

# Memorandum

**REPORT TO:** Tax Increment Finance Advisory Board

**FROM:** Mike Maas, City Clerk  
Alex Newby, Deputy City Clerk

**SUBJECT:** Tax Increment Finance Board Onboarding

**MEETING DATE:** January 15, 2026

**AGENDA ITEM TYPE:** Administration

**RECOMMENDATION:** Conduct onboarding with the new TIF Board.

**STRATEGIC PLAN:** 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

**BACKGROUND:** [Resolution 5323](#) of the Bozeman City Commission, establishes standards for all appointed city boards. Section 3 provides expectations, duties and norms of behavior. Part 1 of section 3 states: Board members must participate in an onboarding program established by the City Manager. This onboarding session will provide the necessary onboarding for the new Tax Increment Finance Board.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** None

**FISCAL EFFECTS:** None

Attachments:

[Citizen Advisory Board Onboarding Manual 2021-11-24.pdf](#)  
[Resolution 5323 Establishing Standards for Recruitment and Selection of Board Members, Standards for Communication, Expectations, Duties and Norms for all Appointed City Boards, Commissions, Agencies, and Comm \(1\).pdf](#)  
[Local Government Board Handbook.pdf](#)  
[Ethics Handbook version 5 May 2025.pdf](#)

Report compiled on: January 9, 2026