#### NOTICE OF CITY COUNCIL MEETING

The City Council of the City of King City will hold a Regular City Council Meeting at 7:00 p.m., Wednesday-September 19, 2018 at the King City Hall, 15300 SW 116<sup>th</sup> Ave, King City, Oregon 97224

	AGENDA	Action Item
	***REGULAR SESSION***	
Moment o	fSilence	Time:
7:00 p.m.	1. CALL TO ORDER	
	2. ROLL CALL	
	3. PLEDGE OF ALLEGIANCE	M S A
	4. APPROVAL OF MINUTES: May 16, 2018 June 6, 2018	M S A
7:05 p.m.	5. <b>OPEN FORUM:</b> We welcome public comment. At this time, the Council will be happy to receive your comment pertaining to items on the agenda (including, questions, suggestions, complaints and items for future agendas). Each person's time will be limited to three minutes.	
7:15 p.m.	6. UNFINISHED BUSINESS:	
7:25 p.m.	<ul> <li>7. NEW BUSINESS:</li> <li>7.1 Landscaping Bid Review</li> <li>7.2 Public Safety Network IGA</li> <li>7.3 Chief Contract / Evaluation</li> <li>7.4 City Manager Contract / Evaluation</li> </ul>	M S A M S A M S A M S A
7:45 p.m.	8. POLICE CHIEF'S REPORT	
7:50 p.m.	9. CITY MANAGER'S REPORT	
7:55 p.m.	10. MAYOR'S AND COUNCILOR'S REPORTS	
8:25 p.m.	11. Adjourn	
NEXT	REGULAR MEETING SCHEDULED FOR OCTOBER 17, 2018 @ 7:00 PM	Time:
The meeti the heari made at leas	ng location is accessible to persons with disabilities. A request for an interpreter for ng impaired, or for other accommodations for persons with disabilities, should be t 48 hours in advance of the meeting to Mike Weston, City Recorder, 503-639-4082. ; S=Second; A=Action/Vote	



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#### CITY OF KING CITY CITY COUNCIL MEETING MINUTES

Call to Order:	A regular meeting of the King City – City Council was held at the King City Hall beginning at 7:00 p.m. on Wednesday, May 16, 2018. Mayor Gibson requested a moment of silence then proceeded to call the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance
Roll Call:	The following City Council members were present: Mayor Ken Gibson President Bob Olmstead Councilor John Boylston Councilor Gretchen Buehner Councilor Billie Reynolds Councilor Smart Ocholi via Phone Absent: Councilor Jaimie Fender (excused)
	Staff present included: City Manager (CM) Mike Weston Interim Chief Ernest Happala City Recorder (CR) Ronnie Smith
Agenda Item 4:	Approval of Minutes: March 21, 2018
	MOTION MADE BY COUNCILOR BUEHNER TO APPROVE THE MINUTES OF REGULAR SESSION MARCH 21, 2018, SECONDED BY COUNCILOR BOYLSTON. VOICE VOTE: 6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 6-0.
Agenda Item 5:	Open Forum:
	Mayor Gibson opened public comment on any item on the agenda (including questions, suggestions, complaints, and items for future agenda) and stated each person's time would be limited to three minutes.
	<u>Bradley Vandermark 11955 SW King James Place</u> : Spoke about a car incident that was next to the coin laundry mat. He was concerned about how the police were handling the call and that his call was directed to Washington County (WACAA.)
Agenda Item 6:	Unfinished Business: None
Agenda Item 7: 7.1	New Business: Agreements for City Hall Remodel - Review
	CM Weston spoke about the Personal Services Agreements with the City of King City, Oregon for Construction Manager/General Contractor Pre-Construction services. CM Weston asked CR Smith for a small staff report.
	CR Smith mentioned that the agreement that was in the packet changed and handed them agreement out before the meeting. He also said that the agreement still needs to be reviewed by Aliges.

7.2	<u>Pride Rates Amendments</u> Kristin Leichner from Pride disposal introduced the proposed code change. They are proposing modifications to section 8.16 and 8.20 of the King City Municipal Code, related to the solid waste. The amendment would implement an annual cost of living index.						
	Pride Disposal is also requesting a rate increase effective July 1, 2018, to continue providing services under the franchise agreement.						
	City Council and staff members are worried about the increase causing harm to residents that are on a fixed income.						
Agenda Item 9:	City Council requested a review of rates and asked staff to produce a report with recommendation. Police Chief's Report						
	Chief Happala reported that they received 72 lbs. of precrtption drug for the Drug Drop off.						
	He also spoke about the cars that were being broken into and mentioned that the police department sent out notices to residents to lock cars doors and roll up the windows.						
Agenda Item 10:	City Manager's Report						
	CM Weston reported that we need to update the Tree Ordinance. He explained that it's out of date and should be an administration process.						
	Washington County approved the last part of the Concept Plan.						
	CM Weston asked the Council if how they feel about doing a work session and a regular meeting. Council asked staff to do a staff report.						
Agenda Item 11:	Mayor and Councilor's Reports						
	• Councilor Olmstead reported that the City lost an excellent role model Jim Armor.						
	Councilor Reynolds – No Report						
	<ul> <li>Councilor Boylston – No Report.</li> <li>Councilor Ocholi – attended the Intergovernmental Water Board meeting he reported that there were four complaints of chlorine in the water.</li> </ul>						
	<ul> <li>Councilor Buehner – No Report</li> <li>Mayor Gibson reported that he attended the WCCCC meeting on Monday, he mentioned that there was a presentation pertaining to the affordable housing bond and that there is still some work needs to be done and that there are some questions about the bond.</li> </ul>						
	A small discuss over the next meeting being close to the fourth of July. Council and staff agreed that the meeting would be canceled.						
Agenda Item 12:	Adjournment						

### Councilor Buehner Moved To Adjourn the meeting, Councilor Fender Seconded, the meeting adjourned at 7:55 P.M

Respectfully Submitted by:

Attested by:

Ronnie Smith City Recorder Mike Weston City Manager



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#### CITY OF KING CITY CITY COUNCIL MEETING MINUTES

Call to Order:	A regular meeting of the King City – City Council was held at the King City Hall beginning at 7:00 p.m. on Wednesday, June 6, 2018. Mayor Gibson requested a moment of silence then proceeded to call the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance							
Roll Call:	The following City Council members were present:Mayor Ken GibsonPresident Bob OlmsteadCouncilor Jaimie FenderCouncilor John BoylstonCouncilor Gretchen BuehnerCouncilor Billie ReynoldsCouncilor Smart Ocholi via PhoneAbsent:							
	Staff present included: City Manager (CM) Mike Weston Interim Chief Ernest Happala City Recorder Ronnie Smith							
Agenda Item 4: Agenda Item 5:	Approval of Minutes: None Open Forum:							
	Mayor Gibson opened public comment on any item on the agenda (including questions, suggestions, complaints, and items for future agenda) and stated each person's time would be limited to three minutes.							
	None.							
Agenda Item 6:	Unfinished Business:							
6.1	<u>Pride Rates Amendments:</u> Kristin Leichner spoke about the Pride Disposal request for an increase of the rate and the modification to King City Municipal Code. That was presented on May 16 <sup>th</sup> , 2018 regular City Council.							
	<ul> <li>Option 1: Increase across all lines of business, residential, commercial, dropbox</li> <li>10% increase on all Commercial rates</li> <li>10% increase on all Dropbox rates</li> <li>Varied Residential increase allocated to support smaller cart sizes <ul> <li>a) \$0.95 increase for 20-gallon carts</li> <li>b) \$1.15 increase for 32-gallon carts</li> <li>c) \$2.05 increase for 60-gallon carts</li> <li>d) \$2.45 increase for 90-gallon carts</li> </ul> </li> <li>This option spreads the cost across businesses as well as residents</li> <li>Option 2: Increase for all residential customers (no increase for commercial or dropbox).</li> <li>o \$1.50 increase for residential 20-gallon carts</li> </ul>							

- o \$1.65 increase for residential 32-gallon carts
- o \$3.25 increase for residential 60-gallon carts
- \$4.25 increase for residential 90-gallon carts

Varied Residential increase allocated to support smaller cart sizes

Option 3: \$2.00/month increase for all residential customers. This represents an 8% increase for residential 32-gallon carts (60% of King City residents) Equal dollar increase for all cart sizes.

Council members would like to wait on the request for modifications to section 8.16 and 8.20 of the municipal code relating to the CPI increase for solid waste. This request for modification to the municipal code will also need an ordinance and notification to King City Residents.

#### MOTION MADE BY COUNCILOR BOYLSTON TO APPROVE THE OPTION 1 FROM PRIDE DISPOSAL COMPANY, SECONDED BY COUNCILOR BUEHNER.

VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

#### Agenda Item 7: New Business:

7.1 Brown and Brown Insurance Proposal

Geoff Sin Clair gave council and staff a presentation amounts for insurance for workers comp, theft property, equipment, and liability.

 7.2 <u>April Financials</u> CM Weston reported on the financials.
 MOTION MADE BY COUNCILOR BUEHNER TO APPROVE APRIL FINANCIALS, SECONDED BY COUNCILOR FENDER.

### VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

7.3 <u>R-2018-08 Resolution Adopting 2018/2019 FY Budget</u> CM bave a breif introduction.

> MOTION MADE BY COUNCILOR BOYLSTON TO APPROVE R-2018-08 Resolution Adopting 2018/2019 FY Budget, Seconded by Councilor Fender.

VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

7.4 <u>R-2018-09 Resolution Electing to Receive State Funds</u>

Mayor Gibson read the title of the resolution. MOTION MADE BY COUNCILOR BUEHNER TO APPROVE R-2018-09 RESOLUTION ELECTING TO RECEIVE STATE FUNDS, SECONDED BY PRESIDENT OLMSTEAD.

#### 7.5 <u>R-2018-10 Resolution Declaring Services</u>

Mayor Gibson read the title of the resolution. CM Weston mentioned this is for the Police, Streets, sanitary, storm drains and admin services.

#### MOTION MADE BY COUNCILOR BUEHNER TO APPROVE R-2018-10 RESOLUTION DECLARING SERVICES, SECONDED BY COUNCILOR REYNOLDS.

VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

7.6 <u>Authorizing Union Agreement 2018-2020</u>

CM Weston mentioned that this is the final Union Agreement that the city has been working on for the past few months. **MOTION MADE BY COUNCILOR BOYLSTON TO APPROVE AUTHORIZING UNION AGREEMENT 2018-2020, SECONDED BY COUNCILOR REYNOLDS.** 

VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

 7.7 <u>R-2018-11TGM grant</u> Was added on. CM Weston reported that the TGM program needed a resolution supporting the grant.

MOTION MADE BY COUNCILOR BUEHNER TO APPROVE R-2018-10 RESOLUTION DECLARING SERVICES, SECONDED BY PRESIDENT OLMSTEAD.

VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED THE MOTION CARRIED 7-0.

Agenda Item 9: Police Chief's Report

Chief reported that the new vehicles are here and the police officers will start training on the new vehicles next week.

Agenda Item 10: City Manager's Report

No Report

#### Agenda Item 11: Mayor and Councilor's Reports

- Councilor Buehner Reported attending the Transportation Policy Committee. She mentioned that they need to change some items to the 2017 transportation plan.
- Councilor Boylston attended the JPAC meeting. He mentioned that the Transportation plans had been the main topic.
- Councilor Fender reported that she attended the taskforce for the homelessness.

- Councilor Olmstead reported that he would not be able to attend the MACC meeting on the 17<sup>th</sup>. He also mentions that the KCCA held their elections.
- Councilor Ocholi No Report.
- Council Reynolds No Report.
- Mayor Gibson Mentioned the Metro housing measure. He also mentioned that CM Weston and himself would be going to the MPAC Committee about the URA-6D.

#### Agenda Item 12: Adjournment

### Councilor Buehner Moved To Adjourn the meeting, Councilor Fender Seconded, the meeting adjourned at 9:24 P.M

Respectfully Submitted by:

Attested by:

Ronnie Smith City Recorder Mike Weston City Manager

# BrightView

### King City Park & City Hall

August 31st, 2018

Ronnie Smith City of King City C/o King City Park & City Hall King City, OR

Dear Ronnie,

Brightview is pleased to submit a professional landscape proposal for King City. We understand the importance of your community landscape in the lives of your residents and guests. You are busy living, working, and enjoying life. We hope to partner with you to handle the safety, beauty, and health of your community landscape and irrigation, so you don't have to.

Brightview hopes King City Residents & visitors feel a sense of pride in their community, while receiving quality services with proactive landscape solutions, and we plan to help you accomplish this. We appreciated your time in helping us identify these needs and expectations for your community, and feel we have the experience to successfully instill pride, beauty and health to your landscape. Brightview is committed to transforming your landscape to become a focal point for everyone who gets to enjoy it.

The enclosed proposal was developed to demonstrate how our experienced and skilled team will achieve your landscape goals and keep your property looking its best. By working with Brightview Landscape we can achieve the following:

- Landscape Experience We are uniquely experienced to care for your City Park & City Hall landscape. With experienced crews and account managers familiar with the care and detail needed to maintain a newly installed landscape, we will work to continually maintain an attractive landscape to ensure "curb-appeal" and safety throughout your properties. We are constantly inspecting to ensure the landscape is well fertilized and free of weeds. We also ensure your landscape is free of overgrown, struggling or dying foliage.
- Enhance 'Curb Appeal' and Property Value Landscape plays a pivotal role in making a good first impression and we want to drive that value at King City Park. We will care for newly installed plant life through proper pruning, fertilization, irrigation, and recommended upgrades and enhancements. This is crucial to the health and sustainability of your plants and we are well training and equipped to handle this job.
- Provide Proactive, Solutions-Focused Communication We understand that one of the most common complaints with landscape maintenance suppliers is poor communication. With Brightview, we will assure you have proactive, solutions-focused communications. Together you and your account manager will determine how you wish to hear from us, the frequency, and whether you prefer written or verbal communications.
- Irrigation Water Management Our long term goal is to manage the landscape of King City and to extend the life and beauty by providing proper care and horticultural management of the landscape. One critical aspect of this management is irrigation. Brightview will continue to meet the short term and long term needs of your community by providing superior service to reduce irrigation management costs and identify necessary repairs, ensuring the success of your landscape.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your community's success. When you partner with Brightview, you will have a team of local professionals dedicated to this careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at (503) 894-3539 or by email at <u>thaddeus.popof@brightview.com</u>.

Sincerely,

**Thaddeus Popof** 

Thaddeus Popof Business Developer

### Your Team

The crew hand selected to maintain Sofi at Cedar Mill has the skills and experience necessary to meet your specific needs and expectations. Meet your team:

Team Member	Job Title	Job Responsibility
Matt Triplett, OLCP, LIC-M,T, CLIA (30 yrs exp.)	Branch Manager	<ul> <li>Oversees all operations in Oregon</li> <li>Supports Senior Account Manager</li> <li>Preforms quarterly quality inspections</li> <li>Attends Quarterly Business Review</li> </ul>
Glenn Fritts, LIC- M,T (35 yrs exp.)	Senior Account Manager	<ul> <li>Accountable for your complete satisfaction</li> <li>Oversees all landscape maintenance operations</li> <li>Supports Account Managers</li> <li>Supervises Quarterly Business Review</li> </ul>
Jean Jung, Landscape Designer (10 yrs exp.)	Account Manager	<ul> <li>Accountable for your complete satisfaction</li> <li>Performs monthly quality inspections</li> <li>Ensures compliance to job specifications and quality</li> <li>Manages Production Manager</li> <li>Interfaces with on-site contact</li> <li>Designs landscape improvements</li> </ul>
Siquio Ballines, LIC-T (14 yrs exp.)	Production Manager	<ul> <li>Schedules workload for crew</li> <li>Ensure readiness of workers, tools and materials</li> <li>Maintains safe working conditions</li> <li>Trains field personnel</li> <li>Assists pruning, mowing and chemical applications</li> <li>Helps identify problem areas</li> </ul>
Jesse Stegman, OLCP, LIC-T, CLIA (15 yrs exp.)	Irrigation and Enhancement Manager	<ul> <li>Supervises irrigation start-up, winterization, inspections and repairs</li> <li>Develops water management strategy</li> <li>Trains Irrigation technicians Supervises enhancement crews</li> <li>Ensures enhancements are completed to the satisfaction of the customer</li> <li>Ensures crews are safely working with proper tools and equipment</li> </ul>

### A Landscape Plan Designed for Your Property

Every property is different and thus has a unique set of maintenance needs. We will evaluate King City Park and consider the issues you identified to create a maintenance plan designed to keep your property looking its best year-round.

### **Customers Sold on Brightview**

In our effort to provide the best possible landscape service in town, our customers have become raving fans. But don't take our word for it. Ask them yourself!

#### **Orchard Hill Condominiums**

Portland, OR Contact: Douglas Ulmer Board President 503.533.0504

#### **Avalon Park HOA**

Portland, OR Contact: Liz O' Callaghan Landscape Committee Chair 503.579.8476

#### **Parkway Townhomes**

Hillsboro, OR Contact: Sharynn Campbell Board Member 503.648.3439

#### **Highland Park Condominium**

King City, OR Contact: Erin Ashley CMI Management 503.233.0300

### Experience the Difference in Quality

We strive to be the landscape service provider of choice in the greater Portland Area. In large part, our ability to offer unmatched quality to our customers has been attributed to the tools and systems we have developed over our history. The primary systems that support our quality standards include:

#### Communication Systems

#### **Quality Evaluations**

Proactive communication that allows us to be highly responsive to emergencies, special requests and acts of nature

#### **Training Programs**

Intensive skills, customer relations, and quality training ensure our team can consistently exceed your expectations Management led evaluations that ensure our internal quality standards are met and our employees can achieve continuous improvement

#### **Customer Satisfaction**

Empirically measured customer satisfaction that is taken seriously. Our goal is 100% satisfied customers

Safety Standards

Training and incentive programs ensure your property remains hazard free and our employees can return home safely

### **Communication Catered to Your Style**

To ensure a successful partnership, effective communication is one of our top priorities. We have found the best way to keep our customers highly satisfied is to always make sure we understand your current needs and priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

#### **Proactive Communication**

- □ Walk your property with you to continually be aware of your priorities
- □ Report our daily maintenance activities as often as you prefer
- Provide digital photos to verify technical issues, damage and plant and tree health
- □ Attend board meetings at your request to present reports and educational content

BrightView	Customer Profile		Job Namer(s):	Job Start-Up Safety Insp	ection	
Ity State, Zip: none: Fax: Mobile@	reper:		Job #			
Inited in the second of the second se	A series of the series of		Term         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks           Insertions of the later thanks         Insertions of the later thanks	A Partner III     A Partner IIII     A Partner IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		30 Day Follow-Up
	Comments: Color Remove weeds from all color plantings Remove color away from drains, valves, spinisker heads, trees, shinds, boarder derdging, etc. Datal and groom colar plantings Commente	Yes No Rem	AEW sarks Required			

#### **Responsive Communication**

- We will keep you informed when addressing unknown factors that occur from Mother Nature.
- □ You will have 24/7 access to your Account Manager. Our gardeners and irrigation specialists are also available around the clock.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation.
  - For minor irrigation issues, we will do everything possible to turn off the water supply within two hours or less of being notified and fix the problem the next business day.
  - All safety hazards will be resolved at the time we are notified.
  - You can expect a response and proposed solutions to after-hours emergencies within two hours or less.



### **Consistency in Quality Efficiently Delivered**

Our goal is to consistently offer the best value in the marketplace by providing unmatched service, a customized approach focused on your specific priorities and a well maintained landscape you and the community are proud of, all while meeting your predetermined budget parameters. Doing this requires operational excellence. The operational practices that allow us to consistently meet our customers' expectations include:

- The industry's top talent When selecting teams for each property, we match the specific landscape needs with our most appropriately experienced talent. At Brightview, we have a deep pool of talent. We recruit from the top horticultural and landscape schools in the country and have an all-encompassing training program that ensures our crews perform at their peak year round.
- State-of-the-art equipment Our crews operate high quality and well-maintained equipment and are trained to use the most effective tool for each task on your property. The result, a better end product achieved with greater efficiency and fewer injuries.
- Horticultural excellence Plant material looks and performs its best when maintained properly. Our horticultural experts understand the science of landscape maintenance and will ensure the plant material on your property receives the proper care for each season and as unexpected circumstances arise.
- Innovation Lead or follow; we choose to lead. Brightview seeks out and tests the latest technology so we can help our customers reduce operating costs. Customers will benefit from greater efficiencies and have all around healthier and higher performing plant material.
- **Systematic operations** We deploy to ensure our crews focus on your priorities and important details are not overlooked. Our approach is to design the most effective path of motion for the work to be performed, specify the equipment to be used and supply our crew with detailed site plans that show their daily, weekly and monthly activities.
- **Continuous improvement** We routinely evaluate for safety, quality and effectiveness in a persistent effort to be better today than we were yesterday.

## Our Eye Is Always on Quality and Continuous Improvement

Our management team will review your property periodically to ensure our crew is meeting quality standards and your expectations. This internal review process is an important element of our quality assurance and continuous improvement programs. The crew takes these reports very seriously as they impact their compensation.



### Your Complete Satisfaction is our #1 Goal

We judge our success by the complete satisfaction of our customers. Every member of your landscape team will strive to earn your trust and loyalty through a proactive relationship in which we consistently perform work of the highest quality with unmatched responsiveness. To meet this goal, we continually collect feedback through a comprehensive customer satisfaction program. We use the valuable insight gained through our survey program to determine system improvements and guide the content of our employee training program.

### Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every Gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

Gardeners are offered training to progress along a career track within Brightview. We have found that our career progression opportunities and training motivates our team members to perform at their peak and remain committed to our company and our customers.

### A Safe Community and Workplace is Our Priority

The safety and well-being of our customers, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

#### Preserving a safe environment

- Criminal background checks
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- Brightview logo clearly displayed on vehicles
- "How's my driving?" stickers on vehicles
- Required use of cones to demark safety zone

#### **Crew Safety**

- Extensive driver safety certification program
- New hire safety orientation
- Certification required to use all power equipment
- Reward system for safety compliance
- Mandatory weekly field crew safety meetings
- Weekly management safety calls

### Saving Water Makes Cents

Water is money and every drop counts. Thus, we will water your plant material based on actual need, no more, no less. Our water management expertise has helped our customers save significant amounts of water, which translates to significant savings. We will start with a thorough assessment of your current irrigation system and offer our recommendations for better managing your water supply. This includes:

- Perform a detailed irrigation evaluation of your current system
- Calculate potential savings based on past water usage and landscape needs
- Create a customized water management plan that ensures uniform coverage, reduced runoff, and efficient operation
- Assess plant palette and make recommendations that can reduce overall water consumption
- Recommend smart controller options appropriate for your property with detailed information on pricing, water savings and other additional benefits you can expect
- Monitor existing and/or new system for stuck valves, breaks, and other inefficiencies to prevent water-use waste and damage



Irrigation management technology



Irrigation analysis

### Your Full Service Landscape Expert

Brightview takes pride in providing the highest-quality landscape services with a worryfree, dependable service commitment. As the nation's leading Landscape Services Company, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full service landscape company, Brightview can mobilize quickly to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, Brightview is here to take care of your landscape.





### **Competitive Pricing That Fits Your Budget**

We are committed to fulfilling the specific landscape needs of King City while providing the service you expect at a price point that fits your budget. Brightview will provide the following competitive pricing per our scope of work:

One time initial cleanup (park	\$1,950.00								
One time cleanup (Fischer &	\$900.00								
Bark dust application\$3,200.00Every other year recommended 1.5" application									
<i>Cedar Play Chips application</i> 8 yards per year 2" application	\$950.00								
Base Maintenance	Yearly								
Fischer & Beef Bend maintenance	\$2,808.00								
Standard Maintenance	\$2,046.00	\$24,552.00							

Total All Service	\$2,320.00	\$27,840.00
Mid-Season Irrigation Audit	\$20.00	\$240.00
Enhanced Tree Pruning	\$20.00	\$240.00
Standard Maintenance	\$2,046.00	\$24,552.00

I'd like to explain a few things about our landscape contract. The green highlighted is what Brightview considers to be best practices for landscape maintenance but are not usually included in other competitive bids. It does include Tree pruning to up to 15 feet and an additional summertime inspection of the irrigation system; these services are all part of our "best practices bundle".

If you have any further questions feel free to reach out anytime.

Thank you,

Thaddeus Popof

503.894.3539



### **ESTIMATE**

#### ADDRESS

City of King City/Attn: Michael City Manager 15300 SW 116th Ave. King City, Or. 97224

#### LeafLLC

P.O.Box 1846 Lake Oswego, OR 97035 US (503) 704-5000 gary@leafllc.com http://www.leafllc.com

#### ESTIMATE # 1808 DATE 09/10/2018

ACTIVITY	QTY	RATE	AMOUNT
Landscape Service:Landscape Maintenance Services Monthly Service includes-cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. Monthly Service Fee \$129.00 (Beef Bend East)	1	129.00	129.00
Landscape Service:Landscape Maintenance Services Monthly Service Includes-cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. Monthly Service Fee \$99.00 (Fischer Rd West)	1	99.00	99.00
Landscape Service:Landscape Maintenance Services Monthly Service includes-cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. Monthly Service Fee \$119.00 (Proposed 131 Center)	1	119.00	119.00
Thanks Gary 503-704-5000 TC	DTAL		\$347.00

Accepted Date



### **ESTIMATE**

#### ADDRESS

City of King City/Attn: Michael City Manager 15300 SW 116th Ave. King City, Or. 97224

#### LeafLLC

P.O.Box 1846 Lake Oswego, OR 97035 US (503) 704-5000 gary@leafllc.com http://www.leafllc.com

#### ESTIMATE # 1783 DATE 06/28/2018

ACTIVITY	QTY	RATE	AMOUNT
Landscape Service:Landscape Maintenance Services Weekly service includes mowing,edging,cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. Monthly Service Fee \$1500.00 (King City Park)	1	0.00	0.00
Landscape Service:Landscape Maintenance Services Weekly service includes mowing,edging,cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. Monthly Service Fee \$265.00 (City Hall)	1	0.00	0.00
Landscape Service:Landscape Maintenance Services Fall/Spring Clean Up- service includes ,cleaning of planting beds,weeding,pruning and blowing of surfaces at completion.All landscape debris will be removed off site with debris fees included. One Time Fee \$1500.00	1	0.00	0.00
<b>Bark</b> Bark (15-Units) \$495.00/Unit	1	0.00	0.00
Irrigation System T/M	1	0.00	0.00



### **PROPOSAL FOR**

King City Street Landscapes: Fischer Rd. SW 131st. Ave. Beef Bend Rd.



### **Company Overview**

**PACIFIC LANDSCAPE MANAGEMENT** was founded in 2001 with the mission of providing the high- est level of landscape management services. Bob Grover and Elias Godinez spent 10 years working together at Northwest Landscape Industries, and together established a reputation of providing outstanding customer service and landscape excellence throughout Portland and Vancouver.

**CORE VALUES:** Our core values are Heroic Service, Enduring Client Relationships, Employee Development, Teamwork, Continual Innovation, and Safety.

**SERVICES:** Our focus is on full-service landscape management. This includes landscape maintenance, landscape renovation and restoration, irrigation service and repair, seasonal color, pest control, arboriculture, snow and ice services, and parking lot sweeping.

#### **CO-FOUNDERS**:



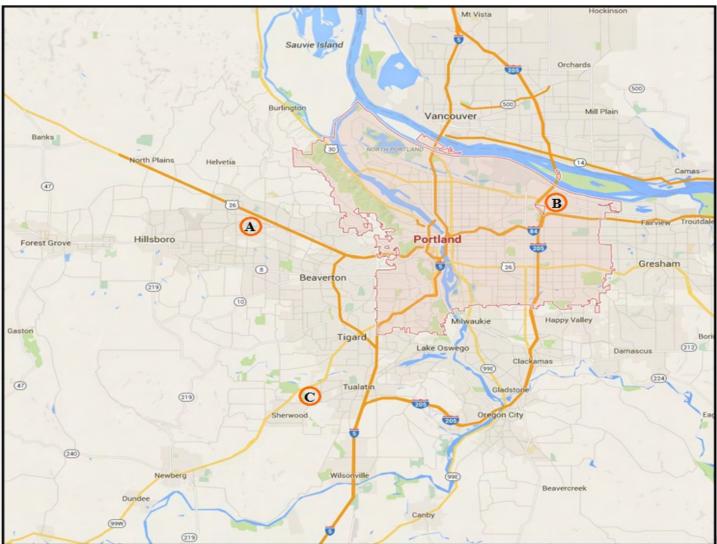
**BOB GROVER** is a 1983 graduate in Horticulture from Oregon State University and holds national certification as a Landscape Technician and Landscape Professional from the Associated Landscape Contractors of America. He is also licensed as a Landscape Contractor and Commercial Pesticide applicator in the state of Oregon. At Northwest Landscape Industries he held positions as Branch Manager and Vice President of the Management Division. With TruGreen LandCare, Bob was Regional Manager for Oregon and Washington. Bob resigned from TruGreen in the fall of 2000 to found Pacific Landscape Management as President.



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### **Office Locations**



### We have three offices in the Portland Metro area to help serve our customers promptly.

- A. The main office is located in Hillsboro just off Hwy 26 and serves properties in Hillsboro, Forest Grove, and Beaverton.
   21555 NW Amberwood Dr, Hillsboro OR 97124
- B. The Parkrose office is right off I-205 and serves properties in Portland and SW Washington areas. 10748 NE Simpson St, Portland OR 97220
- C. The Sherwood office is located along Tualatin-Sherwood Road which serves properties in Tigard, Sherwood, Tualatin, Wilsonville, Lake Oswego, and West Linn. 14985 Tualatin-Sherwood Rd, Sherwood OR 97140



### **Award Winning Properties**



Dawson Creek Corporate Park 2009— Professional Landcare Network 2006—Oregon Landscape Contractors Assn



Pacific University 2009— Professional Landcare Network



Synopsys Technology Park 2009— Professional Landcare Network



Orenco Station 2003— Associated Landscape Contractors of America 2004—Oregon Landscape Contractors Assn



Tanasbourne Corporate Center 2003— Associated Landscape Contractors of America



Techpointe Commons 2004—Oregon Landscape Contractors Assn



### **Commercial Customer Reference List**

Shorenstein Realty Services, L.P. Rachel Chauvin, Kim Gauch Kruse Woods Corporate Center, Lincoln Center, Nimbus Corporate Center	(503) 619-3200
Cushman & Wakefield Chris Battles, Melissa Batchelor Two CenterPointe, CenterPointe OA, Mohawk Business Center, South Place	(503) 279-1700
Harsch Investments Lisa Rummel, Lindy Gooding Parkside Business Center, Cascade Plaza, Tigard Town Square	(503) 719-4878
Unico Properties Tracy Bohnstedt, Susan Korshoj Bridgeport Center, AmberGlen Business Center, Ronler Corporate Center	(503) 275-7461
Colliers International Teri Wallace, Lisa Johnson Tualatin Corporate Center, Dawson Creek Corporate Center	(503) 223-3123
CB Richard Ellis JR Burwell Wilsonville Business Center	(503) 221-1900
KG Investments Kara Unger, Geoff Haas AmberGlen Business Center, Scholls Business Center, 205 Logistics, Cascade Distribution	(503) 748-0450



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"In a day where a manager is doing more and more, it's great knowing that Pacific has your back. I appreciate the communication and **going the extra mile**, letting the manager know what's going on at a property before finding it themselves."

- Terri Wallace, Colliers International

"Pacific has come up with some **great ideas and solutions** for enhancement and troublesome areas in the landscaping. They are **very proactive** with their communication, always keeping me in the loop."

- Bre Courtright, CB Richard Ellis



### Schedule Of Services

Shrub Bed Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	TTL
Police/Weed Grounds	*	*	*	*	*	*	*	*	*	*	*	*	50
Spray Weeds			*	*	*	*	*	*	*	*			12
Apply Pre-emergence		*							*				2
Fertilize Shrubs/GC			*							*			2
Prune Shrubs& Groundcover		As	s requ	ired f	or coi	rrect g	growth	n and	deve	lopme	ent		
Leaf Control	*									*	*	*	6
Other Services	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	TTL
Irrigation Services	ActivateMonitor Drain												
Disease/ Insect Monitoring	*	*	*	*	*	*	*	*	*	*	*	*	12
Monthly Newsletter	*	*	*	*	*	*	*	*	*	*	*	*	12

To meet the variable needs of your property, actual timing and frequency of services may vary.

#### OUR SERVICE GUARANTEE

Our goal is to maintain your property to meet and exceed your expectations. If for any reason you are dissatisfied, we will return to your site until your expectations are met.

> 21555 NW Amberwood Drive, Hillsboro, OR LCB# 7318 Ph:(503) 648-3900 Fax: (503) 642-2369 www.pacscape.com



### **Service Description and Specifications**

#### I. SHRUB BED MAINTENANCE

Pacific Landscape Management uses STIHL 4-MIX® Engine Technology offering the cleanest running, quietest engines in their respective classes exceeding current low-emission requirements.

- A. Landscaped areas will be policed weekly throughout the growing season and twice monthly during the dormant season for weeds, litter, and debris.
- B. Fertilizing of all shrubs and groundcover will be completed a minimum of twice per year.
- C. Pruning will be done to enhance the natural growth and character of each plant. Major pruning will be done following the natural spring growth flush or during plants' dormant season.
- D. Groundcover will be trimmed as required to contain perimeter growth within bed areas where they are adjacent to walks, curbs, and structures.
- E. Moles, field mice, gophers, and other rodent activity will be monitored. Control measures billed as an extra.
- F. Leaves will be removed from lawns, planter beds, and walkways throughout the year. Major leaf removal will occur monthly during the fall.

#### II. TREE PRUNING

- A. Tree trimming included in maintenance is for trees under 15' total height.
- B. Tree trimming limited to minor limb-up to eliminate low lying branches that obscure pedestrian flow and is accomplished by hand pruners from the ground.
- C. Major tree trimming and for trees over 15' in total height is considered a supplemental service and is not included in maintenance program.

#### III. ENVIRONMENTAL WEED AND PEST CONTROL PROGRAM

Although we use landscape chemicals, our goal is to reduce use of chemicals or use the lowest toxic products where possible.

- A. All applications of herbicides or pesticides will be performed by an Oregon State licensed commercial applicator.
- B. Shrub Bed Weeds: All planter beds are to have two applications of pre-emergent herbicide per year. Planter beds, tree circles, and sidewalk cracks adjacent to landscaped areas will be sprayed up to twice per month from March through October to control unwanted grasses and broadleaf weeds. Noxious weeds including Horsetail and Nutsedge may require additional control measures.
- C. Pest Monitoring: Inspection for insects and disease infestations will occur on a monthly basis. Appropriate, timely control measures will be recommended, if required.
- D. Material Safety Data Sheets (MSDS) for all chemicals used on site(s) are available accordance with OSHA regulations.
- E. All employees are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA, DEQ, and ODOT regulations.

#### IV. IRRIGATION EQUIPMENT AND OPERATION

Our goal is to minimize our use of irrigation water through proper system maintenance, monitoring, and adjustment. We also highly recommend weather based irrigation controllers.

- A. Activate irrigation system in spring. This includes turning on each zone, monitoring for leaks or malfunctioning parts, cutting grass away from all turf heads, and adjustment for proper spray arc and maximum system efficiency.
- B. Establish time settings and intervals of irrigation water application for each valve of all irrigation zones. Make changes when necessary to correspond to variable watering requirements.
- C. Shut off and drain system(s) at the end of the irrigation season. Turn off all main supply valves, open all manual drain valves and bleed valves on backflow prevention devices. Owner understands that irrigation operation is determined by plant need and may occur occasionally with overnight frost.
- D. Repair and/or replacement of any damaged or malfunctioning components. Cost of repairs is the responsibility of the owner and is billed time and materials. Simple head and lateral line repairs are made without notice to ensure rapid repair. Major repairs will require pre-approval from the owner.

#### V. EXCLUSIONS

The parties expressly agree that the following work will not be performed unless contracted for on a separate basis.

- A. Trimming of trees over 15' total height or any pruning that cannot be done from the ground.
- B. Cleaning and/or repairing damage resulting from acts of vandalism, natural disorders, or acts of God (example: freeze, wind, fire, etc.).
- C. Treatment for diseases or insects.
- D. Rodent control.
- E. Noxious weed control.
- F. Moss control.
- G. Barkdust will be applied at a cost per unit when ordered. This includes bark and labor.
- H. Parking lot maintenance (sweeping, leaf pickup, litter pickup, and moss control).
- I. Aeration of lawn areas.
- J. Seasonal color planting.



### Landscape Management Service Proposal

King City - Fischer Rd.

#### STANDARD SERVICES

Basic Landscape Maintenance

\$496.00 /month

\$5,952.00 /year

#### ENHANCED SERVICES

Clean-up may be required prior to beginning maintenance service. If awarded contract, clean-up scope and pricing will be provided.



# Landscape Management Service Proposal

King City - SW 131st

### STANDARD SERVICES

Basic Landscape Maintenance

\$550.00 /month

\$6,600.00 /year

### ENHANCED SERVICES

Clean-up may be required prior to beginning maintenance service. If awarded contract, clean-up scope and pricing will be provided.



# Landscape Management Service Proposal

King City - Beef Bend Rd.

### STANDARD SERVICES

Basic Landscape Maintenance

\$754.00 /month

\$9,048.00 /year

### ENHANCED SERVICES

Clean-up may be required prior to beginning maintenance service. If awarded contract, clean-up scope and pricing will be provided.



**PROPOSAL FOR** 

# KING CITY COMMUNITY PARK



# **Company Overview**

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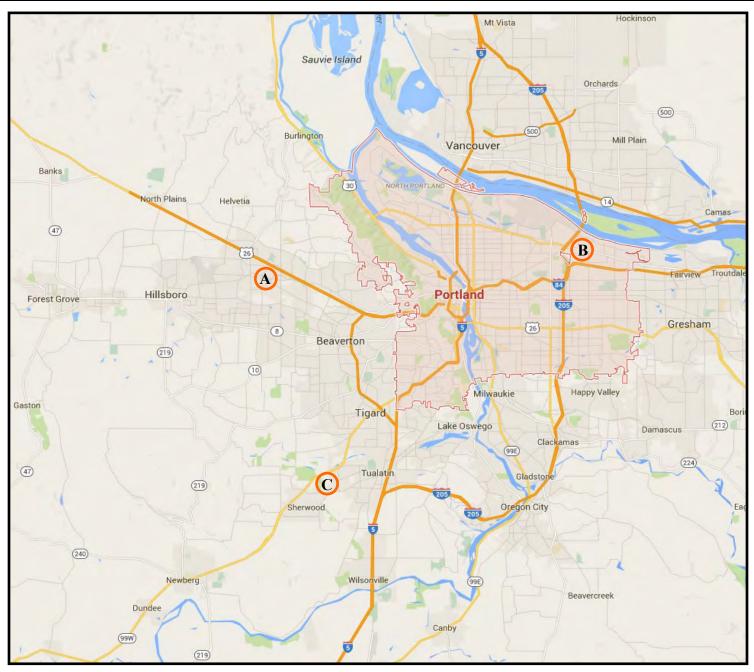
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# Award Winning Properties



Dawson Creek Corporate Park 2009— Professional Landcare Network 2006—Oregon Landscape Contractors Assn



Pacific University 2009— Professional Landcare Network



Synopsys Technology Park 2009— Professional Landcare Network



Orenco Station 2003— Associated Landscape Contractors of America 2004—Oregon Landscape Contractors Assn



Tanasbourne Corporate Center 2003— Associated Landscape Contractors of America



**Techpointe Commons** 2004—Oregon Landscape Contractors Assn



# **Commercial Customer Reference List**

Portland General Electric Alex Kononpka Portland Area PGE Sites and substations	(503) 718-1245
Shorenstein Realty Services, L.P. Rachel Chauvin Kruse Woods Corporate Center, Lincoln Center, Nimbus Corporate Center	(503) 619-3200
Cushman & Wakefield Chris Battles Melissa Batchelor Two CenterPointe, Center Pointe OA, Mohawk Business Center, South Place	(503) 279-1700
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- Bre Courtright, CB Richard Ellis



## **Schedule Of Services**

# **KING CITY COMMUNITY PARK**

Turf Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	TTL
Mowing - Irrigated Lawns		*	*	*	*	*	*	*	*	*	*		38
Edging & String Trimming		*	*	*	*	*	*	*	*	*	*		19
Fertilize				*		*		*			*		4
Broadleaf Weed Control					*				*				2
Blow Walks	*	*	*	*	*	*	*	*	*	*	*	*	42
Shrub Bed Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	TTL
Police/Weed Grounds	*	*	*	*	*	*	*	*	*	*	*	*	46
Spray Weeds			*	*	*	*	*	*	*	*			12
Apply Pre-emergence		*							*				2
Fertilize Shrubs/GC			*							*			2
Prune Shrubs& Groundcover		A	s requ	ired f	or co	rrect g	growtł	n and	deve	lopme	ent		
Leaf Control	*									*	*	*	6
Other Services	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	TTL
Irrigation Services		ActivateMonitor Drain						۱					
Line Trim of Perimeter			*		*	*	*	*			*		6
Site Inspections	*	*	*	*	*	*	*	*	*	*	*	*	12
Disease/ Insect Monitoring	*	*	*	*	*	*	*	*	*	*	*	*	12
Monthly Newsletter	*	*	*	*	*	*	*	*	*	*	*	*	12

To meet the variable needs of your property, actual timing and frequency of services may vary.

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> 7997 NE Walker Road, Hillsboro, OR LCB# 7318 Ph:(503) 648-3900 Fax: (503) 642-2369 www.pacscape.com



#### I. TURF MAINTENANCE

#### A. Irrigated Lawn Mowing

- 1.All turf areas will be inspected and policed for litter and debris prior to each mowing.
- 2. All turf will be mowed weekly from April through September, biweekly in March and October and as needed in November and February, weather permitting.
- 3. Turf will be cut at a uniform height. Mowing equipment is to be kept sufficiently sharp and mowing pattern will be varied where possible to reduce rutting and compaction of grade.
- 4. Any excess clippings will be dispersed and/or collected to prevent damage and unsightly appearance of lawns.
- B. Edging and trimming
  - 1. All sidewalks, curb lines, concrete slabs, tree circles, and bed edges will be mechanically edged as needed, approximately twice per mowing month, to maintain a neat, clean appearance.
- C. Turf Fertilization
  - 1. Fertilizers will be applied to maintain proper nutrient levels and provide a consistent, healthy appearance throughout the year.
  - 2. Soil pH will be monitored periodically and corrective measures will be proposed if needed.
- D. Sweep/Blow Walks
  - 1. At the conclusion of each visit, walks adjacent to work areas will be swept or blown.

#### II. SHRUB BED MAINTENANCE

- A. Landscaped areas will be policed weekly throughout the growing season and twice monthly during the dormant season for weeds, litter, and debris.
- B. Fertilizing of all shrubs and groundcover will be completed a minimum of twice per year.
- C. Pruning will be done to enhance the natural growth and character of each plant. Major pruning will be done following the natural spring growth flush or during plants' dormant season.
- D. Groundcover will be trimmed as required to contain perimeter growth within bed areas where they are adjacent to walks, curbs, and structures.
- E. Tree trimming limited to minor clearance pruning only.
- F. Moles, field mice, gophers, and other rodent activity will be monitored. Control measures billed as an extra.

#### III. TREE PRUNING

- A. Tree trimming included in maintenance is for trees under 15' total height.
- B. Tree trimming limited to minor limb-up to eliminate low lying branches that obscure pedestrian flow and is accomplished by hand pruners from the ground.
- C. Major tree trimming and for trees over 15' in total height is considered a supplemental service and is not included in maintenance program.

#### IV. ENVIRONMENTAL WEED AND PEST CONTROL PROGRAM

- A. All applications of herbicides or pesticides will be performed by an Oregon State licensed commercial applicator.
- B. Turf Weeds: Broadleaf herbicide spraying of all mowed lawn areas will be done in the spring and fall with applicable materials.

- C. Shrub Bed Weeds: All planter beds are to have two applications of pre-emergent herbicide per year. Planter beds, tree circles, and sidewalk cracks adjacent to landscaped areas will be sprayed up to twice per month from March through October to control unwanted grasses and broadleaf weeds. Noxious weeds including Horsetail and Nutsedge may require additional control measures.
- D. Pest Monitoring: Inspection for insects and disease infestations will occur on a monthly basis. Appropriate, timely control measures will be recommended, if required.
- E. Material Safety Data Sheets (MSDS) for all chemicals used on site(s) are available accordance with OSHA regulations.
- F. All employees are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA, DEQ, and ODOT regulations.

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#### VI. EXCLUSIONS

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- F. Moss control.
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- H. Parking lot maintenance (sweeping, leaf pickup, litter pickup, and moss control).
- I. Aeration of lawn areas.
- J. Seasonal color planting.



# King City Community Park:

Orange – Bed Green – Turf Yellow – Line Trim



## Landscape Management Service Proposal

## King City Community Park

### STANDARD SERVICES

Basic Landscape Maintenance (148,099 sqft Turf, 35,928 sqft Bed)	\$3,754/month	\$45,048/year
ENHANCED SERVICES		
<ul><li>Winter Moss and Cranefly Control</li><li>148,099 sqft</li></ul>	\$	1,429
Spring Moss Control • 148,099 sqft	\$	1,108
<ul><li>Turf Core Aeration</li><li>148,099 sqft</li></ul>	\$	1,973
Barkdusting	\$	2,664
Install 4.5 Units of Fibrex Wood Chips at 3" Depth	\$	2,215

### LANDSCAPE MANAGEMENT SERVICE CONTRACT

THIS AGREEMENT is entered into on \_\_\_\_\_\_, by and between Pacific Landscape Management, Inc. hereafter referred to as the "Contractor", and \_\_\_\_\_\_, hereafter referred to as the "Customer".

WHEREAS, Contractor is in the business of providing landscape management services and Customer is desirous of engaging Contractor to provide such services, the parties hereby agree as follows:

<u>Scope of Services:</u> The Contractor agrees to perform the landscape management services noted on the "Schedule of Services" attached to and incorporated into this document, for the property of the Customer, located at (hereafter referred to as the "Property").

**Dates of Service:** This Agreement shall commence on \_\_\_\_\_\_. This Agreement shall continue for an initial period of one year from the commencement date. Unless this Agreement is terminated, this Agreement will continue on a month-to-month basis.

**Payment Terms:** In consideration for the Contractor's performance described herein, Customer agrees to pay Contractor an annual sum of \_\_\_\_\_\_. For the convenience of the Customer this annual sum will be amortized over a twelve (12) month period at a rate of \_\_\_\_\_\_ per month. Contractor will invoice customer on or about the 1<sup>st</sup> day of each month for current month's services and payment shall be due upon issue. Customer agrees to pay a late fee of 1.5% per month on all amounts 30 days past due.

<u>Materials, Supplies, and Equipment:</u> Contractor will furnish all materials, labor, supplies and equipment necessary to perform the services specified. Some services may be subcontracted.

<u>Additional Services:</u> Services performed and/or materials delivered, which are not specifically mentioned herein, will be deemed 'additional services'. Additional services will be billed separately and all payments are due upon receipt. The performance of, and the payment of additional services are subject to all the terms and conditions of this Agreement.

Law: This Agreement shall be governed by the laws of the State of Oregon and Washington.

<u>Attorney's Fees:</u> In the event of suit or action commenced to enforce the terms of the agreement, the prevailing party shall be entitled to attorney's fees and costs, including any appeal.

**Liability:** Contractor is an independent contractor and the Customer assumes no liability for injury to the Contractor or the Contractor's agents or employees, unless such injury is caused by the Customer, the Customer's agents, servants or employees by negligence or intentional acts. It is further understood that the Contractor is not liable for any damage of any kind whatsoever that is not caused by the negligence of the Contractor, its agents or employees.

Insurance: Contractor agrees to carry the required insurance and name Customer and their agents as additionally insured.

**Notification of Deficient Work:** If Customer believes Contractor is providing deficient work, Customer agrees to notify Contractor of deficiencies, in writing, within 30 days of said occurrence. If written notice is not received by Contractor within 30 days Customer knew or should have known of the deficiencies, Customer agrees to have waived any and all claims to recover past payments and/or rights to withhold present or future payments due under this Agreement. Upon such notification, Contractor agrees to rectify deficiencies within 14 days. If the Contractor corrects the deficiencies in accordance with the schedule, it shall not forfeit any amounts due under this Agreement.

**Termination:** It is agreed that either party may terminate this Agreement by giving certified written notice 30 days in advance. It is further agreed that Contractor may immediately cease performance without termination notice if Customer refuses or fails to pay Contractor according to the terms of this Agreement.

By:

Robert J Grover, President

Date:

Pacific Landscape Management, Inc 7997 NE Walker Road, Hillsboro, OR 97124 503-648-3900

Ву:	 	 
Title:		 
Date: As Agent for:	 	 



#### **Customer Contact Form**

#### **Bill-To Information**

Please fill in the information below for billing purposes:

Bill-To Name:		
Bill-To Address:		
City:	State:	Zip:
Bill-To Email:		
Email Invoices: Yes NO		
AP Contact Information		
AP Name:		
Company:		
Address:		
City:	State:	Zip:
Email:		
Business Phone:	Mobile:	Fax:
Email Invoices: Yes NO		
Property Contact Information		
Property Contact Name:		
Company Name:		
Mailing Address:		
City:	State:	Zip:
Email:		
Business Phone:	Mobile:	Fax:

#### Please return completed form using one of the follow methods:

Mail: 7997 NE Walker Road Hillsboro, OR 97124 or Return with Maintenance or Fax: (503) 642-2369 or Service Contract



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#### INTERGOVERNMENTAL AGREEMENT FOR THE PUBLIC SAFETY NETWORK

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into, pursuant to Oregon Revised Statutes ("ORS") 190.003 to 190.085, by and among the City of Beaverton, an Oregon municipal corporation ("City"), and Washington County, a political subdivision of the State of Oregon, acting through the Washington County Sheriff's Office (herein referred to as "Regional Partner Agency" or "RPA").

#### RECITALS

WHEREAS, the City has acquired a law enforcement Records Management System ("RMS"), called the Public Safety Network, to maintain a multi-agency, multi-jurisdictional set of law enforcement applications and associated databases; and

WHEREAS, the City and RPA find that a primary objective of the region is to develop a shared common database available in the RMS in order to cooperatively prevent criminal activity, track resource utilization, facilitate rapid and efficient communications, provide immediate and coordinated assistance among agencies for day-to-day, tactical, and strategic operations, improve the ability of law enforcement to prevent and solve criminal activity through shared system functionality and cooperative operations, effectively prosecute criminals, and identify short and long term leveraging opportunities for cost effective infrastructure investments to meet regional requirements; and

WHEREAS, the City and RPA desire to create a User Board to provide input, guidance and strategic direction for the RMS; and

WHEREAS, regionalization and interoperability provides a cost effective and efficient acquisition of the RMS and improvements through economies of scale, coordination and sharing; and

WHEREAS, use of the City's RMS assets with RPA will increase overall system reliability and reduce duplicative systems while allowing for shared information; and

WHEREAS, creation of this Agreement for the RMS may also be expanded to include other public safety technologies in the future; and

WHEREAS, the City and RPA now desire to enter into this Agreement, and being fully advised; and

**NOW, THEREFORE, IN CONSIDERATION** of the mutual promises and covenants contained herein, it is agreed as follows:

#### 1. **DEFINITIONS**:

The following is a definition of terms used herein:

- A. "Access" means the authority granted by the City to RPA's Authorized Users to review or receive information from the RMS.
- B. "Agencies" means the City and the Participating RPAs collectively.
- C. "Amendment" means a written document required to be signed by both Parties when in any way altering the terms and conditions or provisions of this Agreement.

- D. "Authorized Use" means the functions and capabilities that a User is assigned and able to perform based on User ID and Password, as established by an RMS Administrator.
- E. "Authorized User" means any User who has passed the authentication process of the System and is authorized to use the RMS functions and components based on the permissions established by that User's credentials (e.g. User ID and password, fingerprints, etc.).
- F. "Chair" means the Chair of the User Board who presides at all User Board meetings and performs administrative tasks associated with scheduling User Board meetings and setting up an agenda for each User Board meeting.
- G. "City/RPA Confidential Information" means any information, in any form or media, including verbal discussions, whether or not marked or identified by the City and/or RPA, which is reasonably described by one or more of the following categories of information: (1) financial, statistical, personnel, human resources data or Personally Identifiable Information as described in the Oregon Consumer Identity Theft Protection Act of 2007; (2) business plans, negotiations, or strategies; (3) unannounced pending or future products, services, designs, projects or internal public relations information; (4) trade secrets, as such term is defined by ORS 192.345(2) and the Uniform Trade Secrets Act ORS 646.461 to 646.475; (5) Exempt per ORS 192.345 and/or ORS 192.355 (6) attorney/client privileged communications, (7) exempt per federal laws (including but not limited to Copyright, HIPAA, Computer Fraud and Abuse Act), (8) criminal history information that is not subject to disclosure based on State of Oregon or Federal rules and regulations, (9) criminal investigation information, (10) tactical and strategic public safety information, and (11) information relating to or embodied by designs, plans, configurations, specifications, programs, or systems developed for the benefit of the City and/or RPA including without limitation, data and information systems, any software code and related materials licensed or provided to the City by third parties; processes; applications; codes, modifications and enhancements thereto; and any work products produced for the City.

"Confidential Information" includes, but is not limited to, any information that is disclosed in written, graphic, verbal, or machine-recognizable form, and is marked, designated, labeled or identified at the time of disclosure as being confidential or its equivalent; or if the information is in verbal form, it is identified as confidential or proprietary at the time of disclosure and is confirmed in writing within thirty (30) Days of the disclosure. Confidential Information does not include any information that: is or becomes publicly known through no wrongful or negligent act of the receiving party; is already known to the receiving party without restriction when it is disclosed; is, or subsequently becomes, rightfully and without breach of this Agreement or any other agreement between the Parties or of any applicable protective or similar order, in the receiving party's possession without any obligation restricting disclosure; is independently developed by the receiving party without breach of this Agreement; or is explicitly approved for release by written authorization of the disclosing party.

H. "Criminal History Record Information" means information collected by criminal justice agencies and stored or available through the RMS on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges and any dispositions arising from the criminal charges, including, but not limited to, sentencing, correctional supervision, and release.

- I. "Criminal Justice Information" means information collected by criminal justice agencies that is needed for their legally authorized and required functions. This includes Criminal History Record Information and investigative and intelligence information. It does not include agency personnel or administrative records used for agency operations or management.
- J. "Days" means calendar days, including weekdays, weekends and holidays, beginning at midnight and ending at midnight twenty-four hours later, unless otherwise specified by the Agreement.
- K. "Defects" mean one of the five types of defects listed below and as outlined in Exhibit C: Support Model, Figure 1:
  - i) "Material Defect" means an error that impairs the RMS for which no fix is forthcoming or available.
  - ii) "Critical Defect" means an error as defined in the RMS maintenance and support agreement with the City and the RMS Provider and at least 25% of the User base of the Production System and Hot Standby System environment are impacted in the same manner as defined in the System maintenance and support agreement for a High Defect.
  - iii) "High Defect" means an error as defined in the RMS maintenance and support agreement with the City and the RMS Provider and at least 25% of the active User base of the Production System and/or Hot Standby System environment are impacted in the same manner as defined in the RMS maintenance and support agreement for a High Defect.
  - iv) "Medium Defect" means an error as defined in the RMS maintenance and support agreement between the City and the RMS Provider.
  - v) "Low Defect" means a defect as defined in the RMS maintenance and support agreement between the City and the RMS Provider.
- L. "Inquiry Only RPA" is an agency who has access to view the RMS data but does not input any data. Inquiry Only RPA have no voting rights on the User Board.
- M. "Mobile Data Computer (MDC)" means commercial grade mobile computers operating in a law enforcement vehicle or otherwise not connected via a local or wide area network that are capable of Accessing RMS servers via a network connection that complies with the Federal Bureau of Investigation's Criminal Justice Information System (CJIS) Security Policy requirements.
- N. "Participating RPA" means an authorized agency, including RPA, permitted to enter data into the RMS and that has signed an IGA with the City for use of the RMS.
- O. "Personal Computer (PC)" means commercial grade desktop computers that are capable of Accessing System servers via a CJIS-compliant connection.
- P. "Project" shall mean a substantial effort undertaken by the RMS Manager, as recommended by the User Board, to improve or modify the RMS.
- Q. "Quorum of the Board" is comprised of the majority of the voting Agencies.
- R. "RPA Asset" shall mean hardware, software, equipment, real property and fixtures,

owned or leased by any Participating RPA.

- S. "RPA" means Regional Partner Agency.
- T. "RMS" is the law enforcement records management system acquired and implemented by the City for use by the Participating RPA.
- U. "RMS Administrator" means a specially-trained Authorized User authorized to perform administrative functions for the RMS.
- V. "RMS Provider" means the third-party vendor contracted by the City to supply the RMS to the City and the Participating RPAs.
- W. "Strategic Plan" is the plan and periodic amendments thereof, setting forth the vision, strategy and benefits for the RMS as recommended by the User Board and approved by the City.
- X. "RMS Manager" is the individual and his/her designated named backups appointed by the City to manage and operate the RMS on a daily basis.
- Y. 'Technology Management Plan" is the plan and periodic amendments thereof, that is recommended by the User Board and approved by the City that provides technical guidance for operation, maintenance, and repair of the RMS.
- Z. "Unanimous Vote" or "Unanimously" means that approval is required by the City and all RPA present at a User Board meeting. A Quorum of the Board is required for all Unanimous Votes.
- AA. "Use" means the City-authorized Access to assign Users, permission levels, enter data into the RMS, and receive information from the RMS.
- BB. "User" means any person employed by or working on behalf of the City or an RPA, the City's and RPA's Bureaus and Divisions, Officers, Directors, and any person or entity authorized by the City and/or RPA to provide it with Services requiring use of the RMS, and to use the City's or RPA's resources in whole or in part, in the course of assisting the City or an RPA.
- CC. "User Board" means the Public Safety Network User Board.
- DD. "User Fees" are fees set by the City for RPA's Use as agreed to between the City and RPA in this Agreement.

#### 2. STATEMENT OF PURPOSE:

The purpose of this Agreement is to (i) establish a User Board and (ii) define the terms and conditions under which the RMS will be used by RPA.

#### 3. AGREEMENT

This Agreement includes all attached exhibits. In the event there is a conflict between the terms and conditions of one portion of this Agreement with another portion of this Agreement, the conflict will be resolved by designating which portion of the Agreement documents takes precedence over the other for purposes of interpretation, except where a clear statement of

precedence other than that set forth in this section is included in the document. In this Agreement, the order of precedence is:

- 1. Sections 1-32 of this Agreement
- 2. Exhibit A: User Fees
- 3. Exhibit B: RMS Procedures and Use Policy
- 4. Exhibit C: Support Model

#### 4. ESTABLISHMENT OF USER BOARD:

The User Board is hereby formed to make recommendations to the Police Chief of the City or the Police Chief's designee regarding the planning, funding, operations, and maintenance of the RMS including, but not limited to, transition planning, User and administrative training procedures, training equipment and facilities, uniform data entry, complying with federal and state reporting requirements, maintaining data integrity, operational efficiencies, physical backup and redundancy, and obtaining and managing additional resources such as grants to support RMS maintenance, enhancement, and extension. The User Board may perform functions, which may include, but are not limited to the following:

- A. Cooperatively develop or review and recommend changes or adoption of a Strategic Plan for maintaining the viability and efficiency of the RMS.
- B. Review and recommend which RMS data and applications will be shared among the City and RPA.
- C. Cooperatively develop or review and recommend changes or adoption of a coordinated long-term plan for capital and operating funding of the RMS, including methods to allocate costs.
- D. Review and recommend changes to established Standard Operating Procedures (SOPs) and technical standards for the operations and business continuity of the RMS.
- E. Review and recommend changes or adoption of the Technology Management Plan.
- F. Review and recommend changes to the operational and maintenance procedures of the RMS for assets owned by the City in a manner that resolves operational interface issues with each RPA's local assets.
- G. Recommend admission of new Participating RPA and Inquiry Only RPA.
- H. Review and recommend changes to RMS operational and maintenance procedures with the goal of balancing regional requirements against RPA data collection and reporting autonomies.
- I. Apply for grants and other available funding sources to fund RMS enhancements and capability extensions.
- J. Participate in, and recommend process changes to ensure the successful deployment of the RMS and, in the future, RMS extensions and enhancements.
- K. Review and recommend changes of the annual operational budget developed to support and fund the RMS.

#### 5. DUTIES OF USER BOARD:

The User Board shall have the duties as provided below.

- A. The User Board serves as an advisory group to furnish advice to the Police Chief of the City of Beaverton or the Police Chief's designee.
- B. The User Board shall be composed of one representative for each Participating RPA and one representative appointed by the City. Each Agency shall appoint one representative and one alternate representative who may attend all User Board meetings and may jointly participate in all discussions of the User Board.
- C. An Agency on the User Board with more than 100 sworn police officers shall have one vote. No User Board member may grant proxy voting power to another User Board member from another Participating RPA. A tie vote shall not be sufficient to pass a measure or recommendation.
- D. The representative appointed by the City, or the City representative's alternate, shall act as Chair of the Board.
- E. The User Board may meet monthly at the discretion of the Chair, but in no event less than twice per year. It may meet more frequently as determined by the Chair or as requested by any Participating RPA.
- F. A Quorum of the Board is required for the User Board to make any official recommendation or action.
- G. All User Board actions or recommendations shall require approval by a majority of the Agencies present and voting at a User Board meeting.
- H. The User Board shall undertake the following:
  - 1. Review and recommend changes to the Strategic Plan developed by or updated by the City.
  - 2. Review and recommend changes to the Technology Management Plan developed by or updated by the City.
  - 3. Review and recommend changes to the annual objectives and work plans developed by the RMS Manager.
  - 4. Review and recommend changes to the general policy guidelines and/or Standard Operating Procedures developed by the RMS Manager for the RMS.
  - 5. Provide oversight and direction regarding User Board operations.
  - 6. Establish committees and appoint committees as needed.
  - 7. Review and comment on all Plans at least once every four years.
  - 8. Makes other recommendations as necessary.
- I. The User Board shall review and make recommendations on the acceptance of any new

RPA as outlined in Section 11. Recommendations on acceptance of a new RPA shall be by Unanimous vote.

#### 6. PROJECTS AND FUNDING FOR PROJECTS:

- A. Participating RPAs may propose a Project by giving written notice to the Chair of the User Board that describes the Project and identifies its benefits. The Chair of the User Board shall work with the RMS Provider to determine whether the Project will increase the current contract costs.
- B. If the proposed Project increases the current contract costs for the RMS, the Chair shall contact the other Participating RPAs' representatives of the User Board to determine if there is interest in pursuing the proposed Project. If there is interest, the User Board may direct the RMS Manager to research the proposed Project to determine the operational impacts and to report back on the findings to the User Board. Subsequent to receiving the RMS Manager's report, the User Board may hold a vote to recommend whether or not the proposed Project should be undertaken. If recommended by the User Board, the Chair shall work with the Police Chief to determine whether to create an Amendment to individual IGAs to allocate the cost increases to the contract among Agencies. The Police Chief has the sole authority to determine whether to pursue the proposed Project by creating an Amendment with individual IGAs for the RMS. If the City and/or other Participating RPAs do not want the proposed improvements to its RMS, the Participating RPA proposing the Project shall bear the full costs of the Project.
- C. If the RMS Provider informs the Chair the proposed improvements do not increase the current contract costs, then the Chair shall notify the Participating RPAs and work with the Participating RPAs and the RMS Provider to determine the feasibility of implementing the improvement.
- D. Any significant changes to the RMS shall consider the following factors, including but not limited to, sources of funding (City, RPA, available grants and other sources), technical and business impact to the City and RPA, and the recommendation(s) of the User Board.
- E. Each Participating RPA agrees to inform the User Board of potential grant sources and thereupon the User Board shall determine if the User Board should pursue that source. If the User Board declines to pursue that source, then the individual Participating RPA may seek those grant funds on its own and, if successful, may choose to apply the grant funds for the benefit of the User Board or to its local match or share if it is an allowable use of grant proceeds.

#### 7. USER BOARD MANAGEMENT, OPERATION AND FUNDING:

- A. The User Board shall make recommendations as to the best method for the administration, management, and operation of the RMS. The User Board shall review and make recommendations on the annual budget prepared by the RMS Manager for managing and supporting the RMS.
- B. The City and RPA shall participate in each User Board meeting at their own cost, time and expense.

#### 8. COMMITTEES OF USER BOARD:

The User Board may establish committees from time to time as it deems necessary.

#### 9. SYSTEM ACCESS

The City has contracted with the RMS Provider and will own all licenses to the RMS. The City shall provide RPA's Authorized Users with Access.

#### 10. PAYMENT FOR RMS:

- A. RPA acknowledges and agrees to pay City the amount set in Exhibit A: User Fees.
- B. Additional services and/or RMS functions for RPA that are not routinely provided to other Participating RPAs shall be added via Amendment and billed as a separate line item identified in Exhibit A.
- C. Exhibit A: User Fees shall be adjusted to conform to any changes made to the RMS functions or cost increases to the RMS by the RMS Provider.
- D. The City shall invoice the RPA annually in conformance with Exhibit A. User Fees do not require an Amendment to the Agreement.
- E. The RPA shall submit payment within 30 Days of receipt of invoice from the City.
- F. Failure to pay the City as due will suspend the RPA's access to the RMS. The City shall provide 30 Days' written notice of RPA's failure to pay City. RPA shall have 30 Days from the date of the written notice to cure this failure before City will suspend access.

#### 11. <u>NEW RPA:</u>

The User Board shall review and recommend the admitting of new Participating RPAs as part of the RMS. Any recommendations for admitting a new Participating RPA and Inquiry RPA shall require a Unanimous Vote. Recommendations on the addition of new Inquiry Only and Participating RPA must consider that:

- A. The RMS contains highly confidential crime and other data and is reserved for law enforcement applications and will only be open to certified law enforcement agencies.
- B. New Participating RPA shall be bound by the terms and provisions of an IGA similar to this Agreement. New Inquiry Only RPA will enter into a separate IGA between the City and Inquiry Only RPA.

#### 12. CITY-PROVIDED SERVICES AND RESPONSIBILITIES:

City shall:

- A. Have sole responsibility for controlling and maintaining the global tables in the RMS, unless RPA expressly agrees to share responsibility over this functionality.
- B. Enable Access via Equipment, including PCs, MDCs, and other handheld devices for Authorized Use of the RMS by RPA Users.
- C. Provide the capability through the RMS to generate National Incident Reporting System (NIBRS) data for the RPA and to upload the NIBRS data to the State of Oregon in the proper format.

- D. Provide procedures, instructions, and other documents to the RPA regarding the methods available and minimum requirements for RPA's PCs and MDCs to gain Access to the RMS.
- E. Provide instructions, documents, and arrange for the necessary training to certify one or more RPA RMS Administrators to perform limited administrative functions such as adding and removing Users from the System, establishing User IDs and passwords, setting up each User's Authorized Uses, and resetting passwords. RPA RMS Administrators will be trained as required, but not more than five RPA employees will be trained at any one time.
- F. Support the RPA's RMS Administrators in performing their RMS-related administrative functions.
- G. Provide training materials, training mentors and access to the RMS's training environment to enable RPA trainers to provide RMS training and instruction to RPA Users.
- H. Maintain and administer the RMS according to the City's policies and procedures on Information Technology, including backup and restore, operating system patches, and RMS version upgrades as required and certified by the RMS Provider.
- I. Monitor, audit, and troubleshoot the upload of appropriate information from the RMS to the Oregon Law Enforcement Data System (LEDS), NCIC, and other interfaced crime and public safety databases and systems.
- J. Ensure that audit logs are maintained in the RMS in accordance with the Criminal Justice Information System (CJIS) Security Policy requirements.
- K. Allow RPA to designate two representatives that may contact the RMS Provider directly for issues relating to Defects or requests for minor enhancements to the RMS. The City and the RMS Provider shall have the right to require RPA to replace a representative chosen by RPA if the representative abuses this authority by repeatedly contacting the RMS Provider on issues outside the scope of this subsection or does not have the necessary technical knowledge to work with the RMS Provider.

#### 13. RPA RESPONSIBILITIES:

- A. RPA warrants it has complied and shall comply with all applicable law, ordinances, orders, decrees, labor standards and regulations of its domicile and wherever performance occurs in connection with the execution, delivery, and performance of this Agreement.
- B. RPA acknowledges and agrees that RPA employees will only use the RMS for Authorized Uses. Permission to Access the RPS or information available in or through the RMS other than as authorized in this Agreement shall be obtained in writing from the City before such Access.
- C. RPA acknowledges and agrees that RPA employees and subcontractors will only Access the RMS and information available in or through the RMS as authorized in this Agreement. Permission to Access the RMS or information available in or through the RMS other than as authorized in this Agreement shall be obtained in writing from the City before any such Access.
- D. RPA acknowledges and agrees to comply with applicable CJIS Security Policy

requirements, including, but not limited to, verifying identification, performing a state of residency and national fingerprint-based record check within 30 days of assignment for all personnel who have direct access to Criminal Justice Information through the RMS and for those RPA employees or contractors who have direct responsibility to configure and maintain computer systems and networks with direct access to Criminal Justice Information through the RMS. If applicable, RPA shall deny or terminate Access and deny issuing or revoke an RMS User ID and password if, upon investigation, any RPA employee requesting or currently Using an RMS User ID and password is found to be in violation of current CJIS Security Policy.

- E. RPA acknowledges and agrees to immediately deactivate the RMS User ID and password of any employee or contractor who is no longer an RPA employee, an RPA contractor, or who no longer requires Access to the RMS.
- F. RPA shall immediately notify the RMS Manager of any security breach that affects the RMS or any other City systems. RPA shall notify the RMS Manager of any incident relating to the RMS integrity such as a computer virus.
- G. RPA shall solve issues with the RMS as much as possible with its own resources and staff.
- H. If RPA cannot solve an issue with the RMS, RPA shall report the issue or issues to the City's Law Enforcement Help Desk, at <a href="http://lehelp.beavertonoregon.gov">http://lehelp.beavertonoregon.gov</a>. If the City is unable to solve the issue, the City may contact the RMS Provider.
- I. RPA shall have a minimum of two employees capable of being designated RMS Administrators.
- J. When contacting the RMS Provider directly on Defects or requests for minor enhancements, RPA representatives shall copy the City on such communications, including email. RPA representatives shall also provide the RMS Provider's ticket number to the City for tracking. Additional details for procedures on resolving issues relating to the RMS are further described in Exhibit C: Support Model.

#### 14. LIMITS ON DISSEMINATION

RPA shall follow current Criminal Justice Information policies, including the CJIS Security Policy, and other applicable state and federal laws when disseminating information of Criminal Justice Information available in or through the RMS.

#### 15. SECURITY REQUIREMENTS

- A. **Physical Security**. RPA shall be responsible for maintaining the physical security of all devices authorized to Access the RMS, as well as any print out or RMS Documentation that may permit unauthorized Access to or Use of the RMS from within the RPA.
- B. **Online Security**. RMS contains procedures and tools to ensure that only Authorized Users and authorized devices can Access the information available in or through the RMS. RPA Authorized Users shall be required to enter User IDs and passwords before gaining Access to the RMS, RMS functions and RMS data. RPA acknowledges and agrees that RPA Authorized Users shall not share User IDs and passwords.
- C. **Personnel Security**. RPA shall perform the following security checks for any individuals

provided Access to the RMS by the RPA through issuance of User IDs and passwords:

- a. A personal background investigation equivalent to a background investigation that would enable them to Access the RPA's own Confidential Information.
- b. Be fingerprinted and their identification and personal history verified through a check of the RMS's master name index, Oregon LEDS, the National Crime Information Center, and the FBI's Criminal Identification Files.
- c. Obtain appropriate certifications from the Oregon State Police for any LEDS and NCIC transactions for which the Authorized User is authorized to perform within the RMS.

#### 16. SUSPENDING OR PROHIBITING ACCESS TO RMS:

- A. Failure to comply with the Security and Access Specifications contained in the Agreement may, at the sole discretion of the City, result in the suspension of the RPA and RPA Users' Access to the RMS until such failures are corrected to the City's satisfaction.
- B. In the event of a violation of the provisions of this Agreement or the CJIS Security Policy requirements by RPA or RPA Users, City shall have the authority to immediately restrict or prohibit Access to the RMS by RPA Users, RPA PCs, RPA MDCs, and other RPA devices until the RPA or RPA Users resolve the problem to the satisfaction of the City. The RPA shall be notified in writing of such action and given 30 Days in which to cure the violation before Access is restricted or prohibited. There shall be no charge for Access during any time that Access is prohibited.

#### 17. DURATION AND TERMINATION OF AGREEMENT:

- A. This Agreement is perpetual and the User Board shall continue from year to year unless RPA or City provides notice of its intent to terminate the Agreement as provided in this Section.
- B. The User Board may be dissolved upon unanimous agreement of all Participating RPA.
- C. Termination of this Agreement shall revoke RPA's participation on the User Board effective immediately.
- D. If the Agreement is terminated, RPA may remove its RPA assets from the RMS including any data entered into the RMS by Authorized Users of the RPA. All costs associated with the reasonable removal of the RPA's assets including costs of removing data entered by the RPA into the RMS will be the responsibility of the RPA.
- E. A minimum of 180 Days shall be allocated for the RMS Manager to remove RPA's assets, including RPA's data, from the RMS after the termination date. RPA shall have full access to its assets including its data during the time period required to complete the removal of RPA's assets from the RMS.
- F. Termination shall only occur January 1 of each year. The Party that intends to terminate the Agreement must provide a minimum of 180 Days prior written notice of their intention to terminate to the other Party. If the Agreement is terminated, the costs that were paid by RPA for that year shall not be refunded.

#### 18. DISPUTE RESOLUTION:

The RPA shall cooperate with the City to assure that all claims and controversies which arise under this Agreement and which might affect the quality of such Services shall be resolved as expeditiously as possible in accordance with the following resolution procedure:

- A. Any dispute between the City and RPA under this Agreement shall be resolved, if possible, by the RMS Manager or the RMS Manager's designee on behalf of the City and a representative from RPA or the representative's designee on behalf of the RPA.
- B. If the RMS Manager or the RMS Manager's designee and the RPA's representative or representative's designee are unable to resolve any dispute within three business days, or such any time as mutually agreed upon, after notice of such dispute is given by either Party to the other, the matter shall be submitted to the Police Chief or Police Chief's designee for the City and the Sheriff or Sheriff's designee on behalf of the RPA for resolution, if possible.
- C. Should any dispute arising between the Parties concerning this Agreement that is not resolved by mutual agreement above within 30 Days, or such other time as mutually agreed upon, it is agreed that such dispute will be submitted to mandatory mediated negotiation prior to any Party's commencing binding arbitration or litigation. In such an event, the Parties agree to participate in good faith in a non-binding mediation process. The mediator shall be selected by mutual agreement of the Parties. However, in the absence of such agreement, each Party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. All costs of mediation shall be borne equally by the Parties.
- D. Should an equitable solution not result from the foregoing, the City and RPA shall be free to pursue either binding arbitration, litigation, or other remedies allowed under this Agreement.
- E. If the Parties elect to use arbitration to settle the dispute, within 30 Days of a notice by either Party to the other requesting arbitration, the affected RPA shall select an arbitrator from a list of three obtained from the Arbitration Services of Portland, Inc. (ASP). Issues related to technology require an arbitrator with a background in computer systems or technology. The arbitrator shall, for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration. Within 60 Days of the appointment of the arbitrator, the Parties shall concurrently submit to the arbitrator (supplying a copy to each other) a written statement of their factual and legal positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within 45 Days after receipt of the statements, the determination of the dispute which determination shall be final and binding. Each Party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each Party shall bear its own expenses for witnesses, depositions, other costs incurred and attorneys' fees.
- F. Unless ordered by the City to suspend Access, the RPA shall proceed with Use without any interruption or delay during the pendency of any of the foregoing dispute resolution. During the pendency of any of the foregoing dispute resolution procedures, the RPA shall continue to make all payments that are not in dispute, in accordance with the provisions of the Agreement.

#### 19. INDEMNIFICATION:

To the extent permitted by the Oregon Constitution and Oregon Tort Claims Act, each Party

shall hold harmless and indemnify the other Party for the willful or negligent acts, actions or omissions to act of that respective Party's entity, commissioners, officers, employees, and agents in the performance of their respective responsibilities and duties under this Agreement. Notwithstanding the foregoing, no Party is required to hold harmless or indemnify the other Party for any costs or claims arising directly or indirectly out of any RMS-related activities to which the Party is not participating.

#### 20. CONFIDENTIALITY:

- A. The City and RPA shall treat confidential any Confidential information that has been made known or available to them or that an RPA has received, learned, heard or observed; or to which an RPA has had access. The City and RPA shall use Confidential Information exclusively for the City or RPA's benefit and in furtherance of this Agreement. Except as may be expressly authorized in writing by the City or affected RPA, in no event shall the City or a RPA publish, use, discuss or cause or permit to be disclosed to any other person such Confidential information. The City and RPA shall (1) limit disclosure of the Confidential information to those directors, officers, employees and agents of the City or RPA who need to know the Confidential information, (2) exercise reasonable care with respect to the Confidential Information, at least to the same degree of care as the City or RPA employs with respect to protecting its own proprietary and confidential information, and (3) return immediately to the City or RPA who provided the information, upon its request, all materials containing Confidential Information in whatever form, that are in the City or RPA's possession or custody or under its control. The City and RPA are expressly restricted from and shall not use Confidential intellectual property of the City or providing RPA without the City or that RPA's prior written consent.
- B. The RPA acknowledge that each RPA is subject to the Oregon Public Records Law and Federal law. Third persons may claim that the Confidential Information may be, by virtue of its possession by the City or a RPA, a public record and subject to disclosure. RPA receiving a public records request agrees, consistent with Oregon Public Records Law, not to disclose any information that includes a written request for confidentiality and as described above and specifically identifies the information to be treated as Confidential.
- C. The RPA acknowledge and agree that the City and each RPA owns its own data in the RMS. RMS data can only be disclosed by the agency that entered it. In the event of a public record request for RMS data which belongs to the City or another RPA, the City or receiving RPA shall inform both the requester and the appropriate agency within two business days that it is not the custodian of record for the requested data and identify the RPA that may be able to comply with the public record request.
- D. The RPA acknowledge that unauthorized disclosure of Confidential Information will result in irreparable harm to the City or providing RPA. In the event of a breach or threatened breach of this Agreement, the City or RPA may obtain equitable relief prohibiting the breach, in addition to any other appropriate legal or equitable relief.

#### 21. <u>WAIVER:</u>

No waiver or any breach of Agreement shall be held to be a waiver of any other or subsequent breach of this Agreement.

#### 22. REMEDIES:

The remedies provided in this Agreement are cumulative, and may be exercised concurrently

or separately. The exercise of any one remedy shall not constitute an election of one remedy to the exclusion of any other.

#### 23. SURVIVAL:

All obligations relating to confidentiality; indemnification; publicity; representations and warranties; proprietary rights; perpetual licenses, including licensing obligations as stated in this Agreement shall survive the termination or expiration of this Agreement.

#### 24. NO THIRD PARTY BENEFICIARIES:

The City and RPA expressly agree that nothing contained in this Agreement shall create any legal right or inure to the benefit of any third party.

#### 25. ASSIGNMENT:

The rights and obligations of each party under this Agreement may not be assigned in whole or in part.

#### 26. NOTICE:

Notices to the City shall be provided as set forth below in writing and sent by either certified US mail, return receipt requested, or by personal delivery as follows, or to such other address as the receiving Party hereafter shall specify in writing:

If to City: City of Beaverton ISD Manager P.O. Box 4755 Beaverton, OR 97076

If to RPA:

\_\_\_\_\_\_(Name of agency) \_\_\_\_\_\_(Title) \_\_\_\_\_\_(Office) \_\_\_\_\_\_(Address) \_\_\_\_\_\_(City, state, zip)

#### 27. AMENDMENTS:

Except as a section or subsection may otherwise specifically provide, limit, or prohibit, the City and RPA may amend this Agreement at any time only by written Amendment executed by the City and the RPA.

Any changes to the provisions of this Agreement shall be in the form of an Amendment. No provision of this Agreement may be amended unless the Amendment is approved as to form by the City Attorney and RPA's legal counsel and executed in writing by authorized representatives of the Parties. If the requirements for Amendment as described in this section are not satisfied in full, then such Amendments automatically shall be deemed null, void, invalid, non-binding, and of no legal force or effect.

#### 28. EFFECTIVE DATE:

This Agreement shall be effective on September 1, 2018, and continue in perpetuity unless otherwise terminated.

#### 29. SEVERABILITY:

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, shall not affect the remainder of this Agreement.

#### 30. INTERPRETATION:

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement and according to Oregon law without reference to conflict of law provisions. Any litigation between the City and RPA arising under this Agreement shall occur, if in the state courts, in Washington County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon.

#### 31. EXECUTION IN COUNTERPARTS:

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute the same agreement.

#### 32. INTEGRATION

This Agreement, and all its exhibits, constitutes the entire agreement between RPA and City and supercedes all prior written or oral discussions, proposals, presentations, understandings or agreements between the Parties on this subject.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

The Parties acknowledge that they have read and understood this Agreement and agree to be bound by its terms and conditions.

The Parties hereby cause this Agreement to be executed.

The City: The City of Beaverton

By: \_\_\_\_\_ Denny Doyle, Mayor

Date: \_\_\_\_\_

Approved as to form:

Regional Partner Agency: Washington County, acting through Washington County Sheriff's Office

Ву: \_\_\_\_\_

Print Name:
-------------

Title:			

Date: \_\_\_\_\_

#### IGA Exhibit A Public Safety Network System Cost

The City will be passing through costs charged from the RMS Provider to the Regional Partner Agency (RPA). Pricing calculations relevant to RPA are referenced below.

RPA shall be billed for its portion of fees on February 1<sup>st</sup> of each contract year. The fees described below will not be increased more than 5% per annual subscription by the RMS Provider. The subscription fee for the first full year of the Production Period shall be paid in full within 45 days after the Production Period begins.

Any additional costs the City of Beaverton and RPA jointly agree to for other services will be billed separately from these pass-through costs identified below.

#### **RPA Fees**

#### 1. Fee Schedule for SaaS Services

#### 1.1 User Classes

- a. "Police Officers" (NPO) is defined as the number of sworn officers as of the date that is ninety [90] days prior to the Subscription Payment Date, as certified by the Personnel Orders of the Police Department. Customer shall pay users fees of \$50.00 per Police Officer user per month.
- b. "Deputy Officers (Non-Corrections)" (NSO) is defined as the number of sworn officers as of the date that is ninety [90] days prior to the Subscription Payment Date, as certified by the Personnel Orders of the Sheriff's Office. Customer shall pay the same amount per Deputy Officer user as "Police Officers".
- c. "Corrections Officers" (NSCO) is defined as the number of officers as of the date that is ninety [90] days prior to the Subscription Payment Date, as certified by the Personnel Orders of the respective Sheriff's Office. Customer shall pay user fees for Corrections Officers that are 2% of the per-user cost of "Police Officers".
- d. "Inquiry Partners" (NIP) is defined as the number of individuals from Inquiry-Only RPAs, as certified by the Personnel Orders of the individual respective RPAs. Customer shall pay user fees for Inquiry Partners that are 50% of the per-user cost of "Police Officers".

Note that certain Inquiry-Only RPAs are exempt from fees. This includes district attorneys, prosecuting attorneys, and prosecuting city attorneys.

1.2 During the Production Period, the annual subscription fee for the Software as a Service shall be calculated as

X = [NPO(Y) + NSO(Y) + (NSCO/50)(Y) + (NIP/2)(Y)] x 12
Where,
X is the annual subscription fee
Y is the monthly user cost per Individual/Officer
NPO is the number of Police Officers
NSO is the number of Deputy Officers (Non-Corrections)
NSCO is the number of Corrections Officers
NIP is the number of Inquiry Partners

1.3 The annual subscription fee for RPA for the first year of the Production Period is calculated using figures from Table 1 below.

$$\begin{split} X &= [7(50) + 267(50) + (200/50)(50) + (0/2)(50)] \ge 12 \\ X &= [350 + 13,350 + 200 + 0] \ge 12 \\ X &= 13,900 \ge 12 \\ X &= \$ \ 166,800 \end{split}$$

Table 1: Number of officers per agency as of May 10, 2018

AGENCY NAME	USER COUNT			
AGENCI NAME	COUNT			
Police Officers (NPO)				
King City	7			
TOTAL	7			
Deputy Officers (NSO)				
Washington County	267			
TOTAL	267			
Corrections Officers (NSCO)				
Washington County	200			
TOTAL	200			
Inquiry Partners (NIP)				
TOTAL	0			

## Exhibit B System Procedures and Use Policy

Exhibit B is comprised of the Standard Operating Procedures (SOP) that guide the Use of the Public Safety Network (PSNET). The PSNET Standard Operating Procedures will be updated from time to time and placed on the Law Enforcement Helpdesk Website at: http://lehelp.beavertonoregon.gov.

Additions, subtractions, or modifications of PSNET SOPs will occur in consultation with the PSNET User Board.

Initially included Standard Operating Procedures:

- SOP 1: Master Vehicle Index
- SOP 2: Attaching Digital Files in PSNET
- SOP 3: Master Name Index
- SOP 4: Case Privatization
- SOP 5: Inquiry Only Agencies
- SOP 6: PSNET Account Management

# PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 001

Dated 6/30/18

<u>SUBJECT:</u>	Master Vehicle Index
PURPOSE:	To establish consistent procedures for the quality of the information in the
	Master Vehicle Index

# **PROCEDURE:**

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# **SECTION 1.1**

#### **VEHICLE RECORDS**

#### **GENERAL INFORMATION**

The only vehicles **NOT** processed for computer entry are:

- Publicly Owned Vehicles: including law enforcement vehicles, Tri-Met vehicles, and any other city, state or federally owned vehicle unless these vehicles are reported stolen.
- Trailers and non-motorized vehicles will not be entered into the MVI unless they are a suspect vehicle.
- Vehicles previously reported as stolen are ONLY associated to subsequent cases as suspect vehicles if the vehicle is not yet recovered at that time.

Note: Unverified vehicle information will be entered as case specific only.

#### PROCESSING

#### A. <u>VEHICLE REGISTRATIONS</u>

Registrations will be obtained for all vehicles listed on reports whenever possible. Registration information is not available from DMV for temporary registrations or dealer plates. Registration inquiries do not need to be retained, they are for reference only.

#### 1. <u>NO MATCH</u>

When the correct vehicle is not found in the MVI and the vehicle has been towed, check for an impound entry to verify vehicle information.

If the registration is UTL, follow the above process to attempt to locate the correct vehicle information.

If the correct vehicle information is not found, do not enter the vehicle in the MVI, leave as case specific.

#### a. <u>SWITCHED PLATES</u>

When it is determined that a vehicle has switched plates, do not enter the plates information into the MVI. Enter by VIN only.

#### b. DISABLED, PERSONALIZED, and HAM RADIO PLATES

Because these types of plates are not permanently assigned to the same vehicle but to a specific owner, the owner may transfer them to other vehicles. When the plates are already on file in the MVI and the registration shows that the plates are now on a different vehicle, delete the plate information from the existing vehicle record. A vehicle record can now be established or updated using the current plate and registration information.

#### B. INDEXING A VEHICLE

When indexing a vehicle in the MVI, do not rely solely on the reported vehicle information. Use the model code from the Oregon DMV vehicle registration rather than the model listed on the officer's report IF it is a valid code. As always, first compare the information to ensure the vehicle is a match.

For accuracy purposes, you can "cut & paste" the VIN from the vehicle registration into the MVI.

Enter the appropriate information as required.

#### Information to note:

- Depending on which role you select, 'Case Specific Vehicle Details' or 'Master Vehicle Details' (non-case-specific) appears on the screen after you process it.
- In the **No** (Number) field, either leave the '0' and let the RMS generate a number for that role or enter a number for that role (for example, vehicle #2 in an accident).
- Enter the vehicle's license plate number, State, and any additional information such as VIN, make, model, and color.
- You can enter particulars information and Linkage Factors information by clicking the associated tab.
- Normally when adding a vehicle, you require a complete VIN or license plate number. However, when you only have partial or incomplete information on a vehicle, such as no license plate or VIN or only a partial license plate, you can click the **Partial Plate/Unknown Vehicle** checkbox to be able to add the vehicle anyway.

The following rules apply to when adding an unknown vehicle with partial or incomplete information:

- they are case-specific only and are not added to the MVI
- they do not appear in the soundex list

- they do not appear when querying vehicles
- they do not appear in Vehicle Maintenance
- they do not apply to vehicles added to a Criminal Description (CD) record

Later, when a complete VIN or license plate is available for the vehicle, you can retrieve the Vehicle record, deselect the **Partial Plate/Unknown Vehicle** checkbox, and then enter the complete information on the vehicle. It should be noted, however, that unlike identifying an unidentified person, the previously incomplete vehicle information is not retained for future reference.

After an unidentified vehicle is identified, the vehicle is added to the MVI, which means that it appears in the soundex list, can be queried, etc.



1 Click Save&Exit

Unless adding an unknown vehicle, the vehicle is added to the MVI If there is another vehicle in the MVI with an identical license plate number, the Similar Vehicles list appears. Otherwise, the vehicle is indexed to the event.

- 2 If the Similar Vehicles list appears, you have three options:
  - click Re-enter vehicle if you made a mistake while entering the vehicle's information and you want to go back to the Vehicle screen to correct the mistake
  - if the vehicle you are indexing is already in the MVI highlight that vehicle in the list, and click Select vehicle to prefill the fields on the Vehicle screen with the information currently in the MVI
  - if the vehicle is not in the list (e.g., identical license plate number, but different State), click Add vehicle to add the vehicle to the MVI

-

- 3 Add any additional information, and click <sup>Save&Exit</sup>. If any differences exist between the information in the MVI and the information on the Vehicle screen, the Differences list appears.
- 4 If the Differences list appears, verify that the information you want to add to the MVI

is marked with a green checkmark, and click  $\checkmark \circ \kappa$ . The vehicle is indexed to the GO and the MVI is updated with the marked information.

**Important Note:** Use common sense when updating MVI's with significant variation in the details of the vehicle, such as if the make & model don't match.

C. <u>VEHICLES ALREADY ON FILE WITH A DIFFERENT PLATE</u>

If a vehicle is already on file with a different license plate, verify that the MVI is in fact the same vehicle, and if so, update the MVI with the new plate information.

D. <u>DOUBLE VEHICLE RECORDS</u>

Two records for the same vehicle can be created whenever the vehicles are entered using different plates <u>and</u> there is an error in one of the VINs. If two records exist for the same vehicle, associate all cases and persons to one of the vehicle records, and delete the other. Update the remaining vehicle record to show the correct information and the most recent plate, if necessary.

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# **APPENDIX A**

## LICENSE TYPES

The type of license can be determined by the pattern of letters and numbers appearing on the plate. In Oregon, many PC plates have 3 letters followed by 3 numbers, or 3 numbers followed by 3 letters. These plates appear on many passenger cars and light trucks. However, passenger cars and light trucks in Oregon can also have other types of plates. These include:

- **PC** passenger plates includes the plates with four alpha character configuration that is issued for groups and organizations.
- PE (personalized) plates
- **DV** (disabled veteran) plates begin with D0 (i.e. D003456) LIY s/b NX (non expiring)
- **EX** (exempt) plates begin with E followed by numbers (i.e. E123456)
- AR (ham radio) plates call letters (i.e., WB7CBC, K7PXD)

Other common license types in Oregon include:

- **AP** (apportioned) These plates are issued by ODOT, rather than DMV. The word "Apportioned" must appear on the plate, per NCIC. These begin with either: 4 letters (with YA as the first 2 letters), followed by 3 numbers, or Y followed by 6 numbers, or Z followed by 6 numbers (examples: YABC123, Y012345, Z012345) Also see Commercial.
- AT (all-terrain vehicle) begins with AT, or AM, followed by 5 numbers
- **BU** (bus) begins with B (B12345)
- CL Collegiate Institutions (passenger vehicles only) (AAAA)
- CN (conservation-Salmon, Crater Lake, Cultural Trust & Wine Country) Salmon plates begin with SL, SN, or SQ followed by 5 numbers for passenger cars, SR for motorhomes, or SS for trailers. May also use custom and HAM Radio operator numbers with the salmon background. Crater Lake plates begin with CL, CK or CA for passenger cars, CM for motorhomes, CR for trailers, followed by 5 numbers. Cultural Trust plates begin with CU followed by 5 numbers.
- **CO** (commercial) begins with PF and then 5 numbers, or with YC followed by 2 more letters and 3 numbers. (PF02345, YCBD123) Plates like this beginning with YC are issued by ODOT.
- FM (farm) begins with F, followed by 6 numbers (F023456)
- **MP** (moped) begins with MP, followed by 5 numbers (MP12345)
- MC (motorcycle) begins with M, followed by 6 numbers (M345246)
- NG National guard (passenger vehicles only) AAAA
- OR Organizations (passenger vehicles only) AAAA
- **TK** (truck) begins with T, followed by all numbers (T024356)
- TL (trailer) begins with U (U024686)
- VF (veteran) Must have the word "veteran" on it. New VF plates are AAAA (passenger vehicles only) Also see DV-Disabled Veteran
- ZZ (other) includes:
  - Camper begins with K (K023456)
  - Motor home begins with HC (HC12345). Older motor home plates begin with H followed by 6 numbers. (H023456)
  - o Tow truck begins with TW followed by 5 numbers (TW02345) For

a more complete listing of license types issued by Oregon's DMV, refer to:

LEDS manual Vehicle Registration section 5.8.1.1 or to the DMV website for additional License plates & Types.

#### Washington State New Vehicle Plate Configurations

For vehicle cars and motorcycles (trucks remain the same **see next page** for more info on trucks) beginning the end of 2009, the new configurations will have a seven-character plate configuration.

The new plates will have three letters followed by four numbers IE: AAA1111

Motorcycles will be NLNNNN IE: 1A1234

Classify the license type by the actual pattern of numbers and letters on the plate, not by the type of vehicle it appears on. For example, a moped with license plate M301234 has an MC license type rather than an MP license type; a moped with license plate MP03138 has an MP license type.

See next page for Washington and California information.

#### LICENSE TYPES

#### WASHINGTON AND CALIFORNIA

Other states do not follow Oregon's system. Light trucks in California and Washington do not have PC plates.

#### **WASHINGTON**

In Washington, light trucks were formerly issued plates that have 2 letters followed by 4 numbers (i.e., AB1234). This pattern was changed to 5 numbers followed by a letter (i.e., 12345C). Some plates are now being issued with 1 letter, 5 numbers, and 1 letter (i.e., A22431A). These 3 are all TK license type plates. Other Washington license types:

12345 PR – begin with 5 numbers and end in PR are AP (apportioned) plates. 02345DP – begin with 5 numbers and end in DP are DX (disabled person) plates.

CL (College) plates begin with the school and end in numbers. 7 digits total: WWU0000 - Western Washington University WSU0000 - Washington State University (may also be 0000WSU) CWU0000 - Central Washington University UW00000 – U of Washington

#### **CALIFORNIA**

In California, light trucks frequently have CO (commercial) plates. These plates have 1 number, 1 letter, then 5 numbers (i.e., 1A12345). Regular PC plates have any of the 3 patterns - ABC123, 123ABC, or 1ABC123.

#### **REGISTRATIONS**

Washington DMV will locate a registration regardless whether the correct LIT is used or not. Some other states' DMVs may not return the registration without a correct LIT code. Some states' DMVs will also not locate a registration if the LIY (license expiration year) is incorrect. (This could happen if a given plate number can be reused for different vehicles during different years.

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#### APPENDIX B

#### **DATSUN vs NISSAN**

DATSUN changed its name to NISSAN.

- 1. 1981 and earlier models are to be coded and entered as DATS.
- 2. Model years 1986 and newer are always entered as NISS.
- Model years 1982-1985 may be listed differently in DMV than on reports sometimes as DATSUN and other times as NISSAN, (and both labels may even be displayed on the car.) However, certain NCIC model codes only apply to DATS, others only apply to NISS, while other model codes can be used interchangeably.

To decide whether a vehicle with a model year between 1982 and 1985 should be entered one way or the other, first check the coding manual for the specific model to see if it is to be entered as one specific make only. If so, set the vehicle up accordingly. If the coding manual lists that particular model under both makes, for consistency use whichever make the registration indicates, rather than the make listed on the report.

Following are several examples. For a complete guide, refer to the coding manual.

#### ALWAYS DATS:

MAKE/MODEL	Years made	CODE
DATSUN B210	1974-82	DATS 210
DATSUN 240Z (Not the same as NISS 2	1970-73 40SX)	DATS 24Z
DATSUN 280Z DATSUN 280ZX	1978 and older 1979-1983	DATS 280 DATS 2ZX
DATSUN 310	1979-82	DATS 310
DATSUN 510	1967-81	DATS 510
ALWAYS NISS:		
NISSAN PULSAR	1983-90	NISS PUL
NISSAN SENTRA	1982-	NISS SEN
NISSAN STANZA	1982-92	NISS STA
NISSAN 240SX (Not the same as DATS 2	1989- 240Z)	NISS 240
NISSAN 300ZX	1984-	NISS 300

# EITHER MAKE DEPENDING ON YEAR

DATSUN or NISSAN 200SX1977-88DATS 2SX = NISS 200DATSUN or NISSAN MAXIMA1981-DATS MAX = NISS MAX

(These are the only two model codes that are interchangeable.)

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#### APPENDIX C

#### MODEL AND VEHICLE STYLE

#### MODEL

The model for trucks is **TK** if the model is unknown. The model for motorcycles is <u>always</u> **CYL**.

#### **VEHICLE STYLE**

**LL** (carryall) is used for 4 wheel drive vehicles. Oregon DMV may show these vehicle styles in the registration as UT, SW, SU, or even PU or 2S. Some examples are:

ACURA	SLX
BMW	X3 / X5
BUICK	Ranier / Rendevous
CADILAC	Escalade / SRX
CHEVROLET	Blazer / Suburban / Tahoe / Tracker
DODGE	Durango / Raider
FORD	Bronco / Escape / Excursion / Expedition / Explorer / Freestyle
	(do not confuse with FORD EXP or Ford Escort)
GEO	Tracker
GMC	Denali / Envoy / Jimmy / Suburban / Typhoon / Yukon
HONDA	CR-V EX / Element / Passport
HUMMER	(all)
HYUNDAI	Santa Fe / Tuscon
INFINITY	FX 35 / FX45 / QX4
INTERNATIONAL	Scout
ISUZU	Amigo / Ascender / Axiom / Rodeo / Trooper / Vehicross
JEEP	(most - can also be PK)
KIA	Sorento / Sportage
LAND ROVER	(all)
LEXUS	GX470 / LX450 / LX470 / RX300 / RX330 / RX400
LINCOLN	Aviator / Navigator
MAZDA	Navajo / Tribute
MERCEDES	G500 / ML320 / ML350 / ML430 / ML55
MERCURY	Mariner / Mountaineer
MITSUBISHI	Endeavor / Montero / Outlander
NISSAN	Armada / Murano / Pathfinder / Xterra
OLDS	Bravada
PORSCHE	Cayenne
RANGE ROVER	(all)
SAAB	97 / 97X
SATURN	Vue
SUBARU	Baja / Brat / Forester
SUZUKI	Grand Vitara / Samurai / Sidekick / Vitara / X-90 / XL-7
ΤΟΥΟΤΑ	4Runner / Highlander / Landcruiser / Rav 4 / Sequoia
VOLKSWAGEN	Touareg

When the type of semi (truck) is <u>unknown</u>, use **DS** (Tractor Truck, Diesel) rather than TR (Tractor Truck, Gasoline).

Motor homes (that actually have motors) are entered as model **TK** and style **MH**. The style **HS** (house trailer, mobile home) is used only for non-motorized trailer homes and uses the model code **TL**.

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#### APPENDIX D

#### DMV TO NCIC VEHICLE STYLE CONVERSION TABLE

DMV	NCIC	
style code	style code	Description
2S, 4S	2D, 4D	2 Door, 4 Door Sedan
3S	2D	2 Door Hatchback
5S	4D	4 Door Hatchback
HB	2D, 4D	Hatchback
4S	4D	4 Door Sedan
2H	2D	2 Door Hardtop
4H	4D	4 Door Hardtop
2W, 4W	SW	2 Door, 4 Door Station Wagon
BU	BU	Bus (unless VOLK - then use VN)
CC	AC	Car Carrier
CN	CV	Convertible
CP	2D	Coupe
DL	VN	Delivery Van
DU	DP	Dump Truck
EL	2D	CHEV EI Camino prior to 1981 -or-
	PK	CHEV EI Camino 1981 and newer
FB	FB	Flatbed
GB	GG	Garbage Truck
HR	HR	Hearse
JP	LL	Jeep
PN	VN	Panel Truck
PU	PK	Pickup
RD	2D	Roadster
RH	2D	Ford Ranchero
RV	RF	Refrigerated Van
SD	SD	Sedan, if number of doors is unknown
SU	LL	CHEV Suburban
SW	LL	Sport Wagon (if Blazer, Bronco, etc.)
UT	LL	Utility Vehicle (if Blazer, Bronco, etc.)
VA	VN	Van
WR	TT	Wrecker, Tow truck

For additional DMV style code interpretations, refer to the LEDS manual Vehicle Registration section.

Some style codes are valid for use only with passenger cars, while other style codes are only used for trucks. Refer to the NCIC manual for additional style code information.

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# PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 002

Dated 6/30/18

**<u>SUBJECT:</u>** Attaching Digital Files in PSNET

**PURPOSE:** Establishment of System Standards for Attaching Digital Files in PSNET

**PROCEDURE:** The RMS allows scanned documents, electronic forms, PDF's, etc to be attached to a GO, Street Check, Flag Record, Gang File, business (MBI), or a person (MNI) in the RMS, however the RMS is not designed to store large digital files.

File sizes should be limited to **1 MB**, & total attachments should be no more than **10 MB's** per case. Large digital media files (video, audio, etc.) should be stored using 3rd party software such as DIMS, stored on a networked drive separate from the RMS, or on a CD/DVD & logged into Property.

Due to public records law, it is not advised that any evidence (photos, screen shots, letters, bank statements, etc.) be attached & stored with the case in the RMS.

Attachments that <u>should</u> be scanned & attached to cases in the RMS include orphan documents such as loss prevention reports, mental commitment paperwork, accident diagrams, exclusions, crime lab reports, handwritten citations, trespass agreements, & any other handwritten or electronic forms.

For optimal file size & legibility, scanned files should be saved as PDF's, & the following DPI & color settings are recommended.

Color photos – 300 DPI, Color Black & white photos – 300 DPI, Grayscale Everything else – 600 DPI, Black & White

# PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 003

Dated 6/30/18

SUBJECT:	Master Name Index
<b>PURPOSE:</b>	To establish consistent procedures for the quality of the information in the
	Master Name Index

# **PROCEDURE:**

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#### MNI

#### **OVERVIEW**

ALL persons and businesses listed as an entity on the officers report will be indexed into the MNI.

Information known to be incorrect will not be update in the MNI – only reflected in the officer's case specific information. Significant errors in the report should be corrected by the writing officer. Changes to the officers report by Records should be avoided.

The following guidelines have been set to provide consistency in entry and retrieval of information from system files.

Guidelines for linking subject to MNI

- Select Name if Name matches, DOB matches and/or DL # or Social Security # matches
- Add Name if Unsure whether your subject is a match due to discrepancy
- Add Name if Subject does not match entries on Name Match List
- View Name if Name matches, but no other identifiers listed. Click on 'Particulars' tab to view the business address and also the occupation (This will be useful when entering principals, janitors, etc.) Once you verify the subject is the same, then you can Select Name

Consult a supervisor if there are unusual circumstances that might warrant an exception to any of these guidelines.

# **PERSONS**

# A. <u>DETERMINING MNI FOR INDIVIDUALS</u>

At minimum, you must enter the full name and DOB for the individual. Enter any additional information known and then click (Enter) to see if the person is already in the system.

Either the New Person window or Similar Names list appears.

If the New Person window appears, it means that no similar names exist in the MNI.

No Matching Names Found	×
No names were found in the RMS master name index matching the entered What do you want to do?	d name information.
Re-enter name Add name Ro not link name to MNI	Help

You have three options:

- click Re-enter name if you made a mistake while entering the person's information or if you want to try entering more information on the person to make sure they are not already in the system
- click Add name if you want to add the person to the MNI
- click **Do not link name to MNI** if you do not have enough information on the person to add them to the MNI—doing this means that the person remains case-specific only. As it becomes available, you can later add more information on the person and then add them to the MNI.

If the Similar Names list appears, it means that names similar to the one you entered are in the MNI.

	Last Name	First Name	Secon: D.O.B	Sex	Race	Driver's Lic. #	Social Securi	Address	Score	
	(SELECT A NAM	E)								
	SMERT	HERBERT	Jan011980	М	WHITE			10804 NE HIGHWA	33	
Special syr 🏷 Alias		noto 💩 Criminal (	Description 🌄 Outst	andin	ıg Warran	t				

✓ Note: In the Similar Names list, the best matches are listed first. Information that you entered that exactly matches the MNI entry will be in blue, information that differs will be in black. If the person you are indexing does not appear, scroll through the list to see if the person appears further down in the list. You have five options:

- If you do not see the person in the list, click Re-enter name if you made a mistake while entering the person's information or want to try entering more information on the person to make sure they are not already in the system.
- If the person is already in the MNI, highlight the name in the list and click Select name to prefill the fields on the person screen with the information from the MNI.

If you select an alias name, a second window appears with the prime name. Select the prime name and click  $\checkmark \circ \kappa$ . You cannot index an alias directly to a GO.

- Click Add name if the person does not appear in the list and you want to add the person to the MNI.
- If you do not see the person in the list, but you do not think you have enough information on the person to add them to the MNI, click O not link name to MNI. Doing this means that the person remains case-specific only. As it becomes available, you can later add more information on the person and then add them to the MNI.
- Scroll to the person's name and click *View Name* to view all information for a person in the MNI.

✓ Note: Special symbols, as shown on the legend at the bottom of the Similar Names list, appear beside a name indicating if the name is an alias name, if there is a warrant on file for the person, or if the person has a Criminal Description record on file. If

there is a mug shot or photo on file for the person, a thumbnail of that mug shot or photo appears.

• From the Person screen, you are able to enter any remaining information on the screen as required, or modify any of the information that was prefilled for you from the MNI, if applicable.

# Information to note:

- For a case-specific role, you can add scars, marks, and tattoos information by clicking **SMT (Case Specific)** tab and clothes description by clicking **Clothing (Case Specific)** tab.
- You can add multiple phone numbers, driver's license numbers, and social security numbers for a person by placing the cursor in the associated field and pressing **F8**. A screen appears enabling you to enter the additional numbers. The person's primary license and social security number can be designated within the list by putting the cursor

beside the primary number and clicking Make primary

- You can click More ID numbers to record additional ID numbers for the person, such as a passport or AFIS number.
- The address you enter for the person will be verified by the system's geo files.

Talking point: Verify all the information entered is correct before proceeding. This is the point of no return and will be your last chance to make sure that you are not entering bad information into the MNI. You also need to make sure you are not entering a second MNI record for someone who already exists. It's everyone's responsibility to ensure the quality of the data in the Master Name Index!!!

# 2

Click Save&Exit

The Linkage Factors window appears.

**Note:** The fields on the Linkage Factors window vary depending on the role of the person.

The Linkage Factors window allows you to record information about the person that applies only at the time of the event. For example, you could indicate that an arrested person had consumed drugs or alcohol.

enter Linkage Factors information, and click Save&Exit

or

# 2

• click <sup>Save&Exit</sup> without entering any Linkage Factors information

If there is a difference between information in the MNI and information entered on the person screen, a list of those differences appears.

Review the Differences list carefully to ensure that a difference is not simply the result of a data-entry error. You can return to the person screen to correct data-entry errors by clicking *Cancel*.

Verify that the information you want to add/update to the MNI is marked with a green checkmark, and click or

If you changed the person's address, a window appears asking if you want to add the old address to the person's Record of Movement.

A Record of Movement (ROM) is essentially a person's address history. It lists all the previously known addresses for a person. Having a person's previous addresses on file is sometimes useful for investigative purposes. You would not want to add a previous address to the ROM when correcting a data-entry error. The previous, incorrect address should not be added to the ROM log.

Click Yes to record the person's old address in the Record of Movement, or
 No if you do not want to retain the old address on file.

The person is now index to the GO.

Run a DMV driving record prior to establishing a new MNI. It is only necessary to run a driving record in Oregon, or Washington if they list a Washington home address. Query any aliases you find. Include alias name information **and** the ODL number obtained from the driving record when establishing the MNI. It is necessary to update all name information from the driving record.

1. <u>MULTIPLE (COMPOUND) LAST NAMES</u> will be entered using a hyphen between each name.

EXAMPLE: SMITH-JONES, FRED

Hispanic names frequently contain compound surnames. The full name including both surnames should be entered with a hyphen between them. Each surname component of the full name will only be listed as an alias if it is listed that way on the officer's report.

## 2. <u>OTHER TYPES OF LAST NAMES</u>

Other last names with spaces are generally not used as separate components and are not considered compound names.

- EXAMPLE: ABU AL-HABIB, NASER No AKA's. Enter with spaces & hyphens as given. If the name is already on file without the correct spacing and/or punctuation, update the existing entry to show the correct format.
- EXAMPLE: RIDES AT THE DOOR, MYRON No AKA's, enter as given.

PREFIXED LAST NAMES will be entered as one name.

- EXAMPLE: MC DONALD will be entered as MCDONALD VAN HORN will be entered as VANHORN
- <u>SAINT (ST)</u> Last names beginning with ST will be entered with a space following the ST.

#### EXAMPLE: ST JAMES, ST LAWRENCE

APOSTROPHIZED NAMES will be entered with the apostrophe.

# EXAMPLE: O'NEAL, RANDY KEITH will be entered as O'NEAL, RANDY KEITH

If the name is already on file without the apostrophe, modify the existing record to add the punctuation. If a report is received and the spelling of the name doesn't include punctuation, but the existing MNI does, do not change the MNI. *Punctuation may be added when appropriate, but do not remove it from the existing name record.* 

- 3. <u>ASIAN NAMES</u> will be entered as given.
- 4. <u>LONG NAMES</u> that would exceed the maximum characters allowed will be entered only until the field is filled. The remaining letters will be omitted.
- 5. <u>MULTIPLE FIRST OR MIDDLE NAMES</u> will be entered as given.

DOUBLE MIDDLE NAME - EXAMPLE: SMITH, RENE CINDY SUE

CINDY SUE will be entered in the middle name field as given.

DOUBLE FIRST NAME - EXAMPLE: JONES, BOBBIE JO RENE

BOBBIE JO will be entered in the first name field as given.

- 6. <u>NAME SUFFIXES</u> will be entered as given with the appropriate abbreviation and should be entered as the last portion of the given names.
- 7. <u>PERSONS WITH ONLY ONE NAME</u>

If a person has only one name (i.e., Madonna, Cher, etc.) enter that name as the surname.

- 8. <u>UNKNOWN NAMES AND DOB'S</u> Persons with unknown names and/or dates of birth will not be entered into the MNI. They will be entered as "case specific" only.
- B. <u>PROCESSING</u>

## 1. <u>MATCHING MNI</u>

Always check for existing MNI records before adding a name. After finding a possible match, verify identifiers such as name, DOB, driver's license information, address and telephone number to ensure the correct MNI is being updated. After identifying the correct MNI record, check any flagged records before updating. Be cognizant of possible typographic errors in the name or DOB and query any reasonable alternatives to the spelling listed on the report. If no record exists in the MNI, then select Add name from the Name Match screen.

#### 2. <u>Updating information in MNI</u>

When transcribing the report, after the correct MNI has been selected or added, be certain to only update the MNI with information that is correct. When updating, the Entered Value will become the new Master Name Value for any items checked.

## C. <u>UPDATING MNI</u>

## 1. <u>UPDATING NAMES</u>

Each spelling of the name is considered unique. The primary name on the Master Name Record will only be updated by authorized personnel.

# 2. <u>ALIAS NAMES</u>

All valid alias name and DOB records will be added to the existing MNI provided you have positively determined subjects are the same, i.e., by matching identifiers, residence address, etc. Alias names can vary greatly from the Name Record. They can also be names that closely relate to the Name Record.

EXAMPLE: MNI shows:	SMITH, DANIEL M V	V 10011951
Report shows:	SMITH, DANNY MW	V 10011951

An alias name would be entered as DANNY.

EXAMPLE: MNI shows:	SMITH, DANIEL	M W	10011951
Report shows:	SMITH, DAN	M W	10011951

An alias name will be entered as Dan, even though it is part of Daniel.

#### 3. <u>MONIKERS</u>

Monikers will only be entered as an alias to an existing MNI in the surname field.

#### 4. <u>UPDATING SEXES</u>

When a person has more than one sexual identity, enter the alias with the sex specifically associated with that alias. This procedure also applies to males passing as female prostitutes.

#### a. Change of Sexual Identity

When running an op stat thru DMV you discover a subject has changed their sexual identity OR you receive a report from an officer documenting this information, forward the information to personnel authorized to update the MNI.

## 5. <u>UPDATING RACES</u>

When a report is received indicating the race as "U" (unknown), but the MNI shows a correct race code, do not change the MNI to "U" Under NO CIRCUMSTANCES will the MNI be updated to show a race code of "U" if it already shows a valid race code.

EXAMPLE: System shows:	SMITH, ROBERT	M W
10011951		
Report shows:	SMITH, ROBERT	M U 10011951

Leave the name in the system as is and code the report with "W".

If the system shows a race code of "U" and a report is received showing a valid race code (W, H, etc.), update the MNI to show the correct race code.

EXAMPLE: System shows:	SMITH, ROBERT	M U 10011951
Report shows:	SMITH, ROBERT	M H10011951
-		
UPDATE to:	SMITH, ROBERT	MH 10011951

If a report is received showing "U" or is left blank and no MNI exists, establish the new record with "U" as the race code and code the report if needed.

Alias races will not be entered. Anytime an MNI record is queried and found to have more than one race code, the cases should be checked to determine if an error was made on initial entry. It may be necessary to obtain additional information by contacting other agencies to determine the correct race, or to consult with your supervisor. In any event, these types of records should be researched and only one race code entered.

#### 6. <u>UPDATING DOBS</u>

DOBs that don't match the MNI will be entered as an alias unless there is an obvious typographical error.

EXAMPLE:	MNI shows: 10021951	SMITH, DANIEL address of 1234 SW	
	Report shows:	SMITH, DANIEL 10011951 address of 1234 SW	
ADD an alia	S.		
EXAMPLE: System shows: 10021951	•	SMITH, DANIEL	M W
		address of 1234 SW	Main
	Report shows:	SMITH, DANIEL 10011951 address of 4967 SE	

In the above example, care should be taken to ensure that the two names are the same person. If there is doubt you should err on the side of caution and create a new MNI.

#### 7. <u>PHYSICAL DESCRIPTIONS</u>

Update the physical description with the most recent information available.

#### 8. <u>ADDRESSES</u>

This field is for residence addresses only. Business addresses **will not** be entered except in the rare instance that the business is operated out of the home.

If the address is different, add a new address. However, if the only difference is that the report now shows the apartment number for the identical street address, simply add the apartment number to the existing address. If the most current address in the MNI does list an apartment number but the report does not, do not change the address in the MNI. If the most current address in the MNI is unverified, research the address to determine if it can be verified.

Enter all valid street addresses, using appropriate codes as listed below. (Not all street addresses may include a street direction, especially in some of the smaller municipalities.)

- a. <u>Street Direction</u>: SE, SW, N, NE, NW, E, W
- b. <u>Street Type</u>: AVE, ST, BLVD, TER, CIR, PL, CT, DR, WAY, BRDG, LN, RD, PKWY, HWY, LOOP, RAMP
- b. <u>Apt/Rooms/Etc</u>:

Individually numbered apartments, spaces, suites, etc. are entered in the "Apt" field of the Address. Only enter the number of the apartment or space in the field.

Addresses that have a letter or 1/2 at the end of the street number should use the letter or 1/2 as the APT (or SUITE) number unless included in the address file.

# EXAMPLE: 3265A NE SANDY BLVD will be entered as: 3265 NE SANDY BLVD APT A

Post office boxes, route numbers, and other street or mailing addresses that can't be verified will be entered as is. Use the same street direction, street type, and Apt/Rm abbreviations for non-verified addresses as those listed above for verified addresses when possible.

EXAMPLES for post office boxes and routes:

PO BOX 1392, PORTLAND OR 97206 RT 1 BOX 66, PORTLAND OR 97229

EXAMPLES for other "Out of Area" addresses:

1450 13TH AV NW APT 20, SEATTLE WA 98117

# 12345 SE ROCKY MOUNTAIN RD APT 4, KLAMATH FALLS OR 91234

When an officer indicates ANY of the following in the residence address field, do not update the MNI:

UNKNOWN, REFUSED, or NOT GIVEN

TRANSIENT will be entered into the MNI as an address for the subject.

#### 9. <u>PHONE NUMBERS</u>

All phone numbers entered will be transcribed and added to the MNI.

#### 10. SCARS, MARKS, TATTOOS (SMT)

SMT's are done in the Criminal Description (CD) tab for MNIs. Case specific SMTs can be entered by the reporting officer or while transcribing the MNI.

#### 11. DRIVER'S LICENSE NUMBER/STATE

If driver's license information differs from what is already present in the MNI for the individual, verify which number is correct by running a driving record for the subject. Enter the number or update the existing data, whichever is appropriate. If more than one operator license number is on file and it appears there is an obvious error (transposed numbers, missing digits), query each number. Delete any licenses that are for someone else (the name does not appear in the MNI record), or is an invalid number.

DMV issued ID cards are also entered in this field, but only the actual number will be entered.

## 12. <u>SOCIAL SECURITY NUMBER</u>

Add all Social Security numbers not already on file. This is done because there is no source available to verify the accuracy of Social Security numbers.

## 13. MORE ID NUMBERS

Only valid miscellaneous numbers can be entered. Select the appropriate code from the ID Type list.

#### 14. <u>CAUTION FLAGS</u>

Caution Flags will only be used when the following conditions have been met:

<u>ASSAULTIVE TO LE</u> – subject has been charged with Assaulting a Public Safety Officer.

<u>DECEASED</u> – subject has been listed as deceased on a report.

 $\underline{\text{ELUDES}}$  – subject has been charged with ELUDING or ATT TO ELUDE.

ESCAPE RISK - subject has been charged with Escape

 $\underline{\text{HOSTILE TO LE}} - \text{ an officer indicates a subject is hostile to law enforcement}$ 

<u>MENTAL ILLNESS</u> – a "Notification of Mental Illness" or similar documentation has been submitted or if the subject has been a POH or Attempt Suicide.

<u>POSSESS WEAPONS</u> – an officer indicates a subject is known to possess weapons.

<u>RESISTS ARREST</u> – subject has been charged with resist arrest.

<u>SEX OFFENDER</u> – registered sex offenders.

<u>SUICIDAL</u> – subject attempts to kill themselves whether or not they require medical attention.

## **BUSINESS ENTITIES**

## A. <u>MASTER BUSINESS INDEX (MBI)</u>

When establishing a Name Record for a business, the business address must have a street address listed in the PSNET address file.

Businesses that are operated out of a residence will be assigned a MBI. The residence business must have a legitimate business and not simply the name of the owner. Follow the standards for setting up any other MBI.

Food Carts will not be given a MBI as they are transitional.

Business names will be established as they are listed in commonly accessed references with the following exceptions:

1. <u>THE</u>

Businesses whose names begin with "THE" are usually listed with "THE" at the end of the listing. They will be entered as commonly spoken.

EXAMPLE: Yellow Pages shows: PURPLE CAT, THE Entered as: THE PURPLE CAT

## 2. FIRST/LAST NAMES

Businesses bearing an individual's name are usually listed in the telephone book by LAST NAME first. They will be entered as commonly spoken.

EXAMPLE: Telephone book shows: DOE, JOHN TRACTORS Entered as: JOHN DOE TRACTORS

## 3. <u>DENTISTS / ATTORNEYS, ETC.</u>

Businesses listed as a person's name, followed by their title, **will not** be indexed to the MBI.

EXAMPLE: John Whitehead, Attorney at Law Paul Jackson, DMD Marcus Welby, MD John Smith, CPA

Only medical clinics or professional offices will be indexed to the MBI.

#### EXAMPLE: LOVEJOY MEDICAL CLINIC HAUGH & FOOTE, ATTORNEYS AT LAW BEN CASEY MEDICAL CENTER

#### 4. <u>GOVERNMENT AGENCIES</u> (City, County, State, and US Government)

Government agencies will be set up using the commonly used language followed by the specific branch if appropriate.

Below are some examples of governmental agencies:

EXAMPLE: DEA-PORTLAND OFFICE

EXAMPLE: WATERFRONT PARK-PORTLAND

EXAMPLE: OR DEPT OF CORRECTIONS-NORTH

EXAMPLE: LINCOLN HIGH SCHOOL-PORTLAND

EXAMPLE: CEDAR HILLS PARK-THPRD

EXAMPLE: PORTLAND STATE UNIVERSITY

EXAMPLE: MACY'S-WASHINGTON SQUARE

#### 7. <u>PUNCTUATION</u>

Use punctuation as appropriate. It's not necessary to use a period after abbreviations.

EXAMPLE: PARR LUMBER CO

EXAMPLE: MCDONALD'S-LLOYD CENTER

8. <u>BUSINESS TELEPHONE NUMBERS</u>

Whenever possible, only transcribe the main business phone number to the MBI.

B. <u>PROCESSING BUSINESS RECORDS</u>

Before creating a new MBI entry, use all available resources to verify that the business is not already in the MBI under a different name. If no match is found by name, you will need to do a Browse Search for both the address and phone number to ensure that you are not creating a duplicate entry.

## 1. INDEXING A BUSINESS



✓ Note: You can also use the shortcut key Alt+B to add a business.

The Business screen appears with the cursor in the **Role** field.

Enter as much information as possible.

#### Information to note:

- In the **No** (Number) field, either leave the '0' and let the RMS generate a number for that role or enter a number for that role (for example, premise #2 in an arson case).
- Enter the name of the business, the address, and any additional information.
- In the Particulars section, you can enter security and contact information for the business.

# 2

Click Save&Exit to process the screen.

Either the New Business window or Similar Businesses list appears.

If the New Business window appears, it means that no business with a similar name exists in the Master Business Index (MBI).

You have two options:

- click Re-enter business if you made a mistake while entering the business name or address and you want to go back to re-enter the information
- click Add business if you want to add the business to the MBI

If there is another business in the MBI with a similar name, the Similar Businesses list appears.

You have four options:

- If you do not see the business in the list, click Re-enter business if you made a mistake while entering the business information or want to try entering more information on the business to make sure they are not already in the system.
- If the business is already in the MBI, highlight the business in the list and click
   Select business to prefill the fields on the Business screen with the information from the MBI.
- Click Add business if the business does not appear in the list and you want to add the business to the MBI.
- Highlight a business in the list and click View Business to view all information for a business in the MBI.

You are returned to the Business screen, with the Business screen menu active. Once you are returned to the Business screen, enter any remaining information on the screen as required, or modify any of the information that was prefilled for you from the MBI, if applicable.

✓ Note: The address you enter for the business will be verified by the system's geo files. For detailed information on how the RMS handles location/address validation, refer to Entering a location/address.



If there is a difference between information in the MBI and information entered on the Business screen, a list of those differences appears.

Review the Differences List carefully to ensure that a difference is not simply the result of a data-entry error. You can return to the Business screen to correct data-entry errors by clicking

Verify that the information you want to add to the MBI is marked with a green checkmark, and click  $\checkmark \circ \kappa$ .

The business is indexed to the event.

# C. <u>MULTIPLE MBI RECORDS / DELETING MBIs</u>

Multiple MBI records should be forwarded to authorized personnel for investigation and correction.

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# APPENDIX A

#### **SUFFIX/SEX/RACE CODES**

#### NAME SUFFIX:

If the person is known to have a name suffix, enter the appropriate code into the 3<sup>rd</sup> given name box:

- JR Junior
- SR Senior
- I First
- II Second
- III Third
- IV Fourth
- V Fifth
- VI Sixth
- VII Seventh

#### SEX:

Enter the correct single character abbreviation to indicate gender:

F	Female
Μ	Male

#### RACE:

Enter the correct single character abbreviation to indicate race of the person being entered:

- A Other Asian (includes: Asian Indians, Filipinos, Koreans, Chinese, Japanese, etc.)
- B Black
- H Hispanic (includes Mexicans, Latinos)
- I American Indian/Native American (includes Eskimos)
- P Pacific Islander/Native Hawaiian/Polynesian
- U Unknown
- W White (includes Arabs and Iranians)

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#### APPENDIX B

#### WASHINGTON DRIVER'S LICENSE NUMBERS

Washington Driver's licenses are 12 digits long. For example: LIN\*\*C\*271M0

<u>1<sup>st</sup> 5 Digits</u>:  $1^{st}$  5 letters of the person's last name.

If the person's last name is less than 5 letters long, an asterisk takes the place of each of the "missing" letter(s).

<u> $6^{\text{th}}$  Digit</u>: 1<sup>st</sup> letter of the person's first name.

 $\underline{7^{\text{th}}}$  Digit: 1<sup>st</sup> letter of the person's middle name. If no middle name, asterisk.

<u> $8^{th}$  & 9^{th} Digits</u>: A number that when added to the person's 2 digit birth year equals 100.

 $10^{\text{th}}$  Digit: A number from 0-9; a check digit

<u>11<sup>th</sup> Digit</u>: Month of birth where

B – January	K – May	O – September
C – February	L – June	P – October
D – March	M - July	Q – November
J – April	N – August	R – December

<u>Alternate 11<sup>th</sup> Digit</u>: Month of birth if the above was already used for another person with the same first 7 digits:

S – January	2 - May	6 – September
T – February	3 – June	7 – October
U – March	4 – July	8 – November
1 – April	5 – August	9 – December

<u>12<sup>th</sup> digit</u>: Day of month born where

A - 1st	Z-9	P - 17	5 - 25
B-2nd	S – 10	Q - 18	6 – 26
C - 3rd	J - 11 R - 19		7 - 27
D-4	K – 12	0 (zero) – 20	8 - 28
E-5	L – 13	1 - 21	9 – 29
F-6	M - 14	2 - 22	T - 30
G – 7	N – 15	3 – 23	U - 31
H - 8	W – 16	4 - 24	

# For example:

LIN**C*271M0	(the last digit is a zero)
LIN **	Last name LIN
С	First Initial C
*	No middle name
27	Year born is 1973 (27+73 = 100)
1	Number from 0-9; meaning
unknow	n M0 Born July 20 <sup>th</sup>

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# PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 004

Dated 6/30/18

SUBJECT:Case PrivatizationDEFINITIONS:Private – Cases that will only display a case number and a contact person to request<br/>information about the case.<br/>Private Invisible – Cases that do not appear at all when searched.PURPOSE:To define standard conventions for case privatization.POLICY:It is the policy of the User Board to maintain a high level of transparency within the<br/>case management system and to only privatize information that is of such a critical<br/>nature that its potential release could jeopardize a major investigation, and/or harm<br/>victims or witnesses. Over privatization lowers the utility of the system and renders it<br/>more difficult to manage. Privatized cases are still subject to public records law.

**RESPONSIBILITY** It is the responsibility of each regional partner to monitor their agencies privatization usages.

**PROCEDURE:** The follow are a list of cases that are acceptable to privatize.

Sex Assault Gang Cases Elder Abuse Drug Trafficking Organization Cases Criminal Internal Investigations Child Abuse Any Measure 11 Case Bias Crime Cases Cases involving other Law Enforcement Agency Members

Eligibility for privatization does not automatically warrant privatization. Agencies should strive to privatize only cases where the information is sufficiently critical or sensitive that it could jeopardize the investigation or the safety of an individual, AND, only the part of the case that applies. It desirable to privatize certain narratives instead of the entire case.

Un-privatized cases do not release an agency from its due diligence to comply with their state's public records laws.

Private Invisible Cases are for court ordered sealed records or Internal Criminal cases only and must be designated by the Commanding Officer of the division handling the case.

In utilizing privatization features, it is imperative to include the appropriate supervisors/commanding officers, records staff, and members of the prosecutor's office as part of the group who can view the case. Each agency is responsible to set up the appropriate routing and notification to ensure cases are not rendered inaccessible by those who need to view them as part of their duties.

Cases which are privatized will be reviewed at least yearly to determine if there is a persistent need for the privatized portion of the case to remain private. Such reviews should be documented as part of the case.

### PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 005

Dated 06/30/18

<u>SUBJECT:</u>	Inquiry Only Agencies
DEFINITIONS:	Participating RPA – A law enforcement agency that has signed an IGA with the City for full Use of the RMS. Participating RPAs, the City, and their Authorized Users enter data into the System.
	Inquiry Only RPA – An agency that has signed the Inquiry Only IGA with the City, which provides Access to view some System data but does not input any agency data into the System and has no voting rights on the User Board. IO RPAs are further sub-categorized below:
	LE Agency: an agency responsible for the enforcement of laws through investigation, apprehension, or detection of individuals suspected of offenses against criminal laws (includes: local, state, and federal police or equivalents)
	Criminal Justice Agency: an agency or institution through which an accused offender passes until the accusations have been disposed of or the assessed punishment concluded (includes: adjudication, corrections, probation, and parole)
	Public Safety Agency: an agency responsible for the welfare and protection of the public, but do not have law enforcement authority (includes: unsworn college public safety officers, medical examiners, and child welfare hotline, other agencies which do not reasonably fall into the first two categories)
	User Board – The advisory body for the RMS that reports to the City's Police Chief.
PURPOSE:	To define standard conventions for how an agency is permitted to become an Inquiry Only Agency.
POLICY:	It is the policy of the User Board to encourage the sharing of information between law enforcement organizations and their partner

### Dated: 06/30/18

agency insofar as it does not jeopardize any of the law enforcement activities of the Participating RPAs.

Inquiry Only Agencies are to have access to the Master Name Index, but not report narratives. Report narratives are to be requested from the agency that authored the specific report.

The User Board has the authority to permit access to report narratives on an agency by agency basis. For example: District Attorneys/Prosecuting Attorneys are provided the same access as a Full Entry partner. If an agency requests full narrative access, the Program Manager will present that request to the User Board for approval.

Inquiry Only Agencies will accept and abide by the policies set forth by the User Board.

Participating RPAs will receive priority support for issues/problems within the RMS.

**PROCEDURE:** Requests for Inquiry Only access are made to the RMS Manager. Requests are forwarded to the User Board for discussion at the next User Board meeting to ensure only appropriate organizations are allowed access to PSNET.

> The RMS Manager will complete the process of setting up the Inquiry Only Agency to include signing the appropriate Intergovernmental Agreements, ensuring the requesting agency has the correct hardware and software available, establishing connectivity, and billing.

### PUBLIC SAFETY NETWORK STANDARD OPERATING PROCEDURES

S.O.P. 006

Dated 06/30/18

<u>SUBJECT:</u>	PSNET Account Management
PURPOSE:	To define standards for account management in the PSNET RMS.
POLICY:	Account management is performed at both the global and local levels. The global administrator position resides with the City and is responsible for oversight of all user maintenance, system tables, system audits, and NIBRS reporting. The local administrator is responsible for similar tasks at the agency level.
	Access to the RMS will only be given to authorized personnel from Regional Partner Agencies. Local administrators will verify the individual's need and CJIS training prior to granting access in the RMS. Users will be given a unique identifier and password that will not be shared. Generic accounts are not authorized. Administrators will assign appropriate duty, organization, handles, and security to personnel from their agency.
	Administrators at all levels will ensure individual access is based on least privilege or the most restrictive set of rights/privileges or access needed by a user for the performance of specified tasks.
	Local Administrators will monitor the employment of users and disable log-ons of personnel who is no longer employed by the agency or no longer requires access to the system. Local administrators will notify the Global Administrator to disable the accounts if the user belongs to a multi-jurisdictional specialty unit (Transit, RRT, etc.).
	Local Administrators will conduct annual audits of all accounts to ensure personnel are still employed by the agency and the permission levels and duty locations are correct.
	Local Administrators will report all unauthorized access incidents or misuse of the system to the Global Administrator within 72 hours of discovery. Agencies will investigate and take appropriate action on all cases involving unauthorized access and misuse of the system. At the conclusion of the investigation, Local Administrators will inform the

Global Administrator of the status of the investigation and if corrective action was taken (details such as name and specific action taken are not required). Multiple incidents by an individual or agency may lead to termination of access to the RMS.

## Exhibit C Public Safety Network (PSNET) Support Model

Protocol for Support of RMS Users

The intent of this Exhibit is to establish a protocol for reporting and addressing PSNET System problems, Errors or Defects. This Exhibit outlines the various types of problems/issues that may arise associated with Use of the PSNET System and establishes the roles and responsibilities of the RPA and the City to ensure consistent, appropriate, and timely assistance in problem identification and resolution.

PSNET related problems, Errors or Defects are identified within three categories. They include:

- 1) PSNET User Education: This includes understanding and use of MRE and RMS Software System by the RPA.
- 2) Operation and Maintenance of RPA owned equipment utilized by PSNET.
- 3) Software and Equipment Defects relating specifically to the City's contract with the PSNET System Vendor (Versaterm).

Whenever possible RPA is directed to attempt to troubleshoot and problem solve within their respective agencies and with other RPA where applicable. In instances where the City of Beaverton will be contacted the online Law Enforcement Helpdesk is to be used: <u>http://lehelp.beavertonoregon.gov</u> This helpdesk is considered the first tier contact for any reporting of problems, errors or defects within the system. RPA's attempting to contact other persons via an alternative methods will be directed to the website for reporting. Alternative contacts will not be considered an element of this protocol and response may be delayed.

Each RPA will have two designees (primary and secondary) that are allowed to directly contact the RMS Provider for support. Each RPA must have exhausted other support avenues and must include the City on all communications with the RMS Provider.

Sections 1 through 3 below identify the roles and responsibilities of the RPA and the City within each identified problem category.

This Exhibit may be modified as needed to reflect the updated workflow processes of the City of Beaverton or the needs of the RMS Provider. Modifications will be made in consultation with the PSNET User Board.

### Section 1 – PSNET User Education

The RPA is responsible to make all efforts to ensure that End-Users are fully trained and well versed in the MRE and RMS Systems. If problems arise regarding End-User education the RPA will establish an internal protocol for trouble-shooting User-education problems. If necessary, the RPA is expected to utilize other available resources, including using local CAD operations to seek assistance from adjacent jurisdictions to resolve User-education problems.

In the event the RPA is unable to resolve User-education problems internally, the RPA shall notify the law enforcement helpdesk to report the issue. The issue will be tracked and referred to a pool of regional experts that can provide assistance.

### Section 2 - RPA-Owned Hardware or Software

The RPA is responsible to provide and maintain their own Equipment and supporting software needed for their Access and Use of the PSNET System. When the RPA experiences an outage or problem related to its own or a third party's Equipment and software, such as support networks that link the RPA to PSNET, the RPA will be responsible to seek to resolve all issues associated with its own Equipment and software prior to contacting the City.

The RPA is responsible to make all efforts to ensure that supporting software and Equipment meet the minimum requirements. If technical problems arise regarding RPA-owned Equipment, the RPA will utilize an internal protocol for trouble-shooting and resolving problems prior to requesting assistance from the City.

In the event the RPA is unable to resolve technical issues internally and/or requires the participation of City IT staff, the RPA shall notify the law enforcement helpdesk to report the issue. If a Contractor Software/System problem, the Help Desk will also categorize the Severity Level of the problem.

Help Desk requests meeting the following criteria shall receive response after hours if needed. Timeframe for resolution will be determined on a case-by-case basis.

All other requests will be worked by help desk staff and acknowledged in writing the following business day (Monday – Friday, 0800-1700).

### Section 3 - RMS Provider (Versaterm) Defects

Defects associated with the RMS Provider (Versaterm) will be addressed by the City in coordination with the RMS Provider.

### **EMPLOYMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between the City of King City, Oregon, a municipal corporation, hereinafter "City," and Ernest Happala, hereinafter "Employee."

WHEREAS, Employee is currently employed as Interim Chief of Police with the City, and has been employed since December, 2007; AND

WHEREAS, the City desires to promote Employee to the position of Chief of Police and Employee wishes to accept the opportunity.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties mutually agree as follows:

1. **Promotional Appointment.** The City hereby promotes and appoints Employee to serve as Chief of Police. Employee is and will remain following this appointment, an at-will employee serve at the pleasure of the City.

2. Appointment Term. The term of this appointment shall begin October 01, 2018, and continue until terminated by either party at-will, which means either party may choose to terminate this appointment, or the employment relationship, at any time, for any lawful reason, with or without notice, subject to any due process protections that Employee may be entitled to by law.

3. Duties and Responsibilities. Employee shall perform all duties required of the position of Chief of Police, including, but not limited to, those duties and responsibilities outlined in the job description attached hereto and incorporated herein as Exhibit A, and any other duties and responsibilities authorized or directed by the City Manager. In performance of all duties and responsibilities, Employee shall abide by the policies, rules and directives of the City Council, City Manager, and shall perform such duties and responsibilities in accordance with the Charter and ordinances of the City of King City and the Constitution and laws of the State of Oregon and the United States. Employee shall abide by all the terms and conditions contained in the Personnel Rules of the City of King City, as amended from time to time. In the event of conflict between the Personnel Rules or regulations and this Agreement, this Agreement shall control.

4. Hours of Work. Employee shall provide full-time service to the City performing the duties associated with his position. Employee shall also attend Council meetings and committee meetings outside of his regular schedule, as may be requested.

**5. Compensation.** This is an exempt, management level position for which Employee will receive a salary, and Employee is not eligible for overtime. City shall pay Employee an annual salary of \$95,000, divided into 12 equal monthly installments and paid pursuant to regular the City's regularly scheduled pay periods. Employee shall not accrue or receive compensatory time.

By: Mayor Ernest Happala, Individually

6. **Performance Evaluation.** Employee shall be evaluated annually by the Police Chief or City Manager for compliance with the terms of this Agreement and adequacy of performance of designated duties and responsibilities. Such evaluation may include merit salary adjustments at the discretion of the reviewer.

7. Benefits. Except as expressly provided herein, Employee shall be entitled to all standard employee benefits as provided in the Personnel Rules of the City in effect and as may be revised during his employment, including but not limited to paid vacation, paid sick leave, paid holidays, personal leave days, retirement, and health insurance.

In addition to the standard benefits available to other regular, full-time employees, Employee shall be granted 40 hours of personal leave annually, during the term of this Appointment, which will not accrue from year to year and not be payable upon separation.

### 8. **Other Provisions.**

**8.1 Entire Agreement.** This Agreement is the entire agreement between the parties pertaining to its subject matter and it supersedes all prior discussions, agreements, representations, and understandings of the parties, except that Employee is subject to the policies, rules, charter, code and regulations as they currently exist or are subsequently modified. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by Employee and the mayor of the City.

8.2 Applicable Law. The terms and conditions of the Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

**8.3 Severability.** If any provision of this Agreement shall be held unlawful or otherwise invalid or unenforceable in whole or in part, such unlawfulness, invalidity, or unenforceability shall not affect any other provision of this Agreement. Only that portion of the Agreement which is unlawful, invalid, or unenforceable shall be stricken. The remainder of the Agreement shall remain in full force and effect.

**8.4** Assignability. Employee may not assign this Agreement to anyone to perform.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

CITY

# CITY OF KING CITY

### **EMPLOYEE**

**ERNEST HAPPALA** 

### SECOND AMENDMENT TO

### **EMPLOYMENT AGREEMENT**

This Amendment to the Employment Agreement ("Amendment") is made effective as of September 1, 2018, by and between the City of King City, Oregon, a municipal corporation, hereinafter "City," and Michael Weston, hereinafter "Employee."

WHEREAS, the City and Employee entered into an Employment Agreement dated February 3, 2016; and

WHEREAS, the City and Employee wish to amend the Employment Agreement regarding Employee's compensation.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties mutually agree as follows:

Section 5 of the Employment Agreement is deleted and replaced in its entirety as provided below:

**5.** Compensation. City shall pay Employee an annual salary of <u>\$112,500.00</u> paid pursuant to regular pay periods.

Except as specifically amended by this Amendment, all other provisions of the Employment Agreement remain in full force and effect.

### CITY

### EMPLOYEE

CITY OF KING CITY

By:\_\_\_\_\_

Name:\_\_\_\_\_

Council President

MICHAEL WESTON

By:\_\_\_\_\_

Name:\_\_\_\_\_

Individually


Name: \_\_\_\_\_

Mayor



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# LEAGUE OF OREGON CITIES

# CITY SALARY SURVEY REPORT

**APRIL 2018** 





# City Salary Survey Report

Technical Report April 2018

A study of salaries, benefits and education/experience requirements for select staff positions in Oregon cities revealed trends in city compensation. While it is no surprise that larger cities can afford to offer greater wages and benefits, this survey is the first from the League to offer actual detailed figures. Overall, cities larger than 10,000 population offer 16 percent more in salary compared to the statewide city average. Further, cities in the Metro, Valley and Southern Oregon Small Cities Regions offered more compensation than the average across all positions surveyed. A similar trend was seen in benefits as well as in demands for education and experience.

Technical jobs as well as city management were revealed to be the most commonly difficult positions to fill in Oregon cities.

### Introduction

Salaries and employee benefits are often the most expensive cost associated with managing and operating a city government. Cities must balance the need to provide competitive wages to draw in quality candidates while managing a strict budget. For these reasons, it's no surprise that for the last several years members of the League of Oregon Cities (LOC) have asked LOC to conduct a statewide survey of salaries, benefits and experience requirements.

LOC conducted this survey in January 2018 and received a high percentage of city responses. The survey looked at 26 positions currently tracked by LOC records. This list was chosen because of its broad applicability to cities of varying shape and style of government. However, other positions such as police officers, maintenance workers, accountants and other line staff were not included. Future surveys will likely expand this selection and the details of the questions asked.

Overall, the data shows trends in salaries and qualification that are highly correlated to city population. Regional differences were also apparent, but far less clear. Moreover, this data reinforced previous findings by LOC about the average number of full-time employees (FTE) per city residents. Additionally, LOC found that average amounts of vacation, sick time and other paid leave were also correlated to city population and region. Cities with a population greater than 10,000 and those in the Metro area are likelier to offer more time off for their employees.

Finally, the data shows that certain positions have historically been difficult to fill. The most common positions include technical fields (public works, engineering, wastewater technicians), police officers and city managers. This data is helpful for member cities to better understand the demands and labor supply problems that chronically plague certain positions in Oregon cities.

### Results

### Staff Levels by City

City staffing levels have been collected by LOC several times in the last several years. The results of this survey match closely those from the 2016 Certified Annual Financial Report (CAFR) analysis and data collection. In that study, LOC found that cities, on average, have one FTE for every about 235 residents. This number of course can vary significantly based on the city's needs, region and citizen demands. The number found in the recent Salary Survey showed a rate of roughly 1 FTE for every 234 residents. This demonstrates that the results from LOC's Salary Survey are relatively robust (as they match previous LOC research) and useful for further study.

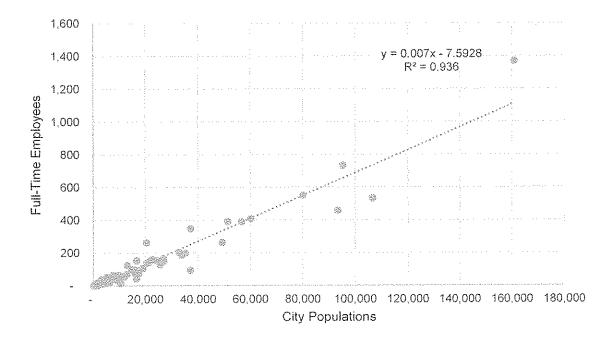


Figure 1: Regression of City Population by Full-Time Employees (CAFR Analysis 2016)

While the data from both sources showed steady growth in city staff as cities grow (as shown in Figure 1), the regional breakdown presents more interesting findings. On average, the cities that responded have an average staff size of 56 FTE. However, when looking at the Small Cities Regions, the Metro and Southern Oregon regions have significantly higher averages. Two things should be noted here. First, the city of Portland declined to participate in this survey. As a city with a staff estimated by LOC at more than 5,700 FTE, their figure would have likely been excluded from this average anyway. Second, of the six cities that participated from Southern Oregon region, Ashland (with a staff size of 263.8 FTE) and Medford (456 FTE) are likely skewing their regional average higher.

Quinifies	Average Respondent
1st Quintile	FTE 2
2nd Quintile	6 6
3rd Quintile	10
4th Quintile	39
5th Quintile	172
Regions N. Coast	34
Metro	90
Valley	41
S. Coast	43
S. Valley Central Oregon	<b>110</b> <b>4</b> 0
NE Oregon	29
E. Oregon	10 10
AVERAGE	56

Figure 2: Respondent Full-Time Employee Averages by Population and Region

### **Salaries and Wages**

The data from the survey shows that despite differences in population as well as region, salaries and wages in Oregon follow noticeable trends. Below in Figure 3, the surveyed positions are arranged by highest to lowest average annual salary. Again, note that this data excludes those salaries for part-time positions and contracted employees. Despite that, there is large variation in some positions (such as city manager and fire chief) and far less variance (such as in building officials, city planners and administrative assistants) in others. City manager salaries (\$113,754) barely surpass the pay of city attorneys (\$113,737) as the highest average salary. Detailed breakdowns of all positions are available in **Appendix C**.

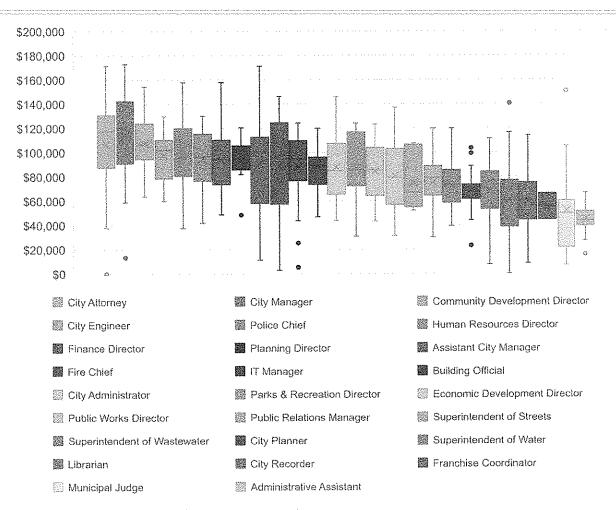


Figure 3: Box & Whisker Analysis of City Positions Salaries and Wages

What is interesting about the salary information for city managers and city attorneys is the differences in increasing salaries by population. Figure 4 shows a rapid increase in the salary of city attorneys once the city population is over 10,000. This is perhaps due to the structural organization of larger member cities. In many larger cities, city attorneys report directly to the city council and therefore are not under the supervision of the city manager. This would result in a higher ceiling for these city attorneys. The lack of city attorney data in the first quintile indicates that many cities under 450 residents either do not have a full-time attorney, or contract for legal services on a needs basis.

This figure also shows the next highest paid city position: community development director. The idea that community development director represents the third highest average salary in Oregon cities makes intuitive sense. The complexity of land use policy, community and often economic development, and coordination of many facets of community success could explain the high compensation for this position. The varied experience and background required for a position of this kind justifies a higher salary. Economic development directors are also included in the survey, but averaged about \$84,000 in salary compared to \$108,000 for community development directors.

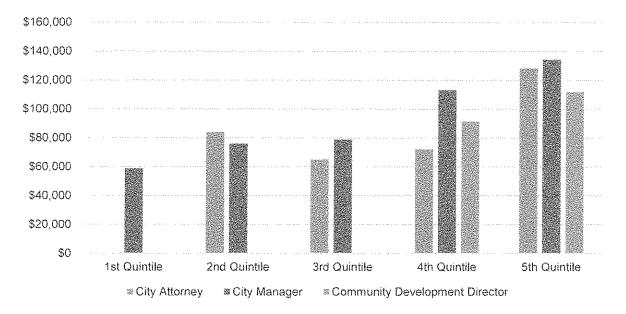


Figure 4: Top 3 Positions by Quintile

### **Contracting of Services**

Certain city positions are far more likely to be contracted to firms or individuals outside the city. The most common among these positions are:

- City Attorney (76 percent);
- Municipal Judge (66 percent);
- City Engineer (62 percent);
- IT Manager (44 percent);
- City Planner (43 percent); and
- Building Official (41 percent).

Further, administrative assistants, franchise coordinators and economic development directors are the only positions that no respondent cities contracted out. As would be expected, contracting was more common for smaller cities; typically, less than 3,000 residents.

### Vacation, Sick Time, etc.

As with salaries and wages, the amount of vacation and sick time also varies from city to city. Overall, the average amount of sick time for all positions is 11.7 days. This amount is similar across all positions, except for municipal judge. Vacation time and other days off vary far more across positions. Excluding paid time off (PTO) days as well as executive leave, city managers receive the most time off (31.7 days). In fact, the benefits closely match the salary benefits as well. See Figure 5 for details.

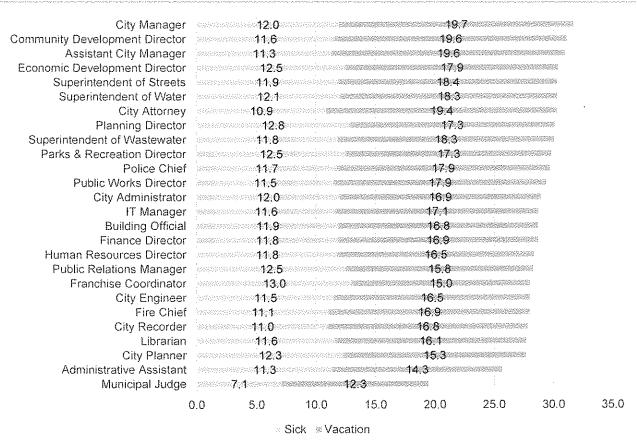


Figure 5: Average Sick and Vacation Days by Position

It should be noted that several responding cities identified that days off varies depending often on seniority and/or performance. For this reason, days-off estimates should be examined cautiously. Some positions have higher turnover (an example is city managers, with relatively high turnover) and therefore seniority benefits would affect their averages far less. A position such as "superintendent of streets" may have less turnover and be more likely to accrue days off from longevity in the city. This could explain higher than average days off for some positions that have lower average salaries.

### Education

Across all positions, levels of educational requirements increase as the city size increases. This is likely due to the increased competition for these positions, which also have higher average salaries. The most common required education is the bachelor's degree (see Figure 6 below) which was a requirement in nearly 56 percent of all positions. Further, high school degrees or associate degrees were more common in technical positions that required additional state certification. Public works director was the highest average paid managerial position (\$80,542.84) with the lowest education requirements.





Advanced degrees such as master's degrees and juris doctorates were required more often in legal positions as well as for librarians, community development, engineering and city management. Police chiefs proved to have some of the most variable educational requirements; some cities required advanced degrees while others asked for a high school degree and passage from the Oregon Public Safety Academy. While our methodology focused on minimum education, many cities education requirements depended on the individual's experience; more experience meant lower educational requirements.

### Experience

Experience in public safety is the most critical qualification for the job. On average, police chiefs and fire chiefs are required to have a minimum of seven years of experience to qualify for the position. This is one full year of additional experience than is required for the average city manager to qualify for their position (6.2 years). More average experience is required in cities with a population greater than 3,000. Higher average experience is also common in Metro and Valley regions. Interestingly, Central Oregon requires more average experience for superintendents of streets and water, and police chiefs than other positions. Meanwhile, fire chiefs, police chiefs and city engineers had higher than average experience requirements in Southern Oregon. It is unclear why these positions would require higher experience requirements regionally, and may be due to low response rates in Central Oregon, or just outlying data. It could also be a product of job descriptions not being regularly updated in some member cities, perhaps due to the longevity of some city staff.

### **Other City Comments**

LOC asked member cities if there were positions in their city that were difficult to fill. Among common responses were:

- Public Works Director (13 responses);
- Police Officers (10 responses);
- Water/Wastewater positions (8 responses);
- City Recorder (5 responses);
- City Manager (4 responses);
- City Engineer (4 responses);
- Finance Director (2 responses); and
- Seasonal Workers (2 responses).

Among reasons for the difficulty filling these positions, most cities cited lack of qualified candidates. Many also note the low pay that can be offered due to budget constraints and in some cases, the lack of candidates willing to move to remote parts of Oregon for modest pay and benefits.

"City Recorder, Public Works Director, Police Chief, and water/sewer utility workers are the most difficult to fill. The city pays the lowest wages in the state for most of its positions, which does not draw much of an applicant pool. This causes the city to lower its requirements, which in turn lowers the quality of applications." – City of Powers<sup>1</sup>

"We send new police to academy for 6 months, then shortly after, larger cities poach the trained officers." – City of Rockaway Beach

"For positions covered in this survey, we have been successful in recent Department Head/Management level positions, but have concerns about continuing to be able to attract those kinds of folks. Candidates have voiced concerns about spouses finding work here as well as other amenities not found in our smaller city." – City of Roseburg

"Wallowa is in a very rural area, also hard to find people with water & sewer certification 1 & 2, or cross connect certificates." – City of Wallowa

<sup>&</sup>lt;sup>1</sup> The City of Powers does have the lowest wage for Public Works Directors among respondents but not for City Recorders or Police Chiefs.

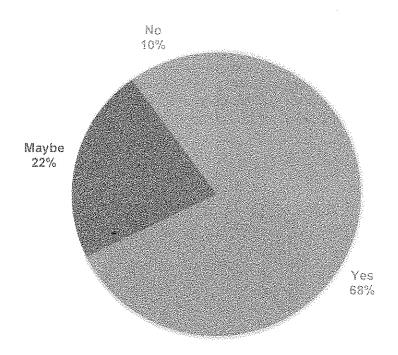


Figure 7: Do You Feel Your Salaries Offered are Fair to the Positions' Duties?

Finally, when we asked cities about the fairness of their position salaries (Figure 7), the majority of cities responded, "yes." However, a significant number of cities responded "maybe" (22 percent) or "no" (10 percent). The maybe responses are quite common, indicating a lack of information about salary expectations in their region and/or constraints due to budgets.

### Conclusion

Cities must balance the need to provide competitive wages to draw in quality candidates while managing a constrained budget. This is no easy task, as many of the respondent cities have shown. Lack of funding to provide competitive salaries, as well as the distance from major candidate pools has created difficulties for member cities. Future surveys will likely expand the selection and the details of the questions asked to provide more information about how cities might entice more candidates.

The data shows trends in salaries and qualification that are correlated to city population. Regional differences were also present. Additionally, LOC found that average amounts of vacation, sick time and other paid leave were also correlated to city population and region. Cities with a population greater than 10,000 and those in the Metro area are far more likely to offer more time off for its employees. The data also shows that certain positions have been difficult to fill. The most common positions include technical fields (public works, engineering, wastewater technicians), police officers and city managers.

### Methods

The survey was conducted from January 8 to February 9, 2018, and responses were received from 104 cities. These cities represent 953,425 residents, or 34 percent of the population residing in Oregon cities. LOC created the survey with Qualtrics and distributed it to city managers, city recorders and other individuals with positions equal to a city's chief executive officer. These individuals often relied on support from relevant city staff or forwarded the survey to be completed by that individual.

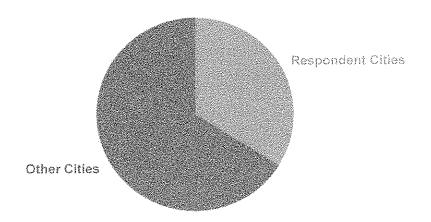


Figure 8: Respondent Population Proportionate to Oregon City Population

Cities are divided into population quintiles, or groups of cities representing roughly one-fifth of the state's 241 cities. This is done to provide a more accurate comparison of differences among city populations. If LOC randomly selected cities from each quintile, we would expect 20 percent to come from each of the five quintiles. Among respondent cities, there was overrepresentation in the Valley and Northeastern Small Cities Regions. Further, the survey had an underrepresentation of cities in Central and Eastern Oregon regions. Respondents were proportionately distributed by population.

Category	Population Range	# Cities	% Cities	Diff. from OR Population
1st Quintile	<450	15	15%	-5%
2nd Quintile	451-1,250	24	23%	3%
3rd Quintile	1,251-3,100	16	15%	-5%
4th Quintile	3,101-10,000	22	21%	1%
5th Quintile	>10,000	26	25%	5%
Region		# Cities	% Cities	Diff. from OR Population
N. Coast		7	7%	-1%
Metro	a an an tha an	26	25%	1% and 1%
Valley		21	20%	3%
S. Coast		6	6%	1%
S. Valley		13	13%	0%
Central Oregon		8	8%	-3%
NE Oregon		16	15%	3%
E. Oregon		7	7%	-3%
TOTAL		104	43%	

Table 1: Respondent Characteristics by Population and Region

In addition to the traditional methods implemented in the survey and data analysis, several others were also added to account for the importance of this data. First, analysis for city salaries excluded part-time (i.e. positions listed as >1.0 FTE) in the overall analysis. This was due to a problem of being able to verify all these salaries. Several respondent cities listed salary and wage ranges in terms of total salary if the person was a 1.0 FTE. Others chose to list only the salary the person in the position actually was paid in the last fiscal year. These two versions overlap somewhat, and to avoid potential confusion and confounding of the data, part-time positions were excluded.

Secondly, responses for education and experience were often given with minimums and preferred education and experience. The analysis of this data was conducted on the minimum requirements. A detailed list of education and experience requirements as they were submitted, is available in **Appendix D**. Detailed city salary and wage responses are available on LOC's open data portal, LOC-Data: data.orcities.org.

### **Appendix A: Invitation to Participate**

### 2018 LOC City Employee Salary Survey

# The League needs your help—please respond to the LOC Salary Survey by <u>the</u> <u>deadline: Friday, February 9<sup>th</sup> at 5pm.</u>

The League's most requested data information in 2017 centered around city wages, salaries, and benefits. For this reason, it was important for LOC to meet this demand first thing in 2018. Salary data allows cities to better compare their own salaries with other cities to offer competitive compensation. The data is also useful in planning for future budget needs. Further, this information can be used by LOC to analyze differences in salaries on the basis of population and region. The information gathered in this survey is expected to be available on LOC-Data a week after the close of the survey. A technical report will follow a month later.

This survey should take less than 30 minutes to complete.

### Please Note: This survey asks for additional materials.

### Survey Link Below:

### http://orcities.co1.qualtrics.com/jfe/form/SV\_ddoghOky6usP2jr

Thank you in advance for your participation and quick response. If you have any questions regarding the survey, please contact:

Paul Aljets at: paljets@orcities.org (503)540-6590



Mike Cully, Executive Director

<u>mcully@orcities.org</u> (503) 588-6550 | (800) 452-0338 | (503) 540-6567 direct | (619) 929-6640 cell 1201 Court St. NE, Suite 200 | Salem, Oregon 97301 <u>www.orcities.org</u> Helping Cities Succeed

### **Appendix B: Survey Instrument**

### **City Employee Salary Survey 2018**

Q1	Respondent Information:
0	City Name: (1)
0	Your Name: (2)
0	Your Job Title: (3)
0	Your Email Address: (4)
0	Your Phone Number: (5)
റാ	Does your city currently employ any staff?
0	Yes (1)

o No (2)

•

Skip To: Q11 If Q2 = 2

Q3 What is your FTE (Full-Time Equivalent) Count?

Q4 Please mark the information below for all positions the city staffs. If your city does not employ a specific position listed, please leave this blank. The League recognizes that staff positions differ from city to city; as such, please choose the position that will best reflect your staff's duties or given title.

	# of FTE in City (1)	Average Salary or Annual Wage (2)	Is This Position Contracted Out? (Y/N) (3)
Administrative Assistant (1)		· · · · · · · · · · · · · · · · · · ·	
Assistant City Manager (2)		· · · · · · · · · · · · · · · · · · ·	
Building Official (3)			
City Attorney (4)		· · · · · · · · · · · · · · · · · · ·	
City Administrator (5)		· · · · · · · · · · · · · · · · · · ·	
Community Development Director (6)			
City Engineer (7)			
City Manager (8)			
City Recorder (9)		:	
Economic Development Director (10)			
Fire Chief (11)			
Finance Director (12)			
Franchise Coordinator (13)			
Human Resources Director (14)			
IT Manager (15)		* : :	
Librarian (16)	·		
Municipal Judge (17)			
Police Chief (18)			
Planning Director (19)			
City Planner (20)		:	
Parks & Recreation Director (21)			
Public Relations Manager (22)			
Public Works Director (23)			
Superintendent of Streets (24)		:	

	# of FTE in City (1)	Average Salary or Annual Wage (2)	Is This Position Contracted Out? (Y/N) (3)
Superintendent of Water (25)			
Superintendent of Wastewater (26)			

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Q5 Please mark the information below for all positions the city staffs. If your city does not employ a specific position listed, please leave this blank. The League recognizes that staff position differ from city to city; as such, please choose the position that will best reflect your staff's duties or given title. If your city does not offer one of the following benefits, please leave this blank.

	# of FTE in City (1)	Average Annual Sick Days (2)	Average Annual Vacation Days (3)	Average Annual Paid Time Off (PTO) (4)	Average Annual Executive Leave (5)	Over Time Rate (6)
Administrative Assistant (1)				· · · · · · · · · · · · · · · · · · ·		
Assistant City Manager (2)						
Building Official (3)						
City Attorney (4)						
City Administrator (5)						
Community Development Director (6)						
City Engineer (7)						
City Manager (8)						
City Recorder (9)						
Economic Development Director (10)						
Fire Chief (11)						
Finance Director (12)						
Franchise Coordinator (13)						
Human Resources Director (14)						
IT Manager (15)						
Librarian (16)						
Municipal Judge (17)				· · · · · · · · · · · · · · · · · · ·		

	# of FTE in City (1)	Average Annual Sick Days (2)	Average Annual Vacation Days (3)	Average Annual Paid Time Off (PTO) (4)	Average Annual Executive Leave (5)	Over Time Rate (6)
Police Chief (18)						un (1), (1), (1), (1), (1), (1), (1), (1),
Planning Director (19)						
City Planner (20)						
Parks & Recreation Director (21)						
Public Relations Manager (22)						antinen eta de la este este este antinen este este este este este este este e
Public Works Director (23)						
Superintendent of Streets (24)						
Superintendent of Water (25)						
Superintendent of Wastewater (26)						

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Q6 Please send a document containing the staff salary and wage schedule to paljets@orcities.org

Q7 For the following positions, please list the position's required education level and experience to be considered for the position.

	Required Educational Attainment (1)	Required Years of Experience (2)
Administrative Assistant (1)		
Assistant City Manager (2)		
Building Official (3)		
City Attorney (4)		
City Administrator (5)		
ommunity Development Director (6)		
City Engineer (7)		
City Manager (8)		
City Recorder (9)		
conomic Development Director (10)		
Fire Chief (11)		
Finance Director (12)		
Franchise Coordinator (13)		
Human Resources Director (14)		
IT Manager (15)		
Librarian (16)		
Municipal Judge (17)		
Police Chief (18)		
Planning Director (19)		
City Planner (20)		
Parks & Recreation Director (21)		
Public Relations Manager (22)		
Public Works Director (23)		
Superintendent of Streets (24)		
Superintendent of Water (25)		

Q8 When was the last time your city conducted a salary survey for its own purposes?

Q9 Historically, what positions have your city had the most difficulty filling and why?

Q10 Do you feel your salaries and wages offered are fair to the positions' duties?

o Yes (1)

.

- o No (2)
- o Maybe (3)

Q11 Do you have any additional comments about this survey?

League of Oregon Cities

2018 City Salary Survey

# Appendix C: Position Salary Analysis by Population and Region (Full-Time Only)

1st Quintile 2nd Quintile 3rd Quintile 4th Quintile 5th Quintile <b>AVERAGE</b>		NA 36,461.29 38,838.56 44,230.23 50,134.37 <b>44,253.44</b>
N. Coast	ŝ	44,545.15
Metro	\$	51,199.54
Vailey	ŝ	41,460.12
S. Coast	\$	40,819.00
5. Valley	\$	41,813.63
Central Oregon	ŝ	43,285.48
NE Oregan	Ŷ	37,451.60
E. Oregon	Ş	35,000.00
AVERAGE	\$	44,253.44

Assistant City Manager - Average Salary or Annual Wage	lager - Av	erage Salary or
1st Quintile	Ŷ	48,016.00
2nd Quintile		NA
3rd Quintile		NA
4th Quintile	Ŷ	79,322.20
5th Quintile	ጭ	105,121.72
AVERAGE	\$	90,806.08
N. Coast	ጭ	48,016.00
Metro	Ŷ	86,567.50
Valley		NA
S. Coast	Ŷ	73,400.00
S. Valley	¢	116,143.00
Central Oregon	ŵ	105,250.00
NE Oregon	ŝ	101,061.00

NA 90.806.08	Average Salary or Annual	NA	NA	NA	64,937.45	91,318.46	87,877.46	NA	92,394.00	81,140.50	46,896.00	103,291.00	NA	80,792.00	NA	87,877.46
S	Average				Ŷ	ŝ	\$		ŝ	ŝ	÷	Ŷ		ŝ		Ş
E. Oregon AVERAGE	ial -	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE

City Attorney - Average Salary or Annual		ry of Allisum
Wage		
1st Quintile		NA
2nd Quintile	ŝ	84,000.00
<b>3rd Quintile</b>	ጭ	65,000.00
4th Quintile	15	72,155.00
5th Quintile	ŝ	128,454.80
AVERAGE	\$	113,754.19
N. Coast	•	85,755.00
Metro	ŝ	132,674.20
Valley	\$7	80,520.00
S. Coast		NA
S. Valley	s	134,280.50

99,445.00 124,264.06 92,948.67

~ ~ ~

N. Coast Metro Valley

	110,184,61	99,486.00	NA	113,754.19	e Salary or	NA	68,657.40	75,883.20	106,471.50	112,243.32	87,656.86	NA	107,546.85	87,735.78	68,693.00	83,475.83	92,401.67	64,208.67	NA	87,656.86	Community Development Director - Average		NA	NA	AN	91,467.50	112,045.40	107,929.82	
(y)	Ŷ	ŝ		\$	- Average		ŝ	ŝ	\$\$	Ş	\$		ŝ	s	\$	ŝ	ŝ	ŝ		5	opment	Vage				Ś	Ŷ	\$	
	Central Oregon	NE Oregon	E. Oregon	AVERAGE	City Administrator Annual Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	Community Devel	Salary or Annual Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	

NA	\$ 112,501.33	\$ 94,243.00	\$ 89,886.00	\$ 84,788.00	\$ 107,929.82
S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE

	City Manager - Average Salary or Annual Wage	1st Quintile \$ 58,860.00	2nd Quintile \$ 75,967.67	3rd Quintile \$ 79,067.88	4th Quintile \$ 113,248.79	5th Quintile \$ 134,325.13	AVERAGE \$ 113,738,58		N. Coast \$ 91,885.00	Metro \$ 117,236.64	Valley \$ 122,527.75	
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144,562.67	104,351.80	112,739.60	96,000.00	113,738.58
s. Valley 🗧 \$	Central Oregon \$	NE Oregon 💲	E. Oregon \$	AVERAGE

r

ary or Annual	22,367.88	47,556.15	58,343.82	62,035.75	80,007.98	59,921.74	66,331.20	69,261.23	60,623.70	54,406.67	65,425.31	58,914.15	53,335.98	28,486.17	59,921.74
rerage Sal	\$	173	13	s	<del>ر</del> ې	\$	÷Vi	ŝ	ŝ	₩,	ጭ	÷S	43	Ŷ	s
City Recorder - Average Salary or Annual Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE

Economic Development Director - Average Salary or Annual Wage	ment Din 'age	actor - Average
1st Quintile		NA
2nd Quintile		NA
3rd Quintile		NA
4th Quintile	ŝ	69,208.04
5th Quintile	Ŷ	91,824.31
AVERAGE	\$ \$	84,285.55
N. Coast	ŝ	85,925.00
Metro	ş	92,773.38
Valley	ŝ	70,093.79
S. Coast		NA
S. Valley		NA

AN	\$ 79,290.00	NA	\$ 84,285.55
Central Oregon	NE Oregon	E. Oregon	AVERAGE

		RAGE \$ 95,324,26	1st Quintile     NA       2nd Quintile     58,217.00       3rd Quintile     58,217.00       4th Quintile     5     58,217.00       5th Quintile     5     138,599.93       5th Quintile     5     118,599.93       Average     5     95,324.26       N. Coast     5     128,530.71       Valley     5     128,227.01       Valley     5     120,830.71       S. Coast     5     63,246.00       S. Valley     5     128,727.01       S. Valley     5     128,727.01       S. Valley     5     128,777.33       Central Oregon     5     74,762.00       NE Oregon     5     63,248.00	,	etro alley Coast alley I Oregon oregon
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	62,382.00	ŝ	Iregon
ŝ		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	74,762.00	ŝ	l Oregon
Central Oregon \$ 74,762.00 NE Oregon \$ 62,382.00	2	2 ~~~~~	128,777.33	ŝ	/alley
	z به به	z به به	63,246.00	ş	Coast
• • • • • •	z v	z v	120,830.71	\$	alley
			128,227.01	ŝ	etro
			NA		
<b>%</b> « « « « « « « « « « « « « « « « « « «	55		118,599.93	ŵ	RAGE
••••••••••••••••••••••••••••••••••••••	ۍ ۲	ŵ	79,791.00	ŝ	uintile RAGE Coast
••••••••••••••••••••••••••••••••••••••	ۍ دې دې ه	۲ م م	58,217.00	ŝ	luintile luintile RAGE Coast
•••••	۰۰ ۵۰ ۵۰ ۱	ים ייש ייש ייש	14,400.00		luintile luintile RAGE Coast
••••••••••••••••••••••••••••••••••••••	٦ م م م م م	٦ ٩	NA	ŝ	tuintile luintile luintile <b>RAGE</b> Coast

age Salary or Annual	NA	69,052.33	59,109.59	85,651.01	111,812.67	93,496.89	69,649.16	106,342.93	90,942.18	70,874.67	87,131.90	85,896.77	102.652.00
Finance Director - Average Salary or Annual Wage	1st Quintile	2nd Quintile \$	3rd Quintile \$	4th Quintile \$	5th Quintile \$	AVERAGE \$	N. Coast \$	Metro \$	Valley \$	S. Coast \$	S. Vailey \$	Central Oregon \$	NE Oregon \$

1st Quintile 2nd Quintile 3rd Quintile	ጭ	
2nd Quintile 3rd Quintile	ŝ	NA
3rd Quintile	ጭ	NA
		10,400.00
4th Quintile	ŝ	31,052.00
5th Quintile	12	64,619.66
AVERAGE	s	51,709.44
N. Coast	ŝ	19,680.00
Metro	Ŷ	85,131.08
Valley	ŝ	46,256.00
S. Coast		NA
S. Valley	ŝ	60,000.00
Central Oregon		NA
NE Oregon	Ŷ	45,424.00
E. Oregon	ۍ مې	10,400.00
Police Chief - Average Salary or Wage	age Salar	Y or Annual
1st Quintile	ŝ	37,440.00
2nd Quintile	ላጉ	57,852.50
3rd Quintile	Ŷ	69,905.87
4th Quintile	ŝ	96,951.11
5th Quintile	Ş	118,867.61
AVERAGE	s	97,477.41
N. Coast	ŝ	94,489.00
Metro	ŝ	107,686.55
Valley	ŝ	105,573.57
S. Coast	ŝ	74,641.00
S. Valley	ŝ	93,564.53
Central Oregon	ŝ	91,096.85
NE Oregon	ŝ	93,162.00
E. Oregon	\$	86,626.00
AVERAGE	s	97,477.41

94,635.62	y or Annual Wage	NA	NA	NA	71,979.63	98,921.23	88,053.17	81,806.00	101,030.31	103,108.08	50,446.00	110,076.00	85,792.31	NA	24,558.50	88,053.17	or Annual Wage	NA	30,853.40	66,582.50	65,143.88	71,467.32	63,266.48	113.077.50	73,385.93	50,788.54	45,244.00	NA	85,759.95	46,101.00	NA 63,266.48
\$	age Salary				ŝ	\$	w.	Ŷ	ŝ	1/7	ŝ	ŝ	ጭ		Ŷ	s			*5	ጭ	ŝ	ŝ	s	v	. vs	ŝ	ŝ		ŝ	Ŷ	Ş
AVERAGE	it Manager - Average	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	Librarian - Average Salary	1st Quintile	2nd Quintile	3rd Quintíle	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valiey	Central Oregon	NE Oregon	E. Oregon AVERAGE

56,847.82	66,620.00	86,079.86	113,918.20	80,542.84	79,585.68	95,715.77	85,699.26	73,650.00	83,741.49	72,855.21	63,528.00	34,178.00	80,542.84	30,100.00	30,100.00	32,600.00	32,568.00	65,040.60	85,239.31	75,183.79	70 + C1 00	81 577 77	00 C30 V0	67.004,90	NA	81,046.20	66,650.90	77,096.00	31,334.00	75,183.79
ŝ	ŝ	Ŷ	ŝ	\$	ŝ	ŝ	Ŷ	ŝ	ŝ	ŝ	ŝ	\$	\$	ŝ	ŝ	\$	ŝ	ŝ	Ş	Ş	¥	γv	<b>,</b> u	۶,		Ŷ	ŝ	ŝ	ŵ	Ş
2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	1st Quintile	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N Cost	Matco	Valley	vancy	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE

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NA	30,700.00	31,315.00	67,657.00	99,374.61	86,864.02	70,658.00	91,637.12	104,599.30	NA	118,925.00	NA	72,745.00	31,315.00	86,864.02	•	NA	NA	NA	NA	75,250.96	75,250.96		NA	74,649.43	106,350.00	NA	60,904.50	NA	NA	NA	75,250.96	stage Salary or	39,193.75
	ŝ	ŝ	Ŷ	Ŷ	s	ŝ	ŝ	ŝ		ŝ		Ş	Ş	\$							S		-	γ. •	ა		ጭ				\$	ctor - Ave	Ŷ
1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E, Oregon	AVERAGE	Annual Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	1	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	Public Works Director - Average Salary or Annual Whene	1st Quintile

- Average Salary or Annual	NA	48,500.00	NA	87,966.67	100,410.12	92,973.41	NA	104,788.60	68,487.88	87,000.00	97,150.00	90,204.07	NA	NA	92,973.41	age Salary or Annual	NA	NA	68,160.00	61,067.96	73,424.55	68,306.43	70,365.50	68,941.36	50,247.25	64,246.00	92,633.67	58,797.82
Averag		Ŷ		ŝ	ŝ	Ş		ŝ	ŝ	ŝ	ŝ	ŝ			\$	age Sala			÷Vi	ŝ	ş	\$	ŝ	ş	ŝ	ŝ	ŝ	ŝ
Planning Director - Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	City Planner - Aver Wage	1st Quintile	2nd Quintile	3rd Quintile	4th Quintile	5th Quintile	AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valiey	Central Oregon

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Parks & Recreation Director - Average Sala or Annual Wage
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68,306.43

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74,347.50 NA

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NE Oregon E. Oregon AVERAGE 25

Superintendent of Water - Average Salary or Annual Wage 1st Quintile \$ 21,273.00 2nd Quintile \$ 55,638.50

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46,321.47 78,097.20 83,575.85 <b>68,298.26</b>	57,020.60	77,188.15	91,603.20	67,000.00	72,402.67	76,196.61	73,141.25	20,054.00	68,298.26	
• • • • •	\$	ŝ	ŝ	ŝ	ŝ	ŝ	ŝ	ŝ	S	
3rd Quintile 4th Quintile 5th Quintile AVERAGE	N. Coast	Metro	Valley	S. Coast	S. Valley	Central Oregon	NE Oregon	E. Oregon	AVERAGE	

1st Quintile		NA
2nd Quintile	\$	51,938.50
3rd Quintile	ŝ	51,778.76
4th Quintile	ŝ	67,818.43
Sth Quintile	Ŷ	84,951.89
AVERAGE	ŝ	72,695.98
N. Coast	174	61,971.01
Metro	ŝ	82,366.90
Valley	ŝ	88,940.80
S. Coast	Ŷ	64,092.00
S. Valley	Ŷ	75,163.50
Central Oregon	ŝ	65,541.81
NE Oregon	ŝ	70,186.17
E. Oregon	\$	39,360.00
AVEDAGE	4	

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2018 City Salary Survey

City Administrator - Required Years of Experience		5 years public sector experience	5		2						<b>3.7</b>
City Administrator - Required Educational Attainment	Bachelors	89	BA/ MA Preferred		Bachetors/Masters		Bachelors in public administration, business manazement or related field	Bachelors Degree in public administration/business/related	field-desire Masters		BA or equivelent experience
City Attorney - Required Years of Experience		5 years practicing law in pbulic sector		2			ų				
City Attorney - Required Educational Attainment		JD from accredited school		<b>Q</b>			q				
Building Official - Required Years of Experience	ŝ	S years professional building inspection exp plus 2 years supervisory exp		00							
Building Officiai - Required Educational Attainment	Bachelor's Degree	BA plus BCD certs		Bachelor's Degree							
Assistant City Manager - Required Years of Experience		2 years professional expl in public admin. setting		14							Q
Assistant City Manager - Required Educationai Attainment		Bachelor's Degree		Bachelor's Degree							BA or equivelent experience
Administrative Assistant - Required Years of Experience 3		2 years technical admn. expl advanced skills in confidential setting 3 in Ristinass	() ()	2	2		ç	m #		Minimum of five years of professional building inspection experience including at least two years of management or lead/supervisory	experience. 2
Administrative Assistant - Required Educational Attainment	Associates	Equivalent o 60 semester hours college or univ. HS Dinforma	HS Diploma	High School Diploma or GED	High School	uipioma or GEU	nign school Diploma			Bachelor's degree with major coursework in engineering, architecture, construction management, public administration,	or a related field. None
CTTV Adams	Albany Amity	Ashland Athena	Aumsville	Beaverton	Brookings Brownsville	Butte Falls	ĵ	Carlton Cascade Locks		Central Point	Coburg

High School Pioloma	Administrative Assistant - Required Years of Experience	Assistant City Manager - Required Educational Attainment	Assistant City Manager - Required Years of Experience	Building Official - Required Educational Attainment	Building Official - Required Years of Experience	City Attorney - Required Educational Attainment	City Attorney - Required Years of Experience	City Administrator - Required Educational Attainment	City Administrator - Required Years of Experience
numeria.	M I							Bachelor's in City Administration or related field	5-Mar
High School Diploma or GED High School Diploma				Associate's Degree	4				
HS Diploma	3-5	Associate's Degree						College Degree	an a
High Schoof Diploma or GED	2 yrs. Cferical support desirable			• • •		:		As determined by City Council	As determined by City Council
High School Diploma or GED		Bachelor's degree in public administration, political science, business management, or a closely related field	4 years of executive administrative or research/management analyst					· · ·	
High School 1 or trainin Diploma or GED equivelent	1 or training equivelent 3								
HS Diploma None	មកាតាម្នា កាម	Bachelor's Degree		none	ۍ			Bachelors Degree Bachelors	10 Years 5
HS Diploma	m m 🔾	Associate's Degree Bachelor's	υ υ	Bullding Ofc. Cert Contract	5 Contract	contract	Contract	N/A	V/N
Independence HS Diploma Jordan Valley Joseph High School Keizer Diploma or GED King City	<u>N</u> M M H M			HS Diploma	<b>N</b>		<b>N</b>		

Lafayette	required Educational	Required Years of Experience	Required Educational	Years of Experience	Required Educational	Required Years of	Attorney - Required Educational	Attorney - Required Years of	Educational Attainment	Administrator - Required Years of
Lafayette	Attainment		Attainment		Attainment	Experience	Attainment	Experience		Experience
	High School Dinloma or GED	m	Bachelor's Damaa	<b>10</b>					Bachelor's Degree	6.01 (1999)
Lincoln City		3-8	0				l aw Degree	¢		
Long Creek							2			
Lostine		<b>m</b> i							galanda setta seria da seria da seria da como seria seria da seria da seria da seria da seria da seria da seri 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1949 - 1	
Lowell	· · · · · · · · · · · · · · · · · · ·								Bachelor's Degree	3 years
ry urs	nign scrout	1								
Madras	Dipiorila Associates									
Malin		n en								n
McMinnville	High School and	3-5			Previous		Law degree	5 vears		
	specialized				experience as		from an			
	training or				a Building		accredited			
	experience in				Official,		law school.			
	admin work.				Possession of					
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					Inspector					
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Medtord	High School	7	Bachelor's	significant years	Bachelor's	significant	Juris	significant		
	הומומומ מו פבט		degree or equivalent		degree or equivalent	years	Doctorate	years		
Molalia	High School	<b>81</b>								
	Diploma or GED									
Myrtle Creek		m					Member			
Myrtle Point	HS Diploma	0					taw Depree	Nnt		
							1	Specified		
Nehalem		m	Bachelor's		and the state of t				botene eterior de April a construction da anna march a con-	
North Dowidar			Degree							
Oakland		<b></b>		and a substant de la company de la compan La company de la company de						
Ontario		¢1								
Oregon City	HS Diploma	4			Bachelor's	5		a far farfer fra starter a	a secondar a secondar en futura en esta a la secondar a la consecuta da la consecuta da la consecuta da consecu	
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Port Orford									None	None
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Prineville		m								

City Administrator - Required Years of Experience		ŋ			(	¢	1,100-000,75,000		- geologica	2 May 2000, 11 Mar	0			ere City of the Sector			19 karro ja o an			Not specific		ang babayan ku					anal , daa 1 aa	30		
City Adminis - Require Years of Experten																				Not s									 	
City Administrator - Required Educational Attainment		LGMC	-		•	Bachelor's					HS Diploma									Bachelors										
City Attorney - Required Years of Experience	Not Specified										0		'n	<b>רטו</b>										ŝ						
City Attorney - Required Educational Attainment	Not Specified										HS Diploma		Ē											Juris Doctor						
Building Official - Required Years of Experience			2	ı	<b>.</b>			2		3-5	0			<b>···</b>									ŋ	S						
Building Official - Required Attainment			HS Diploma		Associate's Degree			Associate's	1	BACH or AA	HS Diploma			Bachelor's	Degree								High School Diploma or		Degree					
Assistant City Manager - Required Years of Experience											0			<b>0</b>			4							ŝ						
Assistant City Manager - Required Educational Attainment											HS Diploma			Bachelor's	Degree		Bachelor's Degree								Degree					
Administrative Assistant - Required Years of Experience	m N	u) m		.	2	0	m	4	m	ςΩ	0	m	m <del>+</del>	- <b>-</b>	~	r	7	4	m	Some	67	n	m	m	fr	ו	£			
Administrative Assistant - Required Educational Attainment	High School Diploma	HS Diploma High School	Diploma or GED High School	Diploma		High School Diploma or GED	High School Diploma	Associates		High School Dinforma or GED	High School		ite bizzan		Lich Cchool	Diploma or GED		High School	Dipioma HS Dipioma	High school	diploma Hish School	Diploma	High School Diploma or GED	High School	Diploma or GED Associate's	Degree				
đTŢ	Rivergrove Rockaway Beach	Rogue River Roseburg	Sandv		Scappoose	Shady Cove	Sheridan	Silverton	Sodaville	Springfield	St. Helens	Stanfield	Tangent	Tigard	Territato	519010011	Umatilia	Union	Vale	Veneta	enolicity.	Wallows	West Linn	Wilsonville	Wood Village		Yachats			

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I       Bit		Community Development Director - Required Attainment	Community Development Director - Required Years of Experience	City Engineer - Required Educational Attainment	City Engineer - Required Years of Experience	City Manage Required Educational Attainment		Aanager - Requi of Experience		Recorder - lired ational inment	City Recorder - Required Years of Experience	Economic Development Director - Required Educational Attainment	Economic Development Director - Required Years of Experience
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	<b>H</b>	Community Development Director - Required Years of Experience	City Engineer - Required Educational Attainment	City Engineer - Required Years of Experience	City Manager - Required Educational Attainment	City Manager - Required Years of Experience	City Recorder - Required Educational Attainment	City Recorder - Required Years of Experience	Economic Development Director - Required Educational	cconomic Development Director - Required Years of Evneriance
	Attainment, or a development, or a related field	a development experience, including at least three years at a management level with budget and supervisory responsibilities.					administration, records management, organizational development, or a related field.	preferably including City Recorder duties.		
Coburg Columbia City Condon Creswell						·	High School Diploma	m	High Scholl Diploam	m
Cuiver Dallas Depoe Bay					BA or Certification Council decision	Council decision	Some College	m	Bach degree	μ.
Fairview			Graduation from a 4 yr. college with degree in Civil Engineering or closely related field.	Min. 2 yr. experience local government preferred or any equivalent combination of education & experience	Bachelor's	υ	Bachelor's Graduation from high school or GED Cert. plus 3 yrs. of increasingly responsible admin support or office management	5 Any equivalent combination of training and experience that provides the knowledge, skill, and ability to perform the work	Bachelor's	
Florence					Bachelorâ£t <sup>w</sup> s degree in public administration, political science, business management, or related field required. A Masterâ£ <sup>w</sup> s degree is preferred.	Position requires 3 years of progressively responsible municipal government management experience in a city similar, or greater, in size and complexity.	Bacheloráe <sup>w</sup> s degree in communications, public administration, business administration, or related field	4 years of experience performing similar duties.		
Gates Glendale							B.S.	3 yrs		n dan Abbuman kanang ang kanang ang kanang ang kanang kanang kanang kanang kanang kanang kanang kanang kanang k

5	Development Director - Required Educational Attainment	Development Director - Required Years of Experience	- Required Educational Attainment	Engineer - Required Years of Experience	Required Educational Attainment	Years of Experience	Required Educational Attainment	- Required - Required Years of Experience	Economic Development Director - Required Educational Attainment	cconomic Development Director - Required Years of Experience
Haines Haffway Halsey							HS diploma or GED HS		e de la construction de la c	and a second
Happy Valley Harrisburg Hefix			4 year degree		5 4 year degree		Associates or 2yrs of college coursework High Schnork	7 voore	4 year degree	9
Hermiston Hood River	N/A	N/A	Contract	Contract	BA	<b>S</b>	AA Hish School	t Years 5	V/N	NI IA
independence Jordan Valley Josenh					and and a structure of a second structure of a second structure of the second		HS Diptoma high school	<b>N</b>	Bachelor's	C A
Keizer King City Lafavette	Bachelors				Bachelors B/A	<b>9</b>	Bachelors N/A			
Lincoln City	Master Degree	8+	Master Degree	S	Master Degree	<b>80</b>	Bachelor Degree	8	Bachelor Degree	
Long Creek Lostine							none 0	none 0		
Lyons							High School Associate	5 years 1 vear		
Madras	BA	5					Assoc	3		
Malin McMinnville					Equivalent to a complete four- year university	Ten years administrative/management experience, including	High School Bachelorá€**s degree in public administration	Two years of progressive administrative		
					education in public or business administration.	previous experience as a chief administrative officer	or business	support or records management		
Medford	da d'amarta da da ara da da da da 						Associate degree	S		
Molalla Mortle Creek			<b>PF</b>		Masters	0	or equivalent 2 Year Degree in Business, Public or Office Administration			
Myrtle Point			Bachelors	Not	Bachelors	Not Specified				
Nehalem North Dourder				specified	Bachlor Degree					
							HS			

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	Development Director - Required Educational Attainment	Development Director - Required Years of Experience	- Required Educational Attainment	Engineer - Required Years of Experience	Required Educational Attainment	Years of Experience	Years of Experience	Required Educational Attainment	- Required Years of Experience	Development Director - Required Educational Attainment	nent nal
Yoncalla CITY	Fire Chief - Required Educational Attainment	Fire Chief - Required Years of Experience	Fhance Director - Requi	Required	Finance Director - Required Years of Experience	Franchise Coordinator - Required Educational Attainment	Franchise Coordinator - Required Years of Experience	Human Resources Director - Required Educational	Human Resources Director - Required Years of Experience	IT Manager - Required Attainment	IT Manager Required Years of Experience
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Ashland	BA	6 years professional admin fire exp with min 3 years upervisory	BA		6 years public sector finance exp and 3 years supervisory	N/A	A/A	<b>Ka</b>	5 years 5 years professional public sector HR experience and 3 years upervisory	WA .	N/N
Athena Aumsville			BA/ MA Preferred		1						
Beaverton Brookines			BACHELORS					BACHELORS	12	BACHELORS	
Brownsville											
Butte Fails Canby			Bachelors in Finance, Public Administration, Business Management or a related field	ce, Public Jsiness related field				Bachelors in human resources management	10		
Carlton Cascade Locks	HS Diploma or equivelent. Minimum 5 yrs experience in emergency services including 2 years		Experience HS Diploma or equivelent. Associate degree in Business,Administration/Public Accounting. 3yrs experience may substitute for degree	ilvelent. n ration/Public xxperience degree	ŝ						
Central Point			A minimum of a Bachelorâ£ <sup>w</sup> s degree in finance, accounting,	achelorâ€ <sup>™</sup> s accounting,	And a minimum of five years of			Bachelor's degree from a regionaliv	And a minimum of five vears of	Bachelor's degree from a regionally	Three years of recent and

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IT Manager - Required Years of Experience	experience working in an Information Technology management position, including at least two years experience as a network administrator and Two years experience in a full supervisory			A transmission transmission and an and a second	3 yrs. Progressively responsible experience in information technology. Any equivalent combination of training & experience	3-5 years progressively responsible experience in the area of information systems
rT Manager - Required Educational Attainment	accredited college or university in Computer Science or a related field.				Graduation from accredited college with Bachelor in computer science or related field.	Bachelor's degree in Computer Science or Information Technology or related
Human Resources Director - Required Years of Experience	progressively responsible human resources experience, preferably in public sector personnel management.			7		at least 2 years related experience and/or training
Human Resources Director - Required Educational Attainment	accredited college or human resources, public administration, management, organizational development, or a related field.			Bach degree		Bachelorâ£"s degree with major study in HR Management, Business Admin, Public
Franchise Coordinator - Required Years of Experience						
Franchise Coordinator - Required Educational Attainment						
Finance Director - Required Years of Experience	responsible government finance experience, including at least 3 years at a management level with budget and supervisory responsibilities.	υ	Ω	ώ ευ		
Finance Director - Required Educational Attainment	business management, or a related field.	BA or Equiv. Experience	Bachelor's Degree in Finance, Accounting, or related field	Bach degree High School		
Fire Chief - Required Years of Experience		·		<b>L</b>		
Fire Chief - Required Educational Attainment		5 - -		Bach degree		
λ L		Coburg Columbia City Condon	Creswell	Cuiver Dallas Depoe Bay Durham	Fairview	Florence

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mwille         BA or BS         Ten years of degree in file, public, or         Ten years of experience         accounting, business           public, or         experience         administration, public           business         with at least         administration, or a related administration, three years in a field. Designation as a           or closely         position with         Certified Public Accountant is	8				0			BA & HR certification	n		
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	responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.		including five years at a higher level anagerial/policy determination level, supervisory experience.						
Medford Bachelor's degree of eouivalent			·			Bachelor's degree or equivalent	significant years	Bachelor's degree or equivalent	significant years
Molaila Myrtle Creek Prof Certs Myrtle Point HS + Fire Cert Nethalem North Powder	ທີ່ 	BA in Finance, Business, Public Admin or Related Honesty Associates	10						
Oakland Ontario Bachelors Oregon City Pendleton BS Philomath	υ.		∞ ⊶ n	ß	m	BS BA	∞ ທ	Tech Degree BS	
Port Orford Powers none Prineville	non	None Bachelor Degree	None 5 years			Bachelor	5 years	Bachelor	4 years
Rivergrove Rockaway Beach		Not Specified	Not Specified			Degree		aaugan	
Rogue River Roseburg Bachelor's		HS Bachelor's	ហេ			Bachelor's	4	Associate's	
Sandy Scappoose Shady Cove	A north control of the second s	Bachelor's	C1 13			Bachelor's	m	Bachelor's	
Silverton		Bachelor	5 years			Bachelor	4 years		
Sodaville Springfield		ВАСН	7yrs +5 yrs mgmt			BACH	7yrs +5 yrs mgmt	BACH	7yrs +5 yrs mgmt

CTΥ	Fire Chief - Required	Fire Chief - Required Years		Finance Director - Required Educational Attainment	eđ	Finance Director - Required Years	Franchise Coordinator	Franchise Coordinator	Human Resources	Human Resources	17 Manager - Recuired	IT Manager - Repuired
	Educational Attainment	of Experience				of Experience	- Required Educational Attainment		Director - Required Educational Attainment	Director - Required Years of Experience	Educational Attainment	Years of Experience
St. Helens	HS Diploma		0 HS Diploma	Sma		0	HS Diploma	0	HS Diploma		HS Diploma	0
Stanfield Tangent			Bachelor's De Associate's D accounting, t related field	Bachelor's Degree Associate's Degree in accounting, business, or related field		0 3						
The Dailes Tirard			BA		ander de action de la contra de l La contra de la contra	44			BA	us t	BA	9.
Troutdale			BACHEL BUSINE: OR RELA	BACHELOR'S IN FINANCE, BUSINESS ADMINISTRATION OR RELATED FIELD		<b>5 10</b>	·····			<b>,</b>		4
Umatilla Union Vale												
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wanowa West Linn			Bachelors	S	6 years	Irs			Bachelors	7 years	Bachelors	5 years
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Yachats Yoncalla												
λD	Librarian - Beaninad	Librarian -	Municipal	Municipal	Police Chief -	Police Chiel	Police Chief - Required	Planning	Planning	City Planner		City Planner -
	Educational Attainment	requieu Years of Experience	Attainment	Required Years of Experience	kequireo Educational Attainment	reas o r xpe		Director - Required Educational Attainment	Urrector - Required I Years of Experience	Required Educational Attainment		Required Years of Experience
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Albany Amitv	Masters	S			BS			10 5		BS		2
Ashland	N/A	N/A	Elected		BA	6 years professional administrative law enforcement exp an years supervisory	6 years professional administrative law enforcement exp and 3 years supervisory	N/A	V/N	<b>B</b>	5 years profess public s plannin	5 years professional public sector planning exp
		professional										
Aumsville Beaverton	MASTERS	N/A	Q	L	AA + DPSST Exec. Certification BACHELORS			12				
Brookings Brownsville Butte Falls	High School/GED											
Canby	High School	5-Mar			Bachelors in criminal	4		Bachelors in planning,		5 Bachelors In planning,		2

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City Planner - Required Years of Experience		And a minimum of four years of progressively responsible planning or community development experience, including at least one year at a management nuagement budget and supervisory				5 yrs. In municipał planning 2 of which include project
City Planner - Required Educational Attainment	geography, architecture, urban studies, or related field	A minimum of a Bachelor's degree in land use planning, urban planning, economic development, or a related field.		Bachelor's Degree in Planning, Environmental Science, or related field		College Bachelor from accredited 4 yr. college in land use or closely
Planning Director - Required Years of Experience			~		G	
Planning Director - Required Educational Attainment	geography, architecture, urban studies, or related field		BA or equivalent experience		Bach degree (Masters preferred)	
Police Chief - Required Years of Experience	ŝ	And a minimum of ten years of progressively responsible police experience, including at least three years at a management level with budget and supervisory responsibilities.			10 officer/5 admin	
Police Chief - Required Educational Attainment	Justice, public administration, business administration, or related field Bach	A minimum of a Bachelor's degree in criminal justice administration, public administration, or a related field.			Bach degree	
Municipal Judge - Required Years of Experience						
Municipal Judge - Required Educational Attainment						
Librarian - Required Years of Experience	North Anna Anna Anna Anna Anna Anna Anna Ann				m	8
Librarian - Required Educational Attainment					Bach degree	Master's
C13	Carlton Carada Jocks	Central Point	Coburg	Columbia City Condon Creswell	Culver Dallas	Depoe Bay Durham Estacada Fairview

가는 물감 가슴다는 것이는 말했다. 그 말까지 말했다. 말하다 말하는 것이 가지 않는 것이 가지 않는 것이 있다. 것이는 것이 가지 않는 것이 있는 것이 있다. 이는 말하는 것이 같은 말했다. 것이 같은 말했다. 말했다. 말하는 것이 들어야 한다. 이는 말했다. 같은 것이 있는 것이 같은 것이 있다. 것이 같은 것이 있다.	Required Judge - Judge - Years of Required Required Experience Educational Years of Attainment Experience	Police Chief - Required Educational Attainment	Police Chief - Required Years of Experience	Planning Director - Required Educational Attainment	Planning Director - Required Years of Experience	City Planner - Required Educational Attainment	Lity Planner - Required Years of Experience
la Bactelors 4 years Bactelors 4 years degree 2 yrs. 0 college coursework N/A 5 MA N/A 5 MA N/A 5 Contract Master 8 Law Degree Degree 8 High School 1 year		Bachelor's	at least 6 vears of law	Bachelor's	over 6 vears	related field. AICP preferred. Barhein/s degree	management. Economic Development exp. preferred. 3.5 waare of
Bachelors 4 years Master degree degree 2 yrs. 0 college coursework N/A 5 MA N/A 5 MAster 8 Law Degree Degree 8 High School 1 year		degree, preferably in	enforcement experience with at least 3 years in a	degree	of experience	in regional or urban planning or	professional experience in
le Bachelors 4 years Master 4 years degree 2 yrs degree 2 yrs degree 2 years 0 2 years 0 MA 2 Contract MA N/A 5 Contract MA N/A 5 Contract MA 1 yrs Master 8 Law Degree Degree 8 achelor's 4 and 1 year Master 8 Law Degree 7 and 1 year		law enforcement.	police administration/management			closely related	the planning
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Required Educational Attainment	of an ALA accredited Master's of Science program.	Medford	Molalia MA in Library Science or Library & Information Science	Myrtle Creek Myrtle Point Masters	Nehalem North Powder Oakland Ontario Oregon City MA Philomath Port Orford	Powers none Prineville
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Required Educational Attainment	National Academy, and a Bachelorâ€"s degree in criminal justice, public justice, public or a related fleld.	Bachelor's degree or equivalent	MA	Prof Certs	Bachelors BA BS bachelor in police science	none Bachetor Degree
Years of Experience	ten years experience in public safety with five years of increasingly responsible command experience in an agency serving the needs of a similar or larger size city (25,000 population.	10	10		80 ~ ~	5-Feb 10 years
Director - Required Educational Attainment	to a four year university education in urban planning, geography, design, or related field	Bachelor's degree or equivalent				Bachelor Degree
Director - Required Years of Experience	experience including experience in a supervisory capacity, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.	significant years				5 years
Required Educational Attainment	university education in urban planning, landscape architecture, or related field.	Bachelor's degree or equivalent	2 Year Degree		MS BA	
Required Years of Experience	experience, or any satisfactory combination of experience and education which demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of Associate Planner.		any experience			

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Amity Ashland	BA TRAINING IN THE ARGUMENT AND A TRAINING INTERNA A TRAI	5 years professional parks magmt exp	BA	3-5 years exp in general admin project	BA	4 6 years professional public works admin expi	Completion of 60 semester hours from college or univ	5 years public works exp	Completion of 60 semester hours from college or univ	5 years public works exp
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Brookings Brownsville					Some College	-				
Butte Falls Canby					Bachelor's degree in Public or Business Administration or a related field	ţ,	High School	ភំ		
Cartton Cascade Locks					Experience HS Diploma or equivelent, minimum 5 years experience in Public Works and one year experience working for City	Γ				
Central Point					A minimum of a Bachelorâ€"s degree in civil engineering, public administration, construction management, or a related field.	And a minimum of five years of progressively responsible public works- related experience, including at least 3 years in at a mangement	A minimum of a High School Diploma or G.E.D.	And, a minimum of five years of general construction experience including at least three years of lead/supervisory experience.		

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B4 in Public     Muni work       Administration, experience     Administration, experience       Related     PEG cens,       DEG cens,     DEG cens,       OHA DWP     Cents       Certs     Certs       Distribution     Cert.       Distribution     Cert.       Distribution     Cert.       Distribution     Cert.       Distribution     Cert.       Cert.     Cert.				equivalent		equivalent		equivalent			
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No.         BA         B         BA         B         BA         BS         BA         BS         BA         S         High School         T         T           Math         B         B         B         B         B         B         AS         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T         T <th></th> <th>Director - Required Educational Attainment</th> <th>Director - Required Years of Experience</th> <th>Manager - Required Educational Attainment</th> <th>Manager - Required Years of Experience</th> <th>Required Educational Attainment</th> <th>Required Years of Experience</th> <th>Required Educational Attainment</th> <th>Required Years of Experience</th> <th>Required Educational Attainment</th> <th>Required Years of Experience</th>		Director - Required Educational Attainment	Director - Required Years of Experience	Manager - Required Educational Attainment	Manager - Required Years of Experience	Required Educational Attainment	Required Years of Experience	Required Educational Attainment	Required Years of Experience	Required Educational Attainment	Required Years of Experience
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fort         none         none         Bachelor         10 years           av         High School         0         See Engineer         2         2           av         High School         0         Sea Engineer         2         2           av         High School         0         Sea Engineer         2         2           av         Bachelor's         5,2         5         Diploma/GED         4,3 supervisory           ave         Bachelor's         2         100         5         2         2           bow         Bachelor's         2         1000ma/GED         4,3 supervisory         2         2           bow         Bachelor's         2         1000ma/GED         4,3 supervisory         2         2           bow         Bachelor's         2         1000ma/GED         4,3 supervisory         2         2           bow         Bachelor's         5,12         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2<	hilomath			·		bachelor degree	Q	2			
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Bachelor's     2     Bachelor's     supervisory     High School     2       Ocore     Core     Diploma     2     Diploma     2       Diploma     Eachelor's     2     Bachelor's     12     7     2       Diploma     Eachelor's     Bachelor's     Bachelor's     12     7     2       Diploma     Eachelor's     Bachelor's     Bachelor's     12     7     7       Diploma     Eachelor's     Bachelor's     Certification     7     7     5       Diploma     Eachelor's     Diploma     0     HS Diploma     0     13     7       ers     HS Diploma     0     HS Diploma     0     HS Diploma     0     10       eta     4     ArEAR DEGREE     4     7     10     HS       Liles     ArEAR DEGREE     4     7     10     10       Hiles     Certification     0     HS Diploma     0     10       Hiles     ArEAR DEGREE     4     7     10     10       Hiles     Certification     0     HS Diploma     0     0       Hiles     ArEAR DEGREE     4     7     10     10       Hiles     Certification     0 <td< td=""><td>each logue River loseburg</td><td></td><td></td><td></td><td></td><td>HS Bachelor's</td><td></td><td>Diploma/GED</td><td>4, 3 supervisory</td><td>Diploma/GED</td><td>4, 3 supervisory</td></td<>	each logue River loseburg					HS Bachelor's		Diploma/GED	4, 3 supervisory	Diploma/GED	4, 3 supervisory
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BACH     7vrs+3vrs     Destination       HS Diploma     0     HS Diploma     0       HS Diploma     0     HS Diploma     0       HS Diploma     0     HS Diploma     0       Bachelor's     10-May     Bachelor's     10-May       Degree or Exp.     0     HS Diploma     0       Parte DEGREE     4     7     4       IN     Handree     7     Handree       Norricuture,     0     RAI DEGREE     7     Handree       Norricuture,     0     Handree     7     Handree       Norricuture,     0     RAI DEGREE     7     Handree       Norricuture,     0     Norricuture     0     HS Diploma       Norricuture,     0     Handree     7     Handree       Norricuture,     0     Norricuture     7     Handree       Norricuture,     0     Norricuture     0     Norricuture       Norricuture,     0     Norricuture     7     Handree       Norricuture,     0     Norricuture     0     Norricuture       Norricuture,     0     Norricuture     0     Norricuture       Norricuture,     0     Norricuture     0     Norricuture <td< td=""><td>heridan İlverton odaville</td><td></td><td></td><td></td><td></td><td></td><td>6 years</td><td></td><td></td><td></td><td></td></td<>	heridan İlverton odaville						6 years				
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Ic     4 YEAR DEGREE     4     4 YEAR DEGREE     7     HS DIPLOMA     5       IN     IN     IN     OR     OR     OR     OR       HORTICULTURE,     ENGINEERING     EQUIVALENT     OR     OR       BUSINESS OR     BUSINESS OR     OR RELATED     PLUS     SPECIALIZED     PLUS       PUBLIC     DISCIPLINE     DISCIPLINE     FRAING     FRAING     FRAING       ADMINISTRATION     High School     4     High School     4       High School     1     W/S 1 & 2 & 10	angent he Dalles						10	HS	4	ВА	Ģ
High School         6           HS         4 High School         4 High School         4           HS         HS         HS         HS         4           A         High School         4 High School         4           A         HS         HS         10           A         High School         1         Cross con.	igara routdale	4 YEAR DEGREE IN Horticulture, Business or Public Administratio	Z			4 YEAR DEGREE IN CIVIL ENGINEERING OR RELATED DISCIPLINE		HS DIPLOMA Or Equivalent Plus Specialized Traing	μ	COMBINED W/STREETS	
Bachelors a High School 1 W/S1 & 2 & cross con.	Jmatilla Jnion fale	SH				High School	04		4	Hìgh School HS	4
	'eneta Vallowa	High School	ᠳ	·		Bachelors W/S 1 & 2 & cross con.	5 10				

	Parks & Recreation Director - Required	Public Relations Manager - Required	Public Relations Manager - 1 Required 1	Public Works Director - Required Educational	Public Works Director - Required Years of Experience	Superintendent of Streets • Required Educational	Superintendent of Streets - Required Years of Experience	Superintendent         Superintendent         Superintendent           of Streets -         of Water -         of Water -           Required         Required Years         Required Years           Educational         of Experience         Educational	Superintendent of Water - Required Years of Experience
Yeal Expi	Years of Experience	Educational Attainment	Years of Experience	Attainment		Attainment		Attainment	
	<b>5</b>	Bachelor's	~	Bachelor's Bachelor's 4-Year	5 years 5 5	Diploma or GED 5 years Associate's	5 years	Diploma or GED 5 years Associate's	5 years and a second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second seco
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CTY Sector Sector	Superintendent	Superintendent
	of Wastewater	of Wastewater
	- Required	- Reguired
	Educational	Years of
ala ne internetional transferences and second	Attainment	Experience
Adams		
Albany	BA	9
Amity Achland	romnlation of	5 voare nublic
	60 semester	works
	hours or	wastewater
	equivalent	emp.
	from college or	
	univ plus certs	
Athena	AA +	5 Proff, 1
	certificates	Supvsr
Aumsville		
Beaverton		
Brookings		an an ann an
Brownsville		
Butte Falls		·
	High School 5+	±5
:		
Cascade Locks		
Central Point		:
Coburg		
Columbia City		
Condon		
Creswell		
Culver		(f) and f(t) a first second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s second second se second second s second second s second second se
٩V	High School	4
Durham		
Estacada		
8		
Glendare		

Superintendent of Wastewater - Required Years of Experience	S N/A	υ. 	Certification none 5	six years experience in treatment plant operations with at least two years at a Class IV system, two years of supervisory and budget
Superintendent of Wastewater - Required Attainment Attainment	2YR MUN. WWATER TREATMENT IV TREATMENT AND III COLLECTIONS N/A	High School Diploma/GED Level III Wastewater Treatment; Level II Wastewater Collection; Level I: Water Treatement and Distribution	High School none T/C level I	Equivalent to a four-year university education in a related discipline.
CTY Haines Haitway Hasey Harrisburg Helix	Hermiston Hood River Independence Jordan Valley Keizer Kinz City	Lafayette	Lincoln City Long Creek Lostine Lowell Lyons Madras Malin	McMinnville

Superintendent of Wastewater - Required Years of Experience	experience, or any satisfactory combination of experience and training which demonstrates the knowledge,	skills, and abilities to perform the essential job dutles. 5			<b>9</b>			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	0
Superintendent of Wastewater - Required Educational Attainment		Bachelor's degree or equivalent	DEQ certs, OHA DWP Certs		AS High School Grad + 2 yrs college		High School	High School Diploma	HS Diploma
£		Medford	Molalla Myrtle Creek	Myrtle Point Nehalem North Powder Oakland	Ontario Oregon City Pendleton	-	ivergrove ockaway each ogue River oseburg	ø \$	Sodaville Springfield St. Helens Stanfield

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ζT	Superintendent of Wastewater - Required Educational Attainment	Superintendent of Wastewater - Required Years of Experience
Tangent The Dalles	BA	ÿ
Troutdale	HS DIPLOMA PLUS SPECIALIZED TRAINING	10
Umatilia Union Vale Veneta Walitwa	High School HS	4 M
West Linn Wilsonville Wood Village Yachats Yoncalla	Diploma or GED high school tech	5 years 1 year