

## SUMMARY OF ADMINISTRATIVE MEETING

March 6, 2019– 4:00 p.m.  
Room 330, City-County Building  
316 N. Park Avenue

1. **Call to order, introductions, opening comments** – Mayor Collins called the meeting to order. Commissioners Haladay, Noonan, O’Loughlin and Wicks were present.

Staff present was: City Manager Ana Cortez; City Attorney Jodoin; Police Chief McGee; Assistant Police Chief Steve Hagen; Fire Chief Mark Emert; Community Development Director Sharon Haugen; Public Works Director Randall Camp; Assistant Public Works Director Libbi Lovshin; Interim Parks and Recreation Director Craig Marr; Administrative Services Director Glenn Jorgenson; Parking Director Dave Hewitt; Community Facilities Superintendent Troy Sampson; Civic Center Manager Byron Dike; Human Resource Director James Fehr and City Clerk Debbie Havens.

Others in attendance was IR Reporter Michael Woodell

2. **February 20, 2019 Summary** – The February 20, 2019 administrative meeting summary was approved as submitted.

3. **Commission comments, questions**

Commissioner Noonan reported the Public Arts Committee met and approved the language recommended by Ron Waterman and Daniel Pocha for the fountain proposed to be installed at Hill Park.

**Upcoming Appointments** – Mayor Collins recommended the following board appointment:

**Non-Motorized Travel Advisory Council** Reappointment of Wilbur Rehmann to a first full term on NMTAC. Term will begin upon appointment and expire March 31, 2022.

4. **City Manager’s Report** – Manager Cortez asked for commission consensus to schedule an executive session for March 11 after the regular city commission meeting. Attorney Jodoin noted it is pertaining to McKee v. city of Helena. There was commission consensus to schedule the executive session.

5. **Department Discussions**

**Finance Department** – Manager Cortez gave a PowerPoint presentation on the General Fund Revenues and Expenses that included the following items:

**Revenues**

**Expenses – from Departments**

**How are we doing?**

**The Whole Picture**

**Expenses with Reserves – 21%**

**Adjustment Detail**

**What if we do nothing?**

**Fees**

**Restricted Funds**

**Utility Rates and Rate Adjustment Approach**

Commission discussion included clarification on the reserves; salary adjustments; base rate and performance rate adjustments; current staffing level of Police Department; commission priorities; FY19 fund balances; proposed cuts and vacancy savings.

Manager Cortez stated the Leadership Team would meet and make their recommendation on where to cut to address the 1.2 million dollar deficit. She will then report to the commission.

**6. Committee discussions**

Helena Citizens Council – No report given.

**7. Review of agenda for March 11, 2019 Commission meeting** – No discussion held.

**9. Public comment** – No public comment received.

**9. Commission discussion and direction to City Manager** – No discussion held.

**10. Adjourn** – The meeting adjourned at 5:05 p.m.