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MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: September 16, 2021
RE: DDA & Special Projects Manager position

The city's Parks & Recreation Coordinator resigned at the end of August. As a result of this departure, the responsibilities of that position were reassigned to other staff. The DDA & Special Projects Manager will be taking on the planning and implementation of the many community events previously hosted by the Parks & Recreation Department such as Fall Fest, Tree Lighting, Breakfast with Santa, etc. These events take place in the DDA District and were organized and managed by the Parks & Recreation Coordinator, as outlined in the Cost Share Agreement.

The DDA Executive Committee met on September 8th to discuss the expanded job responsibilities and a corresponding salary increase. It was agreed that the 15% (~\$8,000) currently allocated in the Cost Share Agreement for the Parks & Recreation Coordinator position would be reallocated to the DDA & Special Projects Manager salary. Further, the City agreed to contribute an additional \$4,000 for the responsibilities which fall outside of the DDA District.

Suggested motion: Approve a salary increase for the DDA & Special Projects Manager to \$42,000 to be split between the DDA & City (\$8,000/\$4,000).