



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 24, 2025

TOPIC DDA Executive Director Contract Amendment

BACKGROUND BRIEF:

The DDA Board, through its Executive Committee, has conducted an annual review of the Executive Director. At its November 18, 2025 regular meeting, the DDA Board has considered a recommendation from the Executive Committee following the review process set forth by the Board.

The DDA, by action of the Board, has recommended that the Executive Directors terms of compensation be adjusted to reflect a 5% wage increase over its current contracted amount, and to extend the term of the contract through and including June 30, 2027.

This amendment shall be effective July 1, 2025

SUMMARY OF PREVIOUS COUNCIL ACTION:

The terms of employment of the leadership of the DDA was previously approved by the Council.

FINANCIAL IMPACT:

The approved DDA budget anticipated at least a 3% increase and that amount is budgeted. The DDA approved 5% increase in salary requires an additional \$1,600 be adjusted within the DDA Budget, which the DDA Board took action to move \$1600 from GL 248-260-958-000 to GL 2 48-260-701--000

RECOMMENDED MOTION:

Move to accept and approve the Amendment to the Executive Directors Contract as unanimously approved by the Board of Directors of the Lake Orion DDA; to approve the current budget amendment as approved and recommended by the DDA Board; and to authorize the Village Manager to execute the amendment to the DDA Executive Director's employment agreement on behalf of the Village.