



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: September 27, 2021

RE: DDA & Special Projects Manager Duties

The Parks & Recreation Director Christopher Clough resigned the end of August. Some of the duties are being re-assigned to existing staff. A (15%) percentage of the costs for this position is covered by the DDA. This was primarily for events and special programs that were held in the Municipal Park and City Hall.

The DDA has approved the DDA & Special Projects Manager, Cori Dahl, assuming responsibility for the special events (Fall Fest, Tree Lighting, Breakfast with Santa, senior luncheons, etc.).

As part of the cost-share agreement, the city is asked to transfer \$4,000 from Parks and Recreation to support the position and programming. Additional duties will include: serving as the department liaison for parks & recreation, managing volunteers, vendors, and planning community events.

Other duties include collaborating with city departments & community groups for successful community events such as Summer Concert Series (LVCF), community policing events (PD), and implementation of the Neighborhood Captain Program (CED) to foster greater communication and involvement.

Additional changes will be brought forward at the next council meeting relative to coverage of the building, facilities and enrichment classes.

Suggested Motion:

Approve the expanded role for the DDA & Special Projects Manager and Cost Share Agreement with the DDA