



City of Helena

ADMINISTRATIVE MEETING

March 27, 2025 - 4:00 PM

City - County Building Room 326 / Zoom Online Meeting; <https://zoom.helenamt.gov/j/36053471/publicmeetings>

Special Work Session: City Manager Evaluation Process

AGENDA

1. **Call to Work Session, introductions**
2. **Commission comments, questions**
3. **City Manager Performance Evaluation Process**
 - a. Public Comment
 - b. 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.
4. **Department Head Survey Summary**
5. **City Manager Report, Objectives, and Accomplishments**
6. **Commission Work Session**
7. **Public Comment**
8. **Commission discussion**
9. **Adjourn**

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

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

CMS

Communication and
Management Services, LLC

Helena City Manager Evaluation Process 2024 - 2025

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. Review draft appraisal with City Manager and incorporate the City Manager’s input.	City Manager Relations Committee	✓
2. Distribute staff third-party feedback forms to gather performance data from Department Directors.	CMS, LLC	✓
3. Compile questionnaires from Department Directors (including summarizing comments with one voice) and send results to the City Manager (CM) and City Manager Relations Committee (CMRC).	CMS, LLC	March 24
4. CM and CMRC meet to discuss Department Director survey results, provide the CM the opportunity to provide context, and allow the CMRC to ensure comments passed to the full commission are accurate and include explanation.	City Manager CM Relations Committee	March 26, 3:30p
5. Distribute blank evaluation form to Commission with instruction to prepare for work session.	CMS, LLC	✓
6. Commission work session: <ul style="list-style-type: none">• Brief training on performance evaluation process and changes from prior year.• CMRC presents the department head survey summary.• City Manager presents self-reporting for the past year and discusses objectives and accomplishments.• Commission work session to complete appraisal ratings and comments on form.	Commission City Manager CMS, LLC	March 27, 4:00 – 6:00
7. The City Manager Relations Committee will meet (as needed) to finalize the evaluation form resulting from the Commission work session. The committee will coordinate with other Commissioners as needed to finalize ratings and the evaluation if needed.	City Manager Relations Committee	April
8. 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	April

<p>9. 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.**</p>	<p>City Manager Relations Committee & City Manager</p>	<p>May</p>
<p>10. The Personnel Committee will check in with the City Manager regarding the status of defined objectives and any needed changes to the appraisal form</p>	<p>City Manager Relations Committee & City Manager</p>	<p>Fall</p>

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

* The agenda and instructions for this meeting will ensure it is meaningful for all parties and results in accurate evaluation of the past year and specific guidance for the coming year. The City Manager Evaluation meeting will focus on areas that went well/should be continued expanded, areas where the Commission would like to see a different approach or modification, and strategies for the future. We will prepare Commissioners to speak to their priorities in these areas and forgo reading the appraisal and scores (all parties will review this in advance of the meeting).

**At this phase, we will ensure any objectives reduced to writing in the appraisal reflect the direction of the Commission majority. We are incorporating the strategic plan by reference into the appraisal form (strategic objectives will reflect the will of the Commission majority). Strategic objectives may not provide the degree of specificity the City Manager or Commission require for annual performance planning and evaluation, so the Commission may choose to include specific objectives in the appraisal.