



## COMMUNITY DEVELOPMENT DIVISION

510 NORTH BROADWAY, 4<sup>TH</sup> FLOOR, PO Box 1178  
BILLINGS, MONTANA 59103



### MEMORANDUM

**TO:** Community Development Board  
**FROM:** Brenda Beckett, Community Development Manager  
**DATE:** January 27, 2009  
**SUBJECT:** Upcoming Community Development Board Meeting

Presented below is the agenda for the upcoming Community Development Board Meeting. Please call me at 657-8286 if you have any additional items to add to the agenda, if you have questions, or if you are unable to attend the meeting.

### COMMUNITY DEVELOPMENT BOARD AGENDA

**3:00pm – 5:00pm, Tuesday, February 3, 2009**

4<sup>th</sup> Floor, Parmly Library Building

Order	Agenda Items	Person(s) Responsible	Process
I.	<b>Welcome / Introduction / Announcements</b>	Duane Loken	-
II.	<b>Public Comment Period – As Required</b> <i>3 Minute Maximum per Person</i>	Duane Loken	-
III.	<b>Meeting Minutes</b>	Duane Loken	Action
IV.	<b>Community Housing Resource Board (CHRB) Liaison</b> <i>Linda Henry will be available for the CD Board to present information on the CHRB and the history of the liaison position. Action will be required on appointment / foregoing appointment to the organization.</i>	Linda Henry	Presentation Action
V.	<b>Boards, Commissions and Committees Procedures</b> <i>In January, the City Council adopted Ordinance No. 09-5485 which revises Article 2-505, impacting the Community Development Board. Action is required to adopt the ordinance which is utilized in conjunction with CD Board Procedures and other materials presented in the CD Board member binders.</i>	Duane Loken	Review Action
VI.	<b>Preliminary Budget Review</b> <i>The preliminary budget for CDBG and HOME will be presented to the Board along with recommendations for re-allocating funding from previous years. A status report of all currently open activities will be reviewed.</i>	Brenda Beckett	Presentation & Discussion
VII.	<b>CD Board Applications – Site Visit Assignments</b> <i>An opportunity for the CD Board to choose applicants for site visits. <b>Visits need to be scheduled and completed by the next CD Board meeting on March 10<sup>th</sup></b>, which is the date the CD Board is scheduled to develop questions for the applicants.</i>	Duane Loken	Discussion
VIII.	<b>Staff Reports</b> <i>Staff will report on current programs and progress to date on projects.</i>	Staff	Report
IX.	<b>Neighborhood Concerns &amp; Happenings</b> <i>Opportunity for board members to share information or concerns.</i>	CD Board	Updates
X.	<b>Set Next Meeting Agenda: City Council Procedures for Boards and Commissions</b> <b>Adjournment</b>		