



MEMORANDUM

REGULAR CITY COUNCIL MEETING

May 5th, 2025

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Appointment of Dawn Raza to the position of City Treasurer

I am recommending the appointment of Dawn Raza to the role of City Treasurer at our upcoming meeting on Monday, May 5th.

Dawn holds a degree from Ferris State University and has been serving as the back-up Treasurer since Matt's departure. During this time, she has handled payroll, accounts payable, and several other critical financial operations for both the City and the Police Department. She has shown strong attention to detail, accuracy, and a proactive approach to learning the responsibilities of the position.

To further prepare for the Treasurer role, Dawn recently attended the Michigan Municipal Treasurers Association's Institute. This multi-day training focused on municipal accounting, cash handling, budgeting, and statutory responsibilities, and is designed specifically for new and aspiring municipal treasurers. Her completion of this program demonstrates her commitment to growing into the role and serving Douglas with a solid understanding of best practices and compliance standards.

Dawn brings a wealth of experience from her previous positions. She served as the Village Clerk in Roscommon for eight years, overseeing payroll, accounts payable, budgeting, and financial reporting. She also held administrative and financial roles at Fick & Sons Diesel Garage and Calhoun County Circuit Court, where she managed invoices, reconciliations, and general ledger functions.

Dawn's performance over the last year, her eagerness to grow, and her intention to remain with the City long term make her a strong and stable choice. Thank you for your anticipated support.

Sample Motion: Approve the appointment of Dawn Raza to the position of City Treasurer effective May 7th, 2025.