

City of St. Helens
RESOLUTION NO. 2070

**A RESOLUTION ADOPTING THE CITY ADMINISTRATOR
PERFORMANCE REVIEW CRITERIA AND PROCESS**

WHEREAS, pursuant to Section 33 of the City Charter, the City Council has the authority to appoint Officers and pursuant to SHMC Chapter 2.12, the City Council has established the office of the City Administrator as the administrative head of the City, which reports directly to the City Council and is supervised by the governing body; and

WHEREAS, pursuant to Resolution No. 2038, the Governing Policy, the City Council shall evaluate the City Administrator’s performance at least one annually; the 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; and the City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period; and

WHEREAS, the City Council reviewed the criteria for evaluation at the City council work session held on April 15, 2026.

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

Section 1. The City Council hereby adopts the City Administrator’s Performance Evaluation Criteria and Process attached as Exhibit A.

Section 2. This Resolution is effective immediately upon its enactment by the City Council.

Approved and adopted by the City Council on April 15, 2026 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

Attest:

Kathy Payne, City Recorder



CITY ADMINISTRATOR PERFORMANCE REVIEW

Person Being Reviewed: _____ Title: City Administrator
Council Member Name: _____ Title: _____
Period of Evaluation (from-to): _____

Please complete this form and return to City Recorder / City Attorney by **[Date]**. City Attorney will compile all the comments/scores into one document without names attached to individual comments and distribute it to the Council for review. Council will also consider staff (Director level and direct reports) input and the City Administrator's self-evaluation prior to conducting the review of the City Administrator in Executive Session.

Instructions:

This involves an evaluation of the performance of the City Administrator during the evaluation period of **[Date]** – CURRENT. In evaluating the City Administrator's past performance, you are asked to rate that conduct according to the following categories:

- (1) **Does Not Meet Expectations.** Consistently does not meet the specific competency.
- (2) **Needs Improvement.** Partially meets expectations but needs improvement.
- (3) **Meets Expectations.** Consistently and routinely meets minimum parameters of competency. City Administrator does what is necessary. Performs without the need for repeated reminders from City Council.
- (4) **Exceeds Expectations.** Performance frequently goes beyond expectations in performing competency.
- (5) **Outstanding.** The employee's work performance is consistently excellent when compared to the standards of the job.

Following each performance standard, please provide any appropriate comments in that area.

1. Budget and Cost Control

- Prepares budgets accurately and consistent with City Council priorities and directions.
- Provides timely, user-friendly budget reports and recommends adjustments as needed.
- Uses resources efficiently, seeks creative strategies to reduce costs, holds departments accountable for expenditures.
- Keeps Council informed about revenues and expenditures, actual and projected.
- Makes sound decisions that consider cost and benefit.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

2. Operations Management

- Assures suitable systems, policies, processes and accounting are in place for:
 - accounting and fund management
 - personnel management
 - contract management
 - information technology management
 - risk management
 - real property management

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

3. Staff Management

- Able to delegate authority at the proper times.
- Utilizes a positive approach to direct work efforts of staff.
- Addresses employee issues promptly and effectively.
- Encourages and rewards initiative and professional growth.
- Provides personnel supervision, hiring, and termination.
- Develops and adopts administrative policies and practices.
- Manages collective bargaining negotiations and contracts
- Organizes structure of City departments.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

4. Intergovernmental Relations

- Represents the City to intergovernmental bodies.
- Effective communication with local, regional, state, and federal governmental agencies.
- Financial resources (cost sharing, grants, etc.) from other organizations are pursued.
- Contributes to good government through participation in local, regional, and state committees and organizations.
- Lobbies effectively with legislators and state agencies regarding City programs and projects.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

5. Community Relations

- Represents City with positive outlook.
- Is courteous to public at all times.
- Keeps commitments to the public, and provides updates as needed.
- Educates public on city issues; is available and visible to citizens
- Maintains effective relations with media representatives.
- Is open to the suggestions from public concerning improvement in services.
- Resolves citizen complaints consistent with Council policy in a timely manner.
- Takes a consistent position with different audiences.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

6. Mayor and City Council Relations

- Provides accurate, timely, and thorough information for decision making equally to all Councilmembers which are clear, concise, and thorough.
- Effectively implements policies and programs adopted by Council.
- Effectively aids the Council in establishing long-range goals.
- Keeps Council informed of problems, issues, current plans and activities, legislation, and other matters.
- Participates in Council discussions and makes recommendations where appropriate.
- Maintains a relationship of trust with each Councilmember and the Mayor.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

What do you consider this person's greatest accomplishments this past review period?

Any suggestions which you feel will improve this person's job effectiveness?

Additional comments regarding work performance.

CITY ADMINISTRATOR SELF-ASSESSMENT

In addition to completing the Performance Review Criteria, please complete the below questions.

1. What projects or accomplishments are you most enthusiastic about that were completed or are in process during this review period?
2. Describe any areas in which you like to improve in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.
3. Note the challenges you faced during the review period and how you either overcame them and/or how you think they could have been handled more productively.
4. What additional tools, guidance and/or support could the Mayor and City Council provide that would assist you in performing your work?
5. What projects are you passionate about that you would like to work on in the next year?