

# CLARIFICATION MEMO TO PUBLIC COMMENT



## **For City Council Meetings held on September 3, 2025**

**At the August 20, 2025, Council Meeting, during visitor comment, a citizen raised a concern about whether Ordinance 3310, which expressly delegates duties to the City Administrator, is properly authorized under the City Charter.**

- Staff put together the following chronology, that describes the authority of the Charter and the City Council to delegate duties to the City Administrator, including the duties delegated in Ordinance 3310.
  - The Charter was approved by the Voters in 2012.
  - Section 33 of the Charter authorizes the City Council to appoint officers, such as the City Administrator, and delegate duties and authorities to those appointive officers.
  - On March 20, 2019, Resolution 2038 was adopted which updated the authority and duties of the City Administrator.
  - On January 5, 2022, Ordinance No. 3276 was adopted, which codified authority and duties of the City Administrator in the St. Helens Municipal Code;
  - On May 21, 2025, Resolution No. 2038 was adopted, which updated the authority and duties of City Administrator; and,
  - On August 20, 2025, Ordinance No. 3310 was adopted which codified the updated duties of City Administrator in the St. Helens Municipal Code to be consistent with Resolution No. 2038.

One of the specific topics raised in the citizen comment was whether the City Administrator had the authority to sell real property. The authority to purchase or sell real property is not delegated to the City Administrator – and under Ordinance No. 3310 and St. Helens Municipal Code 2.12, City Council must still authorize the City Administrator before the City purchases and sells real property. Council's authorization may include making final negotiations, in substantial accordance with approved terms and conditions.