



# 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 19, 2010  
**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 2, 2010**

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

Order	Agenda Items	Person(s) Responsible	Process
I.	<b>Welcome / Introduction / Announcements</b>	Sandy Weiss	-
II.	<b>Public Comment Period – As Required</b> <i>3 Minute Maximum per Person</i>	Sandy Weiss	-
III.	<b>Meeting Minutes</b>	Sandy Weiss	Action
IV.	<b>Staff Reports</b> <i>Staff will report on current programs and progress to date on projects.</i>	Staff	Report
V.	<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	
VI.	<b>CDBG / HOME 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 2</b>, which is the date the Board members review their visits and findings.</i>	Sandy Weiss	
VII.	<b>Community Development Applications Review</b> <i>An opportunity for staff to review applications and recommended changes to their programs for the upcoming year.</i>	Staff	Report
VIII.	<b>Neighborhood Concerns &amp; Happenings</b> <i>Opportunity for board members to share information and /or concerns.</i>	CD Board	Updates
IX.	<b>Set Next Meeting Agenda Adjournment</b>		