



CITY CLERK
GLOUCESTER, MA
JAN 10 AM 10:27

GLOUCESTER CITY COUNCIL
9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, January 14, 2013 – 6:00 p.m.
1st Fl. Council Conference Rm. – City Hall
AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. Continued Business:

- A) Communication from Council President to City Clerk and memorandum from City Clerk re: City Clerk's Office Reorganization Request (Cont'd from 12/03/12)
- B) CC2012-062 (Verga) Review of GCO Chapter 6, Sec. 6-21 through 6/24 "City-Owned Cemeteries Advisory Committee" to update and reactivate Committee (Cont'd from 12/03/12)
- C) CC2012-068 (LeBlanc) Amend GCO Sec. 22-287 "Disabled veteran, handicapped parking" & Sec. 22-274 "Two-hour Parking" re: Washington Street #133 (TBC 02/04/13)
- D) Review of GCO Sec. 9-2 PAYT Containers as referred by the City Council on 10/09/12 (Cont'd from 10/15/12)
- E) CC2012-040 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 17, Art. II Police, Art. II Police Department, Sections 17-16, 17-17 & 17-18 (Cont'd from 10/01/12)
- F) CC2012-039 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 8, Art. II Fire, Art. II Fire Department, Sections 8-16, 8-17 & 8-18 (Cont'd from 10/01/12)

2. CC2013-001 (Hardy) Request review of annual salary of City Councilors pursuant to City Charter Sec. 2-3

3. CC2013-003 (Verga) Amend GCO Chapter 22, Sec. 22-270 and Sec. 22-291 re: Magnolia Avenue (TBC 02/04/13)

COMMITTEE

Councilor Sefatia Theken, Chair
Councilor Robert Whynott, Vice Chair
Councilor Steve LeBlanc, Jr.

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Linda T. Lowe
Suzanne Egan
Mike Hale/Mark Cole
Robert Ryan
Rose LoPiccolo

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Reorganization Plan -City Clerks Office- Council Agenda item for referral to O&A

Jackie Hardy [jackieahardy@verizon.net]

Sent: Thursday, November 01, 2012 9:59 AM

To: Linda Lowe

Cc: Joanne Senos; Sefatia Theken; Jackie Hardy

Linda,

Please be advised that I am placing the following item on the November 13th City Council Agenda for referral to O&A for review:

Reorganization Plan of the City Clerks Office

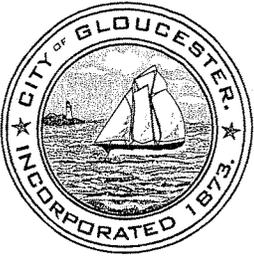
I am requesting that O&A initially review your "preliminary plan" that you have previously discussed with the Union Representatives. Then, at a later date after the election, O&A will also review your proposed final plan.

The Ordinance and Administration Standing Committee is charged with reviewing your proposal and it must be discussed with Council before proceeding any further with Union Representatives.

Respectfully,
Jackie Hardy
Council President

Joanne, Please place this matter on the Nov. 13th agenda for referral to O&A: **Reorganization Plan of the City Clerks Office**

Important Notice: *As in accordance with the Massachusetts Public Records Retention Law, all emails go through the city computer server and are Archived by the City, thus your emails to and or from me are not to be considered confidential.*



OFFICE OF THE CITY CLERK

9 Dale Avenue • Gloucester, Massachusetts 01930

Office (978) 281-9720

Fax (978) 282-3051

November 12, 2012

To: City Council
O&A Committee

From: Linda T. Lowe
City Clerk

LT

Re: Preliminary Proposed Reorganization for the Office of the City Clerk
Pursuant to City Charter sec. 7-1

CITY CLERK
GLOUCESTER, MA
12 NOV - 8 PM 6:25

Councillors ,as was discussed during the time of the adoption of the FY13 budget I am preparing a proposed reorganization of the Office of the City Clerk pursuant to City Charter sec.7-1. The primary purpose of the reorganization is to recognize that the duties of this office have evolved and increased and become more complicated with changes in applicable state laws and regulations and with improvements in technology. Likewise the business world today and the world of state and local government recognizes that employees must be cross-trained in the several duties of their office so that they can assist one another in providing the best possible service and assure compliance with all applicable laws and regulations.

The reorganization will include a revision of all job descriptions for the entire staff including :City Clerk, Assistant City Clerk , Assistant Registrar, Principal Clerk, and Clerk of Committees. The revisions are intended to modernize the descriptions, to reflect the necessity of cross training and to recognize how critical much of the work performed is to the proper functioning of the city and to the execution of city council functions. In order to accurately reflect the duties actually performed and the level of work carried out by these positions each member of my staff has, for their position,completed time studies over selected days to demonstrate the quality and quantity of the work performed. This data will be used to craft the revised job descriptions.

I have also researched other municipalities to compare this office with other City Clerk offices. I have tried to concentrate this research on "cities" since town clerks,while sharing many of the duties of city clerks,also differ significantly from those of city clerks and therefore are not the best point of comparison. Town Clerks generally do not assist the Board of Selectmen since a BOS is not a legislative body as is the City Council. Rather Town Clerks assist with the Town meeting function which occurs a few times a year as compared with City Council meetings which occur (including subcommittees) as frequently as eight times a month.

I have in addition collected information from the municipal websites of a number of cities, including but not limited to, Beverly, Everett, Fitchburg, Lowell, Marlborough, Medford, Newton, Somerville, and Woburn. This data demonstrates that City Clerk offices also vary greatly when comparing the variety of duties assigned to those offices. For example I have found that some City Clerk offices do not have election duties while this office has a staff person dedicated to these duties with a backup of the entire office. Some cities also break out some city council functions as separate from the office of the City Clerk.

The final area of analysis is to create a flow chart which demonstrates the relationship of this office to the City Council including the Council subcommittees as provided in the City Charter sec. 2-7, 2-8, and 2-9(a) and also the authority of each position in relation to the Council and to each other position. It is not the intent of the preliminary proposed organization chart to significantly alter these relationships but rather it is to clarify and specify the nature of the staff positions to one another and to other bodies such as the Board of Registrars and the Licensing Commission. In line with this analysis I have had a preliminary meeting with the two city unions which cover employees in this office, GMMA (Asst. City Clerk) and AFSCME B (Asst. Registrar, Principal Clerk) and they were supportive of the emphasis on cross training and agreed that job descriptions need to be modernized and updated. Once I have had preliminary discussions with the Council and/or subcommittees I will then return to the unions. Prior to meeting with the Council and/or O&A I will provide the preliminary proposed revised job descriptions and a proposed preliminary organizational chart.

I look forward to working together with you on this reorganization.

November 9, 2012



**CITY OF GLOUCESTER 2012
CITY COUNCIL ORDER**

ORDER: CC#2012-062
COUNCILLOR: Greg Verga

DATE RECEIVED BY COUNCIL: 11/13/12
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the City Council review Gloucester Code of Ordinances, Chapter 6, Section 6-21 to 6-24 concerning the "City-Owned Cemeteries Advisory Committee" in order to strengthen and update said ordinance and further to work to reactivate this Committee so it may execute or assist in accomplishing important tasks concerning City owned cemeteries; and further

ORDERED that this matter be referred to the Ordinances and Administration Committee.

Greg Verga
Ward 5 Councillor



Public Works
28 Poplar Street
Gloucester, MA 01930

TEL 978-281-9785
FAX 978-281-3896
mcole@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Councilor Verga & The Ordinance & Administration Committee
(via Dana Jorgensson, Clerk of Committees)

FROM: Mark Cole, Assistant DPW Director *MC*

RE: Council Request #12-58

DATE: December 14, 2012

A City of Gloucester full size burial lot is \$500.00. From that fee, \$200.00 goes to perpetual care and \$300.00 to sale of lots. Cremation lots cost \$250.00. From that fee \$100.00 goes to perpetual care and \$150.00 to sale of lots. The Veteran's sections burials are handled by the Veteran's Office.

All foundations and interments are the responsibility of the funeral homes and private contractors.

None of the fees have changed in the past ten years.

Misc: O & A CR 12-58

12 DEC 14 AM 10:46
CITY CLERK
GLOUCESTER, MA

Gloucester, Massachusetts, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 6 - CEMETERIES >> ARTICLE II. - CITY-OWNED CEMETERIES ADVISORY COMMITTEE >>

ARTICLE II. - CITY-OWNED CEMETERIES ADVISORY COMMITTEE 1371

Sec. 6-21. - Established.

Sec. 6-22. - Composition; appointment, terms of members.

Sec. 6-23. - Powers and duties.

Sec. 6-24. - Regulations.

Sec. 6-21. - Established.

There is hereby established a city-owned cemeteries advisory committee.

(Ord. No. 34-1992, 11-17-1992)

Sec. 6-22. - Composition; appointment, terms of members.

The city-owned cemeteries advisory committee shall consist of five members, all of whom shall be residents of the city, and two nonvoting advisory members, who are engaged in either the funeral, florist, or monument business, all of whom shall be appointed by the mayor, subject to the approval of the city council to staggered terms of three years. The committee shall choose a chairperson and a clerk who may be a member of the committee.

(Ord. No. 34-1992, 11-17-1992)

Sec. 6-23. - Powers and duties.

The city-owned cemeteries committee shall have the oversight of the budget relative to the management and maintenance of all city-owned cemeteries in the city, with the approval of the mayor and city council. The city-owned cemeteries committee shall advocate for the well-being of all city-owned cemeteries. The committee shall set the rates for sale of perpetual care of city-owned cemetery lots subject to the approval of the mayor and city council.

(Ord. No. 34-1992, 11-17-1992)

Sec. 6-24. - Regulations.

The city-owned cemeteries advisory committee may propose regulations relevant to the management of city-owned cemeteries subject to the approval of the mayor and adoption by the city council.

(Ord. No. 34-1992, 11-17-1992)

Editor's note—

Ord. No. 11-1994, adopted August 9, 1994, revised the cemetery rules and regulations as follows:

- (1) The height of memorials and monuments at all cemeteries, including West Gloucester

(Lincoln Street) as it is presently known, is restricted to three feet; and (2) all memorials and monuments shall have poured foundations.

FOOTNOTE(S):

⁽³⁷⁾ Editor's note— Ord. No. 34-1992, adopted November 17, 1992, provided for the addition of article II, §§ 6-6—6-9. In keeping with the format of this Code, these sections have been redesignated as §§ 6-21—6-24, as herein set out at the discretion of the editor. ([Back](#))



**CITY OF GLOUCESTER 2012
CITY COUNCIL ORDER**

ORDER: CC#2012-068
COUNCILLOR: Steve LeBlanc

DATE RECEIVED BY COUNCIL: 12/11/12
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the GCO Sec. 22-287 "Disabled veteran, handicapped parking" be amended by **DELETING** 133 Washington Street (in front of the Azorean Restaurant) one space on the easterly side, beginning at a point 65 feet in a southerly direction from pole #27-1, for a distance of 20 feet (one space), and by **ADDING** a space on Washington Street, easterly side, from a point 173 feet from Railroad Avenue for a distance of 22' in a northerly direction; and further

ORDERED that the GCO Sec. 22-274 "Two-hour parking" be amended by **DELETING** Azorean lot, after the current entrance, and beginning ten feet from pole #27-1, in a southerly direction, on the easterly side, for a distance of 65 feet (approximately three spaces), and by **ADDING** Washington Street from its intersection with Railroad Avenue, easterly side, in a northerly direction for a distance of 173 feet and from a point 195 feet, easterly side, in a northerly direction, a distance of 105 feet to the MBTA train tracks; and further

ORDERED that this matter be referred to the Ordinances and Administration Committee and the Traffic Commission for review and recommendation.

Steve LeBlanc
Ward 3 Councillor

Sec. 9-2. - PAYT containers.

All households who are eligible for the municipal collection program are required to place solid waste in official PAYT (pay as you throw) bags, either in or out of barrels. Any bag and/or barrel weighing more than 50 pounds will not be picked up by the contractor who holds a permit for the collection of trash from the board of health. Any owner of a building with five or more residential units, any business, nonprofit, and any private or charter school shall provide private trash collection. Official Gloucester PAYT bags, either in or out of a barrel shall be placed at the curb not later than 7:00 a.m. on the day of collection.

Ord. 157 - 3/1998; Ord. 158 - 3/1998; Ord. of 10-9-2001(02) - Ord. of 4-12-2011(01)



**CITY OF GLOUCESTER 2012
CITY COUNCIL ORDER**

ORDER: #CC2012-040
COUNCILLORS: Jackie Hardy, Bruce Tobey,
Sefatia Theken, Melissa Cox, Steve LeBlanc

DATE RECEIVED BY COUNCIL: 07/10/12
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that Gloucester Code of Ordinances Chapter 17 "Police", Article II "Police Department" Section 17-16 "Police Chief", Section 17-17 "Selection of Police Chief; qualifications, and 17-18 "Selection of Police Chief; manner of appointment" be referred to the Ordinances and Administration Standing Committee for further review to consider amendments.

Jackie Hardy
Ward 4 Councillor

Bruce Tobey
Councillor At Large

Sefatia Theken
Councillor At Large

Melissa Cox
Ward 2 Councillor

Steve LeBlanc
Ward 3 Councillor

or

which shall not have to be continuous
but must be completed in days of work with
no reference to hours

→ An equivalent to the rank of Lieutenant
on the Gloucester Police Force may be substituted
providing the duties, responsibilities, authorities
and sphere of control equate to those of Gloucester

Insert in 17-17 (1)

as submitted by Councillor Whyte
@ O&A 8/20/12

Sec. 17-17. - Selection of police chief—Qualifications.

The chief of police shall be selected by the mayor and shall have the following minimum qualifications, in addition to those developed by the assessment process provided in section 17-18(b):

(1) The chief of police shall be a law enforcement professional with minimum of 15 years experience in ~~federal, state, county, municipal or military~~ policing, no less than five of which shall be in a progressively responsible law enforcement management position and possess a minimum rank of lieutenant, or equivalent or higher for a minimum of three years in a policing environment;

(2) The chief of police shall have a ~~Master's~~ Bachelor's Degree in police science, public administration or related fields;

(3) Preference shall be given to candidates who have experience with the following:

~~a. Possess a minimum rank of lieutenant or higher for a minimum of three years in a policing environment;~~

~~ba.~~ A nationally recognized police leadership program(s), such as the Senior Management Institute for Police, and the FBI National Academy;

~~eb.~~ Financial management, innovations in police operations, and information technology as it pertains to law enforcement;

~~ec.~~ Labor relations, community relations, mediation and facilitation skills; and including staff development, training, community policing and use of crime data for deployment and decision-making.

d. A Master's Degree in police science, public administration or related fields.

(4) Preference may also be given to candidates who have experience with the following:

a. In a multi-lingual and multi-cultural urban law enforcement environment from municipalities with a population of ~~30,000~~25,000 or more residents; possess managerial experience, as defined in subsection (1), in the command structure of the city police department;

b. Bilingual, with the second language reflecting the linguistic diversity of the city.

(Ord. of 9-28-2010(01))

Sec. 17-18. - Same—Manner of appointment.

Submitted by Councilor McGeary prior to mtg of O & A 8/20/12
on behalf of Police Chief Search Committee

(a) The candidates for chief of police shall be reviewed by a selection-screening committee consisting of the following individuals:

(1) The personnel director, who shall serve as the ~~chair~~ chair of the selection committee; a vice-chair will be elected by the members of the committee to preside in the absence of the chair.

(2) One member of the city council to be appointed by the president of the city council;

(3) Two members of the general public to be appointed by the president of the city council, with at least one of said members being a representative of the city's socio-economic and racial and ethnic segments; and

(4) Two members of the general public to be appointed by the mayor, with at least one of said members being a representative of the city's diverse socio-economic and racial and ethnic segments; and

(5) Two sworn officers of the city police department, one of whom shall be a member of the union representing patrol officers, elected by that body; and one of whom shall be a member of the union representing superior officers, elected by that body;

(6) A public safety official appointed by the mayor, who shall be the emergency management director, if such position shall exist at that time.

The mayor may appoint appropriate support personnel to facilitate operations of the selection committee.

(b) In consultation with the selection committee and the purchasing agent, the mayor shall select a qualified recruitment and assessment consultant to analyze candidates for chief of police. After consultation with members of the public ~~at community meetings~~, the consultant and the committee shall develop selection criteria; recruit qualified candidates; select the most qualified candidates which shall be no more than seven or less than three ~~who shall be considered finalists~~ and administer the selection process to these candidates. The process shall consist of, ~~without limitation, a written examination, at a minimum, a professionally administered assessment center and a psychological evaluation.~~

(c) After the assessment center has been completed, the selection committee shall hold public interviews of the finalists. The committee shall vote a list of no more than five and no less than three unranked qualified candidates for chief of police and shall submit such list to the mayor. All votes taken by the selection committee shall be by majority vote of those present. If the selection committee determines that there are fewer than three candidates for chief of police, the selection committee shall nonetheless send the names of the candidate(s) to the mayor. The mayor may choose to commence a new selection process if the selection committee submits a list of fewer than three candidates or for any other reason designated in writing.

(d) Prior to the Mayor's appointment, the candidate selected shall be subject to and must pass a comprehensive background investigation. The mayor shall appoint a candidate from the list, subject to

confirmation of the city council. Prior to confirmation, the city council shall be provided with a copy of the contract negotiated with the candidate selected by the mayor. The contract may not be subsequently amended without the approval of the city council. The term of the contract shall be three years. The mayor may reappoint said chief for subsequent contractual terms of three years subject to city council confirmation.

(e) Upon such time as the mayor shall become aware of a vacancy in the office of chief of police, the mayor shall within a reasonable period of time notify the city council that a vacancy has occurred. The mayor shall thereafter commence the process to fill the vacancy, in the manner prescribed herein.

Re: Amendments to the Fire Chief Ordinance

Richard Maybury [rmaybury@ppg-i.com]

Sent: Wednesday, August 22, 2012 2:03 PM

To: Dana Jorgensson

Hi Dana,

I served on both. It applies to both.

Rick

Dr. Richard Maybury, President

Peak Performance Group, Inc.
101 Western Avenue
Gloucester, MA 01930

Office: 978-281-5641

Fax: 978-281-8338

Cell: 508-878-5537

WWW.PEAKPERFORMANCEGROUP.COM

When leadership and strategy execution matter most...

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On Aug 22, 2012, at 2:00 PM, Dana Jorgensson wrote:

Mr. Maybury - I notice you have above "Fire Chief Ordinance" but the first line of your attachment states "Police Chief". Would you kindly advise if this is for both, or one or the other. Thank you.

Dana C. Jorgensson
Clerk of Committees

From: Richard Maybury [rmaybury@ppg-i.com]

Sent: Wednesday, August 22, 2012 1:42 PM

To: Dana Jorgensson

Subject: Re: Amendments to the Fire Chief Ordinance

Hi Dana,

I have attached notes. I don't have time to create a much more in-depth document. I would be happy to speak to anyone who may be interested in more in-depth explanations.

Thanks

Rick

Regarding the Police Chief ordinance, following suggestions:

You asked for suggestions to the ordinance. Here are a few:

1. The Chairman of the committee should be chosen by a vote of the committee members. The City Personnel Director should be an administrative resource for the committee and not a member of the committee. Objectivity, transparency and credibility of the process as well as projecting the appearance that this is a community driven effort would be enhanced. The committee should include members of the community, in addition to those already defined, with experience in recruiting and hiring senior executives. The City Councilor member should not be eligible for the Chairman's position since he or she will already have a second vote as part of the City Council.

2. Include in the candidate requirements that "demonstrated ability to lead and collaborate with community volunteers" be a core competency. Increasingly, senior city officials are depending on community volunteers to supplement a host of activities including emergencies, public events and disaster preparations. Skills and experience in that arena are key.

3. 18-18 (b) Change. The consultant shall report to, take direction from, and be responsible to the committee. The consulting firm should provide the selection committee with all the resumes for review and analysis by the committee. The consultant shall give a first level screening of the resumes with their recommendations. The committee will select from the entire candidate pool up to seven candidates for the consultant to assess, without limitation, a written exam, a professional assessment center and a psychological evaluation. The psychological evaluation shall use tools acceptable to the committee. The committee will recommend to the Mayor up to five candidates with detailed analyses of each by the committee.

NOTE: The way the ordinance is written now, the committee virtually has no power or impact in the selection of the candidates to run through the assessment process nor does it have the power, other than possibly influence, to ensure that the candidates have the full spectrum unique capabilities demanded by the Gloucester community. The ordinance has to shift power, control and responsibility from the consultant to the committee.

4. The consultant, in partnership with the committee, shall hold the up to 5 data collection events, including public meetings, as directed by the committee. The consultant will provide the committee with data reports from each of the data collection events.

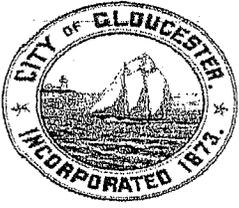
I generally think that the responsibility and power rests with the consultant and not the committee now. The consultant should be a tool of the committee with the committee having more responsibility on design of criteria, process of collecting data, candidate analysis and recommendations to the mayor to be fundamentally the work of the

committee.

5. Graduate school requirement should be: Masters in police science *or related field is preferred*. Other requirements are preferred as opposed to required.

I think the committee should have to use a professional process and methodologies in the search process. I am not sure if those guidelines should be put into the ordinance or be by policy. The Fire Chief Search Committee used a fairly decent process. The Police Chief Committee completely abdicated responsibilities to the consultant and the process was frankly poor, unprofessional and absent of discipline and diligence.

Rick Maybury



**CITY OF GLOUCESTER 2012
CITY COUNCIL ORDER**

ORDER: #CC2012-039
COUNCILLORS: Jackie Hardy, Bruce Tobey,
Sefatia Theken, Melissa Cox, Steve LeBlanc

DATE RECEIVED BY COUNCIL: 07/10/12
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Chapter 8 "Fire", Article II "Fire Department" Section 8-16 "Fire Chief", 8-17 "Selection of Fire Chief; qualifications, and 8-18 "Selection of Fire Chief; Manner of Appointment" be referred to the Ordinances and Administration Standing Committee for further review to consider amendments.

Jackie Hardy
Ward 4 Councillor

Bruce Tobey
Councillor At Large

Sefatia Theken
Councillor At Large

Melissa Cox
Ward 2 Councillor

Steve LeBlanc
Ward 3 Councillor

Sec. 8-16. - Fire chief.

- (a) The mayor shall appoint the fire chief who shall hold the office for a term of three years. The appointment of the fire chief shall be subject to confirmation by the city council as provided in Section 2-10 of the Charter. The fire chief is exempt from the provisions of M.G.L. c. 31.
- (b) Within 30 days of the position of the fire chief being declared vacant, the mayor shall appoint a temporary fire chief who shall serve until a permanent chief is selected in accordance with the provisions hereof.

(Ord. 11-11-2011)

Editor's note--

An ordinance adopted Jan. 11, 2011, repealed § 8-16 and enacted a new section as set out herein. The former § 8-16 pertained to composition of the fire department and derived from § 9-15 of the 1970 Code.

Sec. 8-17. - Selection of fire chief—Qualifications.

The fire chief shall be selected by the mayor and shall have the following minimum qualifications:

- (1) The fire chief shall be a fire safety professional with a minimum of 15 years experience in federal, state, county, municipal or military firefighting, no less than five of which shall be in a progressively responsible fire safety management and emergency medical services position;
- (2) The fire chief shall have an Associates Degree in fire sciences or related field and hold a minimum rank of deputy chief or higher for a minimum of three years in a fire fighting environment;
- (3) Preference shall be given to candidates who have experience with the following:
 - a. Certification from the National Fire Academy Executive Officer Program;
 - b. Financial management, innovations in fire operations, and information technology as it pertains to fire safety;
 - c. Labor relations, community relations, medication and facilitation skills; and including staff development and training.
- (4) Preference may also be given to candidates who have experience with the following:
 - a. In a multi-lingual and multi-cultural urban fire safety environment from municipalities with a population of 30,000 or more residents, possess managerial experience in a similar structure as the city fire department;
 - b. Bilingual, with the second language reflecting the linguistic diversity of the citizens of the city.

(Ord. 11-11-2011)

Editor's note--

An ordinance adopted Jan. 11, 2011, repealed § 8-17 and enacted a new section as set out herein. The former § 8-17 pertained to appointments of the fire department and derived from § 9-16 of the 1970 Code.

Sec. 8-18. - Same—Manner of appointment.

- (a) The candidates for fire chief shall be reviewed by a selection committee consisting of the following individuals:
- (1) The personnel director, who shall serve as the chair of the selection committee;
 - (2) One member of the city council to be appointed by the president of the city council;
 - (3) Two members of the general public to be appointed by the president of the city council, with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments;
 - (4) Two members of the general public to be appointed by the mayor with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments;
 - (5) Two sworn firefighters of the city fire department to be elected by the union representing members of the fire department;
 - (6) A public safety official appointed by the mayor, who shall be the emergency management director if such position exists at that time.

The mayor may appoint appropriate support personnel to facilitate the operations of the selection committee.

- (b) In consultation with the selection committee and the purchasing agent, the mayor shall select a qualified recruitment and assessment consultant to analyze candidates for fire chief. After consultation with members of the public at community meetings, the consultant shall develop selection criteria; recruit qualified candidates; and select the most qualified candidates which shall be no more than seven or less than three who shall be considered finalists and administer the selection process to these candidates. The process shall consist of, without limitation, a written exam, a professional assessment center and a psychological evaluation.
- (c) The selection committee shall hold public interviews of the finalists. The committee shall vote a list of no more than five and no less than three unranked qualified candidates for fire chief and shall submit such list to the mayor. All votes taken by the selection committee shall be by majority vote of those present. If the selection committee determines that there are fewer than three candidates for fire chief, the selection committee shall nonetheless send the names of the candidate(s) to the mayor. The mayor may choose to commence a new selection process if the selection committee submits a list of fewer than three candidates or for any other reason designated in writing.
- (d) The mayor shall appoint a candidate from the list, subject to confirmation of the city council. Prior to confirmation, the city council shall be provided with a copy of the contract negotiated with the candidate selected by the mayor. The contract may not be subsequently amended without the approval of the city council. The term of the contract shall be three years. The mayor may reappoint said chief for subsequent contractual terms of three years subject to city council confirmation.
- (e) Upon such time as the mayor shall become aware of a vacancy in the office of fire chief, the mayor shall within a reasonable period of time notify the city council that a vacancy has occurred. The mayor shall thereafter commence the process to fill the vacancy, in the manner prescribed herein.

(C - of 11-2011)

Enacted

An ordinance adopted Jan. 11, 2011, renumbered the former §§ 8-18—8-25 as §§ 8-21—8-28 and enacted new §§ 8-18—8-21 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

Re: Amendments to the Fire Chief Ordinance

Richard Maybury [rmaybury@ppg-i.com]

Sent: Wednesday, August 22, 2012 2:03 PM

To: Dana Jorgensson

Hi Dana,

I served on both. It applies to both.

Rick

Dr. Richard Maybury, President

Peak Performance Group, Inc.
101 Western Avenue
Gloucester, MA 01930

Office: 978-281-5641

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Cell: 508-878-5537

WWW.PEAKPERFORMANCEGROUP.COM

When leadership and strategy execution matter most...

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On Aug 22, 2012, at 2:00 PM, Dana Jorgensson wrote:

Mr. Maybury - I notice you have above "Fire Chief Ordinance" but the first line of your attachment states "Police Chief". Would you kindly advise if this is for both, or one or the other. Thank you.

Dana C. Jorgensson
Clerk of Committees

From: Richard Maybury [rmaybury@ppg-i.com]

Sent: Wednesday, August 22, 2012 1:42 PM

To: Dana Jorgensson

Subject: Re: Amendments to the Fire Chief Ordinance

Hi Dana,

I have attached notes. I don't have time to create a much more in-depth document. I would be happy to speak to anyone who may be interested in more in-depth explanations.

Thanks

Rick

Regarding the Police Chief ordinance, following suggestions:

CITY CLERK
GLOUCESTER, MA
12 AUG 27 AM 8:33

You asked for suggestions to the ordinance. Here are a few:

1. The Chairman of the committee should be chosen by a vote of the committee members. The City Personnel Director should be an administrative resource for the committee and not a member of the committee. Objectivity, transparency and credibility of the process as well as projecting the appearance that this is a community driven effort would be enhanced. The committee should include members of the community, in addition to those already defined, with experience in recruiting and hiring senior executives. The City Councilor member should not be eligible for the Chairman's position since he or she will already have a second vote as part of the City Council.

2. Include in the candidate requirements that "demonstrated ability to lead and collaborate with community volunteers" be a core competency. Increasingly, senior city officials are depending on community volunteers to supplement a host of activities including emergencies, public events and disaster preparations. Skills and experience in that arena are key.

3. 18-18 (b) Change. The consultant shall report to, take direction from, and be responsible to the committee. The consulting firm should provide the selection committee with all the resumes for review and analysis by the committee. The consultant shall give a first level screening of the resumes with their recommendations. The committee will select from the entire candidate pool up to seven candidates for the consultant to assess, without limitation, a written exam, a professional assessment center and a psychological evaluation. The psychological evaluation shall use tools acceptable to the committee. The committee will recommend to the Mayor up to five candidates with detailed analyses of each by the committee.

NOTE: The way the ordinance is written now, the committee virtually has no power or impact in the selection of the candidates to run through the assessment process nor does it have the power, other than possibly influence, to ensure that the candidates have the full spectrum unique capabilities demanded by the Gloucester community. The ordinance has to shift power, control and responsibility from the consultant to the committee.

4. The consultant, in partnership with the committee, shall hold the up to 5 data collection events, including public meetings, as directed by the committee. The consultant will provide the committee with data reports from each of the data collection events.

I generally think that the responsibility and power rests with the consultant and not the committee now. The consultant should be a tool of the committee with the committee having more responsibility on design of criteria, process of collecting data, candidate analysis and recommendations to the mayor to be fundamentally the work of the

committee.

5. Graduate school requirement should be: Masters in police science *or related field is preferred*. Other requirements are preferred as opposed to required.

I think the committee should have to use a professional process and methodologies in the search process. I am not sure if those guidelines should be put into the ordinance or be by policy. The Fire Chief Search Committee used a fairly decent process. The Police Chief Committee completely abdicated responsibilities to the consultant and the process was frankly poor, unprofessional and absent of discipline and diligence.

Rick Maybury



**CITY OF GLOUCESTER 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-001
COUNCILLOR: Jackie Hardy

DATE RECEIVED BY COUNCIL: 01/08/13
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the annual salary of City Councillors pursuant to City Charter section 2-3 shall be reviewed to determine if it shall be increased from \$10,000 per/yr to \$11,500 per/yr effective January 1, 2014 and that the Code of Ordinances shall Be amended by **ADDING** new sec. 2-28 entitled "Council Salary" to read "City Councillor salaries shall be \$11,500 per/yr beginning January 1, 2014" and further

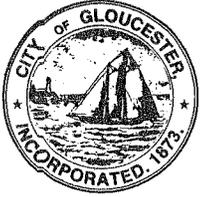
ORDERED that this matter shall be referred to the Ordinances and Administration Standing Committee for review and recommendation.

Jackie Hardy
Ward 4 Councillor

Section 2-3. - Compensation.

The city council shall, by ordinance, establish an annual salary for its members. No ordinance establishing or increasing such salary shall be effective, however, unless it shall have been adopted by a two-thirds vote during the first eighteen months of the term for which councilors are elected and it provides that such salary is to be effective at the commencement of the term of office of the next city council to be elected.

State law reference— Municipal salaries, M.G.L.A. c. 39, § 6A, c. 43, § 17A.



CITY OF GLOUCESTER

GLOUCESTER · MASSACHUSETTS · 01930

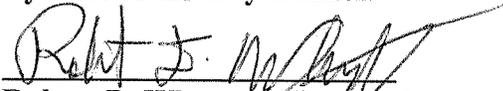
CERTIFICATE OF VOTE

The Gloucester City Council, at a meeting held on Tuesday, November 10, 1998 in the Friend Room, Sawyer Free Library at 7:30 p.m. voted **UNANIMOUSLY** to increase the City Council salaries as follows:

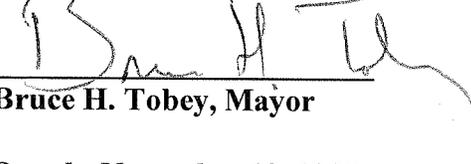
January 1, 2000 - \$2,000 increase to \$8,000 per annum for all City Councillors, including Council President and Vice President.

January 1, 2001 - \$2,000 increase to \$10,000 per annum for all City Councillors, including Council President and Vice President.

By Vote of the City Council


Robert D. Whynott, City Clerk

APPROVAL BY THE MAYOR


Bruce H. Tobey, Mayor

Dated: November 13, 1998

CC Salaries

2/18/77	1978	1500 -
	1979	1600 -
	1980	1700 -
	1981	1800 -

5/15/79	1/1/80	2000 -
	1/1/81	2250 -
	1/1/82	2500 -

2/19/85	1/1/86	1/1/88
Pres.	4000.	4500.
U.P.	3500	4000.
	3000.	3500.

2/28/89	1/1/89	1/1/90	1/1/91
Pres.	4500.	6000.	7000.
VP.	4000.	5500	6500.
	3500.	5000.	6000.



**CITY OF GLOUCESTER 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-003
COUNCILLOR: Greg Verga

DATE RECEIVED BY COUNCIL: 01/08/13
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

ORDERED that the City Council amend Chapter 22 "Traffic and Motor Vehicles*" by ADDING language to Sections 22-270 "Parking Prohibited at all times – Magnolia Avenue" and 22-291 "Tow-away zones – Magnolia Avenue" specifying the type and location of signage based on the recommendation of the Traffic Commission; and further

ORDERED that this matter be referred to the Ordinances and Administration Committee and to the Traffic Commission for recommendations to be made to the Ordinances and Administration Committee by the Traffic Commission concerning whether traffic signage at the area beginning at the intersection of Essex Avenue and Magnolia Avenue and continuing to the train bridge over Magnolia Avenue is clear and sufficient and recommending any additional or different signage.

Greg Verga
Ward 5 Councillor