-dust, etc., which are swept up before cover is opened for washdown. The secondary strainer prevents debris from entering the waste line. MATERIALS: Cast Iron -CI Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -GV) Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>B DIA</th> <th>05 (125)</th> <th>06 (150)</th> <th>07 (180)</th> <th>08 (205)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> </tr> <tr> <td>MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>MAX</td> <td>2 1/4 (67)</td> <td>2 1/4 (67)</td> <td>2 1/4 (67)</td> <td>2 1/2 (64)</td> </tr> </table>		B DIA	05 (125)	06 (150)	07 (180)	08 (205)	H	2 (51)	2 (51)	2 1/4 (57)	2 1/2 (64)	MIN	1 1/4 (32)	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	MAX	2 1/4 (67)	2 1/4 (67)	2 1/4 (67)	2 1/2 (64)	SPANNER WRENCH COVER FUNCTION: Solid gas tight, vandal proof, threaded cover for areas where intermittent drain use is required. MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -JV) Holes in Flange -SH Sediment Bucket -B Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>X</th> <th>MIN</th> <th>MAX</th> </tr> <tr> <td></td> <td>2 (51)</td> <td>3 (76)</td> </tr> </table>		X	MIN	MAX		2 (51)	3 (76)																																	
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	2 (51)	3 (76)																																																																														
SUFFIX -G Specify Type, Size & Finish eg: G08PB		SUFFIX -H Specify Type, Size & Finish eg: H05CP		SUFFIX -J Specify Type, Size & Finish eg: J06NB																																																																												
REINFORCED SQUARE STRAINER FUNCTION: Used in finished floors where some light wheeled traffic is anticipated. MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -KV) Sediment Bucket -B Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>B SQ</th> <th>05 (125)</th> <th>06 (150)</th> <th>07 (180)</th> <th>08 (205)</th> </tr> <tr> <td>H</td> <td>2 (51)</td> <td>2 (51)</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> </tr> <tr> <td>MIN</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/4 (32)</td> <td>1 1/2 (38)</td> </tr> <tr> <td>MAX</td> <td>2 1/4 (67)</td> <td>2 1/4 (67)</td> <td>2 1/4 (67)</td> <td>2 1/2 (64)</td> </tr> </table>		B SQ	05 (125)	06 (150)	07 (180)	08 (205)	H	2 (51)	2 (51)	2 1/4 (57)	2 1/2 (64)	MIN	1 1/4 (32)	1 1/4 (32)	1 1/4 (32)	1 1/2 (38)	MAX	2 1/4 (67)	2 1/4 (67)	2 1/4 (67)	2 1/2 (64)	RECTANGULAR STRAINER FUNCTION: Used in finished floors where light wheeled loads and or heavy foot traffic are anticipated. MATERIALS: Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Sediment Bucket -B Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>SUFFIX</th> <th>L</th> <th>M</th> <th>N</th> <th>P</th> <th>R</th> <th>T</th> </tr> <tr> <td>B x F</td> <td>4 1/2 (115)</td> <td>4 1/2 (115)</td> <td>5 (125)</td> <td>5 (125)</td> <td>6 (150)</td> <td>6 (150)</td> </tr> <tr> <td>H</td> <td>2 1/4 (57)</td> <td>2 1/2 (64)</td> <td>2 1/2 (64)</td> <td>3 (76)</td> <td>2 1/4 (57)</td> <td>3 (76)</td> </tr> <tr> <td>MIN</td> <td>1 3/8 (35)</td> <td>1 7/8 (48)</td> <td>1 3/8 (35)</td> <td>2 1/8 (54)</td> <td>1 3/8 (35)</td> <td>2 1/4 (57)</td> </tr> <tr> <td>MAX</td> <td>2 3/8 (60)</td> <td>2 3/4 (70)</td> <td>2 3/8 (60)</td> <td>3 (76)</td> <td>2 3/8 (60)</td> <td>3 1/8 (78)</td> </tr> </table>		SUFFIX	L	M	N	P	R	T	B x F	4 1/2 (115)	4 1/2 (115)	5 (125)	5 (125)	6 (150)	6 (150)	H	2 1/4 (57)	2 1/2 (64)	2 1/2 (64)	3 (76)	2 1/4 (57)	3 (76)	MIN	1 3/8 (35)	1 7/8 (48)	1 3/8 (35)	2 1/8 (54)	1 3/8 (35)	2 1/4 (57)	MAX	2 3/8 (60)	2 3/4 (70)	2 3/8 (60)	3 (76)	2 3/8 (60)	3 1/8 (78)	ANGLE STRAINER FUNCTION: Shower room drain set at wall and floor junction. Vertical grate openings prevent drain stoppage should flat surface become covered. MATERIALS: Cast Iron -CI Chrome Plated -CP Polished Bronze -PB Nickel Bronze -NB VARIATIONS: Vandal Proof Screws -U <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>SUFFIX</th> <th>B</th> <th>C</th> <th>D</th> <th>X</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MIN MAX</td> </tr> <tr> <td>-V</td> <td>3 1/2 (89)</td> <td>3 1/2 (89)</td> <td>4 1/2 (115)</td> <td>1 5/8 (41) 2 5/8 (67)</td> </tr> <tr> <td>-W</td> <td>6 3/4 (170)</td> <td>6 3/4 (170)</td> <td>6 1/2 (165)</td> <td>1 5/8 (41) 2 5/8 (67)</td> </tr> </table>		SUFFIX	B	C	D	X					MIN MAX	-V	3 1/2 (89)	3 1/2 (89)	4 1/2 (115)	1 5/8 (41) 2 5/8 (67)	-W	6 3/4 (170)	6 3/4 (170)	6 1/2 (165)	1 5/8 (41) 2 5/8 (67)
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SUFFIX -K Specify Type, Size & Finish eg: K07CP		SUFFIX -L-M-N-P-R-T Specify Type, Size & Finish eg: LNB		SUFFIX -V -W Specify Type, Size & Finish eg: VPB, WNB																																																																												
EXTENSION ADAPTOR FUNCTION: Used when a strainer head must be raised to accommodate deeper floor fill. REGULARLY FURNISHED: Ducto Cast Iron -CI MATERIALS: Cast Bronze -CB Galvanized Cast Iron -G NOTE: Extension can be stacked for increased maximum adjustment.		OVERFLOW WITH STANDPIPE FUNCTION: Used as overflow drain in decorative pools, fish ponds or similar areas. Dome prevents floating objects from entering drain line. MATERIALS: Chrome Plated -CP Nickel Bronze -NB Polished Bronze -PB VARIATIONS: Less Dome -LD Standpipe Height other than 6" (150) (Specify Height) <table border="1" style="width: 100%; font-size: 0.8em;"> <tr> <th>SUFFIX</th> <th>A</th> <th>X</th> </tr> <tr> <td></td> <td>SIZE</td> <td>MIN MAX</td> </tr> <tr> <td>-Y</td> <td>2 (51)</td> <td>3/4 (19) 2 1/8 (54)</td> </tr> <tr> <td>-Z</td> <td>3 (76)</td> <td>3/4 (19) 2 1/8 (54)</td> </tr> </table>		SUFFIX	A	X		SIZE	MIN MAX	-Y	2 (51)	3/4 (19) 2 1/8 (54)	-Z	3 (76)	3/4 (19) 2 1/8 (54)	HEAVY DUTY ADJUSTABLE FUNCTION: Used in finished floors where light wheeled loads and or heavy foot traffic are anticipated. MATERIALS: Polished Bronze -PB Rough Bronze -RB Nickel Bronze -NB VARIATIONS: Flapper Type Backwater Valve (Specify Suffix -69V) Sediment Bucket -B Vandal Proof Screws -U SUFFIX -69 eg: A06NB-69																																																																
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H 8-24-99 M 6-11-99 D 1-22-99 11-4-97 10-28-96		Revised Revised Tables T Strainer was S Strainer Added Nickel Bronze Chgd Func of Suffix -V -W		TBW CMD TBW EMB BS BS BS BS																																																																												
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NOTE: Dimensions shown in parenthesis are in millimeters.

FD-2

G	SMITH® JAY R. SMITH MFG. CO. DIVISION OF SMITH INDUSTRIES, INC. POST OFFICE BOX 3237 MONTGOMERY, ALABAMA 36109-0237 (USA) TEL: 334-277-8520 FAX: 334-272-7396 www.jrsmith.com	 MEMBER OF:	LOCATION																																											
DRAWING NUMBER S2142, 2147	SIZE A	SCALE: NONE	DATE: 5-17-85																																											
APPROVED BY: TD	CHECKED BY: TD	DRAWN BY: BS	FIGURE NUMBER 2142, 2147																																											
<p>FLOOR DRAINS WITH HEAVY DUTY TRACTOR GRATE</p> <p>12" (305) ROUND TOP SOLID FREE STANDING SEDIMENT BUCKET</p> <p>FUNCTION: Used in heavy trucking or traffic areas where waste water contains sand, sediment and other debris. Drain has solid free standing bucket to intercept this type of debris.</p> <p style="text-align: right;">Free Area 29 SQ IN (187) SQ CM</p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Fig. 2142C.....CAULK OUTLET Fig. 2142Y.....NO-HUB OUTLET </div> <div style="text-align: center;"> Fig. 2147C.....CAULK OUTLET Fig. 2147T.....THREADED OUTLET </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <table border="1" style="width: 45%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">A Size</th> <th style="text-align: center;">B Caulk, NO-HUB & Speedi-Set</th> <th style="text-align: center;">Threaded</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">02(50,03(75)04(100) 05(125) & 06(150)</td> <td style="text-align: center;">5 (125)</td> <td style="text-align: center;">3 3/4 (95)</td> </tr> </tbody> </table> <table border="1" style="width: 45%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">A SIZE</th> <th style="text-align: center;">02(50)</th> <th style="text-align: center;">03(75)</th> <th style="text-align: center;">04(100)</th> <th style="text-align: center;">05(125)</th> <th style="text-align: center;">06(150)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">6 7/8(175)</td> <td style="text-align: center;">6 3/8(162)</td> <td style="text-align: center;">5 7/8(149)</td> <td style="text-align: center;">5(125)</td> <td style="text-align: center;">4 1/2(115)</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">4 3/4(120)</td> <td style="text-align: center;">4 3/4(120)</td> <td style="text-align: center;">4 3/4(120)</td> <td style="text-align: center;">6 1/4(160)</td> <td style="text-align: center;">6 1/4(160)</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">6(150)</td> <td style="text-align: center;">6(150)</td> <td style="text-align: center;">6(150)</td> <td style="text-align: center;">6 5/8(168)</td> <td style="text-align: center;">6 7/8(175)</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">7 1/4(185)</td> <td style="text-align: center;">7 1/2(190)</td> <td style="text-align: center;">7 3/4(195)</td> <td style="text-align: center;">7 3/4(195)</td> <td style="text-align: center;">7 3/4(195)</td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">8 5/8(219)</td> <td style="text-align: center;">8 3/4(220)</td> <td style="text-align: center;">8 3/4(220)</td> <td style="text-align: center;">8 1/2(215)</td> <td style="text-align: center;">8 1/2(215)</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p>REGULARLY FURNISHED: Duct Cast Iron Body and Flashing Collar with Cast Iron Tractor Grate and Solid Free Standing Sediment Bucket.</p> <p>VARIATIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flat Bottom Strainer -FBS <input type="checkbox"/> L Speedi-Set Service Weight 02(50), 03(75) & 04"(100) sizes only. (Fig. 2142 only) <input type="checkbox"/> LXH Speedi-Set Extra Heavy 02(50), 03(75) & 04"(100) sizes only. (Fig. 2142 only) <input type="checkbox"/> NO-HUB Adaptor (Specify Fig. 2646Y) (Fig. 2140 & 2147 only) <input type="checkbox"/> Seepage Holes in Bucket -FP (Frost Proof) <input type="checkbox"/> Square Top -S <input type="checkbox"/> Trap Primer Connection -P050 1/2" (13) & -P075 3/4" (19) (Fig. 2142 only) <input type="checkbox"/> Vandal Proof Grate -U <input type="checkbox"/> T Threaded Outlet <p>OPTIONAL MATERIALS:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ductile Iron Grate -M <input type="checkbox"/> Galvanized Cast Iron -G <input type="checkbox"/> Nickel Bronze Top -NB <input type="checkbox"/> Polished Bronze Top -PB <p>Δ Add 1/8" (3) when bronze top is specified. *This dimension to internal stop of Speedi-Set gasket.</p> <p>NOTE: 02(50, 03(75), & 04"(100) sizes require a transition collar (as shown in above illustration) which fits between the body & collar. 05(12) & 06"(150) sizes do not require transition collar.</p> <p>NOTE: Dimensions shown in parentheses are in millimeters.</p> </div>					A Size	B Caulk, NO-HUB & Speedi-Set	Threaded	02(50,03(75)04(100) 05(125) & 06(150)	5 (125)	3 3/4 (95)	A SIZE	02(50)	03(75)	04(100)	05(125)	06(150)	B	6 7/8(175)	6 3/8(162)	5 7/8(149)	5(125)	4 1/2(115)	C	4 3/4(120)	4 3/4(120)	4 3/4(120)	6 1/4(160)	6 1/4(160)	D	6(150)	6(150)	6(150)	6 5/8(168)	6 7/8(175)	E	7 1/4(185)	7 1/2(190)	7 3/4(195)	7 3/4(195)	7 3/4(195)	F	8 5/8(219)	8 3/4(220)	8 3/4(220)	8 1/2(215)	8 1/2(215)
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REV.	DATE	DESCRIPTION	BY	CKD.																																										
G T E	01/30/04 1-18-99 2-6-96	Revised Bucket Note Submittal redraw Illustrator Added Millimeters	JJ CMD EMB	JM BS BS																																										
WEIGHT POUNDS		VOLUME CUBIC FEET		FIGURE NUMBER 2142, 2147																																										

FS-1

L DRAWING NUMBER S3140	SMITH® JAY R. SMITH MFG. CO.® MEMBER OF MORRIS GROUP INTERNATIONAL™ POST OFFICE BOX 3237 MONTGOMERY, ALABAMA 36109-0237 (USA) TEL: 334-277-8520 FAX: 334-272-7396 www.jrsmith.com	 MEMBER OF:	LOCATION 																																		
	SANI-CEPTOR® ACID RESISTANT COATED FLOOR & INDIRECT WASTE DRAINS																																				
SIZE A	SQUARE NICKEL BRONZE TOP 12 1/2" (320) TOP - MEDIUM, DEEP & EXTRA DEEP RECEPTORS																																				
SCALE: NONE	FUNCTION: Used in kitchens, hospitals, food markets, restaurants, schools and all types of food handling areas where the ultimate in sanitation is desirable and a medium capacity receptor is required.																																				
DATE: 9-19-85	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>																																				
APPROVED BY: SJM	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">WITH DOME BOTTOM STRAINER</p> <p>6"(150) deep 8"(205) deep 10"(255) deep</p> <p>Fig. ... 3140C ... 3150C ... 3160C ... CAULK OUTLET ...</p> <p>Fig. ... 3140Y ... 3150Y ... 3160Y ... NO-HUB OUTLET ...</p> </div> <div style="width: 45%;"> <p style="text-align: center;">WITH SEDIMENT BUCKET</p> <p>6"(150) deep 8"(205) deep 10"(255) deep</p> <p>Fig. ... 3141C ... 3151C ... 3161C</p> <p>Fig. ... 3141Y ... 3151Y ... 3161Y</p> </div> </div>																																				
CHECKED BY: JD	FEATURES, OPTIONS & ORDERING INFORMATION																																				
DRAWN BY: PJ	<p>REGULARLY FURNISHED: Cast Iron Flanged Receptor with Seepage Holes, Acid Resistant Coated Interior, Nickel Bronze Rim and Secured Grate. Aluminum Dome Bottom Strainer or White ABS Sediment Bucket as Indicated by Figure Number.</p>																																				
3140-3161 Series	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>OPTIONAL MATERIALS:</p> <p><input type="checkbox"/> All Duco Cast Iron Receptor -CI</p> <p><input type="checkbox"/> All Galvanized Receptor -G</p> </div> <div style="width: 45%;"> <p>VARIATIONS:</p> <p><input type="checkbox"/> Aluminum Flat Bottom Strainer -FBS</p> <p><input type="checkbox"/> Flashing Clamp -C</p> <p><input type="checkbox"/> Less Flange (Fig. 3155, 3156 only)</p> <p><input type="checkbox"/> Polished Aluminum Dome Bottom Strainer -PDBS</p> <p><input type="checkbox"/> Vandal Proof Screws -U</p> <p><input type="checkbox"/> L Speedi-Set Service Weight</p> <p><input type="checkbox"/> LXH Speedi-Set Extra Heavy</p> </div> </div>																																				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"> L K J H </td> <td style="width: 20%;"> 8-4-14 6-10-14 10-31-12 01/20/11 </td> <td style="width: 20%;"> Revised Variations Revised Reg. Furn., Var. Revised Variations Updated Logo </td> <td style="width: 10%;"> TBW TBW TBW JJ </td> <td style="width: 10%;"> CL TWK BW TW </td> <td style="width: 10%;"> WEIGHT POUNDS </td> <td style="width: 10%;"> VOLUME CUBIC FEET </td> <td style="width: 15%; text-align: center;"> FIGURE NUMBER 3140-3161 Series </td> </tr> <tr> <td>REV.</td> <td>DATE</td> <td>DESCRIPTION</td> <td>BY</td> <td>CKD. BY</td> <td></td> <td></td> <td></td> </tr> </table>			L K J H	8-4-14 6-10-14 10-31-12 01/20/11	Revised Variations Revised Reg. Furn., Var. Revised Variations Updated Logo	TBW TBW TBW JJ	CL TWK BW TW	WEIGHT POUNDS	VOLUME CUBIC FEET	FIGURE NUMBER 3140-3161 Series	REV.	DATE	DESCRIPTION	BY	CKD. BY																						
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REV.	DATE	DESCRIPTION	BY	CKD. BY																																	

Woodford Model 26 Wall Faucet

Page 1 of 2


<http://www.woodfordmfg.com/WFDIndex.html> Woodford Model 26 Wall Faucet

HB-1

Model 26 Specs

Stem Lock

Modular Box

Pricing

Buy Online

Troubleshooting

Submittal Sheets

Print PDF

The Model 26 and B26 are field testable, backflow protected wall faucets intended for irrigation purposes in mild climate areas. The Model B26 is enclosed in a wall mounted box. Both models are designed to blend with modern architecture for installation on or in homes, service stations, churches, motels, drive-in restaurants, etc. The Model Y26 is designed to be used on a stand pipe in the lawn and garden, etc.

SPECIFICATIONS:**MODEL 50HF BACKFLOW PREVENTER -***Patent Pending*

- ASSE 1052 Approved
- Listed by IAPMO
- Field Testable
- Two Independent Check Valves
- Drains automatically when hose is removed
- No spray back

FEATURES:**EPDM PACKING:** Prevents leaking.**PACKING NUT:** Adjustable brass nut with deep stem guard.**VALVE SEAT:** Standard "O" size washer.**HANDLES:** Furnished with polycarbonate wheel handle and loose tee key. **Optional:** Metal wheel handle.

INLETS: Model 26 as shown below.
 Model B26: 26P- 1/2" or 26P 3/4" only.
 Model Y26: 3/4" FPT.

MAX PRESSURE: 125 p.s.i.**MAX TEMPERATURE:** 120° F**SHIPPING WEIGHT:** (per unit)**MODEL 26 & Y26:** 1.2 lbs

MODEL B26: 14.6 lbs (brass or chrome box)
 6.5 lbs (aluminum box)

Inlet Descriptions**MODEL 26/B26**

P-1/2" Inlet

1/2" FPT

P-3/4" Inlet

3/4" FPT

MODEL 26 ONLY

CP Inlet

COMBINATION

1/2" COPPER TUBE

1/2" MPT

MODEL 26 ONLY

C Inlet

COMBINATION

1/2" COPPER TUBE

3/4" COPPER TUBE

For Installation / Troubleshooting Instructions go to
www.woodfordmfg.com or call 1-800-621-6032

©2012 WOODFORD Mfg.



Backflow Protected Wall Faucets

Model 26/B26/Y26

**MODEL 26**

Exterior Finish:
 Standard - Chrome

Optional- Rough Brass (BR) or Polished Chrome (PC)

**MODEL B26**

Exterior Finish:
 Standard - Chrome
 Optional- Rough Brass (BR) or Polished Brass (PB)
 Other Options: Anodized Aluminum Box and Door

**MODEL Y26**

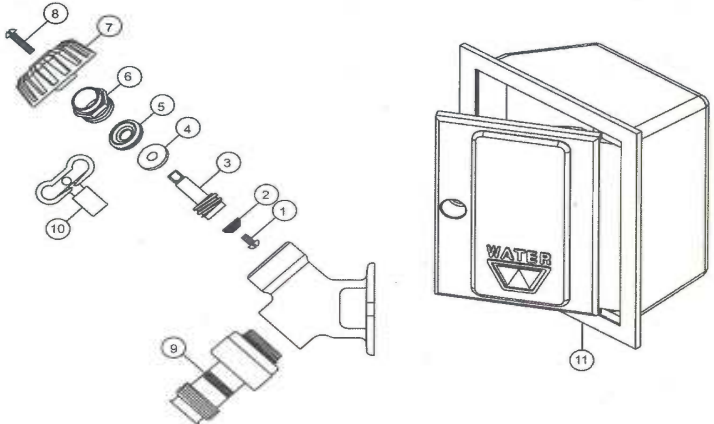
Exterior Finish:
 Standard - Chrome
 Optional- Rough Brass (BR) or Polished Chrome (PC)

Rev. 02/12 Form No. 26.109

http://www.woodfordmfg.com/woodford/Wall_Hydrant_Pages/Model-26.html

8/4/2015

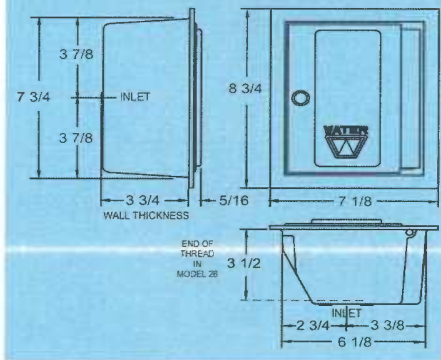
WOODFORD



MODEL 26/B26/Y26 PARTS LIST

ITEM	PART#	DESCRIPTION
1	30009	Washer Screw
2	30008	Washer
3	30104	Operating Stem
4	30105	Packing Support Washer
5	30247	EPDM Packing
6	30109	Packing Nut - chrome
	30107	Packing Nut - Brass
7	30120	Wheel Handle - Clear
	30233	Wheel Handle - Tan
8	30121	Handle Screw - Nickel
	30002	Handle Screw - Brass
9	50HF-CH	50HF Backflow Preventer - Chrome
	50HF-BR	50HF Backflow Preventer - Brass
10	50009	Tee Key
11	B26BX	Box/Door Assembly - Chrome
	B26BX-BR	Box/Door Assembly - Brass
	B26BX-PB	Box/Door Assembly - Polished Brass
	B26BX-AL	Box/Door Assembly - Anodized Aluminum
	RK-24	Chrome Repair Kit (Includes Items 1-8)
	RK-H34	Brass Repair Kit (Includes Items 1-8)

**MODEL B26
Rough-In Dimensions**



Manufactured under one or more of the following patents: U.S. Patents: 3,414,001; 3,543,786; 4,178,956; 4,316,481; D216,790; D216,791; D277,365; D277,366; Canada Patents: 822,458; 852,529; 865,995

For more information contact...

WOODFORD MANUFACTURING COMPANY

2121 Waynoka Road, Colorado Springs, Colorado 80915 • Phone: (800) 621-6032 • Fax: (800) 765-4115
To view our complete product line visit: www.woodfordmfg.com or email: sales@woodfordmfg.com
A Division Of WCM Industries, Inc.

SLOAN®

Model
SS-3002 Series
 Oval Drop-in Lavatory

L-1

DESCRIPTION

Complete vitreous china lavatory

☐ Model SS-3102-Single Hole

Code: 3873102

☐ Model SS-3002-4" (102 mm) Centers

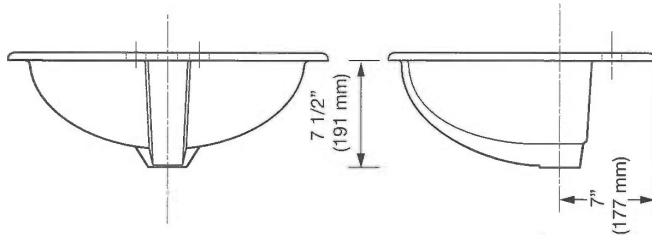
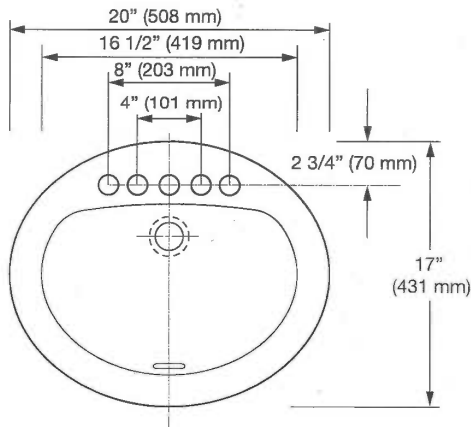
Code: 3873002

☐ Model SS-3802-8" (203 mm) Centers

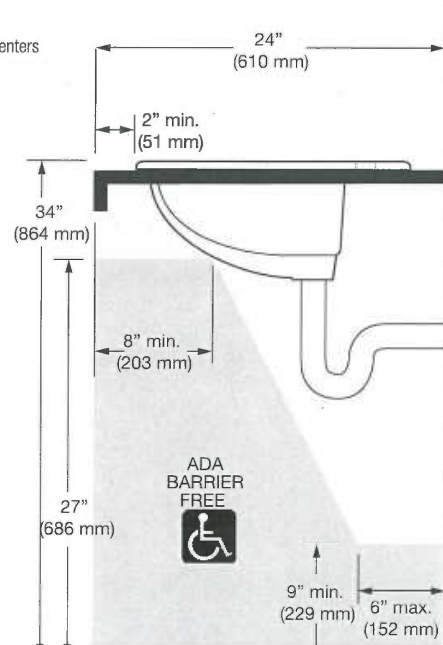
Code: 3873802



Model SS-3002 Shown

**SPECIFICATIONS****Lavatory**

- White vitreous china
- Self-rimming
- Single hole, 4" (102 mm) and 8" (203 mm) centers
- Front overflow
- ADA compliant when mounted with lavatory mounted at 34" from finished floor. See illustration for recommended ADA installation
- 20" (508 mm) x 17" (431 mm)
- Compliant to the applicable sections of ASME A112.19.2/CSA B45.1

**Product Specification**

Sink shall be made of vitreous china with an overflow. Sink shall be drop-in mounted. Sink shall have a 4" centerset. Sink shall be Sloan Model SS-3_02.

NOTE: All vitreous china dimensions shown in these drawings are nominal. Dimensions can vary within the tolerances established in the governing ASME A112.19.2/CSA B45.1 standard. Please take this into consideration when planning rough-in and plumbing layouts.



This space for Architect/Engineer approval

Job Name	Date
Model Specified	Quantity
Variations Specified	
Customer/Wholesaler	
Contractor	
Architect	

The information contained in this document is subject to change without notice.

SLOAN.

Sloan Valve Company
 10500 Seymour Avenue
 Franklin Park, IL 60131
 Phone: 1-800-9-VALVE-9 (982-5839)
 or 1-847-671-4300
 Fax: 1-800-447-8329 or 1-847-671-4380
 www.sloanvalve.com

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 SS-3002 09-13

SLOAN
OPTIMA SYSTEMS

L-1,2

OPTIMA[®]
plus

Battery Powered Hand Washing Faucet

EBF-85

- **Description**
Battery Powered, Sensor Activated Electronic Hand Washing Faucet for tempered or hot/cold water operation.
- **Flow Rate**
☐ 0.5 gpm/1.9 Lpm Vandal Resistant Spray Head
(See Accessories for other Spray Head options)
- **Specifications**
ADA Compliant, Battery Powered, Sensor Activated, Chrome Plated Brass Hand Washing Faucet with the following features:
- Splash-proof Circuit Control Module
 - Fiber Optic, Automatic, Self-adaptive Sensing
 - Isolated Latching Solenoid Operator, isolates magnetic components from water contact
 - Audible Tone Low Battery Indicator
 - Serviceable Filtered Solenoid Valve
 - Bak-Chek® Tee for Hot/Cold Supply
 - Trim Plate with Anti-Rotation Pin (specify 4" or 8")
 - Vandal Resistant Spray Head with Pressure Compensating Flow Control
 - Polypropylene Optic Cable Protection
 - Includes four (4) C-size Alkaline Batteries
- **Variations**
(Add suffix to Model Number for inclusion with Faucet)
- **Trim Plate (must be specified)**
 - ☐ -4 Trim Plate for 4" Centerset Sink
 - ☐ -8 Trim Plate for 8" Centerset Sink
 - **Temperature Mixing Valves (optional)**
 - ☐ ADM Above Deck Mechanical Mixing Valve
 - ☐ BDM Below Deck Mechanical Mixing Valve
 - ☐ BDT Below Deck Thermostatic Mixing Valve
- Bak-Chek® Tee not required or provided when a Temperature Mixing Valve is included with the faucet.
- Consult Factory for Finish Variations*
- **Accessories (Specify separately)**
- **Vandal Resistant Spray Heads**
 - ☐ ETF-1027-A 2.2 gpm/8.3 Lpm Laminar Flow Spray Head
(recommended for medical applications)
 - ☐ ETF-1022-A 2.2 gpm/8.3 Lpm Aerator
 - **Grid Strainer**
 - ☐ ETF-460-A Chrome Plated Brass Grid Strainer w/1/4" Outlet Tube
- See OPTIMA Accessories Section of the Sloan Catalog for a complete listing of OPTIMA Faucet Accessories and Variations.



- **ADA Compliant**
- **Automatic**
The Sloan OPTIMA Plus® EBF-85 Battery Powered, Electronic Hand Washing Faucet operates by means of an adaptive infrared sensor that is linked to the faucet by a fiber optic cable. Once the user's hands enter the sensor's effective range, the Solenoid activates the water flow. Tempered water flows from the Faucet until hands are moved away. The Faucet then automatically shuts off.
- **Hygienic**
The ultimate in sanitary protection — there are no handles to turn or buttons to push. Helps to control the spread of infectious diseases.
- **Economical**
Automatic operation provides water usage savings over other faucet devices. Reduces maintenance and operation costs. Self-adaptive Range Adjustment makes installation quick and easy. Battery operation ideal for Retrofit installations.
- **Warranty**
3 year (limited)
- **Compliant to:**
ASME A112.18.1-2005/CSA B125.1-05
ISO/IEC 17025



This product may contribute to LEED credits. See details on LEED calculation worksheet.

This space for Architect/Engineer approval

Job Name _____ Date _____

Model Specified _____ Quantity _____

Variations Specified _____

Customer/Wholesaler _____

Contractor _____

Architect _____

Optima Plus EBF-85 S.S. — Rev. 2 (09/10)

The information contained in this document is subject to change without notice.

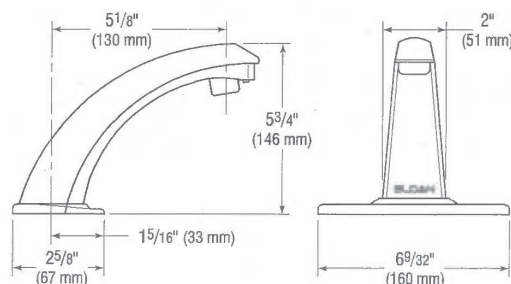
EBF-85

- **Description**
Battery Powered, Sensor Activated Electronic Hand Washing Faucet for tempered or hot/cold water operation.
- **Flow Rate**
□ 0.5 gpm/1.9 Lpm Vandal Resistant Spray Head
(See Accessories for other Spray Head options)

ELECTRICAL SPECIFICATIONS

- **Control Circuit**
6 VDC — Operates on four (4) alkaline C-size batteries. Self-adaptive Range Adjustment, Audible Troubleshooting and Low Battery Indicator. Fiber Optic Cable between Electronic Module and Faucet keeps all electronic signals below the sink.
- **Battery Life**
2 years at 8,000 cycles/month
- **OPTIMA® Sensor Range**
Nominal: 4" - 5" (102 mm - 127 mm)
Self-adaptive Zone: 2" - 8" (51 mm - 203 mm) — Faucet self-adjustment range within this zone dependent upon depth and reflectivity of basin.
- **Solenoid Valve**
Low Energy Latching Solenoid with Self-cleaning By-pass and Integral Clean Out Strainer Filter.

FAUCET DIMENSIONS (Shown with 4" Trim Plate)

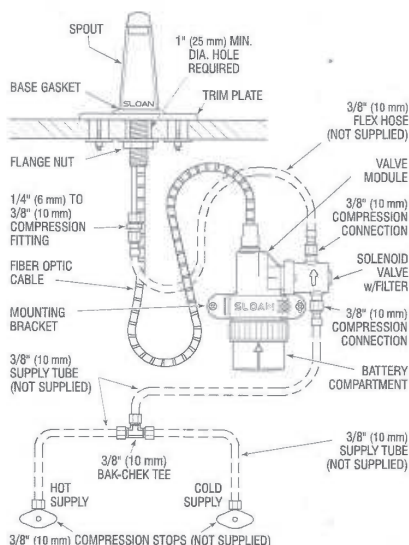


- **Time Out Adjustment Settings**
30 seconds — The Faucet Time out Setting determines the maximum time the faucet will run upon continuous detection. The EBF-85 is factory set at the 30 second time out. Consult factory for time out settings to meet individual application requirements.
- **Maximum Distance Control Module may be installed from Spout**
30" (762 mm)

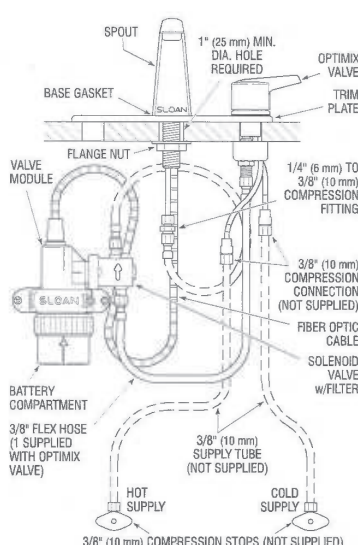
OPERATION

- Continuous, invisible light beams are emitted from the OPTIMA® Sensor. Fiber optic cables transmit the light from the circuit to the spout.
- The faucet is activated by placing hands beneath the spray head, thus activating the Solenoid Valve. Tempered water flows for as long as hands continue to stay within the Sensor's range (30 second automatic shut off).
- When hands are removed, the water flow automatically stops. The faucet is then ready for the next user.

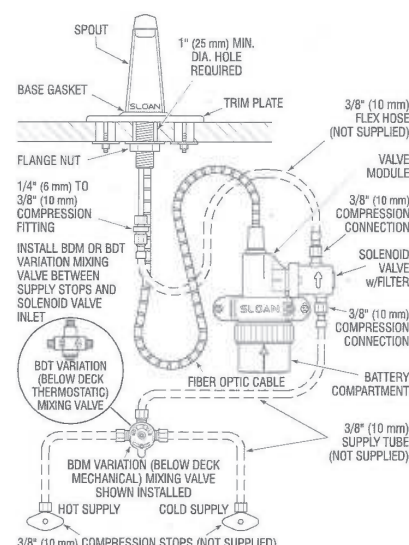
EBF-85 Faucet with Bak-Chek® Tee for Hot and Cold Water Supply (shown with 4" trim plate)



EBF-85 Faucet with ADM Variation Mixing Valve for Hot and Cold Water Supply (shown with 8" trim plate)



EBF-85 Faucet with BDM and BDT Variation Mixing Valves for Hot and Cold Water Supply (shown with 4" trim plate)



SLOAN VALVE COMPANY • 10500 SEYMOUR AVENUE • FRANKLIN PARK, IL 60131

Phone: 1-800-982-5839 or 1-847-671-4300 • Fax: 1-800-447-8329 or 1-847-671-4380 • www.sloanvalve.com

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Optima Plus EBF-85 S.S. — Rev. 2 (09/10)

L-2



Dura-Ware® 1953 Series

18" Lavatory - ADA Compliant



1953-1-DMS-04-M-GT-TPT



1953-1-CSG-GT-TPT

Fixture May Show Some Available Options

Please visit www.acorneng.com for most current specifications.

18" Lavatory - ADA Compliant

Fixture is designed to be installed and serviced on the front side of a finished wall. The fixture is fabricated from 16 gage, type 304 stainless steel and is seamless welded construction. Exterior has a satin finish. Unit conforms with ANSI, UFAS and ADA requirements for accessibility. Compliance is subject to the interpretation and requirements of the local code authority.

Lavatory Rectangular Bowl is 14" x 12" x 5" deep. The deck has an integral, self-draining soap dish. The lavatory includes 1-1/2" drain punching to receive optional -GE or -GT grid strainer. Lavatory angle braces and fasteners for securing the braces to the lavatory are furnished. Wall fasteners by others.

Lavatory Valves (ADA compliant) available with valves and faucet/spouts that conform with lead free requirements for NSF61, Section 9 and CHSC 116875.

1. Air control pushbutton valves using atmospheric air; metering non-hold open type. Timing is from 5 to 60 seconds. Air control valves can be remotely located up to 10 feet from the operating pushbutton.
2. Electronic valve system using Modular Valve Controller for water metering through precise electronic control of a solenoid valve. Valve timing is from 1 second to 9 minutes. Modular Valve Controller can be remotely located up to 100 feet from the operating pushbutton.
3. Centerset with gooseneck spout and wrist blade handles, suffix -CSG.

Regularly furnished are angle braces and fasteners. Mounting screws and anchor shields are furnished by others.

GUIDE SPECIFICATION

Provide and install an Acorn Dura-Ware, 18" wide ADA Compliant Lavatory (specify model number and options). Fixture shall be fabricated from heavy gage, type 304 stainless steel. Construction shall be seamless welded with a satin finish exterior. Lavatory deck shall have an integral air-circulating, self-draining soap dish. Lavatory angle braces and fasteners shall be furnished by manufacturer. Installation shall be made in accordance with manufacturer's recommendation and details. Units to conform with ANSI, UFAS and ADA requirements for accessibility.



Dura-Ware® 1953: 18" Lavatory - ADA Compliant

WALL THICKNESS AND TYPE (Must Specify)

Thickness _____ Type: ☐ Concrete ☐ Block ☐ Steel

MODEL NUMBER AND OPTIONS SELECTION

BASE MODEL NUMBER

☒ 1953 18" x 22" ADA Compliant Lavatory

FIXTURE MOUNTING AND WASTE (Must Specify)

☒ -1 Off-Floor, Wall Outlet

BUBBLER OR SPOUT SELECTION (Must Specify)

- ☐ -CSG Centerset with Gooseneck Spout and Wrist Blade Handles
☐ -DMS Deck Mounted Spout, 1.4 GPM

VALVE SELECTION (Must Specify)

- ☐ -03-M Air-Control, Single Temp, Metering
☐ -04-M Air-Control, Hot & Cold, Metering
☐ -9 Without Valves
 (Must Specify Deck Punching)
☐ -MVC1 Time-Trol - Single Temp
☐ -MVC2 Time-Trol - Hot & Cold
☐ -PPZ1 Programmable Piezo Button - Single Temp w/ 9VDC Plug-In Transformer
☐ -PPZ2 Programmable Piezo Button - Hot & Cold w/ 9VDC Plug-In Transformer

DECK PUNCHING

Must specify when indicating -09 Without Valves option, Ø1-5/16" holes provided.

- ☐ -H1 Single Hole, On Center
☐ -H24 4" Centerset; Two Holes
☐ -H34 4" Centerset; Three Holes
☐ -H28 8" Centerset; Two Holes*
☐ -H38 8" Centerset; Three Holes*
 * Eliminates soap dish when selected.

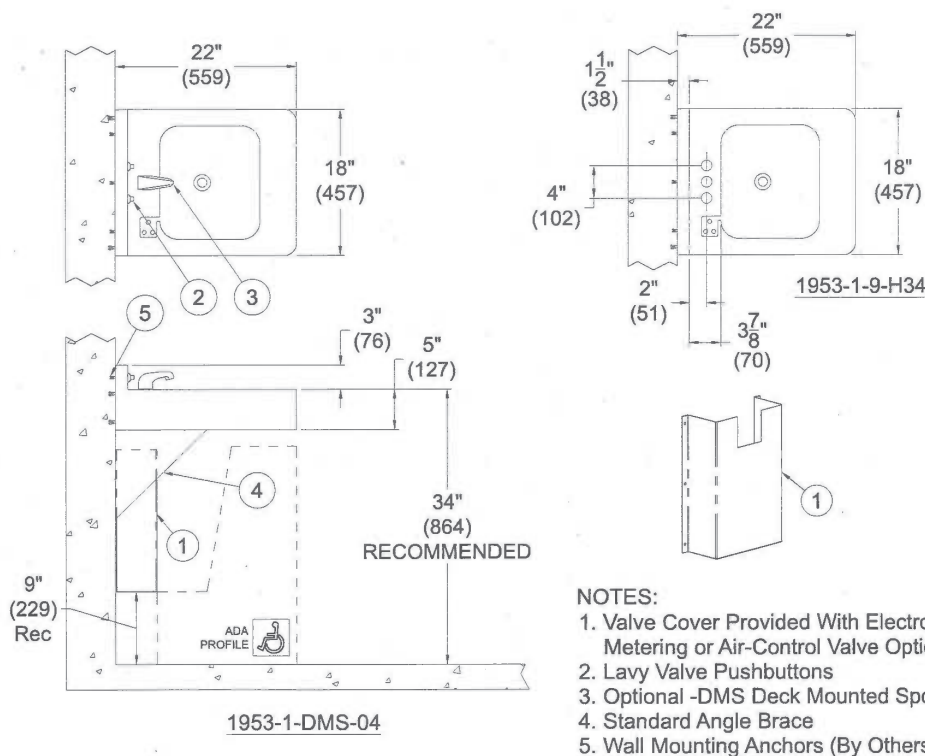
LAVATORY WASTE OPTIONS

- ☐ -GE Grid Strainer w/Close Elbow 1-1/4"
☐ -GT Grid Strainer w/Tailpiece 1-1/4"
☐ -OF Lavatory Overflow
☐ -TPT Tubular P-Trap 1-1/4" x 1-1/2"

PRODUCT OPTIONS

- ☐ -BRS Brass Body Valve
☐ -EE Elbow Enclosure
☐ -EG Enviro-Glaze Color, Specify: _____
☐ -FG 14 Gage Housings
☐ -TE Trap Enclosure

Please visit www.acorneng.com for most current specifications.



NOTES:

1. Valve Cover Provided With Electronic Metering or Air-Control Valve Options Only
2. Lavy Valve Pushbuttons
3. Optional -DMS Deck Mounted Spout
4. Standard Angle Brace
5. Wall Mounting Anchors (By Others)

<p>Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions. Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2009 Acorn Engineering Company</p>	
<p>Selection Summary</p> <p>Model No. & Option _____</p> <p>Quantity _____</p>	<p>Approved for Manufacturing</p> <p>Company _____ Title _____</p> <p>Signature _____ Date _____</p>

Page 2 D.1953

Revised: 05/13/15

Acorn Engineering Company • 15125 Proctor Avenue • P.O. Box 3527 • City of Industry, CA 91744-0527 U.S.A.
 Tel: (800) 488-8999 • (626) 336-4561 • Fax: (626) 961-2200 • www.acorneng.com • E-mail: info@acorneng.com

MS-1

Service Sink, Floor Model
Models EFS2523C and EFS3321C

ELKAY®

SPECIFICATIONS

GENERAL

#16 gauge, type 304 (18-8), stainless steel floor model service sink with 1-3/4" (44mm) radius vertical and horizontal covered corners. Apron on three sides. Top has 5/32" (4mm) raised rim. Exposed surfaces are polished to a lustrous satin finish. Underside is fully undercoated to prevent condensation and dampen sound. Furnished with wall hanger and LK43 drain with strainer.

(CHECK MODEL SPECIFIED)

☐ EFS2523C

☐ EFS3321C

FURNISHED COMPLETE WITH:

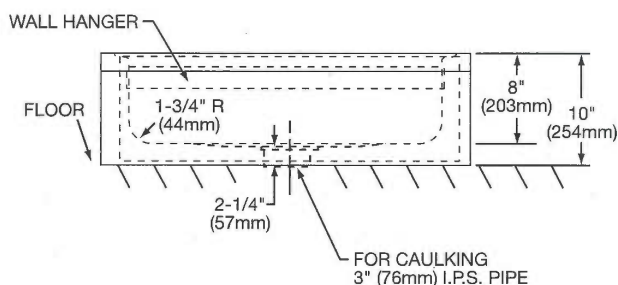
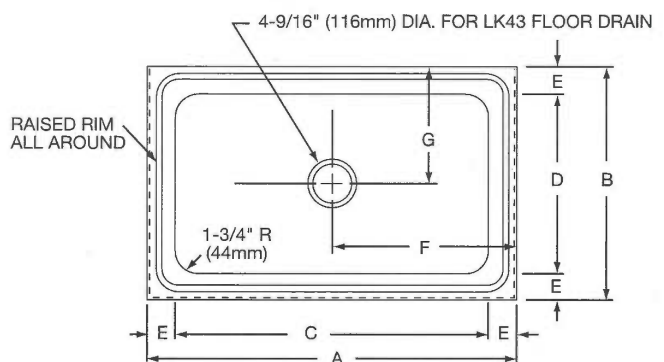
DRAIN: LK43. Chrome plated brass body drain outlet fitting. Field adjustable stainless steel flat grid strainer or dome strainer. Designed to attach to 3" (76mm) I.P.S. pipe utilizing sealant by others.



Model EFS3321C

DIMENSIONS

Model Number	A		B		C		D		E		F		G	
	in.	mm	in.	mm	in.	mm	in.	mm	in.	mm	in.	mm	in.	mm
EFS2523C	25	635	23	584	20	508	18	457	2 1/2	64	12 1/2	318	11 1/2	292
EFS3321C	33	838	21	533	28	711	16	406	2 1/2	64	16 1/2	419	10 1/2	267



In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice.

This specification describes an Elkay product with design, quality and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

Elkay Manufacturing Company

www.elkay.com

2222 Camden Court
 Oak Brook, IL 60523

Printed in U.S.A.
 ©2002 Elkay Mfg. Co.
 (Rev. 1/02) 3-1F

MECHANICAL FAUCETS

897-CP

Manual and Metering Faucets

Product Type

Wall Mounted 8" Body, Adjustable Arms 7 5/8" - 8 3/4" Hot and Cold Water Sink Faucet

Features & Specifications

- 8" Body, Adjustable Arms 7 5/8" - 8 3/4"
- 2-3/8" Lever Handle
- Quatern Compression Operating Cartridge
- 1/2" NPT Adjustable Female Union Nut Supply Arms
- 3/4" Male Hose Thread Outlet
- Integral Stop Valves for Servicing the product
- Atmospheric Vacuum Breaker, Not Intended for Continuous Pressure Applications
- Vacuum Breaker Spout with Pail Hook and Wall Brace
- Atmospheric Vacuum Breaker, Not Intended for Continuous Pressure Applications
- CFNow! Item Ships in 5 Days

Performance Specification

- Rated Operating Pressure: 20-125 PSI
- Rated Operating Temperature: 40-140°F

Warranty

- Lifetime Limited Faucet Warranty
- 5-Year Limited Cartridge Warranty
- 1-Year Limited Finish Warranty

Codes & Standards

- ASME A112.18.1/CSA B125.1
- ADA ANSI/ICC A117.1

MS-1

**CHICAGO
FAUCETS**
a Geberit company

Job Name _____

Item Number _____

Section/Tag _____

Model Specified _____

Architect _____

Engineer _____

Contractor _____

☐ Submitted as Shown ☐ Submitted with Variations

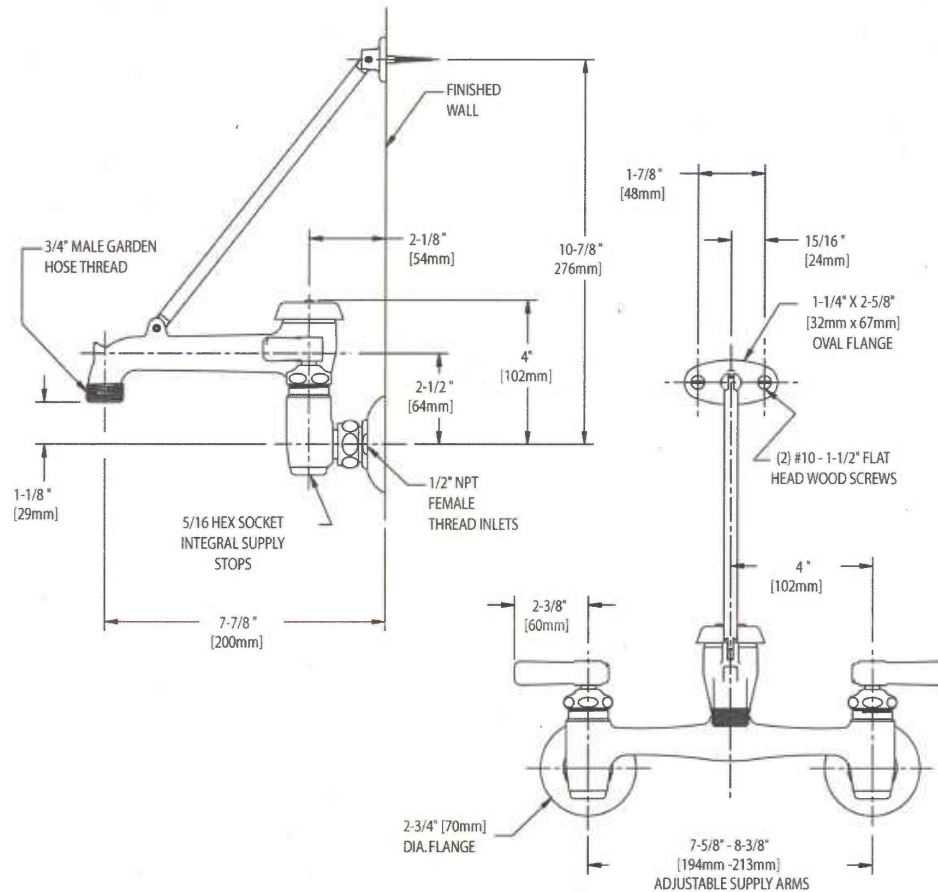
Date _____



2100 South Clearwater Drive
Des Plaines, IL
P: 847/803-5000
F: 847/803-5454
Technical: 800/TEC-TRUE
www.chicagofaucets.com

897-CP**Manual and Metering Faucets****Architect/Engineer Specification**

Chicago Faucets No. 897-CP, Wall Mounted 8" Body, Adjustable Arms 7 5/8" - 8 3/4" Hot and Cold Water Sink Faucet, Chrome Plated solid brass construction. Vacuum Breaker Spout with Pail Hook and Wall Brace. 2-3/8" Metal Lever handle(s) with Eight Point Tapered Broach and Secured Blue and Red Buttons. Quatum™ rebuildable compression cartridge, opens and closes 90°, closes with water pressure, features square tapered stem. 1/2" NPT Adjustable Female Union Nut Supply Arms. 3/4" Male Hose Thread Outlet. Integral Stop Valves for Servicing the product. Atmospheric Vacuum Breaker, Not Intended for Continuous Pressure Applications. Atmospheric Vacuum Breaker, Not Intended for Continuous Pressure Applications. Secondary Control Valve: Vacuum Breaker Spout with Pail Hook and Wall Brace.

**Operation and Maintenance**

Installation should be in accordance with local plumbing codes. Flush all pipes thoroughly before installation. After installation, remove spout outlet or flow control and flush faucet thoroughly to clear any debris. Care should be taken when cleaning the product. Do not use abrasive cleaners, chemicals or solvents as they can result in surface damage. Use mild soap and warm water for cleaning and protecting the life of Chicago Faucet products. For specific operation and maintenance refer to the installation instructions and repair parts documents that are located at www.chicagofaucets.com.

Chicago Faucets, member of the Geberit Group, is the leading brand of commercial faucets and fittings in the United States, offering a complete range of products for schools, laboratories, hospitals, office buildings, food service, airports and sport facilities. Call 1.800.TECTRUE or 1.847.803.5000 Option 1 for installation or other technical assistance.



2100 South Clearwater Drive
Des Plaines, IL
P: 847/803-5000
F: 847/803-5454
Technical: 800/TEC-TRUE
www.chicagofaucets.com

S-1

ELKAY[®]

SPECIFICATIONS

Gourmet Undermount Sink with Perfect Drain™ Model ELUHAD Series - A.D.A. Compliant

NEW ELUH Installation Options

ELUH models have been redesigned to accommodate 1/2" reveal and no reveal installation options.

GENERAL

Highest quality sink formed of #18 (1.2mm) gauge, type 304 (18-8) nickel bearing stainless steel with **Perfect Drain**. Undermount.

DESIGN FEATURES

Bowl Depths: See chart on next page.

Coved Corners: 1-3/4" (44mm) vertical and horizontal radius.

Finish: Exposed surfaces are hand blended to a Lustrous Highlighted Satin finish.

Underside: Fully protected by Sound Guard® undercoating to reduce condensation and dampen sound.

Perfect Drain: Seamlessly welded stainless steel collar eliminates the gap between a traditional drain and the sink for a sanitary and gap free installation. Each sink shipped with two LKPD1 drain kits, or a garbage disposer can be installed on either sink bowl for user convenience.

Patent Pending

OTHER

Drain opening: 3-3/8" (86mm)

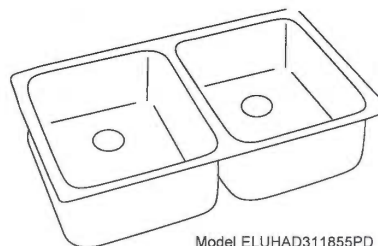
NOTE: All Elkay undermount sinks are designed to affix to the underside of any solid surface countertop.

Waste Fitting complies with ASME A112.18.2/CAN/CSA-B125.2

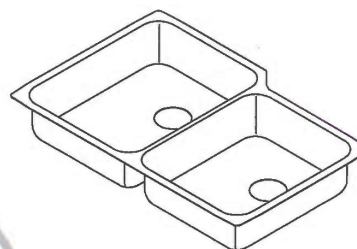
Sink complies with ASME A112.19.3/ CSA B45.4



Sinks are listed by IAPMO® as meeting the applicable requirements of the Uniform Plumbing Code®, International Plumbing Code®, and National Plumbing Code of Canada.



Model ELUHAD311855PD



Model ELUHAD312045RPD

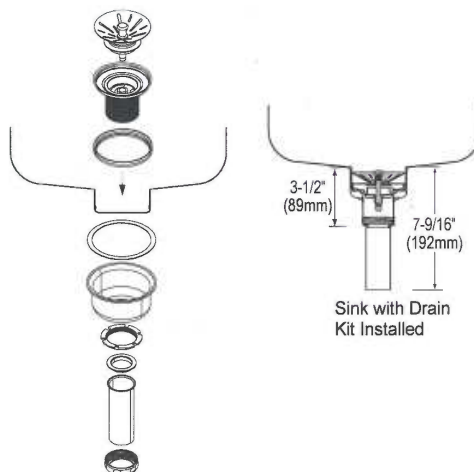


THIS PRODUCT, AS CONSTRUCTED IS SUBJECT TO INTERPRETATION OF A.D.A. REQUIREMENTS. THE UNOBSTRUCTED KNEE SPACE REQUIRED TO SATISFY A.D.A. STANDARDS MAY NOT BE DESIRABLE.

in sink erator[®]

Elkay® Perfect Drain™ sinks are designed and approved for compatible disposers manufactured by InSinkErator® utilizing the Quick Lock® mounting configuration. Use of non-approved disposers may void Elkay warranty.

InSinkErator, Quick Lock and the mounting collar configuration are trademarks of Emerson Electric Co.



In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets.

This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

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Oak Brook, IL 60523

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(Rev. 05/14) 1-421A

ELKAY[®]

SPECIFICATIONS

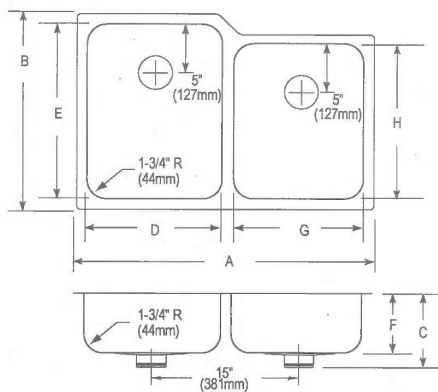
Gourmet Undermount Sink with Perfect Drain[™] Model ELUHAD Series - A.D.A. Compliant

SINK DIMENSIONS*

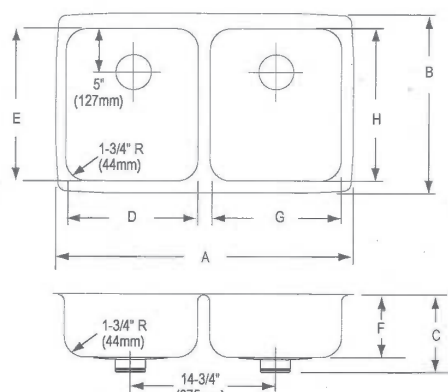
Model Number	Overall			Inside Left Bowl			Inside Right Bowl			Cutout in Countertop	Minimum Cabinet Size
	L	W	D	L	W	D	L	W	D		
	A	B	C	D	E	F	G	H	F		
ELUHAD311845PD	30-3/4 (781mm)	18-1/2 (470mm)	5-7/8 (149mm)	13-1/2 (343mm)	16 (406mm)	4-3/8 (111mm)	13-1/2 (343mm)	16 (406mm)	4-3/8 (111mm)	See Template**	36 (914mm)
ELUHAD311850PD	30-3/4 (781mm)	18-1/2 (470mm)	6-3/8 (162mm)	13-1/2 (343mm)	16 (406mm)	4-7/8 (124mm)	13-1/2 (343mm)	16 (406mm)	4-7/8 (124mm)		36 (914mm)
ELUHAD311855PD	30-3/4 (781mm)	18-1/2 (470mm)	6-7/8 (175mm)	13-1/2 (343mm)	16 (406mm)	5-3/8 (137mm)	13-1/2 (343mm)	16 (406mm)	5-3/8 (137mm)		36 (914mm)
ELUHAD312045RPD	31-1/4 (794mm)	20-1/2 (521mm)	5-7/8 (149mm)	14 (356mm)	18 (457mm)	4-3/8 (111mm)	13-1/2 (343mm)	16 (406mm)	4-3/8 (111mm)		36 (914mm)
ELUHAD312050RPD	31-1/4 (794mm)	20-1/2 (521mm)	6-3/8 (162mm)	14 (356mm)	18 (457mm)	4-7/8 (124mm)	13-1/2 (343mm)	16 (406mm)	4-7/8 (124mm)		36 (914mm)
ELUHAD312055RPD	31-1/4 (794mm)	20-1/2 (521mm)	6-7/8 (175mm)	14 (356mm)	18 (457mm)	5-3/8 (137mm)	13-1/2 (343mm)	16 (406mm)	5-3/8 (137mm)		36 (914mm)

*Length is left to right. Width is front to back.

**Template #1000001312(ELUHAD3118) or #1000001388(ELUHAD3120R) is packed with every sink.

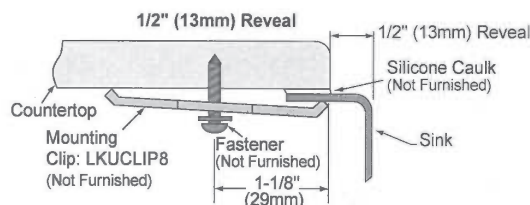
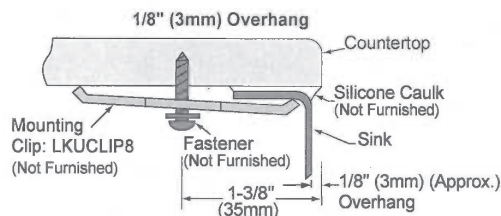


Model ELUHAD312055RPD Illustrated



Model ELUHAD311855PD Illustrated

Installation Profile



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S-1,2

Specifications

DESCRIPTION

- Brass construction with chrome plated finish
- 1/2" IPS connections
- Includes side spray with Hydrolock® quick-connect system

OPERATION

- Wrist blade style handles with hot and cold color indicators
- Vandal resistant torx head screws
- 1/4 turn to open (clockwise to close)


FLOW

- Aerator is limited to 2.2GPM Max (8.34 Min.)

CARTRIDGE

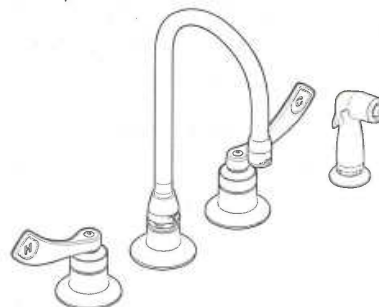
- Brass shell, ceramic disc cartridge
- Nonmetallic/nonferrous and ceramic material

STANDARDS

- Third party certified to meet ASME A112.18.1/CSA B125.1 and all applicable specifications referenced therein
- Certified to NSF 61/9
- Contains no more than 0.25% weighted average lead content
- Complies with California Proposition 65 and with the Federal Safe Drinking Water Act
- **ADA**  for lever handles

WARRANTY

- Warranted for 5 years against material or manufacturing defects

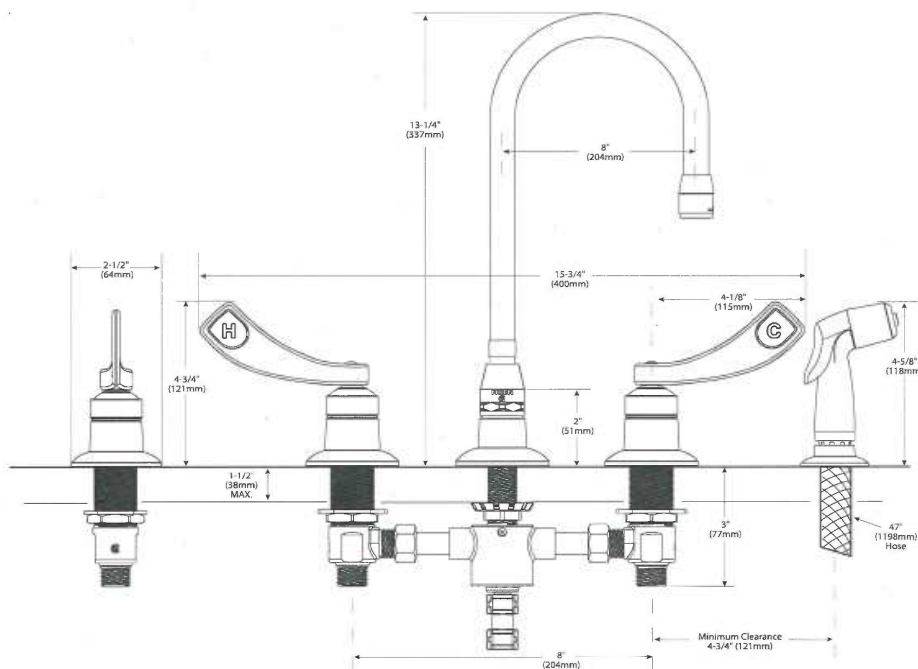


Two-Handle Kitchen Faucet w/Side Spray

Model: 8244



NOTE: Designed to be installed through
4 holes - 1" min. dia.



CRITICAL DIMENSIONS

(DO NOT SCALE)

Rev. 11/11

MOEN SPECIFIER SERVICES 1-800-321-8809 Ext. 2158
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S-2

ELKAY[®]

SPECIFICATIONS

Gourmet Undermount Sink with Perfect Drain[™] Model ELUHAD Series - A.D.A. Compliant

NEW ELUH Installation Options

ELUH models have been redesigned to accommodate 1/2" reveal and no reveal installation options.

GENERAL

Highest quality sink formed of #18 (1.2mm) gauge, type 304 (18-8) nickel bearing stainless steel with **Perfect Drain**. Undermount.

DESIGN FEATURES

Bowl Depths: See chart on next page.

Coved Corners: 1-3/4" (44mm) vertical and horizontal radius.

Finish: Exposed surfaces are hand blended to a Lustrous Highlighted Satin finish.

Underside: Fully protected by Sound Guard[®] undercoating to reduce condensation and dampen sound.

Perfect Drain: Seamlessly welded stainless steel collar eliminates the gap between a traditional drain and the sink for a sanitary and gap free installation. Each sink shipped with one LKPD1 drain kit, or a garbage disposer can be installed on sink bowl for user convenience.

Patent Pending

OTHER

Drain opening: 3-3/8" (86mm)

NOTE: All Elkay undermount sinks are designed to affix to the underside of any solid surface countertop.

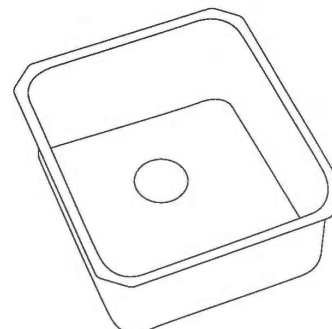
Waste Fitting complies with ASME A112.18.2/CAN/CSA-B125.2

Sink complies with ASME A112.19.3/ CSA B45.4



Sinks are listed by IAPMO[®] as meeting the applicable requirements of the Uniform Plumbing Code[®], International Plumbing Code[®], and National Plumbing Code of Canada.

THIS PRODUCT, AS CONSTRUCTED IS SUBJECT TO INTERPRETATION OF A.D.A. REQUIREMENTS. THE UNOBSTRUCTED KNEE SPACE REQUIRED TO SATISFY A.D.A. STANDARDS MAY NOT BE DESIRABLE.



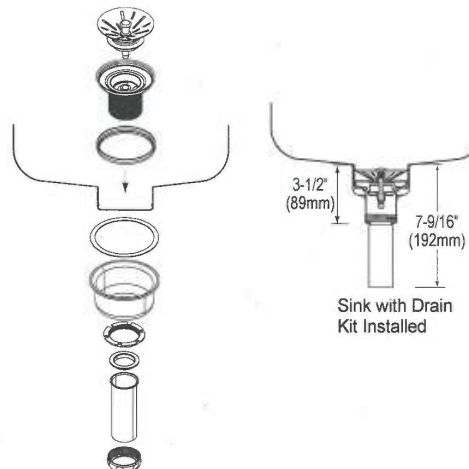
Model ELUHAD131655PD



in sink erator[®]

Elkay[®] Perfect Drain[™] sinks are designed and approved for compatible disposers manufactured by InSinkErator[®] utilizing the Quick Lock[®] mounting configuration. Use of non-approved disposers may void Elkay warranty.

InSinkErator, Quick Lock and the mounting collar configuration are trademarks of Emerson Electric Co.



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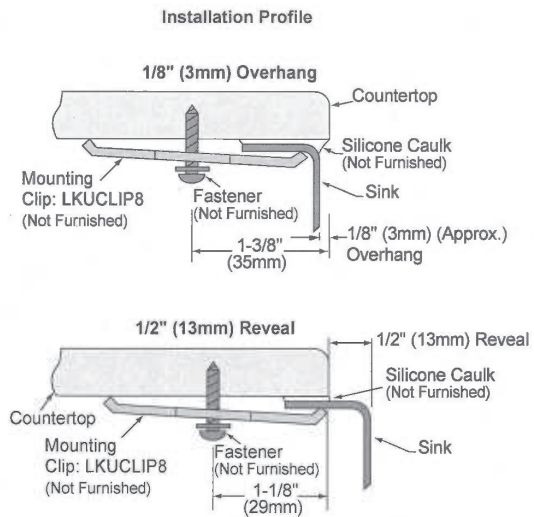
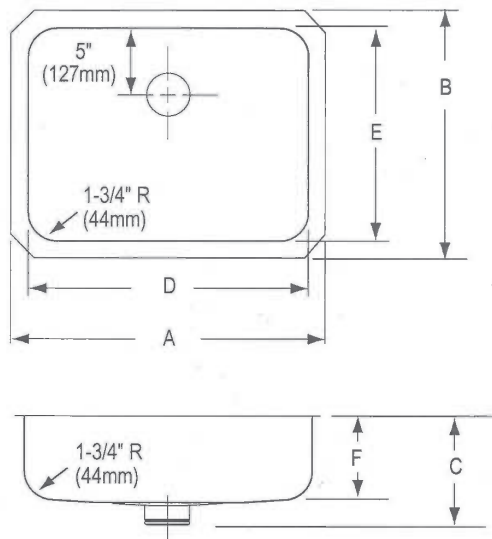
SPECIFICATIONS

Gourmet Undermount Sink with Perfect Drain™ Model ELUHAD Series - A.D.A. Compliant

SINK DIMENSIONS*

Model Number	Overall			Inside Bowl			Cutout in Countertop	Minimum Cabinet Size	Template Number
	L	W	D	L	W	D			
	A	B	C	D	E	F			
ELUHAD131645PD	16 (406mm)	18-1/2 (470mm)	5-7/8 (149mm)	13-1/2 (343mm)	16 (406mm)	4-3/8 (111mm)	See Template packaged with sink	21 (533mm)	1000001399
ELUHAD131650PD	16 (406mm)	18-1/2 (470mm)	6-3/8 (162mm)	13-1/2 (343mm)	16 (406mm)	4-7/8 (124mm)		21 (533mm)	1000001399
ELUHAD131655PD	16 (406mm)	18-1/2 (470mm)	6-7/8 (175mm)	13-1/2 (343mm)	16 (406mm)	5-3/8 (137mm)		21 (533mm)	1000001399
ELUHAD141845PD	16-1/2 (419mm)	20-1/2 (521mm)	5-7/8 (149mm)	14 (356mm)	18 (457mm)	4-3/8 (111mm)		21 (533mm)	1000001307
ELUHAD141850PD	16-1/2 (419mm)	20-1/2 (521mm)	6-3/8 (162mm)	14 (356mm)	18 (457mm)	4-7/8 (124mm)		21 (533mm)	1000001307
ELUHAD141855PD	16-1/2 (419mm)	20-1/2 (521mm)	6-7/8 (175mm)	14 (356mm)	18 (457mm)	5-3/8 (137mm)		21 (533mm)	1000001307
ELUHAD211545PD	23-1/2 (597mm)	18-1/4 (464mm)	5-7/8 (149mm)	21 (533mm)	15-3/4 (400mm)	4-3/8 (111mm)		27 (686mm)	1000001400
ELUHAD211550PD	23-1/2 (597mm)	18-1/4 (464mm)	6-3/8 (162mm)	21 (533mm)	15-3/4 (400mm)	4-7/8 (124mm)		27 (686mm)	1000001400
ELUHAD211555PD	23-1/2 (597mm)	18-1/4 (464mm)	6-7/8 (175mm)	21 (533mm)	15-3/4 (400mm)	5-3/8 (137mm)		27 (686mm)	1000001400
ELUHAD281645PD	30-1/2 (795mm)	18-1/2 (464mm)	5-7/8 (149mm)	28 (711mm)	16 (406mm)	4-3/8 (111mm)		36 (914mm)	1000001414
ELUHAD281650PD	30-1/2 (795mm)	18-1/2 (464mm)	6-3/8 (162mm)	28 (711mm)	16 (406mm)	4-7/8 (124mm)		36 (914mm)	1000001414
ELUHAD281655PD	30-1/2 (795mm)	18-1/2 (464mm)	6-7/8 (175mm)	28 (711mm)	16 (406mm)	5-3/8 (137mm)		36 (914mm)	1000001414

*Length is left to right. Width is front to back.



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(Rev. 06/14) 1-420

Fiber-Fab®

World Class Tubs & Showers

Submittal Sheet

Model 38H1, BF—ADA Compliant



Date: _____ Job Name: **SH-1,2**

Customer: _____ Bid #: _____

Modifications: _____ Quantity: _____

Color	White
Ext. Dim.	38" W x 42" D x 80 3/4" H
Warranty	10 Year Limited Warranty
Weight	150 Lbs. ± 10 Lbs
Material	Gelcoat

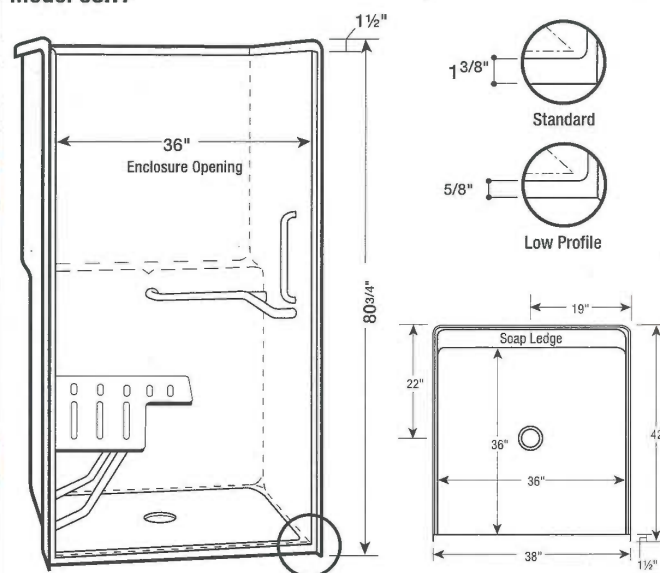
STANDARD FEATURES

1. Meets Federal ADA requirements.
2. One-piece construction allows for easy installation
3. Sandwich-Wall Construction
4. Sanitary Ware Gel Coat
5. Full-width soap and shampoo ledge across the back wall
6. Anti-slip floor provides added safety (meets ASTM -462)
7. Clear floor space is 36" x 36"

OPTIONAL FEATURES

- Low Profile bottom
- Pre-installed through-bolted curtain rod
- Pre-plumbed and installed pressure-balancing mixing valve with slide bar and hand-held spray
- Removable threshold
- Pre-installed through-bolted flangeless grab bar(s)
- Pre-installed four-legged fold-down seat
- Barrier-free ramps
- Barrier-free splash guard

Model 38H1



Dimensional Tolerance $\pm \frac{1}{4}$ ". Dimensions needed for site preparation should be measured from the unit.

Model 38H1: Is ADA and ANSI 117 compliant and features a fold-down seat with phenolic plate and stainless steel support tubing, as well as a 1 1/4" diameter "L" shaped stainless steel grab bar and 18" vertical bar as shown above. Please specify Left- or Right- hand plumbing.*

Model 38BF: Is ADA ready, but it does not include a seat or bar. The seat and bar can be added at a later time for ADA compliance.**

Low Profile Option: This option brings the threshold height on the 38" transfer shower to 1/2" after the installation of flooring. However, a 14"x14" area must be blocked out around the drain to allow the drain to sit below the subfloor.

* Because the 38H1 is a transfer shower, the ADA guidelines allow a half-inch threshold.

** Revised ADA guidelines allow the installation of a barrier-free shower (no seat and no bar) provided the seat and grab bar can be added later. The two-legged or the four-legged fold-down seat may be installed after the initial construction.

Plumbing Contractor Approval

Date

General Contractor Approval

Date

Engineer Approval

Date

Architect Approval

Date

12657 Portland Road NE • P.O. Box 78 Gervais, Oregon 97026-0078 • Phone: (503) 792-3456 • 1-877-792-3456 • Fax: (503) 792-3603
E-mail: ffi@fiberfab.com • www.fiberfab.com • Monday - Friday from 8:00 am to 4:30 pm

**DESCRIPTION**

- Chrome plated metal construction
- Pressure balancing cycle valve design with 1/4 turn stops
- Contains: hand-held shower with non-positive pause, 30" slide bar, drop ell, vacuum breaker, 69" metal hose and mounting hardware
- **Slide bar is NOT DESIGNED TO BE A GRAB BAR**
- Supplied with vandal resistant screws
- Quick cleaning rubber nozzles

OPERATION

- Temperature valve has ADA compliant lever style handle
- Handle operates counterclockwise through a 270° arc with off at 6 o'clock, and maximum hot at the 9 o'clock position. Shut off in clockwise direction
- Adjustable temperature limit stop
- Pressure balancing mechanism maintains selected discharge temperature to $\pm 2^\circ$
- Single function spray pattern
- Easy to operate pause button (reduces the flow of water to a trickle)

FLOW


8346 (2.5gpm/9.5 lpm)

8346EP15 (1.5gpm/5.7 lpm); WaterSense® Certified

CARTRIDGE

- 1222HD brass cartridge design
- Brass construction with stainless steel materials
- Accommodates back-to-back installations

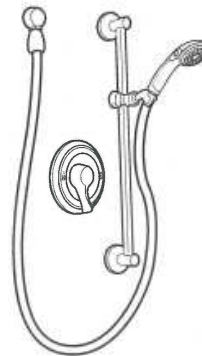
STANDARDS

- Third party certified to ASME A112.18.1/CSA B125.1 and all applicable requirements referenced therein
- ADA  for lever handle

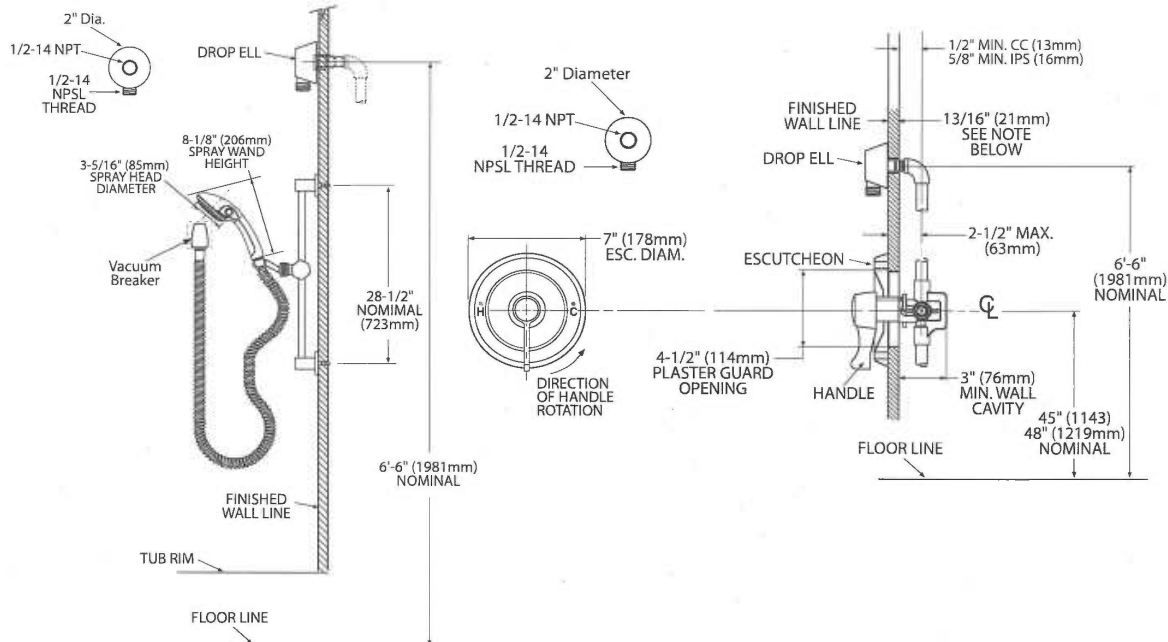
WARRANTY

- Warranted for 5 years against material or manufacturing defects

SH-1,2

Specifications**Single-Handle Pressure Balancing Shower Valve With Hand-Held Shower System**

Model: 8346, 8346EP15

**CRITICAL DIMENSIONS**

(DO NOT SCALE)

Rev. 11/12

MOEN SPECIFIER SERVICES 1-800-321-8809 Ext. 2158

www.moen.com

U-1 & U-2



Model
WEUS-1000.1411-0.125 ECOS® Hardwire
 OPTIMA® Systems Hardwire HEU Flushometer and HEU Urinal

**DESCRIPTION**

Complete HEU system with Exposed, Hardwired, Dual Flush, Sensor Activated Sloan ECOS® urinal Flushometer with Smart Sense Technology™ and vitreous china urinal.

Flush Cycle

Model WEUS 1000.1411-0.125 ECOS® (0.125 gpf/0.5 Lpf)

Code: 10001411

**SPECIFICATIONS**

Quiet, exposed, chrome plated urinal Flushometer for either left or right hand supply with the following features:

Flushometer

- ADA Compliant Sloan ECOS® Hardwired Infrared Sensor for automatic "No Hands" operation
- Reduces water usage up to 80% over standard sensor urinal
- Engineered Metal Cover with replaceable Lens Window
- Courtesy Flush® Override Button
- Line Powered with 6 VAC Step Down Transformer
- Infrared Sensor Range Adjustment Screw
- Initial Set-up Range Indicator Light (first 10 minutes)
- 3/4" I.P.S. Screwdriver Bak-Chek® Angle Stop
- Free spinning, Vandal Resistant Stop Cap
- High Efficiency cartridge assembly
- Flush Accuracy Controlled by CID Technology
- Latching Solenoid Operator
- User friendly three (3) second Flush Delay
- Synthetic rubber seals for chloramine resistance
- High Back Pressure Vacuum Breaker Flush Connection with One-piece Bottom Hex Coupling Nut
- Spud Coupling and Flange for 3/4" Top Spud
- Sweat Solder Adapter w/Cover Tube and Cast Wall Flange w/Set Screw
- Infrared Sensor with Multiple-focused, Lobular Sensing Fields for high and low target detection
- High copper, low zinc brass castings for dezincification resistance
- Patented D598,974
- Fixed Metering Bypass and no external volume adjustment to ensure water conservation
- Stop Seat and Vacuum Breaker to be molded from PERMEX® rubber compound for chloramine resistance
- Valve Body, Cover, Tailpiece and Control Stop shall be in conformance with ASTM Alloy Classification for Semi-Red Brass. Valve shall be in compliance to the applicable sections of ASSE 1037/ ASME A112.19.2/CSA B45.1

SPECIFICATIONS (CONTINUED)**Urinal**

- Wall hung vitreous china
- Washdown flushing action
- Vandal resistant strainer assembly included
- 3/4" I.P.S. top spud inlet
- 2" NPT outlet flange
- All mounting hardware included
- Integral flushing rim
- 100 % factory flush tested
- Compliant to the applicable sections of ASME A112.19.2/CSA B45.1
- Carrier not included
- Compliant with Buy American Act when purchased as a combination

FEATURES**ADA Compliant****Automatic**

Sloan ECOS® Hardwire Electronic Flushometers are activated via multi-lobular infrared sensor. Sloan ECOS® Electronic Urinal Flushometers are available without an override button to eliminate unnecessary casual activation. By detecting user presence and duration, the Sloan ECOS® Hardwire Smart Sense Technology™ will determine the proper flush volume for unequalled water efficiency.

Functional & Hygienic

Touchless, sensor operation eliminates the need for user contact to help control the spread of infectious diseases. The Sloan ECOS® Hardwire Flushometer is also provided with an Override Button to allow a "courtesy flush" for individual user comfort.

Smart Sense Technology

The Sloan ECOS® Hardwire Flushometer is equipped with Smart Sense Technology™ which applies extended range and logic techniques to significantly reduce water usage in high use urinal applications; such as when a continuous line of people, also known as a queue, forms. In fact during continuous queue, regardless the number of users, the maximum amount of water used is only 2.0 gallons. Please contact Sloan for specific Details.

Warranty

3 year (limited)



Meets the American Disabilities Guidelines and ANSI A117.1 requirements when installed according to these requirements.

NOTE: Plumbing System Requirements

✓ Minimum **Flowing** Pressure: 25 PSI

✓ Minimum Fixture Static Pressure: 80 PSI

**This space for Architect/Engineer approval**

Job Name	Date
Model Specified	Quantity
Variations Specified	
Customer/Wholesaler	
Contractor	
Architect	

The information contained in this document is subject to change without notice.

SLOAN.

Sloan Valve Company
 10500 Seymour Avenue.
 Franklin Park, IL 60131
 Phone: 1-800-9-VALVE-9 (982-5839)
 or 1-847-671-4300
 Fax: 1-800-447-8329 or 1-847-671-4380
www.sloanvalve.com

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 WEUS-1000.1411 03-14



Model

WEUS-1000.1411-0.125 ECOS® Hardwire
OPTIMA® Systems Hardwire HEU Flushometer and HEU Urinal



DESCRIPTION

Complete HEU system with Exposed, Hardwired, Dual Flush, Sensor Activated Sloan ECOS® urinal Flushometer with Smart Sense Technology™ and vitreous china urinal.

Flush Cycle

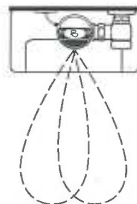
Model WEUS 1000.1411-0.125 ECOS® (0.125 gpf/0.5 Lpf)

Code: 10001411

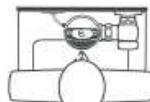
ELECTRICAL SPECIFICATIONS

- **Control Circuit**
 - Solid State
 - 120 VAC Input
 - 4.5 VAC Output
 - 8 Second Arming Delay
 - 3 Second Flush Delay
- **Sloan ECOS® Sensor Type**
 - Active Infrared
- **Sloan ECOS® Sensor Range**
 - Nominal 15" – 30" (381 mm – 762 mm),
 - Adjustable \pm 8" (203 mm)
- **Transformers**
 - Sloan Part No. EL-386
 - 120 VAC, 60 Hz Primary
 - 6 VAC, 60 Hz Secondary
 - Class II, 1/2 Amp - Plug-in Style
 - Sloan Part No. EL-451
 - 120 VAC, 60 Hz Primary
 - 6 VAC, 60 Hz Secondary
 - Class II, 25 VA - Box Style
- **Indicator Lights**
 - Range adjustment/low battery
- **Operating Pressure**
 - 15 – 100 psi (104 – 689 kPa)
- **Sentinel Flush**
 - Once every 72 hours after the last flush

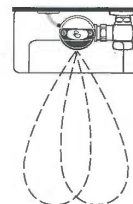
OPERATION



1. A continuous, invisible light beam is emitted from the Sloan ECOS[®] Dual Flush Sensor.

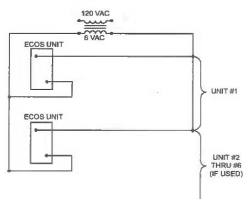


2. As the user enters the beam's effective range (15° to 30°) the beam is reflected into the Sloan ECOS® Scanner Window and transformed into a low voltage electrical circuit. Once activated, the Output Circuit continues in a "hold" mode for as long as the user remains within the effective range of the Sensor.



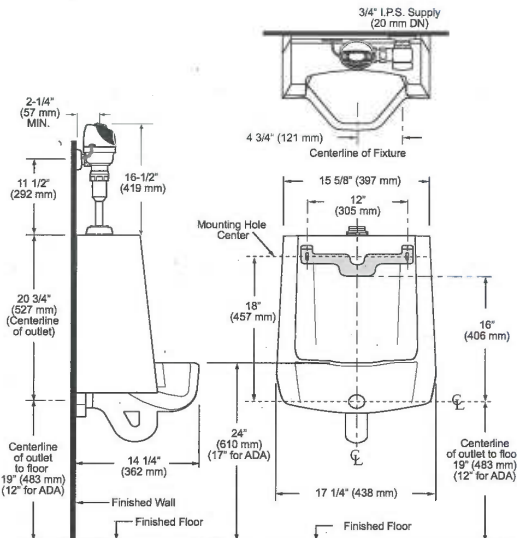
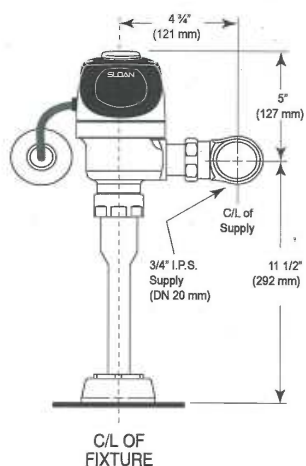
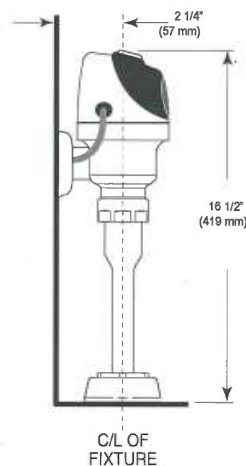
3. When the user steps away from the Sloan ECOS® Sensor, the Sensor initiates an electrical signal that operates the Solenoid. This initiates the flushing cycle to flush the fixture. The Circuit then automatically resets and is ready for the next user.

WIRING DIAGRAM



One 25 VA Transformer serves up to six ECOS units.

DIMENSIONS/ROUGH-IN



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WEUS-1000.1411 03-14

WC-1 & WC-2



Model
WETS-2051.1101-1.1 ECOS®
Electronic HET Flushometer and HET Water Closet

**DESCRIPTION**

Complete system with exposed, sensor activated, Sloan ECOS® electronic Flushometer and HET vitreous china water closet.

Flush Cycle

Model WETS 2051.1101-1.1 (1.1 gpf/4.2 Lpf)
Code: 20511101



Note: 1.1 gpf flushometer only recommended in new construction installations or those where sufficient drain line carry can be assured. Alternatives include 1.28 gpf or 1.6 gpf flushometers.



Meets the American Disabilities Guidelines and ANSI A117.1 requirements when installed according to these requirements.

NOTE:

Plumbing System Requirements

- Minimum **Operating** Pressure: 25 PSI
- Maximum Fixture Operating Pressure: 80 PSI
- Minimum Operating Flow Rate: 18 GPM

SPECIFICATIONS

Quiet, exposed, battery powered, sensor activated, diaphragm type, ECOS® closet Flushometer for either left or right hand supply with the following features:

Flushometer

- PERMEX® Synthetic Rubber Diaphragm with Dual Filtered Fixed Bypass
- Flex Tube Diaphragm designed for improved life and reduced maintenance
- ADA Compliant Sloan ECOS® ~~Battery Powered~~ Infrared Sensor for automatic "No Hands" operation
- Infrared Sensor with Multiple-focused, Lobular Sensing Fields for high and low target detection
- Latching Solenoid Operator
- Engineered metal cover w/ replaceable lens window
- Courtesy Flush® Override Button
- User Friendly Three (3) Second Flush Delay
- Four (4) Size AA Batteries factory installed
- "Low Battery" Flashing LED
- Infrared Sensor Range Adjustment Screw
- Initial Set-up Range Indicator Light (first 10 minutes)
- 1" IPS screwdriver Bak-Chek® angle stop with Free Spinning Vandal Resistant Stop Cap
- High Back Pressure vacuum breaker flush connection with one-piece bottom hex coupling nut
- Spud coupling and flange for 1½" top spud
- Sweat solder adapter w/ cover tube and cast wall flange with set screw
- High copper, low zinc brass castings for dezincification resistance
- Flush Accuracy Controlled by CID Technology
- Diaphragm, Stop Seat and Vacuum Breaker to be molded from PERMEX® rubber compound for chloramine resistance
- Valve Body, Tailpiece and Control Stop shall be in conformance with ASTM Alloy Classification for Semi-Red Brass. Valve shall be in compliance with the applicable sections of ASSE 1037.

Water Closet

- Wall hung vitreous china elongated bowl
- Siphon jet flushing action
- 1½" IPS top spud inlet
- 2½" fully glazed trapway diameter
- Integral flushing rim
- Water spot area 9 ½" x 8 ¼"
- Mounting hardware, carrier and toilet seat not included
- Recommended seats:
Bemis - 1955CT/1955SSCT & 2155CT/2155SSCT
Church - 295CT/295SSCT & 2155CT/2155SSCT
- Water closet shall be in compliance to the applicable sections of ASME A112.19.2/CSA B45.1
- Compliant with the Buy American Act when purchased as a combination

FEATURES**Automatic**

The Flushometer operates by means of an infrared sensor that adapts to its surroundings. Once the user enters the sensor's effective range and then steps away, the Flushometer Solenoid initiates the flushing cycle to flush the fixture.

Manual

Sloan ECOS® Electronic Flushometers include a button design for manual use. The flush is controlled by the button.

Hygienic

User makes no physical contact with the Flushometer surface.

Economical

Automatic operation provides water usage savings over other flushing devices. Reduces maintenance and operation costs.

Practical

Solid state electronic circuitry assures years of dependable, trouble-free operation.

Warranty

3 year (limited)

SLOAN.

Sloan Valve Company
10500 Seymour Avenue
Franklin Park, IL 60131
Phone: 1-800-9-VALVE-9 (982-5839)
or 1-847-671-4300
Fax: 1-800-447-8329 or 1-847-671-4380
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WETS-2051.1101-1.1 11-14

This space for Architect/Engineer approval	
Job Name	Date
Model Specified	Quantity
Variations Specified	
Customer/Wholesaler	
Contractor	
Architect	

The information contained in this document is subject to change without notice.

SLOAN®
Water Connects Us™

Model
WETS-2051.1101-1.1 ECOS®
Electronic HET Flushometer and HET Water Closet



DESCRIPTION

Complete system with exposed, sensor activated, Sloan ECOS® electronic Flushometer and HET vitreous china water closet.

Flush Cycle

Model WETS 2051.1101-1.1 (1.1 gpf/4.2 Lpf)

Code: 20511101

ELECTRICAL SPECIFICATIONS

• Control Circuit

Solid state
6 VDC input
8 second arming delay
24 hour Sentinel Flush

• Sloan ECOS® Sensor Type

Active infrared

• Sloan ECOS® Sensor Range

Nominal 22" - 42" (559 mm - 1067 mm),
Adjustable ± 8" (203 mm)

• Battery Type

(4) AA Alkaline

• Battery Life

3 Years @ 4,000 flushes/month

• Indicator Lights

Range adjustment/low battery

• Sentinel Flush

Once every 72 hours after the last flush

OPERATION



1. A continuous, invisible light beam is emitted from the Sloan ECOS® Sensor.

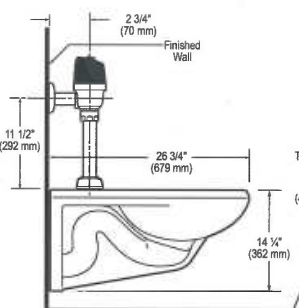
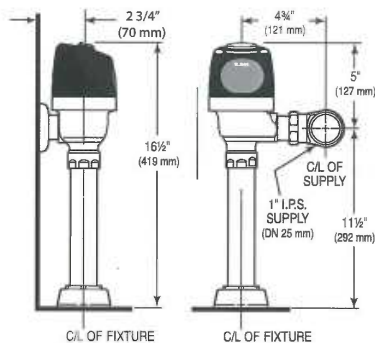


2. As the user enters the beam's effective range, 22" - 42" (559 mm to 1067 mm), the beam is reflected into the Scanner Window to activate the Output Circuit. Once activated, the Output Circuit continues in a "hold" mode for as long as the user remains within the effective range of the sensor. A full flush will automatically initiate when the user leaves.



3. Once a user is detected, the circuit automatically resets and is ready for the next user.

DIMENSIONS/ROUGH-IN

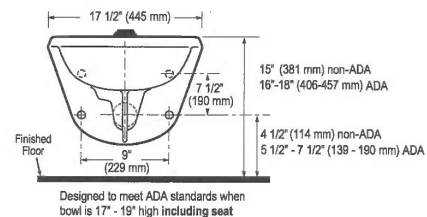


Top of toilet
16" to 18"
(406 mm to
457 mm)
for ADA



Finished Floor

NOTE: All vitreous china dimensions shown in these drawings are nominal. Dimensions can vary within the tolerances established in the governing ASME A112.19.2/CSA B45.1 standard. Please take this into consideration when planning rough-in and plumbing layouts.



Designed to meet ADA standards when bowl is 17" - 19" high including seat

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WETS 2051.1101-1.1 11-14

WC-1 & WC-2

SLOAN[®]Water Connects Us[™]**ECOS**
Hardwire Single Flush

111-1.28 HW

DescriptionExposed, Hardwire, sensor-activated Sloan ECOS[®] Hardwire high-efficiency water closet flushometer.**Flush Cycle**

Model 111-1.28 High Efficiency (1.28 gpf/4.8 Lpf)

Specifications

Quiet, Exposed, Diaphragm Type, Chrome Plated Closet Flushometer for either left or right hand supply (includes 9" electrical cable, right hand electrical rough-in may require 18" cable – consult factory) with the following features:

- PERMEX[®] Synthetic Rubber Diaphragm with twin linear filtered bypass and vortex cleansing action
- Flex Tube Diaphragm designed for improved life and reduced maintenance
- ADA Compliant Sloan ECOS[®] Electronic Line Powered Infrared Sensor for automatic "No Hands" operation
- Infrared Sensor with Multiple-focused, Lobular Sensing Fields for high and low target detection
- Latching Solenoid Operator
- Engineered Metal Cover with replaceable Lens Window
- User friendly three (3) second Flush Delay
- Courtesy Flush[®] Override Button
- Line Powered with 6 VAC Step Down Transformer
- Infrared Sensor Range Adjustment Screw
- Initial Set-up Range Indicator Light (first 10 minutes)
- 1" I.P.S. Screwdriver Bak-Chek[®] Angle Stop
- Free Spinning, Vandal Resistant Stop Cap
- Adjustable Tailpiece
- High Back Pressure Vacuum Breaker Flush Connection with One-piece Bottom Hex Coupling Nut
- Spud Coupling and Flange for 1½" Top Spud
- Sweat Solder Adapter with Cover Tube and Cast Wall Flange with Set Screw
- High Copper, Low Zinc Brass Castings for Dezincification Resistance
- Fixed Metering Bypass and No External Volume Adjustment to Ensure Water Conservation
- Flush Accuracy Controlled by CID Technology
- Diaphragm, Stop Seat and Vacuum Breaker molded from PERMEX[®] Rubber Compound for Chloramine resistance

Valve Body, Tailpiece and Control Stop shall be in conformance with ASTM Alloy Classification for Semi-Red Brass. Valve shall be in compliance with the applicable sections of ASSE 1037. Installation conforms to ADA requirements.

Special Finishes

- ☐ **PB** Polished Brass (PVD Finish)
- ☐ **BN** Brushed Nickel (PVD Finish)
- ☐ **SF** Satin Chrome

Accessories

- ☐ **EL-386** Transformer Plug (120 VAC/6 VAC)
- ☐ **EL-451** Transformer Box (120 VAC/6 VAC 25VA)

See Accessories Section and Sloan ECOS[®] Electronic Accessories Section of the Sloan catalog for details on these and other Sloan ECOS[®] Electronic flushometer variations.**Fixtures**

Consult Sloan for matching Sloan brand fixture options.



ECOS 111-1.28 HW 09-14

HET
HIGH-EFFICIENCY TOILET**Automatic**Sloan ECOS[®] Flushometers activate via multi-lobular sensor detection to provide the ultimate in sanitary protection and automatic operation.**Functional & Hygienic**Touchless, sensor operation eliminates the need for user contact to help control the spread of infectious diseases. The ECOS[®] Flushometer is provided with an Override Button to allow a "courtesy flush" for individual user comfort.**Warranty**

3 year (limited)

Patented

D598,974

This space for Architect/Engineer approval

Job Name _____	Date _____
Model Specified _____	Quantity _____
Variations Specified _____	
Customer/Wholesaler _____	
Contractor _____	
Architect _____	

The information contained in this document is subject to change without notice.



MODEL
111-1.28
Hardwire

Description

Exposed, Hardwire, Sensor Activated Sloan ECOS® Hardwire High Efficiency Water Closet Flushometer.

Flush Cycle

Model 111-1.28 High Efficiency (1.28 gpf/4.8 Lpf)

ELECTRICAL SPECIFICATIONS

Control Circuit

Solid State
6 VAC Input
4.5 VAC Output
8 Second Arming Delay
3 Second Flush Delay

Sloan ECOS® Sensor Type

Active Infrared

Sloan ECOS® Sensor Range

Nominal 22" - 42" (559 mm - 1067 mm),
Adjustable $\pm 8"$ (203 mm)

Indicator Lights

Range Adjustment

Operating Pressure

15 - 100 psi (104 - 689 kPa)

Sentinel Flush

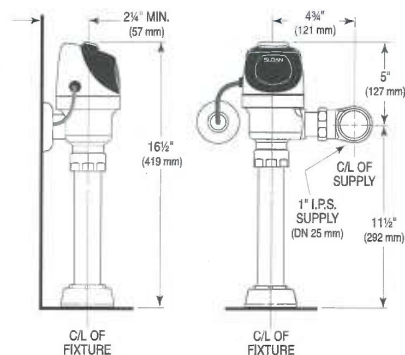
Once Every 72 Hours After the Last Flush

Transformers

Sloan Part No. EL-386
120 VAC, 60 Hz Primary
6 VAC, 60 Hz Secondary
Class II, 1/2 Amp - Plug-in Style

Sloan Part No. EL-451

120 VAC, 60 Hz Primary
6 VAC, 60 Hz Secondary
Class II, 25 VA - Box Style



OPERATION

1. A continuous, invisible light beam is emitted from the Sloan ECOS® Sensor.



2. As the user enters the beam's effective range (22" to 42") the beam is reflected into the Sloan ECOS® Scanner Window and transformed into a low voltage electrical circuit. Once activated, the Output Circuit continues in a "hold" mode for as long as the user remains within the effective range of the Sensor.

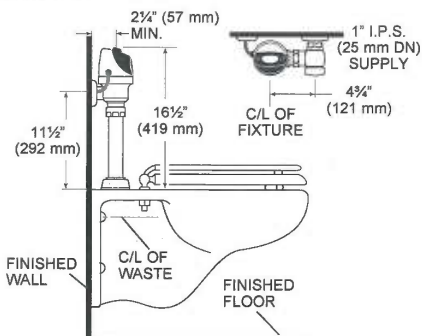


3. When the user steps away from the Sloan ECOS® Sensor, the circuit waits 3 seconds (to prevent false flushing) then initiates an electrical signal that operates the Solenoid. This initiates the flushing cycle to flush the fixture. The Circuit then automatically resets and is ready for the next user.



VALVE ROUGH-IN

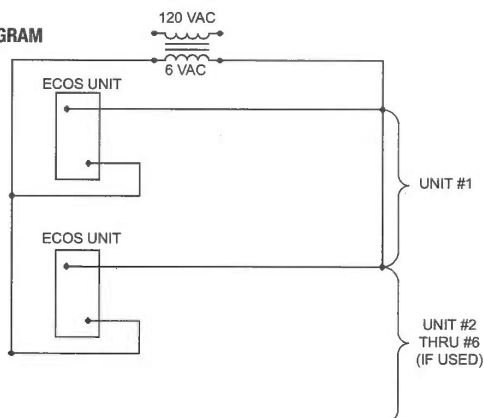
Model 111



When installing the Sloan ECOS® Hardwire in a handicap stall:

Per the ADA Guidelines (section 604.9.4) it is recommended that the grab bars be split or shifted to the wide side of the stall.

WIRING DIAGRAM



One 25 VA Transformer serves up to six ECOS™ units.

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ECOS 111-1.28 HW 09-14

WC-3



Dura-Ware® 2105BAR Series

Bariatric Toilet - Off Floor



2105BAR-W-1-CN

Fixture May Show Some Available Options

Please visit www.acorneng.com for most current specifications.

Bariatric Toilet - Off Floor

Toilet is arranged to be installed on a finished wall from the front side using an appropriate support system optionally available or a support system by others. Optional -HSBJ Big John® hinged toilet seat is rated at 1,200 lbs. Toilet bowl and frame are fabricated from 14 gage, type 304 stainless steel, is seamless welded construction, and includes an integral contoured seat. Fixture is rated at 1000 lbs Bariatric load when used with the optional -MC Mounting Carrier support. Fixture interior and exterior has a satin finish.

Toilet is Siphon Jet type with elongated bowl manufactured to comply with ASME A112.19.3 and CSA B45.4 standards. Toilet requires a minimum of 25 PSI flow pressure and uses a minimum water consumption of 1.28 GPF. Trap has a minimum 3-1/2" seal, will pass a 2-1/8" ball and is fully enclosed. Toilet has a 1-1/2" NPT flush valve connection and a gasketed waste outlet.

Flush Valve supply is additionally available for exposed or concealed flush valve styles in 1.28 GPF, 1.6 GPF or 3.5 GPF with 1-1/2" NPT connection.

GUIDE SPECIFICATION

Provide and install Acorn Dura-Ware Bariatric Toilet (specify model number and options) rated at 1000 lbs. Toilet bowl and frame shall be fabricated from 14 gage, type 304 stainless steel. Construction shall be seamless welded and all exposed surfaces shall have a satin finish with an integral contoured toilet seat. Toilet shall be concealed Siphon Jet type with an elongated bowl and a self-draining flushing rim. Toilet shall be ASME A112.19.3 and CSA B45.4 compliant. Toilet requires a minimum of 25 PSI flow pressure and uses a minimum water consumption of 1.28 GPF. Toilet trap shall have a minimum 3-1/2" seal that shall pass a 2-1/8" diameter ball and be fully enclosed. Toilet waste outlet shall be a gasketed waste.



Dura-Ware®2105BAR: Bariatric Toilet - Off Floor

WALL THICKNESS AND TYPE (Must Specify)

Thickness _____ Type: ☐ Concrete ☐ Block ☐ Steel

MODEL NUMBER AND OPTIONS SELECTION

BASE MODEL NUMBER

☒ 2105BAR Bariatric Toilet

SUPPLY (Must Specify)

☐ -T Top (Exposed)
☒ -W Wall (Concealed)

FIXTURE MOUNTING AND WASTE

☒ -1 Off-Floor, Wall Outlet

FLUSH VALVE GPF's (Must Specify)

☒ -1.28 GPF (HET)
☐ -1.6 GPF
☐ -3.5 GPF

FLUSH VALVE OPTIONS (Must Specify)

*SEE ACORN DURA-WARE SUPPLEMENTARY MATERIAL

FOR FLUSH VALVE COVERS AND BOXES*

☐ -FV Flush Valve (N/A for ADA)
☐ -FVBO Flush Valve by Others
☐ -FVH Flush Valve, Hydraulic
☒ -FVL Flush Valve, ADA Lever Handle (Wall Supply)
☐ -MVCFV Time-Trol Flush Valve (N/A for Top Supply)

TOILET SEAT OPTIONS

☐ -HSBJ Big John® Hinged Seat 1,200 lbs Rated
☐ -Open Front Less Cover
☐ -Open Front With Cover
☒ High Polish Integral Seat
 Punched for Seat by Others

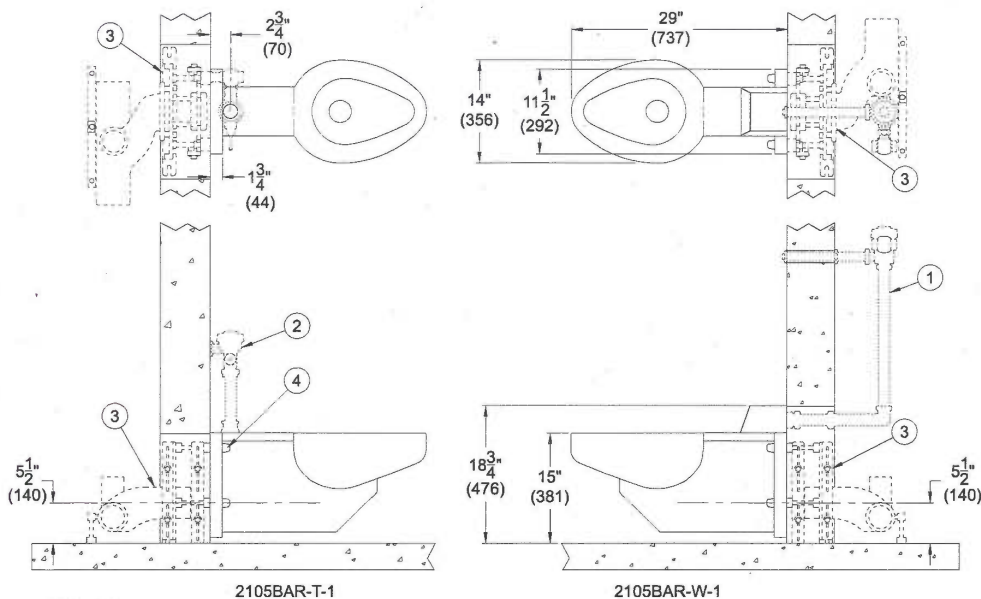
TOILET OPTIONS

☐ -BL Bedpan Lugs
☐ -FT Flood-Trol (N/A w/ Top Supply)
☐ -FTA Flood-Trol Auto-Reset (N/A w/ Top Supply)
☐ -FTE Flood-Trol Electronic
☐ -FVT Flush Thru Wall Connector
☒ -HET High Efficiency Toilet Design
☐ -TF Transformer, 120VAC to 24VAC (For -MVCFV)
☐ -TSC Toilet Shipping Cover

PRODUCT OPTIONS

☐ -ADA 18" Integral Seat Height
☐ -BCN Blind Cap Nuts (4)
☒ -CN Cap Nuts (4)
☐ -EG Enviro-Glaze Color Specify: _____
 Toilet Interior & Exterior
☐ -EGE Enviro-Glaze Color Specify: _____
 Toilet Exterior Only
☒ -MC Bariatric Mounting Carrier, 1000 lb Rating
 Specify Type: _____
☐ -VAC AcornVac System

Please visit www.acorneng.com for most current specifications.



NOTES:

1. OPTIONAL -FV FLUSH VALVE -W WALL SUPPLY SHOWN
2. OPTIONAL -FV FLUSH VALVE -T TOP SUPPLY SHOWN

3. OPTIONAL -MC BARIATRIC MOUNTING CARRIER SHOWN
4. OPTIONAL -CN CAP NUTS SHOWN

Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions. <small>Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2009 Acorn Engineering Company</small>	
Selection Summary Model No. & Option _____ Quantity _____	Approved for Manufacturing Company _____ Title _____ Signature _____ Date _____

WCL-1 & WCL-2



Penal-Ware® 1440 Series

18" Lav/Toilet - Suicide Resistant Comby



1440-2-CT-BPH-04

Fixture May Show Some Available Options

Please visit www.acorneng.com for most current specifications.

18" Lav/Toilet - Suicide Resistant Comby

Fixture is arranged to be installed on finished wall and serviced from an accessible pipe chase. Fixture is fabricated from 14 gage type 304 stainless steel cabinet and toilet bowl, polished to a satin finish. The inside of the toilet bowl also has a satin finish. Cabinet interior is sound-deadened with fire-resistant material. Optional Wall Sleeve or Metal Template is recommended for all installations to provide required wall openings. This unit is intended to reduce any possible risk of the fixture being used as a suicide device.

Lavatory "D" Bowl is 15" x 13" x 5-1/2" deep. Standard elbow waste outlet is 1-1/2" O.D. plain end.

Optional Valve may be an Air-Control pneumatically operated, pushbutton valve using atmospheric air. Pushbutton requires less than 5 pounds to activate valve. Valve is direct acting, non-metering type and is optionally available as metering with non-hold open feature. Metering valve timing is adjustable from 5 to 60 seconds. Valve can be remotely located up to 10 feet from the operating pushbutton. Bubbler and valve pushbuttons are spherical type and do not include straight edges. Valve and bubbler conform with lead free requirements for NSF61, section 9, 1997 and CHSC 116875.

Toilet is blowout jet type with elongated bowl manufactured to ASME A112.19.3-2008 and CSA B45.4-2008 requirements and will flush with a minimum of 25 PSI flow pressure when used in conjunction with a minimum of 1.6 GPF. Trap has minimum 3-1/2" seal and will pass a 2-1/8" ball. Toilet waste outlet is 2-3/8" diameter plain end extending 3" beyond the fixture for wall outlet and Gasketed Waste for floor outlet.

GUIDE SPECIFICATION

Provide and install Acorn Penal-Ware 18" wide Lav/Toilet Suicide Resistant Comby (Specify model number and options). Provide hemispherical cabinet design to reduce risk of fixture being used as a suicide device. Fixture shall be fabricated from type 304 stainless steel. Construction shall be seamless welded and exposed surfaces shall have a satin finish. Provide D shape lavatory bowl. Fixture shall have an Air-Control pneumatically operated, pushbutton valve. Valve shall require less than 5 pounds to activate. Valve and bubbler conform with lead free requirements for NSF61, section 9, 1997 and CHSC 116875. Provide -BPH Hemispherical Penal Bubbler and -PBH Hemispherical Penal Pushbutton. Provide toilet bowl housing to prohibit the attachment of objects. Toilet shall be concealed blowout jet type with an elongated bowl, self-draining flushing rim, and an integral contoured seat. Toilet shall meet ASME A112.19.3-2008 and CSA B45.4-2008 requirements and will flush with a minimum of 25 PSI flow pressure when used in conjunction with a minimum of 1.6 GPF. Toilet trap shall have a minimum 3-1/2" seal that shall pass a 2-1/8" diameter ball and shall be fully enclosed. Cabinet interior shall be sound-deadened with fire-resistant material. Fixture shall withstand loading of 5,000 pounds without permanent damage. Fixture shall be furnished with necessary fasteners for proper installation.

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Revised: 09/19/13

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Tel: (800) 488-8999 • (626) 336-4561 • Fax: (626) 961-2200 • www.acorneng.com • E-mail: info@acorneng.com



Penal-Ware® 1440: 18" Lav/Toilet - Suicide Resistant Comby

WALL THICKNESS AND TYPE (Must Specify)

Thickness: _____ Type: ☐ Concrete ☐ Block ☐ Steel

MODEL AND OPTIONS SELECTION:

BASE MODEL NUMBER

☒ 1440 18" Lav/Toilet - Suicide Resistant Comby

TOILET ORIENTATION (Must Specify)

- ☐ -AL Angled Left
☐ -AR Angled Right
☐ -CT Centered Toilet

FIXTURE MOUNTING AND WASTE (Must Specify)

- ☒ -2 On-Floor, Wall Outlet
☐ -3 On-Floor, Floor Outlet

BUBBLER SELECTION (Must Specify)

☒ -BPH Hemispherical Penal Bubbler

VALVE SELECTION (Must Specify)

- ☐ -03 Air-Control, Single Temp, Non-Metering
☐ -03-M Air-Control, Single Temp, Metering
☐ -04 Air-Control, H & C, Non-Metering
☒ -04-M Air-Control, H & C, Metering
☐ -9 Punched for Valve by Others (Specify Punching)
☐ -EVS1 Electronic Valve System - Single Temp
☐ -EVS1P1 Electronic Valve Sys. w/ Piezo Pushbutton
☐ -EVS2 Electronic Valve System - Hot & Cold
☐ -EVS2P2 Electronic Valve Sys. w/ Piezo Pushbuttons
☐ -MA Manifolded Valve ☐ 2 ☐ 3 ☐ 4
☐ -MH Metering, Hot Side Only
☐ -MVC1 Time-Trol - Single Temp
☐ -MVC1-BAT Time-Trol - Single Temp Battery Operated (Batteries Not Included)
☒ -MVC2 Time-Trol - Hot & Cold
☐ -MVC2-BAT Time-Trol - Hot & Cold Battery Operated (Batteries Not Included)
☐ -PPZ1 Programmable Piezo Button - Single Temp
☐ -PPZ2 Programmable Piezo Button - Hot & Cold

FLUSH VALVE GPF's (Must Specify)

☐ -HET-1.28 GPF ☒ -ULF-1.6 GPF ☐ -3.5 GPF

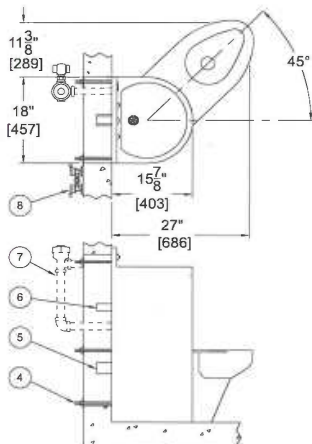
FLUSH VALVE OPTIONS (Must Specify)

- ☐ -EVSFV Electronic Flush Valve
☒ -EVSPFV Electronic Flush Valve w/ Piezo Pushbutton
☐ -FV Flush Valve, Mechanical
☐ -FVBO Flush Valve by Others
☐ -FVH Flush Valve, Hydraulic
☐ -MVCFV Time-Trol Electronic Flush Valve

PRODUCT OPTIONS (Must Specify)

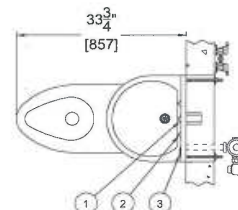
- ☐ -BRS Brass Body Valve
☐ -CI Cycle Interrupt for Time-Trol Valves
☒ -CO1 Cleanout w/ O-Ring, Connecting to No-Hub 4" (Plain End Only)
☐ -CO1-3 Cleanout w/ O-Ring, Connection to No-Hub 3" (Plain End Only, N/A with -W03)
☐ -COH Cleanout Hook Assembly
☐ -CW Combined Waste
☐ -EG Enviro-Glaze, Specify Color: _____
☐ Toilet Exterior Only
☐ Toilet Interior
☐ -FMT Fixture Mounted Trim
☒ -FT Flood-Trol (Manual Reset)
☐ -FTA Flood-Trol Auto-reset
☐ -FTE Flood-Trol Electronic
☐ -FVO Flush Valve Opposite In Lieu of Standard Location
☐ -FVT Flush Valve Thru Wall Connector
☐ -GW Gasketed Toilet Waste
☐ -HET High Efficiency Toilet Design
☐ -HPS High Polished Seat #7 Finish
☐ -LPPFV Less Punching for Flush Valve
☒ -LW1 Lavy thru Wall Extension with P-Trap
☐ -LWE Lavy Waste Extension (3" Standard)
☐ Specify Length Beyond Fixture: _____
☐ -MT Metal Template (Only 1 Required Per Project)
☐ -OF Lavatory Overflow
☐ -PBP Pushrod Activated Pushbutton
☒ -PC Pinned Cleanout Plug
☒ -PH Paper Holder ☐ L ☐ R
☐ -PT 1-1/2" Removable P-Trap Waste
☒ -SW Wall Sleeve
☐ -TF Transformer, 120VAC to 24VAC
☐ -TG 12-Gage Cabinet
☐ -TSC Toilet Shipping Cover
☐ -TWE Toilet Waste Extension (3" Standard)
☐ Specify Length Beyond Fixture: _____
☐ -VAC Acorn Vac System
☐ -W03B 3" Waste Outlet from 2-3/8" Waste (1.6 or 3.5 GPF)

Please visit www.acorneng.com
for most current specifications.



1440-AR-2-BPH-04 Shown. -AL Opposite.

- NOTES:
 1. LAVY BUBBLER.
 2. LAVY VALVE PUSHBUTTONS.
 3. FLUSH VALVE PUSHBUTTON.
 4. WALL MOUNTING HARDWARE.
 5. TOILET WASTE OUTLET.
 6. LAVY WASTE OUTLET.
 7. OPTIONAL -FV FLUSH VALVE.
 8. -04 AIR-CONTROL VALVE.



1440-CT-2-BPH-04

Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions.
 Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2009 Acorn Engineering Company

Selection Summary	Approved for Manufacturing
Model No. & Option _____	Company _____ Title _____
Quantity _____	Signature _____ Date _____

WH-1


[\(..\WFDIndex.html\)Woodford Model 26 Wall Faucet](#)
[Model 26 Specs](#)
[Stem Lock](#)
[Modular Box](#)
[Pricing](#)
[Buy Online](#)
[Troubleshooting](#)
[Submittal Sheets](#)
[Print PDF](#)

The Model 26 and B26 are field testable, backflow protected wall faucets intended for irrigation purposes in mild climate areas. The Model B26 is enclosed in a wall mounted box. Both models are designed to blend with modern architecture for installation on or in homes, service stations, churches, motels, drive-in restaurants, etc. The Model Y26 is designed to be used on a stand pipe in the lawn and garden, etc.

SPECIFICATIONS:

MODEL 50HF BACKFLOW PREVENTER -

Patent Pending

- ASSE 1052 Approved
- Listed by IAPMO
- Field Testable
- Two Independent Check Valves
- Drains automatically when hose is removed
- No spray back

FEATURES:

EPDM PACKING: Prevents leaking.

PACKING NUT: Adjustable brass nut with deep stem guard.

VALVE SEAT: Standard "O" size washer.

HANDLES: Furnished with polycarbonate wheel handle and loose tee key. **Optional:** Metal wheel handle.

INLETS: Model 26 as shown below.
Model B26: 26P- 1/2" or 26P 3/4" only.
Model Y26: 3/4" FPT.

MAX PRESSURE: 125 p.s.i.

MAX TEMPERATURE: 120° F

SHIPPING WEIGHT: (per unit)

MODEL 26 & Y26: 1.2 lbs

MODEL B26: 14.6 lbs (brass or chrome box)
6.5 lbs (aluminum box)

Inlet Descriptions

MODEL 26/B26
P-1/2" Inlet
1/2" FPT
P-3/4" Inlet
3/4" FPT

MODEL 26 ONLY
CP Inlet
COMBINATION
1/2" COPPER TUBE
1/2" MPT

MODEL 26 ONLY
C Inlet
COMBINATION
1/2" COPPER TUBE
3/4" COPPER TUBE



For Installation / Troubleshooting Instructions go to
www.woodfordmfg.com or call 1-800-621-6032

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Backflow Protected Wall Faucets



Model 26/B26/Y26



MODEL 26

Exterior Finish:
Standard - Chrome

Optional- Rough Brass (BR) or Polished Chrome (PC)



MODEL B26

Exterior Finish:
Standard - Chrome

Optional- Rough Brass (BR) or Polished Brass (PB)
Other Options: Anodized Aluminum Box and Door



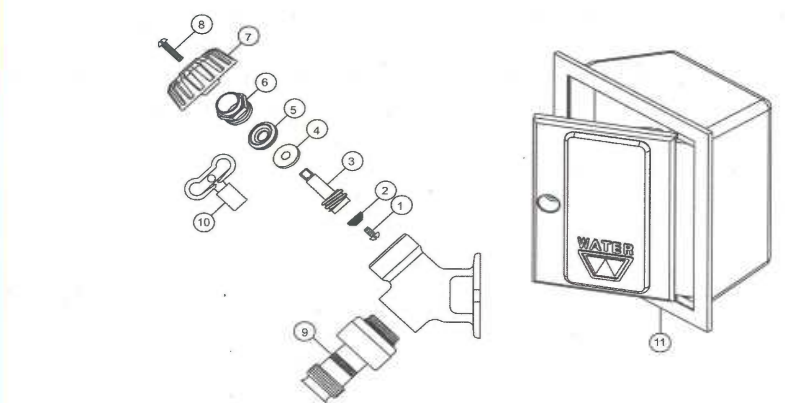
MODEL Y26

Exterior Finish:
Standard - Chrome

Optional- Rough Brass (BR) or Polished Chrome (PC)

Rev. 02/12 Form No. 26.109

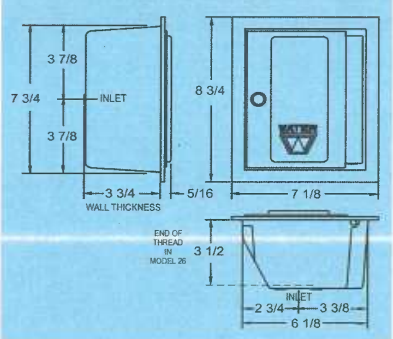
WOODFORD



MODEL 26/B26/Y26 PARTS LIST

ITEM	PART#	DESCRIPTION
1	30009	Washer Screw
2	30008	Washer
3	30104	Operating Stem
4	30105	Packing Support Washer
5	30247	EPDM Packing
6	30109	Packing Nut - chrome
	30107	Packing Nut - Brass
7	30120	Wheel Handle - Clear
	30233	Wheel Handle - Tan
8	30121	Handle Screw - Nickel
	30002	Handle Screw - Brass
9	50HF-CH	50HF Backflow Preventer - Chrome
	50HF-BR	50HF Backflow Preventer - Brass
10	50009	Tee Key
11	B26BX	Box/Door Assembly - Chrome
	B26BX-BR	Box/Door Assembly - Brass
	B26BX-PB	Box/Door Assembly - Polished Brass
	B26BX-AL	Box/Door Assembly - Anodized Aluminum
	RK-24	Chrome Repair Kit (Includes items 1-8)
	RK-H34	Brass Repair Kit (Includes items 1-8)

**MODEL B26
Rough-In Dimensions**



Manufactured under one or more of the following patents: U.S. Patents: 3,414,001; 3,543,786; 4,178,956; 4,316,481; D216,790; D216,791; D277,365; D277,366; Canada Patents: 822,458; 852,529; 865,995

For more information contact...

WOODFORD MANUFACTURING COMPANY

2121 Waynoka Road, Colorado Springs, Colorado 80915 • Phone: (800) 621-6032 • Fax: (800) 765-4115
To view our complete product line visit: www.woodfordmfg.com or email: sales@woodfordmfg.com
A Division Of WCM Industries, Inc.



BWH-1A, 1B, 1C, 1D

Commercial Gas Water Heaters

Cyclone[®] Mxi MODULATING

MODULATING BURNER ADVANCES THE CYCLONE TO HIGHER LEVELS OF EFFICIENCY

FEATURES

The full line of A. O. Smith Cyclone Mxi condensing water heaters has been designed to provide years of dependable service and feature industry leading technology. Models are available from 120,000 to 500,000 Btu/h and all deliver thermal efficiencies of 95% and higher. The unique helical coil heat exchanger limits weld joints for optimal service life while maximizing heat transfer.

Cyclone is the industry leader in high efficiency commercial water heating with over a quarter million Cyclones sold since 1996. The current Mxi modulating models adjust firing rate to the specific demand further increasing efficiency and money savings.

INTELLIGENT CONTROL SYSTEM WITH LCD DISPLAY

- Exclusive A. O. Smith designed control system
- Provides detailed water heater status information
- Precise temperature control adjustable from 90 to 180 degrees
- Built-in diagnostics
- Run history information
- Cyclone water heaters are compatible with the iCOMM™ remote monitoring system. Call 1.888.928.3702 for more information.



1.888.WATER02

SUBMERGED COMBUSTION CHAMBER, WITH HELICAL HEAT EXCHANGER COIL

- Positioned in center of tank, surrounded by water to virtually eliminate radiant heat loss from chamber
- Direct spark ignition
- Spiral heat exchanger keeps hot burner gases swirling, uses centrifugal force to maximize efficiency of heat transfer to water in tank
- Spiral heat exchanger reduces lime scale from forming on water-side surfaces, which maintains energy efficiency over time

POWERED ANODES STANDARD ON ALL MODELS

- Provides long-lasting tank protection in varying water conditions
- Powered anodes are non-sacrificial
- Automatically adjusts output needed to properly protect the tank

PERMAGLAS® ULTRA COAT™ GLASS LINING

- Glass coating is applied using a liquid slush coating technique to ensure uniform coating
- Heat exchanger coil is glassed both externally and internally for optimum protection

MECHANICAL VENTING VERSATILITY

- Conventional power venting or direct venting
- Vents vertically or through a sidewall
- Front located exhaust and condensate connections allow for easy install and access
- Vents with low cost PVC Schedule 40 intake and exhaust pipe. Approved for optional CPVC Schedule 40, Polypropylene and AL29-4C stainless steel vent materials
- Direct-vent intake and exhaust pipe can terminate separately outside building or through single opening, using concentric vent assembly
- Canadian installations require ULC S636 PVC/CPVC, ULC S636 Polypropylene and AL29-4C stainless steel pipe for intake and exhaust

HIGH EFFICIENCY MODULATING PRE-MIX POWERED BURNER

- Down-fired pre-mix burner provides optimum efficiency and quiet operation
- Top-mounted burner position prevents condensation from affecting burner operation

**BTH-120(A)
through
BTH-500(A)**



**Model Shown:
100 Gallon**

**ASME
(OPTIONAL)**



GAS-FIRED





Commercial Gas Water Heaters

OTHER CYCLONE Mxi FEATURES

SPACE-SAVING DESIGN FOR INSTALLATION FLEXIBILITY

- Reduced footprint, ease of service, protection from water damage in case of flooding
- Easy-to-remove top cover for convenient access to serviceable parts
- 0" installation clearances on sides and rear, 1-1/2" installation clearance on top
- Handhole cleanout allows easy access to tank interior for cleaning
- 0" clearance to combustibles, approved for installation on combustible floors

CODES AND STANDARDS

- CSA certified and ASME rated T&P relief valve
- Maximum hydrostatic working pressure: 160 PSI
- All models are design certified by Underwriters Laboratories (UL), Inc., to ANSI Z21.10.3 - CSA 4.3 Standards
- Meets the thermal efficiency and standby loss requirements of the U.S. Department of Energy and current edition ASHRAE/IESNA 90.1
- Design-certified by Underwriters Laboratories to NSF standard 5 for 180°F (62°C) water
- Complies with SCAQMD Rule 1146.2 and other Air Quality Management Districts with similar requirements for low-NOx emissions
- ASME tank construction optional on 120-500 model sizes

THREE-YEAR LIMITED TANK WARRANTY

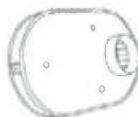
- For complete warranty details, consult written warranty shipped with heater, or contact A. O. Smith (5-year tank extended warranty is optional)

OPTIONAL KITS

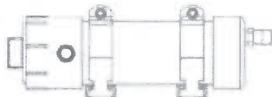
- Optional Concentric Vent Kits
BTH-120-250 vent kit p/n 9006328005
BTH-300-500 vent kit p/n 9006144005



- Optional Low Profile Termination Vent Kits
3" Flush Mount Vent Kit p/n 9008933005
4" Flush Mount Vent Kit p/n 9008934005
6" Flush Mount Vent Kit p/n 9008935005



- Optional Condensate Neutralization Kits
BTH-120-199 kit p/n 9007959005
BTH-250-500 kit p/n 9007960005



VENTING REQUIREMENTS

BTH-120(A) - 250(A)

NUMBER OF 90° ELBOWS INSTALLED	3 INCH PIPE	
	MAXIMUM FEET (METERS)	MAXIMUM FEET (METERS)
One (1)	45 feet (13.7 meters)	115 feet (35.0 meters)
Two (2)	40 feet (12.2 meters)	110 feet (33.5 meters)
Three (3)	35 feet (10.7 meters)	105 feet (32.0 meters)
Four (4)	30 feet (9.1 meters)	100 feet (30.5 meters)
Five (5)	N/A	95 feet (29.0 meters)
Six (6)	N/A	90 feet (27.4 meters)

BTH-300(A) - 500(A)

NUMBER OF 90° ELBOWS INSTALLED	4 INCH PIPE	
	MAXIMUM FEET (METERS)	MAXIMUM FEET (METERS)
One (1)	65 feet (19.8 meters)	115 feet (35.0 meters)
Two (2)	60 feet (18.2 meters)	110 feet (33.5 meters)
Three (3)	55 feet (16.8 meters)	105 feet (32.0 meters)
Four (4)	50 feet (15.2 meters)	100 feet (30.5 meters)
Five (5)	45 feet (13.7 meters)	95 feet (29.0 meters)
Six (6)	40 feet (12.2 meters)	90 feet (27.4 meters)

GAS PRESSURE REQUIREMENTS

MODEL	MANIFOLD PRESSURE		MINIMUM SUPPLY PRESSURE		MAXIMUM SUPPLY PRESSURE	
	NATURAL GAS	PROPANE GAS	NATURAL GAS	PROPANE GAS	NATURAL GAS	PROPANE GAS
BTH-120(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.4" W.C. (1.10 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-150(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.4" W.C. (1.10 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-199(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.4" W.C. (1.10 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-250(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.4" W.C. (1.10 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-300(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.8" W.C. (1.19 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-400(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.8" W.C. (1.19 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)
BTH-500(A)	0" W.C. (0 kPa)	0" W.C. (0 kPa)	4.8" W.C. (1.19 kPa)	8.5" W.C. (2.12 kPa)	14" W.C. (3.49 kPa)	14" W.C. (3.49 kPa)

For Technical Information and Automated Fax Service, call 800-527-1953. A. O. Smith Corporation reserves the right to make product changes or improvements without prior notice.

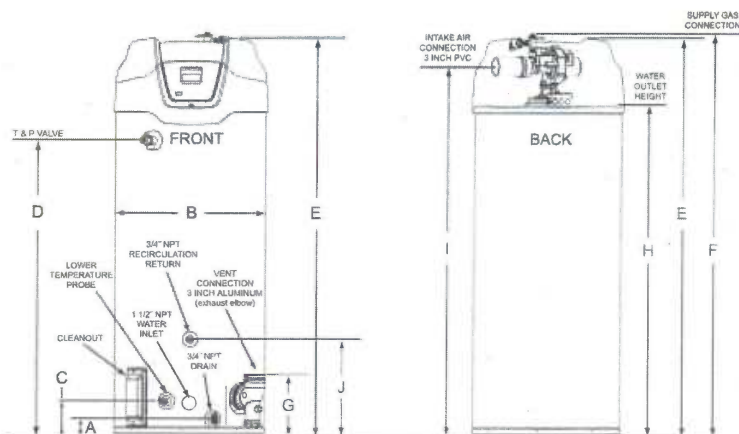
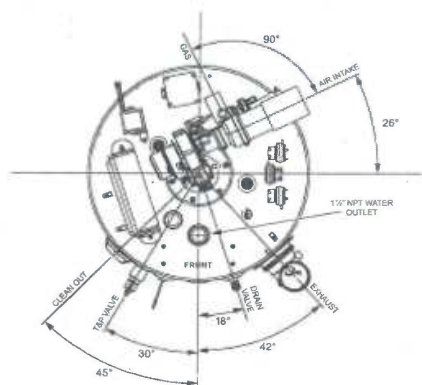
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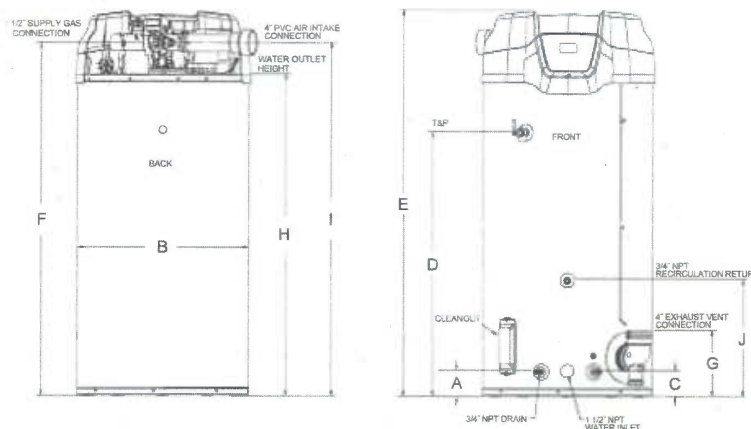
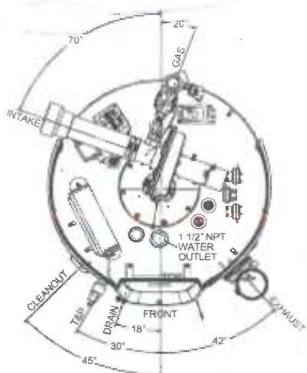
Commercial Gas Water Heaters



BTH-120(A) through BTH-250(A)



BTH-300(A) through BTH-500(A)



MODEL	APPROX. CAPACITY GALLON/LITER	DIMENSIONS										SHIPPING WEIGHT STD	SHIPPING WEIGHT ASME
		A	B	C	D	E	F	G	H	I	J		
		INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	INCHES/CM	LBS/KG	LBS/KG
BTH-120(A)	60 / 227	3/7.62	27.75/70.5	6.3/16	35/88.9	55.5/141	53.5/135.9	11.25/28.6	42.25/107.32	48.5/123.2	18.25/46.36	460 / 208	490 / 220
BTH-150(A)	100 / 379	3/7.62	27.75/70.5	6.3/16	56.38/143.2	76/193.04	75.75/192.4	11.25/28.6	64/162.6	70/177.8	18.25/46.36	523 / 237	553 / 251
BTH-199(A)	100 / 379	3/7.62	27.75/70.5	6.3/16	56.38/143.2	76/193.04	75.75/192.4	11.25/28.6	64/162.6	70/177.8	18.25/46.36	523 / 237	553 / 251
BTH-250(A)	100 / 379	3/7.62	27.75/70.5	6.3/16	56.38/143.2	76/193.04	75.75/192.4	11.25/28.6	64/162.6	70/177.8	18.25/46.36	523 / 237	553 / 251
BTH-300(A)	119/450.96	4.75/12.07	33.12/84.12	4.75/12.07	52.00/132.08	75.75/192.41	73.75/187.3	12.75/32.39	63.13/160.35	69.25/175.9	23.00/58.43	855 / 387	855 / 387
BTH-400(A)	119/450.96	4.75/12.07	33.12/84.12	4.75/12.07	52.00/132.08	75.75/192.41	73.75/187.3	12.75/32.39	63.13/160.35	69.25/175.9	23.00/58.43	855 / 387	855 / 387
BTH-500(A)	119/450.96	4.75/12.07	33.12/84.12	4.75/12.07	52.00/132.08	75.75/192.41	73.75/187.3	12.75/32.39	63.13/160.35	69.25/175.9	23.00/58.43	855 / 387	855 / 387

Electrical characteristics-120V-60Hz A.C., 5.0 A

"A" in model represents ASME construction

Propane gas models available

For Technical Information and Automated Fax Service, call 800-527-1953. A. O. Smith Corporation reserves the right to make product changes or improvements without prior notice.

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AOSCG10210



Commercial Gas Water Heaters

RECOVERY CAPACITY

MODEL	TYPE OF GAS	INPUT		THERMAL EFFICIENCY	U.S. GALLONS/HR AND LITRES/HR AT TEMPERATURE RISE INDICATED															
					APPROX. CAPACITY	F	30 F	40 F	50 F	60 F	70 F	80 F	90 F	100 F	110 F	120 F	130 F	140 F		
		BTU/HR	KW			C	17 C	22 C	28 C	33 C	39 C	44 C	50 C	56 C	61 C	67 C	72 C	78 C		
BTH-120(A)	NATURAL/PROPANE	120,000	35	95%	60 U.S. Gals.	GPH	461	345	276	230	197	173	154	138	126	115	106	99		
					227 Litres	LPH	1744	1308	1046	872	747	654	581	523	476	436	402	374		
BTH-150(A)	NATURAL/PROPANE	150,000	44	98%	100 U.S. Gals.	GPH	594	445	356	297	255	223	198	178	162	148	137	127		
					379 Litres	LPH	2248	1686	1349	1124	964	843	749	674	613	562	519	482		
BTH-199(A)	NATURAL/PROPANE	199,900	58	97%	100 U.S. Gals.	GPH	783	588	470	392	336	294	261	235	214	196	181	168		
					379 Litres	LPH	2965	2224	1779	1483	1271	1112	988	890	809	741	684	635		
BTH-250(A)	NATURAL/PROPANE	250,000	73	96%	100 U.S. Gals.	GPH	970	727	582	485	416	364	323	291	264	242	224	208		
					379 Litres	LPH	3671	2753	2202	1835	1573	1377	1224	1101	1001	918	847	787		
BTH-300(A)	NATURAL/PROPANE	300,000	88	96%	119 U.S. Gals.	GPH	1164	873	698	582	499	436	388	349	317	291	269	249		
					451 Litres	LPH	4405	3304	2643	2202	1888	1652	1468	1321	1201	1101	1017	944		
BTH-400(A)	NATURAL/PROPANE	399,900	117	95%	119 U.S. Gals.	GPH	1535	1151	921	767	658	576	512	460	419	384	354	329		
					451 Litres	LPH	5810	4358	3486	2905	2490	2179	1937	1743	1585	1453	1341	1245		
BTH-500(A)	NATURAL/PROPANE	499,900	146	95%	119 U.S. Gals.	GPH	1919	1439	1151	959	822	720	640	576	523	480	443	411		
					451 Litres	LPH	7263	5448	4358	3632	3113	2724	2421	2179	1981	1816	1676	1556		

Recovery capacities are based on AHRI rated thermal efficiencies.

STORAGE CAPACITIES

MODEL	U.S. GALLONS	LITERS
BTH-120(A)	60	227
BTH-150(A)	100	379
BTH-199(A)	100	379
BTH-250(A)	100	379
BTH-300(A)	119	450.96
BTH-400(A)	119	450.96
BTH-500(A)	119	450.96

GAS LINE CONNECTION SIZE

MODEL	NATURAL GAS	PROPANE GAS
BTH-120(A)	3/4" NPT	3/4" NPT
BTH-150(A)	3/4" NPT	3/4" NPT
BTH-199(A)	3/4" NPT	3/4" NPT
BTH-250(A)	3/4" NPT	3/4" NPT
BTH-300(A)	1 1/2" NPT	1 1/2" NPT
BTH-400(A)	1 1/2" NPT	1 1/2" NPT
BTH-500(A)	1 1/2" NPT	1 1/2" NPT

SUGGESTED SPECIFICATION

(Natural or Propane) gas water heater(s) shall be A. O. Smith Cyclone Mtr model # _____ or equal, minimum 95% thermal efficiency, a storage capacity of _____ gallons, an input rating of _____ BTU/hr, a recovery rating of _____ gallons per hour (gph) of 100°F rise and a maximum hydrostatic working pressure of 160 PSI. Water heater(s) shall: 1. Modulating gas burner that automatically adjusts the input based on demand; 2. Powered anodes that are non-sacrificial and maintenance free; 3. Have seamless glass-lined steel tank construction, with glass lining applied to all water-side surfaces after the tank has been assembled and welded; 4. Meet the thermal efficiency and/or standby loss requirements of the U. S. Department of Energy and current edition of ASHRAE/IESNA 90.1; 5. Have foam insulation and a CSA Certified and ASME rated T&P relief valve; 6. Have a down-fired power burner designed for precise mixing of air and gas for optimum efficiency, requiring no special calibration on start-up; 7. Be approved for D' clearance to combustibles.

The control shall be an integrated solid-state temperature and ignition control device with integral diagnostics, graphic user interface, fault history display, and shall have digital temperature readout.

1. All models are design certified by Underwriters Laboratories (UL), Inc., according to ANSI Z21.10.3 - CSA 4.3 standards governing storage type water heaters; 2. Meet the thermal efficiency and standby loss requirements of the U. S. Department of Energy and current edition ASHRAE/IESNA 90.1. Complies with SCAQMD Rule 1146.2 and other air quality management districts with similar requirements for low NOx emissions.

120K-250K BTU Input:

For Standard Power Venting: Water heater(s) shall be suitable for power venting using a (3" or 4") _____ diameter PVC pipe for a total distance of (50 ft or 120 ft.) _____ equivalent feet of vent piping.

For Power Direct Venting: Water heater(s) shall be suitable for power direct venting using a (3" or 4") _____ diameter PVC pipe for a total distance of (50 ft or 120 ft.) _____ equivalent feet of vent piping and (50 ft. or 120 ft.) _____ equivalent feet of intake air piping.

300K - 500K BTU Input:

For Standard Power Venting: Water heater(s) shall be suitable for standard power venting using a (4" or 6") _____ diameter PVC pipe for a total distance of (70 ft. or 120 ft.) _____ equivalent feet of vent piping.

For Power Direct Venting: Water heater(s) shall be suitable for power direct venting using a (4" or 6") _____ diameter PVC pipe for a total distance of (70 ft. or 120 ft.) _____ equivalent feet of vent piping and (50 ft. or 120 ft.) _____ equivalent feet of intake air piping.

Operation of the water heater(s) in a closed system where thermal expansion has not been compensated for (with a properly sized thermal expansion tank) will void the warranty.

Water heater should incorporate the iCOMM™ system for remote monitoring, leak detection and fault alert.

For Technical Information and Automated Fax Service, call 800-527-1953. A. O. Smith Corporation reserves the right to make product changes or improvements without prior notice.

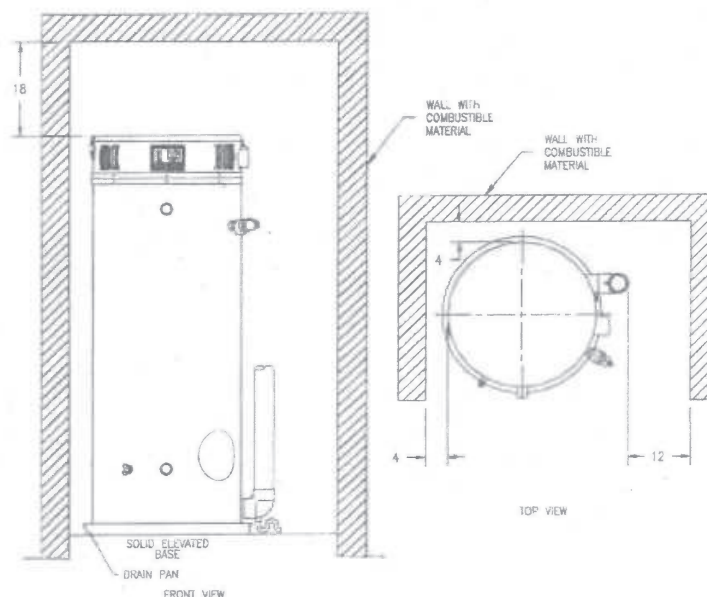


Figure 3b. Recommended Minimum Clearances For Service Access

REMOVE CRATE

1. Remove all banding and pry off crate sides carefully so as not to damage the water heater.
2. Carefully roll/lift the water heater from the crate base.

CAUTION

Do not drop water heater. Do not bump water heater jacket against floor.

Do not bump exhaust vent pipe against crate or other objects. This will damage the heater and cause it to be inoperable or create nuisance problems.

MOVE WATER HEATER TO PERMANENT POSITION by sliding or walking. Place drain pan underneath water heater

INSTALL TEMPERATURE AND PRESSURE RELIEF VALVE (if not already installed).

WARNING

Temperature and pressure relief valve discharge piping must be piped near floor to eliminate potential of severe burns. Do not pipe in any area where freezing could occur. Do not install any shut-off valves, plugs or caps to the temperature and pressure relief valve or piping.

CAUTION

If the building cold water supply has a back-flow preventer, check valve or water meter with check valve, provisions for thermal expansion of water in the hot water system must be provided.

UNPACKING

INSPECT SHIPMENT carefully for any signs of damage.

1. All equipment is carefully manufactured, inspected and packed.
2. Any claims for damage or shortage in shipment must be filed immediately with Bradford White Corporation and noted on the Bill of Lading.
3. Remove all venting components from the combustion assembly compartment by removing the latches.

NOTICE

The vent terminals and the condensate elbow that is supplied with this water heater are stored at the top in the Combustion Assembly Compartment. To access the vent terminals and condensate elbow, unlatch the top lid and remove parts. Be sure to replace the top and relatch.

LOCATE WATER HEATER in front of final position before removing crate.

1. LOCATE so that venting connections will be short and direct.
2. THIS WATER HEATER IS SUITABLE FOR INSTALLATION ON COMBUSTIBLE FLOOR. Do not install this water heater on carpeting.
3. FOR BASEMENT INSTALLATION, provide a solid level elevated base such as concrete or other suitable pad to raise the water heater at least 3" to provide a slope of 1/8" to 1/4" per foot for the condensate line to a suitable drain.
4. Minimum clearance to combustible material is 0" for the Top, Sides, and Rear of this water heater. However, it is recommended that at least 18" from the Top, 24" from the Front, 4" for the Left Side and Rear, and 12" from the Right Side Exhaust Elbow of the water heater be provided for servicing. Clearance for servicing may be reduced down to minimum clearance to combustible material, but service time and effort may be greatly increased.

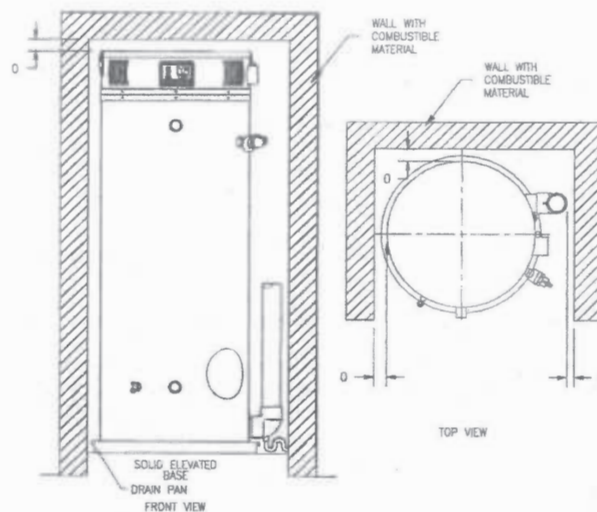


Figure 3a. Minimum Clearance To Combustible Material

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APPENDIX B: COST DOCUMENTS

Item #2.

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March 25, 2021
Revision #2

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT



STATEMENT OF PROBABLE COST

Prepared for:
Mackenzie
Portland, Oregon

Prepared by:
Steve Gunn

Steve Gunn

President
Construction Focus, Inc.

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Summary of Probable Cost

	QTY	UNIT	\$/UNIT	TOTAL \$
The Building	22,800	SF		
03 CONCRETE	22,800	SF	14.12	321,864
04 MASONRY	22,800	SF	18.61	424,413
05 METALS	22,800	SF	38.79	884,454
06 WOOD, PLASTICS, & COMPOSITES	22,800	SF	12.14	276,734
07 THERMAL & MOISTURE	22,800	SF	31.34	714,468
08 OPENINGS	22,800	SF	47.00	1,071,504
09 FINISHES	22,800	SF	54.89	1,251,471
10 SPECIALTIES	22,800	SF	4.84	110,356
11 EQUIPMENT	22,800	SF	0.33	7,637
12 FURNISHINGS	22,800	SF	3.26	74,364
21 FIRE SUPPRESSION	22,800	SF	6.91	157,524
22 PLUMBING	22,800	SF	16.52	376,582
23 HVAC	22,800	SF	32.00	729,600
26 ELECTRICAL	22,800	SF	40.60	925,680
31 EARTHWORK AT BUILDING	22,800	SF	5.17	117,970
The Building Hardcost:				7,444,621
Site Development				
31 EARTHWORK AT SITE				517,573
32 EXTERIOR IMPROVEMENTS				882,144
33 UTILITIES				492,933
Site Development Hardcost:				1,892,650

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Summary of Probable Cost

	QTY	UNIT	\$/UNIT	TOTAL \$
Right of Way Improvements				
OLD PORTLAND ROAD				93,751
KASTER ROAD				107,419
EXISTING ROW to SE				178,883
Right of Way Improvements Hardcost:				380,052
HARDCOST TOTAL:				9,717,323
Low Range				
971,732	10.00%			
748,234	7.00%			
45,749	0.40%			
688,982	6.00%			
146,064	1.20%			
492,723	4.00%			
192,162	1.50%			
65,015	0.50%			
3,350,662				
Markups to the Hardcost				
		Estimating Contingency	20.00%	1,943,465
		General Conditions	7.00%	816,255
		Insurance	0.40%	49,908
		Profit & Overhead	6.00%	751,617
		Performance Bond	1.20%	159,343
		Escalation	8.00%	1,075,033
		Solar & Green Energy	1.50%	217,694
		OR Gross Receipts Tax	0.50%	73,653
Markups Total				5,086,968
13,067,985				
BASE BID TOTAL				14,804,291
Alternates (Includes High Side Markups)				
ALT-1: Veneer - Norman Face in lieu of CMU				46,870
ALT-2: Veneer - Terracotta in lieu of CMU				193,422
ALT-3: Veneer - Thin Brick in lieu of CMU				413,292
ALT-4: Stone Base - BH Alpine in lieu of CR Basalt				~134,799
ALT-5: High Roof - GLB/CLT in lieu of Steel				98,690
ALT-6: Low Roof - GLB/CLT in lieu of Steel				610,680

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
Building Gross Area			22,800	SF		
03 CONCRETE						
Concrete Foundation						138,121
	Continuous foundations	allowance	801	LF	128.14	102,615
	Pad foundations	allowance	32	EA	1,109.57	35,506
Concrete Slabs, Floors & Stairs						183,743
	Slab on grade	f/s/pl/fin 4"t_reinf	21,929	SF	8.01	175,651
	Slab on grade	f/s/pl/fin 6"t_reinf	871	SF	9.29	8,092
03 CONCRETE HARDCOST						321,864
04 MASONRY						
Masonry Veneer						424,413
	Masonry veneer	CMU grd-fc_4x4x16	5,494	SF	38.98	214,144
	Stone base	Columbia River basalt	2,240	SF	93.87	210,269
04 MASONRY HARDCOST						424,413
05 METALS						
Roof Construction: Steel						864,454
High roof	Roof framing	WF/girders/cols	3,460	SF	22.00	76,120
Low roof	Roof framing	WF/girders/cols	19,340	SF	22.00	425,480
	Entry canopy	HSS/channel	200	SF	71.07	14,214
	Covered parking	WF/girders/cols	2,000	SF	93.07	186,140
	Metal deck	20GA 'B' deck	25,000	SF	6.50	162,500
Stairs: Steel						15,000
	Stairs: steel	stair/landing/handrail	1	SET	15,000.00	15,000
Steel: Misc						5,000
	Bracing	diag. tension rods	1	LS	5,000.00	5,000
05 METALS HARDCOST						884,454
06 WOOD, PLASTICS, & COMPOSITES						
Finish Carpentry						24,999
Court	Chair rail	wood w/ finish	830	LF	15.21	12,624
	Wood railing	3'H_decorative	45	LF	275.00	12,375
Wood Wall Coverings						92,419
	Wood panel		2,403	SF	38.46	92,419
Custom Casework						115,316
	Judge/witness stands	wood	45	LF	750.00	33,750
	Court benches	wood/plam	96	LF	150.00	14,400
	Base cabinets	wood w/ doors	50	LF	295.00	14,750
	Upper cabinets	wood w/ doors	50	LF	190.00	9,500
	Base cabinets	plam w/ doors	38	LF	265.00	10,070
	Upper cabinets	plam w/ doors	38	LF	145.00	5,510
	Island	plam w/ doors	8	LF	480.00	3,840
	Record counter	wood w/ bullet res glazing	35	LF	600.00	21,000

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Mail slots	plam cubbies	10	LF	249.58	2,496
	Countertops					44,000
	Countertop	solid surface	352	SF	125.00	44,000
06 WOOD, PLASTICS, & COMPOSITES HARDCOST						276,734
07 THERMAL & MOISTURE						
	Exterior Skin System & Sealants					37,031
	Metal wall panel	Alucobond Plus	617	SF	60.00	37,031
	Vapor Barriers & Insulation					57,000
Slab	Vapor barrier	15MIL	22,800	SF	2.50	57,000
	Roofing					535,250
High roof	Roofing: BUR	BUR 3-ply/cvr bd/R-30 (5")	3,460	SF	22.10	76,466
Low roof	Roofing: BUR	BUR 3-ply/cvr bd/R-30 (5")	19,340	SF	22.10	427,414
	Walkway pads		500	SF	15.00	7,500
Ext cvr	Roofing: std-sm metal	AEP Span_no insulation	2,200	SF	10.85	23,870
	Flashings, Gutters & Downspouts					70,287
	Copings & misc roof flashings	allowance	22,800	SF	2.00	45,600
	Wall flashings	allowance	12,344	SF	2.00	24,687
	Roof Openings & Fall Protection					14,900
	Roof hatch	4' x 8'	1	EA	3,500.00	3,500
	Fall protection	allowance	22,800	SF	0.50	11,400
07 THERMAL & MOISTURE HARDCOST						714,468
08 OPENINGS						
	Doors, Frames & Hardware-Exterior					57,073
Ext	Storefront door	AL_frm-AL_full glz_3x8	11	EA	3,450.00	37,950
Ext	Swing door	HM_frm-HM_3x8_security	1	EA	5,150.00	5,150
	Panic opener	ED5200_exit device	12	EA	1,164.41	13,973
	Doors, Frames & Hardware-Interior					244,236
	Swing door	wd ven_hm frm_3'x8'	65	EA	3,650.00	237,250
	Panic opener	ED5200_exit device	6	EA	1,164.41	6,986
	Overhead Doors					6,593
	Sectional door	steel_10'x8' w/ HSS frame	1	EA	6,592.50	6,593
	Storefront & Curtain Walls-Exterior					712,978
	Storefront	Kwnr 451UT/glaz	2,723	SF	105.63	287,601
	Curtain wall	alum frame/glazing	1,270	SF	111.98	142,215
Storefront	Storefront (ballistic)	ballistic_lvl-3	1,361	SF	208.00	283,163
	Storefronts & Relites-Interior					50,623
	Relites	frameless/glazing	910	SF	55.63	50,623
08 OPENINGS HARDCOST						1,071,504

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
09 FINISHES						
Light Gauge Framing						403,810
	Exterior wall assembly	6" ltga/R-13 batt/R-7.5 rigid WRB/ply	12,344	SF	15.87	195,893
	Interior partitions	3 5/8" ltga/R-13 acoustic	31,360	SF	6.63	207,917
Wall Board & Coverings						439,741
	Gypsum bd: wall	type: X LVL 4 5/8"	69,408	SF	3.74	259,584
	Gypsum bd: wall	type: impact LVL 4 5/8"	5,656	SF	5.53	31,278
	Ballistic panels	lvl 3	1,008	SF	23.57	23,759
	FRP		300	SF	8.21	2,463
	Acoustic wall panel	Snaptex_1"	3,128	SF	16.69	52,206
	Ceramic tile: walls	thinset/backer board	2,580	SF	17.16	44,273
	Ceramic tile: floor		1,660	SF	15.77	26,178
Ceilings						169,529
	Ceiling: suspended	ACT/grid_2x4	12,540	SF	6.50	81,510
	Soffit: suspended	type: X LVL 4 5/8" w/grid	1,140	SF	7.21	8,219
	Soffit: suspended	Rulon/wood-backed panels	2,280	SF	35.00	79,800
Floor Coverings						128,696
	Carpet tile		11,820	SF	5.06	59,809
	Polished concrete		6,840	SF	7.44	50,890
	Walkoff mat		200	SF	10.75	2,150
	Wall base	6" ceramic tile	460	LF	14.81	6,813
	Wall base	4" rubber	1,700	LF	2.25	3,825
	Wall base	4" cherry wood/finish	325	LF	16.03	5,210
Painting, Coatings & Sealants						109,694
	Paint: wall (spray)	prime/2 top ct on gyp bd	69,408	SF	1.15	79,819
	Masonry sealer	Protectosil_Chem-trete BSM400	7,734	SF	1.45	11,214
	Paint: ceiling (spray)	prime/2 top ct on structure	6,840	SF	2.53	17,305
	Paint: ceiling (spray)	prime/2 top ct on gyp bd	1,140	SF	1.19	1,357
09 FINISHES HARDCOST						1,251,471
10 SPECIALTIES						
Chalk & Tack Boards						39,391
	Whiteboard	4x8_glass	12	EA	1,755.45	21,065
	Whiteboard	4x4_glass	10	EA	1,462.87	14,629
	Tackboard	4x8_acoustic	8	EA	462.12	3,697
Signage						18,500
Interior	Room signage	glass/stainless	60	EA	175.00	10,500
Exterior	Building signage		1	LS	8,000.00	8,000
Toilet Partitions & Bath Accessories						18,628
	Toilet partition: ADA	stainless steel	4	EA	1,320.67	5,283
	Toilet accessories	various/mirrors	117	EA	114.06	13,345
Lockers & Storage						29,000
	Evidence lockers		3	EA	7,333.34	22,000
	Weapons storage	wall mounted	2	EA	1,500.00	3,000
	Weapons storage	universal rack	4	EA	1,000.00	4,000
Specialites						4,837
	Wall protection	ss corner guard 48" h	31	EA	109.06	3,381

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Fire extinguisher cabinet	FEC	4	EA	364.06	1,456
10 SPECIALTIES HARDCOST						110,856
11 EQUIPMENT						
Appliances						6,887
	Refrigerator/icemaker	CFCI	2	EA	789.14	1,578
	Undercounter refrigerator	CFCI	1	EA	659.00	659
	Microwave	CFCI	2	EA	329.00	658
	Dishwasher	CFCI	1	EA	743.57	744
	Garbage disposal	CFCI	1	EA	350.00	350
	Washer	CFCI	1	EA	1,399.00	1,399
	Dryer	CFCI	1	EA	1,499.00	1,499
	Fitness equipment	OFOI				
AV Equipment						750
	Projector	OFCI	1	EA	500.00	500
	Projection screen	OFCI	1	EA	250.00	250
11 EQUIPMENT HARDCOST						7,637
12 FURNISHINGS						
Window Treatment						74,364
	Window treatment	mechoshade_manual	3,993	SF	11.17	44,599
	Window treatment	mechoshade_manual_blkout	1,996	SF	13.41	26,771
	Window treatment	valances	200	LF	15.00	2,995
12 FURNISHINGS HARDCOST						74,364
21 FIRE SUPPRESSION						
Fire Sprinkler System						157,524
	Wet system		22,799	SF	5.60	127,674
	Pre-action system		1	LS	15,000.00	15,000
	Dry system		2,200	SF	6.75	14,850
21 FIRE SUPPRESSION HARDCOST						157,524
22 PLUMBING						
Fixtures						151,704
	Water closets		9	EA	4,848.39	43,636
	Lavatories		9	EA	3,527.32	31,746
	Sinks		3	EA	4,083.48	12,250
	Showers		4	EA	6,490.21	25,961
	Mop sinks		1	EA	3,119.85	3,120
	Drinking fountain		1	EA	6,274.54	6,275
	Emergency showers/eyewash		1	EA	8,075.86	8,076
	Water heater w/ recirc		1	EA	12,241.46	12,241
	Floor drains		7	EA	1,200.00	8,400
Specialties & Accessories						66,474
	Fixture hook-up		4	EA	500.00	2,000
	Hydrants	hot & cold	2	EA	2,282.69	4,565

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Hose bibb		7	EA	266.93	1,909
	Plumbing specialties		1	LS	58,000.00	58,000
	Piping					128,400
	Domestic water piping		1,740	LF	48.00	83,520
	Sanitary piping		600	LF	62.00	37,200
	Sanitary vent piping		480	LF	16.00	7,680
	Roof Drains, Fittings & Insulation					30,003
	Roof drains/overflows		8	EA	3,947.81	30,003
	22 PLUMBING HARDCOST					376,582
23 HVAC						
	HVAC Dry Side Equipment					729,600
	HVAC system	equip/VAV/ducting/GRD/balancing	22,800	SF	26.00	592,800
	Controls		22,800	SF	6.00	136,800
	23 HVAC HARDCOST					729,600
26 ELECTRICAL						
	Power					682,860
	Service gear & panels		22,800	SF	4.40	100,320
	Power studies		22,800	SF	0.50	11,400
	Lighting & controls		22,800	SF	12.00	273,600
	Devices		22,800	SF	2.60	59,280
	Equipment connections		22,800	SF	2.80	63,840
	Branch wiring		22,800	SF	3.60	82,080
	Feeder wiring		22,800	SF	2.20	50,160
	General conditions		22,800	SF	1.85	42,180
	Low Voltage					242,820
	Telecom		22,800	SF	1.95	44,460
	Clock/intercom		22,800	SF	2.10	47,880
	AV		22,800	SF	1.25	28,500
	Access control		22,800	SF	1.35	30,780
	Surveillance		22,800	SF	0.80	18,240
	Fire alarm		22,800	SF	3.20	72,960
	26 ELECTRICAL HARDCOST					925,680
31 EARTHWORK AT BUILDING						
	Earthwork at Foundation					46,256
	Excavation: bulk	- included in site excavation -				
	Footing excavation	allowance	560	CY	35.00	19,600
	Footing backfill		784	TN	34.00	26,656

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Building Base Rock					54,096
	Base rock	cr rock_8"	2,352	TN	23.00	54,096
	Perimeter Drainage & Dewatering					17,618
	Foundation drainage	perforated piping_4"	766	LF	23.00	17,618
31 EARTHWORK AT BUILDING HARDCOST						117,970
HARDCOST TOTAL						7,444,621
<p>The above HARDCOST TOTAL does not include typical general contractor markups. Those plus contingencies are listed below as part of a Low-High Range. Variables include fluctuations in market conditions, material selections, and design considerations. The Cost Estimate Range will be consolidated as we move closer to the actual Bid Date.</p>						
LOW RANGE			HIGH RANGE			
10.00%	744,462	Markups:	20.00%	1,488,924		
7.00%	573,236	Estimating Contingency	7.00%	625,348		
0.40%	35,049	General Conditions	0.40%	38,236		
6.00%	527,842	Insurance	6.00%	575,828		
1.20%	111,903	Profit & Overhead	1.20%	122,075		
4.00%	377,485	Performance Bond	8.00%	823,603		
1.50%	147,219	Escalation	1.50%	166,780		
0.50%	49,809	Solar & Green Energy	0.50%	56,427		
		OR Gross Receipts Tax				
	2,567,004	Markup Subtotals:		3,897,220		
10,011,625		BUILDING BASE BID TOTAL	11,341,841			

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT NEW BUILDING
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
LOW RANGE		HIGH RANGE				
ALTERNATES						
41,373		ALT-1: Veneer - Norman Face in lieu of CMU				46,870
170,737		ALT-2: Veneer - Terracotta in lieu of CMU				193,422
364,819		ALT-3: Veneer - Thin Brick in lieu of CMU				413,292
(118,989)		ALT-4: Stone Base - BH Alpine in lieu of CR Basalt				(134,799)
87,115		ALT-5: High Roof - GLB/CLT in lieu of Steel				98,690
539,057		ALT-6: Low Roof - GLB/CLT in lieu of Steel				610,680
1,084,112		ALTERNATES TOTAL				1,228,155
11,095,737		BASE BID PLUS ALTERNATES TOTAL				12,569,996
Refer to the "Emails & Assumptions" and the "Outline Specifications" for more detailed information.						
NOTES						
Wage rates: BOLI						
This estimate assumes competitive bidding by local contractors						
Use of a CMGC or special selection process for bidders will increase the estimated cost						
Assumes provided fill material is suitable for structural fill. Additional processing for moisture, etc would be additional cost.						
EXCLUSIONS						
Design fees, permit fees, system development fees, utility hookup charges, testing, BOLI fee.						
Commissioning						
Hazardous materials abatement, moving expenses, anti-graffiti coating, fireproofing.						
Overexcavation, rock excavation, wet weather sitework.						
ABBREVIATIONS						
EA= Each		SF=Square Feet		BCY=Bank Cubic Yard		
LF= Linear Feet		LS=Lump Sum		TN=Ton		
SY=Square Yard		OPNG=Opening		LB=Pounds		
PR=Pair		HT=Height				

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT SITEWORK
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
		Site Gross Area	100,834	SF		
		Building Area	20,776	SF		
		Lot Area Towards ROW Improvements	1,688	SF		
		Landscaping Area	14,202	SF		
		Swales Gross Area	5,380	SF		
		Hardscapes Gross Area	58,788	SF		
31 EARTHWORK AT SITE						
	Clearing & Grubbing					57,354
	Clearing	x_trees, x_vegetation	1	LS	20,000.00	20,000
	Stripping	haul away & dispose offsite	1,966	CY	19.00	37,354
	Survey, Erosion Control & Mobilization					79,000
	Surveying		1	LS	35,000.00	35,000
	Erosion control		1	LS	11,000.00	11,000
	Mobilization		1	LS	25,000.00	25,000
	Temp protection & dir of traffic		1	LS	8,000.00	8,000
	Excavation					31,157
	Excavation: cut	material to be used as fill	406	CY	12.00	4,872
	Footing excavation: retaining wall		289	CY	65.00	18,785
	Footing excavation: misc site fixtures		1	LS	7,500.00	7,500
	Embankments & Soil Stabilization					350,062
	Embankment: imported fill	material provided by City of St. Helens	15,175	CY	14.50	220,038
	Subgrade fabric		7,833	SY	1.10	8,616
Pavement	Aggregate base	cr rock_8"	2,678	TN	28.50	76,323
Sidewalk	Aggregate base	cr rock_4"	200	TN	61.00	12,200
Swale	Water quality topsoil	topsoil_18"	329	CY	70.00	23,030
Swale	Drainage rock	river rock_12"	219	CY	45.00	9,855
31 EARTHWORK AT SITE HARDCOST						517,573
32 EXTERIOR IMPROVEMENTS						
	Asphalt Paving					100,100
	Parking lot	AC_4"	1,100	TN	91.00	100,100
	Concrete Paving & Curbs					156,365
	Driveway	conc_7"	6,043	SF	8.00	48,344
	Sidewalk	conc_4"	5,266	SF	6.25	32,913
	Trash enclosure slab	conc_6"	763	SF	9.25	7,058
	Generator slab	conc_6"	659	SF	9.25	6,096
	Curbs: various	conc	2,385	LF	24.00	57,240
	Wheelstops	precast conc	41	EA	115.00	4,715
	Markings & Signage					13,793
	Parking striping	painted_4"	2,157	SF	0.75	1,618
	ADA stencil & sign		6	EA	350.00	2,100
	Signage: misc		25	EA	275.00	6,875
	Tactile pavers	truncated dome inserts	100	SF	32.00	3,200
	Fencing & Gates					26,500
	Cantilever gate: automatic	steel w/ metal panels_20'w x 8'h	1	EA	12,000.00	12,000
	Cantilever gate: automatic	steel w/ metal panels_24'w x 8'h	1	EA	14,500.00	14,500
	Site Improvements					21,400
	Flagpoles	base/pole	3	EA	4,700.00	14,100
	Bike rack	stl-loop_galv	6	EA	350.00	2,100
	Litter receptacle		2	EA	1,200.00	2,400
	Bench		2	EA	1,400.00	2,800
	Exterior Walls, Footings, and Steps					394,414

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT SITEWORK
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	CMU site wall	CMU-GF-Colr_8x4x16_reinf_9'h	3,010	SF	27.50	82,775
	CMU site & retaining wall	CMU-GF-Colr_8x4x16_reinf_15'h	4,725	SF	31.00	146,475
	Strip ftg	3'-6" W x 1'-6" D w/rebar	335	LF	113.04	37,868
	Strip ftg	5'-0" W x 2'-0" D w/rebar	315	LF	187.13	58,946
	CMU wall cap		650	LF	75.00	48,750
	Low planter walls	basalt stone	700	SF	28.00	19,600
	Site Structures					44,525
	Bike storage	allowance	175	SF	175.00	30,625
	Patio	allowance	695	SF	20.00	13,900
	Landscaping					125,047
	Parking lot planters	loam/comp/mulch/plnt/irrig	3,815	SF	6.55	24,988
	Perimeter landscaping	loam/comp/seed/irg	10,387	SF	4.66	48,403
	Stormwater swale	comp/grvl mulch/plnt/irrg	5,380	SF	7.84	42,179
	Trees	deciduous_2" cal_place-w/ts_(lg)	25	EA	379.05	9,476
32 EXTERIOR IMPROVEMENTS HARDCOST						882,144
33 UTILITIES						
	Fire Protection Systems					50,500
	DDCV w/vault		1	EA	19,000.00	19,000
	Fire service line	ductile iron_4"	160	LF	100.00	16,000
	Fire hydrant	w/ piping	1	EA	6,500.00	6,500
	Wet tap		2	EA	4,500.00	9,000
	Domestic Water Systems					18,000
	Backflow in vault		1	EA	4,900.00	4,900
	Meter vault		1	EA	4,600.00	4,600
	Domestic water piping	2", common trench with fire service line	160	LF	25.00	4,000
	Wet tap		1	EA	4,500.00	4,500
	Sanitary Sewer Systems					13,286
	Sanitary sewer piping	6"	168	LF	52.00	8,736
	Sanitary sewer manhole		1	EA	3,000.00	3,000
	Sanitary sewer cleanouts		2	EA	400.00	800
	Connect to existing system		1	EA	750.00	750
	Storm Sewer Systems					91,712
	Retaining drainage	perf pipe_4"	650	LF	22.00	14,300
	Overflow inlet		1	EA	1,000.00	1,000
	Overflow piping	12"	200	LF	55.00	11,000
	Storm sewer piping	8"	769	LF	48.00	36,912
	Roof drain piping to swale	6"	500	LF	22.00	11,000
	Catch basin		8	EA	1,300.00	10,400
	Storm sewer cleanout		6	EA	350.00	2,100
	Storm sewer control manhole		1	EA	3,500.00	3,500
	Connect to existing system		1	EA	1,500.00	1,500
	Electrical Distribution					67,985
	Laterals	conduit/conductors/trenching	300	LF	95.95	28,785
	Branch wiring	conduit/conductors/trenching	2,500	LF	15.68	39,200
	Site Lighting					121,450
	Pole lighting	base/pole/fixture	23	EA	4,250.00	97,750
	Illuminated bollards	base/bollard/fixture	12	EA	1,750.00	21,000
	Flag pole lights	base/fixture	3	EA	900.00	2,700

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT SITEWORK
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Telecom & Security					30,000
	Security & surveillance		1	LS	15,000.00	15,000
	Access control		1	LS	15,000.00	15,000
	Emergency Power Generation					100,000
	Generator		1	EA	100,000.00	100,000
	Other Site Utilities					0
	Natural gas	- by utility provider -				0
	Low voltage utilities	- by utility provider -				0
33 UTILITIES HARDCOST						492,933
HARDCOST TOTAL						1,892,650
<div>The above HARDCOST TOTAL does not include typical general contractor markups. Those plus contingencies are listed below as part of a Low-High Range. Variables include fluctuations in market conditions, material selections, and design considerations. The Cost Estimate Range will be consolidated as we move closer to the actual Bid Date.</div>						
LOW RANGE			HIGH RANGE			
10.00%	189,265	Markups:	20.00%	378,530		
7.00%	145,734	Estimating Contingency	7.00%	158,983		
0.40%	8,911	General Conditions	0.40%	9,721		
6.00%	134,194	Insurance	6.00%	146,393		
1.20%	28,449	Profit & Overhead	1.20%	31,035		
4.00%	95,968	Performance Bond:	8.00%	209,385		
1.50%	37,428	Escalation	1.50%	42,400		
0.50%	12,663	Solar & Green Energy	0.50%	14,345		
652,611		OR Gross Receipts Tax	990,792			
2,545,261		Markup Subtotals:				
2,545,261			SITE BASE BID TOTAL		2,883,442	
Refer to the "Emails & Assumptions" and the "Outline Specifications" for more detailed information.						
NOTES						
Wage rates: BOLI						
This estimate assumes competitive bidding by local contractors						
Use of a CMGC or special selection process for bidders will increase the estimated cost						
Assumes provided fill material is suitable for structural fill. Additional processing for moisture, etc would be additional cost.						
EXCLUSIONS						
Design fees, permit fees, system development fees, utility hookup charges, testing, BOLI fee.						
Commissioning						
Hazardous materials abatement, moving expenses, anti-graffiti coating, fireproofing.						
Overexcavation, rock excavation, wet weather sitework.						
ABBREVIATIONS						
EA= Each		SF=Square Feet	BCY=Bank Cubic Yard			
LF= Linear Feet		LS=Lump Sum	TN=Ton			
SY=Square Yard		OPNG=Opening	LB=Pounds			
PR=Pair		HT=Height				

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT
ROW IMPROVEMENTS
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
		ROW Improvements Frontage Total	1,066	LF		
		Old Portland Road	255	LF		
		Kaster Road	296	LF		
		Existing ROW to SE	515	LF		
OLD PORTLAND ROAD						
	Survey, Erosion Control & Mobilization					11,475
	Surveying		1	LS	3,825.00	3,825
	Erosion control		1	LS	2,550.00	2,550
	Mobilization		1	LS	3,060.00	3,060
	Temp protection & dir of traffic		1	LS	2,040.00	2,040
	Demolition & Excavation					8,742
	Sawcut		255	LF	3.00	765
	Demo & clearing		4,335	SF	1.05	4,552
	Excavation		107	CY	32.00	3,425
	Embankments & Soil Stabilization					8,293
	Subgrade fabric		368	SY	1.20	442
	Aggregate base: AC Paving	cr rock_12"	154	TN	32.00	4,920
	Aggregate base: sidewalk & curb	cr rock_6"	48	TN	61.00	2,931
	Paving & Curbs					21,565
	Asphalt paving	AC_6"	83	TN	103.00	8,560
	Sidewalk	conc_4"	1,020	SF	6.25	6,375
	Curb & gutter	conc	255	LF	26.00	6,630
	Markings & Signage					5,275
	Pavement markings		510	LF	2.50	1,275
	Street signage		1	LS	4,000.00	4,000
	Landscaping					12,900
	Planter strip		1,020	SF	8.00	8,160
	Street trees		12	EA	395.00	4,740
	Utilities					25,500
	Street lighting	allowance	1	LS	19,125.00	19,125
	Utility adjustments	allowance	1	LS	6,375.00	6,375
OLD PORTLAND ROAD HARDCOST						93,751
KASTER ROAD						
	Survey, Erosion Control & Mobilization					13,320
	Surveying		1	LS	4,440.00	4,440
	Erosion control		1	LS	2,960.00	2,960
	Mobilization		1	LS	3,552.00	3,552
	Temp protection & dir of traffic		1	LS	2,368.00	2,368
	Demolition & Excavation					10,148
	Sawcut		296	LF	3.00	888
	Demo & clearing		5,032	SF	1.05	5,284
	Excavation		124	CY	32.00	3,976
	Embankments & Soil Stabilization					9,627
	Subgrade fabric		428	SY	1.20	513
	Aggregate base: AC Paving	cr rock_12"	178	TN	32.00	5,711
	Aggregate base: sidewalk & curb	cr rock_6"	56	TN	61.00	3,402
	Paving & Curbs					25,033

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT
ROW IMPROVEMENTS
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Asphalt paving	AC_6"	96	TN	103.00	9,937
	Sidewalk	conc_4"	1,184	SF	6.25	7,400
	Curb & gutter	conc	296	LF	26.00	7,696
	Markings & Signage					5,480
	Pavement markings		592	LF	2.50	1,480
	Street signage		1	LS	4,000.00	4,000
	Landscaping					14,212
	Planter strip		1,184	SF	8.00	9,472
	Street trees		12	EA	395.00	4,740
	Utilities					29,600
	Street lighting	allowance	1	LS	22,200.00	22,200
	Utility adjustments	allowance	1	LS	7,400.00	7,400
KAster Road Hardcost						107,419
EXISTING ROW to SE						
	Survey, Erosion Control & Mobilization					23,175
	Surveying		1	LS	7,725.00	7,725
	Erosion control		1	LS	5,150.00	5,150
	Mobilization		1	LS	6,180.00	6,180
	Temp protection & dir of traffic		1	LS	4,120.00	4,120
	Demolition & Excavation					16,110
	Sawcut	- NONE -		LF	0.00	0
	Demo & clearing		8,755	SF	1.05	9,193
	Excavation		216	CY	32.00	6,918
	Embankments & Soil Stabilization					16,749
	Subgrade fabric		744	SY	1.20	893
	Aggregate base: AC Paving	cr rock_12"	311	TN	32.00	9,937
	Aggregate base: sidewalk & curb	cr rock_6"	97	TN	61.00	5,919
	Paving & Curbs					43,554
	Asphalt paving	AC_6"	168	TN	103.00	17,289
	Sidewalk	conc_4"	2,060	SF	6.25	12,875
	Curb & gutter	conc	515	LF	26.00	13,390
	Markings & Signage					6,575
	Pavement markings		1,030	LF	2.50	2,575
	Street signage		1	LS	4,000.00	4,000
	Landscaping					21,220
	Planter strip		2,060	SF	8.00	16,480
	Street trees		12	EA	395.00	4,740
	Utilities					51,500
	Street lighting	allowance	1	LS	38,625.00	38,625
	Utility adjustments	allowance	1	LS	12,875.00	12,875
EXISTING ROW to SE Hardcost						178,883
HARDCOST TOTAL						380,052
<p>The above HARDCOST TOTAL does not include typical general contractor markups. Those plus contingencies are listed below as part of a Low-High Range. Variables include fluctuations in market conditions, material selections, and design considerations. The Cost Estimate Range will be consolidated as we move closer to the actual Bid Date</p>						

CITY OF ST. HELENS
ST. HELENS POLICE DEPARTMENT
ROW IMPROVEMENTS
Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
LOW RANGE			HIGH RANGE			
		Markups:				
10.00%	38,005	Estimating Contingency	20.00%		76,010	
7.00%	29,264	General Conditions	7.00%		31,924	
0.40%	1,789	Insurance	0.40%		1,952	
6.00%	26,947	Profit & Overhead	6.00%		29,396	
1.20%	5,713	Performance Bond:	1.20%		6,232	
4.00%	19,271	Escalation	8.00%		42,045	
1.50%	7,516	Solar & Green Energy	1.50%		8,514	
0.50%	2,543	OR Gross Receipts Tax	0.50%		2,881	
	131,047	Markup Subtotals:			198,955	
	511,099	ROW BASE BID TOTAL			579,008	
Refer to the "Emails & Assumptions" and the "Outline Specifications" for more detailed information.						
NOTES Wage rates: BOLI This estimate assumes competitive bidding by local contractors Use of a CMGC or special selection process for bidders will increase the estimated cost Assumes provided fill material is suitable for structural fill. Additional processing for moisture, etc would be additional cost. Scope of ROW Improvements estimated as 8' street widening, curb & gutter, 4' landscape strip, and 4' sidewalk along length of frontages.						
EXCLUSIONS Design fees, permit fees, system development fees, utility hookup charges, testing, BOLI fee. Commissioning Hazardous materials abatement, moving expenses, anti-graffiti coating, fireproofing. Overexcavation, rock excavation, wet weather sitework.						
ABBREVIATIONS EA= Each SF=Square Feet BCY=Bank Cubic Yard LF= Linear Feet LS=Lump Sum TN=Ton SY=Square Yard OPNG=Opening LB=Pounds PR=Pair HT=Height						

MACKENZIE.

For more information please contact:

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Director of Architecture
JHumphreys@mcknze.com

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Portland, OR ■ Vancouver, WA ■ Seattle, WA



St. Helens Public Safety Facility

Protecting the Health and Safety of Those That Protect Us





Timeline

Mar 2019

PD Study with Mackenzie Architecture

- Initial discovery, site survey, staff survey
- Identified potential site locations

Aug 2019

City Council Update & Location Next Steps

- Staff updates council on Needs Analysis
- City Council agrees on Top 2 locations

Nov 2019

City Council Update & Location Confirmation

- Staff updates council on Needs Analysis
- City Council confirms 1st choice location (Old Portland Rd & Kaster Rd)

Sept 2020

City Council Creates Ad-Hoc Committee

- City Council agrees to start Ad-Hoc Committee to review plans and talk about funding strategies with staff.



Timeline

Oct 2020

Ad-Hoc Committee Meetings through Dec 2020

- 20+ Community residents and business owners meet and discuss facility and discuss recommendations to Council
- Everyone who applied was selected to sit on committee

Jan 2021

Ad-Hoc Committee Makes Recommendations to Council

1. Community Engagement Time in February, March, and April
2. Create Public Safety Fund Administratively
3. Increase Utility Assistance Support to assist with utility increase
4. Sell current PD Station to pay down future debt
5. Continue researching funding opportunities

Feb 2021

Public Engagement Process Begins

- Staff holds in-person meetings and online webinars for community engagement.



Community Engagement

What have we done?

- **PROJECT WEBSITE**

Dedicated microsite includes overview of project, history of station, current deficiencies, ad hoc committee information, community engagement listings, videos, FAQs

- **CUSTOM HOME PAGE BUTTON ON WEBSITE**

Links from City's main landing page directly to project page

- **INFORMATION FLYER**

Two-page info flyer distributed at Habitat Restore, food cart pod, Skinny's and Chubb's gas stations, Sunshine Pizza, Mailboxes NW, US Post Office, IGA Market Fresh, Molly's Market, Running Dogs Brewery, 2Cs Vendor Mall, Columbia Theatre, Recreation Program kits, Library

- **PAID ADVERTORIAL**

The Chronicle ¾ page write up with pictures

- **COMMUNITY MEETINGS**

15 virtual Zoom/Facebook Live meetings

- **IN-PERSON COMMUNITY MEETING**

St. Helens Middle School April 6

- **POLICE STATION TOURS**

6 ticketed events & standing invitations

- **MEDIA STATION TOURS**

The Chronicle and The Spotlight



Community Engagement

What have we done?

- **SPECIAL E-NEWSLETTERS**

February 3 & March 24 with information on upcoming meetings, tour opportunities, video, and where to go for more info

- **MONTHLY E-NEWS ARTICLES**

6 articles since September 2020

- **UB INSERT**

Mailer inserted in every UB customer's March billing with community engagement events and website information

- **KOHI RADIO**

Chief & Matt Brown on Setting the Record Straight, once on Preheim's show, Rachael and Crystal on regular segment

- **COMMUNITY/INDIVIDUAL BRIEFINGS AND PRESENTATIONS**

Representatives Betsy Johnson and Brad Witt, Commissioner Margaret Magruder, South Columbia County Chamber of Commerce Coffee Klatch, St. Helens School District Board, Rotary, Columbia County Democrats and Republicans groups, Homeland Security Emergency Management Commission, Columbia County Traffic Safety Committee, Kiwanis Daybreakers, Kiwanis Noon

- **VIDEOS**

Current station tour (English and Spanish), officer testimonials, business testimonials, community testimonials



Community Engagement

What have we done?

- **SOCIAL MEDIA**

40+ posts/tweets on City and Police
Department's social accounts

- **PRESS RELEASES**

2

- **INCREASED POLICE ACTIVITY
DISSEMINATION**

8 press releases, website updates, social media
shares

- **STRATEGIC COMMUNICATIONS
MEETINGS**

Staff and industry experts, including successful
bond campaign manager



Community Engagement

What else can we do?

- **IN HOUSE MASS MAILER**

Mail information flyer to every UB household as separate mailing – approximately \$8k

- **NEWSPAPER INSERTS**

Information flyer in both newspapers – approximately \$8-10k

- **DOOR HANGERS**

Print information door hangers and pay for distribution - \$9k

- **RUN ADS IN NEWSPAPER**

Approximately \$1k for every half page ad

- **DIGITAL NEWSPAPER ADVERTISING**

Social media digital advertising on both newspapers' social media - \$300-\$500 for each ad

- **IF YOU GO OUT FOR A VOTE**

All in-house communication must end immediately



What We Heard

- **Polling Before/After Zoom Webinars**

- 86% Support new public safety facility from beginning
- 93% Support Ad-Hoc Committee Recommendations after the presentation was over

- **Public Comment Periods**

- Multiple community members voicing support verbally and in written testimony during City Council
- Only 2 negative testimonies submitted (1 Verbal / 1 Written)
- Letters of support from SHPA
- Letters of support from Columbia County Republican Party

- **St. Helens Resident Quotes from Letters**

"Our police station is inadequate, outdated, and an actual health hazard" – Bill Eagle

"Not moving forward now... will only result in greater future expenses" – Judy Thompson

"The cost of not having a proper facility far outweighs the modest proposal presented" – Michelle Damis

- **Letters to the Editor**

- Multiple letters to the editor in support of the facility and Ad-Hoc Committee Recommendation
- Only 1 negative letter questioning the method of a public vote



Committee Recommendations

- 1. Community engagement period**
- 2. Creation of Public Safety Fund administratively by City Council**
- 3. Increased funding for utility assistance**
- 4. Sell current station location to pay down future debt**
- 5. Continue researching other funding sources**

Staff Recommendation: Creation of oversight committee



Why a Public Safety Fund?

- Does not increase property taxes
- Can be used for construction and ongoing maintenance
- Most equitable for renters & homeowners
- Monthly rate lowers as city grows (or steady and payoff faster)
- More flexible with other funding options (pay down faster)
- Overall, less expensive for residents



Monthly Rate Comparison

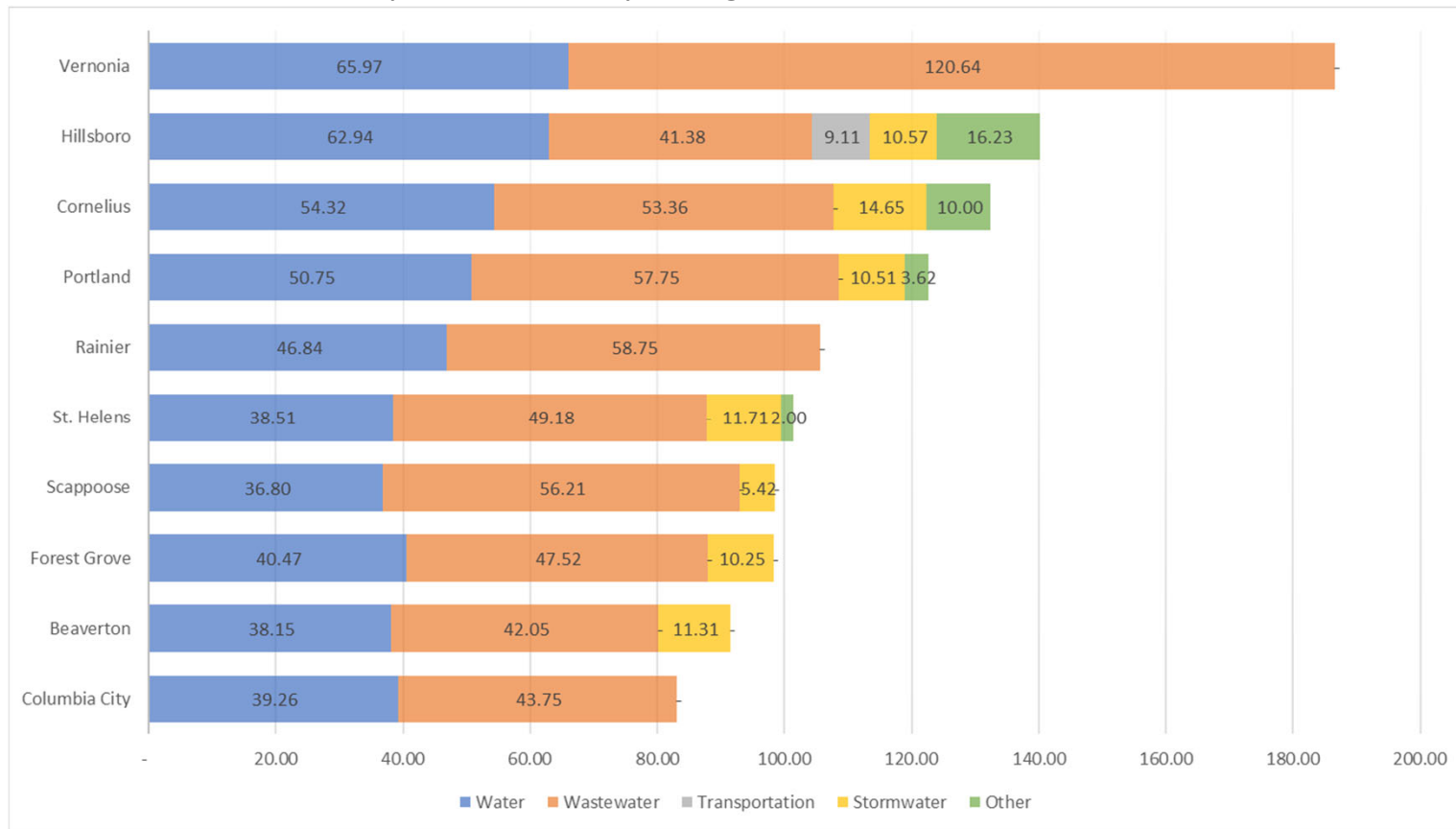
**** SUBJECT TO CURRENT MARKET RATES ****

Tax Assessed Value >	\$300k	\$350k	\$400k	\$450k	\$500k
30 Year GO Bond	13.25	15.46	17.67	19.88	22.08
30 Year Public Safety Fund	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50
20 Year GO Bond	18.25	21.29	24.33	27.38	30.42
20 Year Public Safety Fund	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50



Utility Rate Comparison (Dec 2020)

Based on family of 4 – Monthly Billing



CITIES	TOTAL
Vernonia	\$186.61
Hillsboro	\$140.23
Cornelius	\$132.33
Portland	\$122.63
Rainier	\$105.59
St. Helens	\$101.40
Scappoose	\$98.43
Forest Grove	\$98.24
Beaverton	\$91.51
Columbia City	\$83.01



Other Funding Sources

**** SUBJECT TO CURRENT MARKET RATES ****

**30 Year Public
Safety Fund 6.00 –
11.50**

PAYMENT SCENARIOS	30-Year Level Pmts	PSF \$	Interest Only	PSF \$
Years 1-3 Debt Payment	\$800k	\$9	\$550k	\$6
Years 4-30 Debt Payment	\$800k	\$9-6	\$850k	\$9.50-6.50

DEDICATED YEARLY REVENUE IDEAS

• ACSP Mortgage	\$155,000 per year	(\$1.70)
• PD & Public Benefit Fund	\$36,000 per year +	(\$0.39)
• Cannabis Taxes	\$230,000 per year	(\$2.52)
• State Alcohol Taxes	\$255,000 per year	(\$2.79)
• Cigarette Taxes	\$10,000 per year	(\$0.11)
		\$7.51

ONE-TIME REVENUE IDEAS

• Sale of Property =	\$50k - \$5M
• Emergency Ops =	\$50k - \$1M
• Grants =	\$10 - 500k
• Central Waterfront =	\$50k - \$20M+



Referral to Voters

**General Obligation Bond
\$13.25 - \$22.08 Monthly**

General Obligation Bond through property taxes

**Must comply with Oregon Law, ORS 450 (various sections)
Secretary of State Manual: County, City and District Referral**

Public Employees MAY NOT campaign and public resources MAY NOT be used.

**Political Action Committee formation and Campaign Finance registration.
Through Oregon Secretary of State
Fundraise (Budget to be determined – estimate \$100,000)**

Contract Campaign manager: \$50k
Mail and Outreach Plan: \$19k - \$25k +
Polling: \$25k (each time)



VISION - MISSION - GOALS

Vision To provide quality, effective and efficient service to our citizens.

Mission

- Develop and preserve the highest possible **quality of life** for our residents, businesses, and visitors.
- Provide a **safe and healthy environment** within a **sound economic framework**.
- Provide leadership which is **open and responsive** to the needs of the community and **works for the benefit of all**.



**Effective
Organization**



**Community
Engagement**



**Safe & Livable
Community**



**Economic
Development**



**Long-Term
Planning**



Regular Session Decision Options

OPTION 1 Create fund, dedicate revenue, pass surcharge administratively

OPTION 2 Referral to voters:

A. Referral of General Obligation Bond (Property Taxes)

B. Referral of Public Safety Surcharge

OPTION 3 No Action



St. Helens Public Safety Facility

Protecting the Health and Safety of Those That Protect Us



Council Action Sheet

To: Mayor and City Council Members

From: Kathy Payne, HR Coordinator/City Recorder

Date: April 7, 2021

Subject: Updates to Personnel Policies & Procedures Handbook



Background

On June 17, 2020, you adopted Resolution No. 1893, a new Personnel Policies and Procedures Handbook. From time to time, the City finds it necessary to update the Personnel Policies and Procedures, particularly when new or amended laws are enacted. Here is a summary of the substantial updates to the Handbook:

1. 003 TIME OFF AND LEAVES OF ABSENCE

- H. Religious Observances Leave and Accommodation Policy. Clarifies and adds "sincerely held."

2. 005 MISCELLANEOUS POLICIES

- D. Cellular Devices Policy: References were changed from "cellular" to "mobile" and in addition to "City-Provided," it includes "Paid for" by the City. (page 53)
- N. Political Activity: Addresses personal political activity and expression per CIS's recommendation. (page 66)
- T. Hiring of Family Members: This section is added at CIS's recommendation. (page 71)

Recommendation

At your April 7, 2021 Council Regular Session, please approve Resolution No. 1913, adopting an updated Personnel Policies and Procedures Handbook.

Thank you.

Attachments



Personnel Policies and Procedures Handbook

Adopted by Resolution No. 1893

Effective July 1, 2020

Amended by Resolution No. 1913

Effective April 7, 2021

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ADDENDUM A – Explanation and Examples of Code of Ethics

Welcome!

Welcome to the City of St. Helens! 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 an organization 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 and do your part to contribute to the community we serve.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of St. Helens and its employees, other than those found in collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between the City of St. Helens and its employees. All employment at the City is "at-will," meaning that either you or the City may terminate this relationship at any time, for any reason, not prohibited by law, with or without notice (unless you are subject to a collective bargaining agreement or written employment contract). No supervisor, department head, or representative of the City other than the City Council 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 Council (or that is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. I recommend reviewing this handbook periodically to be reminded of the City's expectations of its employees. If you have any questions about any of the provisions of this or future policies, please ask your department head, the City Administrator or Human Resources.

We hope that your experience here will be challenging, enjoyable and rewarding, while engaging you in the true meaning of public service.

Sincerely,

John Walsh
City Administrator
City of St. Helens

00I. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICIES

The following EEO Policies apply to all employees, elected officials, and volunteers. 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 their immediate supervisor or the City Administrator at any time if they have questions relating to the issues of harassment, discrimination or bullying.

A. No-Discrimination, No-Retaliation Policy

The City of St. Helens 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 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.

The City'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.

B. Statement Regarding Pay Equity

The City 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 pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with Human Resources.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The City of St. Helens prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, elected officials, volunteers, and interns' right to work in a harassment-free workplace. Specifically, the City 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, or with Human Resources, 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-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 the City’s employees. ***Such harassment is prohibited whether committed by City 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;
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 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 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, elected officials, 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 the City Administrator or Human Resources, 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 the City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City 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'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 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, 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

The City 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 the City Administrator or Human Resources or 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 provides an Employee Assistance Program (EAP) through a third party vendor to employees and dependents who are enrolled in the City's medical coverage. Employees will have access to confidential help 24 hours a day, seven days a week. 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 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 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 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 regarding his/her experience and/or employment status, the employee should contact Human Resources. 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 and employee do reach an agreement, the City 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 or making comments that would lower the City 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 and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees, elected officials, volunteers, and interns from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another individual 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 individual(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.

This is not a complete list.

Individuals who have experienced bullying in violation of this policy, who have 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 the City 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.

E. Disability Accommodation Policy

The City of St. Helens 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

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

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, the City) and which 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, modifying training materials or policies, 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 City Administrator, 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 and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. 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 Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City 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's operations.

Although this policy refers to "employees," the City 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 Human Resources 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 and the employee to find an effective accommodation, or to verify the employee's need for an accommodation. Both the City and employee must monitor the employee's accommodation situation and make adjustments as needed.

No-Discrimination, No-Retaliation

The City 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; 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 Family Medical Leave Act if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City. Also, no employee will be denied employment opportunities if the denial is based on the need of the City 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 Family Medical Leave Act. See policies on page 29, or speak with Human Resources.

G. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City 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;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City; 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 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's Open Door Policy (see page 66), employees who wish to report potential improper or unlawful conduct should first talk to his/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 Human Resources. Supervisors and managers are required to inform the City Administrator 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 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'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 employee's 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; 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 will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/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 Oregon law or by City policy).

In addition, the City prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City employee will be adversely affected because he/she 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 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 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.

002. EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT

A. Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the City, 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 observation and evaluation by your supervisor. 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 meets your expectations as an employer.

Employees who are promoted or transferred within the City must complete a secondary introductory period of the same length with each reassignment to a new position. A promoted/transferred employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

Any significant absence will automatically extend an introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

At or before the end of the introductory period, a decision about your employment status will be made. The City 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 the City may terminate the employment relationship during the introductory period or any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by the City for any definite period of time. Both you and the City are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law, unless subject to a

collective bargaining agreement or written employment contract.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within the City.

B. Employment Classifications

The City classifies employees as follows:

1. **Introductory:** Sometimes referred to as trial or probationary, employees in this classification are those whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification as part of their probationary period performance evaluation.
2. **Regular Full-time:** Employees who are not in a temporary or introductory status and who are regularly scheduled to work the City's full-time schedule. Generally, they are eligible for the City's benefit package, subject to terms, conditions, and limitations of each benefit program.
3. **Regular Part-time:** Employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees may be eligible for some benefits as specified in a collective bargaining agreement, or as required by law, subject to the terms, conditions, and limitations of the benefit program and those mandated by applicable law.
4. **Temporary/Term-limited:** Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary/term-limited employees is subject to the terms, conditions, and limitations of each benefit program and those mandated by applicable law. Temporary/term-limited employment can either be full-time or part-time.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or nonexempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all of the City's rules and procedures.

C. The Workweek

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. or as otherwise prescribed by collective bargaining agreement. Work schedules vary throughout the City. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

D. Meal Periods and Rest Breaks

Nonexempt employees are required to take a paid, uninterrupted 15-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. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

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 or her supervisor before the end of the shift so that the City may pay the employee for that work.

Sample rest and meal break schedules are listed below. Any changes to an employee's regular schedule must be authorized by his/her supervisor. Employees with questions about the rest or meal breaks available to them should contact their immediate supervisor or Human Resources.

Length of Work Period	Number of Rest Breaks Required	Number of Meal Periods Required
2 hours or less	0	0
2 hours, 1 minute to 5 hours, 59 minutes	1	0
6 hours	1	1
6 hours, 1 minute to 10 hours	2	1
10 hours, 1 minute to 13 hours, 59 minutes	3	1

E. Rest Breaks for Expression of Breast Milk

The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will 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 possible, the employee is entitled to take reasonable time as needed to express breast milk.

The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City 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 or take leave accruals.

If an employee takes unpaid rest breaks, the City 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 will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City will make 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 will identify a private location the employee can travel to. The travel time to and from the private location will not be 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 verbal or written notice of her intention to do so in order to allow the City 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.

F. Overtime

Overtime compensation is paid to all nonexempt employees at a rate of one and one-half times a nonexempt employee's hourly rate for all hours worked over 40 in any workweek. Nonexempt employees are those who work in positions for which an overtime premium must be paid under Oregon wage and hour law and the federal Fair Labor Standards Act (FLSA).

In addition, non-represented, nonexempt employees of the Police Department shall be subject to the same overtime rules as provided to employees of the Police Department that are covered by the collective bargaining agreement with the recognized bargaining unit for the Police Department. General service non-represented, nonexempt employees shall be governed by the overtime rules in the collective bargaining agreement as applies to those employees who are represented by the recognized bargaining unit for general service employees. Refer to the respective collective bargaining agreement for further information.

Overtime Authority

Department heads are authorized to establish working hours and schedules to meet their department workload efficiently with attention given to the "work week" established for compliance with the federal Fair Labor Standards Act (FLSA). Work shall be scheduled to minimize overtime by eliminating regularly scheduled overtime unless approved by the employee's supervisor. Holiday overtime shall be reduced by scheduling the minimum staff necessary for those days. No overtime may be worked by nonexempt employees unless specifically authorized by a supervisor or member of management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the nonexempt employee performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the City on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by the City on a Sunday or on a holiday, the City will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday.

Overtime Pay

Overtime beyond the scheduled workday or workweek, must be authorized by the supervisor or member of management. Such authorized overtime shall be computed to the nearest fifteen (15) minutes and shall be compensated at the rate of one and one-half times the employee's

regular rate for all hours worked over 40 in any workweek. Paid leave time shall be counted as time worked for the purpose of computing overtime.

Compensatory (Comp) Time Policy

Compensatory time off in lieu of overtime pay may be used by departments with the understanding and notice to the employees that employees may request payment for overtime during the same pay period. All overtime work compensated by compensatory time off shall be credited at time and one-half for the hours actually worked. Employees shall be able to accrue a maximum of 80 hours of compensatory time or as stipulated in a collective bargaining agreement. An employee who has requested the use of accumulated comp time or payment for accumulated comp time shall be permitted to use those hours off within a reasonable period after the request unless it would unduly disrupt department operations. Upon termination of employment, any employee with unused comp time shall be paid at the average hourly base wage rate during the last three years of employment for the number of unused compensatory hours.

Call Time Policy

Call time shall be paid in accordance with approved collective bargaining agreements.

Standby Time

The City may need to be able to respond to emergencies for the safety and protection of its systems and the citizens of the city. The person designated as standby will be determined by the department manager or their designee. The City requires that the designated person be able to respond by telephone within 15 minutes, and to be on site within one hour. The designated person shall carry a cell phone and will be on standby for a time designated by the department manager or designee.

Compensation will be eight (8) hours regular pay for each week and then an additional four (4) hours regular pay for each holiday during the week. When responding to standby calls, employees will be paid in accordance with the respective collective bargaining agreement. Such pay will be in addition to any standby pay.

Additional Authority

City, Oregon, or federal rules sometimes require that personnel be on duty at other times rather than the City's normal scheduled work hours. During these times non-management employees, who are scheduled to work this as additional time, are either paid overtime or earn compensatory time off. When a supervisor is required to work hours not normal to his or her regular work hours, the supervisor shall be paid in accordance with the respective collective bargaining agreement. Work not normal to the supervisor includes, but is not limited to, weekend work at the Waste Water Treatment Plant or Public Works Department, or coverage of a shift or part of a shift at the Police Department that is normally scheduled for a non-management employee. Supervisors are encouraged to arrange schedules so as to limit the number of hours that supervisors are required to cover work not normally performed by the supervisor.

G. Employee-Incurred Expenses and Reimbursements

The City will pay actual and reasonable business-related expenses you incur 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 before they are incurred. The City will not pay for or

reimburse the costs incurred by a spouse, same-sex domestic partner, or travel companion who accompanies the employee on City-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) (e.g., conference registration confirmation, map showing the mileage to and from the location). These items must be submitted within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City will reimburse/pay for are:

- Conferences/workshops/trainings/seminars
- Lodging
- Meals
- Mileage and parking
- Clothing allowance
- Physical exams for commercial driver's license
- Certifications required to perform job duties

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

When a job requirement, it is the responsibility of the employee to maintain a current commercial driver's license.

Conferences/Workshops/Trainings/Seminars

As long as the conference/workshop/training/seminar is related to your position with the City, the City will pay for pre-authorized registration fees.

Lodging

The City will pay reasonable lodging expenses for pre-authorized travel as long as the purpose of the travel relates to your position with the City. Employees shall be reimbursed for reasonable actual expenses incurred for lodging while attending conferences, workshops, trainings or seminars authorized in advance by a supervisor or department head. When the employee would not reasonably be expected to return to his or her residence from authorized City business, lodging will also be reimbursed. Receipts for lodging must be provided to and approved by the supervisor before reimbursement shall be made.

Meals

For meals consumed while on pre-authorized travel, the City will reimburse employee for actual expenses incurred, not to exceed fifteen dollars (\$15) for breakfast, twenty dollars (\$20) for lunch, and twenty-five (\$25) dollars for dinner.

Maximum allowable meal expenses shall be based on the following schedule:

	<u>Departure from assigned workplace</u>
Breakfast	6:00 a.m. or earlier
Lunch	11:00 a.m. or earlier
Dinner	5:00 p.m. or earlier

	<u>Arrival back to assigned workplace</u>
Breakfast	8:00 a.m. or later
Lunch	2:00 p.m. or later
Dinner	7:00 p.m. or later

There shall be no reimbursement for alcohol expenses.

Working lunches for meeting purposes or representing the City will be reimbursed the actual cost and not be affected by the above time schedule.

If the registration fee for employee's conference/workshop/training/seminar includes a meal(s) but employee chooses to purchase a different meal, no reimbursement will be made for that purchase, since the City has already paid for a meal(s) in the registration fee. A copy of the registration form must be submitted with employee's reimbursement request.

A per diem may be requested prior to pre-authorized travel if the travel takes you away from the workplace for at least twenty-four (24) hours. The daily per diem rate is \$60 but upon return you must submit receipts and any unused monies to the City.

Mileage and Parking

City vehicles are provided for any transportation needed for City business, such as trainings, seminars, meetings, etc. Whenever feasible, employees will take a City vehicle. Use of personal vehicles for City business must be approved by your supervisor.

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. The mileage reimbursement is intended to offset the operating cost of the employee's vehicle when used in City business. This includes car insurance. The City is not responsible for damage to an employee's vehicle, when such vehicle is used for City business.

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.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval.

Clothing Allowance

The City will provide all necessary personal protection equipment (PPE) as is needed for any employee.

Physical Exams for Commercial Driver's License

Employees who are required to maintain a commercial driver's license as a condition of employment may have their physical exam requirement dealt with in the following manner:

1. The City shall provide the time and place to take such physical exam. Such tests shall be at City expense. It shall be arranged by the employee's supervisor to be done during regular work hours of the employee.

2. If an employee desires to make arrangements with a personal physician, such tests shall be arranged at a time approved by the employee's supervisor. The City will reimburse the employee up to the usual and customary charge for such exam as charged at the local clinic, upon proper documentation, for the costs of such physical exam.

Certifications Required to Perform Job Duties

Employees whose positions require certification will be reimbursed for expenses related to acquiring the certification or renewal of certification.

H. Payroll Policies

Employees are paid on the last business day of every month. Full-time employees have the option to receive up to 50% of their monthly paycheck via a draw on or the closest business day of the 15th of every month. The amount requested may be a percentage or a specific amount up to 50% of their base pay.

New employees as of the date this policy is approved will be required to have their checks setup on a direct deposit to the bank of their choosing. No paychecks will be 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. Employees with direct deposit will have their itemized statement of wages for each pay period uploaded to an employee self-service portal that is available 24/7 for employees that need to physically print their paystubs, which means no physical paystubs will be printed for anyone who receives direct deposit.

I. Statement Regarding Pay Practices

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to the Finance Director. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

J. 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, beneficiaries, 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 Finance Division 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; and
- 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.

K. Performance Reviews

All City employees will 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 discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

The City's goal is to provide an employee with his/her first formal performance evaluation within 6-18 months following hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review every 12 months from the employee's hire or promotion date. Special evaluations may be done at any time.

Reviews will 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 shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed no later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

L. Appointment

Employees are agents of the public and hold their positions for the benefit of the public. The employees are bound to uphold the Constitution of the United States of America and the State of Oregon and are required to administer impartially the laws of the nation, state, and city. All appointments to vacancies shall be made solely on the basis of merit, efficiency, and ability to do the job. These qualities shall be determined through careful and impartial evaluation of the following:

1. The applicant's level of training relative to the requirements of the position for which he or she has applied.

2. The applicant's level of education relative to the requirements of the position.
3. The results of an oral interview.
4. Whenever practical, the results of a competitive, written examination, or demonstration test, which shall be a fair and valid test of the abilities and aptitudes of applicants for the duties performed.
5. All other factors being equal and considering the equal employment opportunity policy, current City employees shall receive a preference for original appointments to vacancies.

No question in any test, in any application form, or posed by any appointing power shall be so framed as to attempt to elicit information concerning race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, marital status, political affiliation, or any other legally protected classification or characteristic protected by federal, Oregon, or local law for the purpose of discrimination. Any collection of such data for the purposes of equal employment opportunity policy, or as required for any federal contract/subcontract shall be conducted in a manner to separate that data from the information utilized by the appointing authority in making a hiring decision.

All statements submitted on the employment application or attached to the resume shall be subject to investigation and verification prior to appointment. A false or incorrect statement, or a material omission, shall constitute cause for elimination from selection or termination at any time, if the applicant has been hired.

Appointments to regular positions shall be identified as "regular full-time" or "regular part-time" at the time of appointment. Regular full-time employees regularly working more than 37 hours per week year-round receive the full benefits outlined in these policies, and the salary schedule. Part-time employees are workers hired for less than 37 hours per week year-round. These employees may be eligible for benefits as specified in a collective bargaining agreement, or as required by law.

New employees shall be placed at the minimum rate within the assigned wage range unless special qualifications or labor market conditions justify placement above or below that level. In no instance should new employees be placed more than two steps on the salary schedule above the range entry rate on the basis of specialized skills, experience, or unique labor market conditions unless otherwise authorized by the Council. Employees who are promoted to a classification with a higher entry level should be placed at the lowest salary step that would result in a salary increase. Promotions should never occur just because an employee has reached the top of the range, unless covered in a collective bargaining agreement.

A successful applicant shall pass a criminal background check and, in some cases, a pre-employment screening test for alcohol and/or controlled substances.

Upon request, the City will provide reasonable accommodation in compliance with the Americans with Disabilities Act and Oregon law.

M. Access to Personnel Files

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the City Recorder's Office and shall be required to give a minimum of five (5) calendar days' advance notice. Employees who wish to receive a certified copy of their own personnel file should contact the City Recorder's Office and shall be required to give a minimum of 10 calendar days advance notice. Employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

003. TIME OFF AND LEAVES OF ABSENCE

A. Attendance, Punctuality and Reporting Absences

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 business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

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 communicate directly with their supervisor no later than one hour before the start of the employee's shift/work day. Communication may be in the form of a phone call, text message, or email, however, you must receive verbal or written acknowledgment for your absence to be excused. 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 will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

* Regular full-time employees or as specified in any collective bargaining agreement

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

Years of Service		Hours Accrued Per Month	Days Per Year	Maximum Accumulation
Greater Than	Less Than Or Equal To			
0	4	6.67	10	200 hours
4	9	10.00	15	300 hours
9	14	13.33	20	400 hours
14	19	16.67	25	500 hours
19		20.00	30	600 hours

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Regular employees may take vacation time as it is accrued with their supervisor's permission and consistent with any established collective bargaining agreement.

Paid vacation time can be used in minimum increments of one-quarter hour. To take vacation, employees shall request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation leave accrual and maximum accumulation may be modified with special written arrangement from the City Administrator. Failure to have special written arrangement will result in the employee's loss of any vacation leave earned over the maximum allowance.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

An employee who has been employed with the City for a minimum of 12 full months and who separates from City service shall receive payment for unused vacation leave in a lump sum at the base rate of pay applicable at the time of separation, providing the employee has been established at the base pay rate for the minimum of 45 days. A minimum of one-year employment must be served before vacation time accrued can be taken. Employees with less than 12 months of service are ineligible for this benefit.

There may be extenuating circumstances due to staffing levels and project workload demands that result in an employee exceeding vacation accrual limits. In this instance, an employee may be eligible to be paid accumulated vacation accruals not to exceed 96 hours in a given fiscal year, contingent upon the City Administrator and designated Council department liaison findings that:

1. The employee is not currently eligible to receive overtime pay; and
2. The employee could not reasonably take an extended vacation leave due to the Department and/or Division being understaffed (as defined by unfilled authorized budgeted/appropriated positions) or from excessive workload demands; and
3. That the payment is found to be in the best interest of the City instead of carrying forward excess accruals; and
4. That the amount of vacation accrual paid out reflects additional work effort.

C. Sick Leave

The City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact Human Resources. Please also refer to the Oregon Sick Leave Law poster that is posted in your building's breakroom and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, temporary/term-limited, hourly, salaried, exempt, and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Eligible regular full-time employees accrue sick leave at the rate of eight (8) hours per full month of service. Eligible regular part-time employees accrue sick leave as per their respective collective bargaining agreement. Sick leave cannot be used during the month that it is being accrued. No sick leave shall accrue for any calendar month in which an employee has been off work using sick leave or leave without pay for more than one-half the scheduled working days of that month.

Regular part-time employees, not covered by a collective bargaining agreement, and temporary seasonal employees will be covered by the Oregon Sick Time Law.

Employees can request use of paid sick leave after completing a waiting period of 30 calendar days from the date they become eligible to accrue sick leave benefits.

Employees may carry over accrued and unused sick leave for use in subsequent years. Sick leave accrual is capped at 1,200 hours. If the employee's sick leave accruals reach this maximum, further accrual of sick leave will be suspended until the employee has reduced the balance below the limit.

Paid sick leave shall be taken in one-quarter hour increments.

An employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation and short- or long-term disability. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from these programs. The combination of any such disability payments and sick leave benefits shall not exceed the employee's base rate of pay.

Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular base rate of pay.

Sick leave benefits will be calculated based on the employee's base rate of pay at the time of the absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment except upon retirement (see Sick Leave Cash-Out Upon Retirement below). If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Use of Sick Leave

Accrued paid sick leave may be used for the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
 - “Family member” means the eligible employee’s spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner’s child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner’s parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
3. If the employee, or the employee’s minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon’s domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon’s sick leave law.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave using the City’s call-in/notification procedures. Generally, an employee must provide at least 10 days’ notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with the City’s call-in procedures. Generally, an employee should notify his/her immediate supervisor of unforeseeable sick leave at least 30 minutes prior to the beginning of his/her shift, unless physically unable to do so, at which time notice should be given as soon as possible. Employees shall strive to provide supervisor with as much advanced notice as possible but in no case shall it be less than 30 minutes.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

While on sick leave, employees are expected to be in their residence, a medical facility, or a pharmacy to pick up medication. If employee has the need to go elsewhere, they shall contact their supervisor for approval.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City 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.

Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City may require documentation from a healthcare provider on a more frequent basis. Employees who use 80 or more hours per year of unscheduled sick leave without a doctor's note will be scrutinized. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

Sick Leave Cash-Out Upon Retirement

Upon a PERS-eligible retirement, employees employed as of July 1, 2020, up to a maximum of 960 hours of sick leave accumulation will be deposited into the employee's HRA VEBA account or as prescribed in your respective collective bargaining agreement.

D. Holidays and Floating Holidays

The City will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)

The City will provide paid time off for Veterans Day if an employee would otherwise be required to work on that day and if the employee provides: (a) at least three weeks' written notice to their direct supervisor that he or she intends to take time off for Veterans Day; and (b) documents showing that he or she is a veteran. To take this leave, the veteran must have served on active duty in the armed forces for at least six months and received an honorable discharge. If the individual served in a reserve or National Guard unit, the employee is not qualified for leave unless he/she was deployed or served on active duty for at least six months. The City will notify the employee, at least 14 days before Veterans Day, whether he/she will receive time off for Veterans Day. If the City determines that providing time off on this holiday would cause significant economic or operational disruption or undue hardship, the request will be denied, but the City will allow the worker to take a single day off within one year of Veterans Day.

- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas Eve (December 24)
- * Christmas (December 25)
- * Floating Holidays. Eligible employees will receive two floating holidays in each anniversary year except in the first fiscal year of employment. If hired after July 1, an employee's floating holidays will be pro-rated following the first full month of employment.

The City will grant paid holiday time off to all regular full-time employees or as specified in any collective bargaining agreement, immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's base rate of pay (as of the date of the holiday) times eight (8) hours.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In the case where the Friday or Monday is also an observed holiday, the preceding Thursday or following Tuesday shall be observed as the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their base rate of pay times one and a half for the hours worked on the holiday.

E. Family Medical Leave

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 of absence 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 Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City'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 on employee bulletin boards, 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 calendar 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 calendar 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 12 months (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.

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. Servicemember Family Leave: Eligible employees may take up to 26 weeks of leave to care for a “covered servicemember” during a single 12-month period. A “covered servicemember” 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 servicemember medically unfit to perform his or her duties for which the servicemember 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 servicemember.” 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 on page 36 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;
- In some cases, 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
- In some cases, employees who take the entire 12 weeks of OFLA Parental Leave will be entitled to an additional 12 weeks of Sick Child Leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the servicemember. During the One-Year Calculation Period in which Servicemember 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 "twelve month period" during which leave is available (also referred to as the "One-Year Calculation Period") will be determined by a rolling 12-month period measured backward from the date an employee uses any Family Medical Leave. 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 during the immediately preceding 12 months.

Intermittent Leave

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember 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 express consent and agreement. Employees must make reasonable efforts to schedule planned medical treatments so as to minimize disruption of City 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 the City and the employee. The City will follow applicable federal and state laws in reviewing and approving such leave requests. Intermittent leave for Parental Leave is not available.

Employee Responsibilities – Notice

Employees must provide at least 30 days' advance written 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 servicemember (Servicemember Family Leave) by completing a Leave of Absence Request Form. If 30 days' notice is not practicable, such as 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. Normally, this should be within two business days of when the employee became aware of the need for the leave. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to the City within 24 hours of commencement of the leave.

In the case of an unexpected serious health condition for employee or employee's family member, an unexpected illness, injury, or condition of a child requiring home care, a premature birth, unexpected adoption, or unexpected foster placement, or the death of a family member, you must provide your supervisor verbal notice within 24 hours of commencing leave, and file the Leave of Absence Request Form within three days of returning to work.

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 the City's normal call-in procedures. Employees who fail to comply with the City'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 the City 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 Servicemember Family Leave.

Employees also must inform the employer 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 the City's requested medical certification information within 15 calendar days after such information is requested by the City. In some cases (except for leave to care for a sick child), the City may require a second or third opinion, at the City's expense, at the beginning of, during, or at the end of your leave period as allowed by law. 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 (fitness-for-duty 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 floating 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. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, floating holidays, 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 portion of approved Family Medical Leave in which a holiday occurs, 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, the City 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 the City's 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 with equivalent benefits, pay, and other terms and conditions of employment. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement. Exceptions may also apply for certain highly compensated employees under certain conditions for FMLA-only leave. In addition, employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the reinstatement provisions for employees who do not meet their respective leave eligibility test.

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.

Leaves for Employees Who Do Not Meet Their Respective Leave Eligibility Test Above

Regular employees who have less than 180 calendar days of service and/or who average less than 25 hours per week prior to their leave may request leaves of absence for the reasons set forth above, subject to the following terms and conditions:

1. Leave requests must be made at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using the official Leave of Absence Request Form. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.)
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual and continuation of group health insurance during leave set forth above apply to all leave requests.
3. Leaves will be limited to a 30-day maximum duration, except leaves for the employee's own serious health condition, which may be granted for up to a 12-week period and may be taken intermittently.

Reinstatement will not be guaranteed to any employee requesting leave who does not meet the respective leave eligibility test above unless otherwise required by law. However, the City will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions, the City's need to fill vacancies and its ability to find qualified temporary replacements.

F. Bereavement Leave

Employees who wish to take bereavement leave must inform the City as soon as possible after receiving notification of a family member's death. Notice must be provided within 24 hours of beginning leave.

Employees who have worked for the City for 180 calendar days, and averaged at least 25 hours per week, may take up to two weeks of unpaid bereavement leave per death of a Family Member (defined below). Employee who have worked for the City for 90-180 days may use up to 40 hours of accrued leave for bereavement purposes, and who have experienced the death of a Family Member (defined below). Employees who have worked for the City for fewer than 90 days may not be eligible for leave. See Human Resources for more information.

Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA.

Up to three (3) days of paid bereavement leave will be provided to regular full-time employees for travel of 120 miles or less one way and five (5) days for travel of more than 120 miles one way. Bereavement leave days are not required to be taken consecutively as long as the employee receives supervisor's approval. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

For paid bereavement leave purposes, the City defines "family member" as the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, grandchild, sibling, son-in-law, daughter-in-law, aunt, uncle; or the same relations of an employee's spouse or same-sex domestic partner (registered).

In the event that a City employee dies, employees may be granted reasonable time off, up to three (3) hours of paid leave for the purpose of serving as pall bearer or to otherwise attend the funeral, with supervisor's approval.

G. Jury and Witness Duty

Jury Duty

The City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jury duty leave is treated as time worked for pay purposes. The employee will turn over the jury duty pay he or she receives to the City.

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/her supervisor informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the City upon receipt.

Except for employee absences covered under the City'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 may take unpaid leave. 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.

H. Religious Observances Leave and Accommodation Policy

The City respects the sincerely held religious beliefs and ~~practices~~ observances of all employees. The City will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on City's business. Employees may 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. Requests for religious leave or accommodation should be made with your immediate supervisor, and may require the requesting employee to provide proof of the "sincerely held" religious belief.

I. 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/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, grandchild, or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- After accrued leave is exhausted, employee may take unpaid leave;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a

court, or similarly reliable sources.

J. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his/her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the employee's supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact your supervisor immediately with requests for reasonable safety accommodations.

K. Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact Human Resources for more information and to make arrangements for this paid leave. Application for Military Leave shall be made at least 30 days in advance or as soon as is practicable.

L. Personal Leave

The City provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy.

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor by completing a Leave of Absence Request Form.

Personal leave may be granted for a period of up to 90 calendar days every one-year. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the City until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the City according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the City cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the City will assume the employee has resigned.

M. Donated Leave Program

Eligible employees are regular, non-probationary City employees accruing sick leave. The receiving employee shall have no documented history of abuse of leave for unscheduled absences, is not receiving workers' compensation or retirement benefits, and has depleted all available leave accruals. An employee called to active military duty who has exhausted all available leave is also eligible to receive donated leave.

The donated leave is intended to cover serious health conditions that may require inpatient hospice or resident health care. An employee may request leave for a serious health condition of themselves or any other eligible family member as defined in the Sick Leave section of the current Personnel Policy.

Regular full-time and regular part-time employees may voluntarily donate vacation leave or compensatory time in one hour increments to an eligible employee's sick leave account.

An employee may receive a maximum of 260 hours of donated leave at any one time. At no time may an employee have more than 260 hours of donated leave at his or her disposal. Only amounts needed will be used; any unneeded donated leave will not be deducted from the donor's accrual account.

Any eligible employee may request a donation of leave hours from employees within the City who are eligible to participate by completing the “Request to Receive Donated Leave” form. It shall be up to an employee to request donations of leave accrual through their supervisor. If such employee is not capable of making application on their own behalf, a personal representative or the employee’s supervisor may make a written application for the employee. Before applying on behalf of an employee, every effort must be made to obtain consent from the employee or, in situations where this is not possible, the recipient’s personal guardian. This form may be obtained from Human Resources. Completed forms shall be returned to the employee’s supervisor for approval. Human Resources will distribute the approved Request to Receive Donated Leave notice to all City employees.

Payroll shall reduce the donor’s leave balances according to the approved request forms submitted by Human Resources. Payroll will notify the donor of the transfer of leave. The hours shall be credited as sick leave only based on an hour for hour exchange.

Employees receiving short- or long-term disability are not eligible to receive donated leave.

004. EMPLOYEE BENEFITS

A. Healthcare Benefits

The City’s health insurance plan provides employees and their dependents access to medical, vision and dental insurance benefits. Regular full-time employees, or as otherwise specified in a collective bargaining agreement, are eligible to participate in the health insurance plan. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact Human Resources for more information about health insurance benefits.

B. Short-Term Disability

The City provides a short-term disability (STD) benefits plan to regular full-time employees, or as otherwise specified in a collective bargaining agreement, who are unable to work because of a serious health condition as defined by FMLA/OFLA (see Section 003.E).

The City’s self-funded STD insurance program will provide wage continuation of up to 50% of the employee’s monthly base wage and maintain health benefits for any qualifying short term disability event. The short-term disability benefit only covers a qualifying event and shall not exceed 90 days from the date of incident. Once an employee returns to work, whether part-time or full-time, they no longer qualify for this benefit. After employees exhaust 90 days of this short-term disability self-funded City benefit, long-term disability insurance benefits cover qualifying employees in accordance with the group insurance policy plan document in effect.

Other benefits you receive, or may be eligible to receive, may reduce the amount of disability benefits due you. Examples of other benefits may include, but are not limited to, sick leave, workers’ compensation, state disability, social security, and retirement.

To avoid a possible overpayment on your claim, which would need to be repaid to the City, you should inform the City if you receive other benefits.

Sick leave and vacation time shall not accrue while on STD.

See respective collective bargaining agreement for effects of leave on seniority.

An employee eligible for short-term disability is ineligible for donated leave.

C. Long-Term Disability

The City provides a long-term disability (LTD) benefit plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Long-term disability benefits are not to exceed sixty-six and two-thirds percent (66 2/3%) of gross pay or \$2,000 per month, whichever is less, reduced by Social Security and PERS disability payments as well and to the extent defined by the LTD insurance plan for the duration of disability benefit eligibility as provided in the LTD plan.

No accrual of sick leave, vacation, and holiday benefits will occur during LTD. Employee's health premiums paid by the City will cease one year from the date of time loss whether established through a workers' compensation claim or disability insurance claim.

Regular full-time employees, or as specified in a collective bargaining agreement, may participate in the LTD plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

See respective collective bargaining agreement for effects of leave on seniority.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact Human Resources for more information about LTD benefits.

An employee eligible for long-term disability is ineligible for donated leave.

D. Employee Assistance Program (EAP)

The City cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

This free, confidential service is provided by a third-party vendor 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.

EAPs may also provide 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.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information

given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it.

E. Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This 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.

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. Its success depends on the alertness and personal commitment of all.

The City has adopted a comprehensive Health & Safety Manual, a copy of which is available to all employees. The City also provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Steps to Take if You are Injured on the Job

If you are injured on the job, the City wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

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. Human Resources will fill out a claim form (Form 801) for you to sign and then it will be sent to SAIF.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return-to-Work Program

The City has developed a program designed to assist workers who are temporarily disabled due to an injury or illness. This program is called the *Return to Work Program*.

When employees report injuries or illness, they will be given certain forms and may be sent to a doctor for examination and/or treatment. If the doctor determines that the employee qualifies for the City's *Return-to-Work Program*, the doctor will complete the appropriate forms indicating the restrictions and conditions for transitional work. The City will then attempt to provide a modified work position until the employee is able to resume regular duties. All modified work is temporary in nature and is designed to facilitate a return to regular duties as soon as possible. Modified duty positions may be offered at any location or on any shift.

Failure to report to work at the designated time and place will be regarded as voluntary resignation and could affect the employee's time loss compensation.

The City may modify, change, or discontinue the *Return-to-Work Program* position or conditions of the program at any time.

Studies show that return to work programs are therapeutic and help speed the recovery process. In addition, injured employees stay in touch with the work environment and with fellow employees, which helps to facilitate a smooth opportunity for cross training and developing new skills.

If you require workers' compensation leave, you will — under most circumstances — be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from a healthcare provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are guided by the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also

qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, 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.

If your doctor determines that you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.

Overlap With Other Laws

The City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA). If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

F. Public Employees' Retirement System (PERS) Benefits

The City participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend 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 the City's contributions to employee PERS or OPSRP plans, please contact Payroll.

So long as required by state law, all employees automatically become a member of PERS of the State of Oregon, if they are eligible immediately, or its successor plan, the Oregon Public Service Retirement Plan (OPSRP), after six (6) consecutive months of uninterrupted service in any position which requires at least 600 hours of work per year.

The City has elected to pay the employee's portion, called PERS/OPSRP pickup, on gross salary and wages as part of the compensation for all regular full-time employees and employees who work more than 600 hours per calendar year.

For information about the City's contributions to employee PERS or OPSRP plans, please contact Payroll.

The City will consider allowing PERS-eligible employees to retire from his/her employment with the City and then rehiring them, as permitted under Oregon law. The City will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City, and the ability of existing employees to perform the work of the retiring employee. Please see the City Administrator for more information.

G. Longevity Pay

Longevity pay is available to regular full-time employees, except those receiving certification pay. Unrepresented full-time employees' longevity rates shall be adopted by resolution. Represented employees' longevity rates shall be included in their respective collective bargaining agreements. Longevity will be paid out monthly and included in employees' paycheck.

H. Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City's insurance provider provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

For questions regarding COBRA, please contact Payroll.

I. Educational Assistance

The City encourages training and educational opportunities for its regular full-time employees to allow promotion from within existing employees whenever possible.

Attendance at seminars, training opportunities, conferences, or conventions shall be the decision of the department head. Permission shall be granted on the basis of available time, budget constraints, and the relationship of the training to the employee's job. For required training, an employee sent to such training will have instructional fees, lodging, meals and travel paid for by the City. Employees assigned to mandatory training activities will be paid at the regular rate or overtime rate, whichever is appropriate and according to BOLI standards and requirements.

The City may also reimburse for higher education or vocational training after the higher education or vocational training class has been completed and when the following are met:

- Courses must directly relate to the employee's present or potential promotional assignment at the City.
- The Department must have sufficient budgetary resources available prior to approval. The absence of budgeted funds is a reason for denial of the request.
- The City shall reimburse for tuition expenses only. The reimbursement rate shall not exceed public institution charges for undergraduate courses. If graduate fees are charged, the City will reimburse based on the undergraduate rate.
- To participate in the City's reimbursement policy as outlined in this section, an employee must submit a written request to his/her supervisor and obtain the approval from the department head prior to enrolling in the course.
- Tuition reimbursement may be requested for only one course during any one quarter or semester.

- The employee may not be receiving reimbursement from any other source.
- The employee must submit evidence of satisfactory completion of the course, a grade, when reduced to standard numerical grading, of 2.5 or better (or “pass” in the case of a pass/fail class).
- The employee shall refund the City a proportional amount of the course if the employee terminates employment or is terminated with cause within two calendar years of completion of the course. To determine the prorated amount, the cost of the course will be divided by 24 months and the employee will be responsible for repaying the cost of the course less the prorated amounts for the months worked since completion of the course.

Employees will receive no compensation for time spent outside regular work hours participating in voluntary training activities for which they receive tuition reimbursement.

J. HRA VEBA Plan Contribution

The City has established an Employer Plan Agreement with HRA VEBA, which must be operated in compliance with IRS requirements and meet conditions, if any, which are established by the City’s health insurance provider.

The HRA VEBA Plan is a funded health reimbursement arrangement (HRA) offered by HRA VEBA Trust. VEBA stands for voluntary employees’ beneficiary association. An HRA is an account-based health plan you can use to reimburse your qualified out-of-pocket healthcare costs as defined by the IRS. Your account is funded with contributions from the City. Employer contributions, investment earnings and withdrawals (claims) are tax-free. The amount the City contributes is based on an adopted resolution or your respective collective bargaining agreement.

At the time of PERS eligibility retirement, the cash value of unused sick accrual, up to a maximum of 960 hours, will be deposited into the employee’s HRA VEBA account, if the employee has established one. The City’s definition of retirement follows the rules of PERS eligibility for retirement (see figure below). Exceptions to the retirement rule may be granted upon written approval by the City Administrator. Requests for exception must be received 30 days prior to separation.

Classification	Tier	Retirement Age		Unreduced Retirement
		Normal	Early	
General Service	1	58	55	30 years
General Service	2	60	55	30 years
General Service	OPSRP	65	55	Age 58 with 30 years
Police & Fire	1 and 2	55	50	30 years or age 50 with 25 years
Police & Fire	OPSRP	60	50	Age 53 with 25 years

K. Physical Fitness Club / Wellness Activity Benefit

The City shall provide for regular full-time employees up to \$50 payment per month per employee for participation by the employee in any physical fitness club or other wellness activity approved by the City Administrator. Payment is on a reimbursement basis. Reimbursement requests for January through June must be submitted by July 15 and reimbursement requests for July through December must be submitted by January 15.

005. MISCELLANEOUS POLICIES

A. Alcohol/Drug Use, Abuse and Testing

The City works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to the City's reputation.

The City expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement principles). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees or others.
- The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Law enforcement employees may possess or transfer alcohol during the performance of their law enforcement duties, e.g., collecting evidence.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in their system while on City property or on City time.
 - Law enforcement employees may possess narcotics, drugs or other controlled substances while engaging in law enforcement duties, e.g., collecting or transporting evidence.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City property, or possessing, items or objects on City property that contain any "controlled substance," including, for example, "pot brownies" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City property.
- Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City operations.

Employees must inform their supervisor about any prescription drugs that they use that could adversely affect their physical or mental faculties to any perceptible degree. If an employee's use of such prescription drugs could adversely affect City operations or safety of City employees or other persons, the City may reassign the employee using the drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide the City with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation. (See the "Disability Accommodation Policy," above.)

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours, or has used drugs or alcohol in violation of this policy, the City may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Administrator or the City Administrator's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - a work-related accident;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate his/her "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result, will be sent for confirmation testing. If the result comes back positive after the confirmation test, it will then be sent to Medical Review. The Medical Review Officer (MRO) for Bio-Med or his/her Assistant will then call the employee for an interview, to determine if the positive is from a prescription medication or an illegal substance. The MRO will make the final decision on the result and then forward it to Bio-Med to data enter and send to the employer. The employee may request the sample be sent to another lab for a reconfirmation, but such testing will be paid for by the employee.

Post-Accident Testing

Employees are subject to testing when they: (a) cause or contribute to accidents that seriously damage a City vehicle, machinery, equipment or property; or (b) result in an injury to themselves or another employee requiring offsite medical attention; and (c) when the City has a reasonable basis to believe that the accident or injury may have been caused by drug or alcohol use.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property, not in conjunction with the functions of the job, or has otherwise

violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City may search the employee's possessions located on City property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on to City property, or in property, equipment or supplies provided by the City to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action, up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action, up to and including termination.

Drug and Alcohol Treatment

The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City is willing to help such employees obtain appropriate treatment.

An employee who believes that he or she has a problem involving the use of alcohol or drugs should ask a supervisor or Human Resources for assistance.

The City will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all of the program costs.

Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City policy is discovered, the employee's willingness to seek City or outside

assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who tests positive for drugs or alcohol in accordance with this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and to specify the performance required for the employee to achieve in order to continue to be employed by the City. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City is prohibited unless written authorization is obtained from the employee.

B. Smoke-Free Workplace

The City provides a t-free environment for all employees and visitors. For purposes of this policy, smoke-free includes the smoking of any tobacco-based product and smoking in any form (including, without limitation, cigars and e-cigarettes). Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

City buildings and vehicles are smoke and marijuana-free areas. Smoking and marijuana use is prohibited during working hours. Further, the City prohibits smoking or marijuana use in or around City vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of the City'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. The City has established employee smoking areas that your supervisor can show you.

C. Land Line Phones Usage

The telephone system is provided as a communication tool for employees to conduct City business and is solely the property of the City. Employees are to limit personal use of the telephone system and in no instance shall use of the telecommunications system be used for personal gain.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

D. Cellular Mobile 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 mobile devices” in the Cellular Devices Policy.

Cell Phones and Cellular Mobile Devices in General

Employees are allowed to bring personal ~~cell phones and cellular mobile~~ devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones/cellular mobile devices may not violate the City’s policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone/cellular mobile device 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’s no harassment and no discrimination policies prohibiting discrimination, harassment, bullying, and retaliation will be subject to discipline, up to and including termination.

Employee Use of City-Provided Cell Phones/Cellular or Paid for Mobile Devices

Cell phones/cellular Mobile devices are made available to City employees on a limited basis to conduct the City’s business. Determinations as to which employees receive City-provided ~~cell phones mobile devices~~ will be made on a case-by-case basis; employees are not guaranteed a ~~cell phone or cellular mobile~~ device. In some cases, the City may provide a monthly ~~cellular telephone mobile device~~ allowance to employees who regularly make calls on behalf of the City away from the office (see your supervisor for more information).

Employees who receive a cell phone or cellular mobile device from the City must agree to not use the cell phone/cellular mobile device for personal use except in emergency situations and must abide by all aspects of the Cellular Mobile Device Policy. Further, employees who receive a cell phone or cellular mobile device from the City must acknowledge and understand that because the cell phone/cellular mobile device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the cell phone/cellular mobile device may be subject to inspection and review if the City has reasonable grounds to believe that the employee’s use of the cell phone mobile device violates any aspect of the Cellular Mobile Device Policy or any other City policy. An employee who refuses to provide the City access to his/her personal cell phone/cellular mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use City-provided cell phones or cellular mobile devices to call 1-900, 1-976, or similar “pay per minute” services. Further, family and friends may not use an employee’s City-provided cell phone/cellular mobile device.

Cell Phones/Cellular Mobile Devices and Public Records

City-related business conducted on City-provided or personal cell phones/cellular mobile devices, may be subject to disclosure and production under Oregon’s Public Records laws or in connection with litigation filed against the City or individual employees.

Cell Phone/~~Cellular~~Mobile Device Use While Driving

The use of a ~~cell phone or cellular~~mobile device 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 handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City 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 the City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other ~~mobile~~ device to send or receive text or "instant" messages while driving on City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

E. Use of City Email and Electronic Equipment, Facilities and Services

The City uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, ~~cell phones~~mobile devices (including text messaging), the Internet, and any new technologies used in the future. The rules that govern these items is located in the City's IT Policies, a separate and distinct set of policies, which all employees must read and acknowledge.

F. Use of City Vehicles

The operation of vehicles and equipment is necessary in conducting the day-to-day business of the City. Driving and the use of vehicles for City business includes regular vehicles for operation on streets as well as operation of special-use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site.

City vehicles and equipment are to be used only in the performance of official City business; however, personnel whose work assignment is primarily in the field may utilize their assigned City vehicle during meal and rest periods for personal business as approved by the employee's supervisor. Employees doing so must conduct themselves in a manner which does not bring discredit upon the City or incur additional costs for fuel or vehicle maintenance.

The use of City-owned vehicles is restricted to City operational or business purposes, subject to the exceptions provided in this policy. Infrequent and limited use of a City-owned vehicle is permissible under the following circumstances:

- An employee stops at a store or restaurant to purchase food while on a breakfast, lunch, or dinner break.

- An employee using a City-owned vehicle to travel out of town may stop at a restaurant to purchase a meal (excluding facilities where alcohol is the chief item for sale, casinos, or other establishments where entertainment is provided; provided further that this excursion does not apply when the purchase of a meal at such a facility is in connection with attendance at an authorized conference or training session).

City-owned vehicles shall only be used to transport City employees subject to the following exceptions:

- The ride-a-long program authorized for the City Police Department.
- Transportation of a public official, or consultant(s), or other authorized person(s) in conjunction with official City business.

City-owned vehicles shall not be used for transportation of animals belonging to City employees, except for service animals.

The use of City-owned vehicles is restricted to employees who are engaged in the performance of City business. Use of City-owned vehicles is restricted to City employees, which would prevent a City employee from allowing a family member or other non-City employee from riding in the vehicle while it is being used by the City employee. City-owned vehicles shall not be used for any personal use by a City employee who is engaged in the performance of City business, except for the infrequent and limited uses described above.

It is necessary for the City to comply with IRS regulations that govern these issues. Non-compliance with the IRS regulations in these matters creates a liability to both the City and individual employees who may be subject to retroactive taxes and penalties in the event of an IRS compliance audit. Any interpretation of this policy will follow IRS regulations. If an employee uses a City vehicle for commuting purposes, they will be charged per IRS Commuting Rules for each one-way commute (that is, from home to work or from work to home).

Collisions are incidents or events that involve City-owned vehicles and equipment or a personally owned vehicle which is being used for official City business resulting in property damage, injury or death. Whenever a collision occurs involving a City-owned vehicle or piece of equipment or a personal vehicle if the employee is using the vehicle while on City business, the collision must be reported immediately to the employee's supervisor, and, if within the city limits, to the St. Helens Police Department.

In order to maintain a safe and productive work environment, a violation of this policy will be considered a very serious case of misconduct and subject to disciplinary action, up to and including termination.

Fleet Safety

These rules are published for the information and guidance of employees of the City. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of St. Helens and the driver.

Drivers are required to observe all rules and procedures outlined in this policy at all times.

Qualifications for Driving City Vehicles

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

To qualify as a driver of City vehicles, drivers must meet the following conditions:

1. Must be at least 18 years of age.
2. Must have a current state or jurisdiction driver license.
3. Must have in effect a current liability insurance policy for his/her personal vehicle, if employee owns a personal vehicle. Employees who use their own vehicles for authorized City business should make any necessary arrangements with their insurance carriers.
4. Must have knowledge of, and adhere to, state and municipal traffic laws and regulations whenever driving City vehicles.
5. Must have in your possession a valid driver license while driving vehicles.
6. Be approved by your supervisor to drive on City business.
7. Must attend a City of St. Helens sponsored defensive driving class at least once every three (3) years.

Eligibility to Drive City Vehicles

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules.

1. No major violations in the previous three (3) years.
Major violations include but are not limited to:
 - Driving under the influence of alcohol or drugs
 - Driving while license is suspended or revoked
 - Leaving the scene of an accident
 - Reckless driving
 - Road rage incidents
 - Speeding over 20 MPH over the posted speed limit
 - Other similarly serious violations
2. No more than two minor violations in the previous three (3) years.
Minor violations include but are not limited to:
 - Speeding 20 MPH or less over the posted speed limit
 - Failure to obey a traffic control or signal
 - Improper lane change
 - Failure to signal
 - Failure to yield the right of way
 - Failure to wear a seat belt
 - Cell phone or texting violations
 - Other similar violations

3. No more than one at-fault accident in the previous three (3) years.
All accidents are considered at-fault unless proven otherwise.

The City may verify the validity of your driver's license and/or your driving record at the time of hire and during any point in your employment. Once you are employed with the City, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets, citations and accidents.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license, accidents or other violations may result in disciplinary action, up to and including termination.

Vehicle Accidents

Vehicle accidents may be reviewed by the Safety Committee to determine preventability.

- A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
- A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

Courtesy

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of St. Helens.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

Vehicle Appearance

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

Suggestions

City management appreciates any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safe. Please make suggestions to a supervisor or department head.

Moving Violations

You will be responsible to pay for all speeding, traffic and parking violations, even if the infraction occurred while on City business.

Cell Phones & Texting

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free accessory.” Texting while driving is prohibited.

Vehicle Safety Inspections

A pre-trip inspection should be made at the start of each shift to ensure the vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

Safe Driving - Be a Defensive Driver

A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.”

Vehicle Speed

The maximum speed limit is the “posted speed limit.” Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance costs, increased tire life, and fuel conservation.

Striking Fixed Objects

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes, or hydrants is classified as the fault of the driver and must be reported to your supervisor.

Proper Backing

Walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two or more people, it is advisable to have one person stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians

You have NO right-of-way where pedestrians are concerned. Legally, they may walk on either side of the road, they can cross at intersections or not, and they can pop out from behind a parked car on a busy city street. Never assume that they see you.

Accidents & Incidents

YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR, AS SOON AS POSSIBLE.

1. Park safely and set out warning devices. Do not leave vehicle unattended except in an extreme emergency.
2. Prevent the moving of injured persons unless absolutely necessary.
3. If the accident is blocking traffic or there is an injury, call 911. In the case of an accident that is not an emergency, call the non-emergency number 503-397-1521.
4. Within each City vehicle is a ***“What to do if you’re involved in an accident”*** pamphlet. While at the scene, get as many of the details as you can written down in the pamphlet including a sketch of the incident. Information needed to properly complete accident reports, is as follows:
 - a) Location, time, and date.
 - b) Make, model, type, and license of other vehicles involved.
 - c) Registered owner of other vehicle(s) involved.
 - d) Driver’s name, age, address, and license number of other vehicle involved.
 - e) All occupants’ names and addresses in other vehicles involved.
 - f) Names and addresses of all possible witnesses.
 - g) Name of police station to which accident was reported.
 - h) Name and DPSST numbers of the police officers at the scene.
 - i) Name of the insurance company which covers the other vehicles involved.
 - j) Names and addresses of persons injured and the extent of the injury.
 - k) Names of fire and/or medical personnel on scene.
5. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. **Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE.** Give your name, the City’s name and offer to show your license.
6. Take pictures whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night.
7. If there is a response from law enforcement, you should stay at the scene of the accident until instructed by a police officer to proceed.
8. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and City’s name, address and phone number.
9. As soon as possible, complete a **Supervisor’s Report of Accident Form** with your supervisor. Attach a copy of the completed pamphlet. A copy of both should be sent to the Safety Coordinator and to the City Recorder. The City Recorder will make sure that

the accident is reported to the City's current insurance broker who will then notify City County Insurance Services.

10. If any of the following applies, an **Oregon Traffic Accident and Insurance Report Form** must be completed **within 72 hours** of the collision:

- a) Damage to the vehicle you were driving is over \$1,500; or
- b) Damage to any vehicle is over \$1,500 and any vehicle is towed from the scene as a result of damages from the collision; or
- c) Injury or death resulted from the collision; or
- d) Damage to any one person's property other than a vehicle involved in the collision is over \$1,500; or
- e) If your vehicle was the only one in the crash and meets any of the above requirements.

DMV forms are available at the DMV office or online at <https://www.oregon.gov/ODOT/DMV/pages/form/forms.aspx>. **A copy of the form should be given to Human Resources.**

Seat Belts and Other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.
2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications.
3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

Equipment Protection and Maintenance

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Notify a supervisor immediately of any concerns or observed deficiencies.

Priority Items to check are:

- ✓ Brakes – inadequate brakes are no excuse for an accident
- ✓ Steering
- ✓ Oil level
- ✓ Water
- ✓ Windshield wipers
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices
- ✓ Glass (for cracks and defects)
- ✓ Horns
- ✓ Under vehicle for oil and water leaks

G. Use of City Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

H. Social Media

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 website, social networking website, web bulletin board, or a chat room, whether or not associated or affiliated with the City, 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 the City or the City’s legitimate business interests may result in disciplinary action, up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City policies, including the City’s no-harassment and no-discrimination and workplace violence policies. Similarly, posting that include threats of violence, that are physically threatening or intimidating, bullying, or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your personal blog, website, or other social networking site to a City-owned or -maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City unless you are authorized by your manager/supervisor to do so. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City employee, and make it clear that your views do not represent those of the City or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City’s employees and elected officials, and suppliers or other third parties who do business with the City.

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, that disparage citizens, co-workers, City employees or elected officials, that might constitute harassment or bullying, and/or that violate City policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures, or other internal, City-related confidential communications or information. (See "Confidential City Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

City 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 username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City.

Nothing in this policy prohibits the City from requiring an employee to produce content from his/her social media or internet account in connection with a City-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

I. Confidential City Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City 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 disclose confidential information contrary to Oregon or federal laws, or for personal use or financial gain, may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

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 the City) may be removed from our premises without permission from the City Administrator. Likewise, any materials developed by City employees in the performance of their jobs is the property of the City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

J. Ethics

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City or the City's citizens.

We at the City 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 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. Information on these laws is available at the Oregon Government Ethics Commission website: www.oregon.gov/OGEC.

This Code of Ethics shall apply to all City officials including all elected and appointed officials, staff, and volunteers.

Definitions

1. "City Official" means any elected official, employee, appointee to a board or commission, or citizen volunteer authorized to act on behalf of the City of St. Helens, Oregon.
2. "Ethics" means positive principles of conduct. Some ethical requirements are enforced by federal, state, or local law; others rely on training or on individuals' desire to do the right thing. The provisions of this policy which are not otherwise enforced by law shall be considered advisory only.

Trust. The purpose of City government is to serve the public. City officials treat their office as a public trust.

1. The City's powers and resources are used for the benefit of the public rather than any official's personal benefit.
2. City officials promote public respect by avoiding even the appearance of impropriety.
3. Policymakers place long-term benefit to the public as a whole above all other considerations, including the concerns of important individuals and special interests. The public interest includes protecting the rights of under-represented minorities.
4. Administrators implement policies in good faith as equitably and economically as possible, regardless of their personal views.
5. Whistleblowing is appropriate on unlawful or improper actions.
6. Citizens have a fair and equal opportunity to express their views to City officials.
7. City officials do not give the appearance of impropriety or personal gain by accepting personal gifts.
8. City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public.
9. Political campaigns are not conducted on City time or property.

Objectivity. City officials' decisions are based on the merits of the issues. Judgment is independent and objective.

1. City officials avoid financial conflict of interest and do not accept benefits from people requesting to affect decisions.
2. If an individual official's financial or personal interests will be specifically affected by a decision, the official is to disclose the conflict and withdraw from participating in the decision.
3. City officials avoid bias or favoritism and respect cultural differences as part of decision-making.
4. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

Accountability. Open government allows citizens to make informed judgments and to hold officials accountable.

1. City officials exercise their authority with open meetings and public records.
2. Officials who delegate responsibilities make sure work is carried out efficiently and ethically.
3. Campaigns for election allow the voters to make an informed choice on appropriate criteria.
4. Each City employee and appointee is encouraged to improve City systems by identifying problems and proposing improvements.
5. City government systems are self-monitoring with procedures in place to promote appropriate actions.

Leadership

1. City officials obey all laws and regulations.
2. City officials do not exploit loopholes.
3. Leadership facilitates, rather than blocks, open discussion.
4. Officials avoid discreditable personal conduct and are personally honest.
5. All City departments and work teams are encouraged to develop detailed ethical standards, training and enforcement.
6. The City Administrator will publish a pamphlet containing explanations and examples of ethical principles.

For the full text of the adopted Code of Ethics, see Addendum A.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with Human Resources. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action, up to and including termination.

K. Open Door Policy

The City strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect, and employees are encouraged to offer positive and constructive criticism.

The City's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, 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 Administrator. If the City Administrator is your supervisor, go to Human Resources.

L. Outside Employment

Generally, employees may obtain employment with an employer other than the City 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 time (including the employee's work time), City facilities, equipment and supplies, or the prestige or influence of the employee's position with the City. In other words, the employee may not engage in private business interests or other employment activities on the City's time or using the City'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 by a State agency); or
- Receipt of money or anything of value for the performance of duties that the employee is required to perform for the City.

The City requires employees to report outside employment to their supervisor before the outside employment begins. Thereafter, an employee must provide an update to his/her supervisor on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

M. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas, or diversions that result from conduct which occurred while on duty, on City property, or

in a City vehicle (see “Alcohol/Drug Use, Abuse and Testing” policy above);

2. All arrests, citations, convictions, guilty pleas, or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, up to and including termination.

N. Political ActivityPolitical Activities and Expression in the Workplace

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign; or
- 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 (this is not intended to restrict the right of City employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

Personal Political Expression

Customer service is an essential part of your job. The City is committed to providing excellent customer service through its employees and must demonstrate that its services will be provided to all citizens on an equal basis regardless of race, gender, economic status, or any other factor. This is important in maintaining public support for City services, as well as maintaining the quality of the services themselves. In any organization, the entire organization may be judged on the actions and appearance of just one of its members. It is also important that citizens are comfortable when visiting City offices and interacting with staff.

In order to maintain this standard, employees are not allowed to wear attire (hats, shirts, etc.) that promotes a personal or political cause in the workplace or violate a department's uniform policy. Personal or political paraphernalia, such as buttons, posters, mugs, etc., will be allowed in the workplace, but discretion must be used. If an item starts to become a distraction in the workplace, or creates disruption, the City may prohibit all such items from the workplace. Personal and political items will not be in the public's view, and employees will not display or wear political paraphernalia when meeting or dealing with the public, or while wearing City-provided clothing or uniforms.

These guidelines are in place and will be enforced equally for all employees in all departments. Department Leads and Supervisors are responsible for ensuring their employees are in compliance. If an employee is found to be in violation of any part of this policy, the

Department Lead or Supervisor reserves the right to send employees home to change into something more appropriate, or to ask the employee to remove paraphernalia from the workplace. Employees who violate this policy may be subject to corrective action.

Personal Political Activity

Employees are free to engage in personal political activity on their own time.

All City employees are advised to acquaint themselves with provisions of the state laws (ORS 260.432) apply to public employees' political activity in Oregon.

The State of Oregon has strict laws regulating political activity in the workplace. During working hours, or while wearing City-provided clothing or uniforms, employees shall not solicit any money, influence, service or other things of value or otherwise promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum, or recall petition, the adoption of a measure or the recall of a public office holder.

Employees may not use City equipment or resources (including vehicles, computers, mobile devices, printers, internet services, and uniforms) for personal or political work even if on their own time. If employees wish to engage in advocacy with respect to a personal cause, ballot measure, or candidate during a time you are normally working, you must request and obtain permission for a leave of absence from work in advance of engaging in any activity. Employees may use accrued vacation or compensatory time for this purpose, and must request the time off using the Department's request for time off procedure.

Employees may not use break rooms, employee lounges, reception areas, or other areas of City buildings to "drop off" political advertisements or documentation about a candidate, ballot measure or other political issue or movement.

An elected official, non-elected official, public employee, or any other person shall not require, coerce, or direct employees to engage in political activity, regardless of whether the activity itself would be lawful or unlawful.

O. Inclement Weather/Emergency Situations

All departments and offices of the City will be open for regularly scheduled business during hazardous weather conditions or a natural disaster unless the Mayor or Mayor's designee authorizes closure. The Mayor or Mayor's designee may direct employees to leave work early when weather and/or travel conditions deteriorate. Employees are expected to report to work unless their personal safety would be endangered due to travel conditions. Only the employee can assess the individual situation and decide whether it is safe to report to work.

The City provides a wide array of services, including many emergency-related functions and other services essential to the public health and safety. Those employees in Police and Public Works that are considered essential employees are subject to reporting to work during inclement weather and other natural disasters as directed by their supervisor. Collective Bargaining Agreement language prevails for call-out procedures and compensation.

There may be times when the President of the United States, the Governor of Oregon, and/or the Mayor or Council of the City of St. Helens declares a State of Emergency that impacts the City of St. Helens. When such a declaration is made, the City, at its options, may send non-essential employees home and may require that essential employees remain to perform necessary tasks to keep the City in operation.

For the purposes of a declared State of Emergency, essential employees shall be defined as the City Administrator, City Attorney, Finance Director, Building Official, Public Works Director, Police Chief, Library Director, Public Works Supervisor, City Planner, Wastewater Treatment Plant ~~Superintendent~~Supervisor, Communications Officer, Safety Coordinator, and any other employees that the Mayor, Council or their designee finds necessary to assist during the State of Emergency. Once a State of Emergency has been declared, essential employees defined above shall have the latitude to designate additional employees as essential for the duration of the declared State of Emergency. It is anticipated that the City would implement an Incident Command System to address any formally declared State of Emergency.

Closing Procedures

- The Mayor or designee has responsibility for making the determination regarding closure of City facilities. In making such determination both the continuance of service to the public and the safety of employees will be taken into consideration.
- If the City facilities will be closed for an entire day, the Mayor or designee will attempt to notify the City Administrator at least two (2) hours before a facility is scheduled to open. The City Administrator will notify Department Heads and employees under his/her supervision. Department Heads are responsible to notify their employees.
- As soon as possible after the closure determination, City Hall office staff will update the main line to City Hall, 503-397-6272.
- The Communications Officer is responsible to notify the media of the closure.
- An employee who (1) does not report to work, (2) reports to work late; and/or (3) leaves work early during hazardous conditions must use any accrued leave except sick leave to cover the time loss. If there is no accrued leave available, leave without pay may be used for time loss. An employee may make up the hours only with approval of the supervisor and if done in such a manner as not to result in overtime costs.
- When an employee leaves work early or is not required to report to work due to the directive of the Mayor or designee, the employee will receive his/her regular base rate of pay, not to exceed the length of the shift assigned.
- If an employee has chosen to stay home due to weather conditions or other natural disaster conditions and the Mayor later closes the facility early, the employee who chose to stay home must still use accrued leave except sick leave for time lost.

Responsibilities

Mayor or designee

- Make the determination about City closures and contact the City Administrator at least two (2) hours before a facility is scheduled to open.

City Administrator

- Notify Department Heads and employees under his/her supervision.

Department Heads

- Notify employees under his/her supervision.

City Hall Office Staff

- Update the main line message, 503-397-6272.

Communications Officer

- Notify the media of the closure.
- Update the City website.

Employees

- Wait to hear from your supervisor. If you do not hear from your supervisor at least one hour before you're scheduled to begin work, please attempt to contact them.

Compensation

Represented employees who have been designated essential for the purpose of any declared State of Emergency, hazardous weather conditions or natural disaster, will be compensated according to their respective collective bargaining agreement.

Non-represented employees who are not exempt under the Fair Labor Standards Act and work will receive regular pay up to 40 hours during the workweek. Work beyond 40 hours will be compensated at a rate of time and one-half.

Non-represented employees who are exempt under the Fair Labor Standards Act are not subject to hourly or overtime compensation, except as stated in Section 002.F, Additional Authority.

P. Workplace Violence

The City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. Employees are strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to their supervisor.

The City also may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

Q. Workplace Inspections – No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this Handbook

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems, and computer systems. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets, and other office equipment or furniture, as well as voicemail

and computer systems assigned to them by the City; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

R. Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to the community.

During business hours or when representing the City, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

S. Animals in the Workplace

In certain circumstances, the City may be willing to accommodate service or working animals for employees with known disabilities. At a minimum, the employee must agree to the conditions below, and present documentation from a healthcare provider attesting that a service or working animal is necessary for the employee to perform the essential functions of the employee's position. The City will then assess with the employee what accommodations may exist to help the employee perform the essential functions of his/her position, and whether allowing the employee to bring a service or working animal to work is the most effective accommodation available. Proof that the service animal can perform specific tasks or functions identified by the healthcare provider or employee may be required.

Further, nothing in this policy is intended to circumvent or contravene laws that allow members of the public to bring service animals into City facilities, or in connection with the receipt of City services, as provided under Title II of the Americans with Disabilities Act and Oregon law. This policy applies to employees, volunteers and contracted workers only, while the employee/volunteer/contracted worker is on duty and performing duties on behalf of the City.

If the City approves an employee's use of a service animal during working hours and in City facilities, the following conditions apply:

- The animal must be under the direct or indirect physical control of the employee at all times. (Direct physical control means control by means of a leash or other restraining device held by the employee and leading to the service animal. Indirect physical is cage, crate, or tied to an inanimate object such as a tree, post, building, handrail, etc.). An employee may not leave a pet or service animal left unattended outdoors, indoors, or in a vehicle during working hours.
- The employee will care for the service animal in a responsible way that ensures the safety of those in the City facility, as well as the safety of the service animal.
- The service animal must be housebroken. The employee will ensure the service animal relieves itself outside in a location or locations designated by the City; will clean up after

the service animal and dispose of the service animal's waste properly; and ensure that the service animal is clean, groomed, and in a health condition without fleas.

- Where applicable, the service animal will be licensed, vaccinated, and have identification tags.
- If the service animal creates a disturbance, poses a health or safety risk to the employee or others, or interrupts the work of the employee or others, it must be immediately removed from the City facility.
- For the safety of both humans and animals, service animals are prohibited from kitchens, workshops, labs or other areas housing potentially hazardous materials and machinery. All requests for service animals as a "reasonable accommodation" will be evaluated on a case-by-case basis, however.
- The employee accepts sole financial and legal responsibility for any injury, damage, or other harm caused by the service animal and will indemnify the City should it be found legally liable for any injury or other harm caused by or to the service animal.

Employees who do not maintain the direct or indirect physical control of the service animal as defined above, or who violate any provisions within this policy, will not be allowed to bring a service animal to work and will be subject to disciplinary action for violation of this policy.

Also, employees who intentionally injure, harm or otherwise prevent a service animal approved by the City from doing his/her work will be subject to discipline, up to and including termination. No employee may harass another employee for bringing a service animal to work, and all employees are expected to respect the personal space and privacy of an employee with a service animal (e.g. no unauthorized petting, feeding or playing with the service animal unless the employee has express permission from the owner to do so).

T. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor or Human Resources. The employees and the City will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City will make the final decision, based on the City's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

006. CONDUCT EXPECTATIONS, DISCIPLINE, AND DISCHARGE FROM EMPLOYMENT

A. Workplace Rules and Prohibited Conduct

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the City.

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and City operations, some of which are described elsewhere in this manual, may also be grounds for discipline, up to and including termination.

1. Falsification of employment or other City records.
2. Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timesheets (your own or another employee's).
3. Theft or the deliberate or careless damage, or destruction of any City property, or the property of any other employee, citizen, vendor or third party.
4. Working under the influence of alcohol or illegal drugs.
5. Possession, distribution, sale, transfer, or use of alcohol, controlled substances or illegal drugs in the workplace, while on duty, or while operating City-owned vehicles or equipment.
6. Provoking a fight or fighting during work hours or on City property.
7. Negligence or improper conduct leading to damage of City-owned or customer-owned property.
8. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor.
9. Unauthorized use of City equipment, materials or facilities.
10. Possession of dangerous or unauthorized materials, such as explosives or firearms or any other dangerous weapon, on City premises at any time.
11. Engaging in criminal conduct while at work.
12. Causing, creating or participating in a significant or substantial disruption of work during working hours on City property.
13. Concerted or deliberate restriction of output (e.g., slow down or delaying other workers).
14. Unauthorized disclosure of business "secrets" or confidential information.
15. Violation of personnel policies.

16. The acceptance of favors, either material or otherwise, in return for the performance of his or her official duties as a City employee or for the neglect of his or her official duties as a City employee.
17. Claim of sick leave under false pretenses or abuse of sick leave.
18. Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
19. Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
20. Sleeping or malingering on the job.
21. Excessive personal telephone calls during working hours.
22. Unprofessional appearance during normal business hours.
23. Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City.
24. Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets, or other resources of the City for personal gain or private interests.
25. Violations of the City's Ethics Policy or Oregon's Ethics laws.
26. Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City or outside regulatory or legislative bodies.
27. Harassment or discrimination that violates City policy.

This statement of prohibited conduct does not alter the City's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Progressive Discipline

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions

without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City policies, procedures and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to training or an education opportunity.

In all cases, the City retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. The City may proceed directly to a written warning, demotion, last-chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when City deems such action appropriate. At all times, the City retains the right to terminate any employee's employment at any time and for any lawful reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

Every supervisor shall discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action.

A written notice shall be given to each employee for each disciplinary action stating the reasons for the disciplinary action and the date it shall take effect. The notice shall be given to the employee at the time such action is taken. A copy of the notice signed by the employee shall be placed in the employee's personnel file and shall serve as prima facie evidence of delivery. Signing does not indicate agreement.

All regular employees shall have the right to appeal any disciplinary action taken against them to the City Administrator within 10 days after the effective date of disciplinary action.

Should the City Administrator be the immediate supervisor of an employee, the employee shall have the right to appeal the City Administrator's decision to the City Council within 10 days after the effective date of the discipline by the City Administrator. At its next regular or special City Council meeting, the City Council shall appoint one of its members to serve as the arbitrator of the disputed action. Any disputes under this provision shall be heard by the Council member within 20 working days of the date appeal has been filed and the Council member has been appointed, whichever is the latter. The decision of the Council member shall be final.

C. Retirement or Resignation

If you choose to resign or retire, it is anticipated that you will give the City as much notice as possible – preferably a minimum of two weeks. When giving your two-week notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give at least a two-week notice of your intent to leave the City, you may not be eligible for re-employment at a later date.

Employees who miss three or more consecutive work days 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 their supervisor before making a final decision, or with the City Administrator.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to Human Resources on or before their last day of work.

Employees are encouraged to participate in an exit interview to discuss the reasons for resignation/retirement including the effect of the resignation on benefits.

D. References

All requests for references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. Department heads and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the Internet to discuss a current or former employee’s performance or termination of employment.

By policy, the City 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.

**ACKNOWLEDGEMENT OF RECEIPT OF
CITY OF ST. HELENS
PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

Resolution No. 1893 - Adopted June 17, 2020 – Effective July 1, 2020

I acknowledge that I have received and will read a copy of the City of St. Helens' Personnel Policies and Procedures Handbook. I also understand that a copy of the Personnel Policies and Procedures is available to me at any time to review on the City's network or in Human Resources.

I understand that the City has adopted the Personnel Policies and Procedures only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City's sole discretion. I also understand that the Personnel Policies and Procedures control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policies and Procedures are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the ability to adopt any revisions to the policies in this handbook.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, and with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City's policies regarding equal employment opportunity and that the City aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to Human Resources, the City Administrator, or any trusted manager or supervisor.

During my employment with the City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature
Print Name: _____

Date Signed

The original of this signed document will be kept in the employee's personnel file. A copy will be provided to the employee upon request.

Addendum A – Explanations and Examples For Code of Ethics

Definitions.

"City Official" means any elected official, employee, appointee to a board or commission, or citizen volunteer authorized to act on behalf of the City of St. Helens, Oregon. The Code of Ethics is intended to apply to everyone. However, specific groups such as employees or elected officials may be mentioned in some examples.

"Ethics" means positive principles of conduct. Some ethical requirements are enforced by federal, state, or local law. Others rely on training or on individuals' desire to do the right thing. The provisions of this Resolution which are not elsewhere enforced by law shall be considered advisory only.

The Code of Ethics is not intended to legislate morality but rather to convey general expectations of appropriate conduct. Just because an action is legal does not necessarily mean it is right or good. Similarly, not every action that is wrong needs to be punished under the law. The role of ethics is particularly to question those actions which are neither prohibited nor required by law. If no law is indicated for a numbered subsection, its provisions are only advisory.

Trust. The purpose of City government is to serve the public. City officials treat their office as a public trust. City officials have special powers, along with a special obligation to act only on behalf of the public. *{ORS Chapter 244 declares public office a public trust, prohibits certain actions, and provides penalties. An explanatory guide is available from the Oregon Ethics Commission.}*

1. **The City's powers and resources are to be used for the benefit of the public rather than any official's personal benefit.** To function effectively the City needs the public's respect and confidence that its power will be used on behalf of the community as a whole. In this context, improper acts are doubly wrong: a selfish decision is not only wrong in itself but also wrong because it violates public trust in government.
2. **Ensure public respect by avoiding even the appearance of impropriety.** Public service requires a continual effort to overcome cynical attitudes and suspicions about the people in government. For example, conduct which could appear dishonest to a reasonable observer will undermine the public trust even if the conduct is not illegal.
3. **Policymakers place long-term benefit to the public as a whole above all other considerations, including important individuals and special interests. The public interest includes protecting the rights of under-represented minorities.** Public service involves a complex network of competing loyalties to country, state, community, employer, mentors, colleagues, subordinates, family, and self. Often constituent interests can be satisfied without violating the public interest but policy formulation requires evaluating information objectively and deciding what is best for the public as a whole. There is no formula for the most difficult decisions. The long-range public interest demands that the will of the majority be tempered by a commitment to consider the rights and interests of minority groups, especially those who are not sufficiently represented in the normal decision-making process. Elected officials have a duty to engage in dialogue with citizens, to hear their concerns, and to increase their awareness of long-term efforts for the community as a whole.
4. **Administrators implement policies in good faith as equitably and economically as possible, regardless of their personal views.** City management is supposed to

implement the policies and laws enacted by City Council. Not every aspect of every situation will be specifically covered in the law, so virtually every employee will have opportunities to make decisions. These decisions should be guided by an honest effort to understand and carry out the policymakers' instructions. Elected officials sometimes become frustrated dealing with a large, unresponsive bureaucracy. Staff can become equally frustrated by the passage of laws which have not sufficiently drawn on the expertise of administrators and are impractical, contradictory, ambiguous, under-funded, or ineffective. To keep these frustrations from paralyzing the organization, two-way dialogue is essential. City workers at all levels generally have personal convictions which affect the way they interpret and implement policies. This is proper so long as their values and attitudes do not impede or nullify instructions from policy-makers. City workers who find their personal convictions are irreconcilably incompatible with lawful policies should openly state their conflict, and in some cases, withdraw from the administration of such policies. It is not ethical to express personal convictions covertly by blocking or ignoring lawful policies.

5. **Whistleblowing is appropriate on unlawful or improper actions.** Anyone who observes significant unlawful or improper actions by a City official is expected to report them. Customarily, the actions are reported to the official's supervisor. If the supervisor appears to be involved in the improper actions, the report can be made to a higher level, to the City Administrator, or to the Oregon Ethics Commission. This decision is not to be made lightly, as whistleblowing creates an atmosphere of suspicion. "Whistleblowing" differs from "leaking" because leakers act covertly and are essentially unaccountable for the consequences of their actions. Conscientious City workers protect the public from improper governmental activities, illegal secret policies and arrogant decision-making. Therefore, it is wrong to harass or punish City workers who seek to hold government accountable through whistleblowing. *{Employer retaliation is prohibited by ORS 659.550, and by the Federal Whistleblower Protection Act of 1987. Civil and criminal penalties are provided.}*
6. **Citizens have a fair and equal opportunity to express their views to City officials.** Often it is impossible for an official to talk personally with every concerned citizen. The ability to schedule a meeting with an official should not depend on the citizen's desire to provide personal benefits or campaign contributions.
7. **City officials do not give the appearance of impropriety or personal gain by accepting personal gifts.** In general, personal gifts should be refused or returned with a friendly but firm message that City officials are not allowed to receive gifts. A personal gift, lunch, or entertainment under \$50 in value is legal but no amount is too small to be ethically questionable. The key question for an individual official is, "Would I receive this gift if I did not hold a City position?" The ethical principle is that officials obtain no personal gain from performance of their duties except official compensation and the satisfaction of a job well done. Citizens can best show their appreciation with a letter of commendation. Even small promotional gifts such as imprinted pens or t-shirts from profit-making entities should not be used on the job because they can create the impression that the vendor is regarded with particular favor by the official. Tact is especially needed if personal gifts to officials are expected in the donor's culture. For example, gifts presented as part of the Sister Cities program should be graciously accepted and become the property of the City of St. Helens. However, if a personal gift is offered within St. Helens by an immigrant business owner, the official should explain that such gifts are not the City's custom. *{ORS 244.020 (8) defines "gift." ORS 244.040 (2) prohibits accepting gifts with a cumulative value over \$50 in a calendar year. ORS 244.350 (1) provides civil penalties up to \$5,000.}* Gifts exchanged between co-workers

for occasions such as birthdays and holidays are not prohibited. Donations to City programs are also allowed.

8. **City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public.** Time paid for by the City is intended for City business. Personal errands and calls should be confined to break periods or official time-off. Supervisors should not ask subordinates to perform personal services. Generally, personal photocopies and toll calls can be made during break periods and reimbursed to the City. Office supplies are for City use only. If public benefit is the guiding criterion, either decision is ethically defensible. City workers should not use their position to acquire personal benefits such as surplus City equipment, tickets to events, or special treatment. City workers should not use official letterhead or refer to their public position when requesting personal benefits or resolving personal disputes.
9. **Political campaigns are not conducted on City time or property.** *{ORS 260.432 prohibits solicitation of, or campaigning by, public employees during working hours, with an exception for elected officials.}* State law requires posting a notice stating, "No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of public employees to express personal political views. It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours." *{State law does not prohibit campaigning on City property, but does require such property to be equally available to both sides of a campaign.}* For example, a City employee while on City property during a lunch break can express personal political views to co-workers but not distribute flyers for a campaign. As a further example, for an election such as a tax limitation or bond measure, Council may declare an official position for the City. City officials are permitted to provide information on the measure's impact but not to use public resources to promote a specific vote. It may be difficult to distinguish official duties from campaign activities in cases such as speeches or articles communicating an elected official's opinion. In such cases, the participation of public employees is justified so long as a substantial public purpose is served.

Objectivity. City officials' decisions are based on the merits of the issues. Judgment is independent and objective. Financial disclosure regulations are designed to prevent bribery and extortion yet protect individuals' freedom of expression and association. The theory is that an informed public will decide on the propriety of financial links and hold the officials accountable. It is ethical for officials not only to scrupulously comply with the law but also to personally examine each transaction offered in order to avoid suggesting any conflict of interest. *{ORS 244.050 requires statements of economic interest, and ORS Chapter 260 requires disclosure of campaign contributions.}*

1. **City officials avoid financial conflict of interest and do not accept benefits from people requesting to affect decisions.** Many citizens seek to influence government actions. Some do so by offering benefits such as personal favors, entertainment, gifts, loans, and special investment opportunities. City officials are to refuse and to educate the citizens that such offers are not allowed. If the citizen is politically experienced and the attempt to unduly influence is clear, the matter should be reported to law enforcement authorities. *{Bribery is a crime under ORS 162.015}*

2. **If an individual official's financial or personal interests will be specifically affected by a decision, the official is to withdraw from participating in the decision.** {ORS Chapter 244 defines conflict of interest, limits participation, and provides for civil penalties. An explanatory guide is available from the Oregon Ethics Commission.} Recusal and disqualification involves a statement such as, "My brother-in-law is part owner of the property under discussion. Therefore, I will not be speaking or voting on this matter." State law distinguishes between actual conflict of interest, which definitely would affect the official, and potential conflict, where the effect is not certain. In the case of a potential conflict, the official must disclose the conflict but may participate in the decision. The law also makes an exception where the official's financial interests are included with a whole class of citizens, such as property taxpayers. For a non-specific link, an informational disclosure is appropriate, such as, "We will be voting on the Albina Neighborhood Plan. I live in Albina, but the plan does not specifically refer to my property." State law focuses on elected officials and appointees to boards and commissions but the ethical principle extends to all officials. For example, a building inspector would not inspect his or her own residence. City workers also undermine objectivity when they award a contract, then leave to become an employee of the contractor.
3. **City officials avoid bias or favoritism, and respect cultural differences as part of decision-making.** It is improper to use public authority to help friends or to hinder enemies. When selecting a committee or task force, it is desirable to provide as much diversity as the size of the group will allow.
4. **Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service to all citizens.** City officials should avoid giving citizens any reason to believe they would receive better or different services if they had a personal connection with the official. Elected officials, in particular, should be clear about discussing information rather than pressuring administrators toward a particular decision.

Accountability. Open government allows citizens to make informed judgments and to hold officials accountable.

1. **City officials exercise their authority with open meetings and public records.** The laws of open government balance citizens' right to know against the need for confidentiality in matters such as medical records and employee discipline. {Public records and open meetings are covered by ORS 192.420 and 192.990.}
2. **Officials who delegate responsibilities to make sure the work is carried out.** Managers are to make sure routines are developed that support appropriate follow-up and should sponsor staff training to handle delegated responsibilities.
3. **Campaigns for election allow the voters to make an informed choice on appropriate criteria.** Elections offer the ultimate accountability for City officials. Therefore, candidates should strive for respectful and accurate discourse on important issues. To protect freedom of speech and of the press, Oregon law does not prohibit ethically questionable actions such as untrue statements, unkept promises, or deliberate deception. Nevertheless, such actions are unethical. It is also not ethical to focus a campaign on trivial matters or on the kind of negative exchanges that make voters conclude, "A plague on both your houses."
4. **Each City employee and appointee is encouraged to improve City systems by identifying problems and proposing improvements.** City workers who believe a law

or policy is not achieving its stated purpose, is creating unintended harm, or is inefficient, should express such concerns to their supervisors and suggest possible improvements. Department Heads should share "big picture" information with their subordinates and reward suggestions for improvement.

5. **City government systems are self-monitoring with procedures in place to promote appropriate actions.** City workers are often in the best position to observe fraud, waste, or abuse of public power, and their refusal to participate is a necessary part of protecting the public. City managers should support a workplace atmosphere that encourages employees' pride in their work and avoid a "kill the messenger" response if problems are called to their attention. City managers should make sure their practices for purchasing, contracting, and hiring include routines that elicit fair choices and assure protection of City assets. Such routines include checklists, separation of duties, bank account reconciliations, and reports to management. Safeguards should be as simple as possible, so the cost of protection will be reasonable for the situation. Often mere record-keeping is sufficient: for example, an administrator could record and periodically report all contacts from elected officials on behalf of specific constituents.

Leadership. Ethical leadership sets a good example and treats all citizens with respect.

1. **City officials obey all laws and regulations.** Law-abiding behavior by City officials sets a good example for citizens to respect the law. Laws governing their public duties are especially important but even actions in private life carry a public message. *{Violating an oath of office is a misdemeanor under ORS 162.075.}* In rare cases, an official may invoke this country's long tradition of civil disobedience, which is the open refusal to abide by an unjust law, as a matter of conscience and an impetus to change. Such actions must be subject to legal consequences. Because of their knowledge of the law, public officials may be aware of ambiguities or incomplete enforcement, but they should nevertheless comply with the laws' spirit and purpose.
2. **City officials do not exploit loopholes.**
3. **Leadership facilitates, rather than blocks, open discussion.** Any official who controls a parliamentary process has an ethical obligation to avoid behavior such as strained interpretation of the rules, refusal to recognize a person, or arbitrarily delaying a decision.
4. **Officials avoid discreditable personal conduct and are personally honest.**
5. **All City departments and work teams are encouraged to develop detailed ethical standards, training, and enforcement.** This Code of Ethics covers the relationship of the City as a whole to its citizens. Organizations within the City should develop additional standards as needed. Also, ethical standards require training and enforcement, which may lead to refinement of the standards. Even the City-wide Code should be reviewed periodically.
6. **The City Administrator will publish a pamphlet containing explanations and examples of ethical principle.**