



## 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:** April 20, 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, May 5, 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 on Items NOT on the Agenda As Required</b> <i>3 Minute Maximum per Person</i>	Duane Loken	-
III.	<b>Meeting Minutes</b>	Duane Loken	Action
IV.	<b>Affordable Housing Development Program Guidelines / Application</b> <b>Public Comment on Action Item – As Required</b> <i>3 Minute Maximum per Person</i>	Dina Billington	Action
	<i>In preparation for HOME technical assistance in February, staff prepared a more comprehensive application guidebook and application for the Affordable Housing Development Program. This item is set for action today and can be delayed if the CD Board requires additional time for review. The current Affordable Housing program application has been included in the Board packet for review / comparison.</i>		
V.	<b>Consolidated Plan Review and Approval</b> <b>Public Comment on Action Item – As Required</b> <i>3 Minute Maximum per Person</i>	Brenda Beckett	Action
	<i>An opportunity to discuss and approve the FY2009-2010 Consolidated Plan / Action Plan. This is the fifth year for the FY2005-2009 Consolidated Plan. The drafted Action Plan was previously provided to the CD Board in February and April.</i>		
VI.	<b>Review Recusals</b> <b>Public Comment on Action Item – As Required</b> <i>3 Minute Maximum per Person</i>	Duane Loken	Action
	<i>An opportunity for CD Board members to announce possible conflict of interest items for action on the Budget Recommendations.</i>		
VII.	<b>Budget Recommendations</b> <b>Public Comment on Action Item – As Required</b> <i>3 Minute Maximum per Person</i>	Duane Loken	Action
	<i>The CD Board will discuss CDBG and HOME applications in order to make funding recommendations for City Council's review / approval.</i>		
VIII.	<b>Allocation Process Review</b>	Duane Loken	Discussion
	<i>An opportunity for the Board to review the allocation processes and to make changes.</i>		
IX.	<b>Staff Reports</b>	Staff	Report
	<i>Staff will report on current programs and progress to date on projects.</i>		
X.	<b>Neighborhood Concerns &amp; Happenings</b>	CD Board	Updates
	<i>Opportunity for board members to share information or concerns.</i>		
XI.	<b>Set Next Meeting Agenda &amp; Adjournment</b>		

**Public Participation:** The Community Development Board will allow public participation at the beginning of each meeting in compliance with the State of Montana's open meeting requirements. Time for public participation will be allowed as an agenda item immediately after the meeting is opened and board minutes reviewed. Each individual wishing to address the Community Development Board during the public participation agenda item will be given three minutes to discuss their issue or concern and will be asked to sign in at the beginning of the meeting stating their intent to address the board.

Each item in the agenda identified as an “action” item shall be introduced and presented by staff. The chair will then ask for public comment on the specific action item. Each individual wishing to address the CD Board will have the opportunity to speak on the item for three minutes after stating their name and address for the permanent record.