

CITY OF CHARLOTTE, COUNTY OF EATON, STATE OF MICHIGAN

RESOLUTION NO. 2021-058

**A RESOLUTION TO AUTHORIZE FILLING THE
CITY CLERK AND TREASURER POSITIONS**

WHEREAS, the City Council implemented a hiring freeze at the meeting held June 8, 2020; and

WHEREAS, the City Clerk/Treasurer has announced her upcoming resignation due to relocation out of state; and

WHEREAS, the position of City Clerk is an appointed officer of the City and pursuant to City Charter, Section 3.13 (B) a vacancy in any appointive office must be filled within 120 days and such time may only be extended by an additional 60 days by resolution of Council; and

WHEREAS, the position of Treasurer is an appointed officer of the City and pursuant to City Charter, Section 3.13 (B) a vacancy in any appointive office must be filled within 120 days and such time may only be extended by an additional 60 days by resolution of Council; and

WHEREAS, the current position is a combined role of both offices and the City Manager has determined it will be in the best interests of the City operations to revert back to separate offices to ensure internal controls and appropriate workload for staff; and

WHEREAS, Section 2-66 of the City Ordinance authorizes the City Manager to designate an interim or acting officer, or perform personally the functions of the office, until such time the vacancy is filled per the Charter, and the manager will personally perform the functions that are unable to be conducted by the respective deputies;

NOW, THEREFORE, BE IT RESOLVED that the Council does hereby authorize the City Manager to seek candidates for appointment to the City Clerk and the Treasurer roles, and to prepare an amendment to the City's administrative ordinances outlining the duties and separation of these offices.

The foregoing resolution offered by Council member _____ and supported by _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, April 19, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 19th day of April 2021.

Pearl Tidwell, City Clerk / Treasurer
City of Charlotte



Memo

Date: April 16, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Upcoming resignation of Clerk-Treasurer

On the agenda for Council's consideration is a resolution to separate the offices of City Clerk and Treasurer. Pearl Tidwell has been serving in the combined role of Clerk-Treasurer and she has announced her forthcoming resignation due to relocating out of state. Per the City Charter, these roles are appointed officers of the city and must be filled within a specified timeframe. Such officers are appointed by the manager with confirmation by Council. Due to the hiring freeze implemented in June 2020, I am asking permission to fill these roles pursuant to the Charter.

Historically, the offices of Clerk and Treasurer have been filled by two individuals with duties and responsibilities outlined in state law, city charter, and city ordinance. In summary, the City Clerk has the statutory duties of clerk including being the official recordkeeper for all city actions, clerk of the council and other boards, and overseeing elections. Per our charter and ordinance, he or she is also the purchasing agent, human resources department, and auditor of the city records, including financial records for the city. The Treasurer has fiduciary duties of collection and disbursement of taxes, collection of utility bills and other receivables, payment of claims, payroll services, assistance with preparation of the budget, and overseeing the financial status of the city including reconciliation of accounts.

In 2018, these two offices were combined and some duties were taken on by a private accounting firm. As part of the city's operational analysis, as well as recommendations by city staff including the city manager, the city is preparing to end its relationship with the private firm at the contract end in August 2021. The costs associated with this contract and the services provided are no longer efficient for effective city operations and fiscal management. In reviewing the workload, and considering the staffing needs of the city as it plans potential re-opening of city hall, I am recommending we revert to maintaining two separate offices for the clerk and treasurer. In addition to the aforementioned reasons, I believe having a separation of duties for purchasing and accounting will provide additional internal controls for the city's finances. It will provide for cross-training and ensuring adequate staffing at city

hall to serve the residents. As outlined below, the addition of one person will still result in a net-savings due to the cost-savings of bringing the financial services in-house compared to the costs of private accounting firm. This will necessitate an amendment to our ordinance to revert the language back to separate offices, as was prior to 2018.

Below is a table for the proposed new staffing configuration. The Clerk’s office will be comprised of two full time employees and the Treasurer’s office will be comprised of three full time employees. At the study session held in February, we discussed the potential hiring of a new accounting clerk (immediately) and a payroll specialist (July 1) along with combination of the clerk-treasurer role. With separation of those departments and hiring a clerk and treasurer/finance director, I believe we can forego the hiring of a payroll specialist. This will still result in a net savings due to the elimination of the Rehmann contract at the end of August.

Staff Title	FY20-21 Budget	FY20-21 Actual/Projected	FY21-22 Budget
Clerk-Treasurer	83,242	78,500	
City Clerk			60,000
Treasurer/Finance Director			75,000
Deputy Clerk	49,296	16,500 (prorated hire date 3/1/21)	49,296
Deputy Treasurer	49,296	49,296	49,296
AP Specialist		8,700 (prorated hire date 4/26/21)	41,766
Payroll Specialist			
Rehmann (Payroll/Accounting)	213,000	257,093 (projected)	35,000 (two months only)
Estimated Benefits for new roles		2,500 (prorated AP only hire date 4/26/21)	26,104 (AP and Clerk)
Total	394,834	412,589	336,462

Pursuant to city ordinance, in the event of a vacancy in appointed officer, except for the city attorney, the city manager can appoint interim or acting officer, or can personally perform the duties. There is a deputy clerk and deputy treasurer serving at this time; however, both persons are relatively new to their roles and have been serving in that capacity for approximately 2 months and 4 months respectively. Given the staffing concerns with this vacancy, the current city clerk-treasurer has offered to assist remotely until such time that she obtains other employment. The city manager and respective deputies will fulfill the duties of offices until the vacancies have been filled.

A resolution of approval of hiring a clerk and a treasurer and preparing an amendment to the ordinance is included for Council's review and consideration.

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