



**City Commission Administrative Meeting**  
**April 17, 2024 – 4:00 PM**  
**Zoom Online Meeting; <https://us06web.zoom.us/j/83654201704>**  
**City County Building, 316 N. Park Ave., Room 326**

**Time & Place**

A City Commission Administrative meeting was held Wednesday, April 17, 2024 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/83654201704> and physically in the City County Building, Room 326.

**Call to Work Session, Introductions**

**(00:00:20)** The following responded present, either via zoom or in person:

City Attorney Dockter  
City Manager Burton  
Commissioner Dean  
Commissioner Shirtliff  
Commissioner Logan  
Commissioner Reed  
Mayor Collins

**Commission Comments, Questions**

**(00:01:20)** Commissioner Reed discussed proposed improvements to the permit process with Manager Burton and Transportation Systems Director Knoepke.

**Board Appointment Review**

**A. Board Appointment Review: Board of Adjustment, Helena Tourism Business Improvement District, Helena Public Art Committee**

**(00:07:18)** Mayor Collins presented Item A.

**Recommendations from the Helena Citizens Council**

**(00:08:33)** HCC Representative Sydney Ausen discussed recent and upcoming meeting agenda items.

**Report of the City Manager**

**(00:08:57)** City Manager Burton had nothing to report.



## **Presentations**

### **A. Kay McKenna Youth Foundation Board – Thank You**

- (00:09:09)** Kay McKenna Youth Foundation Board President Schlenker and Member Chuck Ball presented Item A.

## **Department Reports**

### **A. FY25 Budget Presentations – General Government Departments**

- (00:14:50)** Finance Director Danielson, Manager Burton, Clerk Clayborn, Executive Assistant to the City Manager Reinhardt, Attorney Dockter, Human Resources Director McMahon, and Municipal Court Manager Johnson presented Item A.
- (00:22:12)** Commissioner Logan asked Director Danielson about factors affecting the 4% increase.
- (00:23:30)** Commissioner Dean asked Manager Burton and Director Danielson about levies compared to other municipalities.
- (00:27:09)** Director McMahon discussed the Permissive Health Levy.
- (00:28:48)** Manager Burton asked Director Danielson about the dollar amount aligned with 4% and thanked Director McMahon for her work.
- (00:33:20)** Commissioner Dean asked Director Danielson and Manager Burton about updated funding amounts for loan and grant programs.
- (00:35:53)** Commissioner Dean asked Director Danielson about cash reserve considerations regarding a Cost-of-Living Adjustment.
- (00:40:10)** Manager Burton asked Director McMahon about COLA discussions and decisions.
- (00:42:50)** Commissioner Reed asked Manager Burton and Director Danielson about a long-term plan for accommodating COLAs in lieu of operation costs.
- (00:52:20)** Clerk Clayborn and Manager Burton discussed the Clerk/Commission Office Budget.
- (00:58:26)** Commissioner Dean asked Clerk Clayborn if the Count would be sharing costs for new agenda software.
- (01:02:47)** Executive Assistant to the City Manager Reinhardt and Director Danielson discussed the City Manager Office Budget.



- (01:08:30) Director Danielson discussed the Finance Department Budget.
- (01:11:24) Commissioner Dean asked Director Danielson about the new financial system timeline.
- (01:12:17) Commissioner Reed asked Director Danielson about the requirement for electronic billing with the new financial system.
- (01:13:46) Commissioner Shirliff asked Director Danielson about automatic payments and cost savings for online payments.
- (01:15:09) Commissioner Dean asked Director Danielson about the current credit card processing fee.
- (01:21:00) Commissioner Reed asked Director Danielson about a demonstration of the new financial software and discussed the new procurement policy.
- (01:24:13) Commissioner Dean asked Director Danielson about the Health and Safety Program.
- (01:24:42) City Attorney Dockter discussed the City Attorney Office Budget.
- (01:30:16) Commissioner Reed commended the dismissal rate.
- (01:32:16) Commissioner Dean asked Attorney Dockter about support services expansion with grant funding.
- (01:41:07) Human Resources Director McMahon discussed the Human Resources Budget.
- (01:46:24) Commissioner Dean asked Director McMahon about paystub access via the new financial software.
- (01:50:32) Municipal Court Manager Johnson discussed the Municipal Court Budget.
- (01:53:22) Commissioner Shirliff asked Manager Johnson about security measures.

## **B. Sustainability Report/Audit Findings and Current Implementation**

- (01:55:04) Public Works Director Leland and Sustainability/Recycling Coordinator Griffis presented Item B.
- (02:02:14) Mayor Collins discussed the public's access to sustainability effort information.
- (02:02:32) Commissioner Dean asked Director Leland about the opportunity for pursuing projects in multiple buildings.



**(02:04:09)** Commissioner Reed asked about conceptual designs for facilities.

**(02:05:12)** Commissioner Logan asked Clerk Clayborn about access to the presentation.

### **Public Comment**

**(02:06:27)** Commissioner Shirliff and Commissioner Reed discussed consensus for temporary permit improvements.

### **Commission Discussion and Direction to the City Manager**

### **Adjournment**

**(02:06:55)** There being no further business before the Commission, the meeting adjourned at 6:07pm.