

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 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, acting as a commissioner, assigned to oversee the activities of one or more City departments. The City Administrator shall coordinate the activities of all departments, supervise the Administrative Department, and coordinate the collaborative process described below.
3. **Collaborative Decision-Making:** This process applies 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 and the City Administrator shall be supervised by the Councilor or Mayor charged with departmental oversight of each department. 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 Mayor, each Councilor and each Department Head.
 - d. The Municipal Judge and the City Attorney shall be evaluated by the Mayor, each Councilor and the City Administrator.
 - e. Evaluations shall be written in a form approved by the Council.

- f. Upon completion, evaluations of department employees shall be referred to the City Administrator for retention in secured personnel files.
- g. Evaluations of Department Heads, City Administrator, Municipal Judge and City Attorney shall be submitted to the Council President, and the Council President shall compile evaluations for submission of consolidated evaluations to the Council for approval.
- h. Approved evaluations shall be communicated to each employee, judge or attorney in a manner determined by the Council, and retained by the City Administrator.