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MEMORANDUM

Date: Friday, April 3, 2020
To: City Advisory Board and Committee Chairs
From: Melinda Reed, Interim City Manager
Re: City Advisory Board and Committee Meetings

Esteemed City Board and Committee Chairs:

Several of you have reached out with questions regarding the Mayor's Declaration of a State of Emergency and the suspension of advisory board/committee meetings. Please see the clarification below.

Section 6 of Resolution 20595 states:

Section 6. *Meetings of boards that are legally required to take action prior to final city action shall continue to meet for those legally required actions only. Meetings may be held via electronic means with audio and visual communications. Meetings of the advisory boards that perform valuable advisory functions but are not legally required to act before final city action are cancelled until further notice.*

I. The only boards that are legally required to act (i.e. they must take action or make a recommendation before the City Commission acts) are the following for the stated limited purposes:

- ADA Committee- To consider a complaint against the City.
- Board of Adjustment- To consider zoning variances (this Board acts on their own and the decision is final).
- City-County Parks - To consider a park dedication for subdivision.
- Zoning Commission- To consider a zone change or conditional use permit.
- Planning Board- To consider a subdivision application.
- URD Advisory Boards- To consider an application to use TIF funds.
- Helena Citizen's Council- To consider and make a recommendation on the budget, when the budget is ready for review.

II. The Boards not legally required action and therefore cannot meet per Resolution 20595:

- Non-Motorized Travel Advisory Committee
- Public Art Committee
- Golf Advisory Board
- Helena Open Lands Advisory Committee (HOLMAC)
- Civic Center Steering Committee
- Citizen Conservation Board

III. The following are a list of boards that are legally separate from the City and outside the authority of Resolution 20595:

- Business Improvement District
- Tourism Business Improvement District
- Chamber of Commerce
- City-County Board of Health
- Lewis and Clark County Mental Health Advisory Committee
- Montana Business Assistance Connection
- Pre-Release Screening Committee
- Transportation Coordinating Commission
- City-County Weed Board

These boards are not subject to Resolution 20595 and whether they meet or not is up to each board.

Your desire to continue to meet as our community responds to COVID-19 is admirable and appreciated. At this time we ask that boards continue to follow the guidelines set out in Resolution 20595.

Further questions related to this matter can be directed to the City Commission Office, dclayborn@helenamt.gov.

Regards,

Melinda Reed
Interim City Manager
City of Helena