



# City of Helena

CITY OF HELENA

City Commission Meeting

April 8, 2024 - 4:00 PM

City-County Conference Room 326; Zoom <https://us06web.zoom.us/j/89710058372>

Special City Commission Meeting

1. **Call to Order and Roll Call**
2. **Regular Items**
  - A. The City Commission may close all or portions of the meeting to the public pursuant to Sect. 2-3-203(3), MCA, if the Mayor determines the discussion relates to a matter of individual privacy and the Mayor determines that the demands of individual privacy clearly exceed the merits of public disclosure.
3. **Open Session - City Manager Evaluation Process Discussion**
  - A. Public Comment
4. **Closed Session (If necessary)**
5. **Meeting Re-Opens (If necessary)**
  - A. Commission Follow Up Discussion
  - B. Public Comment
6. **Public Communications**
7. **Adjournment**

It is the policy of the City Commission to take public comment on any action item. For further information on any of the items mentioned above, please contact the City Clerk's Office at 447-8410 or [dmclayborn@helenamt.gov](mailto:dmclayborn@helenamt.gov).

To read packet information while attending a City Commission Meeting please use the City/County wireless network COMM\_MEET during the meeting.

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

# CMS

Communication and  
Management Services, LLC

## Helena City Manager Evaluation Process 2023 - 2024

Responsibility for evaluating the City Manager's performance is shared among all Commissioners. This involves adopting an appraisal form with specific objectives and evaluating performance throughout the year.

- The City Manager Relations Committee (or designee(s) if appropriate) will coordinate the City Manager Performance Appraisal Process.
- The City Manager Relations Committee is responsible for gathering, compiling, summarizing, and evaluating all available information related to the performance objectives identified for the performance appraisal period.

Activity	Responsible party	Target Date
1. Commission training & discussion of the performance evaluation process. Review objectives for the coming year.	Commission	2/16 ✓
2. Review draft appraisal with City Manager and incorporate the City Manager's input.	City Manager Relations Committee	2/26 ✓
3. Distribute staff third-party feedback forms to gather performance data from Department Directors. The feedback sought is specific to the behavioral competencies identified on the performance evaluation form.	CMS, LLC	3/4 ✓
4. Compile questionnaires from staff and send results to Commission.	CMS, LLC	3/12 ✓
5. Submit a concise summary of self-reporting for the past year to the Commission.	City Manager Relations Committee	3/14 ✓
6. Distribute Appraisal Form electronically to all Commissioners.	CMS, LLC	3/13 ✓
7. The City Manager Relations Committee will meet to review direct observations, achievement of stated goals, self-reporting from the City Manager, and staff and Commission input to arrive at a rating and comments for each element of the City Manager Appraisal. The committee will coordinate with other Commissioners as needed to finalize ratings and the evaluation.	City Manager Relations Committee	3/28 ✓
7. The Commission will meet with the City Manager to present and discuss the performance appraisal for the past year and Commission expectations for the coming year.	Commission	4/8
8. The City Manager Relations Committee and City Manager will develop performance objectives for the coming year, provide it to the full Commission for comment, and incorporate Commission input as appropriate.	City Manager Relations Committee & City Manager	May 2024
9. The Personnel Committee will check in with the City Manager regarding the status of defined objectives and any needed changes to the appraisal form	City Manager Relations Committee & City Manager	Fall 2024

*-The process will then resume at step 1 (with adjustments to dates and steps)-*