



The City's Finance Department is organized under AMC 2.28.110 through 2.28.130. It was specifically created to ensure the experienced and professional administration of increasingly complex treasury and financial matters which the City must address in its operations and extensive finance obligations.

Staff believes that many of the additional finance-related duties assigned to the City Recorder/Treasurer in the AMC and not assigned to the City Recorder by the Charter would be most appropriately transferred to the Finance Department. The benefits of such a transfer of specified finance-related duties include: (1) the Finance Department is already staffed to provide professional administration of the City's finances; (2) the Finance Department is effectively already performing these duties and has been doing so since May of 2016; (3) the transfer of the specified duties does not contravene the Charter, in that all the Recorder's finance-related duties specified in the Charter will continue to be performed by the Recorder; (4) the clerk-related workload of the City Recorder's office has increased significantly in the recent past due to complex and evolving mandates to respond to public records requests while staff support has decreased; and (5) the Charter establishes no financial qualifications for election to the office of City Recorder, which could enable a popular candidate with no relevant financial experience to be elected to the position.

An administrative transfer of many of the City Recorder's finance-related duties took place in May of 2016, well before the previous City Recorder resigned in April of 2017. The City Recorder continues to approve all checks drawn on City accounts in order to ensure the proper payment of monies against the proper funds. This approval is now done electronically in keeping with technological changes. The proposed ordinances related to financial duties are consistent with both the Charter and current practice. They simply codify those finance-related duties that are already being performed by the Finance Department.

**Attachments:**

1. Ordinance Amending AMC 2.08.020 for approval on First Reading
2. Ordinance Amending AMC 2.28.130 for approval on First Reading
3. Memo dated May 13, 2016, from Lee Tuneberg, Finance Director

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING AMC 2.08.020 TO REMOVE SOME RESPONSIBILITIES FROM RECORDER'S FUNCTION**

Annotated to show ~~deletions~~ and additions to the code sections being modified.  
Deletions are **~~lined through~~** and additions are **underlined**.

**WHEREAS**, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

**WHEREAS**, the Ashland Municipal Code has assigned responsibility over numerous treasurer or other financial duties to the City Recorder that had historically been within the ordinary abilities of an elected official of such office to perform; and

**WHEREAS**, The Finance Department organized under AMC 2.28.110-130, was specifically created to ensure experienced and professional administration of increasingly complex treasury and financial matters the City must address in its operations and extensive finance obligations; and

**WHEREAS**, the Recorder's office is not guaranteed to provide the necessary expertise and technical services required for overseeing the city's financial responsibilities and therefore finds it is in the public interest to transfer specific treasury and financial responsibilities to the Finance Department;

**THEREFORE, THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 2.08.020 is amended as follows:

**Section 2.08.020 Duties - Designated**

It shall be the duty of the City Recorder/Treasurer to perform the following tasks:

- A. Act as clerk of the Council, record and transcribe proceedings of the City Council, and sign and record ordinances and resolutions;
- B. Act as custodian of all City ordinances, resolutions, Council minutes, deeds, contracts, judgments, promissory notes and the City seal;
- C. Certify property tax levies and delinquent assessments to the County; ~~receive property taxes paid over by the County;~~
- D. ~~Act as custodian of all City monies and securities;~~

- ~~E.~~**D.** Prepare, issue and record all cemetery deeds;
- ~~F.~~**E.** Conduct City elections in cooperation with the Jackson County officials responsible for conducting elections;
- ~~G.~~ Maintain daily and monthly bank account balances;
- ~~H.~~ Redeem bonds, coupons and warrants, maintain bond registers;
- ~~I.~~ Secure signed Bancroft bonding applications;
- ~~J.~~ Record and bank monies received by the City;
- ~~K.~~ Issue checks and warrants necessary to pay valid claims on the City treasury;
- ~~L.~~**F.** Maintain docket of City liens and prepare lien reports as required;
- ~~M.~~ Purchase investment securities in cooperation with the Director of Finance;
- ~~N.~~ Maintain docket of City liens and prepare lien reports as requested;
- ~~O.~~ Maintain docket of water and sewer connect fees;
- ~~P.~~ Allocate property tax receipts;
- ~~Q.~~**G.** Maintain warrant register;
- ~~R.~~**H.** Maintain file of legal notices;
- ~~S.~~**I.** Keep Charter available to public, with updated boundaries; and
- ~~T.~~**J.** Maintain public relations between citizens and the City.

**SECTION 2. Savings.** Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinances(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

**SECTION 3. Severability.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**SECTION 4. Codification.** Provisions of this Ordinance shall be incorporated in the City Code, and the word “ordinance” may be changed to “code”, “article”, “section”, or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any Whereas clauses and boilerplate provisions, *i.e.*, Sections 2-4 need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and duly PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
John Stromberg, Mayor

Reviewed as to form:

\_\_\_\_\_  
David H. Lohman, City Attorney

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING AMC 2.28.130 TO ADD RESPONSIBILITIES TO FINANCE DEPARTMENT FUNCTIONS**

Annotated to show ~~deletions~~ and additions to the code sections being modified. Deletions are **bold lined through** and additions are **bold underlined**.

**WHEREAS**, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

**WHEREAS**, the Ashland Municipal Code has assigned responsibility over numerous treasurer or other financial duties to the City Recorder that had historically been within the ordinary abilities of an elected official of such office to perform; and

**WHEREAS**, The Finance Department organized under AMC 2.28.110-130, was specifically created to ensure experienced and professional administration of increasingly complex treasury and financial matters the City must address in its operations and extensive finance obligations; and

**WHEREAS**, the Finance Department is prepared to accept and thereby add to its logical responsibilities what were historical but now archaic Recorder functions;

**THEREFORE, THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 2.28.130 is amended as follows:

**A.** Remove:

~~The functions of the Finance Department are the administration and collection of various City taxes, licenses, and permits and the administration of ordinances and state laws applicable thereto; the receipt and safekeeping of all City money; preparation and control of the City budget; procurement of materials, supplies, equipment and services for all departments; receipt, storage and issuance of supplies, materials and equipment; the disposal of surplus property; fiscal and property accounting for all departments; data processing; financial estimating, planning and programming; billing and collecting; investment of temporarily idle funds in cooperation with the City Recorder; dispatching of utility connect and disconnect orders; risk management and insurance administration; the performance of all duties prescribed by the City Charter and ordinances and the laws of the State for those officers and officials included in the Finance~~

~~Department; and the performance of such other functions as may be assigned by the City Administrator or prescribed by the City Council.~~

B. Replace with:

### **Section 2.28.130 Finance Department - Functions**

The functions of the Finance Department are:

- A.** The administration and collection of various City taxes, licenses, and permits and the administration of ordinances and state laws applicable thereto;
- B.** **The receipt and safekeeping of all City money, which includes, but is not limited to, maintaining daily and monthly bank account balances and record and bank monies received by the City;**
- C.** **Redeem bonds, coupons and warrants, maintain bond registers;**
- D.** **Secure signed Bancroft bonding applications;**
- E.** **Receive property taxes paid over by the County;**
- F.** **Receive State shared revenues, and local taxes, to include but not limited to, Food and Beverage Tax and Marijuana Tax;**
- G.** **Allocate property tax receipts;**
- H.** **Maintain docket of water and sewer connect fees;**
- I.** **Issue checks and warrants necessary to pay valid claims on the City treasury;**
- J.** Preparation and control of the City budget;
- K.** Procurement of materials, supplies, equipment and services for all departments;
- L.** Receipt, storage and issuance of supplies, materials and equipment;
- M.** The disposal of surplus property;
- N.** Fiscal and property accounting for all departments;
- O.** Data processing; financial estimating, planning and programming;
- P.** Billing and collecting;
- Q.** **Purchase investment securities and** investment of temporarily idle funds in cooperation with the City Recorder;
- R.** Dispatching of utility connect and disconnect orders;
- S.** Risk management and insurance administration;
- T.** The performance of all duties prescribed by the City Charter and ordinances and the laws of the State for those officers and officials included in the Finance Department; and
- U.** The performance of such other functions as may be assigned by the City Administrator or prescribed by the City Council.

**SECTION 2. Savings.** Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinances(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

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\_\_\_\_\_  
Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
John Stromberg, Mayor

Reviewed as to form:

\_\_\_\_\_  
David H. Lohman, City Attorney



# Memo

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DATE: May 13, 2016  
TO: Dave Kanner  
CC:  
FROM: Lee Tuneberg, Finance Director  
SUBJECT: Transfer of duties

Accounting, utility and finance staff met with city recorder, Barbara Christensen, as a follow-up to our April 12 meeting. The meeting was productive and many processes are undergoing changes and simplification.

In deference to Barbara's preference to scale back to a level consistent with the tasks in place when she took office and in recognition of the city charter and Ashland Municipal Code, disbursements and treasury functions will remain with her position. That is to say Barbara's duties will still include:

- A. Managing investments and authorize disbursements.
- B. Her signature will be on all checks
- C. ~~She will issue stop-orders on checks when necessary.~~
- D. She will ensure appropriate check sequencing and numbering.

We agreed that the following changes will occur immediately:

1. Property tax information will go directly to the Accounting division.
2. LGIP information will go directly to the Accounting division.
3. Online banking access and direct contact with the bank as necessary will be extended to Accounting, Bryn Morrison and Lee Tuneberg.
4. Accounting will manage the DUNS number, account and renewals to ensure proper processing for grants.
5. Deposit slips will now be given to and managed by Accounting.
6. All banking fees will budgeted and accounted for through the Finance division.
7. Online UB payments will be managed by the Customer Service/UB division.
8. Utility Billing will take over lead responsibilities for managing NWF checks and notification.

The Finance Director will:

- Credit cards assigned to city staff will be managed by the Finance Director.
- Merchant accounts, fees, billings, payments and management will be done through the Finance division.
- Credit card machine set up, use, authority and renewals will be done through the Finance division.

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ADMINISTRATIVE SERVICES DEPARTMENT

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# Memo

- Establishing new bank accounts necessary for city operations or changes in processing.
- Changes for banking processes.

These changes in operations will be reviewed for accounting control and risk management standards by the city auditor in preparation for the 2016 audit.

It was agreed that other financial processes done by the city recorder will be transitioned as timing and changes in the Charter and Code are approved.

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**ADMINISTRATIVE SERVICES DEPARTMENT**

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