



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Budget - Calendar

BACKGROUND BRIEF:

Upon direction and approvals of the budget approach at tonight's meeting, it is asked that we adopt a Budget Calendar for four phases of building and adopting a newly organized budget approach.

1. Executive Director provides a draft budget based on the new contract based organizational structure

Anticipated Deadline March 25, 2025

2. The budget Task force meets to review and recommend to the DDA board

Anticipated Deadline Week of March 31, 2025

3. The DDA Board hosts a Special Meeting dedicated specifically to review and adoption of a 2025-2026 Annual Budget

4. The DDA, at its regular meeting of April 15, 2025, adopts a budget for referral to the Village for consideration.

FINANCIAL IMPACT:

As budgeted

RECOMMENDED MOTION:

To set the following dates and times for the purposes described above

- Not later than March 25, the Executive Director shall submit a proposed budget to the Board
- On _____ at _____ - the Budget Task force will meet
- On _____ at _____ - a Special Meeting of the Board will be held