

## **Downtown Development Authority of City of Madison Heights**

### **Memorandum**

**Date:** August 17, 2023

**To:** Downtown Development Authority Board Members

**From:** Giles Tucker, Community Development Director

**Subject:** DDA Meeting Dates for November 2023 & for the 2024 Calendar Year

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At the end of each calendar year the DDA board schedules its Regular meeting dates for the following year. These regular meetings have been scheduled for the second Tuesday of each month and this coincides with the morning after City Council Meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, I have also included two joint DDA/BRA meetings scheduled on third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs. As always the DDA can choose to schedule additional meetings as needed.

For similar reason, staff is suggesting that the meeting scheduled for November 14<sup>th</sup>, 2023, be moved either to November 21<sup>st</sup> or November 7<sup>th</sup> if that is too close to the Thanksgiving holiday. If approved, staff will also reschedule the DDA Informational Meeting to this date and notify the relevant taxing jurisdictions.

#### **Staff Recommendations**

Staff recommends that the DDA board approve the rescheduling of the November 14<sup>th</sup> meeting to either November 7<sup>th</sup> or November 21<sup>st</sup>, 2023, and to approve the following meeting dates for the 2024 calendar year:

#### **Regular DDA Meeting Dates**

January 16<sup>th</sup>, 2024  
February 20<sup>th</sup>, 2024  
June 18<sup>th</sup>, 2024  
November 19<sup>th</sup>, 2024

#### **Informational DDA Meeting Dates**

June 18<sup>th</sup>, 2024  
November 19<sup>th</sup>, 2024

#### **DDA/BRA Joint Meeting Dates**

April 16<sup>th</sup>, 2024  
August 20<sup>th</sup>, 2024