



**City of Lathrup Village**  
 27400 Southfield Road  
 Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
 FROM: Mike Greene – City Administrator  
 DATE: April 15, 2024  
 RE: City Clerk Confirmation

**Background Brief:** As the Council is aware, the City’s City Clerk left the City for another opportunity at the beginning of March 2024. The City had a City Clerk posting available via MML and the Michigan Association of Municipal Clerks (MAMC) for nearly two (2) months and received three applications. After conducting the search and holding interviews, we have identified a candidate who we believe has the characteristics of someone who can make a great City Clerk. While they have no direct City Clerk experience, Alisa Emanuel possesses skills, (such as organization/customer service/independent thinking/etc) she has gained through her unique professional life that can translate well into this profession.

Per Section 3.6 of the City Charter “All administrative officers of the city, except the City Administrator and Attorney, shall be appointed by the City Administrator for an indefinite period, subject to confirmation by the Council.”

Ms. Emanuel has worked in the media world, as a public school teacher, operations administration, owned/operated their own business, and spent the past few years working as an office worker in the medical field while taking care of her aging family members. It is my opinion that Ms. Emanuel will bring a wealth of outside experience and new ideas to the City Clerk position. While she will need Clerk-specific training, specifically related to elections, she is aware and excited to take on that challenge and has already begun to take the initiative to shadow Clerk’s in the area to see what the day-to-day of a Clerk is like.

If confirmed, Ms. Emanuel can start on Tuesday, April 16, 2024.

Knowing there are upcoming Presidential elections this year, the City will also be working with Ms. Emanuel to secure an elections contractor (who may be a retired municipal clerk) to assist with the elections.

**Previous Action:** N/A

**Economic Impact:** Below is the estimated cost (salary + insurance/retirement benefits) of this employee working for the City of Lathrup Village.

<u>Department</u>	<u>Proposed Salary</u>	<u>Benefits</u>
General (100%)	\$60,000	\$18,812

**Recommendation:** It is my recommendation to confirm Alisa Emanuel as City Clerk for the City of Lathrup Village.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
 to confirm Alisa Emanuel as City Clerk for the City of Lathrup Village.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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