



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: February 26, 2024
 RE: Finance Director Confirmation

Background Brief: As the Council is aware, the City’s long-time City Treasurer retired at the end of 2023. After conducting a search and interviews, I have identified a qualified candidate, Michelle Townsend, who has accepted the position of Finance Director (City Treasurer designee) for Lathrup Village pending Council confirmation as outlined in our Charter.

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. Townsend has worked in the local government finance world for 20+ years with her most recent stop as the Deputy Finance Director for the City of Ferndale. It is my opinion Ms. Townsend will bring a wealth of experience and new ideas to the Finance Department that will benefit the City in the long term.

If confirmed, Ms. Townsend expects to start in mid-March.

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. As discussed previously, I am recommending modifying the cost split of this employee to include partial costs being assigned to the water/sewer department due to the amount of work this employee will oversee in said department.

Proposed Salary – Current Split			Multi-Department – Proposed Split		
Department	Proposed Salary	Benefits	Department	Proposed Salary	Benefits
General (90%)	97,200.00	30,888.72	General (70%)	75,600	24,024.56
DDA (10%)	10,800.00	3,432.08	DDA (10%)	10,800	3,432.08
			Water/Sewer (20%)	21,600	6,864.16
TOTAL	108,000.00	34,320.80	TOTAL	108,000.00	34,320.80

*10% is assigned to the DDA based on the DDA/City cost share agreement.

Recommendation: It is my recommendation to confirm Michelle Townsend as Finance Director (City Treasurer Designee) for the City of Lathrup Village with an updated cost split.

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____ to confirm Michelle Townsend as Finance Director (City Treasurer Designee) for the City of Lathrup Village utilizing the updated cost split as proposed.

Enclosed: Michelle Townsend Resume

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

OBJECTIVE OBTAIN A MANAGEMENT-LEVEL POSITION IN FINANCE OR ADMINISTRATION THAT WILL ENABLE ME TO UTILIZE MY KNOWLEDGE AND CAPABILITIES, ENHANCE GROWTH IN NEW AREAS AND ALLOW ME TO CONTRIBUTE TO THE OVERALL SUCCESS OF THE ORGANIZATION.

EMPLOYMENT HISTORY

DEPUTY FINANCE DIRECTOR, CITY OF FERNDALE MAY 2021 TO PRESENT

- DIRECT, MANAGE, SUPERVISE AND COORDINATE THE ACTIVITIES AND OPERATIONS OF THE FINANCE DEPARTMENT INCLUDING PROFESSIONAL ACCOUNTING FUNCTIONS, AND PREPARATION OF FINANCIAL STATEMENTS AND REPORTS.
- ASSIGN, SUPERVISE AND REVIEW THE WORK OF PROFESSIONAL AND OFFICE SUPPORT STAFF, COORDINATE ASSIGNED ACTIVITIES WITH OTHER DIVISIONS, DEPARTMENTS AND OUTSIDE AGENCIES.
- PROVIDE HIGHLY RESPONSIBLE AND COMPLEX ADMINISTRATIVE SUPPORT TO THE FINANCE DIRECTOR.
- SERVE AS SECOND-IN-CHARGE OF THE FINANCE DEPARTMENT AND ACT AS THE FINANCE DIRECTOR IN HIS/HER ABSENCE.

IMPLEMENTATION CONSULTANT, TYLER TECHNOLOGIES NOVEMBER 2019 TO JANUARY 2021

- PROVIDE PROFESSIONAL CONSULTATION SERVICES, SUCH AS SOFTWARE READINESS AND CLIENT-EDUCATION OF TYLER SOFTWARE PRODUCTS.
- PERFORM BUSINESS ASSESSMENTS TO IDENTIFY AND DOCUMENT CLIENT REQUIREMENTS REGARDING TYLER PRODUCTS AND FUNCTIONALITY TO ENSURE EFFICIENT SOFTWARE SOLUTIONS FOR THE CLIENT'S NEEDS.
- IDENTIFY AND DOCUMENT BUSINESS/TECHNICAL REQUIREMENT SPECIFICATIONS FOR SPECIFIC SOFTWARE DESIGN/DEVELOPMENT, FORMS, REPORTS, INTERFACES, PROCESS CONFIGURATION AND OTHER RELEVANT CHANGES.
- TROUBLESHOOT CLIENT ISSUES, WORKING WITH THE SUPPORT OR DEVELOPMENT DEPARTMENTS, AND DOCUMENT ACCORDINGLY.

DEPUTY TREASURER, CITY OF GARDEN CITY SEPTEMBER 2015 TO APRIL 2019

- PLAN, ORGANIZE, REVIEW, SUPERVISE, REVISE AND DIRECT THE WORK OF A TEN-MEMBER GROUP OF ACCOUNTING, GENERAL CLERICAL AND UTILITY BILLING PERSONNEL ENGAGED IN THE MAINTENANCE OF ALL GENERAL LEDGER, BUDGETARY CONTROL, PAYROLL, ACCOUNTS PAYABLE AND UTILITY BILLING FUNCTIONS.
- MONITOR CITY'S BANK FUNDS; MAKE RECOMMENDATIONS FOR APPROPRIATE ADJUSTMENTS IN BUDGET, PREPARE VARIOUS REPORTS AND REVIEW A VARIETY OF FINANCIAL REPORTS AS NECESSARY; ASSIST THE CLERK-TREASURER TO ENSURE MAXIMUM INVESTMENT OF IDLE FUNDS TO ACHIEVE BEST POSSIBLE YIELDS.
- COORDINATE THE MANAGEMENT OF LAN/WAN AND OTHER COMPUTER SYSTEMS.
- ASSIST THE CLERK-TREASURER IN THE PREPARATION OF THE CITY'S BUDGETS; REVIEWS ALL DEPARTMENTAL BUDGET REPORTS AND CLOSING STATEMENTS; MAKE NECESSARY ADJUSTMENTS AND RECOMMENDATIONS TO MEET STANDARDS; COMPILER AND PROVIDE MANAGEMENT WITH STATISTICAL DATA AS NEEDED; ASSIST IN THE PREPARATION OF FINANCIAL FORECASTS.
- COORDINATE ACCOUNTING ACTIVITIES WITH OUTSIDE AUDITORS; ASSIST WITH AUDITS BY COMPILING SCHEDULES AND DATA.
- RESPOND TO INQUIRIES AND COMPLAINTS, SUPPLYING INFORMATION AS REQUESTED IN PERSON, BY PHONE, OR THROUGH CORRESPONDENCE.
- SUPERVISE THE MAINTENANCE OF RECORDS AND PREPARE A VARIETY OF REPORTS CONCERNING VARIOUS BILLINGS, PAYROLL TAXES, INVESTMENTS, GOVERNMENT SURVEYS, EMPLOYEE PENSIONS AND FINANCIAL STATEMENTS.
- SUBSTITUTE FOR CLERK-TREASURER IN VARIOUS FUNCTIONS INCLUDING ATTENDANCE OF CITY COUNCIL MEETINGS.

ACCOUNTING GROUP LEADER, CITY OF ALLEN PARK MARCH 2014 TO SEPTEMBER 2015

PAYROLL CLERK, CITY OF ALLEN PARK SEPTEMBER 2013 TO MARCH 2014

- RESPONSIBLE FOR OVERSIGHT AND MANAGEMENT OF ALL PAYROLL PROCESSING, INCLUDING PAYCHEX CORRECTIONS/ADJUSTMENTS, QUARTERLY AND YEAR-END REPORTING, SETTING UP WC CODES IN PAYROLL PROGRAM AND ELECTRONIC REMITTANCES/PAYMENTS.
- PROVIDE CONTINUITY AND SUPPORT TO HUMAN RESOURCES AND ASSIST IN SETTING UP FSA AND RETIREE HEALTH CARE TRUST FOR P/F.
- COORDINATE THE DAILY OPERATION OF THE FINANCE DEPARTMENT RELATIVE TO PAYROLL, ACCOUNTS PAYABLE AND UTILITY BILLING, INCLUDING MONITORING AND TRAINING AS NEEDED.
- VERIFY CASH RECEIPTS, INCLUDING TAX RECEIPTS, AND POST TO GENERAL LEDGER.
- PREPARE PROPERTY TAX DISBURSEMENTS AND BANK RECONCILIATIONS.
- PROVIDE CONTINUITY AND SUPPORT TO THE FINANCE DIRECTOR AND FUNCTION ON HIS BEHALF IN HIS ABSENCE.
- ASSIST WITH THE ANNUAL EXTERNAL AUDIT OF THE CITY'S FINANCIAL RECORDS.

TREASURER, CITY OF MARSHALL

AUGUST 2009 TO JULY 2013

- OVERSEE AND MANAGE CITY'S TREASURY DEPARTMENT INCLUDING PROPERTY TAX BILLING/COLLECTION, UTILITY BILLING OPERATIONS SUPERVISION (INCLUDING WATER, SEWER AND ELECTRIC) AND FINANCE SUPPORT.
- SUPERVISE ACCOUNTING, UTILITY BILLING, PAYROLL AND CLERICAL FUNCTIONS, INCLUDING TASKING, REVIEWING AND PROVIDING ASSISTANCE AS NEEDED TO ENSURE WORK IS COMPLETED ACCURATELY AND ON A TIMELY BASIS AND EVALUATE PERFORMANCE ANNUALLY; SERVE AS BACK-UP TO ALL THOSE SUPERVISED.
- ADMINISTRATIVE AND FUND ACCOUNTING WORK INCLUDING:
 - ACCOUNTS RECEIVABLE, CASH AND (INTER-DEPARTMENTAL) REVENUE, INCLUDING MUNICIPAL AIRPORT, DIAL-A-RIDE, ETC.
 - MAINTAIN ACCOUNTS AND PREPARE VARIOUS TYPES OF FINANCIAL REPORTS.
 - ASSIST FINANCE DIRECTOR WITH ANNUAL BUDGET PROCESS (OPERATING AND CAPITAL OUTLAY) AND MONITOR ADOPTED BUDGETS.
 - ASSIST FINANCE DIRECTOR WITH ANNUAL INDEPENDENT FINANCIAL AUDIT.
 - UPDATE WEBSITE AS NECESSARY.

TREASURER, CITY OF MARYSVILLE

JUNE 2000 TO JULY 2009

- RESPONSIBLE FOR OVERSIGHT AND MANAGEMENT OF CITY'S TREASURY DEPARTMENT INCLUDING PROPERTY TAX BILLING/COLLECTION & FUND INVESTMENT ACTIVITIES.
- MANAGE UTILITY BILLING OPERATIONS.
- KNOWLEDGE OF LAWS, ORDINANCES AND REGULATIONS OF A GOVERNMENTAL FINANCIAL OPERATION AND CITY REVENUE ORDINANCES AND PROCEDURES.
- ADMINISTRATIVE AND FUND ACCOUNTING WORK INCLUDING:
 - ACCOUNTS RECEIVABLE, CASH AND (INTER-DEPARTMENTAL) REVENUE, INCLUDING MUNICIPAL GOLF COURSE, AMBULANCE, RECREATION DEPARTMENT, ETC.
 - MAINTAIN ACCOUNTS AND PREPARE VARIOUS TYPES OF FINANCIAL REPORTS.
 - PREPARE JOURNAL ENTRIES AND RECONCILE ACCOUNTS.

EDUCATION AND CERTIFICATIONS

A.A.S., MANAGEMENT – CUM LAUDE, ST. CLAIR COUNTY COMMUNITY COLLEGE	AUGUST 2002
CERTIFIED PUBLIC FINANCE ADMINISTRATOR, APT – US&C	JUNE 2008
MICHIGAN GOVERNMENT FINANCE OFFICERS ASSOCIATION – BACK-TO-BASICS	SPRING 2013

PROFESSIONAL MEMBERSHIPS

ASSOCIATION OF PUBLIC TREASURER'S – UNITED STATES AND CANADA
 MICHIGAN MUNICIPAL TREASURER'S ASSOCIATION
 MICHIGAN GOVERNMENT FINANCE OFFICERS ASSOCIATION

SKILLS

COMPUTER

- MICROSOFT OFFICE, INCLUDING WORD, EXCEL, ACCESS, POWERPOINT, OUTLOOK
- BS&A (EQUALIZER ASSESSING, TAX, UTILITY BILLING, GENERAL LEDGER, CASH RECEIPTING, PAYROLL, DELINQUENT PERSONAL PROPERTY TAX), INCLUDING IMPLEMENTATION OF .NET VERSIONS OF TAX, UTILITY BILLING, CASH RECEIPTING AND DELINQUENT PERSONAL PROPERTY TAX
- TYLER INCODE (UTILITY BILLING, CASH RECEIPTING, MISCELLANEOUS RECEIVABLES)

PERSONAL

INTEGRITY AND INGENUITY	STRONG INITIATIVE
CONTINUAL PROCESS-IMPROVEMENT	ADAPT EASILY TO CHANGES
DETAIL-ORIENTED	ANALYTIC AND LOGICAL THINKER
WORK WELL UNDER PRESSURE	COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING

EXCELLENT INTERPERSONAL SKILLS:
 PARTICIPATORY MANAGEMENT STYLE WITH TEAM-COORDINATION
 EXCELLENT ORGANIZATIONAL SKILLS AND MULTI-TASKING ABILITIES
 CUSTOMER-SERVICE ORIENTATED (INTERNAL AND EXTERNAL CUSTOMERS)
 EXTENSIVE KNOWLEDGE OF LAWS, POLICIES AND PRACTICES RELATED TO GOVERNMENTAL ACCOUNTING

REFERENCES

AVAILABLE UPON REQUEST