



Administrative Meeting

November 17, 2021

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Subject:

DRAFT Proposed Future Commission and Administrative Meeting Agendas

Prepared By:

Rachel Harlow-Schalk, City Manager

Policy Issue

n/a

Recommendation and Alternatives

Staff Recommendation

Provide any additional items that the Commission would like on future Administrative or Commission meeting agendas.

Alternatives for Consideration

The Commission could decide that they trust the City Manager to monitor and assure their requested items are on future agendas and that this list is no longer needed to assure comfort in the team's ability to monitor and respond to requests of the Commission.

Legal Review

n/a

Background Information

In the Spring of 2021, there was concern that staff were not moving quickly on items of concern or were completely forgetting that the Commission had requested information on a particular topic. The pace and lack of follow-through in the past had left discomfort with the Commission. The City Manager shared her titles assignment list for Directors with the Commission to assure comfort that the team is tracking and working on issues of priority. Submittal of these titles is not required nor a tradition of City Management at Helena or in other cities.

Public Information / Engagement

IAP2 Spectrum Type of Participation

Public Meetings

Inform and/or Engagement Plan

Inform

Attachments:

IAP2 Checklist

DRAFT Administrative and Commission Meeting Future Titles List

Revised 10/21/2021

NEW MEMO FORMATS – New Forms beginning in November 2021

This list is HIGHLY PRELIMINARY and does not include all items or those items that could be added due to time sensitive that may be added.

This document contains dates and information which are subject to change. All items listed are in draft form and may be moved or removed at the City Manager and Commission's discretion. These are items for the use of City Staff for planning purposes, and any publication of these items and dates as anything other than draft are solely at the responsibility of the publisher.

TITLES ASSIGNED BY City Manager to Departments

DIRECTOR MUST ASSIGN To a meeting date and hit the submittal deadline

David	<ul style="list-style-type: none">• Working Session Parking – Today's situation and planning for tomorrow: Nov-Jan (following budget finalization)• Parking Ordinance rewrite (with CAO) - January 2022• Streets, Sidewalks, Corner Ramps• Dodge Avenue – Mediation Outcome Update
Ken (new Chief)	<ul style="list-style-type: none">• Fire Restriction Ordinance (alignment with County Stage 2)
Kristi	<ul style="list-style-type: none">• WIG Update: Recreation District• Summer 2021 Kindrick Usage Summary• Helena Youth Soccer Lease Amendment• Amend resolution for marijuana in parks
Rachel	<ul style="list-style-type: none">• Work Plan for 2021—Oct First Qtr Rpt• Advisory Board Streamlining Update (with CC and CAO)• Citywide Volunteer Program Establishment• Create a plan to bring to the Commission to establish homelessness and behavioral health as services within the organization. Contemplate non-profits and how they fit into the picture. Ensuring no duplication of services so as to be efficient.
Renee	<ul style="list-style-type: none">• Pay Plan and Benefits Improvements• Wellness Program Establishment
Ryan	<ul style="list-style-type: none">• Pretreatment Program Update Includes: Nutrients• Water Master Plan Implementation Update• Revisions to Apprenticeship Program
Sharon	<ul style="list-style-type: none">• Working Session Redevelopment Agency – Further discussion with stakeholders• Information Only: Community Decay Designations• Marijuana Zoning Code Revisions• Homelessness Emergency and Permanent Emergency Location Implementation plan – includes: input from the community, providing of alternatives for the two separate needs, funding solutions and partners to manage after funding provided by the City. Also – request to the County that they fund the purchase of a hotel....and set up a tour to Missoula/invite the commission (both their temporary and hotel situations)
Sheila	<ul style="list-style-type: none">• Street Lighting Districts – Who, what, when, where, why?• Utility Leak Credit Policy – City Code Change• Budget Amendments for FY22 Budget• CIP Program Policy
Steve	<ul style="list-style-type: none">• Update on Graffiti Removal Program Implementation

	<ul style="list-style-type: none"> Homelessness Emergency and Permanent Emergency Location Implementation plan – includes input from the community, providing of alternatives for the two separate needs, funding solutions and partners to manage after funding provided by the City. Also – request to the County that they fund the purchase of a hotel....and set up a tour to Missoula/invite the commission (both their temporary and hotel situations) Working Groups – Police Reform <ul style="list-style-type: none"> <u>Policies & Procedures</u> – Pending new Chief <u>Data & Resources</u> – Pending new Chief
Thomas	<ul style="list-style-type: none"> Personnel Management Ordinance (HR, CM) Advisory Boards by-laws (ordinance) (CC, CM) Ordinance requiring Franchise Application and Administrative Fees TDS Franchise Agreement Open Container Manager authority for small events Airport agreement for services; assessments update Right of Way-Telecom Use Ordinance Fire Restriction Ordinance (alignment with County Stage 2) (HFD) Parking Ordinance rewrite (with TSD) Exploration Works Deed Amendment Helena Youth Soccer Lease Amendment (P&R) Street Maintenance Methodology (TSD, FIN) Stormwater to utility bills (with Finance and PW) Revised Zoning Code (with CD) Recreational Marijuana Zoning (with CD) Fire Restriction Ordinance (alignment with County Stage 2) Small cell Ordinance Sign Ordinance rewrite (with CD) Solid Waste Ordinance rewrite (with PW) Records Retention Ordinance and Program review (with CC) Business Improvement District Assessment Methodology (CM)

NOVEMBER 22/2021 City Commission Meeting

DUE DATE: November 1 (11/01/2021)

NEW MEMO FORMATS – New Forms beginning in November 2021

- CF- HPAC Livery Building Art Project
- CD- Westside Subdivision Annexation
- CD--Westside Subdivision, Preliminary Plat
- CD- Westside Subdivision- Prezoning
- CAO – TDS Franchise Agreement Ordinance Final passage

DECEMBER

DECEMBER 1/2021 Administrative Meeting

DUE DATE: November 10 (11/10/2021)

City Manager Update

City Clerk

- Boards Recruitment Discussion TENTATIVE

City Attorney

Items Needing Direction

Information Only Items

- CMO: Titles List

DECEMBER 6/2021 City Commission Meeting

DUE DATE: November 15 (11/15/2021)

- CAO – Exploration Works donation/release of City interest
- CAO -- Open Container Manager authority for small events ordinance first passage
- CAO-Federally exempt assessment resolution
- HR/CAO-Personnel Policies Ordinance first passage

DECEMBER 7/2021 City-County Joint Work Session

DUE DATE: November 30 (11/30/2021)

(County Sets Agenda)

DECEMBER 15/2021 Administrative Meeting

DUE DATE: November 24 (11/24/2021)

City Manager Update

- Fire Service Study Stakeholder Update

City Clerk

City Attorney

Items Needing Direction

Information Only Items

- CMO: Titles List

DECEMBER 20/2021 City Commission Meeting

DUE DATE: November 29 (11/29/2021)

- CAO -- Open Container Manager authority for small events ordinance final passage
- HR/CAO-Personnel Policies Ordinance first passage
- CAO-Parking Ordinance first passage