

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AGENDA PACKET

For the Meeting of Wednesday February 5, 2014

7:00 P.M. Regular Meeting

District Office 1800 Willow Lake Road President - Mark Simon • Vice-President - Chris Steele • Director - Kevin Graves • Director - Bill Pease • Director - Marianne Wiesen

NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

- 1. Call business meeting to order 7:00 p.m.
- 2. Pledge of Allegiance
- 3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

D. AREA AGENCIES REPORTS / PRESENTATION

- 1 Sheriff's Office Report
- 2. CHP Report
- 3. East Contra Costa Fire Protection District Report
- 4. Supervisor Mary Piepho, District III Report

E. COMMITTEE/LIAISON REPORTS

- 1. Trans-Plan Report
- 2. County Planning Commission Report
- 3. Code Enforcement Report
- Special Districts Report**
- **These meetings are held Quarterly

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

- 1. DRAFT minutes of previous regular meeting dated January 22, 2014
- 2. Approve Register of District Invoices
- 3. Adoption of Resolution No. 2014-04 approving revised Town of Discovery Bay Employee Personnel Manual

G. NEW BUSINESS AND ACTION ITEMS

- 1. Lift Station "F" Award of Bid to Koch and Koch, Inc. in the amount of \$410,700.00
- 2. Establishment of Community Center Foundation
- 3. Agency Comment Request Land Use Permit Application LP14-2003 Hofmann Holdings L.P.
- 4. 2014 Public Event Calendar for Recreation Services

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Community Center Budget Update for Improvement

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT

K. GENERAL MANAGER'S REPORT

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES - Discussion and Possible Action

1. Community Center Status Report (No written report)

N. CORRESPONDENCE - Discussion and Possible Action

- R Discovery Bay P6 Zone Citizen Advisory Committee DRAFT meeting minutes dated October 14, 2014
- 2. R Byron Municipal Advisory Council DRAFT meeting minutes dated December 18, 2013

O. PUBLIC RECORD REQUESTS RECEIVED

1. Compensation requested of the General Manager

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting dated February 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up Documentation For Agenda Item # C



No Back Up Documentation For Agenda Item # D



No Back Up Documentation For Agenda Item # E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Mark Simon • Vice-President - Chris Steele • Director - Kevin Graves • Director - Bill Pease • Director - Marianne Wiesen

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 22, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by President Simon

Roll Call - All Present with the exception of Vice-President Steele

Vice-President Steele – Arrived at 7:03 p.m.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided the details of the East Contra Costa County Fire Protection District meeting dated January 21, 2014

President Simon – Stated that the Board of Directors, along with the General Manager attended the State of the Town Event.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

- 1. DRAFT minutes of previous regular meeting dated January 8, 2014
- 2. Ordinance No. 24 to ban the installation of sodium, potassium, and chloride based water softeners with brine discharge to the Town of Discovery Bay sewer collection system
- 3. Approve Register of District Invoices

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried - AYES: 5, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

1. Control Panel Purchase and Related SCADA services for Lift Station F Rehabilitation Project General Manager Howard – Provided details of item F-1.

District Engineer Harris – Provided additional details of item F-1. There was discussion between the General Manager, the Board, and the District Engineer.

Motion by: Director Graves to approve a contract amendment with Veolia Water N.A., for Control Panel Purchase and SCADA related equipment and services in the amount of \$114,000.00

Second by: Director Pease

Vote: Motion Carried - AYES: 5, NOES: 0

2. Adopt Resolution 2014-03 approving a Drug and Alcohol Policy pursuant to the U.S. Department of Transportation Federal Motor Carrier Administration

General Manager Howard – Provided details of item F-2.

Motion by: Director Pease to adopt Resolution 2014-03 Approving a DOT Drug and Alcohol Policy pursuant to the U.S. Department of Transportation Federal Motor Carrier Administration

Second by: Director Wiesen

Vote: Motion Carried - AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Capital Improvement Program Update

General Manager Howard – Provided details of item G-1

District Engineer Harris – Provided additional details of item G-1. There was discussion between the General Manager, the Board, and the District Engineer.

No action taken

2. Annual Disclosure pursuant to California Government Code Section 53065.5

General Manager Howard – Provided details of item G-2. There was discussion between the General Manager and the Board.

No action taken

H. VEOLIA REPORT

1. Veolia Report for the month of December

Project Manager Fermin Garcia – Provided the details of the December 2013 Monthly Operations Report. There was discussion between the General Manager, the Board, and the Project Manager. There was one Public Comment Speaker.

I. MANAGER'S REPORTS

None

J. GENERAL MANAGER'S REPORT - Discussion and Possible Action

General Manager Howard – Reminded the Board of the upcoming Board Workshop dated Saturday, February 1, 2014 from 9:00 a.m. to 12:00 p.m.

K. <u>DISTRICT LEGAL COUNSEL REPORT</u>

Legal Counsel Attebery – Provided the Public Officials Guide to the Brown Act for 2014, which has minor changes.

L. COMMITTEE UPDATES - Discussion and Possible Action

1. Community Center Status Report (No written report)

General Manager Howard – Stated that the Community Center is very close to completion, with just a few punch list items. There was discussion between the General Manager and the Board.

M. CORRESPONDENCE - Discussion and Possible Action

East Contra Costa County Fire Protection District meeting minutes dated December 2, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

1. Bay Area News Group Request for Cost of Compensation

O. FUTURE AGENDA ITEMS

- 1. Community Center Lighting (Front of Building)
- 2. Projected Cost for the Foundation

P. <u>ADJOURNMENT</u>

The meeting adjourned at 8:04 p.m. to the Special Workshop meeting dated February 1, 2014 starting at 9:00 a.m. on 1800 Willow Lake Road.

//cmc - 01.27.14

http://www.todb.ca.gov/content/agenda-and-minutes/



Town of Discovery Bay

"A Community Services District" AGENDA REPORT

Meeting Date

February 05, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk

Submitted By: Rick Howard, General Manager

at-

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 107,464.77

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. Category: Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: F-2

Request for authorization to pay invoices (RFA) For the Meeting on February 05, 2014 Town of Discovery Bay CSD For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u> Administration	Invoice Number	<u>Description</u>		Invoice Date	Amount
Bill Pease	JAN 2014	Expense Report Jan 2014		01/30/14	\$382.39
Brut Force Janitorial	1/2014	Janitorial Service Jan 2014		01/30/14	\$200.00
Brut Force Janitorial	1/2014	Janitorial Service Jan 2014 (Z57,Z61)		01/17/14	\$50.00
Chris Steele	JAN 2014	Expense Report Jan 2014		01/30/14	\$349.52
County Of Contra Costa, Dept of Info Tec	8617	Data Processing Dec 2013		01/16/14	\$44.00
Discovery Locks & More, Inc.	10904	Office Supplies		01/17/14	\$325.50
Freedom Mailing Service, Inc	23586	Postage for Pipeline Newsletter		11/21/13	\$689.41
Marianne Wiesen	JAN 2014	Expense Report Jan 2014		01/30/14	\$285.00
Mark Simon	JAN 2014	Expense Report Jan 2014		01/30/14	\$200.00
Neopost (Postage Account)	7900044908384658/114	Postage		01/07/14	\$130.90
Neumiller & Beardslee	260382	Hofmann v. TODB		01/15/14	\$238.36
Neumiller & Beardslee	260383	Newport Pointe		01/15/14	\$1,118.00
Neumiller & Beardslee	260384	Pantages		01/15/14	\$1,118.00
Office Depot	694163101001	Office Supplies		01/15/14	\$33.62
Office Depot	694163102001	Office Supplies		01/15/14	\$116.79
Office Team	39293520	Admin Asst Week Ending 11/29/13 (Z57,Z61)		12/03/13	\$149.76
ReliaStar Life Insurance Company	#JR52 457(B) 013114	457(b) 01/15/14-01/31/14		01/31/14	\$929.78
Ricoh USA, Inc	5029176348	Photocopier Jan 2014		01/20/14	\$237.50
SDRMA	14083	Ancillary Benefits Feb 2014		01/24/14	\$836.19
Shred-It USA-Concord	9403128231	Shredding Service Jan 2014		01/23/14	\$59.65
Some Gave All	JAN 2014	Expense Report Jan 2014		01/30/14	\$552.72
Star Awards	14-1-011	Director Badge		01/21/14	\$14.46
TRE Investments	2443 ABERDEEN LANE	Closed Account, Refund Overpayment		01/27/14	\$27.89
Upper Case Printing, Ink.	7613	Printing Pipeline Newsletter		11/20/13	\$1,943.00
			Administration	Sub-Total	\$10,032.44
Water	40.4565			04/24/44	407.50
AMS.NET	134565	Reboot Server		01/24/14	\$87.50
Bartle Wells Associates	BWA513B-1006	Professional Services Nov & Dec 2013		01/13/14	\$1,928.00
County of Contra Costa Public Works Dept Ferguson Waterworks	917502 726069	Encroachment Permits Firefly's with Nicor Connectors		01/08/14 01/06/14	\$814.10 \$6,510.00
J.W. Backhoe & Construction, Inc.	2034	Leak on Windward Court		01/00/14	\$4,614.10
J.W. Backhoe & Construction, Inc.				01/24/14	34,014.10
J. W. Backing & Construction, Inc.				01/24/14	\$1.010.45
LW Backhoe & Construction Inc	2035	Leak on Windward Court		01/24/14	\$1,010.45 \$573.30
J.W. Backhoe & Construction, Inc.	2036	Leak on Windward Court		01/24/14	\$573.30
J.W. Backhoe & Construction, Inc.	2036 2037	Leak on Windward Court Leak on Lido Circle		01/24/14 01/24/14	\$573.30 \$530.93
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc.	2036 2037 2038	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake		01/24/14 01/24/14 01/24/14	\$573.30 \$530.93 \$1,181.85
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini	2036 2037 2038 29375	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply		01/24/14 01/24/14 01/24/14 12/29/13	\$573.30 \$530.93 \$1,181.85 \$5,274.73
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee	2036 2037 2038 29375 260381	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team	2036 2037 2038 29375 260381 39293520	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric	2036 2037 2038 29375 260381	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team	2036 2037 2038 29375 260381 39293520 2943721807-5/010914	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc.	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc.	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company SDRMA	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114 14083	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14 Ancillary Benefits Feb 2014		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14 01/24/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00 \$128.32
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company SDRMA Underground Service Alert	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114 14083 13120334	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14 Ancillary Benefits Feb 2014 Annual Membership 2014		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14 01/24/14 01/20/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00 \$128.32 \$84.10
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company SDRMA Underground Service Alert Univar	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114 14083 13120334 SJ595381	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14 Ancillary Benefits Feb 2014 Annual Membership 2014 Chemicals Delivered 01/06/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14 01/24/14 01/20/14 01/06/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00 \$128.32 \$84.10 \$328.16
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company SDRMA Underground Service Alert Univar	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114 14083 13120334 SJ595381 SJ596363	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14 Ancillary Benefits Feb 2014 Annual Membership 2014 Chemicals Delivered 01/06/14		01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14 01/24/14 01/20/14 01/06/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00 \$128.32 \$84.10 \$328.16 \$192.79
J.W. Backhoe & Construction, Inc. J.W. Backhoe & Construction, Inc. Luhdorff & Scalmanini Neumiller & Beardslee Office Team Pacific Gas & Electric Paul E. Vaz Trucking, Inc. Paul E. Vaz Trucking, Inc. ReliaStar Life Insurance Company SDRMA Underground Service Alert Univar Univar	2036 2037 2038 29375 260381 39293520 2943721807-5/010914 28313 28314 #JR52 457(B) 013114 14083 13120334 SJ595381 SJ596363 SJ597654	Leak on Windward Court Leak on Lido Circle Crack Filler Willow Lake Well 1B, Irrigation Well and Water Supply Services for Dec 2013 Admin Asst Week Ending 11/29/13 Electric & Gas Bill 12/10/-13-01/08/14 Material & Freight 01/10/14, 01/13/14 Freight 01/10/14, 01/13/14 457(b) 01/15/14-01/31/14 Ancillary Benefits Feb 2014 Annual Membership 2014 Chemicals Delivered 01/06/14 Chemicals Delivered 01/20/14	Water	01/24/14 01/24/14 01/24/14 12/29/13 01/15/14 12/03/13 01/09/14 01/23/14 01/23/14 01/31/14 01/24/14 01/20/14 01/06/14 01/06/14	\$573.30 \$530.93 \$1,181.85 \$5,274.73 \$1,321.96 \$36.86 \$15,645.31 \$677.57 \$792.29 \$50.00 \$128.32 \$84.10 \$328.16 \$192.79 \$278.94
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Shape, Inc.	118918	New Pump		01/24/14	\$5,783.05
Stantec Consulting Services Inc	757660	Permit Renewal		01/16/14	\$1,265.00
Underground Service Alert	13120334	Annual Membership 2014		01/20/14	\$126.14
Community Center			Wastewater	Sub-Total	\$31,947.02
			Community Center	Sub-Total	\$0.00
				Grand Total	\$84,196.60

Request For Authorization To Pay Invoices (RFA) For the Meeting on February 05, 2014 Town of Discovery Bay, D.Bay L&L Park #8 For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	Invoice Number	Description	Invoice Date	Amount
American Retrofit Systems	398	Community Center-Electrical Front Counter	12/04/13	\$100.00
American Retrofit Systems	412	Community Center-Gas Pressure	01/21/14	\$350.00
American Retrofit Systems	414	Community Center-Light Repair	01/23/14	\$450.00
American Retrofit Systems	415	Community Center-Furnace Unit	01/24/14	\$440.00
Brut Force Janitorial	1/2014	Janitorial Service Jan 2014	01/17/14	\$190.00
Brut Force Janitorial	1A/2014	Community Center-Janitorial Service Jan 2014	01/17/14	\$400.00
Con J. Franke Electric, Inc.	21308-X01	Community Center-CAT6 for Camera System	12/02/13	\$390.60
Contra Costa Fire Equipment	3013	Community Center-Annual Maintenance	01/23/14	\$78.50
Delta Debris Box Service	893522	Community Center-40YD	12/31/12	\$1,299.80
Denalect Alarm Company	94393	Community Center-Repair	01/21/14	\$92.00
Discovery Locks & More, Inc.	11000	Community Center-Lock Repair	01/17/14	\$121.98
Dowell & Bradley Construction, Inc.	5554	Community Center-Siding and Paint	01/31/14	\$5,250.00
Fred Bauer	1	Community Center-Class Reimb.	01/30/14	\$60.00
Freedom Mailing Service, Inc	23586	Community Center-Postage for Activity Guides	11/21/13	\$689.41
Lincoln Equipment, Inc.	SI230394	Community Center-Pool Chemicals	01/10/14	\$157.37
Lincoln Equipment, Inc.	SI230566	Community Center-Pool Repair	01/14/14	\$105.00
Lincoln Equipment, Inc.	SI230597	Community Center-Leaf Trap	01/16/14	\$88.56
Odyssey Landscape Co, Inc.	36039358.1	Clipper/Cornell Irrigation Repairs	11/30/13	\$315.00
Odyssey Landscape Co, Inc.	36039362.1	Replace Backflow	11/30/13	\$675.00
Office Depot	668929494001	Office Supplies	01/09/14	\$17.41
Office Depot	668929494001	Community Center-Office Supplies	01/09/14	\$17.41
Office Depot	668929494001	Community Center-Office Supplies	01/09/14	\$82.21
Office Depot	668929631001	Community Center-Office Supplies	01/09/14	\$26.11
Office Depot	668929632001	Community Center-Office Supplies	01/09/14	\$102.80
Office Depot	668929632001	Community Center-Office Supplies	01/09/14	\$38.74
Office Depot	668929633001	Community Center-Office Supplies	01/09/14	\$15.92
Office Depot	682604126001	Community Center-Office Supplies	01/13/14	\$197.05
Office Depot	682604126001	Office Supplies	01/13/14	\$94.55
Office Depot	682604171001	Community Center-Office Supplies	01/10/14	\$91.28
Office Depot	691186395001	Community Center-Office Supplies	01/17/14	\$97.65
Office Team	39293520	Admin Asst Week Ending 11/29/13	12/03/13	\$184.32
Office Team	39293520	Community Center-Admin Asst Week Ending 11/29/13	12/03/13	\$69.12
Office Team	39571045	Community Center-Admin Asst Week Ending 01/10/14	01/14/14	\$450.33
Office Team	39599866	Admin Asst Week Ending 01/17/14	01/20/14	\$128.79
Office Team	39599866	Community Center-Admin Asst Week Ending 01/17/14	01/20/14	\$460.80
Pacific Gas & Electric	5939734421-5/011514	Electric & Gas Bill 12/17/13-01/15/14	01/15/14	\$6,436.23
Town of Discovery Bay	2	Community Center-Petty Cash Reimb.	01/30/14	\$200.00
Upper Case Printing, Ink.	7613	Community Center-Printing Activity Guide	11/20/13	\$1,943.00
Upper Case Printing, Ink.	7803	Community Center-Activity Guide	01/13/14	\$165.05
Watersavers Irrigation Inc.	1401817-00	Misc. Irrigation Supplies	11/12/13	\$134.64
Williams Sanitary Service	25639	Community Center-Toilet Rental	12/03/13	\$280.83

Total \$22,487.46

Request For Authorization To Pay Invoices (RFA) For the Meeting on February 05, 2014

Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood) For Fiscal Year's 7/13 - 6/14

Vendor Name	Invoice Number	<u>Description</u>	Invoice Date	Amount
Brut Force Janitorial	1/2014	Janitorial Service Jan 2014	01/17/14	\$25.00
Office Depot	668929494001	Office Supplies	01/09/14	\$17.41
Office Team	39293520	Admin Asst Week Ending 11/29/13	12/03/13	\$57.60
Office Team	39571045	Admin Asst Week Ending 01/10/14	01/14/14	\$450.30
Office Team	39599866	Admin Asst Week Ending 01/17/14	01/20/14	\$230.40
			Total	\$780.71



Town of Discovery Bay

"A Community Services District" AGENDA REPORT

Meeting Date

February 5, 2014

Prepared By: Rick Howard, General Manager **Submitted By:** Rick Howard, General Manager

QH-

Agenda Title

Adoption of Resolution No. 2014-04 approving revised Town of Discovery Bay Employee Personnel Manual

Recommended Action

Adopt Resolution 2014-04 Approving Employee Personnel Manual

Executive Summary

At the Board meeting of September 19, 2013 the Board adopted Resolution 2013-20 approving the Employee Personnel Manual. The revised manual memorializes the changes agreed to by the Board on January 8, 2014 regarding the changes made to the Town's Holiday Schedule. The new schedule has been amended to read as follows:

Holidays. The Town observes the following standard holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Birthday

Memorial Day
Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday Following Thanksgiving

Christmas Eve

Christmas Day

Winter Closure* (12/26 – 12/31)

Floating Holiday

Employee's Birthday (To be taken within two weeks before or two weeks after the Birthday)

* The Winter Closure are those four weekdays beginning December 26 up to and including December 31 st of each year. Employees are required to take one of the following during the Closure: administrative time, floating holiday or vacation day. The Winter Closure only applies to non-essential personnel.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

September 19, 2013 Adoption of Resolution 2013-20

Attachments

Resolution No. 2014-04; Employee Personnel Manual

AGENDA ITEM: F-3



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION 2014-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT, ESTABLISHING AN UPDATED AND RESTATED TOWN OF DISCOVERY BAY EMPLOYEE PERSONNEL MANUAL

WHEREAS, On August 20, 2003 the Board of Directors approved and adopted an Employee Personnel Manual for the employees of the Town of Discovery Bay (TODB); and

WHEREAS, On August 18, 2004 the Manual was amended by the Board of Directors; and

WHEREAS, On September 4, 2013 the Manual was amended and approved by Resolution No. 2013-19; and

WHEREAS, On September 19, 2013 the Manual was amended and approved by Resolution No. 2013-20; and

WHEREAS, Article 3, Section 3.1 Holidays, has been amended; and

WHEREAS, the proposed Employee Manual, which is attached and made a part of this Resolution, complies with current TODB policies and federal and state employment laws and regulations that are in place at the time this Resolution was approved.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Employee Personnel Manual is hereby adopted and is attached and made a part of this Resolution.

SECTION 2. That Resolution No. 2013-20 be rescinded and replaced with Resolution No. 2014-04.

SECTION 3. That this action is effective immediately.

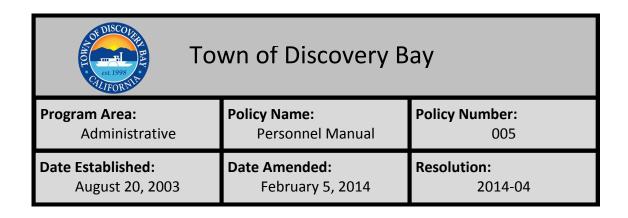
PASSED, APPROVED AND ADOPTED THIS 5th DAY OF FEBRUARY, 2014.

Mark Simon	
Board President	

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 5, 2014, by the following vote of the Board:

AB	DES: SSENT: SSTAIN:
Richard J. Howard Board Secretary	

AYES:



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ARTICLE 1 INTRODUCTION

Section 1.1. <u>Personnel Manual</u>. This Manual is intended to help employees become better acquainted with the Town of Discovery Bay ("Town"). It describes, in general terms, many of the Town's employment guidelines. It is <u>not</u> intended to be an official policy and procedures manual, however, in the event this manual conflicts with a subsequent official adopted policy or administrative procedure, the adopted policy or administrative procedure shall override this document.

The Town reserves the right to make changes to this Manual (see Manual Revisions, below). Employees are responsible for knowing about and understanding those changes once they have been disseminated. The Town also reserves the right to interpret the provisions of this Manual. For this reason, employees should check with their supervisors to obtain information regarding specific employment guidelines, practices, policies, or procedures.

Because employment at the Town is "at will" (see Guideline 2.03), employees should not interpret anything in this Manual as creating a contract or guarantee of continued employment.

Section 1.2. <u>Manual Revisions</u>. The Town reserves the right to make changes to this Manual and to any employment policy, practice, work rule, or benefit, at any time without prior notice. However, any such change is effective only if it is in writing, and is authorized by the Board of Directors. Except as otherwise provided in this Manual, no one has the authority to make any promise or commitment contrary to what is in this Manual. This Manual replaces all earlier Manuals and supersedes all prior policies, practices, and procedures.

Section 1.3. <u>Manual Acknowledgement</u>. Employees should sign the acknowledgement form at the back of this Manual, tear it out, and return it to their supervisors. This will provide the Town with a record that each employee has received this manual.

Section 1.4. <u>Town of Discovery Bay</u>. The Town is a community services district, organized under the California Government Code, and the creation of which was approved by the voters in 1997. It serves the residents of Discovery Bay, and is an independent special district. It is, in fact, a local government, and has the powers specified by law. It is governed by a Board of Directors ("Board"), consisting of five elected members. Pursuant to its formation documents, it also carries out the functions of the former Discovery Bay Municipal Advisory Committee.

Section 1.5. <u>Equal Employment Opportunity</u>. It is the Town's policy to provide equal employment opportunity for all applicants and employees. The Town does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, family care status, military caregiver status, veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws. When necessary, the Town also makes reasonable accommodations for disabled employees and for pregnant

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employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

The Town prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment, the Town's internal procedures for addressing complaints of harassment, the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to the Town's Policy Against Harassment located at page 2 of this Manual.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with his or her immediate supervisor or the General Manager.

Section 1.6. Employment at Will. All employment at the Town is "at-will." This means that both employees and the Town have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Town. No one other than a majority of the Board of Directors has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing and must be signed by the President of the Board and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Section 1.7. Policy Against Harassment.

A. Purpose of Policy. The Town is committed to providing a workplace free of unlawful harassment. This includes sexual harassment (which includes harassment based on gender, gender identity, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, religion, national origin, citizenship, ancestry, age, physical disability, mental disability, medical condition, genetic information, marital status, sexual orientation, domestic partner status, family care or medical leave status, veteran status, or any other basis protected by federal, state, or local laws. The Town strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or coworkers. Similarly, the Town will not tolerate harassment by its employees of non-employees with whom the Town employees have a business, service, or professional relationship. The Town also will attempt to protect employees from harassment by non-employees in the workplace.

B. <u>Harassment Defined</u>. Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2)

submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

C. Reporting And Investigating Harassing Conduct. Any incidents of harassment, including work-related harassment by any Town personnel or any other person, should be reported immediately to the employee's supervisor or to the General Manager. Supervisors and managers who receive complaints or who observe harassing conduct should immediately inform the General Manager. The Town emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee. If it is desired to make a complaint about the General Manager, the employee may report directly to the President of the Board.

Every reported complaint of harassment will be investigated thoroughly and promptly. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

In addition to notifying the Town about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the Town's DFEH poster or by checking the State Government listings in the local telephone directory.

D. <u>Corrective Action</u>. The Town will not tolerate retaliation against any employee for making a good faith complaint of harassment or for cooperating in an investigation. If harassment or retaliation is established, the Town will take corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

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Section 1.8. <u>Applicability</u>. This Personnel Manual applies to all employees of Town, except where inconsistent with a written contract of employment approved by the Board.

ARTICLE 2 EMPLOYMENT STATUS

- Section 2.1. Employee Classifications. Employee classifications are as follows:
- A. <u>Regular Full-Time Employees</u>. An employee who is regularly scheduled to work not less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular full-time employee. A regular full-time employee is eligible for the benefits described in this Manual.
- B. <u>Regular Part-Time Employees</u>. An employee who is regularly scheduled to work less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular part-time employee. Regular part-time employees are eligible for benefits only as specifically described in this Manual.
- C. Part Time, Seasonal, and Temporary Employees. Part Time, Seasonal, and Temporary Employees ("PST Employees") are persons hired to work on special projects or assignments with the understanding that such work will be completed within a specified period of time. When the need arises, the Town may hire employees for a temporary period or contact out, and may use a temporary staffing contract service or agency independent of the Town. PST Employees do not become regular employees as a result of the passage of time. PST Employees are not eligible for the benefits described in this Manual.
- D. <u>Exempt/Non-Exempt Employees</u>. Exempt employees are those employees who are exempt from earning overtime compensation; non-exempt employees are those employees eligible for overtime compensation in accordance with the provisions of applicable wage and hour laws. Overtime compensation requirements are set forth in the section of this Manual entitled "Hours of Work and Overtime". The employment positions of the General Manager, Finance Manager, Parks and Landscape Manager, and Water and Wastewater Manager are exempt. Other positions may or may not be exempt, and the status of the employee in that position will be established at the time of hiring, depending on the duties and responsibilities of the position.
- E. <u>Hiring Powers</u>. The General Manager and Legal Counsel are hired by and serve at the pleasure of the Board. All other employees of the Town are hired by and serve at the pleasure of the General Manager, subject to this Manual and Board approval of the authorized position schedule. The authorized position schedule is located within the Town's annual budget.

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ARTICLE 3 HOLIDAYS, VACATION, LEAVES OF ABSENCE

Section 3.1. <u>Holidays</u>. The Town observes the following standard holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday Following Thanksgiving

Christmas Eve

Christmas Day

Winter Closure* (12/26 – 12/31)

Floating Holiday

Employee's Birthday (To be taken within two weeks before or two weeks after the Birthday)

* The Winter Closure are those four weekdays beginning December 26 up to and including December 31st of each year. Employees are required to take one of the following during the Closure: administrative time, floating holiday or vacation day. The Winter Closure only applies to non-essential personnel.

- A. <u>Eligibility</u>. Unless otherwise provided in this policy, all regular full-time employees will receive time off with pay at their normal base rate unless otherwise provided in this Manual. Regular part-time employees receive holiday time off, with pay pro-rated according to the number of weekly hours they are scheduled to work. PST Employees are not eligible for paid holiday benefits. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.
- B. Weekends and Vacations. Holidays are to be taken on the day they occur. Holidays (including an Employee's Birthday holiday) which fall on Saturday will be observed the preceding Friday, and those which fall on Sunday will be observed the following Monday. The use of the Birthday holiday must be approved in advance by the employee's supervisor and must be taken two weeks before or two weeks after the Birthday. This requirement may be waived at the discretion of the General Manager with prior written approval. If an employee's birthday falls on the day of an already recognized holiday set forth in this section, the Birthday holiday may be used on the day preceding or following the already recognized holiday at the discretion of the General Manager. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.
- C. <u>Pay In Lieu of Time Off</u>. The Town may, in its sole discretion, require some or all employees to work on Town-observed holidays, in which case the Town will provide pay in lieu of time off.

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- Section 3.2. <u>Vacation Policy</u>. The Town provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The Town believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the Town personally satisfying.
- A. <u>Vacation Accrual</u>. All regular full-time employees, whether exempt or nonexempt, are eligible to accrue vacation benefits based on their continuous service, measured from the date of hire. All regular part-time employees are eligible to accrue vacation benefits on a pro rata basis, according to the number of weekly hours they are scheduled to work. "Continuous length of service" is defined as service that is uninterrupted by termination of employment and subsequent rehire by the Town or a break in service that has been bridged. No vacation may be taken during the first year of service, unless otherwise permitted by the General Manager. Vacation accrues according to the following schedule:

Years of Continuous Service	Vacation Accrual
Date of hire through the first year	5/12 of one day for each full month worked up to a maximum of 5 days (40 hours) per year.
Second year through fifth year	10/12 of one day for each full month worked up to a maximum of 10 days (80 hours) per year.
Sixth year through tenth year	15/12 of one day for each full month worked up to a maximum of 15 (120 hours) days per year.
Eleventh year and thereafter	20/12 of one day for each full month worked up to a maximum of 20 (160 hours) days per year.

- B. <u>PST Employees</u>. PST employees do not accrue vacation benefits.
- C. <u>Maximum Accrual</u>. Vacation accruals may not exceed 2 times an employee's current annual entitlement (e.g., Maximum Accrual: 40 days for an employee with more than ten years of service. Once this maximum is reached, all further accruals of vacation will cease. Vacation accruals will recommence after the employee has taken vacation and his or her accrued hours have dropped below the maximum.
- D. <u>Pay in Lieu of Vacation</u>. No employee will receive pay in lieu of vacation except on the termination of his or her employment, as described in Paragraph F, below, unless the employee has deferred his or her vacation at the Town's request.
- E. <u>Vacation Accrual During Periods of Leaves of Absence</u>. Employees do not accrue vacation during an unpaid leave of absence. Vacation accruals recommence when the

employee returns to work from an unpaid leave of absence. Employees will continue to accrue vacation during paid leaves of absence or while on disability salary continuation.

- F. <u>Vacation Pay on Termination</u>. On termination of employment, employees are paid all accrued but unused vacation through their last day worked at their base rate of pay at the time of termination.
- G. <u>Vacation Approval</u>. All vacations must be approved in advance by the employee's immediate supervisor.
- H. <u>Vacation Scheduling</u>. Scheduling of vacations is to be done in a manner consistent with the Town's operational requirements. Vacation requests should be submitted by employees to their immediate supervisor for approval at least four (4) weeks prior to the commencement of a vacation period. This requirement may be waived in writing at the discretion of the General Manager. Vacation requests may be disapproved or rescheduled to accommodate the Town's operational requirements.
- I. <u>Vacation Advances</u>. An employee is not permitted to borrow on future accrual of vacation benefits. If an employee has used any vacation days before they have been accrued and their employment with the Town is then separated, the overdrawn amount must be repaid to the Town upon separation.
- J. <u>Holidays Occurring During Vacation</u>. If an observed Town holiday (*see* guideline entitled "Holidays") occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday. An employee may add to his or her vacation period by using the holiday in place of accrued vacation time.
- Section 3.3. <u>Sick Leave</u>. In order to help prevent loss of earnings that may be caused by accident or illness, the Town has established paid sick leave.
- A. <u>Eligibility</u>. All regular full-time employees are eligible for 3.08 hours of sick leave each pay period, or ten (10) days per year. Regular part-time are eligible to accrue sick leave on a pro-rata basis. PST Employees are ineligible to earn or receive sick leave benefits.
- B. <u>Use</u>. Sick leave may be taken for a personal illness, an emergency, a disability, or for a family care or medical leave as described in the Town's "Leaves Of Absence" policy. Eligible employees may also use sick leave to attend to an illness of a child, parent, spouse, domestic partner, stepparent, stepchildren, in-law, grandparent, or grandchild of the employee. Additionally, hours missed for medical and dental appointments will be treated as sick leave. Sick leave must be taken by eligible employees in increments of at least one hour. The Town retains the right to request verification from a licensed health care provider for all absences due to illness or disability. Sick pay may be withheld if the employee does not provide a satisfactory verification.
- C. <u>Compensation For Sick Leave</u>. Eligible employees will receive pay at their normal base rate for any sick leave taken. No employee will receive pay in lieu of sick

leave under any circumstances, and employees will not be paid for any accrued but unused sick leave upon termination of employment.

- D. <u>Accrual Of Sick Leave</u>. Regular full-time employees accrue 3.08 hours of sick leave per pay period and regular part-time employees accrue sick leave on a *pro rata* basis. Eligible employees may carry over accrued but unused sick leave from one calendar year to the next. However, sick leave may only be accumulated up to a total of 160 hours. Employees will not accrue sick leave during any unpaid leave of absence.
- E. <u>Approval</u>. Whenever possible (e.g., for a scheduled doctor's or dentist's appointment), employees must seek approval from their immediate supervisor prior to taking their sick leave. Otherwise, the employees must notify their immediate supervisor as soon as practicable and, in no event, later than one hour after their scheduled starting time.
- F. <u>Coordination of Sick Leave Benefits With Other Benefits</u>. The Town will pay sick-leave benefits to an eligible employee during the normal three-day waiting period before the employee is paid workers' compensation benefits pursuant to the applicable state or federal law governing the industrial injury or illness. Similarly, the Town will pay sick-leave benefits during the normal seven-day waiting period before the eligible employee is paid benefits from the State Disability Insurance (SDI) program or another insured unemployment disability plan. Following the three-day and seven-day waiting periods specified above, an employee will continue to receive accrued sick pay, less the disability benefits actually received or the disability benefits that would have been received had the employee made timely application to the appropriate agency.

Section 3.4. Leaves of Absence.

A. <u>Introduction</u>. The Town provides (1) family care, medical, and military family leave for up to 12 or 26 weeks per year, depending on the reason, see section II(D), in accordance with California's Family Rights Act ("CFRA") and the federal Family and Medical Leave Act of 1993, as amended ("FMLA"); (2) pregnancy leave for up to four months in accordance with the California Fair Employment and Housing Act ("FEHA"); (3) disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act ("ADA") or the FEHA; and (4) leave for other legally required absences as set forth below. Employees having any questions regarding this policy should contact the General Manager.

B. Family Care, Medical and Military Family Leave.

(1) <u>Eligibility</u>. To be eligible for family care, medical, and military family leave, an employee must (1) have worked for the Town for at least twelve months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave.

An employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours of service that would have been performed but for the period of military service in determining the 1,250 hours of service.

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In the case of a pregnancy disability or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all of the above requirements. In such circumstances, the employee should contact a Human Resources professional for clarification about his or her rights for other types of leave.

(2) Permissible Uses of Family Care, and Medical Military Leave. "Family care and medical leave" may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, registered domestic partner, spouse, or parent; or (4) an employee's own serious health condition.

A serious health condition is 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.

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 continuing treatment.

"Military exigency leave" may be requested when there is a qualifying military exigency as defined by the U.S. Department of Labor arising out of the fact that an employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. Qualifying military exigencies include the following:

- (a) Short-notice deployment where the employee may take leave to attend any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date the covered servicemember receives the notification.
- (b) *Military events and related activities* where the employee may take leave to attend to any official ceremonies, programs or events related to the call to active duty and to attend to family support, assistance programs, or informational briefings related to the call to active duty.
- (c) Childcare and school activities where the employee may take leave to arrange for alternative childcare or to provide childcare on an urgent, immediate need basis when the need arises from the call to active duty, to enroll or transfer a child to a new school, to attend meetings with school or daycare facility staff regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors.

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- (d) Financial and legal arrangements where the employee may take leave to make or update financial or legal arrangements related to the covered servicemember's absence, such as preparing powers of attorney, wills, transferring bank accounts, and the like, or appearing or acting on behalf of the absent servicemember in matters related to military benefits.
- (e) *Counseling* where the employee may take leave to attend counseling, the need for which arises from the call to active duty of the covered servicemember.
- (f) Rest and recuperation where the employee may take up to five days of leave to spend time with a covered servicemember each time the servicemember is on short-term rest and recuperation leave during the period of deployment.
- (g) Post-deployment activities where the employee may take leave for a period of up to 90 days following the termination of the deployment to attend arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs provided by the military, or to address issues that arise out of the death of a covered servicemember.
- (h) Additional activities where the employee may take leave to address other events that arise out of the call to active duty as the Town and the employee may agree as to both timing and duration.
- "Military caregiver leave" may be requested to care for a covered servicemember if the employee is the covered servicemember's spouse, child, parent, or next of kin. For purposes of this leave, a covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.
- (3) <u>Substitution of Paid Leave</u>. Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all family care, medical leaves, and military leaves. Employees are required to substitute sick leave only for the employee's own medical leaves. Employees may elect to substitute sick leave to attend to an illness of a child, parent, spouse or domestic partner of the employee or for other types of family care leave.

(4) Amount of Leave.

(a) <u>Family Care, Medical, and Military Caregiver Leave</u>. Provided all the conditions of this policy are met, an employee may take a maximum of 12

weeks of family care, medical, and military exigency leave in a rolling 12-month period measured backwards from the date the employee's leave commences.

Employees who are unable to work due to pregnancy disability will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for a pregnancy-related disability or in connection with childbirth. See Section III of this Guide. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.

(b) <u>Military Caregiver Leave</u>. Provided all the conditions of this policy are met, an employee may take a maximum of 26 weeks of military caregiver leave in a single 12-month period, inclusive of the time the employee takes for a family care, medical, or military exigency leave during that period. This 12-month period will be measured forward from the first day leave is taken.

Spouses who are both employed by the Town may take a maximum combined total of 26 weeks in the 12-month period for the care of the servicemember and the birth, adoption, or foster care of their child or to care for an ill parent, provided that no more than 12 weeks of this combined 26-week period may be taken for reasons other than to care for the servicemember.

(c) <u>Intermittent Leave</u>. Medical leave for the employee's own serious health condition, family care leave for the serious health condition of the employee's spouse, parent, or child, and military caregiver leave may be taken intermittently or on a reduced schedule when medically necessary. Where the intermittent or reduced schedule leave is for planned medical treatment, the employee must make an attempt to schedule the treatment so as not to disrupt unduly the Town's operations. Where the family care leave is to be taken in connection with the birth, adoption, or foster placement of a child, the minimum duration for each period of leave is two weeks, except that the employee may request leave of less than two weeks duration on any two occasions. Military exigency leave also may be taken intermittently or on a reduced schedule.

substituted for family care, medical, and military family leave, leave under the FMLA and the CFRA is unpaid. However, employees may be entitled to California State Disability Insurance ("SDI"). Employees also may be entitled to Paid Family Leave ("PFL") for up to six (6) weeks in any twelve month period during leaves to care for qualifying family members. PFL provides a partial wage replacement for absences from work to care for a seriously ill or injured family member or for bonding with a minor child within one year of the birth or placement of the child in connection with foster care or adoption. Employee contributions provide funding for this program. PFL is administered like SDI by the California Employment Development Department. PFL must be taken concurrently with family care leave and does not entitle an employee to take any additional time off. In addition, an employee must use up to two weeks of any accrued but unused vacation before the employee will be eligible to receive PFL.

(6) <u>Leave's Effect on Benefits</u>. During an employee's family care, medical, and military family leave, the Town will continue to pay for the employee's participation in the Town's group health plans, if any, to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the Town for the payment of such premiums. All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

If the employee fails to pay his or her share of the premiums during leave, or if the employee fails to return from the leave at the expiration of 12 weeks (or 26 weeks in the case of a military caregiver leave) for a reason other than the recurrence, continuation, or onset of a serious health condition for which leave under this policy is allowed or other circumstances beyond the employee's control, the Town can recover any health plan premiums paid by the Town on the employee's behalf during any periods of the leave.

Employees on family care, medical, and military family leave accrue employment benefits such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

(7) Procedure for Requesting Family Care, Medical, and Military Family Leave.

(a) <u>Notice Requirements</u>. Employees must notify the Town of their request for family care, medical, military exigency, or military caregiver leave as soon as they are aware of the need for such leave. For foreseeable family care, medical, and military caregiver leave, the employee must provide 30 calendar days' advance notice to the Town of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify the Town as soon as is practicable and generally must comply with the Town's normal call-in or notice procedures. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make an attempt to schedule such treatment so as to avoid unduly disrupting Town operations, and may be requested to reschedule the treatment so as to minimize disruption of the Town's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the Town reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care, medical, military exigency, and military caregiver leave should include enough information to make the Town aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. 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 military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Any requests for extensions of leave under this policy must be received as soon as is practicable and must include the revised anticipated date(s) and duration of the leave. To the extent permitted by law, the Town reserves the right to deny requests for extensions or deny reinstatement to an employee who exceeds the leave amounts provided by this policy or fails to provide requested medical certification. In addition, if you have a disability, you may be eligible for leave under the Americans with Disabilities Act ("ADA") or state law. For more detailed information on extended leaves, please contact the General Manager.

Once the Town is aware of the employee's need for leave, it will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities. If the employee is not eligible, the Town will provide a reason for the ineligibility.

(b) <u>Certification</u>. Any request for medical leave for an employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner or parent with a serious health condition or for a serious injury, or for military caregiver leave must be supported by medical certification from a health care provider. For military caregiver leave, the employee must provide confirmation of a family relationship to the seriously ill or injured servicemember. Employees generally must provide the required certification within 15 calendar days after the Town's request for certification. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after the Town's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

The medical certification for a child, spouse, domestic partner or parent with a serious health condition or for the serious injury or illness of a qualifying service member must include (a) the date on which the serious health condition or serious injury or illness commenced; (b) the probable duration of the condition or injury or illness; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition or injury or illness warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition must include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the

employee is unable to perform the essential functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved.

Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued leave. Where the employee's need for leave due to the employee's own serious health condition, or the serious health condition of the employee's covered family member, lasts beyond a single leave year, the Town may require the employee to provide a new medical certification in each subsequent leave year. Any request for an extension of the leave also must be supported by an updated medical certification.

The Town has developed forms for use in obtaining medical certifications that satisfy the requirements of this policy. For military caregiver leave, the Town will accept Invitational Travel Orders ("ITOs") or Invitational Travel Authorizations ("ITAs") in lieu of its medical certification form.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to the Town to support the employee's leave request.

Where permitted by law, if the Town has reason to doubt the validity of the medical certification provided by the employee, the Town may require the employee to obtain a second opinion from a doctor of the Town's choosing at the Town's expense. If the employee's health care provider providing the original certification and the doctor providing the second opinion do not agree, the Town may require a third opinion, also at the Town's expense, performed by a mutually agreeable doctor who will make a final determination. It is the employee's responsibility to furnish his or her health care provider with the necessary authorization for the disclosure of medical information to the doctor(s) who will provide the second and third opinions. If the employee fails to provide the necessary authorization, the request for leave may be denied, in accordance with applicable law.

- (8) <u>Designation of Protected Leave</u>. Once the Town has enough information to determine whether the leave is FMLA-qualifying, the Town will inform the employee if leave will be designated as FMLA-protected and, if known at that time, the amount of leave that will be counted against the employee's leave entitlement. If the Town determines that the leave is not protected, the Town will notify the employee.
- (9) <u>Recertification</u>. The employee taking leave because of his or her own serious medical condition or the serious medical condition of a family member may be required, except in cases of military caregiver leave, to provide the Town with recertification at

appropriate intervals. For purposes of recertification, the employer may request the same information as allowed by law for the original certification. As part of that request, the Town may provide the health care provider with a record of the employee's absence pattern to confirm whether such a pattern is consistent with the need for leave. The employee must provide the requested recertification within 15 calendar days of such a request, unless it is not practicable to do so despite the employee's diligent, good faith efforts.

- (10) <u>Return to Work Certification</u>. Where the leave is for the employee's own serious health condition, the Town requires employees to provide medical certification that he or she is fit for duty and able to return to work. The Town may delay restoring the employee to employment or terminate the employee without such certificate.
- (11) <u>Leave's Effect on Reinstatement</u>. Employees timely returning from a leave covered under this policy are entitled to reinstatement to the same or equivalent position consistent with applicable law. The Town may deny reinstatement to employees who are among the highest paid ten percent of all employees employed by the Town within 75 miles of the employees' worksite and whose reinstatement would cause substantial and grievous economic injury to the Town's operations. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. The Town will comply with all applicable laws pertaining to reinstatement of employees, including where required, the reasonable accommodation of employees who have been on an approved leave.

The Town complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If an employer has done so, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. If you have questions, or would like further clarification about your rights under the FMLA or other types of leave, please contact the Human Resources Department.

C. Pregnancy-Related Disability Rights.

(1) <u>Leaves of Absence and Transfers</u>. Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave for the period of actual disability of up to four months, in addition to any family care or medical leave to which the employee may be entitled under Section 3.5 of this policy (Family Care, Medical and Military Family Leaves). Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she so requests and provides the Town with medical certification from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or

hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

- (2) <u>Substitution of Paid Leave for Pregnancy-Related Disability Leave</u>. An employee taking pregnancy-related disability leave must substitute any available sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.
- (3) <u>Leave's Effect on Benefits</u>. During an employee's family care, medical, and military family leave, the Town will continue to pay for the employee's participation in the Town's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the Town for the payment of such premiums. All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

The Town may recover from the employee the premium that the Town paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking leave under the California Family Rights Act; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to leave for pregnancy disability or other circumstances beyond the employee's control.

Employees on Pregnancy-Disability leave will accrue employment benefits, such as sick leave, vacation leave, and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability leave according to the provisions of the Town's various employee benefit plans.

- (4) Other Terms and Conditions of Leave. The provisions of the Town's Family Care, Medical and Military Family Leave policy regarding the leave's effect on pay, notice requirements, medical certification requirements, and reinstatement also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.
- D. Other Disability Leaves. In addition to medical or pregnancy-related disability leaves described in Sections II and III, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled under Section II of this policy. Disability leaves under this section will be unpaid.

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Employees taking disability leave must comply with the Family Care, Medical and Military Family Leave provisions regarding substitution of paid leaves, notice, and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be a medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the General Manager.

E. Other Leaves Of Absence. The Town also grants eligible employees leaves of absence for military leave, jury or witness duty, certain court appearances, appearances at school or daycare activities, emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel, to vote in a statewide election, for bereavement leave, for leave related to domestic violence, crime victims leave, or leave for the donation of an organ or bone marrow. Unless otherwise required by law or set forth herein, employees will not be paid for such leaves of absence.

Employees wishing to take a leave of absence for one of these reasons should refer to the procedures outlined below or contact the General Manager.

- (1) <u>Military Leave Of Absence</u>. The Town will grant employees a military leave of absence to the extent required by applicable federal and state law.
- (2) <u>Military Spouse Leave</u>. At any time that it regularly employs 25 or more persons, or as otherwise required by applicable federal and state law, the Town will grant qualified California employees up to ten (10) days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed

Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the Town with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the Town certifying that the military member will be on military leave from deployment.

(3) <u>Jury and Witness Duty</u>. The Town will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The Town will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Leaves under this section will be unpaid.

However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

- (4) <u>Leave to Attend Children's School at Teacher's Request.</u> The Town will grant employees who are parents or guardians of a pupil time off without pay to appear at their children's school pursuant to a teacher's request under Education Code section 48900.1, if the employee, prior to taking the time off, gives reasonable notice to the Town that he or she is requested to appear in the school.
- (5) Leave For Educational/Daycare Purposes. At any time that it regularly employs twenty-five (25) or more persons, or as otherwise required by applicable federal and state law, the Town will grant employees time off without pay for up to forty (40) hours per calendar year, but no more than eight hours in any calendar month, to participate in the activities of schools or licensed child daycare facilities attended by their children. Employees must substitute accrued vacation for purposes of a planned absence under this Section.

Employees wishing to take time off under this Section must provide their supervisors with reasonable notice of the planned absence. If both parents of a child are employed by the Town at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

The Town reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school

or daycare activities on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action.

- Rescue Personnel. Nonexempt employees will be granted time off without pay to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. At any time that it regularly employs fifty (50) or more persons, or as otherwise required by applicable federal and state law, Town will grant employees who are volunteer firefighters a leave of up to 14 days per calendar year for fire or law enforcement training. Exempt employees who work any portion of a workweek in which they also perform such emergency duties or training will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay. Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.
- (7) <u>Voting Time Off</u>. Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.
- (8) <u>Bereavement Leave</u>. All employees who suffer a death in their immediate family may have a paid leave for three (3) scheduled work days for each death of an immediate family member. For purposes of this policy an employee's immediate family is defined to include the employee's current spouse, domestic partner, child, parent, sibling, grandparent, grandchild of employee, or child, sibling, parent or grandchild of employee's spouse or domestic partner. Employees must take this leave within a seven (7) consecutive day period will be paid only for days and hours they were scheduled to work.

If an employee requires more than three (3) days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time at the discretion of the General Manager.

(9) <u>Leave Related To Domestic Violence or Sexual Assault</u>. The Town will grant unpaid time off to an employee who is a victim of domestic violence or a victim of sexual assault for the employee to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.

At any time that it regularly employs twenty-five (25) or more persons, or as otherwise required by applicable federal and state law, the Town will also grant unpaid time off to an employee who has been the victim of domestic violence or sexual assault to attend court proceedings, to receive services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and for participation in safety planning programs.

The Town requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within fifteen (15) days of the absence, provide the Town with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

- (10) <u>Crime Victims' Leave</u>. The Town will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The Town requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the Town with a copy of the notice within a reasonable time.
- (11) <u>Leave for Organ and Bone Marrow Donation</u>. At any time that it regularly employs twenty-five (25) or more persons, or as otherwise required by applicable federal and state law, the Town will grant an employee the following paid leaves of absence for the purpose of organ or bone marrow donation:
- (a) A leave of absence of up to five (5) days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- (b) A leave of absence of up to thirty (30) days in any one-year period for the purpose of the employee donating his or her organ to another person.

A leave of absence for the purpose of organ or bone marrow donation will be provided with pay, however, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to the General Manager that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, the Town will maintain and pay for coverage under any group health plan, for the full duration of this leave. Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the Town will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The Town may decline to restore an employee because of reasons unrelated to the exercise of rights under this policy by the employee.

(12) Administrative Time Off. Notwithstanding any other portion of this Manual, it is recognized that exempt employees do not receive overtime compensation, and may work irregular hours, and may not be able to take vacation when desired. Accordingly, the General Manager shall be entitled to receive eighty (80) hours annually of paid administrative leave in addition to any leave otherwise authorized in the General Manager's employment contract. All other exempt employees shall be entitled to receive sixty (60) hours of paid administrative leave each fixed year. Administrative leave is not, however, a vested or earned form of compensation. Any administrative time unused at the end of the year shall be forfeited, and it shall not be compensated for upon termination.

Section 3.5. <u>Employment During Leave of Absence</u>. An employee on any leave under this section may not accept employment with any other employer without the Town's written permission. An employee who accepts such employment will be deemed to have resigned from the employment at the Town.

ARTICLE 4 HOURS OF WORK, OVERTIME, AND PAY DAY

Section 4.1. <u>Hours of Work</u>. The Town's office hours are generally from 8:30 a.m. to 5:00 p.m., Monday through Friday. However, employees will be assigned specific hours, shifts, and days of work, dependent upon the need of the department, by the General Manager or by the employee's supervisor. Due to the nature of Town operations, employees may be required to work shifts, or hours, outside regular office hours. The General Manager or the employee's Supervisor may reschedule an employee's hours, shifts, and days whenever necessary based upon the needs of the Town.

Section 4.2. Meal and Rest Periods.

A. Rest Periods. The Town authorizes and permits nonexempt employees working at least three and one-half hours in a day to take a ten-minute, off-duty paid rest period for each four hours worked or major fraction thereof. The 10 minutes do not include the reasonable time it takes to walk to and from a break area. Employees who work up to six hours in a day may take a second rest period. Employees who work more than 10 hours in a day may take a third rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early.

Employees who feel they were not provided the opportunity to take all rest periods authorized and permitted under this policy should inform their supervisor or manager, and (if not corrected) Human Resources immediately.

B. <u>Meal Periods</u>. The Town provides employees who work more than five hours in a day with an unpaid 30-minute, uninterrupted meal period starting no later than the end of the fifth hour of work. The Town provides employees who work more than 10 hours in a day with a second unpaid 30-minute, uninterrupted meal period starting no later than the end of the

10th hour of work. Employees who work no more than six hours in a day may waive the first meal period. Employees who work no more than 12 hours in a day may waive the second meal period if they took their first meal periods. Employees are entitled, encouraged, and expected to take all meal periods provided under this policy and not waived. During meal periods, the Town will relieve employees of all duty and will not exercise control over employees' activities. Employees are free to spend their meal period time as they choose (consistent with any other Town policies that may apply during off-duty time) and are free to leave the worksite. No supervisor or manager may impede or discourage employees from taking meal periods provided under this policy.

Employees who feel they were not provided a meal period that complies with this policy should inform their supervisor or manager, and (if not corrected) the General Manager immediately.

Section 4.3. Overtime Pay.

- A. <u>Overtime Definition and Rates of Pay</u>. All nonexempt employees who work more than forty (40) hours in one workweek will receive overtime pay computed as follows:
- (1) Overtime at the rate of 1 ½ times the employee's regular rate of pay will be provided for all hours worked in excess of forty (40) in any one workweek.
- (2) Overtime will be computed on actual minutes worked, adjusted to the nearest increment of 15 minutes. Only those hours actually worked are added together to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and are therefore not counted in making overtime calculations.
- B. <u>Workweek and Workday</u>. Unless otherwise provided, for purposes of calculating overtime each workweek begins on Sunday and each workday begins at 12:01 a.m.
- C. <u>Pre-Authorization</u>. No nonexempt employee may work overtime without the express prior approval of his or her supervisor.
- D. <u>Non-Exempt Employees Prohibited from Working at Home</u>. Non-exempt employees are strictly prohibited from completing any work for the Town while at home and not during regularly scheduled working hours, unless express prior approval of the General Manager in writing is obtained.

Section 4.4. Other Types of Pay.

A. Reporting Time Pay. Nonexempt employees who report to work at the Town's request, but are furnished less than half of their usual or scheduled day's work, will be paid for half the usual or scheduled day's work, but not less than two hours' pay or more than four hours' pay at their regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond the Town's control. Reporting time pay will

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TOWN OF DISCOVERY BAY PERSONNEL MANUAL not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting time hours are not counted as "hours worked" for overtime purposes beyond the time in which work is actually performed. For example, if an employee who is scheduled to work an eight-hour shift is sent home after three hours, the employee will receive four hours' pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

- B. <u>Callback Pay</u>. Any non-exempt employee who is called back to work for a second work period in any one workday and is furnished with less than two hours' work is paid a minimum of two hours pay at the regular straight-time rate for the second work period, without regard to the number of hours actually worked, unless the reasons for lack of work are beyond the Town's control.
- C. <u>Holiday Pay</u>. Non-exempt employees are paid their regular straight-time wages for holidays as set forth under Article 3 of this manual. To receive holiday pay, the employee must work the regularly scheduled workdays preceding and following the holiday, or receive prior approval from his or her Supervisor to take the time off.
 - D. Pay Advances. There will be no pay advances.

Section 4.5. <u>Place and Time for Payment of Wages</u>.

- A. <u>Regular Pay Days</u>. Employees are paid biweekly, twenty-six (26) times annually. Employees must complete their time cards in a timely manner in order to ensure that they are paid for all hours worked. If a pay day falls on a holiday, paychecks will be distributed on the preceding workday. For employees who are not on direct deposit, checks are distributed on the date assigned for payment. If the employee is absent when the paycheck is distributed, the employee may claim the paycheck from his or her immediate supervisor when the employee returns.
- B. Payment on Resignation, Termination, or Completion of Assignment or Term. If an employee resigns, his or her paycheck will be available on the final day of work, provided the employee has given at least 72 hours' prior notice. If an employee resigns without giving 72 hours' notice, his or her paycheck will be made available within 72 hours after the employee gives notice of the resignation, unless the employee requests in writing that his or her final paycheck be mailed, in which case the Town will mail the final paycheck within three days after the employee gives notice. Employees who are terminated involuntarily will be paid on the day of the discharge. If an employee is hired for a specific assignment or otherwise has a defined term of employment, his or her paycheck will be available upon the completion of the assignment or employment term. In all cases, employees' final paychecks will include payment for all wages owed and any accrued but unused vacation time.

ARTICLE 5 RULES OF CONDUCT

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Section 5.1. <u>Open Door</u>. The Town has an Open Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to talk them over with their immediate Supervisor or any other management representative with whom they feel comfortable. The Town believes that employee concerns are best addressed through this type of informal and open communication.

Section 5.2. Termination, Discipline, and Rules of Conduct.

A. Termination.

- (1) <u>Voluntary Termination.</u> The Town will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:
 - (a) Elects to resign from the Town;
- (b) Fails to return from an approved leave of absence on the date specified by the Town; or
- (c) Fails to report for work without notice to the Town for three (3) consecutive days.
- (2) <u>Involuntary Termination.</u> An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of the Town's rules of conduct as set forth below. Notwithstanding this list of rules, the Town reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

B. Discipline and Rules of Conduct.

(1) <u>Policy</u>. Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet Town standards, the Town will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline up to and including termination.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the Town, other employees, or customers, may also result in disciplinary action. The listing of these rules does not in any way abrogate or modify the at-will policy set forth in Section 1.6 of this manual.

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Job Performance. Employees may be disciplined for poor job (2) performance, including but not limited, to the following: (a) Unsatisfactory work quality or quantity; attitude (for example, rudeness or lack of (b) cooperation); Excessive absenteeism, tardiness, or abuse of rest break and (c) meal period policies; (d) Failure to follow instructions or Town procedures; or Failure to follow established safety regulations. (e) Misconduct. Employees may be disciplined for misconduct, (3) including, but not limited to, the following: Insubordination; (a) (b) Dishonesty; Theft; (c) (d) Discourtesy; Misusing or destroying Town property or the property of (e) another on Town property. Violating conflict of interest rules; (f) Disclosing or using confidential or proprietary information (g) without authorization; Falsifying or altering Town records, including the (h) application for employment; Interfering with the work performance of others; (i) Altercations, physical or verbal; (i) (k) Harassing, including sexually harassing employees, customers, contractors, or others while acting within the scope of their employment;

- (l) Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Town property or while conducting Town business;
- (m) Gambling on Town premises or while conducting Town business;
- (n) Sleeping on the job or leaving your work location or worksite without authorization;
- (o) Possessing a firearm or other dangerous weapon on Town property or while conducting Town business.
- (p) Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Town, its employees, customers, or property;
- (q) Failing to report to the Town, within five (5) days, any conviction under any criminal drug statute for a violation occurring in the work place;
 - (r) Use of foul, abusive, or offensive language; or
 - (s) Smoking in non-designated areas.
- (4) <u>Attendance</u>. In addition to the general rules state above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:
- (a) Reporting to work on time, observing the rest break and meal period policies, and obtaining approval to leave work early; and
- (b) Notifying the supervisor in advance of anticipated tardiness or absence.

C. Discipline Procedure

Except as set forth below, discharge or demotion for poor performance ordinarily will be preceded by an oral warning and a written warning. The Town reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the Town deems such action appropriate.

Section 5.3. <u>Exit Interview</u>. Employees who leave the Town for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with the Town, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all Town-furnished property, such as uniforms, tools,

TOWN OF DISCOVERY BAY PERSONNEL MANUAL equipment, I.D. cards, keys, credit cards, documents, and Manuals. Arrangements for clearing any outstanding debts with the Town and for receiving final pay also will be made at this time.

Section 5.4. <u>Employment at Will</u>. Nothing in this Guideline is intended to alter the atwill status of employment with the Town. Either you or the Town may terminate the employment relationship at any time with or without cause and with or without prior notice. The Town reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

ARTICLE 6 WORK REGULATIONS

Section 6.1. Personnel Records.

A. <u>Personnel Files</u>. The information in an employee's personnel file is permanent and confidential, and must be kept up to date. Employees should inform the Personnel Manager immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency.

Employees have the right to inspect their personnel files at reasonable times and on reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. An employee may inspect only his or her own personnel file and only in the presence of a supervisor of the General Manager. Personnel files are the property of the Town and may not be removed from the Town's premises without written authorization from the General Manager.

- B. <u>Payroll Records</u>. Employees also have the right to inspect and copy certain Town payroll records regarding their compensation, and deductions from their compensation, upon reasonable request to the Town. Employees wishing to review or copy payroll records should notify the General Manager.
- Section 6.2. <u>Personal Telephone Calls</u>. Personal telephone calls are to be limited to essential matters and kept as brief as possible. Continued excessive use of phones for personal matters is subject to disciplinary action.
- Section 6.3. <u>Smoking</u>. The Town prohibits smoking in the workplace. Smoking is prohibited within the confines of any office or vehicle. Smoking will be permitted out of doors only, and in accordance with all applicable laws and regulations. All cigarettes are to be extinguished and disposed of prior to entering any office or vehicle. Employees violating this policy will be subject to disciplinary action.
- Section 6.4. <u>Dress and Grooming Standards</u>. The Town considers the presentation of the Town image to its clients, suppliers, and the public at large to be extremely important. Accordingly, it is expected that all employees dress in a manner consistent with proper hygiene, safety, and taste. Employees whose jobs require them to come in contact with clients, customers,

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suppliers, or the public are expected to wear apparel the Town considers appropriate for dealing with the public. Each employee is expected to be neat and clean in appearance, with clean clothing or clean uniform and good personal hygiene. Clothing should be appropriate for the particular work area and type of work performed.

Section 6.5. Employment of Relatives. The Town will only allow for the employment of relatives of existing employees under specific situations, as identified below and as set forth in this section and only with the advanced written approval of the General Manager. Relatives of present employees may be hired by the Town only if (1) the individuals concerned will not work in a direct supervisory relationship with one another, (2) the individuals concerned do not work in the same work unit or area or under the same direct Supervisor, and (3) the employment will not pose difficulties for supervision, security, safety, or morale. This policy will not apply to employees of the Town who are employees of the Town as of the effective date of this Manual, but such employees may, in the discretion of the General Manager, be reassigned to positions satisfying subsections (1), (2), and (3) above. "Relatives" are defined as spouses, domestic partners, children, sisters, brothers, mothers, or fathers, and persons related by marriage or domestic partnership. Present employees who marry or form a domestic partnership, or become related by marriage or domestic partnership, will be permitted to continue employment with the Town only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If employees who marry or form a domestic partnership, or become related by marriage or domestic partnership, do work in a direct supervisory relationship with one another, the Town will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the Town's employment. The decision as to which employee will separate from employment is left to the sole discretion of the employees. In the event that no alternative position is available and neither employee voluntarily leaves the Town, the employee with lesser seniority will be terminated.

Section 6.6. <u>Conflicts of Interest</u>. Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interest and the interest of the Town. A conflict of interest exists where the employee's loyalties or actions are divided between the Town's interest and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the General Manager for clarification. Any expectations to this guideline must be approved in writing by the General Manager.

Where it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following.

- A. Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
 - B. Working for a competitor, supplier, or customer;

- C. Engaging in self-employment in competition with the Town;
- D. Using proprietary or confidential Town information for personal gain or to the Town's detriment;
- E. Having a direct or indirect financial interest in or relationship with a customer or supplier;
 - F. Using Town property or labor for personal use;
- G. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Town.
- H. Committing the Town to give financial or other support to any outside activity or organization.
- I. Developing a personal relationship with a subordinate employee of the Town or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting the Town or any employees of the Town.

If an employee or someone with whom an employee has a close relationship (a family member or close companion), has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the General Manager. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist which requires full disclosure to the Town.

Part-time employees may engage in outside employment, provided that they disclose such employment and get written approval from their immediate supervisor.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

If there are questions, the employee shall discuss them with their immediate supervisor, the General Manager, or both. Please refer to the Town's adopted Conflict of Interest Code for additional information.

ARTICLE 7 DRUG-FREE WORKPLACE

Section 7.1. <u>Purpose of Guideline</u>. It is the intent of the Town to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise the Town's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, the Town has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with the Town, each employee must abide by this Guideline.

Section 7.2. <u>Definitions</u>. For purposes of this Guideline:

- A. "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- B. "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- C. "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- D. "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- E. "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

Section 7.3. Prohibited Conduct.

- A. <u>Scope</u>. The prohibitions of this section apply whenever the interests of the Town may be adversely affected, including any time an employee is:
 - (1) On Town premises;
 - (2) Conducting or performing Town business, regardless of location;
- (3) Operating or responsible for the operation, custody, or care of Town equipment or other property; or
- (4) Responsible for the safety of others in connection with, or while performing, Town-related business.

- B. <u>Alcohol</u>. The following acts are prohibited and will subject an employee to discharge:
- (1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
 - (2) Being under the influence of alcohol.
- C. <u>Illegal Drugs</u>. The following acts are prohibited and will subject an employee to discharge:
- (1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- (2) Being under the influence of any illegal drug or other controlled substance.
- D. <u>Legal Drugs</u>. The following acts are prohibited and will subject an employee to discharge:
 - (1) The abuse of any legal drug, including medicinal marijuana;
- (2) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- (3) Working while *impaired* by the use of a legal drug whenever such impairment might:
 - (a) Endanger the safety of the employee or some other person;
- (b) Pose a risk of significant damage to Town property or equipment; or
- (c) Substantially interfere with the employee's job performance or the efficient operation of the Town's business or equipment.

Section 7.4. <u>Disciplinary Action</u>.

- A. <u>Discharge for Violation of Guideline</u>. A first violation of this Guideline will result in *immediate discharge* whenever the prohibited conduct:
- (1) Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;

- (2) Resulted in significant damage to Town property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol;
- (5) Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or
- (6) Involved the failure of an employee to report a criminal conviction, as required by Section 7.4.C, below.
- B. <u>Discretion Not to Discharge</u>. In circumstances other than those described in Paragraph A, above, the Town, in the discretion of management, may choose not to discharge an employee for a first violation of this Guideline, if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program when recommended by the Town.
- C. <u>Effect of Criminal Conviction</u>. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Town-related activity or event will be deemed to have violated this Guideline.
- D. <u>Written Warning</u>. An employee who is not discharged for a first violation of this Guideline will receive a final written warning.
- E. <u>Effect of Second Violation</u>. A second violation of this Guideline at any time will result in immediate discharge.
- F. <u>Effect of Discharge on Eligibility for Rehire</u>. Employees who are discharged for a violation of this Guideline will not be eligible for rehire by the Town.
- Section 7.5. <u>Management Awareness</u>. Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this Guideline. When management has reasonable suspicion to believe that an employee or employees are working in violation of this Guideline, prompt action will be taken. If the employee occupies a designated safety-sensitive position, such action may include drug testing in accordance with the procedures outlined in this policy.
- Section 7.6. <u>Use of Legal Drugs</u>. The Town recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a

risk of significant damage to Town property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued sick leave or vacation time. The employee may also contact the General Manager to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction the use of accrued sick leave or vacation time to accommodate absences due to the *abuse* of legal drugs. Further, nothing in this Guideline is intended to diminish the Town's commitment to employ and reasonably accommodate qualified disabled individuals. The Town will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

Section 7.7. <u>Unregulated or Authorized Conduct.</u>

- A. <u>Customary Use of Over-the-Counter Drugs</u>. Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.
- B. <u>Authorized Use of Alcohol</u>. The Town may provide alcohol for consumption at certain events, such as social functions. The consumption of alcohol at these events does not violate this Guideline.
- Section 7.8. <u>Confidentiality</u>. Disclosures made by employees to the General Manager concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the General Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.
- Section 7.9. <u>Drug Testing for Safety-Sensitive Positions</u>. Employees in safety-sensitive positions, as defined by the United States Department of Transportation regulations including those employees whose position requires possession of a Class 1 Commercial Drivers license, will be tested for drugs and alcohol as part of the Town's employment screening process and during employment in accordance with applicable state and federal law including, but not limited to, The Omnibus Transportation Employee Testing Act of 1991 and any subsequent amendments thereto.

ARTICLE 8 TECHNOLOGY

Section 8.1. <u>Voice-Mail, E-Mails and Technology Policy</u>. The Town maintains and utilizes, as part of its operations, a computer system, voice-mail, e-mail, cellular and smart phone, iPads and other methods of technological communication. These systems are provided to assist employees in the conduct of Town business. Each employee has a responsibility to use the Town's Technology Resources in a manner that increases productivity, enhances the Town's public image, and is respectful of other employees. Failure to follow the Town's policies

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regarding Technology Resources may lead to disciplinary measures, up to and including termination of employment.

Section 8.2. <u>Technology Resources Definition</u>. Technology Resources consist of all electronic devices, software, and means of electronic communication including any of the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular and smart phones; iPads; personal organizers and other handheld devices; pagers; voicemail systems; and instant messaging systems.

Section 8.3. <u>Authorization</u>. Access to the Town's Technology Resources is within the sole discretion of the Town. Generally, employees are given access to the Town's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Town's Technology Resources are authorized to access and use the necessary technology. Additionally, employees must successfully complete Town-approved training before they are authorized to access and use the Town's Technology Resources.

Section 8.4. <u>Use</u>. The Town's Technology Resources are to be used by employees only for the purpose of conducting Town business and personal use of such Resources is discouraged. Employees may, however, use the Town's Technology Resources for the following incidental personal uses as long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with the Town's business, and does not violate any Town policy:

- (1) To use the telephone system for brief and necessary personal calls;
- (2) To send and receive necessary and occasional personal communications;
- (3) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; and
- (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

The Town assumes no liability for loss, damage, destruction, alteration, receipt, transmission, disclosure, or misuse of any personal data or communications transmitted over or stored on the Town's Technology Resources. The Town accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Town property. The Town strongly discourages employees from storing any personal data on any of the Town's Technology Resources.

Section 8.5. Improper Use.

- A. Prohibition Against Harassing, Discriminatory and Defamatory Use. The Town is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the Town's "Policy Against Harassment," the Town does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances shall employees use the Town's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity (e.g., sexually explicit or racial messages, jokes, or cartoons).
- B. <u>Prohibition Against Violating Copyright Laws</u>. Employees shall not use the Town's Technology Resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.
- C. <u>Other Prohibited Uses</u>. Employees shall not use the Town's Technology Resources for any illegal purpose, violation of any Town policy, in a manner contrary to the best interests of the Town, in any way that discloses confidential or proprietary information of the Town or third parties, or for personal or pecuniary gain.
- Section 8.6. <u>Town Access To Technology Resources</u>. All messages sent and received, including personal messages, and all data and information stored on the Town's Technology Resources (including on its electronic mail system, voicemail system, or computer systems) are Town property regardless of the content. As such, the Town reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion. No employee, other than the President of the Board of Directors, has authority to waive, vary or amend the Town's right to access its Technology Resources.
- A. <u>No Reasonable Expectation Of Privacy</u>. On occasion, the Town may need to access its Technology Resources including computer files, electronic mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created, collected, or maintained on the Town's Technology Resources, including personal information or messages. The Town may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The Town may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.
- B. <u>Passwords</u>. Certain of the Town's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the Town.

Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

- C. <u>Data Collection</u>. The best way for employees to ensure the privacy of personal information is not to store or transmit it on the Town's Technology Resources. So that employees understand the extent to which information is collected and stored, examples of information currently maintained by the Town are provided below. The Town may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.
- (1) <u>Telephone Use and Voicemail</u>: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password-protected, an authorized administrator can listen to voicemail messages and also reset the password.
- (2) <u>Electronic Mail</u>: Electronic mail is backed up and archived. Although electronic mail is password-protected, an authorized administrator can read electronic mail and also reset the password.
- (3) <u>Desktop Facsimile Use</u>: Copies of all facsimile transmissions are maintained in the facsimile server.
- (4) <u>Document Use</u>: Each document stored on Town computers has a history that shows which users have accessed the document for any purpose.
- (5) <u>Internet Use</u>: Internet sites visited, the number of times visited, and the total time connected to each site are recorded and periodically monitored.
- D. <u>Deleted Information</u>. Deleting or erasing information, documents, or messages maintained on the Town's Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on the Town's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the Town periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential or ever were confidential. If a legal dispute arises, or may arise in the future, it may be unlawful to attempt to delete or erase certain information. Employees shall fully comply with Town policy regarding retention or destruction of information.
- Section 8.7. The Internet And On-Line Services. The Town provides authorized employees access to online services such as the Internet. The Town expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the Town's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is

discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity.

Additionally, employees may not use the Town's Technology Resources to post, comment, send, or otherwise upload any information to any Web sites or other online groups, including web logs (*i.e.*, "blogs"), social networking Web sites, newsgroups, discussion groups, or non-Town email groups. These actions will likely generate junk electronic mail and may expose the Town to liability or unwanted attention because of comments or other contributions that employees may make. The Town strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts that are unaffiliated with the Town, and to use such accounts at home on their own personal computer without making any reference to the Town.

Section 8.8. <u>Monitoring</u>. The Town monitors both the amount of time spent using online services and the sites visited by individual employees. The Town reserves the right to limit such access by any means available to it, including revoking access altogether. The Town, through technological tools, may also prohibit or limit access to certain Web sites considered inappropriate by the Town or its technology provider.

Section 8.9. <u>Confidential Information</u>. The Town is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the Town and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the Town's Technology Resources.

Confidential Information should not be accessed through the Town's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise [employee's name] immediately at [employee's telephone number] or return it promptly by mail."

Employees should adhere to Town's security policy with regard to Confidential Information and take all appropriate measures to safeguard the confidentiality and security of such information. Employees should avoid sending Confidential Information via the Internet, except when absolutely necessary. Employees should also verify electronic mail addresses before transmitting any messages containing Confidential Information.

Section 8.10. <u>Software Use / License Restrictions</u>. All software in use on the Town's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the Town's computers, by any means of transmission,

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unless authorized in writing in advance by the General Manager or the President of the Board of Directors, and thoroughly scanned for viruses or other malware prior to installation.

Section 8.11. <u>Software For Home Use</u>. Employees are prohibited from transferring or copying any software from a Town Technology Resource to another computer or other device, unless employees have received written authorization from the General Manager or the President of the Board of Directors.

Section 8.12. Security. The Town has installed a variety of programs and devices to ensure the safety and security of the Town's Technology Resources. Any employee found tampering with or disabling any of the Town's security devices will be subject to discipline up to and including termination. Moreover, the Town reserves the right to advise appropriate legal authorities of any violation of law by an employee that results in the misappropriation, theft, or unlawful use of Town's property or proprietary information. To maintain the effectiveness of the Town's security measures, employees should use only secure networks established by the Town to access or use Confidential Information. Such information may not be downloaded, stored, or copied on any non-Town equipment or media (including personally owned computer, handheld devices, external memory devices, or disks) without prior written approval of the General Manager. If Confidential Information is downloaded, stored, or copied on non-Town equipment or media, employee must take all appropriate measures to safeguard against loss, theft, damage, or breach of such equipment or media. If Confidential Information is downloaded, stored, or copied on non-Town equipment or media, employees must permanently delete such information prior to selling or otherwise transferring out of their own possession or control such equipment or media. If Confidential Information is downloaded, stored, or copied on non-Town equipment or media and employee resigns, is terminated, or is requested to do so by management, employees must delete all Confidential Information they received, including any and all copies thereof. Similarly, employees may not send Confidential Information to their personal e-mail accounts, even for work-related purposes, without prior written approval of the General Manager or President of the Board of Directors.

Any loss or suspected loss of Confidential Information, or any suspicious activity such as external hacking attempts or unusual internal activity, should be reported immediately to Town management.

Section 8.13. Remote Access To Technology Resources. The Town may, at its sole discretion, provide certain employees with remote access systems such as a laptop, iPad, smart phone, or other personal organizer to allow such employees to handle the tasks associated with their jobs while working away from the office. Employees must take care to ensure the security of all Town-provided equipment. Employees must not share network passwords or other PINs with anyone. As soon as an employee believes Town-provided equipment is lost or that the security and confidentiality of the data on that equipment has been compromised, he or she must notify the General Manager. If Town-provided equipment is lost, or if it is damaged as a result of carelessness, employees may be responsible for replacement fees. The Town-provided remote access system should only be used for Town-related business. The Town may decide that it is no longer necessary for certain employees to possess a remote access system and their ability to use

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such systems may be discontinued, in which case such employees are expected to return any Town-issued remote access systems in accordance with Town's "Town Property" policy.

The Town does not expect or require employees to work on tasks (including e-mail, work product, etc.) during meal periods or after scheduled working times. Any and all use of remote access systems shall be made in compliance with Town's "Hours Of Work, Overtime, And Pay Day policy." Non-exempt Employees are strictly prohibited from working on any tasks outside of scheduled working hours unless with the express written authorization of the General Manager.

Use of public or home networks, such as unencrypted WiFi networks, can be a threat to the security and reliability of the Town's Technology Resources. Accordingly, employees must only access Town Technology Resources via means that are specifically approved by the Town.

Section 8.14. <u>Audits</u>. The Town may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on the Town's Technology Resources may be conducted without warning at any time.

ARTICLE 9 VIOLENCE IN THE WORKPLACE

Section 9.1. <u>Statement of Policy</u>. The Town recognizes that workplace violence is a concern among employers and employees across the country. The Town is committed to providing a safe, violence-free workplace. In this regard, the Town strictly prohibits employees, consultants, customers, visitors, or anyone else on Town premises or engaging in a Town-related activity from behaving in a violent or threatening manner. Moreover, the Town seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

The Town believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Section 9.2. <u>Workplace Violence Defined</u>. Workplace violence includes, but is not limited to, the following:

- (1) Threats of any kind;
- (2) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- (3) Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Town property, or a demonstrated pattern of refusal to follow Town policies and procedures;
- (4) Defacing Town property or causing physical damage to the facilities; or

(5) With the exception of security personnel, bringing weapons or firearms of any kind on Town premises, in Town parking lots, or while conducting Town business.

Section 9.3. <u>Reporting</u>. If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify a supervisor or the General Manager immediately.

Further, employees should notify the General Manager if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

Section 9.4. <u>Investigation</u>. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Town will inform the reporting individual of the results of the investigation. To the extent possible, the Town will maintain the confidentiality of the reporting employee and of the investigation. The Town may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Town will not tolerate retaliation against any employee who reports workplace violence.

Section 9.5. <u>Corrective Action and Discipline</u>. If the Town determines that workplace violence has occurred, the Town will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the Town will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the Town may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the Town may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

ARTICLE 10 MOBILE DEVICE POLICY

Section 10.1. <u>Mobile Device Policy</u>. The Town prohibits the use of all handheld mobile devices including telephone, data, personal organizer, or other devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Town business. Moreover, all use of Town-issued mobile devices, or personally purchased mobile devices used for work-related purposes, must be made in accordance with Town policy.

Employees may use hands-free mobile devices while driving when safe to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the

employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use text devices to type or review text messages for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Town business.

ARTICLE 11 VEHICLE USAGE POLICY

Section 11.1. <u>Vehicle Usage Policy</u>. The Town maintains a Vehicle Usage Policy. While the policy is considered part of this Manual, it is set forth in a separate document. A copy of the Vehicle Usage Policy will be provided to you.

EMPLOYEE ACKNOWLEDGMENT

PLEASE READ THE EMPLOYEE MANUAL AND FILL OUT AND RETURN THIS PORTION TO YOUR SUPERVISOR.

10 100K S01 EK visoK.	
Employee Name:	
I acknowledge that I have received a copy of the am responsible for reading the Manual and for knowing Manual during my employment with the Town.	ne Town's Employee Manual. I understand that I g and complying with the policies set forth in the
I further understand, however, that the guideline are not intended to create any contractual rights or construed to create any type of right to a "fair procedure I also understand that, except for the Town's at-will emmodify, or withdraw any of the provisions of the Manua notice. Furthermore, I understand that, because the T during my employment, if I have any questions regardishould consult my immediate supervisor or the General	e" prior to termination or other disciplinary action. aployment policy, the Town may amend, interpret, all at any time in its sole discretion, with or without own cannot anticipate every issue that may arise ing any of the Town's guidelines or procedures, I
I understand and agree that my relationship we employment is for no definite period and may be terminany reason, with or without cause or advance notice. discipline me or otherwise alter the terms of my employeithout cause or advance notice.	I also understand that the Town may demote or
I understand and agree that the terms of this Aclexcept by a written agreement approved by a majoritemployee or representative of the Town has the authoritagreement to employ me for any specified period of time of this Acknowledgment will be unenforceable unless the Board of Directors of the Town. I further understand the Acknowledgment are inconsistent with any guideline of terms of this Acknowledgment shall control.	ity to enter into any such agreement, and that any ne or that is otherwise inconsistent with the terms in writing and signed by me and the President of nderstand and agree that if the terms of this
Finally, I understand and agree that this Acknown of the agreements and understandings that it recites, that to me contrary to the foregoing, and that this Acknown whether written or oral, express or implied, relating to the	owledgment supersedes all previous agreements,
I have carefully read this Acknowledgement of	of Receipt.
Date:	
Emplo	yee's Signature
Emplo	vee's Name (Please Print)

PERSONNEL MANUAL

796774-1 Agenda Item F-3



Town of Discovery Bay

"A Community Services District" AGENDA REPORT

Meeting Date

February 5, 2014

Prepared By: Gregory Harris, District Engineer Submitted By: Rick Howard, General Manager

Agenda Title

Lift Station "F" Award of Bid to Koch and Koch, Inc. in the amount of \$410,700.00

Recommended Action

That the Board: (1) Reject the bid from the lowest Bid from Roger Cook Construction as non-responsive and non-responsible to the bid documents; (2) Award the bid to the lowest responsive and responsible bidder, Koch and Koch, Inc. in the amount of \$410,700.00; (3) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (4) authorize the General Manager to execute all contract documents.

Executive Summary

Lift Station "F" has been identified as a critical pump station for the Town. The majority of the sewage from original Discovery Bay flows through this Lift Station. The Lift Station has had no significant work in more than 40 years. The Wastewater Committee identified Lift Station F as a priority 2 years ago, and \$500,000.00 was placed in the Bond to rehabilitate this pump station. This rehabilitation is scheduled to take place when school is out during the Summer of 2014. Design of the Control Panels and SCADA integration is a critical component of the project as well as the project schedule.

The overall project includes (amongst other items) conversion of the pump station to submersible pumps, rehabilitation of the wet well, new electrical service and SCADA control.

The construction component of the project was out to bid and the bid opening was Tuesday, January 28, 2014 at 2:00 p.m. There were five bids received (see attached bidders list). The project estimate for the project was \$325,000.00 and the lowest responsive and responsible bid was in the amount of \$410,700.00, or \$85,000.00 above the initial project estimate.

The responsive project bidders submitted bids between \$410,700.00 and \$436,562.00, within 6% of each other, indicating that the bid documents were clear and the remaining bids were consistent with the true project cost.

At this time, staff recommends that the funds for this project continue to be Bond, and that the project be a part of that overall fund and balanced at the conclusion of construction.

Fiscal Impact:

Amount Requested \$410,700.00

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. X -or- CIP# Fund# Bond

Previous Relevant Board Actions for This Item

Adoption of FY 2012-13 CIP and Approval of Capital Financed Projects Authorization to Purchase Lift Station F Pumps – December 18, 2013 Task Order Authorization with Veolia – January 22, 2014

Attachments

Bid Result Sheet -Pump Station F Rehabilitation Project

AGENDA ITEM: G-1

BID SUMMARY PUMP STATION F REHABILITATION

Owner: Town of Discovery Bay CSD Project: Pump Station F Rehabilitation Date: January 28, 2014 - 2:00 p.m.

Bids Opened by: Sue Heinl Witness: Virgil Koehne

, , ,			
Contractor Company Name	Date Received	Time Received	Bid dollar Amount
Roger Cook Construction	1/28/2014	1:55pm	\$332,740.00
Koch & Koch, Inc.	1/28/2014	1:47pm	\$410,700.00
TNT Industrial Contractors, Inc.	1/28/2014	1:55pm	\$413,840.00
Conco West, Inc.	1/28/2014	1:56pm	\$428,500.00
Pacific Infrastructure Corp.	1/28/2014	1:56pm	\$436,562.00



Town of Discovery Bay

"A Community Services District" AGENDA REPORT

Meeting Date

February 5, 2014

Prepared By: Rick Howard, General Manager Submitted By: Rick Howard, General Manager

Agenda Title

Establishment of Community Center Foundation

Recommended Action

As Necessary

Executive Summary

At the January 8, 2014 Board meeting, discussions took place regarding the possible formation of a Community Foundation. At that meeting, while no formal action was taken, the Board expressed their general support in the establishment of a Foundation. It is still very early in the planning phase, and many more decisions will need to be made prior to the formation of the Foundation.

At the meeting on January 8^h, the Board did seek to determine if staff time and initial minimal funding can be used to assist in the planning and establishment of the Foundation. After conversing with legal staff, it was concluded that the District could, in fact, provide seed funding and in-kind support (minimal staff time) to assist in its establishment.

Director Wiesen has been working with Recreation staff on hosting a health fair in May. The health fair is estimated to raise approximately \$2,000.00 net. It was Director's Wiesen's intention to utilize that source of funds, thus relieving the Town of any financial commitment, to aid in the formation of the Foundation.

At this time, staff is only seeking confirmation of these actions from the Board.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

N/A



Town of Discovery Bay

"A Community Services District" AGENDA REPORT

Meeting Date

February 5, 2014

Prepared By: Carol McCool, Administrative Assistant

Submitted By: Rick Howard, General Manager

Agenda Title

Agency Comment Request – Land Use Permit Application – LP14-2003 – Hofmann Holdings L.P.

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Hofmann Holdings L.P. for consideration of establishing a Wine and Cheese Bar with on premise alcoholic beverage sales along with an outdoor seating area (approximately 30' X 21') in an existing location at the Discovery Bay Shopping Center - 1520 Discovery Bay Boulevard, Suite 300.

A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Agency Comment Request - LP14-2003

AGENDA ITEM: G-3

CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT

COMMUNITY DEVELOPMENT DIVISION

Seceived

Received

Martinez, CA 94553-4601

Phone: 925-674-7205 Fax: 925-674-7258 Received JAN 3 0 2014





AGENCY COMMENT REQUEST

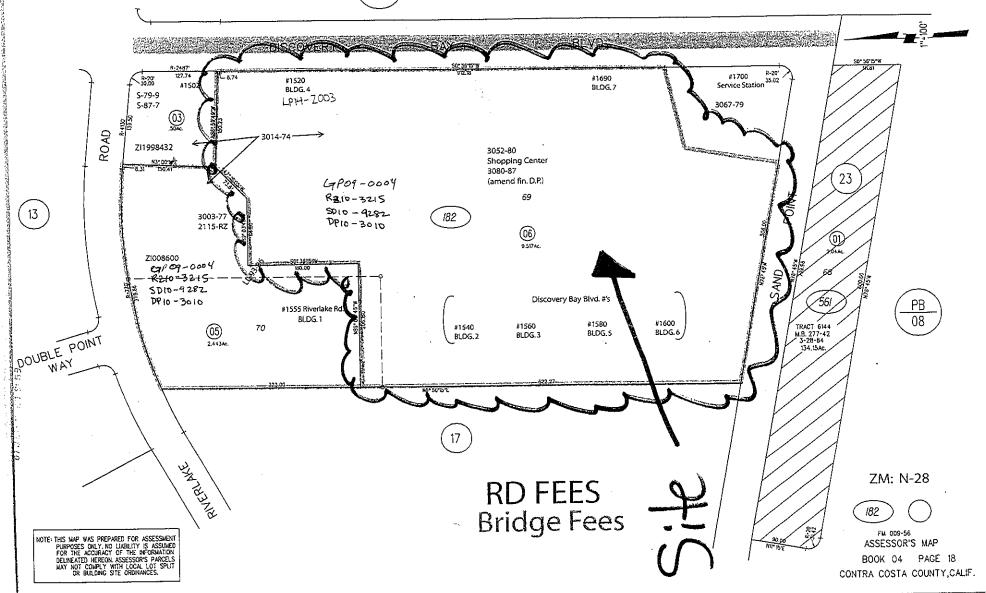
Date Jan. 27, 14

We request your comments regarding the attached app	
DISTRIBUTION	Please submit your comments to:
<u>Internal</u>	Project Planner Stran Muracka
∠ Building InspectionGrading Inspection	Phone # 925 671 - 7781
Advance PlanningHousing Programs	E-mail Stan. Muraoka @dcd.cccounty.us
Trans. PlanningTelecom Planner	County File #
ALUC StaffHCP/NCCP Staff	Prior to February 17, 2014
APC Floodplain TechCounty Geologist	Prior to February 11, 2011
Health Services Department	We have found the following special programs apply
★ Environmental Health Hazardous Materials Hazardous Materials	to this application:
Public Works Department	N Active Fault Zone (Alquist-Priolo)
Engineering Services (Full-size)Traffic	B Flood Hazard Area, Panel #
X Flood Control (Full-size) Special Districts	N 60-dBA Noise Control
Local	CA EPA Hazardous Waste Site
X Fire District East Contra Costa	****
Sanitary District	AGENCIES: Please indicate the applicable code
Water District	section for any recommendation required by law or ordinance. Please send copies of your response to
City of	the Applicant and Owner.
School District(s)	
LAFCO	Comments:NoneBelowAttached
★ Reclamation District # <u>600</u>	
East Bay Regional Park District	
∠ Diablo/Discovery Bay/Crockett CSD	
MAC/TAC	
Improvement/Community Association	
Others/Non-local	
CHRIS – Sonoma State	
CA Fish and Wildlife, Region 3 – Bay Delta	
Additional Recipients fire@cccfpd.org	
X Consolidated Five fire@cccfpd.org	
× ABC	Dist Name
	Print Name
	Signature DATE
	Agency phone #

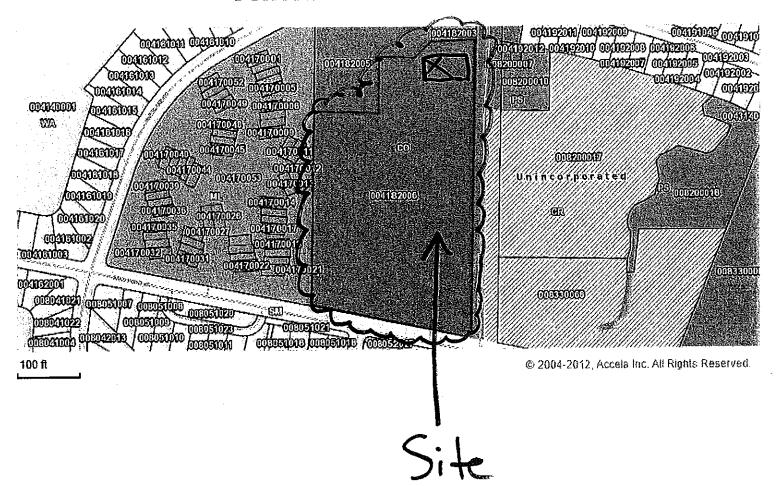


CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION & DEVELOPMENT COMMUNITY DEVELOPMENT DIVISION

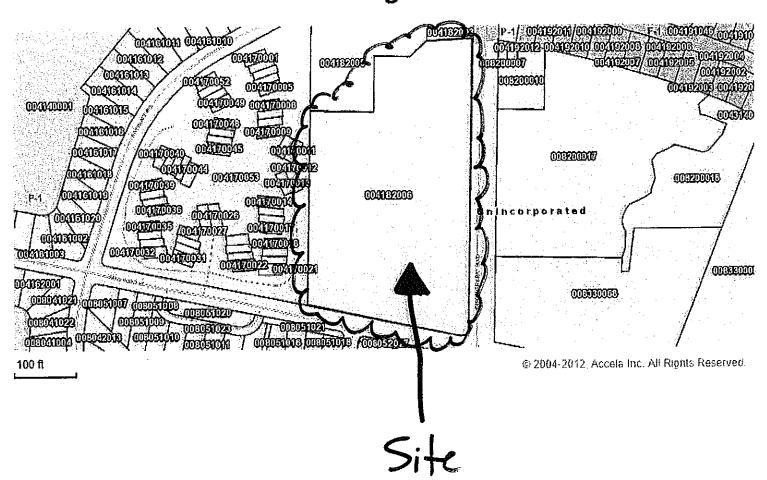
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City, State Discount BAN CA)	City, State	GALT	cA =	
Phone .		Phone 12	12-0826 w >		
By signing below, owner agrees to pay al interest, if the applicant does not pay costs. Check here if billings are to be sent to apply the control of the c	/ /	By signing b application, p days of invoice	lus any accr	ant agrees to pay all costs for processing this ued interest, if the costs are not paid within 30	
Swner's signature	Applicant's signature				
CONTACT PERSON (optional)	ANTHONY Ricost	PROJECT	DATA		
Name Charles South	and will king	Total Parcel	Size:	an and an	
Address		Proposed N	ımber of Uı	nits: /	
City, State		Proposed Sc	uare Footag	ge: 706 58Fr	
Phone 925-998-627	7 (7,09)717-0824	Estimated P	roject Value	47.5000.00	
DESCRIPTION OF REQUEST (attack	n supplemental statement if ne	ecessary):			
				· · · · · · · · · · · · · · · · · · ·	
			• •		
	OUNCEL	SE ONLY			
Application description: Wrn		4			
APPLICANT REQUESTS	APPROVAL OF A	0	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	MIT TO ESTABLISH	
A WINE AND CHEESE	BAR WATH ON-	PREMISI		OHOLIC BEVERAGE	
SINGS IN AN EXIS	7/MG SKOPPIN	g cem	er,	including the	
	outdoor seating an		mately	30 × 21 in size.	
	CONTER IN DYSCOU	ERY BAY	OF L	DISCOVERY BAY BLUD.	
Ordinance Ref.: 82-38.602	TYPE OF FEE	FEE	S-CODE	Assessor's No.: 004-182 - 006	
Area: DISCOVERY BAY	\$3, 0 67.00 *Base Fee/Deposit	270	S-	Site Address: Suite 300	
Fire District: EAST CONTRA COSTA	Late Filing Penalty (+50% of above if applicable)	\$	S-066	Zoning District: P-1	
Sphere of Influence:	1/2% est. value over \$100,000	\$	S-029	Census Tract: 3040.00	
Flood Zone: B	#Units: x \$195.00 Sq. Ft. x \$0.20	\$.	S-014	Atlas Page: N-28	
Panel Number:	Notification Fee	\$ \$30.00 \$30.00	S-052	General Plan: CO	
	Fish & Game Posting				
x-ref Files:	(if not CEQA exempt)	\$75.00	S-048	LP/DP Combination: YES) / NO	
	Env. Health Dept.	57-00 \$47.00	5884	Supervisorial District: 3	
	Other:	\$		Received by: Daniel	
Concurrent Files:	\$3,087.00 TOTAL	\$ 2,72	7.00	Date Filed: 1/21/14	
	Receipt #	CD14-00	5723	File Number: LP14 - 2003	
	*Additional fees based of		rials		



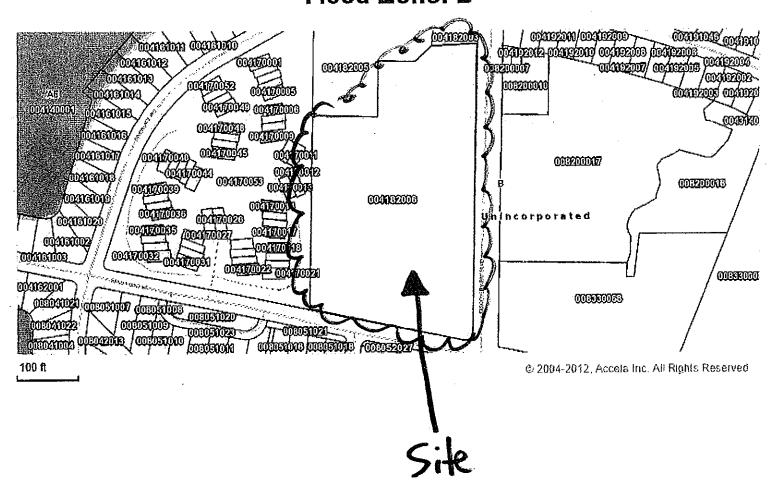
General Plan: Commercial



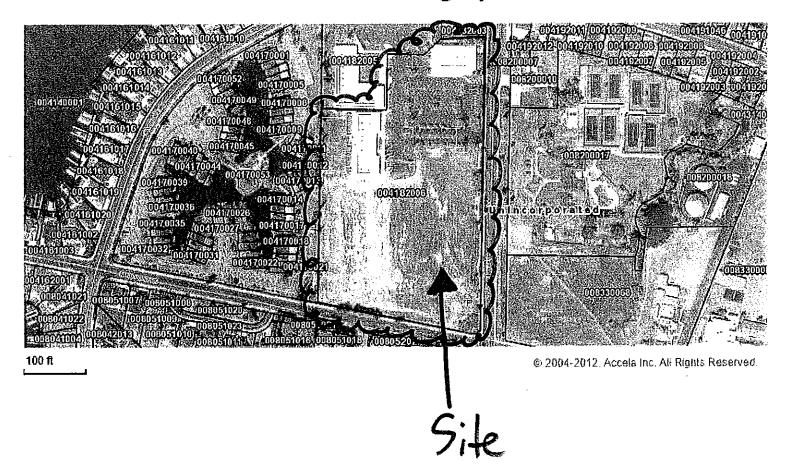
Zoning: P-1



Flood Zone: B



Aerial Photograph



WICINITY MAP NOT TO SCALE BRENTIMOOD POINT OF TIMBER RD. BLVD. PROJECT RIVERIAKE RD. ST. AMARSH CREEK RD. AMARSH CREEK RD. 4

CONTACT LIST

OMER
ANTHONY ROOST
667 CANYON CREEK WAY
6ALT, CA 95632
PH: (204) 712-0826

ANTHONY ROOST

ARCHITECT SDS ARCHITECTS, INC. 3361 WALNIT BLYD., SUITE 120 BRENTIYOOD, CA 94513

LANCE CRANNELL, AIA

BRENTWOOD, CA 945/3 PH: (925) 634-7000 FX: (925) 634-8020

TITLE 24 ENERGY CONSULTANT
ALEXANDER SCHEFLO AND ASSOCIATES, INC.
2426 PACIFIC AVENIE

MITCH SCHEFLO

PH: (209) 948-9761 FX: (209) 948-1258

SCOPE OF WORK

PROVIDE INTERIOR IMPROVEMENTS TO AN EXISTING TO SO. FT, SPACE TO ACCOMMODATE A NEW WINE AND CHEESE BAR.

DEFERRED SUBMITTALS

- I. FIRE SPRINKLER
- 2. FIRE ALARM / SPRINKLER MONITORING
- 3. FULL MANUAL & AUTOMATIC FIRE ALARM PER CEC 901.23.

SPECIAL INSPECTION

1. THBAR CEILING

UNWINED WINE & CHEESE BAR BYRON, CA (CONTRA COSTA COUNTY JURISDICTION)

INITIAL ISSUE: 01-15-14

ANTHONY & ALYSSA ROOST

667 CANYON CREEK WAY GALT, CA 95632 (209) 712-0826

GENERAL NOTES

- A) THE CONTRACTOR SHALL VERIFY ON SITE ALL GRADES, EXISTING IMPROVENENTS, PROPERTY LINES, EASEMENTS,
 SETBACKS INITIATES AND SUBSTRUCTURES. WHERE DISCREPANCIES OCCUR. CONTACT ARCHITECT.
- B) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE HIMSELF WITH THE SITE AND PLANS OF THIS WORK. CONTRACTOR SHALL CLARIFY WITH THE ARCHITECT AND OWNER ALL POINTS OF MISIADERSTANDING PRIOR TO SUBMITTING A BID. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK AS DESCRIBED AND SHOW.
- 2. ALL NEW CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF CODES ADOPTED BY LOCAL GOVERNING ASENCIES. THESE SHALL INCLUDE (BUT NOT LIMITED TO) THE THE APPLICABLE CODES, LAWS, AND RESULATIONS LISTED UNDER "CODE INFORMATION" ON THIS SHEET, AS WELL AS ALL HEALTH AND SAFETY CODES AND ORDINANCES ADOPTED BY THE LOCAL GOVERNING ASENCIES.
- THESE PLANS ARE FOR GENERAL CONSTRUCTION PURPOSES ONLY. THEY ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SELECT, VERIFY, RESOLVE AND INSTALL AT MATERIALS AND FOURPENT.
- 4. THE ARCHITECT SHALL NOT BE OBSERVING THE CONSTRUCTION OF THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR THE QUALITY CONTROL AND CONSTRUCTION STANDARDS FOR THIS PROJECT.
- ALL SMOKE AND HEAT DETECTION AND FIRE ALARM SYSTEMS SHALL BE SUBJECT TO CONTRA COSTA COUNTY FIRE DISTRICT PLAN REVIEW, PERMIT AND INSPECTION APPROVAL.
- PLIMBING FIXTURES AND FITTINGS SHALL MEET THE FOLLOWING CRITERIA CONCERNING WATER USAGE PER CALGREEN TABLE 5303.22;
 - A), WATER CLOSETS: MAXIMM 1.6 GALLONS PER FLUSH
 B), SHOWER HEADS: MAXIMM FLOW RATE 2.5 GALLONS/MINITE AT 80 P.S.I.
 C), FAUCETS: MAXIMM FLOW RATE 0.5 GALLONS/MINITE AT 60, P.S.I.

PROJECT DATA

SITE ADDRESS I520 DISCOVERY BAY BLVD, SUITE 300 BYRON, CA 44505 PROJECT DESCRIPTION APN. FENANT IMPROVEMENT APN. 004-182-006

APIN ZONING DESCRIPTION OF USE TYPE OF CONSTRUCTION OCCUPANCY SPRINKLERS NO. OF STORIES FLOOR AREA

P-I WINE BAR V-B A2 YES ONE 106 SQ, FT.

APPLICABLE CODES, LAVIS AND REGULATIONS

2013 CALIFORNIA BUILDING CODE (C.B.C.)
2013 CALIFORNIA MECHANICAL CODE (C.M.C.)
2013 CALIFORNIA PLIMBING CODE (C.P.C.)
2013 CALIFORNIA ELECTRICAL CODE (C.E.C.)
2013 CALIFORNIA BIMERGY CODE

2013 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN COD

AND ANY OTHER APPLICABLE LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS.

FLANS MUST COMPLY WITH CITY OF BYRON SECURITY ORDINANCE

PARKING

ALL PARKING SHALL BE PROVIDED BY (E) DEVELOPMENT.

SHET TITLE SHEET SHEE

COMMERCIAL CHECKLIST

PRIOR TO THE FINAL INSPECTION AND ANY SUBSEQUENT PUBLIC

OCCUPANCY: THE BILDING PERMIT HOLDER SHALL FURNISH A COMPLETED COMMERCIAL PROJECT COMPLETION CHECKLIST

(ATTACHED) ALONG WITH SUPPORTING DOCUMENTETION TO THE

A) VERIFY WITH COUNTY REGARDING BUSINESS LICENSE

B) CONTRA COSTA FIRE DISTRICT FINAL INSPECTION AND

C) WRITTEN CERTIFICATION FROM A LICENSED ELECTRICAL

CONTRACTOR CERTIFYING ALL EXISTING PREMISE ELECTRICAL HAS BEEN CHECKED AND THAT THE SYSTEM APPEARS SAFE

D) WRITTEN CERTIFICATION FROM A LICENSED MECHANICAL

CONTRACTOR CERTIFYING ALL EXISTING PREMISE HVAC HAS BEEN CHECKED AND THAT THE SYSTEM APPEARS SAFE WITH

F) A SATISFACTORY FINAL INSPECTION BY CONTRA COSTA

UPON YOUR SUCCESSFUL COMPLETION OF ALL THE ABOVE

BUILDING INSPECTOR AT TIME OF FINAL INSPECTION.

WRITTEN APPROVAL TO OCCUPY.

COUNTY BUILDING DEPARTMENT.

SHEET INDEX

SDG Architects, Inc. Architecture / Planning 3361 Walnut Bivd. Stc. 120 Brentwood, CA 94513 (925) 634-7000 FAX: (925) 634-8020

UNWINED

WINE & CHEESE BAR BYRON, CA

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2014 J211 21 PM 3: 23

TITLE SHEET

REVISIONS

LAN - SHEET TS

E) ALL ONSITE IMPROVEMENTS SHALL BE 100% COMPLETE PRIOR TO ANY OCCUPANCY.

AND YOU PRESENTING ALL THE PRESCRIBED DOCUMENTATION
TO THIS BUILDING DEPARTMENT, YOU MAY BE ISSUED A
CERTIFICATE OF OCCUPANCY FOR THIS PROJECT.

REVIS

OCCUPANCY DATA
TOTAL MAX. OCCUPANCY: 26

| REA MPE             | DINNS | KITCHEN | STORAGE | RESTROOM |  |
|---------------------|-------|---------|---------|----------|--|
| ROPOSED<br>SQ. FT.  | 311   | 174     | 57      | 13       |  |
| LOAD<br>FACTOR      | 5     | 200     | N/A     | N/A      |  |
| COUPANCY            | 25    | 1       |         |          |  |
| EXITS               | ı     |         | ı       | ı        |  |
| OF EXITS<br>ROVIDED | 2     | 1       | I       | ı        |  |

DO NOT SCALE THESE DRAWINGS

### ABBREVIATIONS (U.O.N.)

| CENTRANE               | ж          | MCADHAVE OVEN     |
|------------------------|------------|-------------------|
| PROPERTY LINE OR PLAYE | PÄ         | MASTER            |
| FOUND OR HITEER        | HA3.       | KATRA.            |
| AME                    | MAX.       | KYXHK             |
| AIO                    | H.B.       | HACANE BOLT       |
| AT                     | HE         | HEDGNE GABNET     |
| DATE                   | High       | HELPANZAL         |
| EXS'NG                 | <b>26.</b> | TETAL             |
| XA.                    | HER        | HAMPACTREE        |
| OVER ON ON             | 223        | HOME              |
| PARALEL                | M.E.       | HUST THE RESISTAN |
| FERROGLAR              | K5G        | MSCELLANGOS       |
| NC 4                   |            |                   |
|                        | 144        | NOT APPLICABLE    |
| AVOICE BOLT            | N.C.       | NOT IN CONTRACT   |
| ASONE                  | 102        | NAMES             |
| ASPACIOCATE            | NTS.       | NOT TO SCALE      |
| ARCODTONS              |            |                   |
| ADDTONIL               | 0.6.       | ON CENTER         |
| ADJACENT               | 03         | CLTSON DANFTER    |

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### CLEAR FLOOR OR GROUND SPACE FOR WHEELCHAIRS

### THE MINHAM, CLEAR FLOOR OR GROUND SPACE REQUIRED TO ACCOMMODATE A SINGLE, STATIONARY INEELEMAR AND OCCUPANT IS 30 INCHES X 40 INCHES. THE MINHAM CLEAR FLOOR OR GROUND SPACE FOR INEELEMARS HAVE FOR POSITIONARY FOR FORWARD OR PARVALLEL APPROACH TO AN ORBEST. CLEAR FLOOR OR GROUND SPACE FOR WHELEMARS HAVE BY ART OF THE WESTACK FROUNDED UNDER SOME OR BESTOR WHELEMASS HAVE BY FACT OF THE WESTACK FROUNDED UNDER SOME OR BESTOR.

- PROVIDE AN ADDITIONAL 12 INCHES NIDTH ON ONE SIDE FOR ALCOVES GREATER THAN IS INCHES DEEP AND DESIGNED FOR SIDE APPROACH.
- PROVIDE AN ADDITIONAL 6 INCHES KIDTH ON ONE SIDE FOR ALGOVES GREATER THAN 24 INCHES DEEP AND DESIGNED FOR FRONTAL APPROACH.

### HAZARDS AND PROTRUDING OBJECTS

- CRUECTS PROJECTING FROM KALLS WITH THEIR LEADING EDGES BETWEEN 21 INCHES AND 80 INCHES ABOVE THE FINSHED FLOOR SHALL PROTRIDE NO MORE THAN 4 INCHES INTO MALKS, MALLS, CORRIDORS, FASSAGEMAYS, OR AISLES.
- OBJECTS MOUNTED WITH THEIR LEADING EDGES AT OR BELOW 21 INCHES ABOVE. THE
- FREE-STANDING OBJECTS MOINTED ON POSTS OR PYLONS MAY OVERHANS 12. NOVES MAINTIM FROM 21 NOVES TO BO INCHES ABOVE THE GROUND OR FINSHED FLOOR.
- PROTRIDING COLECTS SHALL NOT REDUCE THE REQUIRED CLEAR WIDTH OF AN ACCESSIBLE ROJTE OR MANEJMENNS SPACE.
- ANY COSTRICTION OVERVINOUS A PEDESTRIAN MAY SHALL BE A MINIMUM OF BO INCRES ABOVE THE MALKING SURFACE AS NEASURED TO THE BOTTOM OF THE COSTRICTION.

### VALKS AND SIDEWALKS

- MALKS AND SIDEMALKS SHALL HAVE A CONTINIOUS COMMON SURFACE NOT INTERRIPTED BY STEPS OR BY ABRIPT CHANGES IN LEVEL EXCEEDING 1/2 INCHES, AND SHALL BE A MINMAM OF 48 INCHES IN KIDTH.
- SURFACE CROSS SLOPES SHALL NOT EXCEED 1/4 INCH PER FOOT,
- WALKS, SOIDHALKS, AND PEDESTRIAN WAYS SHALL BE TREE OF GRATING WHENEVER POSSIBLE. SRID OPENNSS WITHIN GRATINGS LOCATED IN THE SURFACE OF ANY OF THESE AREAS SHALL BE LIMITED TO 1/2 NO.H IN THE DIRECTION OF THE TRAFFIC FLOX
- HEN THE SLOPE IN THE DIRECTION OF TRAVEL OF ANY MALK EXCEEDS I VERTICAL TO 20 HORIZONTAL, IT SHALL CONFLY WITH THE PROVISIONS OF PEDESTRUMS RAMPS.

### ENTRANCES/DOORS

- ALL FRANKY ENTRAKES AND EXTERIOR GROUP FLOOR EXIT DOORS TO BUILDINGS AND FACILITIES SHALL BE MADE ACCESSIBLE TO THE PHYSICALLY DISABLED.
- ALL ACCESSIBLE ENTRANCES SHALL BE IDENTIFIED WITH AT LEAST ONE STANDARD SIGN AND MITH ADDITIONAL DIRECTIONAL SIGNS, AS REQUIRED, VISIBLE FROM APPROACHING PEDESTRIAN WAYS.
- EVERY REGUSED BYTRAYCE OR PASSASE DOORWAY SHALL BE OF A 9/12 AS TO FERRAL THE INSTALLATION OF A DOOR NOT LESS THAN 36 NOTES IN MOTH, AND NOT LESS THAN 36 NOTES IN REGIST. DOORS SHALL BE CAPABLE OF OFENNS AT LEAST NO DEGREES AND SHALL BE SO HOUSTED THAT THE CLEAR WITH OF THE DOORWAY IS NOT LESS THAN 32 INCRES.
- LATCHING AND LOCKING DOORS THAT ARE HAVD ACTIVATED AND INHICH ARE IN A PAIN OF TRAVEL, SHALL BE OPENABLE WITH A SINALE EFFORT BY LEVER TIPE HARDMARE, PAINS BARS, REHPLIL ACTIVATING BARS, OR OTHER HARDMARE DESIGNED TO PROVIDE PASSAGE INTHOIT REQUENTS THE ABILITY TO GRASP THE
- HAVO ACTIVATED DOOR OFFING HARDWARE SHALL BE CENTERED BETWEEN SO INCHES AND 44 INCHES ABOVE THE FLOOR.
- THE FLOOR OR LANDING LENGTH ON EACH SIDE OF AN ENTRANCE OR A PASSAGE DOOR SHALL BE LEVEL AND CLEAR AT LEAST 60 INCHES IN THE DIRECTION OF THE DOOR SING AND AT LEAST 46 INCHES OPPOSITE THE DIRECTION OF DOOR AS HEASIRED AT RIGHT ANGLES TO THE FACE OF THE DOOR IN ITS CLOSED POSITION. THE NOTH OF THE LEMEL, ANG LEAR AREA ON THE SIDE WHICH THE DOOR SINGS SHALL EXTEND 24 INCHES PAST THE STRIKE EIGHE OF THE DOOR FOR EXTERIOR. DOORS, AND IS INCHES PAST THE STRIKE EDGE FOR INTERIOR DOORS.
- THE FLOOR OR LANDING SHALL NOT BE MORE THAN 1/2 INCH LOWER THAN THE THRESHOLD OF THE DOORNAY, CHANGES IN LEVEL BETWEEN 1/4 INCH AND 1/2 INCH SHALL BE LEVELED WITH A SLOPE NO GREATER THAN 1/2.
- THE BOTTOM TO TICKES OF ALL DOORS (EXCEPT AUTOMATIC AND SLIDING) SHALL HAVE A SHOOTH UNINTERCEPTED SIRFACE TO ALLON THE DOOR TO BE OPENED BY A HEELCHAR POOTREST NITHOUT CREATING A TRANS OR HAVAROUS CONDITION. HERE MINROW I FRAME DOORS ARE WELD, A I INCH HEM POOTRI PARE SHALL BE SHALL BE NISTALLED ON THE PIEM SIDE OF THE DOOR, HICH NILL ALLON THE DOOR TO BE CRESSED BY A DAME OF THE DOOR WHICH NILL ALLON THE DOOR TO BE OPENED BY A WHEELCHAR FOOTREST.
- THE PAXMAM EFFORT TO OPERATE DOORS SHALL NOT EXCEED 8-1/2 LBS, FOR EXTENCE DOORS AND 5-LBS, FOR INTERIOR DOORS, SUCH PULL OR RISH EFFORT EASE OF EASY APPLIED AT RISHT AND EST OF INSEPED DOORS AND AT THE CONTRE RAME OF SUDIA'S OR FOLDING DOORS. CONTREMATING DEVICES OR AUTOMATIC DOOR OPERATORS MAY BE UTILIZED TO MEET THE ABOVIE STANDARDS, MAY FOR THE DOORS ARE REGURED, THE MANNAM EFFORT TO OPERATE THE DOORS MAY FOR THE DOORS ARE REGURED, THE MANNAM EFFORT TO OPERATE THE DOOR MAY FOR THE DOORS.

### SANTTARY FACILITIES (GENERAL)

- ALL DOORWAYS LEADING TO SANITARY FACULTIES SHALL HAVE 32 INCH CLEAR, INCHESTRACIED CORNINGS
- AL SINS, FAICET CONTROLS, AND OPERATINS HECHANISHS SHALL BE OPERABLE INTH ONE HAID AND SHALL HOT REQUIRE THEM CARSPINS, POLITIES, OR TINISTINE HOSTS. THE FORCE REQUIRED TO ACCITIVATE CONTROLS SHALL BE NO SERVICE THAT S LIBS. LEVER-OPERATED, HISH-THYE, AND ELECTROXICALLY CONTROLLED HECHANISHS AND EMPLOYED OF ACCIDITATE DESIGNS. SUFFICIONS VALVES AN ALLOYED IF THE FACKET REMANS OPEN. FOR AT LEAST 10 SECONDS
- LAVATORIES SHALL BE MOUNTED MITH A MINIMAN DISTANCE OF 10 DICHES FROM A MALL OR PARTITION TO THE CENTER LIVE OF THE FIXTURE. ACCESSEDE LAVATORIES SHALL BE MOUNTED MITH THE RIM OR COUNTER SURFACE NO HIGHER THAN SALIKKES ASO/E THE FIX'SHED FLOOR.

### TOILET ROOM FIXTURES AND ACCESSORIES

HANDICAPPED ACCESSIBILITY NOTES

- THE HEIGHT OF ACCESSIBLE WATER CLOSETS SHALL BE A MINIMAN OF IT INCHES AND A MAXIMAL OF MINIMES MEASURED TO THE TOP OF THE TOLET SEAT.
- PROVIDE ID INCHES FROM THE CENTERLINE OF THE WATER CLOSET TO THE ADJUCTION WAIL.
- TOLET AND VRIVAL FLUSH CONTROLS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE 18HT GRASSING, ROWING, OR THISTING OF THE RAIST. CONTROLS FOR THE FLUSH VALVES SHALL BE MOAITED ON THE 5DE OF THE TOLET NO MORE THAN 44 NOLES ABOVE THE FLOOR, THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN SHO
- MERG IRNALS ARE PROVIDED, AT LEAST ONE SHALL HAVE A CLEAR SPACE 30
  INCHES NOE X 48 INCHES LOSS IN PROMI OF THE IRNAL, AT LEAST ONE IRNAL, INT
  A RM PROJECTING A MINIMA OF 14 ROLES FROM THE NALL AND A HAXMAM OF IT
  INCHES ABOVE THE FLOOR SHALL BE INSTALLED.
- LAVATORES SHALL BE MONTED NITH A CLEARANCE OF AT LEAST 24 INCHES FROM THE FLOOR TO THE BOTTOM OF THE APRON INTH NIVEE CLEARANCE UNDER THE PROOF IN EXTENSIVE A NINNAM OF 80 INCHES IN POINT HITH 8 INCHES INSTAND DEPTH AT THE TOP. TOE CLEARANCE SHALL BE THE SAME MOTH AND SHALL BE A MINNAM OF 11 INCHES DEED FROM THE FLOOR AND A MINNAM OF 11 INCHES DEED FROM THE FROM THE FLOOR AND A MINNAM OF 11 INCHES DEED FROM THE FROM THE TROOT OF THE LAVATORY.
- HOT WATER AND DRAIN PLYES WORR LAVATORIES SHALL BE INSULATED OR OTHERWISE COVERED. THERE SHALL BE NO SHARP OR ABRASIVE SURFACES. LADER LAVATORIES.
- 8. MERCORS SHALL BE MOUNTED WITH THE BOTTOM EDGE NOT MORE THAN 40 INCHES FROM THE FLOOR.
- LOCATE PAPER TOYEL DISPENSERS, SANTARY NAPKIN DISPENSERS, AND WASTE RECEPTIACLES WITH ALL OPERABLE PARTS NOT HORE THAN 40 INCHES FROM THE FLOOR.
- IO. LOCATE TOLET TISSLE DISPENSERS ON THE WALL WITHIN 12 INCHES OF THE FROMT EDGE OF THE TOLET SEAT.

### MULTIPLE ACCOMMODATION TOILET FACILITIES

- A CLEAR SPACE MEASURED FROM THE FLOOR TO A HEGHT OF 21 INCHES ABOVE THE FLOOR, NINKI THE SANTARY FACULTY ROOM OF SUFFICIENT SIZE TO INSCRIBE A CARGLE RITHAL PURPOSE NOT LESS THAN SO INCHES OR FOLLOW SHALL BY A CLEAR SPACE NOT LESS THAN SO INCHES AS 63 INCHES IN SIZE SHALL BY PROVIDED. DOORS OTHER THAN THE DOORS TO THE DEVALED TO DELIC COMPARTIENT, IN ANY POSITION, MAY ENCROLCED IN SIZE THAN INTO THIS SPACE BY NOT HORE THAN 12 INCHES.
- AN ACCESSIVE ROMDIAL TOLET STALL SHALL PROVIDE AT LEAST 20 INCAES CLEAR SPACE FROM A MALL AT ONE SIDE OF THE MATER CLOSET. A 69 KNIEGO CLEAR SPACE FROM A MALL AT ONE SIDE OF THE MATER CLOSET. A 69 KNIEGO KNIEGO FROM THE MATER CLOSET SHALL BY FACE IN FROM OF THE MATER CLOSET SHALL BY PROVIDED IF THE COMPARTMENT HAS AN END OFFINIS DOOR (FACAS THE WATER CLOSET). A 60 INCHLORS CLEAR SPACE SHALL BE PROVIDED IN A COMPARINENT HEAT THE DOOR IS LOCATED AT THE SIZE FARS BARS SHALL NOT PROJECT HOME THAN IS NOTED AT CLEAR SPACES AS SPECIFIED ABOVE.
- 3. WATER CLOSET COMPARTMENTS SHALL BE EQUIPTED WITH A DOOR THAT HAS AN ATRIVATIC CLOSES DEVICE, AND SHALL HAVE A CLEAR WORSTROTTED OFFINIS INDIT OF 93 INCHES HER LOCATED AT THE END AND 94 INCHES HIER LOCATED. AT THE SIZE WITH THE DOOR POSITIONED AT AN ANSALE OF 90 DESCREES FROM ITS CLOSED POSITION
- 4. EXCEPT FOR DOOR OFENNS INDING AND DOOR SYNING, A CLEAR (MOBSTRICTED ACCESS NOT LESS THAN 44 INCHES SHALL BE PROVIDED TO INJURY CLOSET COMPANIENTS DESIGNED FOR LIES BY HE DISABLED. THE SPACE INVESTIGATION FOR PROVIDING THE MARKET SHALL BE NOT LESS THAN 49. INCHES AS PERSARED AT ROAD TO SELECT FOR PARTICIATION SHALL BE NOT LESS THAN 49. INCHES AS PERSARED AT ROAD TO SELECT TO THE COMPARTMENT OF AN INTERCOLOR DOCUMENT.

### GRAB BARS

- GRAS BARS SHALL BE LOCATED ON ONE SIDE AND THE BACK OF THE PHYSICALLY DISABLED TOLET STALL OR COMPARINENT AND SHALL BE SECRELY ATTACHED SO INCHES ABOVE AND PARALLEL TO THE FLOOR.
- GRAB BARS AT THE SIZE SHALL BE AT LEAST 42 BICHES LONG WITH THE PROXIT END FOSITIONED 24 NOTES IN FRONT OF THE NATER CLOSET STOOL. GRAB BARS AT THE BACK SHALL NOT BE LESS THAN 86 INCHES LONG
- 3. THE DIAMETER OR WOTH OF THE SRIPPINS SURFACES OF A SRAIB BAR SHALL BE 1-14 INCHES OR THE SHAPE SHALL PROVIDE AN BOUNDAID TO REPPINS SURFACE IF THE GRAB BARS ARE MODITION ADMINISTRATION OF WALL, THE SPACE DETINED THE NAIL AND THE GRAD BARS SHALL BE 1-1/2 INCHES.
- A GRAB BAR AND ANY WALL OR OTHER SURFACE ADJACENT TO IT SHALL BE FREE OF ANY SHARP OR ADRASIVE ELEMENTS, GRAB BAR EDGES SHALL HAVE A MIXMM OF ANY SHARP OR AL RADUS OF US INCH.
- 5. GRAD BARS SHALL NOT ROTATE WITHIN THEIR FITTINGS.
- 6. GRAS BARS SHALL BE DESISHED TO SUPPORT A 250 POUND FORCE

### ADDITIONAL REQUIREMENTS

- THE BOTTOM OF RECEPTACLE OUTLETS AND COMMUNICATION SYSTEM RECEPTACLES SHALL BE LOCATED NOT LESS THAN IS INCHES NOW MORE THAN 40 INCHES ABOVE THE FLOOR OR MOKING PLATFORM.
- THE CENTER OF THE GRIP OF THE OPERATIVS HANDLE OF SATICHES INTENDED. TO BE USED BY THE OCCUPANT OF THE ROOM OR AREA TO CONTROL LIGHTING AND RECEPTABLE OMILETS, REPULAYES, OR COOLING, HEATING AND VERTILATIVE BUILDINGHT, GHALL BE NOT LESS THAN IS INCHES NOR MORE. THAN 40 INCHES ABOVE THE FLOOR OR MORKING.
- THE CENTER OF FIRE ALARM INITIATING DEVICES (BOXES) SHALL BE LOCATED. 48 INCHES ABOVE THE LEVEL OF THE FLOOR, WORKING PLATFORM, GROUND. SURFACE, OR SUBFALK
- 4. THE INTERNATIONAL SYMBOL OF ACCESSBUITY SHALL BE THE STANDARD USED TO IDENTIF FACILITIES THAT ARE ACCESSBUE TO AND USABLE BY PRINSCALLY DISABLED PERSONS. THE SYMBOL SYSCHED ABOVE SHALL CONSIST OF A MITTE FRANCE ON BILLE BACKGROAD. THE BULL SHALL BE EQUAL TO COLOR NO. BOHO IN PEDERAL, STANDARD SHSA.

### CONTRACTOR SHALL, PRIOR TO COMMENCEMENT OF HORK, FELD VERBY ALL EXETING PROJECT CONDITIONS, INCLUDAS DIMENSIONS AND UTILITY LOCATIONS & UTILITY SIZES, GRADES, ELEVATIONS, CRITICAL LOCATIONS, 1 STRUCTURAL SUPPORTS. THE CONTRACTOR CHILD REPORT LINE COLUMNIA TO THE PROJECTION.

- SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- A. FIELD COFFENATION OF DISCREPANCES SHALL BE RECORDED ON A REPRODUCELE DOQUENT AND INVESTIGATIVE TRANSMITTED TO THE OWNER AND THE ARCHITECT FOR PROJECT RECORD, COORDINATION, AND RECESSARY RESOLUTION PRIOR TO CONTINUING INTO MORE
- B. CONTRACTOR SHALL YERFY, AND BE RESPONSIBLE FOR ALL HORK AND MATERIALS, INCLUDING THOSE FURNISHED BY SUBCONTRACTORS.
- C. HRITTEN DYDISSIONS TAKE PRECEDENCE OVER SCALED SIZES, <u>DO NOT SCALE</u> <u>PRAVISSO TO DETERNIE ANY LOCATIONS</u>. THE ARCHITECT SHALL BE NOTIFIED OF ANY DESCREPANCES, PRIOR TO CONTINUAS WITH LORK.
- D. SHOULD CORFLICTS OCCUR BETWEEN THE DRAWNSS AND SPECIFICATIONS, THE DRAWNSS SHALL GOVERN IN MATTERS OF DIMENSION OR DIAMTRY, SPECIFICATIONS SHALL GOVERN IN MATTERS OF MATERIALS, FINSHES, I QUALITY, E THE CONTRACTOR SHALL PERFORM ALL WORK IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS AS AFFRONZO BY THE BUILDING DEPARTHENT. THE AFFRONZO CONSTRUCTION DOCUMENTS SHALL NOT BE CHANGED OR MODIFIED WITHOUT THE AFFRONZO OF THE OWER AND THE ACCURITICS, IN HEITING.
- F. THE GREAT CONTRACTORS WILL PROVIDE OR INVEX. AVAILABLE A COPPLETE SET OF COSTRUCTION DOCUMENTS (INCLUDIS DRAINING AND SPECIFICATIONS) TO EVERY SELECTION DOCUMENTS (INCLUDIS DRAINING AND SPECIFICATION DRAINING AND SPECIFICATION SELECTIONS BODDIS AND PORTION OF THIS PROJECT, THE GENERAL CONTRACTOR SHALL REQUISE BODDIS SELECTIONS OF REVEN THE DISTRICT OF STATE LOS OF STATE LOS OF THE SECOND OF THOSE AND REPER TO CASE STATE OF THE SECOND OF THOSE AND REPER TO CASE STATE OF THE SECOND OF T
- SHALL ENGINE THAT EACH SINCONTRACTOR NORKING ON THE PROJECT MANTAINS A HILL SET OF CONSTRUCTION DOCUMENTS THROUGH OUT THE CONSTRUCTION OF THE PROJECT, 6. ALL DIMENSIONS ON FLANS ARE TO CENTERLINE OF WALLS / COLUMNS, AND FACE OF SIDD (F.O.S.), FACE OF SHEATHEN (F.O. SHTG) OR FACE OF MASCARY (F.O.M.), WLESS NOTED OFFERNORE OF
- H. THE ARCHIBCT SHALL HAVE LIMITED OBSERVATION OF THE COMMITMENTION OF THIS PROJECT. THE COMMITMENT IS RESPONSIBLE FOR THE QUALITY COMMITMENT, AND CONSTRUCTION STANDARDS FOR THIS PROJECT.
- I. CONTRACTOR TO THOROUGHLY REVIEW DRAWNGS & ALERT ARCHITECT OF ANY DISCREPANCIES OR COMPLICTS.
- ALL WORK SHALL CONFORM TO THE LATEST ADOPTED EDITIONS OF ALL APPLICABLE BILLING CODES AS WELL AS ALL OTHER LOCAL CONFERNING CODES AND ORDINANCES.
   CODES I ORDINANCES SHALL TAKE PRECEDENCE ONER REVAYINGS AND SPECIFICATIONS, REFORT DISCREPANCIES TO THE ARCHITECT INNEDIATELY.
- 3. THE CONTRACTOR SHALL REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCES, OR CONSIGNS HE MAY DISCOVER. THE CONTRACTOR IS RESPONSIBLE FOR CORRECTING MAY ERROR AFTER THE START OF CONSTRUCTION HICH HAS NOT BEEN ENGALED IT TO THE ATTENDED OF THE OWNER. THE YEARS OF CORRECTING MAY ERROR SHALL FIRST BE APPROVED BY THE CHIEFE.
- 4. THE GENERAL BIALDING FERMITS SHALL BE PAID FOR BY THE OWNER. ALL OTHER PERMITS SHALL BE SECURED AND PAID FOR BY THE SUBCONTRACTOR DIRECTLY
- A ALL REGURED CITY AND/OR COUNTY LICENSES SHALL BE ACQUIRED AND PAID FOR BY THE NOTYPOUNL TRADES.
- B. ALL CONTRACTORS SHALL HAVE VALID CERTIFICATES OF HORKMANS COMPENSATION ON FILE WITH THE APPROPRIATE ASSISCES.
- THE HORK.

  THE NORK.
- 6. CITY APPROVED PLANS SHALL BE KEPT IN A PLAN BOX AND SHALL NOT BE USED BY WORKNER. ALL CONSTRUCTION SETS SHALL REFLECT THE SAME INFORMATION. THE CONTRACTOR SHALL ALSO MANTAIN. IN 600D CONDITION ONE COMPLETE SET OF PLANS WITH ALL REPORCES ACCORDED ON THE PREVIOUS ACCORDED AND CHANGE CORDED ON THE PREVIOUS ACCORDED AND CHANGE CORDED ON THE PREVIOUS ACCORDED AND CHANGE CORDED ON THE PREVIOUS ACCORDED AND CHANGE OF THE JOB SPERMITEDERS.
- T. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE SECURITY OF THE SHE WHILE JOB IS IN PROGRESS AND WITH JOB IS COMPLETE.
- 8. CANTRACTOR SHALL MANTAIN THE SITE IN A CLEAR AND ORDERLY MANNER. ALL DEBYS SHALL BE REMOVED FROM PROMOSES AND ALL AREAS SHALL BE LIFT IN A BROCK-HOLM CONSTRUCT AT ALL TIMES.
- A. THE CONTRACTOR SHALL LOCATE AND MAINTAIN A TRASH BIN AT THE SITE. SUCH BIN SHALL BE OF ADEQUATE DIMPISION TO KEEP THE SHE CLEAN AT ALL TIMES. THE BIN SHALL BE REMOVED AND EMPTIED AS REQUIRED.
- CONTRACTOR SHALL PROVIDE PEDESTRIAN PROTECTION IN ACCORDANCE WITH ALL
- IO. CONTRACTOR SWALL TAKE ALL NECESSARY PRECAUTIONS TO ENSURE THE SAFETY OF THE OCCUPANTS AND MORKERS AT ALL TIMES. II. CANRACTOR SHALL PROVIDE ALL REGUSED PROTECTION. INCLIDING, BUT NOT LIMITED TO, SPORNS, BRACKS, AND ALL SUPPORTS NECESSARY TO MANTAN OVERALL STRUCTURAL INTEGRATY OF THE BUILDING.
- 12. NO STRUCTURAL MEMBERS SHALL BE CUT TO ACCEPT PIPES, VENTS, DUCTS, ETC., EXCEPT AS DETAILED OR SPECIFIED HEREIX. IB. GYPRIM MALEDARD AND SUPPENDED CELLING SYSTEMS SHALL COMPORM TO ALL LOCAL GOVERNING BUILDING CODES AND ORDINANCES.
- 14. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR AND SHALL REPLACE OR REMEDY ANY FALLTY, IMPROPER OR INTERIOR PLATERLYS OR POSTOVAISHEP AND/OR ANY DAMAGE HICK SHALL APPEAR INTERIOR (I) YEAR APTER THE COMPLETION AND ACCEPTANCE OF THE MORK WORR THIS CONTRACT,
- A. IN ADDITION TO EQUIPPONT MARRANTES, FLRYSH OWER A WRITTEN GURRANTEE
  ASANST LATEST AND PATENT DEFECTS IN MATERIALS AND MORRANSHIP FOR ONE YEAR
  GURRANTEE SHALL ENCLIDE REPAIR, DAVASE TO, OR REPLACEMENT OF, ANY PART OF
  ECUIPPONT PROYDED.
- IS. PPES OR DICTS EXCEEDINS ONE THRO OF THE SLAB THICKNESS SHALL NOT BE PLACED IN STRICTURAL CONCRETE WLESS SPECFICALLY DETAILED. SEE MECHANICAL, BLECTRICAL, AND STRICTURAL DRAWINSS FOR LOCATION OF SLEEVES, ACCESSORES, ETC.
- IG. ALL ELECTRICAL, MECHANICAL, AND FLUMBING MORK SHALL CONFORM TO THE REDURBMENTS OF LEGALLY CONSTITUTED AUTHORITIES HAVING JURISONICTION
- IT. CONTRACTOR SHALL REFER AND CONFORM TO ALL RECOMMEDIATIONS AND FINDINGS SET FORTH IN THE SOLIS REPORT. THE ARCHTECT ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THE FINDINGS NOR FOR THE FINAL RECOMMEDIATIONS. IA. NAME CONTRACTOR SHALL NOTIFY SOLS ENGINEER FOR INSTRUCTIONS PRIOR TO CONTRIUNG MORK SHOULD MY (MUSICAL CONDITIONS BECOME APPARENT DURING GRADING OR FORDIBLION CONSTRUCTION.)
- 14. ALL PAINT COLOR AND/OR MATERIAL TRANSITIONS ARE TO OCCUR AT INSIDE CORNERS
- 20. N/ASOLS ENGNEER SHALL BE RETAINED TO PROVIDE OBSERVATION AND TESTING SERVICES DURING THE GRADING AND FOUNDATION PHASE OF CONSTRUCTION PER REPORT. (THAT SKIN PRICTION FOR UPLET WILL BE BASED ON CAEHALF OF THE SKIN PRICTION FOR
- OL COMPLETE SHOP DRAWNES AND EQUIPMENT SUBMITTALS SHALL BE PROVIDED TO ARCHITECT FOR REVIEW AND AFFRONAL PRIOR TO FABRICATION, AND/OR ORDERS'S OF ANY EQUIPMENT, FIXTURES, MATERIALS, ASSEMBLES, ETG.
- A. THE OWNERS REPRESENTATIVE OR ARCHITECT HILL REVIEW AND APPROVE SHOP DRAWNES AND SAMPLES FOR CONFORMACE WITH DESIGN INTENT OF THE PROJECT ONLY. APPROVAL OF A SEPARATE ITEM SHALL HOT NOICATE APPROVAL OF AN ASSEMBLY IN WHICH THE ITEM FUNCTIONS

### GENERAL NOTES

- B. ALL SHOP DRAWNGS AND SUBMITTALS SHALL BE ROUTED THROUGH THE GENERAL COMPACTOR. NO DOOLMENS SHALL BE SUBMITTED DIRECTLY TO THE ARCHITECT, OR TO THE ARCHITECT'S CONSULTANTS.
- C. SUBMIT ALL SHOP DRANNSS IN THE FORM OF ORE 24'  $\times$  36' TRANSPARENCY (SEPTA) OF EACH SHEET, BLUELINES OR BLACKLINES ARE NOT ACCEPTABLE.
- D. WIEN SHOP DRAWNSS INVOLVE MANUFACTURER'S DATA OR MATERIAL LIST, SUEMIT A MINHAM OF FIVE COPIES FOR REVIEW AND APPROVAL
- 22. EXTERIOR OPENNOS SHALL COMPLY INTH ALL SECURITY REQUIREMENTS AS OUTLINED IN ALL LOCAL BUILDING CODES AND/OR ORDINANCE
- 23. ACCURATE AS-BILLT DRAWNSS SHALL BE GENERATED BY CONTRACTOR DURNS CONSTRUCTION AND SERVITED TO THE OWNER WHON COMPLETION OF FINAL MIXEL UST, BUT PROOF TO RECEIST FOR FINAL PAYMENT.
- 24. FOR SETS OF EOUPMENT OFERATINS AND MAINTENANCE MANUALS SHALL BE SUBSTITED TO ARCHITECT URON CONSLICTION OF PROJECT, BUT PRIOR TO REQUEST FOR FIXAL PAYMENT.
- 25. CONTRACTOR SHALL ASSIST OWNER IN OBTAINING "CERTIFICATE OF OCCUPANCY" OR "OCCUPANCY PERHIT" AS NECESSARY.
- 26. ROOF OBSTRUCTIONS SICH AS T.V. ANTENNA, GUY WRES, SOLAR PANELS, AND RAZOR REBOM SHALL NOT PREVENT FIRE DEPARTMENT ACCESS OR ESPESS IN THE EVENT OF A FIRE.
- 21. CONTRACTOR SHALL NOT EXCAVATE TRENCHES OR EXCAVATIONS, FIVE (5) FEET OR MORE IN DEPTH, INTO NHICH A PERSON IS REQUIRED TO DESCEND, IN THOSE PRIOR BUILDING DEPARTMENT APPROVAL.
- 28. YERFY FRE EXTINGUISHER REQUIREMENTS AND LOCATIONS WITH FIRE MARSHALL
- 24. THE GENERAL CONTRACTOR SHALL INSTALL ALL MATERIALS AND PRODUCTS IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND APPLICABLE 1680
- 30. IN THE EVENT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAININGS OR CALLED FOR IN THE NOTES OR SPECIFICATIONS, THEN THER CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS FOR SWILLAR CONSTRUCTION BY
- 3). NETHER THE ASCHITECT, NOR THE BYGNEERS, NOR THE OWNER SHALL BE RESPONSIBLE FOR. CONSTRUCTION MEANS, NETHEODS, TECHNICIES, SEGENCES OR RECOLEMENTS OF THE CONTRACTOR, SHAT PROMOBENS OF THE CONTRACTOR, OR THE FALLIES OF THE CONTRACTOR, OR THE FALLIES OF THE CONTRACTOR TO CARRY OUT THE FORK IN ACCORDANCE WITH THE CONTRACTOR.
- 32. THE ELECTRICAL DESIGN INDICATED ON THE ARCHITECTURAL DRAWINGS ARE FOR GRAPHIC PURPOSES CALLY. THE ELECTRICAL PORTION OF THE PROJECT IS TO BE CONSIDERED DESIGN EVALD. THE CONTRACTOR IS TO PROVIDE ALL REQUIRED DESIGN DRAMMES, CALOLATIONS, AND ANY ADDITIONAL INFORMATION DEEMED NECESSARY BY THE CITY, AND PAY ALL FEES REGURED TO ACQUIRE ALL PLAN CHECKS AND PERMITS.
- 33. THE MECH IL PLUMBING DESIGN INDICATED ON THE ARCHITECTURAL DRAWNING ARE FOR GRAPHS PROJESS OLY. THE FIRE PECH I PLIMENS PORTION OF THE PROJECT IS TO BE CONSIDERED DESIGN BUILD. THE CONTRACTOR IS TO PROVIDE ALL REGURED IS DESIGN DRAINGES, CALCULATIONS, AND ANY ADDITIONAL INFORMATION DETIGED RECESSARY BY THE CITY, AND PAY ALL FIETS REQUIRED TO ACQUIRE ALL PLAN CHECKS
- 34. THESE PLANS ARE FOR SCHERAL CONSTRUCTION PARPOSES ONLY. THEY ARE NOT EXHAUSTIVELY DETAILED OR FILLY SPECFEED. IT IS THE RESPONSEILTY OF THE CONTRACTOR TO SELECT, VERTEY, RESOLVE, AND INSTALL ALL PARERIALS AND
- 95. DECORATIVE MATERIALS SHALL BE NONCONSUSTIBLE OR FLANE-RETARDANT TREATED IN AN APPROVED MANNER, SHALL BE PROVIDED WITH A STATE FIRE MARSHALS CHITECATION STAMP, AND SHALL BE APPROVED BY THE FIRE DEPLATINED TROOR TO
- 36. STORAGE, DISPOSSIS, AND USE OF ANY FLAMMASIE AND COMBISTELE LIQUOS, FLAMMASIE AND COMPRESSED GASES, AND OTHER HAZARDOUS MATERIALS, SHALL COMPLY WITH NITH ALL APPLICABLE FIRE CODE REGULATIONS.
- 31. THE CONTRACTOR SHALL SLEWIT TO THE ARCH, COMPLETE FIRE SPRINCLER SYSTEM DWG'S WITH APPROVALS BY ALL ASPICES HAVING J.RISDICTION INDICATED ON ALL SETS PRIOR TO INSTALLATION
- 38. Field modifications and revisions to approved plans small be submitted to fire district for review.
- 54. CONTACT FIRE DISTRICT (MINIM TWO WORKING DAY'S NOTICE REQUIRED) FOR REGULARD INSPECTIONS AND FINAL INSPECTION OF THE BUILDING PRIOR TO OCCUPANCY.
- AO. THE FREE SPRINKER DESIGN NO/CARED ON THE ACCHRECTURAL DRAWNS ARE FOR GRAPHIC PROPOSES CALL. THE FREE SPRINKLER PORTION OF THE PROJECT IS TO BE CONSUMED DESIGN BUD. THE CORRECTION STO TO PROVIDE ALL REQUISED DESIGN BUD. THE CORRECTION STO TO PROVIDE ALL REQUISED DESIGN PRAYES, CALCULATIONS, AND ANY ADDITIONAL INFORMATION DETIGN TO PROVIDE ALL REQUISED DESIGN TO THE CITY, AND PAY ALL FEES REQUISED TO ACQUES ALL FILMS CHECKS AND PETWINS.
- A. MATER SUPPLY VALVES CONTROLLING ANYMATIC SPRANLER SYSTEMS SHALL BE ELECTRONICALLY HONTORED HERE ONE HADRED OR HORE SPRANLER HEADS ARE REDURED. PROVIDE APPROVED CENTRAL STATION SUPERVISION FOR FLOM AND TRAFFER SHATT (2) COPEE OF CENTRAL STATION SUPERVISION FALSA AND SPECIFICATIONS FOR FIRE DISTRICT REVEN AND APPROVAL FROR TO INSTALLATION.
- B. PROVIDE AN APPROVED LISTED AUTOMATIC AND MANUAL FIRE ALARM SYSTEM. THE OPERATION OF THE AUTOMATIC SPRINGER SHALL AUTOMATICALLY ACTIVATE THE FIRE ALARM SYSTEM, INCLUDING ALARM SIGNALING DEVICE(S) INSTALLED ON EXTERIOR O
- C. SUBMT (2) COMPLETE SETS OF FIRE ALARM SYSTEM PLANS AND SPECIFICATIONS CONFORMING WITH MAS NATA 12 TO THE FIRE DISTRICT FOR REYEM AND APPROVILL PRIOR TO DISTALLATION NO/CATING THE FOLLOWING.
- PROVIDE STATE FIRE MARSHALL AND ULL LISTINGS OF ALL COMPONENTS OF FIRE ALARM SYSTEM SYSTEM INCLUDING KIRING (MODEL NUMBERS FOR ALL EQUIPMENT, DEVICES, AND MATERIALS)
- PROVIDE FLOOR PLANS SHOWING ALL ALARM DEVICES AND ALL ROOM C
- PROVIDE A PONT TO POINT WRING AND ALARM SYSTEM RISER DIAGRAM. PROVIDE WRITTEN DESCRIPTION NOICATING SEQUENCE OF ALARM OPERATION OR PROVIDE MATRIX TABLE.
- PROVIDE VOLTASE DROP AND BATTERY CALCULATIONS. PROVIDE SUPPLY CALCULATIONS SHOWING POWER CONSIMPTION OF ALL DRIVIDES.
- PROVIDE CALIFORNIA STATE LICENSE STAMP ON PLAN (MET STAMP). COMPLETE FRE ALARM PLAN REVEN WILL OCCUR AFTER FIRE ALARM PLANS, SPECIFICATIONS, AND CALCULATIONS HAVE BEEN SUBMITTED.
- FRE SPRINCERS SHALL BE ANTOMATIC TO PROVIDE 100% COVERAGE AND SHALL COMPLY WITH THE RECOMMENDATIONS OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NEP) A) STANDARDS PAMPHLET NO. 18 (LATEST EDITION) AND THE OWERS INSURANCE UNDERWRITER(S).
- 41. ALL BILDING PADS SHALL BE TREATED BEFORE CONCRETE IS PLACED WITH AN AFTROYED TERMITE CONTROL ASENT APPLIED AT LASEL RATE BY A STATE LICENSED INDIVIDUAL / FIRM, A CERTIFICATE VERFYING COARLANCE MIST BE SUBMITTED TO THE BALDING DIVISION BEFORE FOLKDATION INSPECTION (BMC 15.04180)
- 42. CITY BUSINESS LICENSES SHALL BE REQUIRED FOR ALL CONTRACTORS AND SUBCONTRACTORS PROVIDING WORK ON THE BULDING OR SITE.

DO NOT SCALE THESE DRAWINGS



SDG Architects, Inc. Architecture / Planning

3361 Walnut Blvd. Ste. 120 Brentwood, CA 94513 (925) 634-7000

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| Heat Rejection            | 6.00               | 6.00        | 6.00             | Heat Rej                                      | 32.244.23(2)          |
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| Project Name                                                                                                        |                                                                                                                 | TE OF COMPLIAN                                                                                          |                                     | 7;                                       | Part 3                                | ,                                       |                                                 | F-10 |
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|           | E SURFACE DETAILS                                                                                                                | FIEL              | DR                        | ISPEC                        |                                                                                    | ATION            | IGY CI             | IECKLI               | ST       |                                         |            |         |       |
| OPAGO     | E SURPACE DETAILS                                                                                                                | г –               |                           | г –                          | UNSO!                                                                              | Allon            | 7-                 |                      |          | _                                       | 1          | _       | т     |
| Tag10     | Assembly Type                                                                                                                    | £                 | Orientallon<br>N. G. S. W | Lifeotor .                   | Carity                                                                             | Yellor R.        | Conding.           | Interior B.<br>Velue | Further* | Joint<br>Appendix 4                     | Condition  |         | ,     |
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| Z         | Pool*                                                                                                                            |                   | M                         | G 549                        | R-1s                                                                               |                  | <u> </u>           |                      |          | 425416                                  | Existing   | 0       | Ļ     |
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| WINE &     |
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|                    | AL INFORMATION                                          |           |                           |           |                   |                       | 12                 |                      | _                    | 100                |                      |            |    |
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| MIN.               | E SURFACE DETAILS                                       |           | U                         | SPEC      |                   | ATION                 | GICE               | EUNE                 | 31                   |                    |                      |            | _  |
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| I an 1D            | Assembly Type                                           | Ansa (IT) | Orientalion<br>7, E, S, W | Li-Factor | Canfly<br>R-Value | Extentor 8-<br>Vintue | Sxinito<br>Pump    | Interfor R-<br>Value | Attentor<br>Furting* | Jan<br>Appendix 4  | Condition            | <b>1</b>   |    |
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| CERTIFICATE OF COMPLIANCE (Part 2 of 3) ENV-1C AND FIELD INSPECTION ENERGY CHECKLIST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                     |                                                |                                           |                                                                                                                                                                                                                                       |                           |                          |                |               |         |                 |        |
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| Projet Name<br>Unwined Wine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | s Che                         | ese B                                               | sr                                             |                                           |                                                                                                                                                                                                                                       | ·                         |                          |                |               |         | Deta<br>1/9/2   | 014    |
| ROOFING PRO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | pood                          |                                                     |                                                |                                           | is compliance approach                                                                                                                                                                                                                | amd l                     | o csess.                 | Go to Overe    | ı End         | tiops.  | Approx.         | y or   |
| Parlomance Appl                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2001                          |                                                     |                                                | ******                                    | THE POOF MS PRODUCT                                                                                                                                                                                                                   |                           | enors e                  | com rectan     |               | FMs     | 7.3             | NA.    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                                                     |                                                |                                           | and 16 mits a Line Stock 1                                                                                                                                                                                                            |                           |                          | EACTED EN IS   | ×             |         | <del>  ^=</del> | 175    |
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| Denvary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 14/10                         | hat Rec                                             | (Caring                                        | D Can                                     | er ( Boxel Rod Coating                                                                                                                                                                                                                |                           | Įa.                      | Oter           |               |         | _               |        |
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| Erary And Sit by Ere                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 7,521                         | (Se                                                 | N. Tar                                         | 2427                                      | RamCode: 2018-01-00                                                                                                                                                                                                                   | at it                     | 9 C                      | 13-617         |               |         | Phot            | ¥15    |

| CERTIFICATE OF COMPLIANCE AND FIELD INSPECTION ENER                                                  |                      |                                             | rt 3 of 3)                              | ENV-1                        |
|------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------|-----------------------------------------|------------------------------|
| Project Name                                                                                         | <u> </u>             | 121                                         |                                         | Cata                         |
| Unwined Wine & Cheese Bar                                                                            |                      |                                             |                                         | 1/3/201                      |
| Required Acceptance Tests                                                                            |                      |                                             |                                         |                              |
| Designer:                                                                                            |                      |                                             |                                         |                              |
| This form is to be used by the designer and after<br>Fenestrations styliem. The designer is required | to reack the pars.   | Listed below is the<br>Hanna tasks and list | acceptance test t<br>ad the tenestratio | or Ervecça<br>o room eta tha |
| require an acceptance test. If all the site built is                                                 |                      |                                             |                                         |                              |
| products and the number of systems. The NA7                                                          | Section in the Acc   | sends of the Norres.                        | derta Regereto                          | Appardoos                    |
| Marcal describes the test. Since this form will be                                                   |                      | ,corrol#ion of this s                       | ection will allow t                     | e responsible                |
| party to budget for the scope of work appropriat                                                     | wy.                  |                                             |                                         |                              |
| Enforcement Agency:                                                                                  |                      |                                             |                                         |                              |
| Systems Acceptance, Batters Occupancy Pen                                                            | nit is granted for a | really constructed by                       | J'ding or space o                       | raterever r                  |
| ferestration is installed in the building or space                                                   |                      |                                             |                                         |                              |
| The ENV-2A form is not considered a completa<br>bores are pheciald and for filed and signed. In      |                      |                                             |                                         |                              |
| enforcement agency that certifies plans, specifi                                                     | ications installatio | sectionists, and on                         | Aratico and main                        | 53MCA                        |
| cromation meet the requirements of \$10-100s).                                                       | ) of Title 24 Pat 6  | The feed inspector                          | rust neede the                          | proce y fied                 |
| out and signed forms before the building can re-                                                     | celve final cocupy   | cy. Accordine El                            | NY-2A for each d                        | eet                          |
| Restration product line must be provided to the                                                      | e owner of the bu    | and the tracerds                            |                                         |                              |
| Test Description                                                                                     |                      | ENY-2A                                      | Test Performe                           | I Rv-                        |
| Ferestration Products Name or ID                                                                     | Area of the          | Building Emercical                          |                                         |                              |
| Requiring Testing or Venfoation                                                                      | Products             | Acceptance Test                             |                                         |                              |
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ENV-1C

| CERTIFICATE OF COM<br>FIELD INSPECTION EN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                          | (Part 1 of 4                                         | 4) MECH-                    |
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| Project Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |                                                      | Date                        |
| Univined Wine & Cheese Bar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                          |                                                      | 1/9/201                     |
| Project Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Oir se Zane                                                                              |                                                      | Flor Ann Addition Floor     |
| Вутоп                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | .,,, , , , , , , , , , , , , , , , , ,                                                   | 2 7                                                  | 06 0                        |
| GENERAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                                      | Ictel Matel Quest Boom      |
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| Phase of Construction. (I) N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | en Construction D. Addition                                                              |                                                      | lerzion                     |
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| Front Orienzation, N. E. S. William Deg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ≑≑¢ Carp                                                                                 |                                                      |                             |
| HYAC SYSTEM DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          | F.ELD INSPE                                          | CTION EXERGY CHECKL         |
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| Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Inspection Oritaria                                                                      | Pase                                                 | Fed - Cttorice Reas         |
| ten or System Tags<br>(i.e. AC-1, ATU-1, HP-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DHW Haster                                                                               |                                                      |                             |
| Equipment Type*:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Gas Fired DHW Boller                                                                     |                                                      |                             |
| Number of Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                                                                                        |                                                      | 8                           |
| Max Albred Hearing Capacity*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 125,000 Bb./fz                                                                           | 0                                                    |                             |
| Mnimum Hearing Efficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 96 %                                                                                     |                                                      |                             |
| Max Allowed Cooling Capacity <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | n/a                                                                                      | 0                                                    | 0                           |
| Cooling Efficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | eβ                                                                                       | - 0                                                  | 0                           |
| Ouct Location/ R-Va/ve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | nθ                                                                                       |                                                      | - 0                         |
| When duct easing is required, submit<br>WECH-4.A. & WECH-4-HERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | nθ                                                                                       | D                                                    | G                           |
| Etoromber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | กร                                                                                       |                                                      | 0                           |
| Trespostat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | V.A.                                                                                     |                                                      | 0                           |
| Fan Cort-d                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ላዝ                                                                                       | 0                                                    |                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1                                                                                        | FELD INSPE                                           | CTION ENEAGY CHECKL         |
| Equipment <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Inspection Oritoria                                                                      | Pasa                                                 | Fed - Describe Reas:        |
| Ears of System Tags<br>(Le. AC-1, RTU-1, HP-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (E) AC-1                                                                                 |                                                      |                             |
| Eq. (prient Type):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Packaged DX                                                                              |                                                      |                             |
| Number of Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                                                                                        |                                                      |                             |
| Max Albert Heating Capacity*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ø50051/4                                                                                 | 0                                                    | ) 0                         |
| Minimum Heating Efficiency <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 79% AFUE                                                                                 |                                                      |                             |
| Max Alowed Cooling Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 32,700 Billitr                                                                           | 0                                                    | i c                         |
| Cooling Efficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 96SEER/85EER                                                                             |                                                      |                             |
| Duct Location/ R-Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Conditioned / 6.0                                                                        |                                                      |                             |
| When duct resting is required, submit<br>MECH4A & MECH4 HERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Na                                                                                       | t t                                                  | 5                           |
| Economica:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No Economizar                                                                            |                                                      | 0                           |
| Therrostat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Setback Raquired                                                                         | [ 0                                                  |                             |
| Fan Coreol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Constant Votume                                                                          | а                                                    |                             |
| 2. For additional detailed discrepancy use Fe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | all resubmit energy compliance to include a<br>on 2 of the impection Chaddest Form, Com- | 's new changes.<br>phance lake if a field true is of | -                           |
| A Indicate Equipment Type Ges (Fig. or, Sp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | is, VAI, HP (Fig or spir), Hydroxic, FTAC<br>• 3687 — RemCode: 2014-01758:1              | . or citror<br>6:29 62:13 617                        |                             |

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REVISIONS



ALEXANDER SCHEFLO and ASSOCIATES, Inc. Mechanical Engineers (209) 948-9761 2928 Pacific Ave. Stockton, Ca. 95204

ALL DELEVANCE AND VERTICAL ENTERPRISED FOR A THE DESIGNATION FOR SEAR MAY NOT BE USED, CONCLUDE, OF DESIGNATION OF THE POSSESS.

(i) Alexander Scheflo & Assoc., Inc.

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Agenda Item G:35 118

\_ DO NOT SCALE THESE DRAWINGS \_\_\_

| AIR SYSTEM REQU<br>Provinced Wind & Cheese B                          |                                       |                                       | (Part 1 of 2)                | MECH-2             |
|-----------------------------------------------------------------------|---------------------------------------|---------------------------------------|------------------------------|--------------------|
| DIAMETER TITLE CIRCLED                                                | 1                                     | ata Ala Systema Type (Certiral        | 6-2-7 Padas P4               |                    |
| becom or System Tags<br>\$4 AC-1, RTU-1, HP-1)                        | SWEET                                 | DAC1                                  | , sange zere, package, pa    | 1. OE EXC          |
| Number of Systems                                                     | \$100 CA                              | 141.00                                |                              |                    |
| MA-OF OF CISMAN                                                       |                                       | e Reference on Plans or Sche          | at de mai hast ante da maste | iant to avenue and |
| MANDATORY MEASURES                                                    | T-14 Sections                         |                                       |                              |                    |
| Heating Equipment Efficiency                                          | 112(a)                                | TA NE                                 |                              |                    |
| Cooks Eador and Elicients                                             | (123)                                 | ## SEER /#.5 EER                      |                              |                    |
| F/AC Heat Pump Thermostat                                             | 11223, 11224                          | e4                                    |                              |                    |
| unica Controls/Premostat                                              | 112(0), 115(0)                        | 63                                    | 1                            |                    |
| Satural Yardi aton                                                    | 12:3:)                                | EQ.                                   |                              |                    |
| Autorical Vertication                                                 | 12153                                 | 241 c*10                              |                              |                    |
| "AV Minimum Pasison Control                                           | 121(2)                                | lio .                                 |                              |                    |
| Perand Control Varifation                                             | 121(c)                                | t <sub>i</sub> o                      |                              |                    |
| 'ma Careni                                                            | (22)                                  | Fragrammetals Switch                  |                              |                    |
| iethods and Setup Control                                             | 122(e)                                | Settack Required                      |                              |                    |
| haka Carps Cartal                                                     | 122. <sup>9</sup> i                   | A:to                                  |                              |                    |
| Colored Sanda                                                         | 122(5)                                | a/e                                   |                              |                    |
| iga Insulation                                                        | 123                                   |                                       |                              |                    |
| Duct Location' Revolut                                                | 124                                   | Constant # 14.5                       |                              |                    |
| PRESCRIPTIVE MEASURES                                                 | 144(3.81)                             | 49                                    |                              |                    |
| France ad Heating Coppaging                                           | 144(a 8 t)                            | 45,000,80-24                          |                              | W. D. L            |
| aic dated Design Conting Load                                         | 154(a & b)                            | e's                                   |                              |                    |
| roposed Cooling Capacity                                              | 1443.613                              | 243178:24                             |                              |                    |
| an Cortol                                                             | 144(6)                                | Constant Volume                       |                              |                    |
| P Sareta Location                                                     | 144(6)                                |                                       |                              |                    |
| upply Pressure Paser (DOC only)                                       | 144(c)                                | Tet                                   |                              |                    |
| coultamenus Heats/Cool                                                | 144(5)                                | Se .                                  |                              |                    |
| evories                                                               | (413)                                 | No Economicar                         |                              |                    |
| art Ar Suphy Paret                                                    | 1443)                                 | Carstant Temp                         |                              |                    |
| col As Supply Faset                                                   | 144,57                                | Constant Temp                         |                              |                    |
| active Fashtanca Heating"                                             | 144(3)                                |                                       |                              |                    |
| i Coded Oviller Limitation<br>and Leakage Sealing of Yes. 2           | 1445)                                 |                                       |                              |                    |
| EO14A rust te submitted                                               | \$44(k)                               | ko                                    |                              |                    |
| Tatal installed capacity (NSX/F)<br>exploit which exception(s) to §14 | of all electric heat or<br>(ig) apply | this project exclusive of electric as | allay talako teatpunys Kala  | cit's heat is used |

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| Projed Kare<br>Uravined Wine & Cheese Bar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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Towers Boiler                                                                                                                  | a Hodron               | še I enra                                    |
| Beca or System Tags<br>8 a AC-1 RTU-1, HP-1/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| PANDATORY WEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Zo                        | o System                                                           | Condition<br>Asset<br>(E) | CPV<br>FF | Wa CF¥<br>Ey Aπa<br>EXC | Number<br>Of<br>Pangla | CPN<br>per<br>Ferson | Mr CFM<br>by<br>Occupant<br>EXF | FECTO<br>VA<br>Var of<br>D or G | Design<br>Yerkistina<br>CFM   | Service<br>Design Zero<br>Service<br>CFM | BX04<br>CFW/N | Max of<br>Columns<br>RJ K<br>330 DFM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Design<br>Minimum<br>Air<br>Separat | Tars  |
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| MECHANICAL EQU                         | IPMENT                                | DET               | AILS        |             |            |                 |             |      | •             |             |          | (Par           | t 1 of :       | 2)           | MECH-5              |
|----------------------------------------|---------------------------------------|-------------------|-------------|-------------|------------|-----------------|-------------|------|---------------|-------------|----------|----------------|----------------|--------------|---------------------|
| Projections<br>Unwined Wine & Cheese E |                                       |                   |             |             |            |                 |             |      |               |             |          |                |                | Cura         | 1/9/2014            |
| CHILLER AND TOWER SU                   | VPANI                                 |                   |             |             |            |                 |             |      |               |             |          |                |                |              |                     |
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| Equipment Kame                         |                                       | 7 <sub>ID</sub> e |             | <b>\$</b> 7 | -          | Efficie         | ncy         | L    | To/18         | Cry.        | G        | PM             | E-P            |              | Cortrol             |
|                                        | +                                     |                   |             |             |            |                 |             | L    |               |             |          |                |                | +            |                     |
| DHW/EOILER SUMMARY                     |                                       |                   |             |             |            |                 |             |      |               |             |          |                |                |              |                     |
| System Name                            | Type                                  |                   |             | Carbus      |            | Qt <sub>F</sub> | Rated by    |      | (26)          | Entray or R | £        | S:and          | y Lous<br>Piou | Fark Est.    | Status              |
| Bractors Atute Corp. EFF01125E         | Lergo                                 | an .              |             | A. tche     | n Pipe ins | ·               | 125         | 50E) | 60            |             | 0.05     |                | 251%           | 6.0          |                     |
| MULTI-FAMILY CENTRAL V                 | VATCO IJC A                           | TRANS (           | ACTAB C     |             | i          |                 | l           |      |               |             |          |                |                |              |                     |
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| CENTRAL SYSTEM RATING                  | i\$                                   |                   | _           | _           |            |                 | HEJENG      |      |               |             |          | COOL           |                |              |                     |
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| CENTRAL SYSTEM FAN SU                  | YFAY                                  |                   |             |             |            |                 |             |      |               |             | LY FAX   |                |                | RE/LS        |                     |
| System Kare                            |                                       | Τ                 | Fan Te      |             | T T        | Esonor          | zar Type    |      | _             | CFM<br>CFM  | LIFA     | £-#2           | -              | CFM          | 8-P                 |
| Car-or-42/12/19/85/9                   |                                       | Cons              | and Volume  |             | ¥2 Eco×    |                 |             |      |               | 1,25        | ¢        |                | 50             | pC-T         |                     |
|                                        |                                       |                   |             |             | <u> </u>   |                 |             | _    |               |             | $\perp$  |                |                |              |                     |
|                                        |                                       |                   |             |             |            |                 |             |      |               |             |          |                |                |              |                     |
| -                                      |                                       | F                 |             |             |            |                 |             |      | T             |             | $\vdash$ |                | $\blacksquare$ |              |                     |
| Energy Soil by Exergy Soil             | Elser Numb                            | 3527              |             |             | ė.at       | Code: 20        | 14-01-00720 | 77   | <del></del>   | Ø 13        | -617     |                |                |              | Page 15 of          |

|                   | OPE MANDATORY MEASURES: NONRESIDENTIAL                                                                                                                                                                                                                                                    | ENV-MA                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Project Name      | Wine & Cheese Bar                                                                                                                                                                                                                                                                         | 19/2014                                    |
| DESCRI            |                                                                                                                                                                                                                                                                                           | 1 2372014                                  |
|                   | Envelope Measures:                                                                                                                                                                                                                                                                        |                                            |
| §116(a):          | Installed insulating material shall have been certified by the manufacturer to comply with the Ca<br>Standards for insulating material, Title 20 Chapter 4, Article 3.                                                                                                                    | Pomia Ouelly                               |
| <b>\$</b> \$19(c) | All its string Materials shall be behalfed in compliance with the fame spread rating and smoke<br>Sections 2002 and 707 of Title 24, Part 2                                                                                                                                               | density requirements o                     |
| \$11 <b>2</b> %.  | The opaque portions of framed demisting sails in nonresidential buildings shall have insulation of no less than R-13 between framing members.                                                                                                                                             | rith en installed flynaiu                  |
| §117(a).          | All Exterior foints and openings in the building that are observable sources of air leakage shall weathershipped or otherwise socied.                                                                                                                                                     | te cauted, gasketed,                       |
| §118(a) 1:        | Manufactured feneration products and eclarity doors that have an inflamation rates not exceed which area, 0.3 of AT of door area for received about 0.3 of this T of door area for received destinated at School, and 1.0 of a T or received the state of the School about 0.5 of rights. | sing 0.3 christs of<br>ential single doors |
| §115]料2           | Ferrestration U-factor shall be rated in accordance with NFRC 100, or the applicable default U-f                                                                                                                                                                                          | actu.                                      |
| §115(≥)3;         | Ferestration SHGC shall be rated in accordance with NFFC 200, or NFFC 100 for site-built for applicable default SHCC.                                                                                                                                                                     |                                            |
| §115}±}           | Six Constructed Doors, Windows and Shylights shall be caused between the unit and the build weathershipped (sucception unframed glass doors and the doors)                                                                                                                                | ing, and shall be                          |
|                   |                                                                                                                                                                                                                                                                                           |                                            |
|                   |                                                                                                                                                                                                                                                                                           |                                            |

|                            | NICAL MANDATORY MEASURES: NONRESIDENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | MECH-MA                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Project No. 4<br>Unwined W | ine & Cheese Ber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1/9/2014                                                      |
| Equipme                    | nt and System Etticlencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |
| §112:                      | Any applicable for which there is a California standard established in the Appliance Efficiency Rewith the applicable standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | grations will comply                                          |
| §115(a)                    | Fantype central furnaces shall not have a pilot light                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |
| §123                       | Piging, except that conveying fluids at temperatures between 60 and 105 degrees Fahrenheit, or<br>eguipment, shalf be insulated in accordance with Standards Section 123.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               |
| £124:                      | Air handing duct systems shall be installed and insulated in compliance with Sections 601, 602, the CWC Standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 603, 604, and 605 o                                           |
| Controls                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |
| §122(a):                   | Each space conditioning system shall be installed with one of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                               |
|                            | Each gave conditioning system rening fulfing lopes such as often and mandaturing lastic<br>epicing rening from the requirement of Section 11 (Fig. Such last installed with an action<br>accessible manual operation that allows operation of the system during of shows to up to 4 hours<br>shall be equally on programming of that is checking to reachings and versionals and have pro-<br>capabilities the present this loss of the device's program and the assing to an least 10 hours if<br>the contract of the present this loss of the device's program and the assing to an least 10 hours if<br>and the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract | ne switch arch an<br>The time switch<br>year badge            |
|                            | As company sensor to control the operating period of the system, or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |
| 1C.                        | A 4-hour timer that can be manually operated to control the operating period of the system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                               |
| 2                          | elastes as editied to institute a separative and survive a section ordered institution estimates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                               |
| §122(z)                    | Each space conditioning system serving multiple zones with a combined conditioned floor steel or<br>square lend shall be provided with booking zones. Each polye, shall not exceed 25,000 square fill<br>with laterial solvings such as released complete that above the supply of healing or cooking to be<br>independently of other koletion zones, and shall be completed by a line control device as objecting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | leat, shall be provide<br>a satuack or shall of<br>and above. |
| \$122(0)                   | The modest shall have numeric sepaints in degrees Fahrenheit (F) and adjustable sepaint stop<br>authorized personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |
| £122þ).                    | Heat pumps shall be installed with controls to prevent electric resistance supplementary bester of<br>heating load can be met by the best pump alone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | •                                                             |
| {122 <u>(=\$</u> 2)        | Each spara conditioning spates that his contribute by an includeal intermetability region to its<br>own. When used to control hasting the control shall be adjustable down to 55 degrees For low<br>control shall be adjustable upon 56 degrees For higher Where used for both heating and coolin-<br>capable of providing a deathered of at least 5 degrees Fileship which the supply of heating and or<br>related to a notification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ver. For cooling, the<br>outhe control shall b                |
| Ventilatio                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |
| §121(±):                   | Controls shall be provided to allow cutside air dampers or devices to be operated at the ventilation on these plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | හැන්ප ස දාපැරිස්                                              |
| £122\$).                   | All greaty remitating systems shall be provided with automatic or reacity accessible manually op-<br>operation to the outside, except for conduction air operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | -                                                             |
| 11215                      | Vertisation System Acceptance. Before an occupancy permit is granted for a newly constructed bit methods by system sending a building or space is operated for normal use, all vertication systems designed space of all be perfitted as meeting the Acceptance Requisireness for Dody Complaint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ers se virg the                                               |
|                            | /ater Heating Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |
|                            | ater reading bystems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |
|                            | tation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                               |
| Service V                  | 3.7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | *F.                                                           |

ENERGY CALCULATIONS

REVISIONS



ALEXANDER SCHEFLO
and ASSOCIATES, Inc.
Wechanical Engineers (209) 948-9761
2926 Pacific Ave. Stockton, Co. 95204

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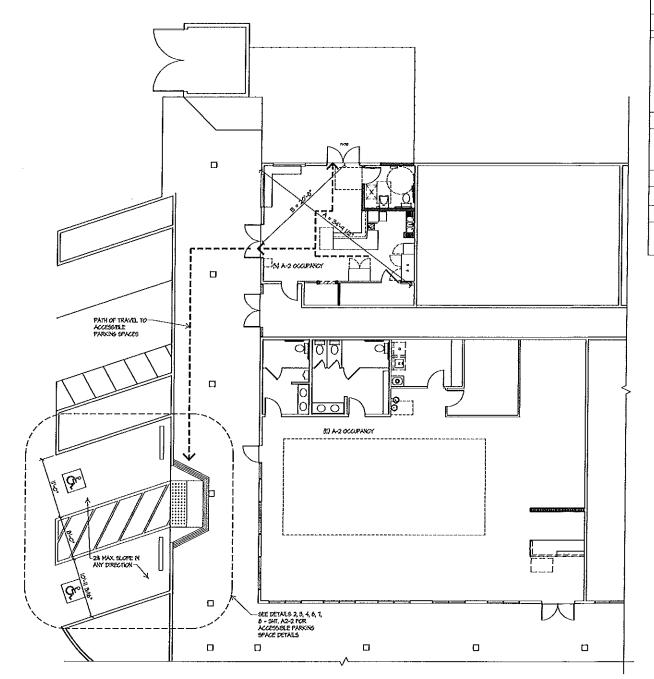
ALEXANDER SCHEME MAY NOT BE USED, DUTLICATIN, OR
SOCIOSIS WHITEMOUT THE WITHIN CONSINITY OF THE CHARGE.

(C) Alexander Scheflo & Assoc., Inc.

SET DATE 01/03/2014 IS BUE DATE 01/03/2014 AS NOTED T AW ATQ 920331 OC --

> T241-2 Agenda Item G-3"

- DO NOT SCALE THESE DRAWINGS -



SITE PLAN & PATH OF TRAVEL

SCALE: 1/8"=1"-0"

FOR FLOOR PLAN LOCATION IN BUILDING SEE SHEET A1-2

NOTE: PATH OF TRAVEL SHALL COMPLY WITH ALL APPLICABLE ADAREST RESERVED FOR



- REFER TO THIS SHEET FOR PATH OF TRAVEL
- 2. PER THE CBG SEG, 10.521, IS THE LENGTH OR THE MAX OVERALL DIAGONAL DIVENSION OF THE AREA SERVED MEG SERVARE THE REGULARD DOTTS, 2-DOTTS REGUISED AT ROCKS KOTED FER TABLE 10.53.
- 3. IN ASSEMBLY ROOMS CONTRACTOR TO PROVIDE A IN ASSEMBLY ROOMS CONTROCTOR TO PROVIDE A SEN STATUS "MAXMM OCCUPANT LOAD 26" PERMADRILY POSTED NEAR THE MAN EXIT. THE S'ON SHALL BE LEGIBLE WITH LETTERS THAT ARE

### EGRESS PLAN KEYNOTES .

- OCCUPANT LOAD SIGN LOCATION REFER TO EGRESS NOTE 15 AND SEATING INFORMATION.
- 2 DOOR SHALL REMAIN WLOCKED DURING BUSINESS HOURS.
- EXIT S'SH LOCATION EXIT S'SH TO BE EXTENDALLY OR INTERNALLY ELLIMINATED PER C.B.C. IOH.

### KNOX BOX

IF REGURED BY JIRSDICTICAL KEY BOX SHALL BE PROVIDED FOR THE OCCUPANCY, REACE CONTACT THE FRE DEPARTMENT TO GROER, EXSTING KEY BOX SHALL BE UPGRADED TO THE NEW KNOX BOX SYSTEM.

### **EXIT CALCULATION**

B = 20'-8" > 34'-4 1/2" / 2 = 11'-4 8/4"

### EGRESS PLAN LEGEND

### BUILDING EXIT

### EGRESS GENERAL NOTES

DOORWAY (GENERAL) THE NOTH OF THE LEVEL AND CLEAR AREA ON THE SOLE TO MICH THE DEVIL AND CLEAR AREA ON THE SOLE TO MICH THE DOOR SANKES SHALL EXTEND 24\* PAST THE STRIKE EDGE FOR THE DOORS AND BY PAST THE STRIKE EDGE FOR THE NITERIOR DOORS, 6. TACTLE EXIT SIGNASE, PROVIDE TACTILE EXIT SIGNS AT EACH GRADE-LEVEL EXTERIOR EXIT DOOR, AT EXIT DOORS THAT LEAD DRECTLY TO A GRADE LEVEL EXIT DOOR OF STANNIAN OR RAVE, PROM INTERIOR, ROOMS OR AREA TO A CORREDOR OR FALLINAY THAT REQUES VEGAL EXIT SIGN, OR OTHER REQUEST LOCATIONS WITH MANDATED PROPONS FER. CISC 1013.

THE EXIT SIGN SHALL READ:

EGT AT GRADE LEVEL EXTERIOR EXIT DOOR EXIT STAR DOWN, EXIT SAME DOWN, EXIT STAR UP, EXIT RAME UP, AT EACH EXIT DOOR THAT LEADS DESCRIPT OF A GRADE LEVEL EXTERIOR EXIT DOOR BY A STARWAY OR RAMP AS APPROPRIATE

AS APPROPRIATE

<u>POST ROUTE</u> AT EXIT DOOR THAT LEADS TO A

GRADE LEVEL EXTERIOR EXIT BY MEANS OF AN

DOT EXCLOSURE OR AN EXIT PASSASSAM,

ALSO AT INTERIOR ROOM DOOR OR AREA TO A

CORRIDOR OR HALLIMY.

TO EXIT AT A EXIT DOOR THROUGH A HORIZONTAL EXIT.

. TACTILE SWASE CHARACTERS, CHARACTER NABERS ON SWS SHALL BE SIZED ACCORDAG TO THE VIZITIVE DISTANCE FROM HICK THEY ARE TO BE READ. THE MIXIM HEBRIT IS NEADERED URSIA AND IMPER CASE X. LOYER CASE CHARACTERS ARE PERMITTED.

S. SISMASE LOCATION I HEIGHT, WHERE PERMANENT BENTETCATION IS PROVIDED FOR ROAMS AND SPACES, SISMS SHALL BE INSTALLED ON THE MALL ADJUGHT TO THE LATIC SISTE OF THE DOOR, WHERE THERE IS NO WALL SPACE TO THE LATIC SIDE OF THE DOOR, INCLUDES AN TOODIEL EAR POOKS, SIGHS SHALL BE PLACED ON THE MEAREST ADJUGHT MALL MONITOR HEIGHT SHALL BE 60° ASOOT HE FINSHED FLOOR TO THE CHITELINE OF THE SIGH, MONITOR LOCATION FOR SIGH SHALLE SHALL BE 90 THAT A PRESON HAY APPROACH HITHIN SI OF SIGHAGE MILL BE 90 THAT A PRESON HAY APPROACH HITHIN SI OF SIGHAGE MILL BE SOT THAT A PRESON HAY APPROACH HITHIN SI OF SIGHAGE SHALL BE SITTED AND AND ADJUGHT SHALL MITHIN SI OF SIGHAGE SHALL BE SECTION.

I. IN ASSEMBLY ROOMS CONTRACTOR TO PROVIDE A IN ASSPECT ROOMS CONTRACTOR TO PROYDE A SON STATIS MAXIMA COLPINIT LOOD "X" FERVINDINLY POSTED NEAR THE WAN BOIT. THE SON SPALL DE LEGBLE NITH LETTIES THAT ARE CONTRASTINS TO THE BACKGROAD, FIRE DEPARTIENT TO VERFY MAX. OCCUPANT LOAD, FER CBC 10043.

FIRE ALARMOSPRINCLERS

I. WERE CALY ONE DAY ACCESS IS REQUEED FROM AN INTEROR ROOM AND THE PATH OF TRAVEL IS THROUGH AN ADJUNNO OR INTERVENING ROOM, WORKE PREFORMS SHALL BE NOTALLED THROUGH HAVE DAY AND THE EXIT ACCESS THROUGH HAVE THE PATH OF DAY THE PATH OF DAY THROUGH HAVE DETERORS SHALL ACTUATE ALARMS ADDIELE IN THE INTEROR ROOM SHALL BE CONDUCTED TO THE FIRE ALARMS SYSTEM. EXCEPT IN ROOMS WHERE THE ASSESSATE OF COURANT LOAD OF THE INTEROR ROOM IS TO OR LESS CORE SECTION 1042, OFC SECTION 1042.

LESS, CBC SECTION 10142, CFC SECTION 10142 CONTRACTOR SHALL MAKE SEPARATE SLEMITTAL OF PLANS CALC'S, ETC. TO THE CITY FIRE DEPT. FOR APPROVAL PRIOR TO INSTALLATION OF WORK.

(NOT REQUIRED IN NON-SPRINGLERED BUILDINGS). ANY REQUIRED HOD-FICATIONS OF THE EXISTING AUTOMATIC FIRE SPRINKLER SYSTEM TO BE IN ACCORDANCE WITH HTPA PAYPILET IS, AND LOCAL AND STATE CODE REQUIREMENTS. 3. PROVIDE A VISUAL ALARM SYSTEM (LE STROBE

LIGHTS TO BE VISIBLE TO THE HEARTS MPARED IN ALL AREAS HEREE THE FIRE ALARM SYSTEM IS ADDIELE AND IN ALL ACCESSORY AREAS AS TOLET, BREAK ROOMS, CORRIDORS, ETC. AS PER SECTION 4016-231 OF THE CFC.

FRONDE AFTRONED NAULAL FIRE ALARM SYSTEM THROUSHOT THE HAVE BULDING AUTOMATIC SPRINLLER SYSTEM AND SHOKE DETECTIONS SHALL BE IN ACCORDING THE OFF. SICH SYSTEM SO SHOULD TO THE DULLING FIRE ALARM SYSTEM AND THE BULDING FIRE ALARM SYSTEM SHALL BE DOTH MITCHATIC AND HAVILL, SECTION SOT, CAC, FIRE SUPPRESSION AND FIRE ALARM DRAWINGS SHALL BE SUPPLIED EXPENDED ALARM DRAWINGS SHALL BE SUPPLIED TO THE FIRE DEPARTMENT.

4. FIRE RESISTANCE OF EXTERIOR WALLS AND PROTECTION OF OPENINGS CONFORM TO TABLE 602 OF THE 2010 CBG.

FIRE ALARM/SPRINKLERS

- THE FLOOR LANDING SHALL BE NOT MORE THAN 1/2"
  LOWER THAN THE TREESHOLD OF THE DOORRALY.
  CHANGE IN THE LEVEL BETWEEN 1/4" AND 1/2" SHALL
  BE BEYGLED INTH A SLOFE NO GREATER THAN 1/2.
- 8. EVERY REQUEED EXT DOORNAY SERVING AN OCCUPANT LOAD OF 10 OR NOTE SHALL BE OF A SZE AS TO PERMIT THE INSTALLATION OF A DOOR NOT LEGG THAY IN KOTH, DOORS SHALL BE CAPABLE OF OPENIS AT LEAST 40 DESKEES AND SHALL BE HOUNTED THAT THE CLEAR MOTH OF THE DOORMAY IS NOT LESS THAN 92". EVERY DOORMAY IS NOT LESS THAN 6'-8" IN HEIGHT PER CEC SECTION LOCALL
- 4, HAND ACTIVATED DOOR OPENING HARDWARE SHALL BE CENTERED BETWEEN 30" AND 44" ABOVE THE FLOOR
- 5. THE BOTTOM 10" OF ALL DOORS SHALL HAVE A SHOOTH UNITERRIPTED SURFACE.
- 5. LATCHING AND LOCKING DOORS THAT ARE HAND ACTIVATED AND PHICH ARE IN A PAITH OF TRAVIEL SHALL BE OFFRARE WITH A SHALE EFFORT BY LEVER THE HARDWARE PAICE BASE, PLL-FUSH ACTIVATING BASES OR OTHER HARDWARE DESIGNED TO PROVIDE PROSADE THIOM REQUIRED THE ASILTY TO GRASH THE OFFRING HARDWARE.
- . THE FLOOR LANDING ON EACH SIDE OF AN ENTRANCE . THE FLOOR LANDING ON EACH SIDE OF AN EDITIANCE OR PASSAGE DOOR SHALL BE LEYEL AND CLEAR AREA SHALL HAVE A LENGTH IN THE DESCRIPTION OF DOOR SHALL OF HAVE A LENGTH OF THE PASSAGE OF AT LEAST FOR ANY THE LENGTH OF DOOR SHALL OF THE PASSAGE AND SHALL OF DOOR SHALL OF THE PASSAGE OF THE PASSAGE OF THE PASSAGE OF THE DOOR IN TIS CLOSED PROSTICAL.
- 6. ENT DOCKS SHALL BE OFENASLE FROM THE NSDE NITHOUT THE UPE OF A REY OR ANY SPECIAL KONLEDGE OR EFFORT, PAYALLY OFERATED EDGE OR SURFACE-MOUNTED FLUSH BOLTS AND SURFACE BOLTS ARE PROFISHED. PER CSG SEC. 1008/143 + 1008/14.4.
- 4. THE SPACE BETWEEN TWO CONSECUTIVE DOOR OPENNSS IN A VESTIBLE SHALL PROVIDE A MINIMA OF 45° CLEAR PPACE FROM ANY DOOR OPENNS HITO SICK VESTIBLE, HICH THE DOOR IS POSITIONED AT AN ANOLE OF 40 DEGREES FROM 1
- IO. PAXMM BTCRT TO OPERATE DOORS SHALL NOT EXCEED 5 LBS, FOR EXTERIOR DOORS, 5 LBS, FOR INTERIOR DOORS AND IS LIBS AT FIRE DOORS.
- II. FER CEO SEC. IOODISS KEY LOCKING HARDWARE MAY BE USED ON THE MAN EXIT IF THERE IS A READLY VIGHE SEAN ON OR ADJACHAT TO THE DOOR STATING THIS DOOR TO REPAINUL OCKED MEN COOLEDED! HAY I LETTERS IN A COMPASSING COLOR FROMED ADJACHAT TO BRIT DOOR.
- 2. ALL DOORS HIGHOSERS SHALL ALLON THE SPEEP FERICO OF THE CLOSER TO BE ADJUSTED SO THAT FROM AN OTHER POSTICULOR TO 400 DESCRIBED THE DOOR WILL TAKE AT LEAST & SECONDS TO MOVE TO A POINT ST PROM THE LAYCH, MEASURED TO THE LANDARS EDSE OF THE DOOR.
- B. ENT DOOR KEITHS MUST COMPLY IN CISC SECTION 1005). LOCATIONS THAT CONSTITUTE THE NEED FOR ENT DOORS FORER THAT SEED TO SEE OCCUPACY LOAD CALCULATIONS TO YEARY SEED ENT DOOR KEITHS THAT NEED TO BE KEET, TANK SO.
- 14. PER CBC SEC. 10051 M.N. NOTH OF DOORS MAY BE DIVIDED "APPROXIVATELY" BUILLY AVONG THE HEARS OF EGRESS COMPARENTS SERVING AS DOTT-ACCESS DOORNATS HER HORE THAN ONE EXIT SERVES A BUILDING OR FORTICAL THEREOF.
- IS. PER THE 2010 CBC SECTION 100032 DOORS SHALL SANG IN THE PATH OF TRAVEL WHEN SERVING AN OCCUPANT LOAD OF 50 OR MORE PERSONS.

### S:GNAGE

- EXCINAGE

  I. BAIT SISHAGE. THE PAITH OF TRAVEL TO AND WITHIN EXITS IN A BRUDNIS SHALL BE IDENTIFED BY EXIT SIGNS CONCRIVED TO THE RESURPS WHICH FOR EXECUTION FOR LEGISLATION FOR CONCRIVENT EXAMPLE. BE READLY VISITE. FROM THE PRECISTAL OF APPROACH, EXIT SIGNS SHALL BE LOCATED AS INCREASET TO INDICATE THE DISCISSION OF ESPECIES INVOICE. THE ONLY CASE THE NOOFT, FROM THE NEAREST VISITE ESCAL TO SHALL BE LOCATED AS INCREASED AS INCREASED AS INCREASED.
- 2. EXIT SIGNS ARE NORWALLY ELLIMINATED AT ALL TIMES AND PROVIDED WITH AN EMERGENCY ELECTRICAL SYSTEM FROM STORAGE BATTERIES OR UNIT EQUIPMENT SET TO INSURE CONTINUED ILLIMINATION FOR AT LEAST 15 HOURS IN CASE OF FRIMARY FONER LOSS, ELLIMINATION INTENSITY SHA NOT BE LESS THAN I FT. CANDLE AT FLOOR LEVEL.
- APPLY INTERNATIONAL SYMBOL OF ACCESSIBILITY ON OR ADJACENT TO BUILDING ENTRANCE. THE SYMBOL SHALL BE A WHITE FISARE ON A BULL BACKGROAD.
- 4, SHOKING SIGNS SHALL BE PROVIDED PER THE 2010 GFG SEC. 3103,



SDG Architects, Inc. Architecture / Planning

3361 Walnut Blvd. Ste. 120 Brentwood, CA 94513 (925) 634-7000 FAX: (925) 634-8020

 $\neg \diamond \Box = \neg \circ$ 

UNWINED WINE & CHEESE BAR BYRON, CA

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SITE PLAN & PATH OF TRAVEL

REVISIONS

SET DATE 0/5/20/4 ISSUE DATE 0/5/20/4 SCALE AS NOTED DRAWN TLW ina. 400.52 ac re

> **PLAN - SHEET** A1-0

2 AERIAL MAP SCALE: NTS.

DO NOT SCALE THESE DRAWINGS

### **ELECTRICAL SYMBOLS** 17 CABLE TV TELEPHONE CUILET AT +8" ABOVE FLOOR/COUNTER 120V DUPLEX CONVENENCE OUTLET ⊕ercı 120V DUPLEX 6FCI QUILET OUTLET AS NOTED JAKTION BOX SAITCH OCCUPANCY SENSOR SWITCH RECESSED FIXTURE (26W)- FLUOR, (YERFY SWITCH 8" X 8" EXPAIST FAN TRACK LIGHTING MALL OR CELLIG MOUNTED EMERGENCY LIGHTING UNIT WITH THEN HEADS AND BATTERY PACK 2x4 FLUORESCENT SURFACE MOUNTED FIXTURE 2x4 FLUCRESCENT SURFACE MOUNTED FIXTURE SUPPLY A'R REGISTER (6" X 16") RETURN A'R REGISTER (16" X 16") DROP T-BAR CELING, FER FINSH SCHEDLE SEE NOTE 41. GYPSOM BOARD CELING, PER FINISH SCHEDULE.

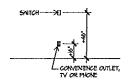
I SEE SHEET AN ELECTRICAL NOTES FOR ADDITIONAL INFORMATION.

Lights to be provided with swatterproof protection or contained when located over areas used for food preparation utens! Washing, and open food storage.

### 3 LIGHTING REQUERATIONS

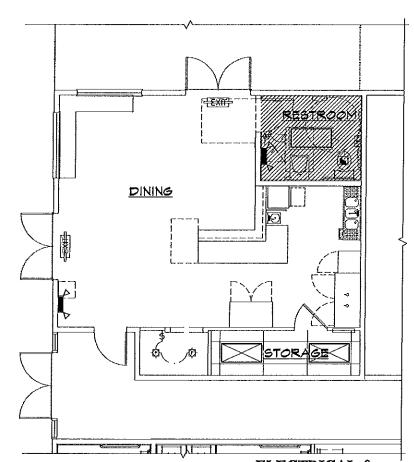
- LIGHTON RED/ROGATING.

  A. LIGHT OF AT LEAST SO FOOT-CANDLE (N-c) INTENSITY MUST BE PROVIDED DRAW HOURS OF OFFINATION IN THE KITCHEN, OTHER FOOD HANDLING MERS, AND IN AREAS THERE DIFFLORES HE KINCHES, AND IN ALL SEASON, OR SMALAR TITTE EQUIPMENT, AND IN ALL AREAS DRAWS CLENNING OFFINATIONS. THE KITCHEN INCLIDES LITENS! AND AREAS.
- LIGHT OF AT LEAST 20 H-G INTENSITY HIST BE PROVIDED IN OUTCOMER SELF-SERVE AREAS AND INSIDE UNDER COUNTER REPRESENTION UNITS.
- c. Light of at least to 11-2 must be provided inside Malk-in representation units and dry foods storage areas.
- d. Light intensity of at least 50 ft-4 is required in all areas of the facility during cleaning activities.
- OTHER AREAS MAY OPERATE WITH A LIGHT INTENSITY OF AT LEAST TO H-4, EXCEPT DURING CLEANING ACTIVITIES WHEN AT LEAST 50 H-6 INTENSITY MUST BE PROVIDED.
- AT BRITY / LOBBY LOCATION, PROVIDE EXIT SIGN LOCATIONS THAT ARE READLY YIGHE AND SHOW THE DIRECTION TO THE STA'RS AFTER PASSING THROUGH THE LOBBY.
- 5. FIRE SPRINCLER DRAWNSS TO BE SUBMITTED BY CONTRACTOR.
- 6. FOR EXACT LOCATION OF FIRE SPRINCLER SYSTEM SEE SPRINCLER DRAWINGS BY OTHERS.
- HEAVY DUTY T-BAR GRID SYSTEM SHALL BE INSTALLED PER ASCE 1-05 SECTION 19:56.

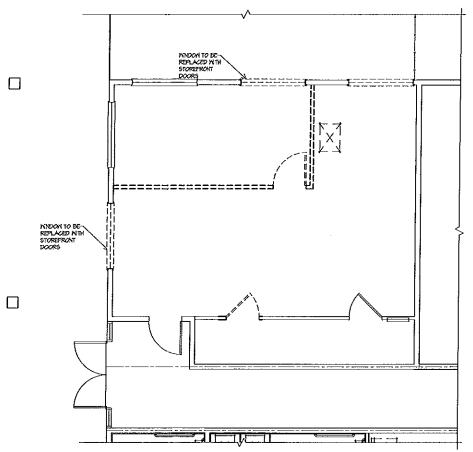


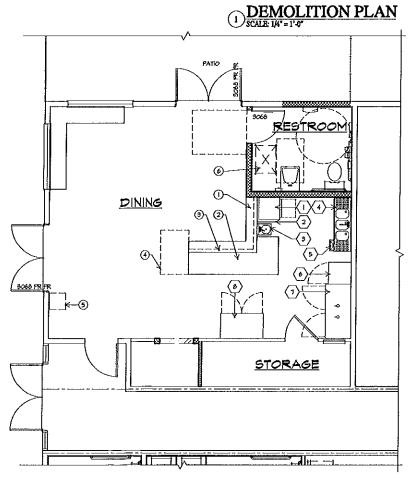
### TYPICAL INSTALLATION HTS.

NOTE: ALL HEIGHTS TYPICAL UNLESS OTHERWISE NOTED



**ELECTRICAL &** REFLECTED CEILING PLAN
SCALE: 14"=1"0"





PROPOSED FLOOR PLAN
SCALE: 147 = 1'-0'

### WALL LEGEND

THE EXSTING WALLS TO BE REMOVED

EXISTING DOORS, WINDOWS TO BE REMOVED

===== Exstans walls to revan



SDG Architects, Inc. Architecture / Planning

3361 Wainut Blvd. Ste. 120 Brentwood, CA 94513 (925) 634-7000 FAX: (925) 634-8020

**UNWINED** WINE & **CHEESE BAR** BYRON, CA

| EQUIPMENT LIST (•)             |                                                                           |      |                         |  |  |  |  |  |  |
|--------------------------------|---------------------------------------------------------------------------|------|-------------------------|--|--|--|--|--|--|
| SYM.                           | NAME .                                                                    | QTY. | MAKE AND MODEL          |  |  |  |  |  |  |
| (I)                            | DISHMASHER                                                                |      | LOW TEMP - PER OWNER    |  |  |  |  |  |  |
| (2)                            | STAINLESS STEEL, WALL, HOUNTED PARTITION<br>PER CALL FOOD CODE AND N.F.S. | 1    | NSF APPROVED            |  |  |  |  |  |  |
| (3)                            | HAND SINK                                                                 | ı    | NOF APPROVED            |  |  |  |  |  |  |
| 4                              | 8-COMPARTMENT 53K                                                         | ı    | REGINCY 1600531014212   |  |  |  |  |  |  |
| <b>(5)</b>                     | FL00R 5NK                                                                 | ı    | NSF APPROVED            |  |  |  |  |  |  |
| <b>(6)</b>                     | BEVERAGE COOLER                                                           | ŧ    | DANSY #08021606L9       |  |  |  |  |  |  |
| <b>1</b>                       | BEER COOLER                                                               | 1    | BEVERASE-AIR #DDS8      |  |  |  |  |  |  |
| $\langle \mathfrak{s} \rangle$ | MNE REFRIGERATOR                                                          | 1    | ALLAVINO 12X-AVR:68-54T |  |  |  |  |  |  |

### WALL LEGEND EXISTING SHELL OR CORE WALL NEM 2x4 INTERIOR STUD WALL & 16° O.G. N/ 5/8° GYP. BD. BOTH SIDES TO BOTTOM OF T-BAR CELING. NEW 256 INTERIOR STUD WALL @ 16° O.C. W/5/8° GYP. BO. BOTH SIDES TO BOTTOM OF T-BAR CELLYG.

### FLOOR PLAN NOTES

- (1) 44" COUNTER TOP (FINSH TO BE DETERMINED BY OWNER!
- (2) 32' COUNTER TOP (FINSH TO BE DETERMINED BY OWNER)
- (3) KALL BETON
- (4) 30 X48" (MIN) CLEAR FLOOR SPACE
- (5) PROVIDE TACTILE EXIT SISN W 10" SQ. APPROACH
- (6) 225/50" ATTIC ACCESS
  -WATER HEATER IN ATTIC

BUILDING KEY
SCALE: 1/32" = 1'-0"

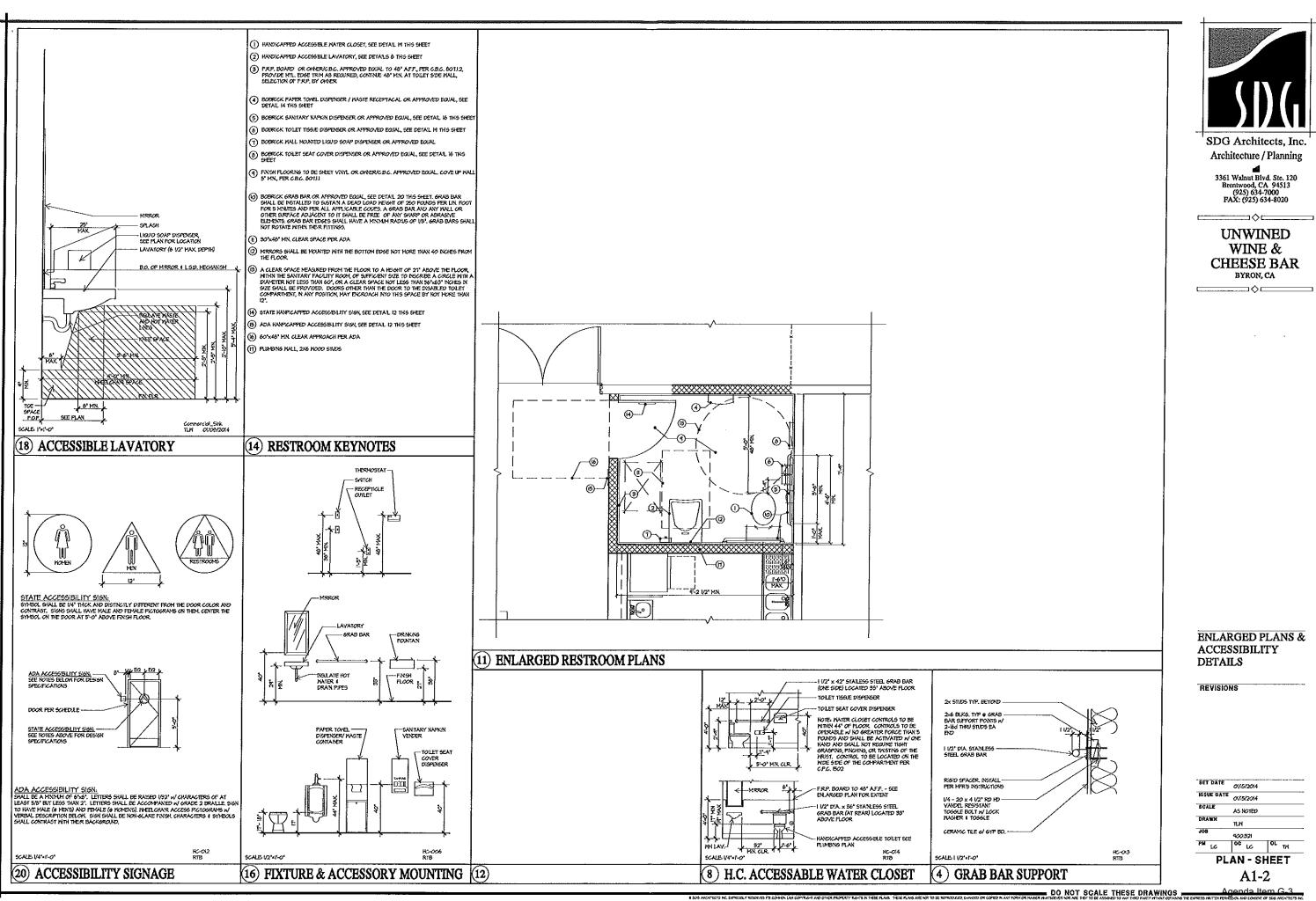
REVISIONS

DEMOLITION PLAN PROPOSED FLOOR PLAN REFLECTED **CEILING PLAN** 

SET DATE 01/5/20:4 ISSUE DATE 0//5/20/4 SCALE AS NOTED RWARD TLN 90032 oc Lc

PLAN - SHEET A1-1

DO NOT SCALE THESE DRAWINGS \_\_\_\_\_\_\_AGENCY ITEM G\_3

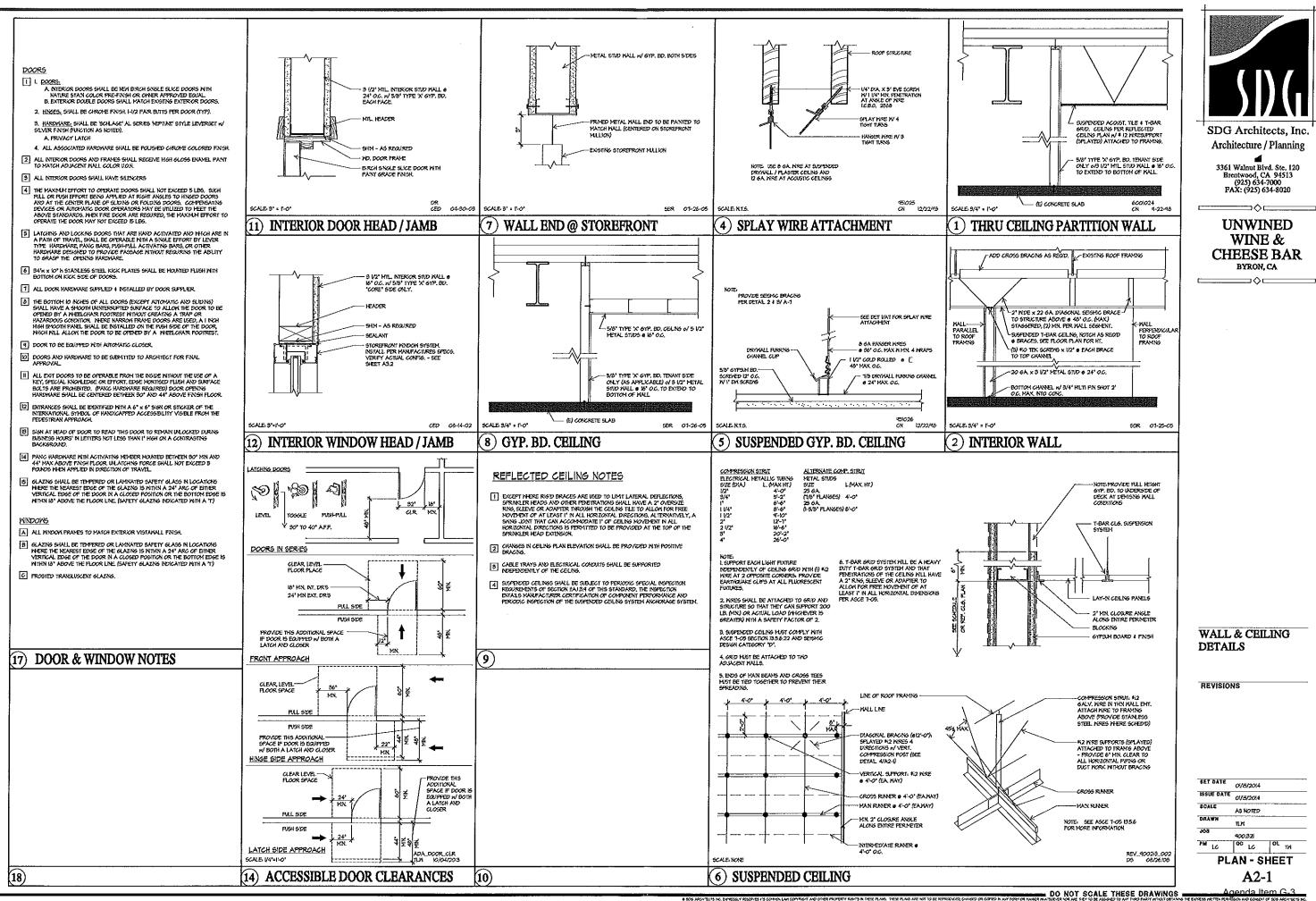


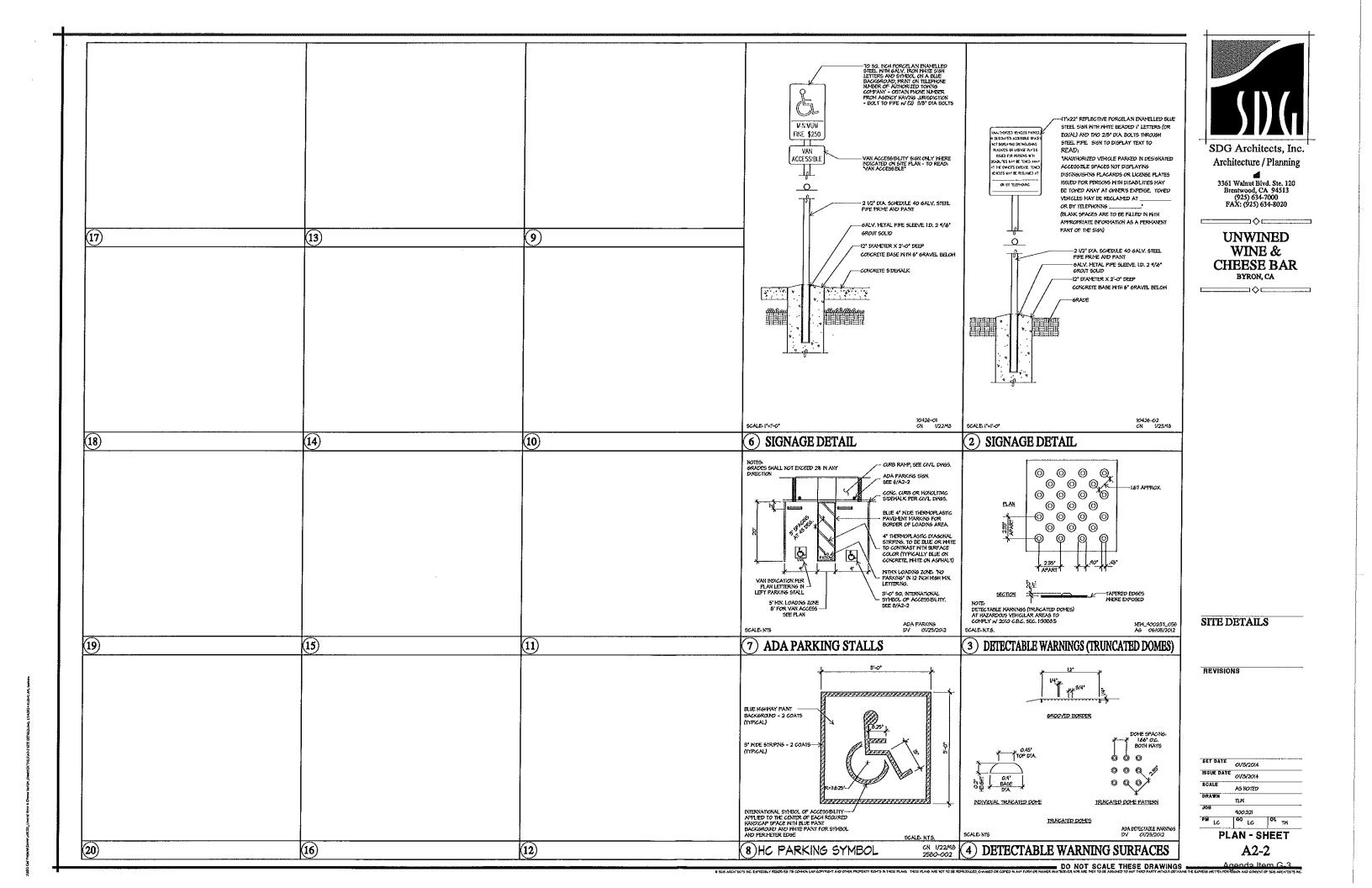


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**UNWINED** WINE & CHEESE BAR





CEILING EXHAUST FAN SCHEDULE KEY NOTE SCHEDULE

TO PROVIDE W/ BACKDRAFT DAMPER

2 TIVE DELAY SO THAT FAN TURNS OFF CE

(3) ROOF CAP

26 GA, GALV.-EXHAUST HOOF

E.A. DUCT

BACKDRAFT DAMPER

TAPPED FLEXIBLE CONNECTION

ENISHED CEILING

|       | EXHAUST FAN SCHEDULE |                            |     |        |      |       |         |      |                  |   |                       |
|-------|----------------------|----------------------------|-----|--------|------|-------|---------|------|------------------|---|-----------------------|
| MARK  | MAKE & MODEL         | CONTROL                    | CFM | E.S.P. | RPM  | SONES | ELECT.C |      | TERISTI<br>VOLTS |   | REWARKS               |
| CEF-1 |                      | INTERLOCK<br>W/LIGHTSWITCH | 128 | 0.25   | 1075 | 2.7   | WATTS   | 86.5 | 115              | i | OPER. WT = 20#<br>0@3 |

|   |  | SCHEDULE |
|---|--|----------|
| , |  |          |

| GR    | ILLE,  | REGIST  | ΓER      | & D        | IFFUS    | SER            | S    | CHEDULE                         |
|-------|--------|---------|----------|------------|----------|----------------|------|---------------------------------|
| MARK  | MAKE   | MODEL   | SIZE     | DEFLECTION | MOUNTING | T-BAR<br>Panel | OBD  | REMARKS<br>(SEE BELOW)          |
| CS-3  | NATLOR | 7500-0L |          |            | CEILING  | YES            | YES  | W/ AW APPLIANCE<br>WHITE FINISH |
| C\$-2 | NATLOR | 7500-0L | see play |            | CELLING  | YES            | YES  | W/ AW APPLIANCE<br>WHITE FINISH |
| CS-2A | NAILOR | 7500-0S | SEE PLAN |            | CEILING  | Ю              | YE\$ | W/ AW APPLIANCE<br>WHITE FINISH |
| CR-1  | NATIOR | 6145H   | 24"x24"  |            | CELLING  | YES            |      | W/ AW APPLIANCE<br>WHITE FINISH |

| DIFFUSER CALLOUT SCHEDULE |        |              |                                |                     |  |  |  |  |  |  |
|---------------------------|--------|--------------|--------------------------------|---------------------|--|--|--|--|--|--|
| DIFFUSER<br>NO.           | WARK ∦ | CFM<br>RANGE | DIFFUSER<br>NECK SIZE          | BRANCH DUCT<br>SIZE |  |  |  |  |  |  |
| 99                        | CS-3   | 101-244      | 8"#<br>W/ADW.<br>OF 18"x18"    | 8"#                 |  |  |  |  |  |  |
| 99                        | CS-3   | 382-520      | ¥/ A D:V.<br>OF 18 x18         | 12*ø                |  |  |  |  |  |  |
| æ                         | CS-2   | 382-520      | 12 0<br>W/ A Div.<br>OF 18 x18 | 12 <b>"</b> ø       |  |  |  |  |  |  |
| R                         | CR-1   | 01500        | 22"x22"                        |                     |  |  |  |  |  |  |

NOTE: PROVIDE ELBOW W/ SMOOTH RADIUS EQUAL TO 2 1/2" DIA.

FLEXIBLE DUCT W/ HANCER STRAP 2' FROM REGISTER FLEXIBLE DUCT LENGTHS NOT FLEXIBLE DUCT LENGTHS NOT DEXCED 6'-0" FROM OUTLET OPENING

NOTE:
SECURE CEUING OUTLET TO S.A.T.
DELING GRID WITH (2) #7x1/2' S/M
SCREWS THRU OUTLET FLANCE TO GRID
RUNNER AT DIAGONAL CORNERS OR
USE (2) 12 GA SLACK WRES. WRE
AND SCREWS REQUIRED

FINISHED CEILING

A'R OUTLET - WT 10#

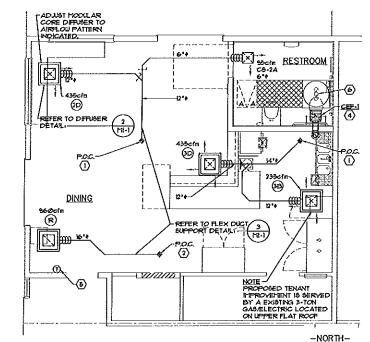
### **DEMOLITION KEY NOTE SCHEDULE**

- REMOVE (E) CEILING RETURN 4 BRANCH DICT SHOWN SHADED.
  REFER TO MECHANICAL FLOOR PLAN FOR REPLACEMENT 4 & P.O.C.
  NFORMATION.
- 2) REMOVE (E) CELLING SUPPLY & BRANCH DUCT SHOUN SHADED, REFER TO MECHANICAL FLOOR PLAN FOR REPLACEMENT & \$ P.O.C. SFORMATION
- 3) REMOVE (E) THERMOSTAT, REFER TO MECHANICAL FLOOR PLAN FOR REPLACEMENT INFORMATION.

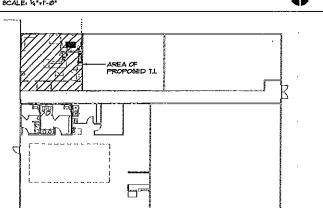
UNWINED WINE & **CHEESE BAR** BYRON, CA



3



MECHANICAL FLOOR PLAN



(2) \$POC, CONECT (N) RA DUCT WAITE AS NOICATED TO RETURN DUCT OF REMOVED RETURN DIFFUSER PROVIDE REQUIRED TRANSITION ( EXTEND AS NOICATED(3).

MECHANICAL KEY NOTE SCHEDULE

) & POC, CONSCI (N) SA DICT WAITE AS NDICATED TO SUPPLY DICT OF REMOVED SUPPLY DIFFUSER PROVIDE REQUIRED TRANSITION ( EXTEND AS NDICATED(3).

(3) MECHANICAL CONTRACTOR TO FIELD VERFY 9/12 + LOCATION OF (E) DUCT + MAKE NECESSARY ADJUSTMENTS TO CARRY OUT INTENT OF DESIGN

(4) CEILING EXHAUST FAN EU FULL SIZE DISCHARGE UP TO ROOF CAP.

(5) RELOCATE (E) THERMOSTAT . LOCATION INDICATED W/TOP OF 48" AFF. (6) PROVIDE 3" I FLUE GAS UP TO CONCENTRIC FLUE THRU ROOF PER MATER HEATER MANUFACTURER'S WRITTEN INSTRUCTIONS.

GENERAL NOTES

- ALL NOMIDIAL BRANCH DICTS ARE TO BE SUPPLIED WITH VOLUME DAYPERS, TYP.
- PROVIDE REMOTE OPERATORS ON ALL YOL DAMPERS THAT ARE NOT ACCESSIBLE THRU CEILING, TYP.
- 3.) MECHANICAL CONTRACTOR TO COORDINATE W ELECTRICAL CONTRACTOR TO ELIMINATE ANY SPACE CONFLICTS,
- 4) THERMOSTAT SHALL BE INSTALLED 11/10P # 48" AFF.

ALEXANDER SCHEFLO and ASSOCIATES, Inc. Mechanical Engineers (209) 948-9761 2928 Pacific Ave. Stockton, Ca. 95204

AL DAMMOS AND WRITTEN MATERIA AFFERENCE HELEN CONSTITUTE THE COMMAN, AND UNDERSKED WORK OF THE MODERN AND THE LINE AND AND THE LINE, DAMFLATE, DESCRIPTION OF THE MODERN AND THE LINE AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTR

DRAWN J. CHACON 20032 M1-1

AS NOTED

MECHANICAL FLOOR PLAN, SCHEDULES,

AND DETAILS

GET DATE CHOSTICA

HAVE DATE CHOSHOLI

REVISIONS

ROUND DUCT & SQUARE NECK MIT ID SCALE CEILING EXHAUST FAN diffuser mounting detail mounting detail MAX. SAG 1/2" PER-FOOT OF SUPPORT SPACING NOTE: FLEX DUCT TO BE MOUNTED WITH A MAX DISTANCE OF 12" FROM OVERHEAD SO NO SEISUIC BRACING IS REQUIRED.

1/4"WESH GLISCREEN

- ROOF STRUCTURE

HANGER WIRE OR

- GREEF

BLOCKING AS REQ'D

**─1>** 

CEE

FLEGBLE DUCT SHALL BE THERMAFLEX
MODEL MK-E CONSISTING OF AN INNER CORE, INSULATION AND AN OUTER
MOSTURE BARNER. THE INNER CORE SHALL BE CONSTRUCTED OF A
CHIORNANIED POLYETHMENS (CP2) BOUNDED TO THE COATED WIRE HELD
FOR MANIAUM STRENGTH AND DURASHITY. AN INSULATING BLANKET MOVEN
MOVEN OF FIBERCLASS SHALL ENCASE THE INNER CORE AND SHALL BE
SHEATHED WITH AN OUTER VAPOR BARNER OF METALLIZED POLYESTER FILM.
THE VAPOR BARNER SHALL BE OS PERM PER ASTALL ESP. DECEDING A THE
FLEDBLE DUCT SHALL BE RATED FOR A MANIAUM WORKING VELOCITY OF 5500
FYM AND SHALL BE CERTIFIED BY THE UNDERWRITERS LABORATORIES UNDER THER
UL 181 STANDARDS AS CLASS 1 DUCT, AND BEAR UL STAMP. FLEXIBLE DUCTS SHALL BE SUPPORTED AT 4"-0" O.C. WITH 1-1/2" WIDE 28 GA. STEEL HANGER COLLAR ATTACHED TO THE STRUCTURE WITH AN APPROVED DUCT HANGER. COLLARS SHALL HAVE HOUSE TO PREVENT CUTTING OF TEXBLE DUCT, INSTALLATION SHALL MANUZE SHARP RADJUS TURNS OR OFFSETS.

17 S/N SCREW OR -\ 12 GA SLACK WIRE \

ALL MATERIAL EXPOSED WITHIN DUCTS OR PLENUWS SHALL HAVE A FLAWE-SPREAD RATING OF NOT MORE THAN 26 AND A SMOKE-DEVELOPED RATING OF NOT MORE THAN 50.

FLEX DUCT SUPPORT DETAIL

NOT TO SCALE

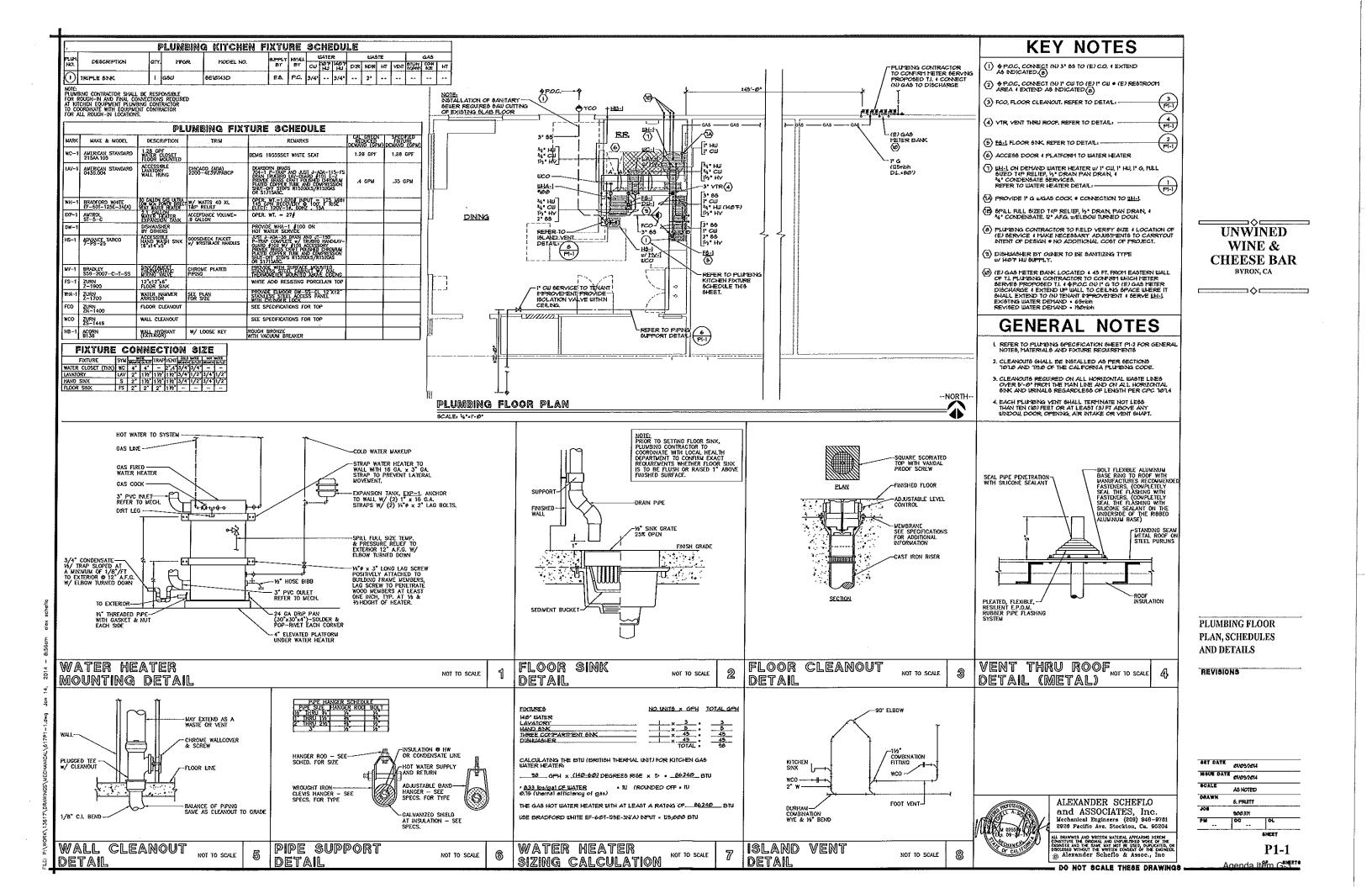
BUILDING KEY FLOOR PLAN 3 SCALE: 11-20'-0'

-NORTH-分

DO NOT SCALE THESE DRAWINGS

Agenda Item G

SCALE



### LOI GENERAL CONDITIONS:

A THE CONTRACTOR SHALL FURNISH ALL PLANT, LABOR, EQUIPTENT, AND SHALL PERFORM ALL OPERATIONS IN CONNECTION WITH THE PLUMBNAS SYSTEMYS) AS OUTLINED IN THE DRAWAYS AND IN STRICT ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT. ANY INCIDENTAL WORK NOT SHOUND ON SPECIFIC WHICH CAN REASONABLY BY THE TAKEN OR INFERRED AS BELONGING TO THE WORK AND INCIDENTAL DRAW SYSTEM DESCRIBED OR SHOUN SHALL BE THE CONTRACTORY'S RESPONSIBILITY. THE WORK SHALL BE CONTRACTORY'S RESPONSIBILITY. THE WORK SHALL BE THE CONTRACTORY'S RESPONSIBILITY. THE WORK SHALL BE THE ADD READY FOR SERVICE AS SHOUN AND/OR SPECIFIED, AND BE SATISFACTORY' TO THE ARCHITECT.

B. REFER TO ARCHITECTURAL SPECIFICATIONS FOR CORRELATIONS AND GENERAL REQUIREMENTS.

- THE SYSTEMS TO BE INSTALLED CONSIST ESSENTIALLY OF THE FOLLOWING:

  1. SANITARY SELER, VENT, WATER AND GAS PIPMS.

  2. PLUPING FIXTURES.

  3. TRENCHING AND BACKFILL.

  4. TESTICA AND AUSTRENT OF THE PLUPING SYSTEM.

  5. OTHER ITEMS AS MAY BE SPECFIED OR SHOWN ON THE DRAWNINGS.

S <u>Worstanship.</u> Were other instructions are not given, equiptent shall be installed in accordance In the reconferidations of the manufacturer and the best standard practice for this type of work.

### 104 RULES REGULATIONS AND CODES

A. ALL WORK AND MATERIALS SHALL BE IN FULL ACCORDANCE WITH THE LATEST RULES, CODES, AND REGULATIONS OF THE FOLLOUNG:

1. NATIONAL FIRE PROTECTION ASSOCIATION.

2. STATE FIRE MARSHAL.

3. PART - B. T34 CALLFORNIA CODE OF REGULATIONS.

4. STATE HEALTH DEPORTION.

5. STATE INDUSTRIAL ACCIDENT CONTISSION'S SAFETY ORDERS.

6. RULES OF LOCAL UTILITY.

1. CALFORNIA PECHANICAL CODE.

8. CALFORNIA PLUTSING CODE.

9. CALFORNIA PLUTSING CODE.

10. CALFORNIA PLUTSING CODE.

- B. FULING AND INTERPRETATIONS OF THE ENFORCING AGENCY WILL BE CONSIDERED PART OF THE REGULATIONS.
- C. NOTHING IN THESE SPECIFICATIONS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE ABOVE, AND EXPENSE IN COMPLIANCE WITH THE ABOVE SHALL BE BORNE BY THE CONTRACTOR
- D. WENEYER THE SPECFICATIONS AND DRAWNGS REQUIRE HIGHER STANDARDS OR LARGER SIZES THAN THOSE REQUIRED BY THE ORDINANCES AND STATUTES, THE SPECFICATIONS AND DRAWNGS SHALL TAKE PRIORITY OVER THE SPECFIC ORDINANCES AND STATUTES.

LOS SITE EXAMINATION AND CONDITIONS. THIS CONTRACTOR SHALL EXAMINE THE SITE, VERFY DIPENSIONS AND LOCATIONS AGAINST THE DRAWNGS AND INFORM HYBSELF OF ALL CONDITIONS UNDER WHICH WORK IS TO BE DONE BEFORE SUBMITTING HIS PROPOSAL. NO ALLOWANCE WILL BE MADE IN HIS BEHALF FOR EXTRA EXPENSE ON ACCOUNT OF ERROR.

### LOG AS BUILT DRAWNGS.

A SUPPLEMENTING THE REQUIREMENTS OF THE GENERAL CONDITIONS AND SUPPLEMENTARY GENERAL SUPPLEMENTARY GENERAL SUPPLEMENTARY GENERAL GOVERNIARY SELERS, RAN WATER LEADERS AND STORM SELERS OF CRITICAL LOCATIONS, LOCATIONS OF SHUT, OF YALLYES AND STUB-CUTS FOR RITURE, AND ALL CHANGES MADE DURNES THE COURSE OF THE WORK, RURNISH REPRODUCIBLE DRAWNGS WEN WORK IS COMPLETE.

THE GRADE OR QUALITY OF MATERIALS DESIRED IS INDICATED BY THE TRADE NAMES OR CATALOG NUMBERS STATED HEREN.

C. DIMENSIONS, SIZES, AND CAPACITIES SHOUN ARE A MINIMUM AND SHALL NOT BE CHANGED WITHOUT PERMISSION OF THE ARCHITECT.

### 1Ø1 MATERIAL LIST AND SUBSTITUTIONS:

A PRIOR TO COTTENCETENT OF WORK, AND WITHIN 35 DAYS AFTER SKANG OF THE CONTRACT BY THE CURER AND GENERAL CONTRACTOR THIS CONTRACTOR SHALL SUBSTITUTE WAS UNDURED TO THE ARCHITECT FOR APPROVAL A COTSPLETE LIST OF EQUIPMENT AND MATERIALS TO BE RIPASSHED, INCUBNIC ALL SUBSTITUTIONS. PARTIAL OR INCOMPLETE LISTS OF MATERIALS WILL NOT BE CONSIDERED, NO SUBSTITUTIONS WILL BE CONSIDERED THEREAFTER ONLY ONE (I) REQUEST FOR SUBSTITUTION WILL BE CONSIDERED ON EACH ITEM OF MATERIAL OR

B. IF THE CONTRACTOR DEBIRES TO MAKE A SUBSTITUTION, HE SHALL SUBMIT COMPLETE INFORMATION OR CATALOG DATA TO SHOW THE QUALITY OF THE EQUIPMENT OR MATERIAL OFFERED TO THAT SPECIFIED. NO SUBSTITUTION WILL BE ALLICULED URLESS REQUESTED AND APPROVED IN URTINAL MATERIALS OF EQUAL PERIT AND APPEARANCE IN THE OPINION OF THE ARCHITECT WILL BE APPROVED FOR USE. ARCHITECT RESERVES THE RIGHT

C. INSTALLATION OF APPROVED SUBSTITUTION IS THE CONTRACTOR'S RESPONSIBILITY. ANY CHANGES REQUIRED FOR INSTALLATION OF APPROVED SUBSTITUTED EQUIPMENT MUST BE MADE WITHOUT ADDITIONAL OF

D. SUBMIT TO ARCHITECT FOR APPROVAL, WITHIN A REASONABLE THE AFTER AWARD OF CONTACT AND IN AMPLE THE TO AVOID DELAY OF CONSTRUCTION, BHOP DRIWINGS OR SUBMITTALS ON ALL ITEMS OF EQUIPMENT AND MATERIALS CONSTRED IN LIST MENTIONED ABOVE. SHOP DRIWINGS HALL BE SUBMITTED IN FIVE (6) COPIES AND IN A COMPLETE PACKAGE. PARTIAL SUBMITTALS WILL NOT BE CONSIDERED.

100 FEES, PERMITS, AND UTILITY SERVICES. THIS CONTRACTOR SHALL ARRANGE TO OBTAIN AND TO PAY FOR ALL FERMITS AND SERVICE CHARGES REQUIRED IN THE INSTALLATION OF HIS WORK, ARRANGE FOR REQUIRED INSPECTIONS, AND SECIRE APPROVALS FROM AUTHORITIES HAVING JURISDICTION, CONTRACTOR SHALL ARRANGE FOR UTILITY CONTRACTOR SHALL ARRANGE FOR UTILITY CONTRACTORS AND PAY CHARGES INCURRED, INCLUDING EXCESS SERVICE CHARGES, IF ANY,

LOS <u>GUARANTEE</u>, AFTER COTPLETION OF THE INSTALLATION OF EQUIPTENT HEREN SPECFIED, THE CONTRACTOR SHALL GUARANTEE SAME AGAINST DEFECTS OF WORSTANSHIP OR MATERIAL FOR A PERCOD OF ORE (I) YEAR F, WITHIN THE SPECFIED PERCOD FROM THE DATE OF ACCEPTANCE ANY OF THE SYSTEM IS PROVEN TO BE DEFECTIVE IN WORSTANSHIP AND/OR MATERIAL, IT WILL BE ADJUSTED, REPAIRED, OR REPLACED FREE OF CHARGE BY THIS

LIO ACCESSIBILITY CONTRACTOR SHALL BE RESPONSIBLE FOR THE SUFFICIENCY OF SIZE AND THICKNESS OF PARTITIONS FOR ADEQUATE ASTALLATION OF HIS WORK ANY EQUIPMENT REQUIRMS ACCESS FOR OPERATION OR SERVICE SHALL BE HADE ACCESSIBLE BY THE USE OF ACCESS POORS AS REGUIRED.

### PART 2 PRODUCTS

### 201 MATERIAL PIPE

A SANTARY SEVER PIPNG INSIDE BUILDING DROPS SHALL BE SERVICE VEIGHT CAST IRON NO-HUB WITH NO-HUB FASTENERS. FIXTURE BRANCHES AND VENTS 2-101" AND SMALLER FROM 6" ABOVE GRADE MAY BE SCHEDULE 40 GALYANIZED STEEL. FITTINGS SHALL BE CAST SERVICE VEIGHT. CONTRACTOR MAY USE APACHE SCHEDULE 40 DUV ABS PIPE AND FITTINGS (ALL AS ALLOUED BY LOCAL CODE).

### B. DOYESTIC MATER PIPING:

- A ABOVE GROUND: TYPE 'L' COPPER TUBING, UROUGHT COPPER OR CAST BRONZE SUEAT FITTINGS.
  - 1) PIPNG 3 INCHES AND ABOVE: BRAZED.
  - 2) PIPAG 2-1/2 INCHES AND SMALLER: SOLDERED (95/5 SOLDER) JOINTS.

  - 8) PRESSURE RAYGE 81 TO BO PSI AND TEMPERATURES BIT TO 2007, 95/6 IN-ANTMONY OR SILVER-BEARING SOLDERS, I.E., ALLSTATE 430, HARRIS
  - b) USE APPROPRIATE FLUX FER MANUFACTURER'S RECOTTENDATIONS, USE OF CORROSIVE FLUXES IS PROHIBITED.
- B. BELOW GROUND: TYPE "K" COPPER TUBING WITH BRAZED JOINTS, APROVED FILLERS: "PHOS Ø," "SILFOS B," "AIRCOSIL B," "BRAZE 450/DE)." USE APPROPRIATE FLUX PER MANUFACTURER'S RECOMMENDATIONS.
- C. PROVIDE "ECOFF" DELECTRIC UNIONS AT ALL COPPER TO STEEL CONNECTIONS.
- C. NATURAL GAS AND REL O'IL PIPNAS SHALL BE SEAMLESS OR LAP WELDED BLACK STEEL, DS POKS WORKING PRESSURE FITTINGS SHALL BE DS POKS TO SUIT PIPNAS MATERIAL. THREAD PASTE SHALL BE INSCUEDE IN WATER ALL VALLYES SHALL BE RATED FOR NATURAL GAS PUEL STEEL PIPE BURSED BELOW GRADE SHALL HAVE AN APPLIED HIGH DENSITY POLYETHYLDNE WARD, X-TRU-COAT, OR EQUAL, APPLIED AND INSTALLED ALL PER THE MANUFACTURER'S INSTRUCTIONS.
- D. GAS PIPNG SHALL BE GRADED TOWARD THE REGULATOR WHEREVER POSSIBLE, PIPNG TRAPPED BY CHAYGE OF GRADE SHALL BE SUPPLIED WITH A DRIP LIVE AT THE LOW POINT BROUGHT OUT TO AN ACCESSIBLE LOCATION, PROVIDE DIRT POCKETS AT BOTTOM'S OF VERTICAL PIPE RISERS, CONSISTING OF TEE FITTINGS PLUGGED WITH CAPPED NIPPLES. HIGH PRE65URE PIPE SHALL BE WELDED (SEE JONTING)
- E. CONDENSATE LINES SHALL BE SCHEDULE 40 GALYANIZED STEEL PIPE WITH GALYANIZED MALLEABLE IRON FITTINGS OR TIPE IN COPPER CONDENSATE LINES BELOW THE ROOF AND CONCEALED AREAS SHALL BE COMERCE WITH INSULATION.
- ROOF DRANS, DOUNSPOUTS, AND RANMATER LEADERS: ALL DOUNSPOUTS WHICH ARE INCLIDED IN THIS WORK SHALL BE SCHEDULE 40 GALVANIZED STEEL PIPE WITH BLACK CAST IRON DRANAGE FITTINGS, EXCEPT PIPING BELOW GRADE OR SLAB TO 5°-0° COIDE BUILDING SHALL BE MANYILE NON-PRESSURE TRANSITE PIPE; CLASS 800, OR APACHE SCHEDULE 40 DUV ABS PIPE AND FITTINGS (ALL AS SHOWN ON THE DRAWNSS).
- WAR ALL PIPE DOUNSPOUTS SHALL BE FURNISHED AND INSTALLED IN THE PLUMBING WAR. ALL PIPE DOUNSPOUTS SHALL BE COMPLETE WITH ALL ISCESSARY OFFSETS AND FITTINGS AS PECULIFIED AND APPROVED, CONNECT TO ROOF DRANS AS REQUIRED, NO FITTINGS SHALL BE EXPOSED TO VIEW IN FINISHED AREAS,

### 202 PIPE INSULATIONS

A ALL HOT WATER SUPPLY AND RETURN PIPNS ABOVE SLAB OR GROUND EXCEPT RINGUIS TO FIXTURES AND INIONS AND VALVES SHALL BE COVERED WITH 3M THICK INSULATION FOR PIPE IV AND 3M IN DIAMETER AND IT THICK FOR LARGER PIPE. THE INSULATION SHALL BE MANYILLE FLATE SHEET ONE PIECE CONSTRUCTION PREFORED FIBERGLASS PIPE NSULATION, OR APPROVED EQUAL, WITH A "K" FACTOR OF 27 MAXIMM AT 15 DEGREES MEAN TEMPERATURE.

### 2.03 YALVES.

- A. GATES: CRAYE 1438, 2" AND UNDER CRAYE 461 2-1/2" AND OVER
- B. SOLDER JONIS VALVES IN COPPER LINES, CRANE 1324 OR 438 WITH ADAPTERS.
- 204 <u>YALVE BOXES</u>, FIRNISH AND INSTALL FOR EACH VALVE IN GROUND A BROCKS, CHRISTY, OR EQUAL TO BROCKS PRODUCTS COMPANY \*9 OPEN BOTTOM CONCRETE YALVE BOX WITH COVER MARKED FOR SERVICE.

- A FIXTURES SHALL BE AYERICAN STANDARD, CRANE, OR EQUAL SUBMIT FIVE (5) PORTFOLIOS WITH FULL DESCRIPTION AND CUTS OF FIXTURES AND TRIM PROPOSED FOR USE TO ARCHITECT FOR WRITTEN APPROVAL.
- B. FIXTURES SHALL BE AS SCHEDULED ON THE DRAWNS
- C. PLATE NIMBERS NDICATED ARE AFERCAN STANDARD, COMPLETE AS ILLUSTRATED AND DESCRIBED UNLESS OTHERWISE NOTED, PROVIDE STOPS AS HEREN BEFORE SPECFIED FOR ALL CONCEALED SUPPLIES

3.01 FRAYING, CUTTING AND PATCHING, SPECIAL FRAYING, RECESSES, CHASES, AND BACKING FOR WORK OF THIS SECTION, INLESS OTHERWISE SPECIFIED, IS COVERED UNDER OTHER SECTIONS. THIS CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER PLACEMENT OF ALL PIPE SLEEVES, HANGERS, AND SUPPORTS AND LOCATION OF OPENINGS FOR

### 3.02 EXCAYATION AND BACKFILL:

- A. THIS CONTRACTOR SHALL DO ALL EXCAVATING REQUIRED FOR THE INSTALLATION OF ALL PIPMS AND OTHER LOSK THAT APPLIES TO THE WORK OF THIS CONTRACTOR INDICATED ON THE DRAWINGS.
- B. EXCAVATIONS SHALL BE OF OPEN VERTICAL CONSTRUCTION OF SUFFICIENT WOTH TO PROVIDE FREE WORKING SPACE AT BOTH SIDES OF THE TRENCH AND AROUND THE PIPE AS REQUIRED FOR DONING, BACKFILL AND COMPACTING WHERE INVERTILE BYATTONS ARE NOT SHOWN, TRENCHES SHALL BE DIG TO SUFFICIENT DEPTH TO GIVE A MAINTH OF SIX NUMBER (6") OF FILL ABOVE THE TOP OF PIPANS, MEASURED FROM THE INDERSIDE OF THE CONCRETE SLAB.
- C. METHOD OF COMPACTION SHALL BE AS DIRECTED BY PROJECT INSPECTOR BACKFILL SHALL BE COMPACTEDOSD TO THE ORIGINAL DENSITY OF THE SOIL BEFORE

### 3.03 PIPING INSTALLATION

- A GENERAL:

  L NO PIPMS SHALL BE PERTAMENTLY COVERED BY CONSTRUCTION BEFORE INSPECTION AND APPROVAL.

  PROVISIONS SHALL BE HORE FOR THE EXPANSION AND CONTRACTION OF ALL PIPMS, USNS MINS JOINS MADE FOR THE EXPANSION AND CONTRACTION OF MILE PIPMS, USNS MINS JOINS MADE FOR OF FITTINGS, OR BENDS, OR OTHER METHODS OR DEVICES AS APPROVED.

  3. CONNECTION OF PIPMS OR EQUIPMENT OF DISSIMILAR MATERIALS SHALL BE MADE WITH DIELECTRIC COUPLINGS OR WITH FLANGES AND INSULATING GASKETS EPCO, OR EQUAL.
- EQUAL.

  4. NSTALL WATER PIPN'S GENERALLY LEVEL, PREE OF TRAPS AND UNDECESSARY BENDS TO CONFORM WITH BUILDING REQUIREMENTS, AND PROVIDE SPACE FOR OTHER
- SUPPLY SHALL BE CONCEALED IN ALL LOCATIONS UNLESS OTHERUSE NOTED ON THE
- 6. NSTALL PIPMS PROMPTLY, CAPPING AND PLUGGING OPEN ENDS.

B. JONING:

L THREADED JONIS SHALL HAVE TAPERED EVENLY CUT AND SHALL BE MADE WITH

I THREADED JONIO BHALL HAVE TAPERED EVENT CUT AND SHALL BE MADE WITH UNDERWRITERS LABORATORES APPROVED COMPOIND FOR GAS SERVICE CONSISTING OF GRAPHITE COMPOIND OR POLYTETRALOUSETHITLES LAPE APPLIED TO THE MALE THREADS ONLY. AFTER CUTTING AND BEFORE THREADING, PIPE SHALL BE REAMED AND SHALL HAVE BURSS REMOVED CAULKING OF THREADED JONTO 10 STOP OR PREVENT LEAKS WILL NOT BE PERMITTED.

2. WELDED JONTO: CHANGES IN DIRECTION OF PIPMS SHALL BE MADE WITH VELDED PITTINGS OF FORGED-BRANCH-CONNECTION FITTINGS, METERMS OR NOTCHING PIPE TO PORT ELBOWS AND TEES, OR OTHER SMILAR FITTINGS, WILL NOT BE PERMITTED.

3. BOLDER JONTO IN COPPER TUBING FOR ALL INSTALLATIONS (HEATING, REPRESERATING, AND FILIPSIA'S) SHALL BE MADE WITH SIL-FOS SILVER BRAING ALLOY, SUFFRICER TO BE JONTED SHALL BE PRESE OF OIL, GREASE, RIST AND OXIDES, AFTER CLEANING AND BEFORE ASSIMBLY OR HEATING, SUPPLY HANDY-FILIX TO EACH JONI SUPPLIED CAREFULLY WITH AN OXYT-ACETYLENE TORCH TO AVOID OVER-EATING FITTINGS, VALVES, ERCTINE 95 BY ANTIFONY SOLDER MAY BE PERMITTED ON PULL'BANG LINES ABOVE SLAB OR GROUND ONLY WITH PRIOR APPROVAL FOR PIPMS 3" AND SYLLER CALLEY WITH THE ONLY WITH PRIOR APPROVAL FOR PIPNIG 2" AND SMALLER, ONLY.

4. <u>91EEL PIPE AND CONNECTIONS</u>, A) BHALL HAVE BNDS REAVED TO RLL INSIDE DIAPETER AND BEVELED BEFORE BEING MADE UP INTO FITTINGS.

- B) ALL CHANGES IN DIRECTION TO BE MADE WITH PROPER FITTINGS.
- D) JONTS DETUEN PIPE AND FITTINGS TO BE MADE WITH THE ALTHUM.

  D) JONTS DETUEN PIPE AND FITTINGS TO BE MADE WITH THREADS RULLY COATED
- DI JOUNG DE LIERN FIFE ACT FILLINGS TO DE PAUDE BITH INEADS FULLT COALED

  WITH KEY'S TINEAD PASTER PASTE IS TO BE APPLIED TO MALE TINEAD.

  E) WINCHS TO DE PLACED ADJACENT TO ALL SCREUED VALVES, CHECK VALVES, OR

  EQUIPMENT BIRCH HAS NO WINCH CONSECTIONS. WINCH SO IN UNITER PIPES ON FIXTURES

  BIDE OF TRAPS MAY DE SUIP FLAVIE JONTO BITH SOFT RUBBER OR LEAD GASKETO.

  5. CAST IRAND PIPE JONTO AND CONSECTIONS.

  A) JONTO SHALL BE MADE WITH STANLESS STEEL COUPLING NO-HAB TYPE.

  3) ALL CHAVES A DIDECTION OF DEPAUDE BITH SECRET BITHS.
- B) ALL CHANGES IN DIRECTION TO BE MADE WITH PROPER FITTINGS.
  C) ALL SCREED CONSCILOSS TO BE NETAL TO METAL TIGHT.
  D) CLEANOUTS TO BE LOCATED NOT LESS THAN 18" FROM BUILDING CONSTRUCTION FOR EASE OF RODDING.
- E) USE GRAPHITE ON ALL CLEANOUT THREADS.
- C. <u>PIPNS CUTINS.</u> PIPE CUTING SHALL BE DONE WITHOUT DAMAGE TO THE PIPE. UNLESS OTHERWISE AUTHORIZED BY THE ARCHITECT, CUTTINS SHALL BE DONE BY MEANS OF AN APPROVED TYPE OF RECHANICAL CUTTER WHELL CUTTERS SHALL BE USED ILLERE PRACTICABLE. ON PIPE 6" (BIX INCHES) AND LARGER, AN APPROVED GAS-CUTTING-BEYELLING MACHINE MAY BE USED.

### 304 CARE AND CLEANING:

A ALL BROKEN, DAMAGED, OR OTHERWISE DEFECTIVE PARTS OF THIS WORK SHALL BE REPAIRED OR REPLACED BY THIS CONTRACTOR, AT HIS EXPENSE, AND THE ENTIRE WORK LETF IN A CONDITION SATISFACTION? TO THE ARCHITECT, AT COMPLETION THIS CONTRACTOR SHALL CAREFULLY CLEAN AND ADJUST ALL EQUIPMENT, FIXTURES, AND TRAIL WHICH ARE STALLED AS PART OF HIS WORK AND THE SYSTEMS AND EQUIPMENT LEFT IN SATISFACTION? OPERATING CONDITION.

3.05 WATER SYSTEM STERILIZATION AFTER FLUSHING, ENTIRE WATER SYSTEM FROM NEW POINTS OF CONNECTION SHALL BE STERILIZED BEFORE BEING TURNED OVER TO THE OWER FOR USE. SLOWLY FILL SYSTEM WITH WATER AND ADD CHLORNE CHEMICAL AGENT TO PRODUCE A MINITAL OF 50 PFM OF CHLORNE IN ENTERING WATER TREATED WATER SHALL BE RETAINED IN PIPE OVERSIGHT CHLORNE RESIDIAL AT PIPE EXTREMITES SHALL BE AT LEAST 5 FFM AT END OF THIS TIPE SHOULD CHLORNE RESIDIAL BE TELDED THAN THIS AMOUNT, PIPE SHALL BE RE-CHLORNATED.

### 3.06 JEST OF PIPNG

A ALL PIPING SHALL BE TESTED AT COMPLETION OF ROUGHING IN, IN ACCORDANCE WITH THE FOLLOUING SCHEDULE AND SHOULD SHOW NO LOSS IN PRESSURE OR VISUAL LEAKS AFTER A MINIMUM DURATION OF FOUR HOURS AT THE TEST PRESSURES INDICATED,

### TEST SCHEDULE

SYSTEM TESTED TEST PRESSURE PSIG TEST WITH ALL SOIL, WASTE, DRAIN 4 VENT PIPMS WITHIN FILL WITH WATER TO TOP OF HIGHEST VENT, ALLOW TO STAND TWO (2) HOURS OF WATER LONGER AS DIRECTED BY BUILDING. ALL HOT AND COLD 1200 LBS, FOR B MINUTES WITHOUT LEAKS. WATER GAS PIPNG. 15 LB, FOR 30 MINUTES WITH NO PERCEPTIBLE DROP IN PRESSURE.

B. TESTING EQUIPTENT, MATERIALS AND LABOR SHALL BE FURNISHED BY THIS CONTRACTOR

### 301 CLOSING IN OF UNINSPECTED BLORKS

- A THIS CONTRACTOR SHALL NOT ALLOW OR CAUSE ANY OF THE WORK NOTALLED BY HM TO BE COVERED UP OR ENCLOSED BEFORE IT HAS BEEN INSPECTED, TESTED AND
- B. SHOULD ANY OF THE WORK BE ENCLOSED OR COVERED UP BEFORE IT HAS BEEN APPROVED, HE SHALL, AT HIS EXPENSE, INCOVER THE WORK. AFTER IT HAS BEEN TESTED, INSPECIED, AND APPROVED, HE SHALL MAKE ALL REPAIRS NECESSARY' RESTORE THE WORK OF OTHER CONTRACTORS TO THE CONDITION IN WHICH IT WAS FOUND AT THE TIME OF CUITING.

### END OF PLUMBING SPECIFICATIONS



ALEXANDER SCHEFLO and ASSOCIATES. Inc. Mechanical Engineers (209) 948-9761 2928 Pacific Ave. Stockton, Ca. 95204

CHEESE BAR BYRON, CA \_->-----

UNWINED

WINE &

PLUMBING SPECIFICATIONS

REVISIONS

SET DATE GUOSTIGH ISSUE DATE CHOSPOLI BCALE AS NOTED DRAWN & PRUTT 900321

> P1-2 Agenda Item G

- DO NOT SCALE THESE DRAWINGS -

### GENERAL NOTES

- 1. ELECTRICAL INSTALLATION SHALL COMPLY WITH TITLE 24, CALIFORNIA CODE OF REGULATIONS, INCLUDING THE FOLLOWING: TITLE 24, COR, PART 2, 2010 CBC TITLE 24, COR, PART 3, 2010 CBC TITLE 24, COR, PART 4, 2010 CMC TITLE 24, COR, PART 4, 2010 CMC TITLE 24, COR, PART 4, 2010 CMC ALL APPLICABLE LOCAL CODES.

- 2. ELECTRICAL CONTRACTOR SHALL PROCURE AND PAY FOR ALL LICENSES, ETC. REQUIRED TO CARRY ON AND COMPLETE THE WORK, PERMIT BY OWNER.
- 3. PROVIDE ALL LABOR, MATERIALS, TOOLS, PLANT EQUIPMENT, 3. PROVIDE ALL LABOR, MALEMALS, TOOLS, PLANT EOUPPMENT,
  TRANSPORTATION AND DEPORM ALL OPERATIONS NECESSARY FOR ANY REASONABLE
  INCOBLITIAL TO PROPER EXECUTION AND COMPLETION OF ALL "ELECTRICAL WORK"
  WHETHER SPECFFICALLY MENTIONED OR NOT; ALL AS NDICATED, SPECIFIED
  HEREM, ANDIOR MUCLED THEREBY TO CARRY OUT THE APPARENT INTENT
- 4. ALL FLECTRICAL MATERIALS SHALL BE NEW AND USTED WITH THE UNDERWRITERS LABORATIONES, INC., SHALL MEET THEIR REQUIEMENTS AND SHALL BEAR THEIR LABEL WHEREVER STANDARDS HAVE BEEN ESTABLISHED AND LABEL SPENICE IS REGULARLY FURNISHED BY THAT AGENCY.
- 5. ELECTRICAL DRAWINGS ARE ESSENTIALLY D'AGRAMMATIC AND ALTHOUGH THE SZE AND LOCATIONS OF COUPPUENT ARE SHOWN TO SCALE WHEREVER POSSIBLE, CONTRACTOR SHALL MAKE USE OF ALL DATA IN ALL CONTRACT DOCUMENTS AND VERFY THIS WHORMATION AT THE STIE. CONTRACTOR SHALL BE RESPONSED FOR ANY ON THE STIEL CONTRACTOR SHALL BE RESPONSED FOR LANNING OUT AND INSTALLING HIS WORK TO AVOID INTERFERENCE WITH
- 8. CONDUCTORS SHALL BE COPPER CONDUCTORS TYPE THY/N UNLESS OTHERWISE NOTED OR REQUIRED BY CODE.
- 7. ALL LUWINAIRES AND BALLASTS SHALL BE CERTIFIED BY THE MANUFACTURER TO THE CALIFORNIA ENERGY COMMISSION. ALL FLUORESCENT FIXTURES TO BE LAMPED WITH FORZ. T8, 350XL LAMPS OR APPROVED COULD. AND HAVE AN ENERGY SAYMIG W. SOUND BATING ELECTRONIC BALLAST OR APPROVED COULD LINESSY OTHERWISE SHOWN. ALL HLD. LIGHT FIXTURES SHALL HAVE HIGH POWER FACTOR BALLASTOR.
- 8. FLASH AND COUNTER FLASH ALL ITEMS PASSING THROUGH THE ROOF, ANY ROOF PENETRATIONS WILL BE APPROVED BY THE OWNER, ROOFING MFG, HAS SPECS, AS TO NOT YOUR 20 YEAR WARRANTED.
- 9. WORK SHOWN ON THE DRAWINGS TO BE INSTALLED UNDEAGROUND SHALL BE INSTALLED AT LEAST 24' BELOW, GRADE. BACKFALL IN 6' THECK, PROPERLY MOSTENSE LAYERS, SOLDIN'PACKED AND RON TAMPED TO A DENSITY NOT LESS THAN THAT OF A DIACENT, UNDISTURBED EARTH. RESTORE SURFACES, RODWANS, WALKS, CURBS, WALLS, EXBING UNDERGROUND INSTALLATIONS TO ORIGINAL CONDITION IN AN ACCEPTABLE MANNER.
- 10. THE OWNER RESERVES THE RIGHT TO RELOCATE ALL LIGHTING, OUTLETS AND SWITCHES BEFORE THEY ARE ROUGHED IN AT NO EXTRA COST.
- 11. ALL EXIT SIGNS TO BE UNSWITCHED.

### NAMEPLATES & IDENTIFICATION:

#INSTALL ENGRAVED NAMEPLATES FOR EACH PANELBOARD, CABINET, DISCONNECT, ETC. NAVEPLATES SHALL BE SECURELY FASTENED TO THE EOURPMENT WITH #4 PHILLIPS ROUND HEAD CADWIUM PLATED SELF-TAPPING SCREWS, BRASS BOLT, OR WITH A PLASTIC RESIN ADHESIVE GLUE, GOODYEAR "PLIEBOND" OR EQUAL

### HVACUNIT DISCONNECTS:

- 1. ELECTRICAL CONTRACTOR SHALL COORDINATE WITH MECHANICAL CONTRACTOR FOR EXACT LOCATIONS OF ALL HIVAG UNTS, DISCONNECTS AND DEVICES BY HELD. VEREY AND CONFIRM THE ACTULA MOUNTING LOCATION ON THE HIVAG UNIT FOR THE
- THE RATING OF THE DISCONNECT SHALL BE SUCH AS TO ENABLE THE LARGEST FUSE SIZE ON THE UNIT NAVEPLATE TO BE INSTALLED IN THE DISCONNECT. PROVIDE FUSES OF THIS RATING.
- 3. FURINSH AND INSTALL ALL LINE VOLTAGE AND LOW VOLTAGE CONDUITS AND LINE VOLTAGE WIRNO BY OTHERS) TO HYAC ECRIPMENT AND ASSOCIATED CONTROLS AND DEVICES AS SHOWN ON THE ELECTRICAL AND MECHANICAL PLANS, INJURIES OTHERWISE NOTED.

- 1. ALL WIRING SHALL BE INSTALLED IN STEEL CONDUITS, CONCEALED IN WALL AND CERLING U.O.N.
- 2. MANAUM CONDUIT SIZE SHALL BE 1/2". MANAUM ACCEPTABLE CONDUITS ARE
  A. GALVANZED RIGIO STEEL.
- B. GALVANIZED STEEL EMT.
- C. LIQUID TIGHT STEEL FLEX FOR FINAL CONNECTION TO OUTDOOR
- D. FI FXIBLE STEEL CONDUIT FOR INDOOR FINAL CONNECTIONS TO
- MECHANICAL EQUIPMENT (NOT TO EXCEED 367)

  E. PVC CONDUIT SCHEDULE 40, UNDERGROUND.
- 3. NWC AND MC CABLING SYSTEMS ARE NOT ALLOWED IN THIS BUILDING.

### WARNG DEVICES:

UNITS SHALL BE EQUAL TO THE DEVICES SET FORTH HEREN, IN STANDARD COLORS (BROWN, WHITE, GREY, BEIGE OR IVORY) AS SELECTED BY THE

| RCHITECT;             |           |           |       |
|-----------------------|-----------|-----------|-------|
| A. WIRNG DEVICES      | LEVITON # | HUBBELL.≇ | P&S#  |
| SINGLE POLE SWITCH    | 1221      | 1221      | 20AC1 |
| THREE WAY SY/ITCH     | 1223      | 1223      | 20AC3 |
| DUPLEX CONV. OUT. 15A | 5262      | 5262      | 5262  |
| DUDI EY GELCOMV OUT   |           | OFFICE    |       |

### DEVICE PLATES:

1. ALL DEVICE PLATES FOR INDOOR USE SHALL BE SMOOTH NYLON OR APPROVED EQUAL UNLESS OTHERWISE NOTED. ALL DEVICE PLATES FOR OUTDOOR USE SHALL

### GENERAL NOTES

- 2. DEVICE COVERS FOR SURFACE MOUNTED BOXES SHALL BE 1/2" RAISED STEEL PLATES. WEATHERPROOF COVERS TO BE SNAP TYPE COVERS.
- 3. DEVICE PLATES FOR TELEPHONE AND COMPUTER OUTLETS TO BE PROVIDED BY OWNERS VENDOR. ALL TELEPHONE AND COMPUTER SYSTEM WIRING BY OWNERS VENDOR.

### SUPPORTS:

- 1. FURNISH ALL NECESSARY FOUNDATIONS, SUPPORTS, BACKING, ETC., FOR ALL ELECTRICAL ENCLOSURES, CONDUITS AND EQUIPMENT.
- 2. ATTACH ALL BOXES, CABINETS, ETC. TO WOOD WITH WOOD OR LAG SCREWS, TO METAL WITH MACHINE SCREWS OR BOLTS AND TO CONCRETE WITH EXPANSION ANCHORS AND MACHINE SCREWS OR BOLTS.

GROUND AND BOND ALL EQUIPMENT AS REQUIRED BY GOVERNING CODES AND SPECIFICALLY INCLUDING SWITCHBOARD, PANELBOARDS, MOTOR CASES, ETC.

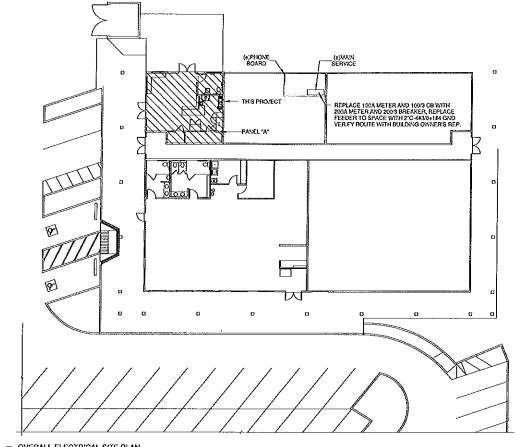
### WORKING CLEARANCES FOR PANELS & SWITCHBOARDS

1. COORDINATE WITH OTHER TRADES TO ENSURE CODE REQUIRED WORKING CLEARANCES, ACCESS, ETC. FOR PANELS AND SWITCHBOARDS PER C.E.C. SECTIONS 110-16 AND 384-4.

UNITS SHALL BE FLUSH OR SURFACE MOUNTED AS INDICATED ON THE PANEL SCHEDULE, WITH THE MUNERA AND SYZE OF BREAKERS INDICATED ON THE PANEL SCHEDULE, SWICLE POLE, TWO POLE AND THREE POLE BREAKERS SHALL BE BOLT-ON TYPE. THE PANEL DOORS SHALL HAVE FLUSH TYPE LOCKS, ALL LOCKS SHALL BE KEYED ALKE AND HAVE TYPEWRITTEN DIRECTORES INDICATING TOTURES, COLUMENT, OR OUTLETS SERVICED BY EACH BREAKER, ALL BUSSING SHALL BE COPPER.

### TESTING:

- 1. THE ENTIRE ELECTRICAL INSTALLATION SHALL BE FREE FROM SHORT CIRCUITS AND MYPROPER GROUNDS. TEST ALL WARNS AND CONNECTIONS FOR CONTINUITY AND GROUNDS BEFORE ANY FIXTURES OR EQUIPMENT ARE CONNECTED AND WHETHER SUCH TESTS INDICATE FAULTY ISSULATION OR OTHER DEFECTS, THEY SHALL BE LOCATED, REPARED AND RETESTED AT THE CONTRACTOR'S EXPENSE.
- 2. DEMONSTRATE TO THE OWNER AND THE ARCHITECT, THAT THE ENTIRE INSTALLATION IS COMPLETE, IN PROPER OPERATING CONDITION AND THAT THE COMPRACT HAS BEEN PROPERLY AND FULLY EXECUTED. PROVIDE ALL INSTRUM TO MAKE SUCH TESTS.



HCS ENGINEERING, INC. CONSULTING ELECTRICAL ENGINEERS 4512 FEATHER RIVER DRIVE, SUITE F STOCKTON, CA 95219 (209) 478-8270 email address richard@hcs-eng.com PROJ. 2014.xxx DES, RCS ENG, RCS

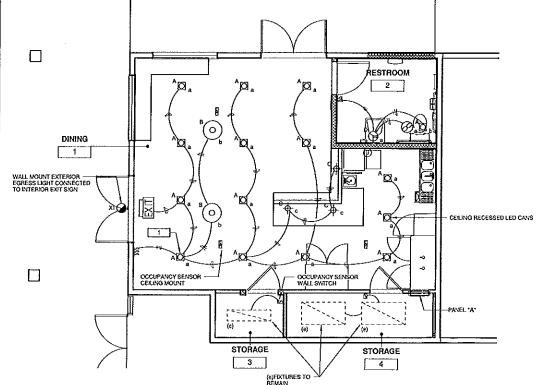


UNWINED WINE & **CHEESE BAR** DISCOVERY BAY, CA

\_\_\_\_\curl\_\_\_\_\_

OVERALL ELECTRICAL SITE PLAN
1/16\* = 1'-0\*

(3) POWER FLOOR PLAN



RESTROOM | 2 | WATER HEATER -ABOVE, 208V, 1PH - SHOW WINDOW OUTLET DINING SIGNAGE CIRCUIT CONNECT TO A NEW TIME CLOCK [ 1 A-9 A-21,23 PREWIRE 2 PHONE TO BORD TO BUILDING STORAGE STORAGE REPLACE PANEL AND FEEDER TO PANEL

OVERALL ELECTRICAL SITE PLAN, LIGHTING FLOOR PLAN, POWER FLOOR PLAN & GENERAL NOTES

REVISIONS

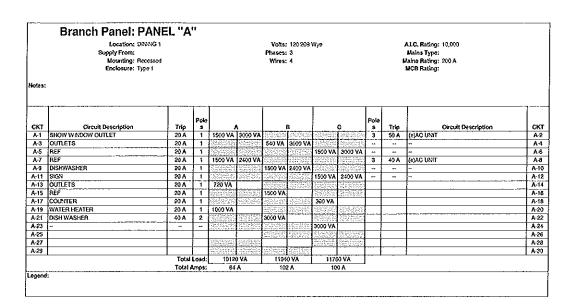
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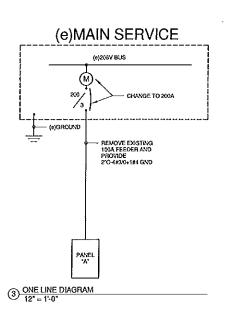
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E

2 LIGHTING FLOOR PLAN

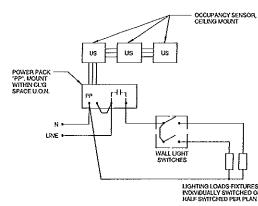
SHEET NOTES DESCRIPTION 1 CONNECT POWER FOR LIGHTS THROUGH OCCUPANCY SENSORS.



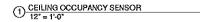


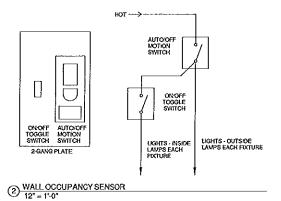
| FIXTURE SCHEDULE |        |                                                                                    |       |  |  |  |
|------------------|--------|------------------------------------------------------------------------------------|-------|--|--|--|
| [D               | LAMP   | DESCRIPTION                                                                        | LOAD  |  |  |  |
| A                | 1 1 ED | 6' D'AMETER SO) LUMEN LED DOWN LIGHT                                               | 60 W  |  |  |  |
| В                |        | OWNER SELECTED CHANDELIER                                                          | 60 W  |  |  |  |
| С                | 5CW    | OWNER SELECTED SWALL BAR PENDANT                                                   | EC W  |  |  |  |
| Ð                | 26 CFL | OWNER SELECTED BATHROOM WALL SCONCE                                                | 100 W |  |  |  |
| EXIT             | LEO    | COVERNATION EXIT SIGN/EGRESS LIGHT UNIT, 60 M:NUTE BATTERY BACKUP, UNIVERSAL MOUNT | 1 W   |  |  |  |
| X1               | -      | REMOTE EMERGENCY EXTERIOR LIGHT POWERED BY EXIT SIGN                               | 1 W   |  |  |  |

LIGHT FIXTURES TO BE SELECTED BY TENANT



DUAL LEVEL LIGHTING, SINGLE CIRCUIT







UNWINED
WINE &
CHEESE BAR
Discovery Bay, CA

HCS ENGINEERING, INC.

A.F.G. ABOVE FANSHED GRADE A.F.F. ABOVE FINISHED FLOOR UG UNDERGROUND
WP WEATHERPROOF WEATHERPROOF co CONDUIT ONLY U.O.N. UNLESS OTHERWISE NOTEL NO. NUVBER MIN MANAGAL MAX. MAXIMUM A, AMP AMPERE W/ WITH GFI GROUND FAULT INTERRUPTER (e),(E) EXISTING (R) REMOVE
(RR) REMOVE, RELOCATE AND RECONNECT AT LOCATION SHOWN ALC. AMPERE INTERRUPTING CAPACITY GRD. V GROUND VOLT CKT. CURCUIT KVA KILOVOLT AMPERE SP CU SPACE COPPER ALUVENUM LIGHTING CONTACTOR NIGHT LIGHT PULŁBOX ELECTRICAL CONTRACTOR GENERAL CONTRACTOR P.C. PELIMBING CONTRACTOR MECHANICAL CONTRACTOR M.C.

ABBREVIATIONS

PANEL SCHEDULE, ELECTRICAL DETAILS AND LEGEND

REVISIONS

E2

Agenda Item G-3

|                                                                                                                                                                                                                                                                                                  | F COMPLIANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | (Part 4 of 4)                                                                                                                                                                    | LTG-10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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| Project Name UNIVANCEO WINE AND                                                                                                                                                                                                                                                                  | CHEESE BAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| RTIFICATE OF COMPLIANCE                                                                                                               | (Part 1 of 4) LTG-1C                                | 4512 FEATHER RIVER DRIVE, SUITE F                                      |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------|
| d'are                                                                                                                                 | [Patt   U.4)   E10-10                               | STOCKTON, CA 95219 (209) 478-8270<br>email address richard@hcs-eng.com |
| VINED WINE AND CHEESE BAR                                                                                                             | 1/5/2014                                            | PROJ. 2014.xxx DES. RCS ENG. RCS                                       |
| OVERY BAY BLVD DISCOVERY BAY 12                                                                                                       | Total Cand. Feat from Unconditioned Foor Area 576 0 |                                                                        |
| ERAL INFORMATION                                                                                                                      | - 1 - 370 V                                         |                                                                        |
| ing Type: Si Navresidental D High Rise Res                                                                                            | denies D. Hosel More Guest Room                     |                                                                        |
| ☐ School ☐ Relocatable Public ☐ Condiscned Sp                                                                                         | DECES III Linconditioned Spaces                     |                                                                        |
| se of Construction: B New Construction D Addition                                                                                     | D Attention                                         |                                                                        |
| nod of Compliance: D Complete Building S Area Caresony                                                                                |                                                     |                                                                        |
| sumentation Author's Declaration Statement                                                                                            | 1                                                   |                                                                        |
| By that this Certificate of Compliance documentation is eccured and con                                                               |                                                     |                                                                        |
| •                                                                                                                                     | Syrven All                                          | PROFESSO.                                                              |
| REST C STA PERIOD                                                                                                                     | 1                                                   | (8) JEO C. 5 (4)                                                       |
| eny<br>HKS Englanting Inc.                                                                                                            | Cat: 1573/4                                         |                                                                        |
| \$A.                                                                                                                                  | CEA                                                 | / No. E14503                                                           |
| CITE STATE OF F                                                                                                                       | CEPE 4                                              | Exp. 6-30-16                                                           |
| Startian CASSIIS                                                                                                                      | From: 209-472-8276                                  |                                                                        |
| Principal Lighting Designer's Declaration Statement                                                                                   |                                                     | CIRICA                                                                 |
| I am eligible under Ordeion 3 of the California Business and Profe                                                                    | ssional Code to accept responsibility for the       | COF CALIFORNIA                                                         |
| lighting design.                                                                                                                      |                                                     |                                                                        |
| This Certificate of Compliance bloodings the lighting leatures and proceedings with Title 24, Pages 1 and 6 of the California Code of |                                                     |                                                                        |
| The design leasures represented on this Certificate of Compliance                                                                     | are consistent with the information grounded        | $\bigcirc$                                                             |
| to document this design on the other epolicable compliance forms.                                                                     | tra arelq arabatores, coadaxore                     | •                                                                      |
| specifications submitted to the enforcement agency for approval a                                                                     | this building permit application.                   | UNWINED                                                                |
| Notard C. Smith, PS E14303                                                                                                            | 19 /D~                                              |                                                                        |
| ry<br>HCS Engineering, Inc.                                                                                                           | 200 475 1277                                        | WINE &                                                                 |
| Arranda and the                                                                                                                       | Licroso 9                                           |                                                                        |
| CBFridar Ber D. #                                                                                                                     |                                                     | CHEESE BAR                                                             |
| da Tp<br>Stodien CA SS 19                                                                                                             | Dule                                                | DISCOVERY BAY, CA                                                      |
|                                                                                                                                       |                                                     | DISCOVERT BAT, CA                                                      |
| ng Mandatony Masarones<br>e tocet on on building plane of Monter on Masa, we first (Fishir)                                           | i                                                   |                                                                        |
| TING COMPLIANCE FORMS & WORKSHEETS (check box if work                                                                                 | sheets is inchided)                                 |                                                                        |
| allot reprotors to the use of the and of Errors Errorse. Standards completed to                                                       |                                                     |                                                                        |
| Carlor is Energy Completion LTG-1C Pages 1 Prough 4 Certificate of Completion. All Pages enquired on                                  | riene for all exheritate                            |                                                                        |
| LTG-2C Later a Control Const Workshood                                                                                                |                                                     |                                                                        |
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| LIG-3C Fages Fand Z Line Mobigle Track Lighting Worksheet                                                                             |                                                     |                                                                        |
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|                           | IG MANDATORY MEASURES: NONRESIDENTIAL                                                                                                                                                                                                                                                                                                                                                | LTG-                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Project Name<br>UNIVESVEO | WHE AND CHEESE BAR                                                                                                                                                                                                                                                                                                                                                                   | 1/9/20              |
| Indoor Li                 | ghling Measures:                                                                                                                                                                                                                                                                                                                                                                     |                     |
| §131%; 5                  | us-cfi Conpois                                                                                                                                                                                                                                                                                                                                                                       |                     |
| 1.                        | For every foor, at instruction in prisons shall be equipped with a separate actor acclessibility.<br>This automatic porton shall meet the equipment of Section 119 and may be an occupancy sen-<br>erably, or other device cyabre of automatically studying of the spiding.                                                                                                          | sor, automatic tr   |
| 2.                        | Overtide for Building Lighting State of the automatic building share off system is provided with a covertice switch in sight of the lights. The areas of everythicity not be exceed 5,000 square from                                                                                                                                                                                | 76.74.25, 2002553   |
| <b>[1139)</b> :           | Constitution Control Product Control and the control and the Control of the control of the                                                                                                                                                                                                                                                                                           | tes talytusous s    |
| §161:                     | Facestons & litest and Luministos Conflict. At Automates farures specified for the project and conflictory. All installed fact, as shall be conflict.                                                                                                                                                                                                                                | Food and Estod in 1 |
| \$131(a);                 | Professional Recomplete Controller. Each recommend area in this building is equipped with a separate a<br>sensor device for each area with floor to colling walls.                                                                                                                                                                                                                   |                     |
| <b>§131,2</b> ≥           | Uniform Fed. other for Individual Reports: All matrix and ented gradies than 100 square fact and a<br>per souther foot of lighting lead shall be controlled with bill and switching for uniform pasturation of it<br>most.                                                                                                                                                           | galag uktala tes    |
| \$13160.                  | Defigit Area Corust. As soons with windows and divilate that are greater than 250 square five<br>for excitor used despition for each at all these 50% of the ency in each duff was controlled<br>to the effective way of dispiti cannot be competitive because the actions are continuously all<br>the effective that the continuously design green of the year is induced on forms. | Dy & Separate St    |
| \$131 <del>6</del> 5      | Display Lighting. Display lighting shall be secondary switched on circuits that are 20 amps or loss                                                                                                                                                                                                                                                                                  | . <b>5</b> .        |
| Outdoor                   | Lighting Measures:                                                                                                                                                                                                                                                                                                                                                                   |                     |
| §130(c)1:                 | Wandalory \$574 ng power determination for markers base sockets without permanently installed by                                                                                                                                                                                                                                                                                     | riests              |
| §132(a):                  | All permanently has also furnitaries with lamps rates over 100 Warts offer have a lamp efficiency of per West or we controlled by a motion sensor.                                                                                                                                                                                                                                   | al best 60 tra      |
| \$1327£}                  | All terrinoises with importated greater than 175 Wissa in hardscape area, including parking less, I canopies, and all outdoor sales areas meet the Outoil Requirements.                                                                                                                                                                                                              | building entrance   |
| \$132(c)1;                | All permanently installed authors lighting may is the control requirements fated.                                                                                                                                                                                                                                                                                                    |                     |
| §132(c);                  | But any tocates, parking tota, garages, canopies, and outdoor sales areas meet the Muti Lene ()<br>fedad.                                                                                                                                                                                                                                                                            | ghang Proquies      |
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| श्चार्ति (१)         | C Area N <sup>2</sup> ≅                          | WATTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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LIGHTING COMPLIANCE

REVISIONS

SET DATE ISSUE DATE 1/14/14 SCALE DRAWN RCS 2013.XXX

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### Town of Discovery Bay

### "A Community Services District" AGENDA REPORT

**Meeting Date** 

February 5, 2014

Prepared By: Fairin Perez, Parks & Landscape Manager

Submitted By: Rick Howard, General Manager

**Agenda Title** 

2014 Public Event Calendar for Recreation Services

### **Recommended Action**

As necessary.

### **Executive Summary**

As we approach our second summer managing the Community Center and its related facilities, it is important that an Event Calendar be established for the facilities. As the Town has begun hosting recreational programming, public events, and with the facilities being reserved for private events and parties, it is important to identify those dates and events which will allow for site scheduling, minimizing potential conflicts at the Community Center and at the parks.

Staff has created the attached public event schedule for Board consideration. The events included are those events and activities which have been held in years past, and those other events which staff would like to initiate this year. It is the intent of staff to determine if the Board has any concerns with the dates or the functions themselves. Once the event is scheduled, Staff will reserve the requisite times and block that time from being reserved for other uses. This also allows for staff to begin the process of identifying event partners, sponsors, vendors, etc. to help offset event costs.

Events will be brought back to Board for further review and final approval at a future date only under the following circumstances: 1) Any public event for which alcohol is requested to be served; 2) Public events for which event costs are not anticipated to be met by the funds received for the event itself; or, 3) Public events which are added at a future date for which participation is expected to exceed 500 persons. Other events may come before the Board at the discretion of the General Manager.

### Fiscal Impact:

None at this time

### **Previous Relevant Board Actions for This Item**

N/A

### **Attachments**

2014 Public Event Calendar

|                                                                            |                   |          |                                  |                                                                                                                                                                         | Est.        |                    |          |         |      |                          |                                                              |
|----------------------------------------------------------------------------|-------------------|----------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|----------|---------|------|--------------------------|--------------------------------------------------------------|
| Date(s)                                                                    | Time              | Location | <b>Event Title</b>               | Description                                                                                                                                                             | Attend.     | Partnership        | Sponsors | Vendors | Food | Alcohol                  | <b>Licenses Required</b>                                     |
| 2/8/2014                                                                   | 1 - 3 pm          | DBCC     | Discovery Bay<br>Rain Dance      | World Record attempt for most people performing Rain Dance.                                                                                                             | 250-500     | Delta Sun<br>Times | Yes      | Yes     | Yes  | No                       | CCC Health Permit                                            |
| 4/19/2014                                                                  | 9-11 am           | DBCC     | Easter Egg Hunt                  | DB Lions Sponsored Easter Egg Hunt.                                                                                                                                     | 400+        | DB Lions           | No       | No      | No   | No                       |                                                              |
| 4/26/2014                                                                  | 9a - 3pm          | DBCC     | Earth Day Family<br>Festival     | 3rd Annual Earth Day Family Festival.<br>Volunteer activities in morning,<br>followed by BBQ lunch, live band and<br>vendor booths                                      | 200 - 300   |                    | Yes      | Yes     | Yes  | No                       | CCC Health Permit<br>ECCCFPD Event Permit<br>Music Licensing |
| 5/3/2014                                                                   | TBD               | DBCC     | Senior Health &<br>Wellness Fair | Indoor / Outdoor vendor fair,<br>focusing on senior heath, resources<br>and activities. Lunch, guest<br>speakers, vendors.                                              | 300+        |                    | No       | Yes     | Yes  | No                       | CCC Health Permit                                            |
| June 20, 27<br>July 11, 25                                                 | 6:30 pm -<br>10pm | DBCC     | Family Film<br>Nights            | 2nd Annual Friday Night film series.<br>Organized this year by TODB, in<br>partnership with DST. BBQ Dinner to<br>start at 6:30; movie at sunset.                       | 200-450     | Delta Sun<br>Times | Yes      | Yes     | Yes  | No                       | CCC Health Permit<br>Movie Licensing                         |
| July 19 - DBCC<br>August 2 -<br>Cornell Park<br>August 16 -<br>Slifer Park | TBD               | Various  | Music in the<br>Park             | Summer Concert Series. Traveling music in the Parks; first hosted at Community Center, 2nd at Cornell Park, 3rd @ Slifer Park.                                          | 100-300     |                    | Yes      | Yes     | Yes  | No (Parks)<br>Yes (DBCC) | CCC Health Permit<br>Music Licensing<br>ABC Permit           |
| 9/6/2014                                                                   | 8a - 2p           | DBCC     | DB Lions Car<br>Show             | Classic, Hot/Rod, Motorcycle Car<br>Show, food/beer                                                                                                                     | 300-400     | DB Lions           | Yes      | No      | Yes  | Yes                      | CCC Health Permit<br>ABC Permit                              |
| 10/11/2014                                                                 | 8a - 8p           | DBCC     | Rocktoberfest                    | Kids zone, Possible car show,<br>Business vendors, food vendors and<br>concert. Beer and wine sales.                                                                    | 500 - 1,000 | DB Lions           | Yes      | Yes     | Yes  | Yes                      | CCC Health Permit<br>ABC Permit<br>ECCFPD Event Permit       |
| Nov 3 - 14<br>Display<br>November 15<br>Auction/<br>Boutique               | 5 - 8pm           | DBCC     | Festival of Trees                | Fundraiser event. Trees decorated and placed in CC for silent auction during November. Final bid and award date TBD, possible wine/cheese affair, with Holiday boutique | 100-150     |                    | Yes      | Yes     | Yes  | Yes                      | CCC Health Permit<br>ABC Permit                              |
| 12/6/2014                                                                  | 6p - 10p          | DBCC     | Holiday Parade                   | Judging for event at CC in parking lot                                                                                                                                  | 1000+       | DB Lions           | Yes      | No      | No   | NO                       | None                                                         |



# No Back Up Documentation For Agenda Item # H-1



# No Back Up Documentation For Agenda Item # I



# No Back Up Documentation For Agenda Item # J



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# No Back Up Documentation For Agenda Item # M-1

Discovery Bay P-6 Zone Citizen Advisory Committee



Office of Supervisor Mary N. Piepho Contact: Karyn Cornell 181 Sand Creek Road, Suite L Brentwood, CA 94513 925-240-7260

| Respectfully | submitted | by: |
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The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

### **Record of Actions**

Meeting start time: 7:30 p.m.

Monday, October 14, 2013

- 1.) Meeting called to order by Chair Earl at 7:30 p.m. with All members present.
- **2.) Public Comment:** Bill Pease introduced himself as the Director from the Town of Discovery Bay CSD appointed to attend the DB P6 Zone CAC Committee meetings.
- **3.) Review of Record of Actions of October 30, 2012 meeting:** Committee member Kane made a motion to accept the Record of Actions as prepared. Second made by Committee member Zeigler. Motion carried 5-0.
- 4.) Correspondence: (Key: R= Received S= Sent)
  None

### 5.) Old Business:

- a. **Discuss DB P-6 Zone CAC Budget:** Lt. Johnson walked through the multi-year reflection of the 5 zones, which currently has approximately \$1.9million dollars. Discission regarding varying cost of Deputy and SRO position from previous years. Discussion regarding the Air Support cost as well as the line item relating to Patrol cars and accessories.
- b. **Discuss Byron Union School District School Resource Officer Funding:** BUSD Superintendent Burnett provided an update that the District is currently looking for grant funding for the position but at this time there are not any District funds available to support the SRO position. Discussion of the benefit the position brings to the School District as well as the Community and the desire for P-6 funds to support the position through the end of the 2013/2014 school year but that a long term funding source must be identified. Motion made by Vice Chair Kane to write a letter to the Town of Discovery Bay CSD to request support in researching funds for the SRO position. Second made by Councilmember Zeigler. Motion carried 5-0.

### 7.) New Business

a.) Monthly Activity Report (Lt. Johnson): Lt. Johnson provided statistics for the previous few months with property crimes down in September from August. Lt. Johnson discussed the use of a Ranger position in the Delta Station, which adds another representative of the Sheriff's office in the area who is able to perform 80% of the task of a sworn Deputy. discussed the new tools

several of the Sheriff's vehicles have been equipped with that are able to scan license plates and provide information including whether or not they are stolen.

b.) Other new Business: None.

### 8.) Future agenda items/Committee Member Comments:

- a.) DB P-6 Zone Budget
- b.) Byron Union School District School Resource Officer Funding



### Byron Municipal Advisory Council \*Not Recorded

DRAFT



Office of Supervisor Mary N. Piepho Contact: Karyn Cornell 3361 Walnut Blvd. Suite 140 Brentwood, CA 94513 925-240-7260

| Respectfully su | ibmitted by: |  |
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The Byron Municipal Advisory Council serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

### **Record of Actions**

Meeting start time: 6:05 p.m. Wednesday, December 18, 2013

- 1.) Meeting called to order by Chair Juarez at 6:05p.m. Councilmember Beltran absent.
- 2.) Public Comment: None received.
- **3.)** Review of Record of Actions of 10-17-13 meeting: Discussion regarding item 6 a. Vice Chair Schmit made a motion to accept the Record of Actions with a modification to the language of item 6a. Second made by Councilmember Larsen. Motion carried 3-0.
- 4.) Agency Reports
- a.) East Contra Costa Fire Protection District: Copies of the November Operational Report distributed.
- b.) Contra Costa County Sheriff's Department: Update that a new Lt. will be taking over at Delta Station.
- c.) California Highway Patrol: No Report.
- **d.)** Office of Supervisor Mary N. Piepho: Field Representative Cornell provided an update on the following items: provided an update on the proposed downtown sidewalk project from the Public Works Department, distributed copies of the Zoning Administrators agenda for the December 16 meeting, discussed the current Food Drive; discussed the current positions open for District III seats on various County Committees; wished everyone a safe and happy holiday season.
- 5.) Items for Discussion and/or Action
- **a.)Discuss 2013 Overview and 2014 Workplan:** Motion made by Vice Chair Schmit to submit the write-ups to the Board of Supervisors with the addition of the Annual Clean-Up, Pedestrian Safety and community identity to the 2014 Objectives. Second made by Councilmember Lopez. Motion carried 4-0.
- **b.)** Discuss the Annual P.O. Box Fee-\$100: Discussion regarding the continued need for the P.O. Box with the current items being sent to the Byron MAC additionally being received by the Supervisors Office. Discussion that there is a need to promote the identity of the Byron Community. Motion made by Councilmember Lopez to discontinue the Byron MAC Post Office Box but research ways to promote the identity of the Byron Community. Second made by Vice Chair Schmit. Motion carried 4-0.
- 6.) Correspondence Key: R= Received S= Sent
  - a. R-11/18/13 Contra Costa County Zoning Administrator Agenda for November 18, 2013
  - b. R-11/19/13 Contra Costa Planning Commission Agenda for November 19, 2013
  - c. R-12/2/13 Contra Costa County Zoning Administrator Agenda for December 2, 2013
  - d. R-12/10/13 Contra Costa Planning Commission Agenda for December 10, 2013
  - e. R-12/11/13 Contra Costa Local Formation Commission Agenda for December 11, 2013
- 7.) Councilmember Comment/Future Agenda Item:

Park Dedication Funds

**Code Enforcement Concerns** 

Discussion regarding Byron Community Identity

8.) Adjourned to next meeting scheduled for January 16, 2014 at 6:00p.m.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

Agenda Item N-2



# No Back Up Documentation For Agenda Item # O-1



# No Back Up Documentation For Agenda Item # P