



COMMUNITY DEVELOPMENT DIVISION

510 NORTH BROADWAY, 4TH 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

4th Floor, Parmly Library Building

Order	Agenda Items	Person(s) Responsible	Process
I.	Welcome / Introduction / Announcements	Duane Loken	-
II.	Public Comment Period – As Required <i>3 Minute Maximum per Person</i>	Duane Loken	-
III.	Meeting Minutes	Duane Loken	Action
IV.	Community Housing Resource Board (CHRB) Liaison	Linda Henry	Presentation Action
	<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>		
V.	Boards, Commissions and Committees Procedures	Duane Loken	Review Action
	<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>		
VI.	Preliminary Budget Review	Brenda Beckett	Presentation & Discussion
	<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>		
VII.	CD Board Applications – Site Visit Assignments	Duane Loken	Discussion
	<i>An opportunity for the CD Board to choose applicants for site visits. Visits need to be scheduled and completed by the next CD Board meeting on March 10th, which is the date the CD Board is scheduled to develop questions for the applicants.</i>		
VIII.	Staff Reports	Staff	Report
	<i>Staff will report on current programs and progress to date on projects.</i>		
IX.	Neighborhood Concerns & Happenings	CD Board	Updates
	<i>Opportunity for board members to share information or concerns.</i>		
X.	Set Next Meeting Agenda: City Council Procedures for Boards and Commissions Adjournment		