



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: June 10, 2021

To: The Honorable Mayor and City Council Members

From: Mark F. Miller, City Manager

Subject: Confirmation of Appointment of Renee Hazen to City Treasurer
(Introduced by: Robert Bruner, Assistant City Manager)

History

According to Section 3.9 of the City Charter, all administrative officers of the City except the City Manager and Attorney shall be appointed by the City Manager for an indefinite period subject to confirmation by the Council. Such officers shall be responsible to the City Manager, and the City Manager shall fix the compensation therefore in accordance with the budget appropriations and subject to the approval of the Council. Such officers may be discharged by the City Manager with the approval of the City Council.

Renee was hired on August 8, 2012 as an Accountant for the City of Troy and promoted to Deputy City Treasurer on November 5, 2018. Renee has been offered the City Treasurer position based on her qualifications and past experience in the City Treasurer's Office, subject to Council confirmation. Her appointment would be effective as of July 1, 2021.

Recommendation

It is recommended to approve the confirmation of Renee Hazen to the position of City Treasurer effective as of July 1, 2021.

PROFESSIONAL OVERVIEW

Organized, detail-oriented accounting professional with 20+ years of municipal government experience. Specialize in financial reporting and analysis, budget development, variance reporting and account reconciliation. Proven ability to establish and implement process improvements to enhance organizational productivity and effectiveness.

EXPERIENCE

Deputy City Treasurer, City of Troy, Michigan
Nov 2018 to present

Assist City Treasurer with the development, maintenance and reconciliation of current and delinquent tax databases, the collection and distribution of property taxes, special assessment management, processing of all City receipts, daily bank deposit preparation, supervision of front office staff, and the development of policies and procedures to strengthen internal controls and promote departmental efficiency.

General Ledger Accountant, City of Troy, Michigan
Aug 2012 – Nov 2018

Was responsible for the analysis and reconciliation of general ledger accounts. Ensured accurate and timely monthly, quarterly and fiscal year end close activities. Reconciled bank statement and balance sheet accounts. Recorded and reconciled monthly investment activity. Managed fixed asset set-up, depreciation and reconciliation. Developed and implemented detailed procedures for the maintenance and reconciliation of balance sheet accounts. Initiated journal entries. Assisted in the preparation of the annual audit.

Payroll Clerk, City of Auburn Hills, Michigan
Jan 2011 – Aug 2012

Processed the bi-weekly payroll for 160 full-time and approximately 150 part-time employees. Maintained payroll and leave records for employees in seven union/employee groups. Initiated payroll adjustments. Assisted Finance Department personnel with audit and budget items related to payroll.

Contract Accountant
Jun 1998 – Aug 2017

Managed the accounting functions for small businesses. Prepared monthly financial statements, budget variance report and cash flow statement. Reconciled bank statement and general ledger accounts, initiated journal entries and payroll adjustments. Prepared the annual budget and forecast reports.

Senior Accountant, City of Wayne, Michigan
Nov 1993 - Nov 1994

Was responsible for the accounting operation and cash management program. Monitored cash flow, invested available funds, and posted related investment journal entries. Supervised the accounting, payroll and accounts payable functions. Assisted in the preparation of the annual budget and annual financial

report.

Accountant, City of Wayne, Michigan
Jul 1986 – Nov 1993

Prepared monthly financial statements. Responsible for the analysis, reconciliation and maintenance of general ledger accounts. Initiated journal entries. Assisted with annual budget and annual financial report preparation.

EDUCATION

B.B.A., Eastern Michigan University
Major: Accounting