



DOWNTOWN DEVELOPMENT AUTHORITY ITEM AGENDA REQUEST FORM

Department: DDA

Meeting Date: March 14, 2022

Staff Contact: Brandon Perkins, Town Manager

Agenda Section: New Business

Staff Report:

Item Description: Consideration to approve the DDA's official meeting day and time.

Background/History: The Board must officially set the day and time of its meetings. As of now, DDA meetings are set for the second Monday of each month at 9am. and all Board members indicated that this day and time was acceptable to them when they applied. This day and time was chosen based on the availability of key staff members and the Chambers.

Findings/Current Activity:

Is this a budgeted item? _____ **If so, include budget line number:** _____

Actions/Options/Recommendations: Staff recommends setting the DDA meeting day and time for the second Monday of each month at 9 a.m. in the Council Chambers at Town Hall.