

City of St. Helens
RESOLUTION NO. 2038

A RESOLUTION ADOPTING THE
CITY OF ST. HELENS GOVERNING POLICY,
AND SUPERSEDING RESOLUTION NO. 1838

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The document entitled "City of St. Helens Governing Policy," attached hereto as Exhibit A, is hereby adopted, and supersedes any and all previous versions.

PASSED AND ADOPTED by the City Council on this 21st day of May 2025 by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS GOVERNING POLICY

- 1. Purpose:** The purpose of this policy is to establish guidelines for a governing structure to be used by City Councilors, the City Administrator, and staff, and to delegate responsibilities and authority to implement the guidelines.
- 2. Governing Structure:** The City Council shall operate in a manner consistent with the City Charter. The City Council shall exercise its legislative and administrative authority by establishing policies through the adoption of ordinances and resolutions. The City Administrator shall be responsible for the proper administration of the daily affairs of the City of St. Helens, by carrying out these policies established by the City Council.
- 3. Personnel Hiring, Supervision, Discipline, and Termination:** Subject to the City's adopted personnel rules, the City Administrator and Department Heads' authority shall be as follows:
 - a. City Administrator
 - i. The Council shall appoint, supervise, discipline, and as necessary, remove the City Administrator in accordance with the City Charter and St. Helens Municipal Code.
 - ii. The City Administrator shall carry out the duties set forth in the Charter, this Governing Policy, City Code and as otherwise directed by the Council.
 - b. Department Heads and Employees
 - i. Department Heads shall be selected by the City Administrator by an internal or external recruitment in accordance with the City's hiring policies, which shall weigh the public interests, value of a national or regional search and recruitment, and the value of preserving internal career development and promotional opportunities for well-qualified, tenured and experienced employees. The City Administrator shall hire the selected Department Head candidates, subject to confirmation by a majority of the Council.
 - ii. Department Heads shall be supervised by the City Administrator and as necessary, Department Heads may be disciplined and separated from City employment by the City Administrator in accordance with the City's personnel policies and any applicable employment Contract.
 - iii. Decisions regarding hiring and termination of department employees, and the supervision and discipline of employees, shall be performed by Department Heads in consultation with the City Administrator.

- c. No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Administrator or Department Heads in the making of any hiring, firing, or discipline decisions of any employee, or attempt to exact any promise relative to any hiring from any candidate. Nothing in this section prohibits, however, the Council, in open session, from fully and freely discussing with or suggesting to the City Administrator anything pertaining to city affairs or the interests of the city.

4. Personnel Evaluations: Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:

- a. The performance and accountability of the City Administrator shall be evaluated at least annually by the City Council. City Council will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, either a contractor or employee, to administer a cost-effective performance evaluation process. Evaluations shall be written in a form approved by the Council. The City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- b. The performance and accountability of Department heads shall be evaluated at least annually by the City Administrator. The City Administrator will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, either a contractor or employee, to administer a cost-effective performance evaluation process. The Department heads may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- c. Department employees shall be evaluated at least annually by their supervisors subject to review and approval by each Department Head.
- d. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files in accordance with all public records and public meetings laws.

5. Personnel and Merit Principles: Nothing in this Governing Policy shall be interpreted or applied in a manner which contravenes or is inconsistent with the St. Helens City Charter and the City's rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.