

To: Honorable Mayor and Members of City Council

From: Melissa R. Marsh, City Manager

Date: August 12, 2026

Re: Appointment of City Clerk

Pursuant the City Charter, I respectfully request that Council confirm my appointment of Mary Daley as City Clerk.

As part of our ongoing succession planning, Deputy City Manager/City Clerk Rottmann will be transferring to the Deputy City Manager/Human Resources position. This transition provided us an opportunity to begin succession planning within the City Clerk's Office and Elections Division while maintaining continuity in these critical functions.

The City Clerk position was posted from June 24, 2026, through July 24, 2026. We received a total of ten applications and interviewed three candidates. Following the interview process and a review of the candidates' qualifications, experience, and anticipated learning curve, I have made a tentative offer to Mary Daley.

Mary currently serves as the City's Business Services Coordinator/Election Specialist and has been with the City Clerk's Office since April 2021. In her current role, she has significant direct experience with the responsibilities that will transition to the City Clerk position, including:

- Assisting in the administering and coordinating federal, state, and local elections and ensuring compliance with Michigan election laws.
- Managing voter registration, the Qualified Voter File, absentee ballot processing, and Election Day operations.
- Supervising early voting operations and staff.
- Serving as Clerk to the Planning Commission and other boards as necessary under the Open Meetings Act.
- Coordinating the City's business licensing process and serving as a resource to businesses regarding licensing requirements.
- Maintaining vital records and other departmental documentation.
- Working directly with elected officials, department heads, residents, and other stakeholders.

Mary also previously served as Executive Assistant to the City Manager from July 2016 through April 2021. In that capacity, she gained broad knowledge of City operations and worked directly with the City Manager, department heads, elected officials, and residents. Her prior experience included assisting with City goals and strategic initiatives, coordinating projects, preparing the City's annual budget in collaboration with department heads, responding to escalated resident and business concerns, and preparing reports for City Council.

Mary holds a Master of Public Administration and a Michigan Professional Municipal Clerk (MiPMC) certification. She has also received her Certified Municipal Clerk (CMC) designation, awarded by the International Institute of Municipal Clerks (IIMC). She is a member of IIMC and the Oakland County Clerks Association.

Mary's current experience in the City Clerk's Office, combined with her prior experience in the City Manager's Office, provides her with a strong understanding of both the technical responsibilities of the Clerk's Office and the broader operations of the City. Her existing knowledge of our election processes and systems is particularly valuable given the importance and complexity of election administration and the upcoming transition in leadership.

Consistent with the Charter, I am recommending that City Council confirm the appointment of Mary Daley as City Clerk at the August 24, 2026 Regular City Council Meeting. I believe this appointment provides the City with an experienced candidate who can assume the responsibilities of the position with a limited learning curve while also supporting the City's longer-term succession planning for the City Clerk and Elections Office.