

Measure 15-189

rev 01/18 ORS 250.035, 250.041, 250.275, 250.285, 254.095, 254.465

City

Notice		
Date of Notice 01/10/2020	Name of City or Cities Ashland	Date of Election May 19/2020

Final Ballot Title The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Amend Ashland City Charter to Create City Manager Position

Question 20 words which plainly phrases the chief purpose of the measure.

Shall Ashland amend its city charter to create a City Manager position to supervise all administrative aspects of city government?

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

If approved, this measure would amend the Ashland City Charter to create the position of city manager, eliminate the position of city administrator, and transfer executive officer duties from the Mayor to the city manager. The city manager would be the administrative head of the City, with all administrative authority over city government functions except for those administered by the Parks and Recreation Commission.

The City Council would appoint a city manager based on education and experience with local government management and without regard to political considerations.

Among other duties, the city manager would administer all City ordinances, resolutions, franchises, leases, contracts and City utilities; appoint, supervise and remove City employees; prepare the City budget; and work with the Council on development of City policies.

The city manager would have no authority over the Mayor and Council or other officers who are appointed directly by and report directly to the Council, such as the city attorney.

The result of a no vote: Ashland's current administrative structure would remain in effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; or **Explanatory Statement Attached?** Yes No

→ any initiative or referendum, if required by local ordinance.

Authorized City Official Not required to be notarized.

Name Melissa Huhtala	Title City Recorder
Mailing Address 20 East Main Street Ashland OR 97520	Contact Phone 541-488-5307

By signing this document:

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; and

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

JACKSON COUNTY CLERK

2020 JAN 21 PM 2:24

01/10/2020

Signature _____ **Date Signed** _____

JACKSON COUNTY, OREGON RECORDED-FILED

**EXPLANATORY STATEMENT
FOR PROPOSED CHARTER AMENDMENT
ESTABLISHING POSITION OF CITY MANAGER**

The Ashland City Charter currently states that the “mayor, with the confirmation by the council, shall appoint a city administrator.” However, the Charter contains no language defining the duties or required qualifications of the administrator. In addition, the Charter and the Ashland Municipal Code reserve to the Mayor certain administrative duties in the areas of treasury and personnel functions. The Charter states that the Mayor “shall sign all orders and warrants on the Treasury.” The Municipal Code grants to the Mayor, with confirmation of the Council, the authority to hire and fire department heads. This proposed Charter amendment consolidates administrative authority for City government in a newly created position of city manager and transfers executive officer duties from the Mayor to the city manager. This amendment proposes no changes to the other political powers and duties of the Mayor or the City Council and grants the city manager no authority over the Mayor, Council or any other elected official.

The city manager position as proposed would:

- Make reports and recommendations to the Mayor and Council about the needs of the City;
- Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other City decisions;
- Appoint, supervise and remove City employees, including all non-elected department heads, except that the City Council would have responsibility for appointing, supervising, and removing appointive officers of the City Council and the Parks and Recreation Commission would have responsibility for appointing, supervising, and removing its employees, subject to state law, Ashland Municipal Code, written mutual agreements between the City Council and Ashland Parks and Recreation Commission, and formal, written City administrative policies.
- Organize City departments administrative structure, except that the Parks and Recreation Commission would continue to have responsibility for control and management of lands dedicated for park purposes and control and management of all Parks funds.
- Prepare and administer the annual City budget;
- Administer City utilities and property;
- Encourage and support regional and intergovernmental cooperation;
- Promote cooperation among the Council, staff and citizens in developing City policies, and building a sense of community;
- Perform other duties as directed by the Council; and
- Delegate duties to any City employee, in a manner consistent with the provisions of the City Charter, the Ashland Municipal Code, state and federal employment law and collective bargaining agreements.