



Memo

Date: July 15, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Finance Director/Treasurer and City Clerk Appointments

In May, the City Clerk-Treasurer resigned to move out of state creating a vacancy in the clerk-treasurer office. Given the responsibilities of those dual roles, in addition to the desire to end the contracted accounting services with Rehmann Robson the decision was made to recruit two individuals. This follows the recommendation in the operational and fiscal analysis which noted the need for additional staffing in these departments and daily demands of those roles. Accordingly, the city amended the city ordinances to revert to two separate offices and has undergone recruitment efforts to find candidates for these key appointed offices.

Per the City Charter the administrative officers of the city, except the attorney, are appointed by the manager and confirmed by Council. Pursuant to the City Charter, I am recommending the appointment of Eric Smith to the role of Finance Director/Treasurer and Mary LaRocque to the role of City Clerk. A resolution of approval of these appointments are included for your review and consideration.

Mr. Smith has a lengthy career in public sector finance, including a prior role as a Finance Director/Treasurer. He brings a wealth of knowledge of government accounting best practices, and will be an invaluable asset to the finance department team. I am impressed with his ability to explain complex financial topics in easy-to-understand ways. He is joining the city after serving in his current role in governmental consulting with an accounting firm which has provided him with myriad experiences in a variety of governmental organizations.

Ms. LaRocque has been a Deputy Clerk for several years in a nearby township, and prior to that she held increasingly responsible roles in the private sector. Her skills and knowledge of governmental operations, human resources management, and best practices in organizational management and procedures will be an invaluable asset in the clerk's office. I am impressed by her ability to oversee and implement complex procedures and processes to streamline efficiency in office operations.

I feel both candidates will prove to be excellent additions to our team at city hall.