



# Council Business Meeting

March 19, 2024

<b>Agenda Item</b>	Ordinances Establishing City Recorder’s Office and Human Resources Departments		
<b>From</b>	Douglas M McGeary	Acting City Attorney	
<b>Contact</b>	Doug.mcgeary@ashland.or.us		
<b>Item Type</b>	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/>		

## **SUMMARY**

The city’s legal department is recommending the establishment of new departments, specifically a Recorder’s office and a Human Resources department, through ordinances. Currently, the city has several administrative and operating departments already established by ordinance, such as Administrative, Finance, Fire and Rescue, Police, Public Works, and Community Development departments for basic functions. However, it lacks dedicated departments for record-keeping and managing human resources. To address this, legal staff, in coordination with the present Recorder and HR Director, has developed ordinances outlining the creation of these departments, specifying the duties of the directors, and defining the primary functions of each department.

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

Creating dedicated departments for record-keeping and human resources management enhances transparency by ensuring that essential information and processes are documented and accessible to relevant stakeholders.

Effective management of records and personnel matters is crucial for mitigating legal risks and liabilities.

Establishing departments dedicated to record-keeping and human resources management creates opportunities for innovation and continuous improvement in administrative processes and service delivery.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Establishing departments by ordinance provides a clear legal framework for their existence, structure, and operation within the city government. By formalizing the creation of departments through ordinances, the city ensures transparency, accountability, and adherence to legal requirements in governance.

Creating a Recorder’s office plans for the future of this office regardless of whether the present ballot measure passes to align the office with its evolving role as an administrative function. A dedicated department is crucial for establishing consistent efficient record-keeping, data management, and ensuring compliance with legal and regulatory obligations. Centralizing these functions under a dedicated department enhances organization, accessibility, and accuracy of records, which are essential for effective decision-making, public access to information, and accountability.

Similarly, establishing a human resources department is essential for managing the city’s workforce effectively. This department would be responsible for recruitment, training, performance evaluation, employee relations, and compliance with labor laws and policies. Having a dedicated HR department ensures consistency, fairness, and professionalism in managing personnel matters, fostering a positive work environment, and mitigating legal risks related to employment practices.





# Council Business Meeting

Overall, establishing departments by ordinance demonstrates the city's commitment to effective governance, strategic planning, and meeting the evolving needs of its residents and stakeholders. It provides a structured framework for departmental functions, responsibilities, and accountability, facilitating the efficient delivery of services and promoting the well-being of the community.

## **FISCAL IMPACTS**

The establishment of the Recorder's Office and the Human Resources Department through these ordinances does not anticipate any significant fiscal impacts. While these departments have not been formally formed previously, their functions have been carried out as necessary within the government structure, typically by a director and administrative staff. This ordinance does not seek to alter the staffing levels or the core functions of the Recorder and the existing Human Resources director. Therefore, it is anticipated that there will be no fiscal impact resulting from the enactment of these ordinances.

## **DISCUSSION QUESTIONS**

Apart from inquiries regarding the current roles and responsibilities of personnel handling these functions, there are no specific budgetary or staffing considerations anticipated. Additionally, there are no legal compliance requirements within the framework of establishing these departments. However, Council members may have additional queries, which staff is ready to address.

## **SUGGESTED NEXT STEPS**

Council member may move

1. To adopt ordinance #3235 Creating a City Recorder's Office for the City of Ashland and advance this ordinance to a 2<sup>nd</sup> reading at the next regularly scheduled City of Ashland business meeting, or March 19, 2024, and
2. To adopt ordinance # 3236 Creating a Human Resources Department for the City of Ashland and advance this ordinance to a 2<sup>nd</sup> reading at the next regularly scheduled City of Ashland business meeting, or March 19, 2024.

## **REFERENCES & ATTACHMENTS**

Ordinance Creating Recorder's Department

Ordinance Creating Human Resources Department

**ORDINANCE NO. 3236**

**AN ORDINANCE RELATING TO AMENDING AMC 2.28 TO ADD  
THE CITY RECORDER'S OFFICE**

Annotated to show deletions and additions to the Ashland Municipal 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 City of Ashland wishes to amend AMC 2.28 ADMINISTRATIVE AND OPERATING DEPARTMENTS to add the City Recorder's Office.

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

**SECTION 1.**

**2.28.370 City Recorder's Office - Created**

**A City Recorder's Office is hereby created which shall be under the direction of the City Recorder to support those functions and duties as provided in AMC 2.08. The Office shall consist of such employees authorized by the position classification plan or City budget, and such other employees as the City Manager may assign to said Office.**

**2.28.372 City Recorder's Office- Duties and Function**

**The City Recorder's Office shall provide administrative and managerial support to the City Recorder in the performance of their duties and function per AMC 2.08. The Recorder shall organize and maintain such divisions in said Office as the operation may, in the judgment of the Recorder, require.**

**SECTION 2. Severability.** Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

**SECTION 3. 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 [No(s.)] need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first ready by title only in accordance with Article X, Section 2(C) of the City Charter on the 5<sup>TH</sup> day of March, 2024, and duly PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGeary, Acting City Attorney

**ORDINANCE NO. 3235**

**AN ORDINANCE RELATING TO AMENDING AMC 2.28 TO ADD  
THE HUMAN RESOURCES DEPARTMENT**

Annotated to show deletions and additions to the Ashland Municipal 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 City of Ashland wishes to amend AMC 2.28 ADMINISTRATIVE AND OPERATING DEPARTMENTS to add the Human Resources Department.

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

**SECTION 1.**

**2.28.500 Human Resources Department-Created**

**A Human Resources Department is hereby created which is under the direction of the Director of Human Resources, and consists of such employees provided for in the position classification plan or a City budget, and such other employees as may be assigned by the City Manager.**

**2.28.510 Human Resources Department—Director Selection and Duties:**

**The Director of Human Resources, subject to the approval of the City Manager and City Council, shall to manage all matters related to the recruitment, selection, development, and retention of the city's workforce, which includes all personnel employed by the city regardless of Department.**

**The Director is responsible for creating and implementing policies, procedures, and programs that support the City's workforce while ensuring compliance with relevant laws and regulations.**

**A. Appointment. The Director of the HRD shall be appointed by the City Manager. The City Manager shall seek candidates with substantial experience in human resources management, labor relations, and personnel administration.**

**B. Duties and Responsibilities**

**1. Strategic Planning: The Director shall develop and implement long-term human resources strategies aligned with the City's goals and objectives.**

**2. Policy Development: The Director shall create, update, and interpret HR policies in accordance with applicable laws, regulations, and best practices.**

**3. Recruitment and Selection: The Director shall oversee the recruitment, selection, and hiring process to attract qualified candidates for various City positions.**

**a. Position Classification Plan and City Budget. The Director shall facilitate the selection of employees within the framework of the approved position classification plan and the City budget. The selection process shall adhere to merit-based principles and equal employment opportunity guidelines.**

**4. Training and Development: The Director shall establish training programs to develop and enhance employee skills, performance, understanding for an inclusive and safe workplace, and career growth.**

**5. Performance Management: The Director shall design and implement performance appraisal systems that provide feedback and promote continuous improvement.**

**6. Employee Relations: The Director shall manage and execute employee relations, including conflict resolution, disciplinary actions, and grievance procedures.**

**7. Compensation and Benefits: The Director shall manage employee compensation, benefits, and ensure fairness and competitiveness.**

**8. Position Classification: The Director shall oversee the maintenance of a position classification plan, ensuring accurate job descriptions and appropriate salary levels.**

**9. Budget Oversight: The Director shall manage the HRD's budget, ensuring responsible allocation of resources.**

**C. Compliance: The Director shall ensure compliance with labor laws, equal opportunity regulations, and other applicable employment-related statutes.**

**D. Reporting: The Director shall provide regular reports to the City Manager and City Council on HRD activities, metrics, and initiatives.**

**2.28.520 Human Resources Department-Functions.**

**The Department's primary objective is to attract, develop, and retain a skilled and diverse workforce that contributes to the effective and efficient functioning of the City as follows:**

**A. The HRD shall perform the following functions:**

- 1. Talent Acquisition and Recruitment**
- 2. Employee Onboarding and Orientation**
- 3. Training and Professional Development**
- 4. Risk Management and Workers' Compensation Compliance**
- 5. Compliance with Employment Laws and Regulations**
- 6. Diversity and Inclusion Initiatives**
- 7. Performance Management and Appraisals**
- 8. Employee Relations and Conflict Resolution**
- 9. Disciplinary Actions and Performance Improvement**
- 10. Succession Planning and Career Development**
- 11. Compensation and Benefits Administration**
- 12. Policy Development and Implementation**

**SECTION 2. Severability.** Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

**SECTION 3. 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 [No(s.)] need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first ready by title only in accordance with Article X, Section 2(C) of the City Charter on the 5<sup>TH</sup> day of March, 2024, and duly PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGearry, Acting City Attorney