

City of St. Helens  
**RESOLUTION NO. 1838**

A RESOLUTION ADOPTING THE  
CITY OF ST. HELENS GOVERNING POLICY


**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 20<sup>th</sup> day of March, 2019 by the following vote:

Ayes: Locke, Topaz, Morten, Scholl

Nays: None

  
\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder

CITY OF ST. HELENS  
**GOVERNING POLICY**

1. **Purpose:** The purpose of this policy is to establish guidelines for collaborative administrative decision-making and a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City Council shall operate based on a combination of forms of government. Subject to the allocation and delegation of authorities herein, the City Council shall act as a commission with each Councilor assigned one or more City departments. The City Administrator shall supervise and coordinate the activities of all departments, and coordinate the collaborative process described below.
3. **Collaborative Decision-Making:** This process applied to administrative decision-making regarding department-level matters. Routine and emergency decisions applying adopted City policies shall be made by Department Heads. Decisions requiring policy interpretation or development shall be made in a collaborative process involving discussion and resolution between the Councilor assigned to the department, the City Administrator, and the Department Head. Issues that cannot be resolved by consensus in the collaborative process shall be referred to the Council.
4. **Personnel Supervision and Discipline:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
  - a. Employees of departments shall be supervised by the Department Head, including discipline not involving termination.
  - b. Department Heads shall be supervised by the City Administrator. Hiring and termination of Department Heads and the City Administrator shall be the responsibility of the Council.
  - c. Decisions regarding hiring and termination of department employees shall be made using the collaborative process. Such decisions that lack concurrence of the collaborative group shall be referred to the Council.
5. **Personnel Evaluations:** Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:
  - a. Department employees shall be evaluated by their supervisors subject to review and approval by each Department Head.
  - b. Department Heads shall be evaluated by the assigned Councilor and the City Administrator.
  - c. The City Administrator shall be evaluated by the City Council.
  - d. Evaluations shall be written in a form approved by the Council.
  - e. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files.