



**City of Lathrup Village**  
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TO: Mayor & City Council  
 FROM: Mike Greene – City Administrator  
 DATE: June 15, 2026  
 RE: McKenna Building Department Services

**Background Brief:** When former Code Enforcement Officer Colliau left the City, it was determined that the City needed to revisit the Code Enforcement position within the City. For Lathrup Village, this was a unique position, as it was more than a Code Enforcer; it was essentially a Code Enforcer, Permit Technician, and Inspector. With all this, the position can lead to burnout, and the administration does not believe it is sustainable, and the City would keep churning through individuals if we brought them on full-time.

With this in mind, the staff decided to revisit our Building Department Services agreement and post a Building Services/Code Enforcement RFP to see if private companies can meet our needs. The RFP included a minimum of 12 hours of on-site permit technician work, and 20 hours of Code Enforcement work, in addition to standard Building Official/Building Department Plan Review/Inspection duties.

At the close of the RFP window, the City received two submittals. One from Stantec, which only provides plan review services, and the other from our current building services provider, McKenna.

McKenna has served as the City’s Building Department for over 15 years. After reviewing their proposal, the staff met with McKenna leadership to negotiate parts of the proposal, as based on cost, some of the requested services (ex, Code Enforcement) were well outside of budget. However, McKenna does have the ability to maintain our current building department services while adding 12 hours of on-site permit technician work. With this information, if the updated McKenna contract is approved, the City would then seek to hire a part-time employee to serve as the City’s Code Enforcement Officer (\$25-\$30/hour for 20 hours per week).

**Previous Action:** N/A

**Economic Impact:**

CURRENT	Yearly	PROPOSED	Yearly
FT CE – Salary	\$62,500	McKenna – Permit Tech*	\$51,000
FY CE – Benefits	\$16,000	PT CE (\$25/hour)	\$26,000
McKenna – Inspections	75% - Building 65% - Trades	McKenna – Inspections	80% - All
TOTAL	\$78,500		\$77,000

\*Permit Technician fees can be partially paid via Building Department fees. It would be recommended to conduct a fee schedule review with the new McKenna contractors if the contract is awarded.

NOTE: Full-Time Code Enforcer cost is split 55/45 with the DDA. The proposed agreement would require a DDA cost-share amendment to state the DDA would cover 45% of the contracted permit technician.

**Recommendation:** It is my recommendation to approve the updated McKenna agreement.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_ to approve the professional services agreement with McKenna Associates, Inc., to operate the City’s Building Department.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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