



# Council Business Meeting

January 16, 2024

<b>Agenda Item</b>	Selection Process for City Manager	
<b>From</b>	Molly Taylor	Director of Human Resources
<b>Contact</b>	<a href="mailto:Molly.taylor@ashland.or.us">Molly.taylor@ashland.or.us</a>	
<b>Item Type</b>	Requested by Council <input checked="" type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input type="checkbox"/> Old Business <input type="checkbox"/>	

## **SUMMARY**

On January 31, 2024, the position of City Manager will be vacant. The Mayor and Council will need to determine how they would like to proceed with filling that vacant position.

## **POLICIES, PLANS & GOALS SUPPORTED**

Values: Excellence in governance and City services.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Direction on how to move forward with filling the City Manager position is outlined in the City Charter.

### ARTICLE VIII-A- CITY MANAGER

#### SECTION 2.

A majority of the Mayor and Councilors must appoint and may remove the City Manager. The appointment must be made without regard to political considerations and solely based on education and experience with local government management.

#### SECTION 3.

The City Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

#### SECTION 7.

When the City Manager is temporarily disabled from acting as manager or when the office becomes vacant, the City Council must appoint a manager *pro tem*. The manager *pro tem* has the authority and duties of City Manager, except that a manager *pro tem* may appoint or remove department heads only with City Council approval.

Past practice has been for Human Resources to select a recruitment firm for vacant Executive Management positions, such as the City Attorney and City Manager.

## **FISCAL IMPACTS**

The City Manager position has been budgeted for and HR has the funds, estimated at \$20,000 to \$50,000, to retain a professional recruiting firm if so desired. HR also has the internal resources to run the recruitment process.





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## **DISCUSSION QUESTIONS**

- 1) Should the City hire a recruitment firm to oversee the recruitment process?
- 2) When would the City Council wish to start the recruitment process?

## **SUGGESTED NEXT STEPS**

- 1) I move to have Human Resources evaluate and hire a recruiting firm to begin the process of hiring a new City Manager.
- 2) I move to have Human Resources prepare and conduct the recruiting process internally for hiring of a new City Manager.

## **REFERENCES & ATTACHMENTS**

Ashland City Charter Article VIII-A – City Manager

## **ARTICLE VIII-A - City Manager**

**Section 1.** The office of City Manager is established as the chief executive and administrative head of city government. The City Manager is responsible to the Mayor and Council for the proper administration of all city business. The City Manager will assist the Mayor and Council in the development of city policies and will carry out policies established by ordinances and resolutions.

**Section 2.** A majority of the Mayor and Councilors must appoint and may remove the City Manager. The appointment must be made without regard to political considerations and solely based on education and experience with local government management.

**Section 3.** The City Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

**Section 4.** The City Manager must:

1. Attend all Council meetings unless excused by the Mayor or Council;
2. Make reports and recommendations to the Mayor and Council about the needs of the city;
3. Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
4. Appoint, supervise and remove all non-elected department heads and other city employees, except as follows:
  - a. The Ashland Parks and Recreation Commission shall 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.
  - b. Employees who report directly to the Mayor and City Council shall be appointed, supervised, and removed by the Mayor and City Council and shall be termed appointive officers.
5. Organize city departments and administrative structure, except that the City Manager shall have no responsibility for the supervision of the City Attorney's Office or the Ashland Parks and Recreation Commission;
6. Prepare and administer the annual city budget;
7. Administer city utilities and property;
8. Encourage and support regional and intergovernmental cooperation;
9. Promote cooperation among the City Council, staff and citizens in developing city policies and building a sense of community;
10. Perform other duties as directed by the City Council; and
11. 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.

**Section 5.** The City Manager has no authority over the Mayor or City Council or any other elected official, or the City Attorney.

**Section 6.** The City Manager and other employees designated by the City Council may sit at Council meetings but have no vote. The City Manager may take part in all City Council discussions.

**Section 7.** When the City Manager is temporarily disabled from acting as manager or when the office becomes vacant, the City Council must appoint a manager *pro tem*. The manager *pro tem* has the authority and duties of City Manager, except that a manager *pro tem* may appoint or remove department heads only with City Council approval.

**Section 8.** Neither the Mayor nor a member of the City Council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Manager in the making of any appointment or removal of any officer or employee or in the purchase of services and supplies; nor attempt to extract any promise relative to any appointment from any candidate for City Manager. Nothing in this section shall be construed, however, as prohibiting the City Council from fully and freely discussing with or suggesting to the City Manager anything pertaining to city affairs or the best interests of the city.

**Section 9.** No person related to the City Manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the city, except with the express approval of the City Council.

**Section 10.** This Article VIII-A shall be effective on January 1, 2021, if approved by the electors of Ashland in a primary or general election prior to that date. The individual employed as Ashland City Administrator on the effective date of this ARTICLE VIII-A shall be the City Manager as described above and shall remain so employed until such time as he/she resigns or is terminated by the City Council. The position of City Administrator is abolished. (Charter amendment 05-19-2020)