



DDA ACTION SUMMARY SHEET

MEETING DATE: September 17, 2024

TOPIC Report and Recommendations – Budget Task Force

BACKGROUND BRIEF:

The Budget Task force met on September 11, 2024. The minutes of that meeting outlining the agenda, discussion and recommendations are attached.

FINANCIAL IMPACT:

There are no financial implications of the action requested in this memorandum.

RECOMMENDED MOTION:

There are three (3) recommended Motions:

1. Move to receive and file the Minutes of the Budget Task Force Meeting held on September 11, 2024, including the exhibits thereto.
2. Move and Direct that the Executive Director, with assistance of counsel, prepare and present a policy resolution for a step by step basis for all future budget preparation and approval(s), as set forth in the attorneys letter of August 19, 2024, such Resolution be presented at the next available meeting of the DDA Board.
3. Move and Direct that the Executive and Assistant Director complete such necessary research so that the DDA Board, with the advice of counsel, may discuss and consider an appropriate and reasonable basis for including a “reasonable administrative fee”, as set forth in PA 57, in all future budgets, with all other charges and expenses contained within a fully considered contract or agreement.