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To: Lathrup Village Downtown Development Authority
From: Janet Bloom – Community & Economic Development/DDA Director
Date: July 17, 2026
RE: Lathrup Village DDA & City of Lathrup Village Cost Share Agreement
Amendment 1

The Lathrup Village Downtown Development Authority (“DDA”) entered into a Cost Share Agreement with the City of Lathrup Village (“City”) for a period starting July 1, 2026, through June 30, 2031.

A request to amend this Agreement is presented to the DDA Board to have the DDA contribute towards the cost of the City’s Permit Technician/Scheduler position, under specific conditions.

The reason for this request is that the City has transitioned from having a full-time Code Enforcer, who also served as the City’s Permit Technician/Inspection Scheduler, to having a part-time Code Enforcer. Along with the part-time Code Enforcer, the City has approved an agreement with McKenna & Associates to continue overseeing the City’s Building Services, while also providing a Permit Technician/Scheduler to be on-site weekly.

The proposed amendment is as follows:

1. Amendment to Section 4 – Compensation

Section 4 of the Agreement is hereby amended by adding the following subsection:

G. Permit Technician/Scheduler. The DDA shall contribute \$22,950 (45% of the annual cost) annually toward the contracted Permit Technician/Scheduler when the CITY employs a Part-Time Code Enforcement Officer.

The parties acknowledge and agree that the existing cost-sharing arrangement for the Code Enforcement Officer shall remain unchanged, with the DDA responsible for 45% and the CITY responsible for 55% of the salary and fringe benefits associated with that position, as provided in Section 4(F) of the Agreement.

If the Part-Time Code Enforcement Officer position reverts to Full-Time and the Permit Technician/Scheduler duties are absorbed into that position, this subsection shall cease effective on the date the position reverts to Full-Time, unless otherwise approved by both parties through a subsequent written amendment.

2. Ratification

Except as expressly modified by this Amendment, all other terms and conditions of the Cost Share Agreement shall remain in full force and effect.

Recommendation: To approve the Cost Share Agreement Amendment 1 as presented to be in effect July 1, 2026 through June 30, 2031, impacting the following accounts:

Due to the Code Enforcement PT Change:

494-000.000-701.000, Salaries, Full Time, will be reduced by \$27,540

494-000.000-702.000, Salaries, Part Time, will be increased by \$14,040

494-000.000-703.000, Employee Taxes and Benefits, will be reduced by \$3,000

494-000.000-882.000, Planning/Consulting Fees to be increased by \$22,950 to reflect McKenna's Permit Tech Cost.