



## COMMUNITY DEVELOPMENT DIVISION

2825 3<sup>RD</sup> AVENUE NORTH, 6<sup>TH</sup> FLOOR  
PO Box 1178, BILLINGS, MONTANA 59103



### MEMORANDUM

**TO:** Community Development Board  
**FROM:** Brenda Beckett, Community Development Manager  
**DATE:** September 19, 2013  
**SUBJECT:** Upcoming Community Development Board Meeting

Presented below is the agenda for the upcoming Community Development Board Meeting. Please call Gina Simonetti at 247-8675 or notify via email at [simonettig@ci.billings.mt.us](mailto:simonettig@ci.billings.mt.us) if you have any additional items to add to the agenda, if you have questions, or if you are unable to attend the meeting.

<b>COMMUNITY DEVELOPMENT BOARD AGENDA</b>			
<b>3:00 pm, Tuesday, October 1, 2013</b>			
6 <sup>th</sup> Floor Large Conference Room, Miller Building			
Order	Agenda Items	Person(s) Responsible	Process
I.	<b>Welcome / Introduction / Announcements</b>	Kamber Kelly	-
II.	<b>Public Comment Period – As Required</b> <i>3 Minute Maximum per Person</i>	Kamber Kelly	Public Comment
III.	<b>Meeting Minutes</b>	Kamber Kelly	Action
IV.	<b>Staff Reports</b> <i>Staff will report on current programs and progress to date on projects, including: Neighborhood Stabilization Program; Kings Green; First Time Homebuyers program; Home Repair programs; and Billings Metro VISTA Project.</i>	Staff	Report
V.	<b>Comprehensive Annual Performance Evaluation Report (CAPER) Review</b> <i>An opportunity for CD Board to review CAPER accomplishments for last fiscal year.</i>	Brenda Beckett	Report
VI.	<b>Community Development Board - Calendar Review</b>	Kamber Kelly	Discussion
VII.	<i>Drafted meeting calendars will be handed out by staff. The Board is investigating a change in the schedule for routine meetings given recent changes in the allocation process for federal funds.</i>		
VIII.	<b>AmeriCorps VISTA Program Update (9-11 Service Day Activities)</b> <i>An opportunity for the VISTA leader to update the CD Board on recent activities and program progress.</i>	Aundi Hunter	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 &amp; Adjournment</b>		

*Note: Additional information on any of these items is available in the Community Development Office. Public hearings are accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify Gina Simonetti at 406-247-8675 or email at [simonettig@ci.billings.mt.us](mailto:simonettig@ci.billings.mt.us).*