



COUNCIL SPECIAL SESSION

Monday, March 17, 2025 at 5:30 PM

COUNCIL MEMBERS:

Mayor Jennifer Massey
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
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Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL SPECIAL SESSION TO ORDER

DISCUSSION TOPICS

1. Discussion regarding Council Governing Policy

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89782780225?pwd=wGmOfN2m8ctFYBb2yYW6DpCzwCZVGL.1>

Passcode: 692705

Phone one-tap: +17193594580

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

CITY OF ST. HELENS WORK SESSION March 17, 2025	
Current Governing Policy	Legal Recommendations for revisions to Governing Policy
Hiring	
City Council hires City Administrator	No change
City Council hires Department heads	City Administrator selects Department head for hire, to be confirmed by City Council
Collaborative process of Council liaison, City Administrator and Department head hires Department employees, or if cannot agree, refer to Council	Department heads hire Department employees, subject to City Administrator approval
Supervision and Discipline	
City Council supervises and disciplines City Administrator	No change
City Administrator supervises and disciplines Department heads	No change
Department heads supervise and discipline Department employees	No change with input from City Administrator as needed.
Termination	
City Council terminates City Administrator	No change
City Council terminates Department Heads	City Administrator terminates Department heads
Collaborative process of Council liaison, City Administrator and Department head terminates Department employees, or if cannot agree, refer to Council	Department heads terminate Department employees
Performance Evaluations	
City Council evaluates City Administrator	Annually
Council liaison and City Administrator evaluates Department head.	Annually
Department employees are evaluated by supervisors, subject to review and approval by Department head	Annually

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.