



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: October 18, 2021
RE: **MOTION TO APPROVE – STAFF REORGANIZATION**

During the Budget Session in 2020, Council requested to explore hiring a Assistant City Administrator. The onset of the Covid epidemic and the retirement of a staff person provided an opportunity at that time to restructure roles and responsibilities. It was determined at that time, it is more cost effective and efficient to realign job responsibilities with existing staff than to bring on a new full-time administrative position. This also supported job growth and retention efforts for existing staff. The changes, effective February 2021, impacted the DDA Director, DDA /Special Projects Manager, and Director of Parks and Recreation positions.

With the departure of the Parks and Recreation Director this fall, it again provides an opportunity to explore cost effective options. The DDA and Council previously approved the DDA/Special Projects Manager assuming responsibility for Recreation and Special Events.

The recommendation is to create a new title: Director, Building Department. Then re-assign duties that were previously the Director of Parks and Recreation, relative to maintenance of the building, supervision of contractors for DPS and building maintenance to this position. Keeping the Code Enforcement duties and also oversight of the Building Department.

Staff Reorganization Recommendations:

Create: Director – Building Department

- Current Title: Code Enforcement
- Currently held by Rami Sweidan
- Major changes: duties as Director of the Building Department, including Code Enforcement, Building Safety, and Facilities
- Annual Salary Change: \$7,000 from the General Fund/Recreation Salary. This leaves up to \$42,500 plus the cost of fringe benefits available in the Recreation Department for contracting with other individuals and/or organizations for Parks/Recreations services.
- DDA impact: the DDA currently provides 45% of the funding for the Code Enforcement position (\$22,950). This amount will remain unchanged. The percentage will change to 40%.

SUGGESTED MOTION:

TO APPROVE the Staff Reorganization as presented, creating the job title of Director-Building Department and authorize the budget amendments to reflect the new salaries, fringe benefit costs, and cost-sharing percentages with the DDA.