



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: October 15, 2021
RE: Cost Share Amendment

As previously discussed in the September Board meeting, 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, as outlined in the Cost Share Agreement.

Due to the redistribution of responsibilities and salaries, the Parks & Recreation salary can now be eliminated from the compensation section of the Cost Share Agreement.

Suggested motion: Approve the amendment of Cost Share Agreement with the removal of the Parks & Recreation Coordinator salary.