

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 17, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Holiday Lights

I want to sincerely apologize to the board with the lack of follow through regarding the Holiday Lights in the Downtown Area in the 2024 Holiday Season. Each year, it is my responsibility to notify the Department of Public Services (DPS) of our intention to have holiday decorations installed. This allows them to have enough lead time to set up these lights in coordination with the Tree Lighting. Additionally, DPS must complete a Community Lighting form with DTE to ensure there is power for the streetlight decorations.

This year I mistakenly assumed that because the lights had been installed in the past two year the same would happen without additional follow-up. That assumption was incorrect, and I take full responsibility for this oversight as I know how much the holiday lights mean to our community. They bring joy to residents and visitors alike and enhance the downtown areas vibrancy during the holiday season.

To ensure that this does not happen again, I have implemented the following steps:

1. **Proactive Scheduling:** I have added scheduled reminders in my calendar for September and October to notify DPS of our intention to install holiday decorations.
2. **Planning for Enhancements:** I have identified two commercial catalogs for holiday decorations, which I will share with the board and Design Committee. This will allow is to begin selecting new additions and bring a fresh and enhanced presence to downtown in 2025. Funds for these improvements are already allocated under the "Improvements" line item, which has a total balance of \$20,000.
3. **Timely Proposal Development:** I will collaborate with the Design Committee to prepare a proposal for new decorations and repairs to existing ones by the June 19th meeting. This timeline ensure that any purchases and repairs can be approved by August, allowing sufficient time for delivery and installation by DPS ahead of the holiday season.

I am committed to ensuring that the holiday lights are not only installed on time in the future but are also improved to reflect the spirit of our community. Thank you for your understanding and support as I work to make things right.