

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

<b>Lead Department:</b>	Admin - John Walsh - jwalsh@ci.st-helens.or.us
<b>City Council Goal / Tactic:</b>	Goal 1 – Create/Maintain an effective Organization
<b>Project Summary:</b>	Update Council Roles, Rules, and Responsibilities
<b>Estimated Completion:</b>	November 2020

### **ACTION PLAN**

#### **1. Background of Project:**

- City Administration will be reviewing Council Roles, Rules and Responsibilities.
- Council roles and responsibilities are outlined in the City Charter as well as the City Council Operating Rules and Procedures which are adopted under the authority granted in the St. Helens Charter, Chapter III, Section 13. A Governing Policy was also adopted by Council in March of 2019. These are reviewed periodically to update our practices to current and changing times. The last review occurred in 2019. City staff has many examples of from other cities and municipalities.
- Over the course of Council Governance retreats the need to further streamline and clarify roles and responsibilities was identified.

#### **2. Current Status of Project:**

- Based on discussion in Council retreats as part of goal setting in 2020, it was determined that additional clarity in Governing Policy would help maintain an effective organization.
- City Administration staff will be reviewing and creating a sample draft of updated Roles, Rules, and Responsibilities for City Council to review, revise, and eventually approve. The goal is to have these in place by November 2020.

#### **3. Strategic Steps to Accomplish Project:**

- City staff is reviewing the Charter, City Council Operating Rules & Procedures and the Governing Policy.
- City staff is compiling examples from other municipalities.
- Staff will draft a sample, comprehensive Operating Rules & Procedures for City Council review.
- City Council will review in Sept/Oct timeframe.
- City Council consider approval in late October or early November meetings.

#### **4. Estimated Cost of Project:**

- This project should have no financial impact other than attorney review of the documents.

#### **5. Barriers to Complete:**

- There are no barriers anticipated to complete this project.