

SPECIAL MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

JANUARY 16, 2017

.....
CITY COUNCIL: ESTES, WHEATCROFT, SCHMIDT, RUIZ, WILLIAMS
.....

The Hubbard City Council will meet for its regular council meeting at the Hubbard City Hall at 1:30 p.m.

The City will, upon request, endeavor to arrange for the following services to be provided. Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 4:00 p.m. on the Monday the week preceding the meeting date for regular scheduled meetings.

- X Qualified sign language interpreters for persons with speech or hearing impairments; and**
- X Qualified bilingual interpreters; and**
- X Assisting listening devices for persons with impaired hearing.**

Additional agenda items may be accepted until 4:00 p.m. on the Monday the week preceding the meeting date for regular scheduled meetings. Please contact the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900) if you would also like to purchase an Agenda packet, please contact the number mentioned above or you may view it online @ www.cityofhubbard.org.

SEE ATTACHED AGENDA

**Posted 1/12/2017
4:00 p.m.**

**Vickie L. Nogle, MMC
Director of Administration/City Recorder**

**HUBBARD CITY COUNCIL
SPECIAL MEETING AGENDA
JANUARY 16, 2017 – 1:30 PM
LOCATION: CITY HALL
3720 2ND STREET**

- 1) **CALL TO ORDER.**
 - A) Flag Salute.

- 2) **REQUEST TO VACATE 10' OF 20' EASEMENT(2994; 3032; 3084 Pacific Highway 99E) – Rob Prince, PBSL, LLC Managing Member.**

- 3) **WORKSHOP SESSION.**
 - A) Discussion regarding Police Chief Position.

- 4) **ADJOURNMENT.** (Next City Council Meeting February 14, 2017, at 7:00 p.m.)

503.981.9633

Monday – Thursday 7AM-5:30PM (Closed Fridays)

“BE THE DREAM” -- John Chaney

From: Robin Prince [mailto:robp@pbsbuildings.com]

Sent: Wednesday, January 11, 2017 2:34 PM

To: LaRoque, Laura

Cc: 'Michael LeClair'; Bill Lulay (N. Santiam Paving Co.) (blulay@nspor.com); 'Levi Warriner'; michael@nspor.com; Fred Schindler; Vickie Nogle; John Kennedy; Jaime Estrada; Don Branch; Kailong Luo

Subject: RE: 20' easement burden along our southern boundary

Good afternoon all,

Vickie,

Could you please schedule some time in the next work session (or lacking that, the next Council meeting) to discuss our ongoing issue about the potential for the City of Hubbard to vacate 10' of the 20' easement along the Southern boundary line of our property? That 20' easement serves only one water line. 20' is far more than necessary, far more than the standard easement size. There is no known legitimate reason for the easement to be that large. The reasons for taking it down to a more standard size of 10' are several: the larger size will cost the business at least \$1,500 per month ongoing forevermore in lost rental space; the extra 10' width by length costs extra for landscaping; and the extra 10' width by length costs extra forevermore in maintenance.

Please do whatever you can to expedite our opportunity to discuss this with appropriate city personnel. We greatly appreciate your efforts on our behalf. Thank you! Please give me a call if you have any questions regarding this manner.

Respectfully,

Rob Prince

PBSL, LLC Managing Member

President

Truss T Structures, Inc

Db a Pacific Building Systems (PBS)

Ph: 800-727-7844

Please visit our websites at www.pbsbuildings.com and www.thepurlinmill.com

Please watch our videos: PBS shop: www.vimeo.com/78906498

PBS – Hangars

<https://vimeo.com/102901589>

PBS – Auditoriums

<https://vimeo.com/102901722>

PBS – Agriculture

<https://vimeo.com/102878158>

PBS – Customer Comments

<https://vimeo.com/107419733>

PBS – Commercial

<https://vimeo.com/102878633>

Purlin Mill - SSR

<https://vimeo.com/102902043>



CITY OF HUBBARD
PUBLIC WORKS DEPARTMENT
3607 Sunset Drive/P.O. Box 380
Hubbard, OR 97032
(503)982-9429 Fax: (503)982-2172
TTY/VOICE (800) 735-2900
www.cityofhubbard.org

Jaime Estrada – Superintendent
Melinda Olinger – GIS Mgr
Emergency Pln. Coordinator.
Asst to Public Works Superintendent
Mike Krebs – Public Works Foreman
Juan Hernandez – Utility Worker I
Tim Steele – Utility Worker I Part-time

January 12, 2017

Hubbard City Council
Hubbard, OR 97032

Re: 3032 Schmidt Lane - 20' Easement Reduction Request

Dear Council:

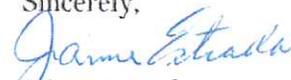
Public Works has reviewed Rob Prince's 20' (foot) easement reduction request, and would support a reduction to a 15' (foot) easement. A 15' (foot) easement is needed to allow future water line maintenance/repairs.

Hubbard's design standards for sanitary sewer (page 13), states that when public sanitary or storm sewer lines are not located in the public right-of-way, a 15' (foot) minimum easement shall be provided.

Hubbard's Development Code, Section 2.208.03, Development Standards for Land Division, (I) Utility Easements states: Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Such easements shall have a minimum total width of 12 feet (6 feet on each lot if it is located on a common lot line.)

Please also see our City Engineer, John Kennedy's comments, dated January 12, 2017.

Sincerely,


Jaime Estrada
Superintendent

/mo

c:\users\molinger\documents\planning comment\2017 01 12 prince.docx

Vickie Nogle

From: John Kennedy <kennedyj@aks-eng.com>
Sent: Thursday, January 12, 2017 7:08 AM
To: Vickie Nogle
Cc: Jaime Estrada; Bill Peterson
Subject: RE: 20' easement burden along our southern boundary

CITY ENGINEER

Vickie:

The applicant is correct that an easement for the water line only would normally be, at minimum, 10-feet in width. We assume that the easement was originally established as a 20-foot easement to provide the City, and future development, options for routing other public utilities, in addition to water. With the current development of this site being established as shown in their application, it seems unlikely that there will be a future need for the additional easement width. We have discussed this situation with Jaime and respect that the final decision on this topic is Jaime's to make. Jaime has stated his preference for maintaining the 20-foot easement. We appreciate that Jaime would like to maintain this existing easement, as is, just in case it is needed in the future. In addition, if the City of Hubbard ever needs to access this water line for repairs, repairs could be done more efficiently in a 20-foot easement than in a 10-foot easement.

Should the City of Hubbard decide to narrow the easement width to 10-feet, or perhaps to 15-feet, we suggest the following conditions apply to the reduction in easement width.

1. The first step should be to establish and record the new easement.
2. The second step would be to vacate the existing easement, which we understand requires Council action. We are not sure that the two steps (establish new / vacate old) can occur simultaneously.
3. The applicant should survey the exact location and alignment of the existing water line and the new narrower easement should be centered on that established, surveyed, location.
4. Note our previous comments from outstanding review letters that the easement should also extend at least 5-feet beyond the hydrant location. As noted above, the applicant should survey the water line and hydrant location, then define the easement based on "as-built" locations of the existing system.

I hope this summary helps with your decision.

John D. Kennedy, P.E.

AKS ENGINEERING & FORESTRY, LLC

4300 Cherry Avenue NE | Keizer, OR 97303

Cell: 503.434.3681

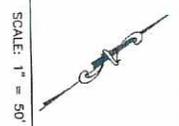
P: 503.400.6028 Ext. 416 | F: 503.400.7722 | www.aks-eng.com | kennedyj@aks-eng.com

From: Vickie Nogle [mailto:vnogle@cityofhubbard.org]
Sent: Wednesday, January 11, 2017 5:29 PM
To: Jaime Estrada <jestrada@cityofhubbard.org>; John Kennedy <kennedyj@aks-eng.com>
Subject: FW: 20' easement burden along our southern boundary
Importance: High

Jaime or John: Would either one of you want to comment on this so the City Council knows what your recommendation is. It was requested to be placed on the Special meeting they are having on Monday January 16th

Vickie L. Nogle, MMC

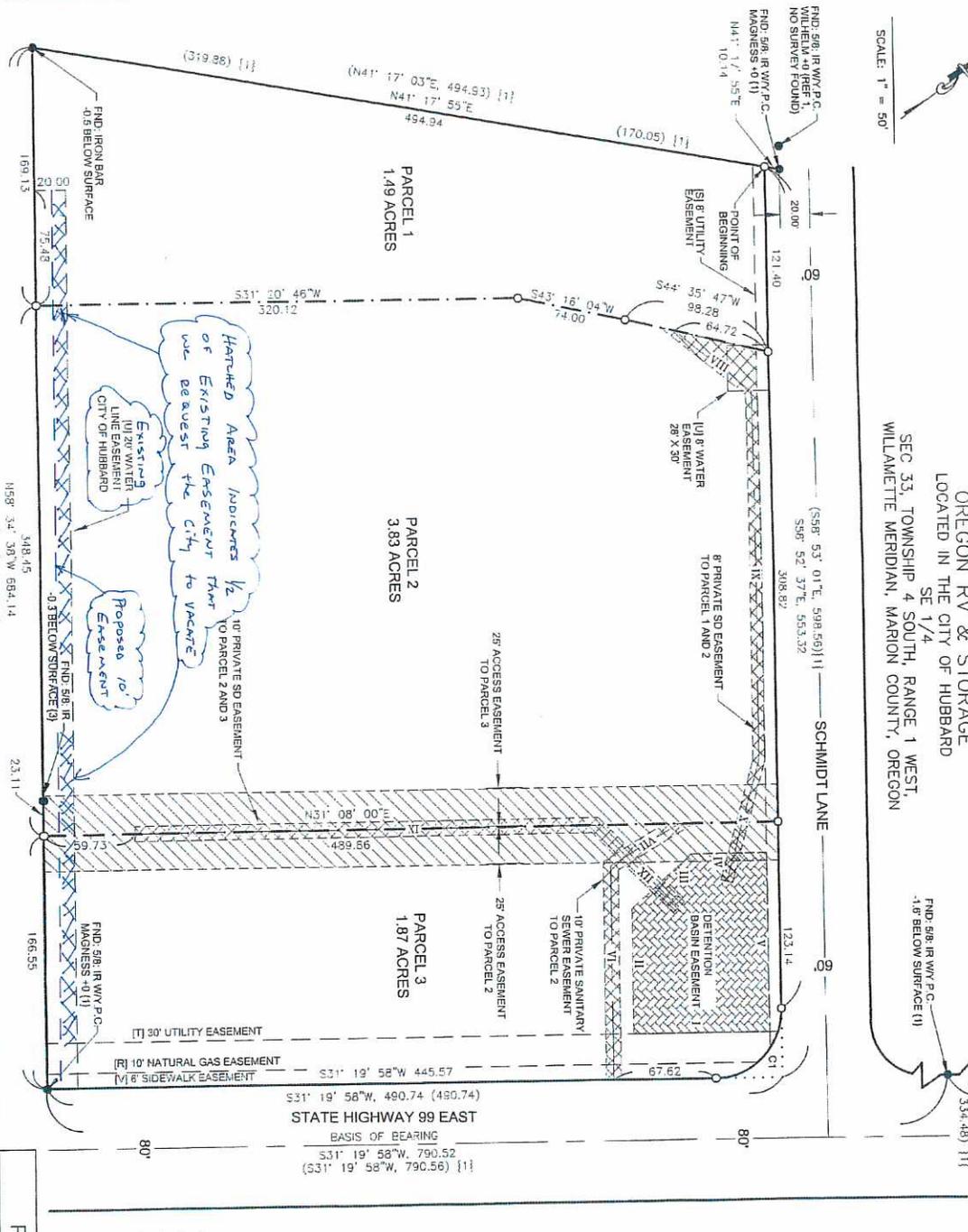
Director of Administration/City Recorder



SCALE: 1" = 50'

M.C.S.R. - 2017-
 PARTITION PLAT
 OREGON RV & STORAGE
 LOCATED IN THE CITY OF HUBBARD
 SEC 33, TOWNSHIP 4 SOUTH, RANGE 1 WEST,
 WILLAMETTE MERIDIAN, MARION COUNTY, OREGON

FND: 508 IR WY P.C.
 1-F' BELOW SURFACE (1)
 FND: 508 IR WY P.C.
 1-F' BELOW SURFACE (1)
 FND: 508 IR WY P.C.
 1-F' BELOW SURFACE (1)
 FND: 508 IR WY P.C.
 1-F' BELOW SURFACE (1)



- SURVEYS OF RECORD:
- [1] M.S.C.R. 37622
 - [2] M.S.C.R. 37520
 - [3] M.S.C.R. 36720
 - [4] M.S.C.R. 4372
 - [5] M.S.C.R. 4372
 - [6] M.S.C.R. 4372
 - [7] M.S.C.R. 4372
 - [8] M.S.C.R. 4372
 - [9] M.S.C.R. 4372
 - [10] M.S.C.R. 4372
 - [11] M.S.C.R. 4372
 - [12] M.S.C.R. 4372
 - [13] M.S.C.R. 4372
 - [14] M.S.C.R. 4372
 - [15] M.S.C.R. 4372

- DOCUMENTS OF RECORD:
- [R] REEL 1181 PAGE 700 NATURAL GAS EASEMENT
 - [S] REEL 3108 PAGE 283 UTILITY EASEMENT
 - [T] REEL 3108 PAGE 295 30' PUE
 - [U] REEL 3108 PAGE 256 WATER LINE EASEMENT
 - [V] REEL 3108 PAGE 257 SIDEWALK EASEMENT
 - [W] VOL 219 PAGE 178 DRAINAGE PIPE

REGISTERED PROFESSIONAL LAND SURVEYOR
 T. A. S. R. I. W. W. M.
 DATE: 01-06-2017
 DRAWN BY: MSD

LOCATION: SE 1/4 SEC 33, T.4.S., R.1.W., W.M.
 NORTH SANTIAM PAYING CO., 41203 KINGSTON-LYONS DR., STAYTON, OREGON 97383
 PHONE: (503) 789-3436
 EMAIL: bldg@npspc.com

CITY OF HUBBARD
 MARION COUNTY, OREGON

SHEET 1 OF 2

JOB NUMBER: 6067

PARTITION FOR OREGON RV AND STORAGE
 2994 SCHMIDT LANE

LEGEND:

- (N355'56"56" - 56.67') = DATA OF RECORD
- LR W/Y/P.C. = IRON ROD WITH YELLOW PLASTIC CAP
- ◇ = CALCULATED CORNER
- = FOUND MONUMENT
- = SET 5/8" x 30" IRON ROD WITH YELLOW ELASTIC CAP STAMPED "DUKAY LS 1827"
- = PROPERTY LINE
- - - = PARTITION LINE
- · - · - = EASEMENT
- · - · - = EASEMENT AND R-O-W CENTERLINE
- ===== = DEEDS OF RECORD
- ===== = MARION COUNTY, OREGON

REEL 1701 PAGE 65

SCALE: 1" = 50'

EASEMENT CALLS

CI	BEARING	DISTANCE
I	S31° 19' 58" W	90.75
II	N58° 39' 38" W	82.23
III	N10° 51' 30" W	53.27
IV	N31° 19' 58" E	50.48
V	S58° 52' 57" E	118.02
VI	N58° 38' 51" W	140.79
VII	N00° 36' 22" E	52.98
VIII	N69° 50' 53" E	65.29
IX	S66° 52' 37" E	241.99
X	S42° 27' 30" E	83.22
XI	N31° 08' 00" E	307.83
XII	N78° 20' 46" E	77.86

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA ANGLE	CHORD BEARING	CHORD DISTANCE
C1	45.00	70.86	90°12'59"	S13°46'31" E	63.76

NARRATIVE

The purpose of this survey is to plat the parcels shown as approved by City of Hubbard, Oregon partition case No. PA 2016-01.

The Eastern Line of Parcel 3, and the Basis of Bearing of the Survey, is established by holding the Iron Rod found in the Southeastern corner of Parcel 3 and the monument located approximately 280 feet Northerly of the centerline of Schmidt Lane along Highway 99 East as identified in M.C.S.R. 37622. The Southern Right of Way of Schmidt Lane was monumented holding the recorded deed of 1972 on the monument found and the Right-of-Way Agreement to the City of Hubbard recorded in documents Reel 3108 Page 254 and Reel 3108 Page 256 of Marion County Records.

Found monuments are in good condition near the surface unless noted otherwise.

Analysis of Police Chief Salary at Market Rate

Step	Monthly					
	A	B	C	D	E	F
Current Salary	4,610	4,794	4,984	5,184	5,392	5,607
% Diff from Average	28.56%	28.56%	28.56%	28.56%	28.56%	28.56%
Salary at Market Average	5,927	6,163	6,407	6,665	6,932	7,208
Difference - Current vs Market	1,317	1,369	1,423	1,481	1,540	1,601

Step	Annually					
	A	B	C	D	E	F
Current Salary	55,320	57,528	59,808	62,208	64,704	67,284
% Diff from Average	28.56%	28.56%	28.56%	28.56%	28.56%	28.56%
Salary at Market Average	71,119	73,958	76,889	79,975	83,183	86,500
Difference - Current vs Market	15,799	16,430	17,081	17,767	18,479	19,216

	Annually with PERS (Tier1/2) and Taxes *					
Current Salary Taxes	4,232	4,401	4,575	4,759	4,950	5,147
Current Salary PERS (Tier 1/2)	17,619	18,323	19,049	19,813	20,608	21,430
Market Average Salary Taxes	5,441	5,658	5,882	6,118	6,364	6,617
Market Average Salary PERS (Tier 1/2)	22,652	23,556	24,489	25,472	26,494	27,550
Current with PERS/Taxes	77,171	80,252	83,432	86,780	90,262	93,861
Market Average Salary with PERS/Taxes	99,212	103,171	107,260	111,565	116,041	120,668
Difference - Current vs Market with PERS/Taxes	22,040	22,920	23,828	24,784	25,779	26,807

* PERS based on increased rates for 2017-2019

RESOLUTION NO. 579-2014

A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR POLICE CHIEF,
AND REPEALING RESOLUTION NO. 211-96.

Findings

A. The City Council of the City of Hubbard find there is a need to update the job description for "Chief of Police."

Based on these findings, the City of Hubbard ordains as follows:

1. The City of Hubbard hereby adopts the Police Chief job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Police Chief.*"
2. Resolution No. 211-96 is hereby repealed.

INTRODUCED AND ADOPTED this 14th day of October 2014.

CITY OF HUBBARD, OREGON

BY:  _____
MAYOR

**CURRENT HUBBARD
POLICE CHIEF
JOB DESCRIPTION**

ATTEST:
BY:  _____
RECORDER

APPROVED AS TO FORM:
BY:  _____
CITY ATTORNEY

POLICE CHIEF

General Statement of Duties

The Police Chief is a department director position that directs a community policing oriented department by providing progressive management and leadership. Duties include planning, organizing, staffing, coordinating, budgeting and reporting all activities of the Police Department. The ability to act independently is a prerequisite in this position. This position requires extensive contact with the public and the person filling this position is expected to be highly involved in the community. Serves as a role model and demonstrates leadership through loyalty in the communication and actions to the Hubbard Police Department, City of Hubbard and the public by addressing the needs of individuals with dignity and respect while actively supporting the mission of the Hubbard Police Department – Maintain Peace and enhance the safety and livability of the people in our Community.

Essential Duties

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the need of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Hubbard by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

- Plans the activities, programs and goals of the Police Department including operations, patrol and investigations to ensure maximum service to the community.
- Develops and ensures the implementation of rules and regulations for the Police Department.
- Responsible for the proper and efficient enforcement of all state, and federal laws and local ordinances which the Police Department is authorized to enforce.
- Prepares a schedule and assigns personnel to best meet the needs of the public.
- Provides leadership and supervision over police personnel, including assigning and reviewing work, evaluating performance, taking disciplinary action, and setting up training programs.
- Makes reassignments, promotions and appointments with the department with the approval of the City Council.

EXHIBIT "A"

- Assists in the coordination of efforts and information between police agencies within the area.
- Regularly demonstrates effectiveness in engaging with all segments of a diverse community, proactively builds bridges with stakeholders, maintains and builds upon community relationships, invests his/herself in the community.
- Establishes and maintains an effective public relations program between the department and the community.
- Meets and confers with citizens, the press and groups concerning complaints, problems, requests and suggestions.
- Studies and determines law enforcement needs of the City and recommends solutions to the City Council.
- Prepares and presents a budget for the Police Department to the City Council.
- Ensures records are maintained by the department as required to support accurate reports to the City Council, State and Federal agencies.
- Conducts internal investigations on accusations or complaints against police officers, reports to the City Council prescribes disciplinary action where warranted.

Required Knowledge, Skills, and Training

- Ability to:
- Give credible testimony.
- Provide community outreach, speeches and presentations, visibility and user-friendly citizen complaint process.
- Utilize supervisory techniques to assign, review and appraise the work of staff members.
- Apply City, State and Federal laws, regulations, policies, and procedures as they relate to City law enforcement operations.
- Effectively lead the department in an emergency or disaster situation.
- Operate motor vehicle used in police work.
- Use firearms.
- Communicate effectively in oral and written format to management, employees, elected officials and the public.
- Knowledge of:
 - Management techniques, training and development, communication of values and standards, performances evaluation, management/labor communications and problem solving.
 - Decision making techniques.
 - Modern development in community policing, crime analysis, drug and alcohol programs, gang programs, etc.
 - The role of law enforcement in criminal justice system.

EXHIBIT "A"

- Organizational budget methods, procedures and techniques.
- Police communications and computer applications.
- Knowledge, ability and skills in people and community input, accessible and open to news media.

Required Education and Experience

Minimum Qualifications

- High school diploma or GED certificate; and
- DPSST Advanced Law Enforcement Certificate or higher; and
- Five [5] years progressively responsible administrative experience in the law enforcement field; or
- Two [2] years rank of Police Sergeant or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.
- Ability to obtain Executive Certificate from Oregon Department of Public Safety Standards and Training [DPSST] within twelve months of hire.

Possession of a valid Oregon driver license and acceptable driving record

Essential Physical Abilities

The physical demands [*including lifting, mobility, movement and manual dexterity*], work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This work is normally performed in an office setting or attending meetings at a variety of locations including early mornings, evenings and weekends as necessary. Formal presentations are frequently made by this classification. Work is subject to constant interruptions and quick changes in priorities or issues needing attention. May be exposed to hazards present at a variety of emergency conditions which require law enforcement presences. Subject to 24-hour call-back for emergency conditions.
- Mental alertness is important because of the need to make fine discriminations and decisions based on subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only the amount of force that reasonably

EXHIBIT "A"

appears necessary given the facts and circumstances perceived by the officer at the time of the event to effectively bring an incident under control.

- Contact with the news media regarding police matters including sensitive, difficult or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.
- Employees must maintain safe work environment by comply with City and Department safety policies and rules and by practices safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

BENEFITS – Chapter 12.00

12.01 HEALTH, VISION & DENTAL INSURANCE

The City of Hubbard participates with employees and their dependents to provide health and dental insurance to cover non-occupation injuries and illnesses. All regular full-time employees are eligible for coverage on the first day of the month following their employment date. Information and health care booklets are available from the Senior Accounting Specialist.

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the City will offer continuing health care coverage on a self-pay basis to employees and/or their dependents following termination, retirement, death, divorce, separation or when a dependent child ceases to be a dependent child under the provisions of the health plan. This continued health care coverage will be the same as the current level provided to the employee and/or other employees purchasing that level of coverage. In all matters concerning eligibility for and/or duration of continued health care coverage, the City will comply with the requirements of COBRA.

12.02 LIFE INSURANCE

The City of Hubbard provides a group life, disability, accidental death, and dismemberment insurance for all qualified employees.

12.03 ADDITIONAL BENEFITS

The City of Hubbard provides Salary Continuation Benefits through its regular insurance carrier for its qualified employees.

12.04 RETIREMENT

The City of Hubbard provides retirement benefits for its qualified employees through F.I.C.A. (Social Security) and Public Employees Retirement System (PERS). All regular employees who work in excess of 50 hours per month or 600 hours per year are eligible for PERS retirement benefits. PERS contributions are fully paid by the City of Hubbard. Contributions to F.I.C.A. are shared between the City and the employee.

There is no mandatory retirement age for City Employees except for Public Safety employees as specified in Oregon Revised Statutes, Chapter 237.

- OREGON GROWTH Savings - Deferred Compensation Plan .

VACATIONS – Chapter 10.00

The employee's date of hire will be used in calculating vacation credit.

Regular full and part-time employees shall accrue and use vacation leave according to the following schedule, based on completed years of service:

<u>YEARS OF EMPLOYMENT</u>	<u>VACATION PERIOD</u>
1 through 5 years80 hours
6 through 10 years.120
11 + years.120 hours plus 8 hours for each additional year (160 is the maximum accrual for those hired after January 2001)

Paid vacation is accrued and shall be used as follows:

- A. After one (1) year of service, the times during which an employee may take vacation will be determined by the employee's Department Head/Supervisor.
- B. Any vacation time accrued above 240 hours must be used by December 31 of each year or it will be forfeited, unless carryover is approved by the City Council.
- C. Vacation credits accrued in excess of 240 hours may be converted for cash payment at the straight time rate, provided the employee has continually taken a minimum of one half of the earned vacation time which accrued each year. The option of cash payment must be approved by the City Council and will be available only as budgeted funds allow.
- D. Upon termination/resignation/retirement, an employee shall be paid for all accrued vacation time. However, no payment will be made for terminations during an employee's probationary period, except following a promotion when all benefits are retained.
- E. Vacation time is pro-rated for regular part-time employees based on the number of hours worked in a month as a ratio of full-time employment.

HOLIDAYS – Chapter 9.00

All regular full-time employees shall be entitled to the following holidays with pay:

NEW YEAR'S DAY
PRESIDENT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
VETERANS DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS EVE DAY
CHRISTMAS DAY
FLOATING HOLIDAY (Birthday)

Additional holidays may be declared from time to time by the City Council. Paid Holiday time will be given in accordance with the assigned scheduled work shift. ♦

- A. All hours worked on a holiday shall be compensated at time and one-half (1.5 times) the employee's normal pay rate or given the equivalent (1.5 hours for each hour worked on a Holiday) in compensatory time off. The floating Holiday is exempt from the overtime rate.
- B. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on Saturday, the previous Friday shall be observed as a holiday. When an authorized holiday falls on an employee's scheduled day off, the holiday Sunday or Saturday rule applies. Holidays which occur during vacation or sick leave shall not be charged against such leave.
- C. Part-time employees are not entitled to holiday pay except for part-time employees who were formerly full-time and are working under cut back situations. Part-time employees who are required to work on an authorized holiday shall be compensated at time and one-

♦ Amended by Resolution No. 493-2010

half of their normal pay rate for all such hours worked.

- D. All Holiday time off must be taken within sixty (60) days of accrual, unless approval is extended by the City Council. The Department Head shall review and initial all extension requests. Accrued Holiday time above the maximum must be paid in cash at overtime rates. It is the responsibility of Department Heads to schedule accrued Holiday time off to conform to budget constraints. (Accrued Holiday time is a liability of the City.)♦

♦ Amended by Resolution No. 506-2011

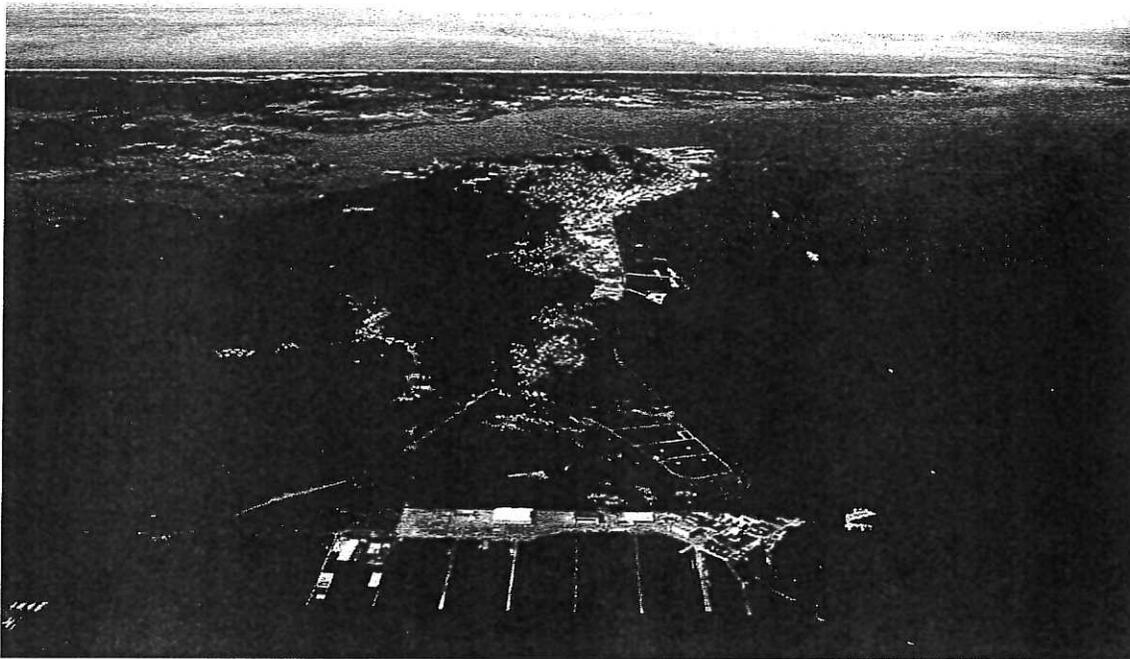


CITY OF ASTORIA, OREGON

IS ACCEPTING APPLICATIONS FOR

CHIEF OF POLICE

APPLICATIONS MUST BE SUBMITTED NO LATER THAN
JANUARY 31, 2008



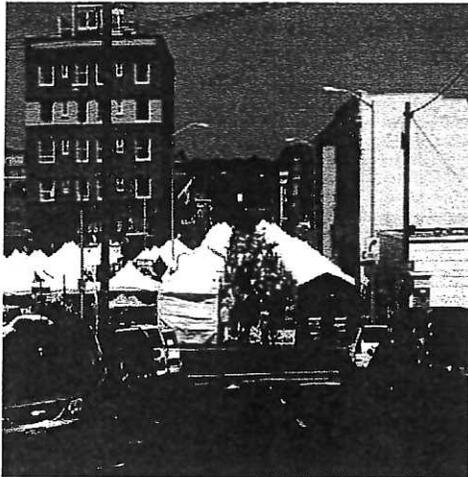
The City

Astoria is located in the northwestern corner of Oregon, on the Columbia River Estuary, 6 miles from the Pacific Ocean. Surrounded by water on three sides, the City was largely "built-out" by the 1930's. Given the limited land base for new development, the population has hovered around 10,000 for the past hundred years and is currently 9,970. As the oldest American settlement west of the Rockies, Astoria has close historical ties to the journey of Lewis and Clark, the fur trade, and tribal and maritime histories. The maritime and fishing life of the town is constantly evident, as international shipping and sport and commercial

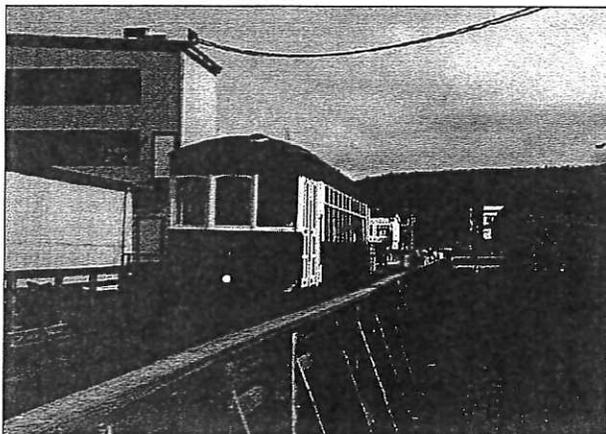
fishing boats provide a daily river show. Like many other Oregon communities, Astoria's economy was resource based, with a focus on both fisheries and timber. Reliance on fishing and timber jobs made for hard times, as those resources became scarce and global economics changed.

Astoria has weathered its most difficult period and is now experiencing a renaissance and has become a "destination", due in large part to significant investments by the City, volunteers, and entrepreneurs.

Today, art galleries, fine restaurants, eclectic shops, historic hotels, and the refurbished 1920's Liberty Theater reflect a vibrant and revitalized downtown.



Family-oriented attractions and recreational activities are plentiful and include a five mile River Walk, hiking trails, an aquatic center, museums, numerous parks, boat moorages, the Astoria Column, an authentic riverfront trolley, and the nearby Lewis and Clark National Historical Park.



The Position and Department

The Chief of Police is a key member of the City's executive management team, and has a very high level of visibility and interaction with citizens, business leaders, community groups and City department heads. The Chief of Police reports directly to the City Manager. The current vacancy is due to retirement of the former Chief of Police—having completed 14 years of service.

Established in 1876, the Department is a full service law enforcement agency serving a residential population of 9,970 and 50,000 tourists each year, with a budget of over \$3 million. The Department is comprised of 16 officers including a chief, assistant chief, 3 sergeants, a detective, 10 police officers, and a support services unit with a manager and 1.5 public safety clerks. Reserve police officers and volunteer police assistants are utilized for various activities. The Department also manages a state-of-the-art regional emergency communications center with a manager and 7 dispatchers, which serves 14 other law enforcement, fire, and emergency medical organizations.

The Department, whose motto is, "*Dedicated to duty, committed to community*", has a strong reputation for ethics and service and is well-respected in the community and region. Community policing is a priority, with a goal of maintaining a high level of public contact and a focus on crime prevention and resolution of issues before they become problems.



The Ideal Candidate



The City has not established fixed standards and qualifications for this position. Instead, we are looking for a combination of education and experience that demonstrates a dedication to continued personal growth, proven leadership skills, and broad experience in all major phases of municipal law enforcement. An ideal candidate profile

would include: Ten years of law enforcement experience, including at least five years of responsible command experience in a professional municipal, county or state law enforcement agency; the ability to receive an Oregon Department of Public Safety Standards and Training Executive Certificate within one year of appointment; a Master's Degree in Public Administration, Business Administration or related Social Science discipline; and/or graduation from the FBI National Academy, Northwestern Traffic Institute, Southern Police Institute, the Kennedy School, or similar program.

The new Chief of Police will be:

- A proactive, effective, and straightforward communicator able to actively engage co-workers, community groups, and residents.
- An experienced law enforcement professional who is visibly active in the community, fully accessible, represents the City in a positive and influential manner and is willing to embrace and support City goals and initiatives which promote safe neighborhoods, beautiful parks, excellent schools and a strong economy.
- A creative manager with a high level of initiative who demonstrates uncompromising integrity and dedication to promoting an ethical, fair, positive and healthy work environment.

- A dynamic motivator, committed to excellence in customer service.
- A progressive problem-solver and strategic thinker, able to facilitate consensus.
- A proven leader and team builder with a demonstrated track record of successful collaboration, coalition building, and intradepartmental coordination.
- A fiscally conscious manager who understands that the efforts to address community needs require that the police department be a true partner with all City departments.
- A thoughtful and flexible leader with a demonstrated ability to embrace change and improve the effectiveness of police services through innovation.
- A manager who has demonstrated continued personal growth and development and who supports and inspires others to improve skills and seek higher levels of academic and professional achievement.
- An accomplished strategic thinker with proven abilities to fully assess current and future needs of a department and to devise and implement plans to both meet identified needs and manage change.



Compensation and Benefits

- ◆ **Salary:** \$63,990 - 77,780 Annually DOE
- ◆ **Retirement Program:** Oregon PERS or OPSRP; 6% Pre-tax Employee Contribution
- ◆ **Medical/Dental/Vision/Insurance:** 90% City paid; 10% Employee Paid
- ◆ **Long-term Disability:** City Paid
- ◆ **Life Insurance:** City Paid: \$50,000 Employee Life; \$5,000 Dependent Life
- ◆ **Accidental Death & Dismemberment:** City Paid
- ◆ **Paid Holidays:** 10.5 per year
- ◆ **Vacation:** 13.33 hours per month accrued; 20 days per year
- ◆ **Sick Leave:** 8 hours per month
- ◆ **Optional Benefits:** Employee contribution to two Deferred Compensation Plans; AFLAC Products Offered; Additional life insurance; Flexible benefits

This position is management/confidential exempt

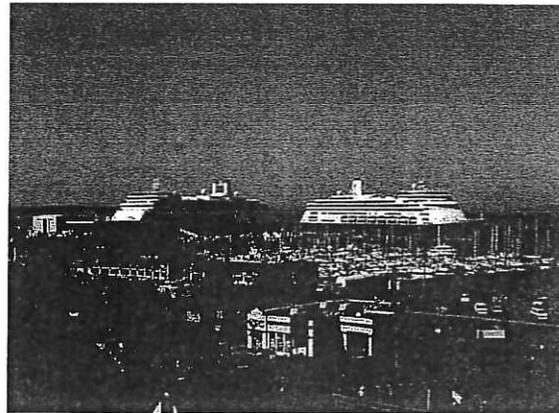


AN EQUAL OPPORTUNITY EMPLOYER

The City of Astoria hires and promotes without regard to race, color, gender, national origin, age, disability, religion or sexual orientation.

SPECIAL CONSIDERATION

You may inform us if you have a disability requiring accommodation by contacting Human Resources.



For Applicant Statement, go to www.astoria.or.us
or contact Carolyn Kendrick, Human Resources
Administrator, at 503-325-5824

CITY OF NEWBERG
POSITION DESCRIPTION

Class Title: Police Chief
Department: Public Safety
Division: Police
Date: January 1995

Job Code Number:
Range Number: Contract
Location: Public Safety Bldg.

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Manager.

Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of record systems and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Hires police officers, communications officers and police department support personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Maintains liaison with community groups. Schedules and conducts meetings.

PERIPHERAL DUTIES

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and
- (B) seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- ©) BPSST Executive Law Enforcement Certificate or equivalent, or
- (D) An equivalent combination of education, training and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (B) Skill in the use of the tools and equipment listed below.
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to

establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License; (B) Ability to meet Board on Public Safety Standards and Training (BPSST) standards; ©) Executive law enforcement certification or equivalent.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Intoxilyzer, pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office, and moderately noisy in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, background investigation, drug screen and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Chief of Police

Approval: _____
City Manager

Effective Date: January 10, 1995 Revision History:
G:\Personnel\Job Descriptions\Police\Police Chief.doc

SAMPLE COPY

Tigard, Oregon
Police Chief

The City of Tigard, Oregon (population 51,000) is a family-oriented community southwest of Portland in the metropolitan area, and the 12th largest city in Oregon. The City of Tigard is now seeking a strong and steady, forward-thinking Police Chief to help lead the Police Department toward its goals and to be an active member of the City's executive team. The desired candidate will bring proven leadership experience, excellent interpersonal skills, and a commitment to service. At minimum, candidates must possess the equivalent to graduation from an accredited four-year college or university with major coursework in criminal justice, police science, public administration, or a related field, and seven (7) years management and/or administrative experience in municipal police services. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. Police Officer, Supervisory, Management, and Executive Certificates from DPSST and Police Officer Certification from the Board on Public Safety Standards and Training are required. Certificates from other states will be considered to meet these qualifications, but finalists must be able to obtain an Executive Certification from DPSST within the first two years of employment. Candidates must possess a valid driver's license with a satisfactory driving record. The annual salary range for the Police Chief is \$105,784 – \$141,755, DOQ. If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online. For **veteran's** credit, candidates must submit a valid DD214. If you have any questions, please do not hesitate to call Mr. Regan Williams at (916) 784-9080. **Filing deadline: December 30, 2016.**



CITY OF IDAHO FALLS
invites applications for the position of:
Police Assistant Chief

*The City of Idaho Falls is an Equal Opportunity Employer.
Preference will be given to qualified veterans.*

SALARY: \$40.29 - \$56.18 Hourly
\$3,223.20 - \$4,494.40 Biweekly
\$83,803.20 - \$116,854.40 Annually

OPENING DATE: 11/22/16

CLOSING DATE: Continuous

SAMPLE COPY

GENERAL PURPOSE:

The City of Idaho Falls is accepting applications for an Assistant Chief for the Idaho Falls Police Department. This position performs a variety of **professional, administrative and managerial** duties related to planning, organizing, directing, and coordinating the enforcement of state and local laws as needed to preserve the peace and protect citizen rights and property as assigned by the Chief of Police. Manages police operations and community relations.

ESSENTIAL FUNCTIONS:

Represents the Department at community and business meetings to promote the Department's mission and goals, in order to foster and cultivate mutual trust between the community and department. Keeps police chief informed of all operational activities.

Plans, organizes and directs work of the department using initiative and judgment. Develops and implements long range community policing goals, policies and work place policies.

Distinguished from Captain by the greater complexity of the chief of staff role and the long range planning involved. Under general direction of the Chief, exercises supervision over sworn officers, managers and civilian employees.

Serves as primary advisor to the police chief; formulates policy and procedure recommendations for approval; may act as in incident commander during highly sensitive situations; acts as a liaison between the department and various local, state and federal agencies; in the absence of the police chief, may assume command of the department and ensure effective and efficient day-to-day operations.

Conducts business of Police Department in absence of Police Chief; carries out orders and directives given to specialty units; receives and evaluates personnel performance to insure adherence to policies, standards, and procedures; directs in-service training to all personnel to update and upgrade personnel knowledge, skills, and abilities.

Organizes and directs department staff by promoting, training and evaluating department staff; reviews investigative and supplemental reports and makes final recommendations to the Chief.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests including recommendations; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Provides executive leadership to and assumes administrative control of all persons employed. Directs preparation of records and reports, reviews and evaluates reports submitted by subordinate personnel. Represents department at meetings, conferences and other public functions. Identifies and resolves difficult public and human relations problems.

Typical duties may include:

- Develops and implements goals, objectives, policies and procedures. Assists in developing the department's budget and provides administrative control of budget expenditures. Reviews and directs fiscal, equipment and human resources.
- Evaluates and modifies as needed programs, activities, policies procedures, rules, order and regulations to ensure compliance with City and Department mission, goals and objective as well as general law.
- Designs, coordinates and implements community outreach, organization and mobilization efforts to achieve department mission and goals. Integrates fully with community.
- Develops contemporary and technical methods of crime prevention, law enforcement and related functions. Makes recommendations for improvement.
- Assists in the evaluation process of potential candidates for hire and for promotion to all ranks and positions as needed. Interviews candidates and makes recommendations to the police chief. Reviews reports of staff misconduct and recommends disciplinary action to the chief.
- Effectively deals with performance and personnel problems; keeps abreast of laws, rules and trends affecting law enforcement.
- Coordinates relations and activities with other agencies, the public, legal advisors, media, community and civic groups and other stakeholders. Forms partnerships with the community. Works to ensure customer satisfaction with delivered services.
- May function as Public Information Officer and/or handle emergency communication involving crisis or unforeseen circumstances which may include writing, editing and public speaking.
- Experience in Project Management and police facility design, construction and management including the acquisition of real property, knowledge of design phases and management of construction project.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Graduation from an accredited university with a Bachelor's degree; AND
- B. Eight (8) years of progressively responsible managerial and administrative work experience as a sworn law enforcement manager including a minimum of four (4) years at management level of division commander or higher;

2. Knowledge, Skills and Abilities:

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; thorough knowledge of applicable laws and ordinances in Department Rules and Regulations; thorough knowledge of administrative methods and procedures; considerable knowledge of principles and techniques of supervision; considerable knowledge of interpersonal communication skills and public relations and knowledge of training concepts/issues/needs. Knowledge of federal, state and local laws, ordinances and regulations. Familiarity with technology and equipment used in law enforcement.

Thorough knowledge of incident command principles and crime scene management involving life and death situations; such as, homeland security, hazardous materials, hostage situations, armed robberies and other SWAT responses. Knowledge and demonstrated competence in principles of organization, administration, supervision and personnel development.

Skills in the proper use and care of firearms and other Police equipment. Skill in use of computers and related applications. Skill in development, implementation and monitoring of

municipal budgets.

Ability to supervise and coordinate the activities of a large complex organization; ability to exercise sound judgment in evaluating situations in making decisions in emergency situations; ability to ensure compliance and follow safety practices and procedures common to law enforcement work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private businesses and the public. Ability to lead. Ability to provide clear, concise and comprehensive reports and communicate effectively before and with department staff, civic organizations, commissions, elected officials, legislators and the general public. Understanding of police administration, organizational culture and operations as well as fiscal and human resources management.

3. Special Qualifications:

Must possess and maintain a valid Idaho class "D" driver's license OR obtain and maintain a valid Idaho class "D" driver's license within six (6) months of hire.

Must be Idaho P.O.S.T. (Peace Officer's Standards & Training) certified professional peace officer within one (1) year of hire.

Completion of advanced management training; Command College, FBI National Academy or comparable law enforcement executive training is desired.

Must have successfully completed an additional 40 hours of training in police management, budget, personnel or administrative functions.

POST Management Certificate is preferable.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in course of performing portions of job functions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.idahofallsidaho.gov/>

Job #2016-1122
POLICE ASSISTANT CHIEF
EH

OUR OFFICE IS LOCATED AT:
380 Constitution Way
PO Box 50220
Idaho Falls, ID 83405-0220
208-612-8248
208-612-8106
ifpersonnel@idahofallsidaho.gov

*The City of Idaho Falls is an Equal Opportunity Employer.
Preference will be given to qualified veterans.*

Police Assistant Chief Supplemental Questionnaire

* 1. What best describes your level of education?

- Some High School
- High School Diploma or GED
- Some College/Vocational Training
- Associate's Degree

- Bachelor's Degree
- Master's Degree or Higher

- * 2. A Bachelor's degree is required for this position. Briefly list your degree(s) and the university/college where it was obtained. Make sure that your education is also documented in the Education section of the application.
- * 3. Select the option that best describes your years of progressively responsible managerial and administrative work experience as a sworn law enforcement manager. Make sure your answer is supported in the Employment History section of the job application.
- None
 - 1-23 Months
 - 2-3 Years
 - 4-5 Years
 - 6-7 Years
 - 8-9 Years
 - 10 Years or More
- * 4. Select the option that best describes your years of work experience at a management level of division commander or higher. Make sure your answer is supported in the Employment History section of the job application.
- None
 - 1-23 Months
 - 2-3 Years
 - 4-5 Years
 - 6-7 Years
 - 8-9 Years
 - 10 Years or More
- * 5. This position requires advanced management training. Please select one or more training types you have received.
- Advanced Management Training
 - Command College
 - FBI National Academy
 - Other
6. If you selected Other as your advanced management training choice or if you have additional advanced management training that is relevant, please describe the training you received below.

* Required Question