



# Memorandum

**TO:** Ecorse Downtown Development Authority (DDA)  
**FROM:** Michael Boettcher, AICP  
**SUBJECT:** 2024 Annual Calendar  
**DATE:** November 8, 2023

Per DDA Board vote, here is the Annual Calendar for 2024. Beyond containing the regular DDA Board Meetings, the calendar contains State-mandated public meetings and meetings stipulated by the Joint River Rouge and Ecorse DDA agreement. Regular Board meetings will be on the second Tuesday of every month at 6:00 pm for an approximately 45-minute session. Joint meeting dates with River Rouge will most likely be subject to change.

**Black Bold = Meeting**

**Red Bold = Deadline**

## 2024 ANNUAL CALENDAR

Date	Details
<b>January 9, 2024</b>	Regular Board Meeting
<b>January 23, 2024</b>	Notify all taxing jurisdictions of upcoming Informational Meeting <ul style="list-style-type: none"> <li>Post notice on City’s website</li> <li>Email the Clerk of each taxing jurisdiction’s governing body</li> </ul>
<b>February 13, 2024</b>	Regular Board Meeting & Informational Meeting
<b>March 12, 2024</b>	Regular Board Meeting & Joint River Rouge/Ecorse DDA Meeting
<b>April 9, 2024</b>	Regular Board Meeting
<b>May 14, 2024</b>	Regular Board Meeting <ul style="list-style-type: none"> <li>Adopt upcoming year draft budget</li> </ul>
<b>June 11, 2024</b>	Regular Board Meeting & Joint River Rouge/Ecorse DDA Meeting
<b>June 30, 2024</b>	End of Fiscal Year 2023 – 2024
<b>July 1, 2024</b>	Beginning of Fiscal Year 2024 – 2025
<b>July, 2024</b>	No Meeting – Summer Break
<b>August 13, 2024</b>	Regular Board Meeting <ul style="list-style-type: none"> <li>Adopt previous fiscal year’s budget-to-actual adjustment</li> </ul>



Date	Details
<b>September 10, 2024</b>	Regular Board Meeting
<b>October 8, 2024</b>	Regular Board Meeting
<b>October 22, 2024</b>	Notify all taxing jurisdictions of upcoming Informational Meeting <ul style="list-style-type: none"><li>▪ Post notice on City's website</li><li>▪ Email the Clerk of each taxing jurisdiction's governing body</li></ul>
<b>November 12, 2024</b>	Regular Board Meeting & Informational Meeting <ul style="list-style-type: none"><li>▪ Adopt annual report and transmit it to State Treasury</li></ul>
<b>December 10, 2024</b>	Regular Board Meeting & Joint River Rouge/Ecorse DDA Meeting
<b>December 27, 2024</b>	Final date to submit Annual Reporting to the Michigan Department of Treasury