



The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Appointment of Jennifer Tien to the position of City Treasurer

Date: June 17th, 2024

I am respectfully recommending the appointment of Jennifer Tien to the position of City Treasurer for the City of Douglas. This recommendation follows a comprehensive review process and assessment of Ms. Tien's qualifications, experience, and potential contributions to the City of Douglas.

The position of City Treasurer is critical to the effective financial management of the City. The City Treasurer is responsible for overseeing the management of municipal funds, ensuring accurate accounting, and maintaining the financial stability of the City. Following the recent vacancy in this role, a rigorous selection process was undertaken to identify a suitable candidate.

Jennifer Tien has been identified as the most qualified candidate for the position of City Treasurer. Ms. Tien brings a wealth of experience in financial management and public administration. Her credentials include:

Jennifer graduated with a degree in Business Administration from Spring Arbor College, had previously worked as a payroll administrator at the City of Plainwell, and has gained tremendous experience with departmental budgets through her work at Allegan County.

The selection process included a series of interviews, and a thorough evaluation of her previous work in financial management. Ms. Tien's experience in municipal finance and her strategic vision for the City's financial future stood out prominently. Her leadership capabilities and understanding of public finance make her an ideal fit for the role of City Treasurer.

In addition to her technical qualifications, Ms. Tien has shown a strong commitment to public service and an understanding of the unique challenges and opportunities facing

the City of Douglas. Her approach to financial management aligns with the City's goals of transparency, efficiency, and fiscal responsibility.

Based on her qualifications and the unanimous recommendation of the selection committee (City Manager, City Clerk, Chief of Police, Plante Moran), it is proposed that Jennifer Tien be appointed as the City Treasurer. The terms of her appointment have been reviewed and are deemed satisfactory.

Jennifer can start the City Treasurer position in early July at the recommended starting salary of \$74,000 annually.

Recommended Motion: It is hereby recommended that the City Council approve the appointment of Jennifer Tien as the City Treasurer for the City of Douglas.