



City of Helena

ADMINISTRATIVE MEETING

April 28, 2025 - 5:00 PM

City - County Building Room 326 / Zoom Online Meeting; <https://zoom.helenamt.gov/ej/c/74734368/april2825special>

Special Work Session: City Manager Evaluation Follow-Up

AGENDA

1. **Call to Work Session, introductions**
 - a. Meeting Rules of Procedure
2. **Commission comments, questions**
3. **Overview**
 - a. Opening Remarks and Overview
4. **City Manager Annual Evaluation**
 - 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.
5. **Closing Remarks and Next Steps**
6. **Public Comment**
7. **Commission discussion and direction to the City Manager**
8. **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.

Rules of Procedure:

Good evening and welcome to the City of Helena City Commission Meeting. We appreciate your attendance and participation. To ensure our meetings are productive and respectful, we ask everyone to adhere to the following guidelines:

Decorum and Expectations:

- Please maintain respect towards the Commission, presenters, and other participants. All participants are expected to avoid using profanity or hostile language. Inappropriate behavior or continued disruptions may result in action by the Commission.

Zoom Participation Decorum:

- Please keep your microphone muted unless you are speaking to minimize background noise.
- Use the “Raise Hand” feature if you wish to speak and wait to be recognized by the chair.
- If available to you, please ensure your video is on if you are speaking, to maintain transparency and engagement.
- Participants joining by telephone may raise their hand by pressing *9 and mute/unmute themselves using *6.

Public Comment:

- Public comments will be recognized only during designated periods by the presiding officer.
- State your name for the record when recognized to speak.
- **Each speaker will be given two minutes to make their comments. At two minutes, you will be asked to begin wrapping up. Please keep comments respectful, concise, and non-repetitive.**
- Individuals may speak once per agenda item and during the general comment period at the end of the meeting.
- **Comments will first be taken from people present in the room, followed by online participants.**
- Online participants may also use the Q&A feature to submit written comments.
- **If you ask a question during public comment, it will be recorded but you likely will not receive an answer. The purpose of public comment is for you to share your thoughts on a topic, not ask questions to City staff.**
- Members of the Commission may ask clarifying questions during the comment period.
- **All comments will be recorded in the permanent record. Formal statements can be submitted via the General Public Comment form on the City’s website. Comments on public engagement pages and media are public records under MCA 2-6-1003.**

Montana’s Right to Participate and Right to Know Laws:

- In accordance with Montana’s right to participate law (MCA 2-3-103), the public is encouraged to engage in the decision-making process.
- The right to know law (MCA Article II Section 10) ensures that all meetings are open to the public and that records are accessible. We strive to maintain transparency and accountability in all our proceedings.

Public Meetings and Recordings:

- **Please be aware that all public meetings and recordings are considered public records. These records are accessible to the public at any time.**
- **By participating in this meeting, you acknowledge that your comments and participation will be part of the public record.**

Thank you for your cooperation and for contributing to a respectful and effective meeting.

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

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.**	City Manager Relations Committee & City Manager	May
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	City Manager Relations Committee & City Manager	Fall

-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.