

City of Hamilton
Committee of the Whole
February 25, 2020
7:00 pm

Agenda

Public Comment

Approval of Minutes from January 28, 2020

Agenda Items

- Montana Open Meeting Law and Council Procedures Overview
City Attorney, Karen Mahar
- Discussion of City of Hamilton Instagram Account
- New Logo
- Planner I / Zoning Administrator Job Description

Non-Agenda Items

Topics for Consideration for a Future Meeting

- Noise Ordinance
- Potential North/South Routes for Bike/Pedestrian Path
- Portion of Adirondac Avenue Owned by Ravalli County
- Website

Adjourn

Civility and Acceptable Use Policy

The City of Kalispell utilizes this site to enhance respectful communication with its citizens. Civility is an important part of who we are as a community. As such, we ask that you treat each other and city employees with consideration and respect while visiting this site. If you wish to comment or post material on this site you do so with the understanding that you agree to comply with this civility and acceptable use policy and its standards of use as an initial and ongoing condition of your use.

When engaging with the City of Kalispell through the City's social media sites, you agree to the following:

1. Every comment or posting you make to the City of Kalispell social media site is a public record and may be disseminated, reproduced or copied by the City or any other person without any further action by the poster or without notice by the city of such. **You agree you have no reasonable expectation of privacy in anything you post to a City social media site.**
2. Comments must be related to the posted topic for the City's social media page or post. The City of Kalispell social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service complaints. For general comments or communications concerning a department, please contact the department directly by phone, email or in person.
3. Comments posted to these sites are monitored by City employees and, while comments will not be edited by the City, a comment (or an appropriate portion thereof) may be removed or restricted if it violates any part of this policy.
4. When you post you are subject to the policies, rules and regulations (i.e. the Terms of Service (TOS)) of the host site. Information (photos, videos, etc.) you share with or post to official City of Kalispell pages may be used by the host site for their own purposes. Please refer to the host website's Terms of Service for further information.
5. Comments containing any of the following forms of content shall not be allowed and may be removed by the City without notice to you:
 - a. Comments promoting or opposing any person campaigning for election to a political office or ballot issues;
 - b. Promotion or advertisement of a business or commercial enterprise or solicitation of commerce;
 - c. The use of profane, obscene, threatening or harassing language;

- d. Personal attacks of any kind;
- e. Comments that promotes, fosters, or perpetuates discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, or actual or perceived sexual orientation, gender identity or disability as well as any other category protected by federal, state or local law;
- f. Sexual content or links to sexual content;
- g. Comments that violate the protected privacy interests of any person;
- h. Comments advocating illegal activity;
- i. Content that violates a legal ownership interest or copyright law of any other party; and
- j. Information that may compromise the safety or security of the public or public systems.

This Civility and Acceptable Use Policy is subject to amendment or modification at any time. Questions or concerns regarding the City of Kalispell's social media activity, the City's Social Media Policy or this Civility and Acceptable Use Policy should be sent to cityclerk@kalispell.com.

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Kalispell Social Media Use Policy

This policy approved by Council as an amendment to the City of Kalispell Personnel Handbook on April 20, 2015 (Resolution 5716).

Purpose

The purpose of this policy is to guide city employees in the proper, thoughtful and lawful use of social media communications for official agency interests to further the goals and uphold the mission of the city. Social media shall be defined as websites and applications that enable users to create and share content in virtual communities and networks. Email communications are not considered social media.

The City of Kalispell values public engagement and acknowledges the importance of a well-informed citizenry. City departments are encouraged to utilize appropriate social media tools to reach a broader audience in a secure, fair and open manner. Cautious use of these tools can minimize the risks associated with the use of social media while maximizing the rewards.

This policy does not apply to an individual employee or official's personal use of social media. Please refer to the City's Information Technology Use Policies and other relevant policies such as the employee manual.

This policy does apply when an employee or official uses non-city social media sites in the scope of their official duties as a Kalispell employee or official.

Violations of this Policy

Violations (or perceived violations) to this policy shall be reported to the Communications Manager and/or City Manager for the proper action steps required to mitigate the violation. Violation of this policy is grounds for disciplinary action pursuant, but not limited to section 40 of the City of Kalispell Personnel Policy Handbook.

General

At this time, social media use will be routed through the Communications Manager so as to maintain consistency and accuracy of content across departments. All new social media sites or administrative changes to existing sites shall be managed by the Communications Manager and approved by the City Manager.

Future evaluation may result in additional social media pages and administrators as approved by the City Manager. The Communications Manager shall maintain a list of all social media

sites, platforms and software applications approved for use. The Communications Manager shall also maintain a list of all city employees responsible for submitting social media content and any administrators approved by the City Manager. The IT Director shall be made an additional administrator of every social media site.

Content

Daily management of the initial social media sites will be the responsibility of the Communications Manager, but departments will be responsible to submit content to the Communications Manager.

City Directors or their designees with prior director approval shall propose content and provide pictures, videos and other relevant material to the Communications Manager. Content should be succinct, timely, informative and relevant to the social media platform to be used. As representatives of the City of Kalispell, employees shall abide by the listed standards of conduct below always keeping the values and mission of the city at the forefront of their minds.

Social media tools are not meant to replace conventional communication routes and should be viewed as an additional venue for disseminating information. City employees who are currently responsible for the city's website content will continue providing information and adding calendar events to the website and are encouraged to refer social media users back to the website for further information when practical.

Standards of Conduct

Employees submitting content to the Communications Manager for posting on a social media site shall conform to the following standards of conduct:

- Be respectful of the public;
- Conduct ourselves as a representative of city governance in accordance with the vision, mission and core values of the Kalispell City Council and staff;
- Posting personal or political views is not allowed;
- Be factual and accurate providing links to credible sources when appropriate;
- When errors occur, quickly and publicly correct misinformation;
- Be honest about our identity;
- Argumentative, defensive or inflammatory language shall not be used;
- Comply with the rules of the particular media venue;
- Comply with the Acceptable Use policy for city social media sites (see below);
- Comply with the city of Kalispell Information Technology Use Policy;
- Comply with all laws governing privacy, trade secrets and other confidential information;

- Comply with [Montana Code Annotated 45-6-311](#) (Unlawful use of a computer);
- Comply with Federal copyright laws and Federal and Montana trademark and service mark laws;

Comments

Users and visitors to City of Kalispell social media sites shall be notified through the following *Civility and Acceptable Use Policy* of their rights and responsibilities while engaging on city sites. They will also be informed of the rights and responsibilities of the city. The Civility and Acceptable Use Policy shall be linked prominently on every social media site created by the city.

Responses to posts made by members of the public shall be handled through the Communications Manager, City Manager or City Attorney. The Communications Manager will contact staff prior to responding if further information or resources is needed. **At this time, other city employees acting within the scope of their duties shall not respond to or delete posts made by members of the public on a city or non-city social media site. If an employee notices an inappropriate post, they should immediately contact the Communications Manager or if unavailable, the City Manager or City Attorney for determination of appropriate action.**

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Public Records

Everything posted on a City social media site is subject to State of Montana public records laws and policies regarding record retention. Any content in a social media format that is related to City business, including a list of subscribers and posted communication is considered a public record. As such, all City social media sites shall, prior to implementation, have a specific protocol or utilize an approved social media archiving tool to preserve and retain records in a format that preserves the integrity of the original record and follows the state records retention schedule. Any public records requests shall be forwarded to the City Clerk promptly.

Security

Security of City of Kalispell data and infrastructure should be paramount in the minds of employees as they navigate the proper use of social media. Just as with any online site, there are security risks involved that could include damage to the City's network or a breach of confidential information. These risks can be mitigated with a few precautionary steps.

City employees using social media for official agency interests must adhere to the following basic precautions:

1. Read and make sure you understand and adhere to the Terms of Service (TOS) for the host site. Pay particular attention to the privacy guidelines of the service to understand whether they reveal or sell information to other parties. If the terms and conditions do not seem reasonable, please contact the IT Department for advice before continuing.
2. Two factor authentications (2FA) are required for each social media site if it is available through the host site. 2FA enables a login attempt to be verified by both the account password and a code sent via text or to an application. Follow online instructions to setup [2FA for Facebook](#) and [2FA for Twitter](#).
3. NEVER activate "Remember me" when you log in. Make sure the "Remember me" check box is turned off before you click the log-in button.
4. Do not allow your browser to save passwords.
5. Always remember to log-out when finished with a site.
6. Never use personally identifiable or private information on social media channels, such as social security numbers, financial or health care information, or confidential matters.
7. If a channel is vandalized, discontinue use and notify the IT Director immediately. Indications that the site has been tampered with may include unapproved postings, alteration or removal of graphics, etc.
8. Passwords to access social media sites should not be the same password as your personal sites or your Kalispell.com access.
9. Refrain from using instant messaging functions within social media sites.



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HAMILTON

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CITY OF HAMILTON

POSITION DESCRIPTION

Position: Planner I / Zoning Administrator

Department: Planning

Reports To: City Planner

Class: Exempt/Non-Union

Effective Date: March 3, 2020

Job Summary

Under general supervision of the City Planner, the Planner I position reviews land use and development permit applications; provides information to the public regarding zoning and development; and coordinates activities in the receipt, review, and enforcement of the City's zoning and related land use regulations. Performs basic planning and zoning related functions and other duties as assigned.

Essential Duties:

The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.

1. Administers the City's zoning ordinance by reviewing applications and site plans for new construction, new or change of uses, variances, conditional uses, signs, fences, and related land use and development activities to assure conformance with City ordinances.
2. Interprets, applies, and enforces complex zoning, subdivision, sign, parking, and other land-use related ordinances.
3. Assists the public with all aspects of land use planning and development, including but not limited to zoning and subdivision questions, completing development applications, and analyzing proposals for compliance with City ordinances.
4. Conducts preliminary review of applications, plats, site plans, documents, files, and other information related to land use and development.
5. Assists City Planner in providing staff support to the Zoning Commission, Zoning Board of Adjustment, Planning Board, and City Council by attending meetings, writing staff reports on land use and development applications, and providing information as needed.
6. Assists the City Planner in implementing, drafting, and updating City plans and policies, including, but not limited to, the City's Growth Policy, Transportation Plan, Non-Motorized Transportation Plan, North Hamilton Urban Renewal District Plan, Wayfinding Plan, Connect 93, and Downtown Master Plan.
7. Assists City Planner with long-range planning projects.
8. Conducts site visits, field investigations, and research to compile data for community planning, land use, and development related activities and grant applications.
9. Maintains a positive working relationship with the public.
10. Interprets, negotiates and administers details of the City's Building and Site Design Guidelines.

11. Serves as a technical resource to provide information and advice to elected officials, City staff, other professionals, and the public on community planning and development.
12. Reviews, evaluates and interprets rules, regulations, policies, studies and plans related to community planning and development. Recommends revisions to the City Planner.
13. Represents City as a professional in selected areas of community planning and development, including attending meetings, participation in community task forces, and making oral and written presentations. May be required to testify in court or administrative proceedings as a lay or expert witness on behalf of the City.
14. Coordinates with City staff assigned to specific projects, assisting with developing project narratives, maps, exhibits, and other supporting information.
15. Maintains a current level of knowledge of local, State and Federal legislation and regulation regarding community planning, land use, and development.
16. Assists City Planner in preparing and submitting grant applications, as well as maintaining records and compiling reports for grant compliance.
17. Ensures the maintenance of accurate and complete records of Planning Department activities according to State and local record retention laws and policies. Assists City Planner in ensuring appropriate public record dissemination.
18. Performs other duties as required or directed.

Knowledge, Skills, and Abilities

Knowledge of:

- State, local and federal laws and rules pertaining to land use and development.
- Zoning practices and land use planning, including enforcement of related codes and ordinances.
- Principles and best practices of community planning and development.
- Land use and development processes including zoning, subdivision, and annexation.
- Some knowledge of local government and public agency structure helpful.

Skills:

- Application of computer software including Microsoft Office, Adobe Creative Suite, geographic information systems, and internet resources.
- Use of standard office equipment.

Abilities:

- Conduct research and interpret technical reports.
- Communicate in a clear and concise format, orally and in writing, specifically with respect to preparing and presenting technical reports.
- Work in an organized, accurate, and efficient manner both independently and as part of a team.
- Ability to be diplomatic with the public and developers.
- Work under pressure and under firm deadlines.
- Communicate in the English language, orally and in writing.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Be detail oriented in applying City ordinances, while also seeing the bigger picture pertaining to land use and development in Hamilton.
- Read and interpret engineering drawings, plats, site plans, and other related documents.
- Create maps using GIS data.

Supervision Exercised

None. The Planner I may, on occasion, provide lead direction to volunteers and student interns as assigned.

Minimum Qualifications

- High school diploma or GED required. Bachelor's degree from an accredited four-year college or university with a degree in land use planning, urban planning, geography or a related field preferred.
- One-year planning experience. Preferred applicants will have prior experience in municipal planning.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Valid state drivers license or ability to obtain one.

Physical Demands and Working Environment

The work is primarily performed in an office setting during regular City business hours. Some outdoor work is required in the inspection of various land use developments and construction sites, requiring the ability to walk over rough, uneven terrain. Work schedule may be flexible, with some meetings before and after normal work hours.

While performing the duties of this job, the employee is frequently required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Relationships

May have numerous contacts with personnel at all levels, including elected officials, City staff, interagency committees and work groups, professionals in the public and private sectors, citizen groups, and the general public. Involves group interactions on specialized matters for the purpose of planning, coordinating, and advising on work efforts. Involves active participation in public meetings and hearings, conferences and meetings of considerable complexity and importance.

Tools and Equipment

Personal computer, mouse, email, word processing, calendaring, and software programs common to City departments; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

Reasonable Accommodation

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.