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To: DDA Board of Directors
From: Austin Colson – Community and Economic Development/DDA Director
Date: February 20, 2026
RE: Additional Hours for CED/DDA Project Coordinator – Parks and Recreation

Background

The City of Lathrup Village Parks and Recreation Committee is actively working on initiatives to improve and enhance our community's park system. At present, the Committee does not have a dedicated staff liaison to provide consistent coordination, communication, and project management support. Committee members have expressed that, without a designated staff resource, initiatives can feel difficult to advance and sustain.

To address this need, staff is recommending that the Downtown Development Authority (DDA) allocate funding for an additional 4.5 hours per week for the CED/DDA Project Coordinator to serve as the Parks and Recreation Committee's staff liaison.

In addition to Parks support, the City and DDA are currently participating in the Recast City cohort program, which presents a critical opportunity to bring actionable visioning, business attraction strategy, and downtown use diversification to our DDA district. Dedicated staff capacity will be essential to maximize the impact of this cohort participation and translate vision into implementation.

Proposal

The requested allocation will allow the Project Coordinator to:

- Assist with planning and coordination of park improvement initiatives.
- Provide project management support for park enhancements and community programming.
- Provide implementation support for Recast City participation.
- Support development of strategies to activate underutilized spaces in the DDA district.

Requested Action

Staff respectfully requests that the DDA Board approve a FY 2025–2026 budget amendment to fund an additional 4.5 hours per week for the CED/DDA Project Coordinator. To support this adjustment, staff recommends reallocating existing funds within the FY26 budget, including \$1,100 from the Capital Improvements and \$1,000 from the Training/Membership line items, for a total reallocation of \$2,100 to the Part-Time Seasonal Crew personnel line. By funding this additional time, the DDA ensures that the business corridor benefits from a stronger, more cohesive community identity anchored by high-quality public spaces.

Additional Cost			
Per week	\$25	4.5 Hours	\$112.50
17 Weeks			<u>\$1,912.50</u>

Suggested Motion:

“I move to authorize the reallocation of funds for an additional 4.5 hours per week for the CED/DDA Project Coordinator to support Parks and Recreation Committee initiatives, with the goal of enhancing Lathrup Village’s park system and strengthening the business corridor.”