

Downtown Development Authority of City of Madison Heights

Memorandum

Date: January 15, 2026

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHDDA & MHHP Agreement Renewal 2026-27

In November 2024, the MHDDA renewed the MHHP Agreement for Services to DDA for marketing and promotional activities, with an expiration date of November 30th, 2025. In exchange for these services the MHDDA makes quarterly payments to the MHHP Chamber of \$2,500 for annual total of \$10,000.

At the November 20th, 2025, DDA Meeting, discussion was held considering the reevaluation of this agreement at its current funding levels. Staff responded to these concerns and has proposed the included revised renewal of this agreement for approval. Notable revisions from the previous agreement are as follows:

- The Agreement assigns a billable rate of \$75 per hour, for a total not to exceed \$3,000. Further, hours dedicated to specific activities and services are included in the recitals, providing clarity on precisely what the Chamber will be providing to the DDA for payment.
- The contract is proposed to run from January 2026 to December 31st, 2026. In addition to quarterly reporting, the Chamber will be required to provide an annual report on all the services provided to the DDA no later than December 31st. This allows the DDA to consider renewal at each January meeting.
- The “Default” clause of the agreement has been renamed to “Termination” and the revised language allows the City/DDA to terminate for any reason after providing 30 days written notice.

Staff Recommendations

Staff recommends that the DDA board authorize the DDA Chairman to sign the included “Agreement for Services Between DDA of Madison Heights and Madison Heights/Hazel Park Chamber of Commerce” to continue these services for another year for a total of \$3,000 paid in quarterly increments of \$750.