

APPOINTMENTS TO BOARDS AND COMMITTEES

A vacancy, or expiring term, on any board or committee will be announced and public notice will be given of the vacancy. The media will be encouraged to make the vacancy known to the public and all interested citizens will be encouraged to submit applications on or before a specific date. Application forms are available in the office of the City Clerk, Room 323, City-County Administration Building, 316 N. Park Avenue.

At a City Commission meeting the Mayor shall appoint, with the consent of the Commission, all members of board and committees.

In order to allow more citizens to have input on boards and committees, the Commission has set a policy that no individual shall serve on any board or committee more than six consecutive years or two terms, whichever is longer. The Civic Center Board has been exempted from this policy by Commission action taken on January 11, 1988

ADMINISTRATIVE BOARDS

BUSINESS IMPROVEMENT DISTRICT / HELENA PARKING COMMISSION

Per Resolution 11577, adopted October 16, 2000, appointed the Downtown Business Improvement District Board of Trustees as the Helena Parking Commission. This seven-member board is appointed by the City Commission, with terms of office to be 4 years, except that a vacancy occurring during the term must be filled for the unexpired term. Terms start and end in October. Meetings are the 2nd Tuesday of the month at 4:00 p.m., Chamber of Commerce Conference Room.

CITY / COUNTY BUILDING BOARD OF DIRECTORS

This board is responsible for setting policy and overseeing the operations of the City-County Building. It is made up of 1 City Commissioner, the City Manager, 1 County Commissioner, the County Administrator, and 1 member at large. Meetings are the 3rd Friday of the month at 9:00 a.m. in Room 309, City-County Building.

CITY / COUNTY BOARD OF HEALTH

This nine-member board is responsible for the hiring of the Health Officer and setting policy for the administration of the City-County Health Department. The agreement, which established the present board, was signed by the City and County in December 1975. The agreement specifies that a City Commissioner and a County Commissioner, or their representatives, will serve on the board. The other 7 members are appointed for 3-year terms, by the County, and must include the Superintendent of School District #1, a licensed MD, an Environmental Specialist, a resident of East Helena, a consumer of health services, 1 member residing outside and 1 member inside the City limits. Meetings are the 4th Thursday of the month at 1:00 p.m. in Room 309, City-County Building.

LEWIS & CLARK CITY / COUNTY LIBRARY BOARD

This board is responsible for hiring staff and setting policy for the Lewis & Clark Library. This board was established by Interlocal Agreement according to Section 2-6-2 of the Helena City Code and MCA 22-1-316 and 317. It is made up of 2 City appointees, 2 County appointees and 1 joint appointee, who serve 5-year terms. Meetings are generally held on the third Tuesday of the month at 5:00 p.m. in the Mezz Conference Room at the Lewis & Clark Library. Please check with the Information Desk for the exact dates and time.

INFORMATION TECHNOLOGY & SERVICES BOARD

The Information Technology & Services Board shall consist of the following members: 1 Lewis & Clark County Commissioner, 1 Helena City Commissioner, the Lewis & Clark County Chief Administrative Officer, the Helena City Manager and 1 information technology executive from the community at large. The county commissioner will serve as chair in odd numbered years and the city commissioner will serve as chair in even numbered years. The information technology

executive will be appointed by the IT&S Board members. He/she will be appointed from the community at-large and will serve for a 2-year terms. Meetings are held quarterly on the 2nd Thursday at 3:30 p.m. in Room 211, City-County Building.

SUPPORT SERVICES DIVISION BOARD OF DIRECTORS

The purpose of the Support Services Division Board of Directors is to provide input and recommendations to the City of Helena SSD representative regarding policy; to review the budget of the Division and make recommendations to the city and county commissions and to establish by memorandum of understanding, and to be approved by the city and county commissions, the responsibilities and duties of the Division. It shall consist of the Police Chief, 1 County Commissioner, Lewis and Clark County Sheriff, County Attorney, City Attorney and the City Manager. Meetings are the 3rd Tuesday of the month at 1:30 p.m., Law Enforcement Facility.

ADVISORY BOARDS

CIVIC CENTER BOARD

This board advises the City Commission on utilization of the Civic Center as a Community Arts, Cultural and Convention Center. It is composed of 12 to 18 members appointed for 3-year terms. Meetings are the 1st Thursday of the month at 4:00 p.m., Civic Center.

CITY / COUNTY CONSOLIDATED PLANNING BOARD

This board was re-established by an Inter-local Agreement on June 4, 2001. The board shall perform planning functions for the City and County, and shall be the sole Planning Board to serve either or both governmental entities. Duties of this board will be to ensure the promotion of public health, safety, morals, convenience, order and the general welfare, and for the sake of efficiency and economy in the process of community development, the Board shall prepare a growth policy and serve in an advisory capacity to the local governing bodies establishing said Board. Membership consists of 9 people: 2 official members to reside outside the City limits, but within Lewis & Clark County and 2 official members who reside within the jurisdictional area of the Board to be appointed by the Board of County Commissioners; 4 official members to reside within the City limits to be appointed by the City Commission; and the 9th member to be selected by the 8 officers and citizen members from the members of the Board of Supervisors of a Conservation District provided for in 76-15-311, MCA. Terms of board members are 3 years. Meetings are the 3rd Tuesday of the month at 7:00 p.m., in the Commission Chambers, City-County Building.

CITY / COUNTY PARKS BOARD

The 1999 Interlocal Agreement established a City-County Consolidated Park Board. The agreement was entered into by the City and County to establish the City-County Park Board, hereinafter referred to as "Board." The Board shall perform various functions for the City and County related to parks, recreation, and open space. Membership of the Board shall consist of 7 members, to be appointed as follows: 3 members to reside outside the city limits but within the jurisdictional area of the Board to be appointed by the Board of County Commissioners, 3 members to reside within the city limits to be appointed by the City Commission, and 1 representative from the School District No. 1, to be appointed jointly by the City Commission and the Board of County Commissioners. Terms of board members shall be for 3 years. Meetings are the 1st Wednesday of the month at 11:30 a.m. in Room 326, City-County Building.

CITY ZONING COMMISSION

The Zoning Commission shall have 5 members and 1 alternate, all of whom must be residents of the City of Helena. Each member will serve a term of 3 years with the terms initially being staggered. The alternate will serve only in the event that a regular member is unable to attend a meeting. 3 members constitute a quorum. Meetings are the 2nd Tuesday of the month at 7:00 p.m., Commission Chambers, City-County Building.

GOLF COURSE ADVISORY BOARD

The objectives of this board are to promote cost effective and efficient management of the golf course; provide a single, accessible forum for input from all golf course users; evaluate user input and provide meaningful input to the City regarding the golf course operations. The board composition is: 2 representatives of the Men's Golf Association, 2 members of the Women's Golf Association, 3 persons who are annual ticket holders and/or golfers at the municipal course. 4 non-

voting members include the Golf Pro, Course Superintendent, Parks and Recreation Director and Helena Citizens' Council representative. This 7-member board is appointed to 3-year terms. Meetings are the 2nd Tuesday of the month at 12:00 noon in Room 326, City-County Building.

HELENA INTERNATIONAL AFFAIRS COUNCIL

The Helena International Affairs Council (HIAC) was established by the Helena City Commission to assist local officials in the conduct of international affairs, to better position Montana's capital city in the global economy. This 9-member council serves 3-year terms. Meetings are the 3rd Tuesday of the month at 5:15 p.m. in Room 326, City-County Building.

HISTORIC PRESERVATION COMMISSION

On April 3, 1989, the Helena/Lewis & Clark County Historic Preservation Commission was established by City Resolution No. 10099 and County Resolution 1984-24, and amended by City Resolution 10527 and County Resolution 1993-2. This 9-member board works to preserve and develop the unique historical, governmental and environmental qualities of the City of Helena and Lewis and Clark County by establishing a local historic preservation program, to integrate historic preservation into local, state and federal planning and decision-making processes, and identifying, evaluating and protecting historic resources within the City of Helena and Lewis & Clark County. All terms shall be for 3 years and members shall consist of: 3 Professionals with expertise, 3 members chosen from any of the following categories: Consolidated Planning Board (1), Helena Area Chamber of Commerce (1), Property owner of property in Historic District or on the National Register of Historic Places (1), Realtor or a member of the Business Improvement District (1), and 3 members at large consisting of: 1 City resident appointed by the City Commission; 2 County residents appointed by the County Commission. Meetings are the 2nd Wednesday of the month at 6:30 p.m. in Room 309, City-County Building.

HELENA OPEN LANDS MANAGEMENT ADVISORY COMMITTEE

The Helena City Commission formally established the Helena's Open Lands Management Advisory Committee on June 18, 2001. The Group shall perform various functions for the City related to the management of the open space properties. Membership of the Board shall consist of 7 members, to be appointed as follows: 5 members shall be city residents, 1 member shall represent the City-County Parks Board, and 1 member shall represent the Helena Citizens' Council. Terms shall be staggered for the first term and thereafter will be 3 years terms. Meetings are the 1st Thursday of the month at 7:00 p.m., Room 326, City-County Building.

PUBLIC ART COMMITTEE

On November 16, 1998, the Helena City Commission adopted Resolution 11316 establishing a Public Art Committee for the City of Helena and amended by Resolution 19340. The committee will assist in promoting the concept of community awareness of and involvement in providing public art in Helena.

The Public Art Committee shall be comprised of the following individuals: 1 City of Helena Parks Maintenance staff person, 1 City Commission Member, 2 Citizens at large, 5 Artists (such as visual, performing, design, architect, landscape design, or other medium), and 2 representatives from Arts organizations (such as museums, galleries, or other arts-related businesses). The terms will initially be staggered in order that all do not expire at once. Thereafter, the terms will be for 3 years. Meetings are the 3rd Thursday of the month at 3:30 p.m. in Room 414, City-County Building.

TRANSPORTATION COORDINATING COMMITTEE (TCC)

This committee shall manage the executive business of the Helena Urban Area Transportation Plan Update. The Committee shall work closely with the City, County, and State to develop and keep current urban transportation planning, design and construction in the Helena area. The Committee shall adopt and recommend implementation of long and short-range transportation programs for the Helena urban area. The committee shall transmit all reports and recommendations related to the continuing transportation planning for the urban area to the various agencies for final adoption and implementation.

The TCC shall consist of the following: 2 City Commissioners, 2 County Commissioners, 1 Montana Highway Dept, 1 Federal Highway Administration, 1 Helena Citizens Council, 1 Planning Board, 1 City Staff Contact, 1 County resident and 2 City residents (1 City resident is a non-voting member).

The citizen members of the TCC shall be appointed by the appropriate governing body for terms of 2 years, not exceeding 2 consecutive terms. Meetings are the 2nd Tuesday, every other month at 3:00 p.m. in the Commission Chambers, City-County Building.

WATER QUALITY PROTECTION DISTRICT BOARD

This board shall consist of not less than 5 members, including 1 county commissioner, 1 member from each incorporated city or town that is included in the district, 1 member of the city-county board of health, and 1 conservation district supervisor. The remaining members of the board of directors are selected from interested persons (MCA 7-13-4516-3a). Terms of members of the board of directors are staggered and, after the initial terms, are for 3 years. Meetings are the 4th Tuesday of the month at 5:30 p.m. in Room 309, City-County Building.

APPEAL BOARDS

CIVIL SERVICE BOARD

This 3-member Civil Service Board acts as ex officio "Police Commission" and is responsible for administering competitive exams for hiring and promotion within the Police and Fire Departments. The commission also acts as the City Employees Grievance Board. Appointees to the Civil Service Board shall hold office for 3 years and 1 such member must be appointed annually at the first regular meeting of the City Commission in May. (Section 2-7-1, Helena City Code). Meets as needed.

BOARD OF ADJUSTMENT

This 5-member board, appointed by the City Commission, for 3 year terms, acts on applications for variances in Zoning Ordinances. This Board was established by Ordinance 1766 and amended by Ordinance 2384 revising the membership to include a member of the City Commission. Meetings are the 1st Tuesday of the month at 7:00 p.m. in Room 326, City-County Building.

BUILDING BOARD OF APPEALS

Created by Ordinance No. 2350 on August 20, 1984, this board consists of 5 regular members and 2 alternate members, selected from the following fields: 1 member, 1 alternate - Architect or Engineer, 1 member, 1 alternate - Contractor, 1 member, consumer/citizen of Helena, Director of Building & Safety, 1 member - Helena Fire Department.

All appointed members must be active in their respective fields and doing business in the City of Helena. This board shall determine the suitability of alternate materials and methods of construction and provide reasonable interpretations of the Uniform Building Code, Plumbing, Mechanical and Housing Codes, and the National Electrical Code. In addition, this Board of Appeals shall possess the duties of an appeals board for the Uniform Mechanical, Electrical, Plumbing, and Housing Codes. After initial terms have been served all terms will be for 5 years. Meets as needed.

INDEPENDENT AGENCIES

HELENA HOUSING AUTHORITY

This non-profit organization, established in 1938, manages and sets policy for all public housing in Helena. The Housing Authority Board consists of 5 housing commissioners appointed by the Mayor, with Commission approval. (Commission action August 1938). The board shall include 2 designated tenant seats and no member shall be a City official. (Commission action, September 17, 1987, Resolution No. 9990) Terms of office shall be 5 years. Resident terms of office will be 2 years. Meetings are the last Tuesday of the month at 4:00 p.m., Helena Housing Board Room, 812 Abbey.

AIRPORT AUTHORITY COMMISSION

The City of Helena and Lewis & Clark County adopted Joint Resolution 10677 creating the Helena Regional Airport Authority. The powers of the Authority shall be vested in a 7 member Airport Commission. 3 members shall be appointed by the County, 3 members by the City and the 7th member shall be jointly appointed. Terms of office will be for 3 years, expiring on September 1st of the 3rd year. Meetings are the 3rd Tuesday of the month at 11:30 a.m., Airport Conference Room.

Note: The meeting dates and times listed above are subject to change.