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# MEMORANDUM

To: DDA Board of Directors  
From: Susie Stec, DDA Director  
Date: September 22, 2021  
RE: DDA & Special Projects Manager position

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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, senior luncheons, etc. Many of 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 8<sup>th</sup> 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.

At their meeting on September 17<sup>th</sup> the DDA Board of Directors unanimously approved a salary increase for the DDA & Special Projects manager to \$42,000 to be split between the DDA & City (\$8,000/\$4,000).