

City of St. Helens
ORDINANCE NO. 3310

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 2.12 "CITY ADMINISTRATOR"**

WHEREAS, pursuant to the Oregon constitution, the laws of the State of Oregon, and its Charter, the St. Helens City Council has the power to exercise its legislative and administrative authority through the adoption of Ordinances and Resolutions; and

WHEREAS, pursuant to the St. Helens City Charter, Section 33, the Council has authority to appoint officers as they deem necessary; and

WHEREAS, the City of St. Helens adopted Ordinance No. 2220, which created, established, and defined the duties of the City Administrator of the City of St. Helens; and

WHEREAS, the City of St. Helens adopted Ordinance No. 2991, which repealed Ordinance No. 2220, and codified Chapter 2.12 of the Municipal Code, establishing the position of the City Administrator and duties thereof; and

WHEREAS, the City of St. Helens adopted Ordinance No. 3030, which repealed Ordinance No. 2991, and updated the duties of the position of the City Administrator; and

WHEREAS, the City of St. Helens adopted Ordinance No. 3276, which updated the duties and position of the City Administrator; and

WHEREAS, pursuant to Resolution No. 2038, which updated the St. Helens Governing Policy, and in which the City Council delegates certain authority to the City Administrator which had been previously reserved to the City Council; and

WHEREAS, to ensure consistency with the St. Helens Governing Policy, and to reflect the actual duties of the City Administrator, the City desires to update the St. Helens Municipal Code Chapter 2.12.

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

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. Amendment. The City of St. Helens Municipal Code Section 2.12.030 "Power and Authority – Duties" is hereby amended under Chapter 2.12 "City Administrator," as set out in **Attachment A**, attached hereto, and incorporated herein by this reference.

Section 3. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses, or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the Ordinance be enforced.

Section 4. Savings Clause. Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

Section 5. 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 relettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 6. Effective Date. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: July 16, 2025
Read the second time: August 20, 2025

Approved and adopted this 20th day of August 2025 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

Attest:

Kathy Payne, City Recorder

**CITY OF ST. HELENS
ORDINANCE NO. 3310
ATTACHMENT A**

CHAPTER 2.12 CITY ADMINISTRATOR

2.12.030 Power and authority – Duties.

(1) The Ceity Aadministrator shall exercise all authority and power herein delegated, or hereinafter delegated, to them by the Ceity Ceouncil. The duties of the Ceity Aadministrator are listed herein ander in any employment agreement the job description that is approved by Ceity Ceouncil. The duties and responsibilities hereinabove listed shall not be interpreted as limiting the authority of the city administrator but shall be interpreted as merely a partial definition of their responsibilities.

(2) The powers and duties of the City Administrator shall be as follows:

(a) The City Administrator shall devote their entire working time to the discharge of their official duties, attend all meetings of the Council unless excused therefrom by the Council, keep the Council advised at all times of the affairs and needs of the City, make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City;

(b) The City Administrator shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed;

(c) The City Administrator shall appoint, supervise, and remove city employees as required, including designating a custodian of records, and except as the Charter or Governing Policy otherwise provides. The City Administrator shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The City Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. The City Administrator shall delegate duties, but remain responsible for actions of all subordinates;

(d) The City Administrator shall ensure that all expenditures of public funds, including the purchase of goods and services, are made in accordance with City policies, State budget and public contract law, and generally accepted financial management practices;

(e) The City Administrator shall be responsible for preparing and submitting to the Budget Officer such information and reports as that Budget Officer requests;

(f) The City Administrator shall supervise the operation of all public utilities owned and operated by the City and shall have a general supervision over all City property;

(g) Encourage and support regional and intergovernmental cooperation;

(h) Promote cooperation among the Council, staff, and citizens in developing city policies and building a sense of community; and

(~~g~~i) The City Administrator shall perform other duties as directed by the Council.