

RESOLUTION NO. 2012 – 048

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING THE SELECTION COMMITTEE'S RECOMMENDATION OF MARTIN SHERWOOD, CPA, CGFO, AS THE TOWN FINANCIAL ADMINISTRATOR OF THE TOWN OF SOUTHWEST RANCHES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO A CONTRACT WITH MARTIN SHERWOOD, CPA, CGFO, WHICH ESTABLISHES THE SCOPE, COMPENSATION AND BENEFITS FOR THE TOWN FINANCIAL ADMINISTRATOR SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 16, 2012, the Town of Southwest Ranches notified the associated trade organizations, and published an advertisement on the Town's website for the position of Town Financial Administrator for the Town of Southwest Ranches; and

WHEREAS, the Town received over 16 responses to its advertisement; and

WHEREAS, the Selection Committee consisting of the Town Council reviewed all of the responses and interviewed the qualified candidates; and

WHEREAS, as a result, the Selection Committee selected Martin Sherwood, CPA, CGFO, for the position of Town Financial Administrator, to fulfill the responsibilities of the office as specified by the Town Charter, and as directed by the Town Council; and

WHEREAS, in accordance with Section 3.11 of the Town's Charter, this Resolution seeks Council approval for the Selection Committee's selection of the Martin Sherwood, CPA, CGFO as the Town Financial Administrator, and seeks approval of his contract.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1: The above referenced recitals are true and correct and are incorporated herein by reference.

Section 2: The Town Council hereby approves the Selection Committee's selection of Martin Sherwood, CPA, CGFO, as the Town Financial Administrator of the Town of Southwest Ranches.

Section 3: The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to enter into a contract with Martin Sherwood, in substantially the same form as that attached hereto and incorporated herein by reference as Exhibit "A", which establishes the scope, compensation and benefits for the Town Financial Administrator's services, and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

Section 4: This Resolution shall become effective immediately upon its adoption.

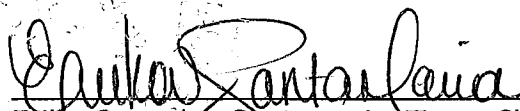
PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 10th day of May, 2012 on a motion by Council Member Breitkreuz and seconded by Vice Mayor McKay.

Nelson	<u>YES</u>
Fisikelli	<u>YES</u>
Breitkreuz	<u>YES</u>
Jablonski	<u>YES</u>
McKay	<u>YES</u>

Ayes	<u>5</u>
Nays	<u>0</u>
Absent	<u>0</u>
Abstaining	<u>0</u>


Jeff Nelson, Mayor

ATTEST:


Erika Gonzalez-Santamaria, Town Clerk

Approved as to Form and Correctness:


Keith M. Poliakoff, Town Attorney

ACTIVE: 3833356_1

AGREEMENT
BETWEEN
THE TOWN OF SOUTHWEST RANCHES
AND
MARTIN D. SHERWOOD, CPA CGFO

This AGREEMENT (the "Agreement") entered into this 10th day of May 2012, between the TOWN OF SOUTHWEST RANCHES, a Florida municipal corporation created and existing under the laws of the State of Florida, (the "Town"), and Martin D. Sherwood, an individual ("Financial Administrator").

WHEREAS, Section 3.11 of the Town's Charter provides for the appointment of a Financial Administrator; and

WHEREAS, pursuant to Section 3.11, the Financial Administrator shall work in concert with the Town Administrator, however, the Financial Administrator shall report directly to the Council, which alone shall have the authority to appoint and to remove the Financial Administrator; and

WHEREAS, The Town desires to employ the services of Martin D. Sherwood as the Town Financial Administrator of the Town of Southwest Ranches, to fulfill the responsibilities of the office as specified in the Town Charter and as delegated by the Town Council; and

WHEREAS, Financial Administrator desires to accept employment as Town Financial Administrator of the Town of Southwest Ranches; and

WHEREAS, Town and Financial Administrator wish to formalize the terms of appointment as Town Financial Administrator.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1) Employment.

Town hereby agrees to employ Martin D. Sherwood as Town Financial Administrator of the Town of Southwest Ranches to perform the duties specified in the Charter of the Town of Southwest Ranches (the "Charter"), as may be amended from time to time, and those Specified Services described in Exhibit "A", and to perform other legally permissible and proper duties and functions as the Council shall assign from time to time, including but not limited to those duties customarily performed by municipal Financial Administrators in the state of Florida. The Town Financial Administrator shall devote his full time professional employment to the Town of Southwest Ranches and will not accept any outside employment without the express knowledge and consent of the Town Council (the "Council"), which must be obtained at a public meeting as

an agenda item, except for de minimus accounting or seasonal tax return preparation for less than ten (10) family and friend members, which will be performed during non-business hours, either individually or through Financial Administrator's P.A. The Financial Administrator shall perform his duties under this Agreement, in accordance with the standards and duties as set forth in the Charter, as may be amended from time to time, and in conformity with the State of Florida Code of Ethics, as may be amended from time to time.

2) Term.

A) Financial Administrator shall serve as Town Financial Administrator commencing on May 14, 2012 (the "Effective Date") without definite term and shall continue until termination.

B) Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Financial Administrator at any time, subject only to the provisions set forth in Section 4 of this Agreement.

C) Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Financial Administrator to resign at any time from his position, subject only to the provisions set forth in Section 5 of this Agreement.

3) Salary.

Town agrees to pay Financial Administrator for his services rendered hereto based on an initial annual salary of Ninety Five Thousand Dollars (\$95,000.00), payable in accordance with the Town's employee regular payment schedule. Town may, at its own option, increase the base salary and/or benefits of the Financial Administrator in such amounts and to such extent as the Council may determine that is desirable to do so based upon the Financial Administrator's Annual Performance Review, set forth in Section 16 of this Agreement, upon a super majority vote of the Town Council. In addition to reviewing the Financial Administrator's performance, the Council may also consider adjustments to the Administrator's salary based on the cost of living index by a simple majority vote of the Town Council. In the event the Town Council chooses to reduce Administrator's salary below the starting salary level, and in the event Administrator does not agree to such reduction, said reduction shall be considered a termination by the Town as specified in Section 4(A) below.

4) Termination and Severance Pay.

A. In accordance with the Town's Charter, Financial Administrator may be terminated at any time without cause. In the event Financial Administrator is terminated from the Town's employment without cause and provided that the Financial Administrator is willing and able to perform his duties under this Agreement, then in that event, Town agrees to pay Financial Administrator a Severance Benefit as follows:

1. If the Financial Administrator is terminated within the first year of employment, two (2) weeks of the Financial Administrator's then current salary to be paid within ten (10) business days of termination.

2. If the Financial Administrator is terminated after the first year of employment, four (4) weeks of the Financial Administrator's then current salary to be paid within ten (10) business days of termination.

B. In the event Financial Administrator is terminated from the Town's employment with cause Financial Administrator shall not be entitled to any Severance Benefit. For purposes of this Agreement, a for cause termination shall include:

1. Having been convicted of a felony;

2. Misconduct;

3. Gross insubordination;

4. Willful neglect of duty;

5. Adjudicated violation of the Florida Code of Ethics for Public Officers and employees, or the Town Charter; and

5) Resignation.

Unless both parties agree in writing to the contrary, Financial Administrator shall provide the Town with sixty (60) days written notice in the event Financial Administrator voluntarily resigns from his position at the Town. In the event Financial Administrator voluntarily resigns from his position, Financial Administrator shall not be compensated for any accrued annual paid time off days. Upon receipt of any such resignation, the Town may immediately terminate Financial Administrator's services at no further cost to the Town, except that in the event of a Town termination for resignation, the Town shall pay the Financial Administrator for all accrued annual paid time off.

6) Disability.

If the Financial Administrator is unable to perform his duties for a period of four (4) successive weeks beyond any unused leave, or for thirty (30) working days over a one hundred and twenty (120) working day period excluding any unused leave, Town at its sole option may terminate this Agreement with cause.

7) Professional Development.

The Town agrees to consider in its annual budget the payment for appropriate annual dues for professional association memberships, subscriptions, licenses, and conferences directly related to the financial administration of the Town. Any professional conferences attended by the Financial Administrator, not specifically approved by the Town Council, shall be at the

Financial Administrator's sole cost and expense, but shall not count against the Financial Administrator's annual paid time off, delineated in Section 8, below. If a professional conference is approved by the Town Council, Financial Administrator may seek reimbursement for food, travel, or lodging expenses in accordance with Internal Revenue Service (IRS) rules and regulations.

8) Annual Paid Time Off.

Prior to accepting a position with the Town, Financial Administrator scheduled a vacation on May 23-25, 2012. This vacation shall not be counted against Financial Administrator's annual paid time off days delineated herein. No more than ten (10) paid annual paid time off days shall be taken prior to December 31, 2012. Thereafter, Financial Administrator may take twenty (20) annual paid time off days per calendar year. Annual paid time off shall be calculated and awarded commencing on January 1 each year and terminating on December 31. The Town shall compensate Financial Administrator for all accrued annual paid time off days not utilized at the end of the calendar year by January 30th of the following calendar year based upon the per diem rate of the Financial Administrator's then current salary. Alternatively, and subject to the Town Council's approval, a maximum of five (5) annual paid time off days may be carried over by the Financial Administrator to the next calendar year. Annual paid time off shall include sick, personal, and vacation days. Any days missed in excess of the annual paid time off days specified herein may be taken without compensation, subject to the approval of the Town Council. Financial Administrator agrees to give the Town reasonable notice prior to any planned vacations.

9) General Expenses.

Town recognizes that certain expenses of a non-personal and job related nature are incurred by the Financial Administrator, and hereby agrees to reimburse the Financial Administrator for said general expenses upon receipt of a duly executed expense voucher or receipt, which must be approved by the Town Administrator, in accordance with the procedures set forth in the Town's Procurement Code and the Town's budgetary requirements, prior to the expense being incurred. Any expense incurred that has failed to comply with the requirements set forth herein shall be at the Financial Administrator's sole cost and expense.

10) Telecommunications/Technical Equipment and Staff.

Financial Administrator's personal telecommunication device(s) shall be paid for and maintained solely by Financial Administrator. Financial Administrator's office computer, software, IT support, appropriate office supplies, material, and equipment with which to conduct the business of the Town shall be paid for by the Town and approved by the Town Administrator in accordance with the Town's Procurement Code and the Town's budgetary requirements, prior to the cost being incurred.

11) Survivors' Benefits.

In the event of the death of the Financial Administrator, his surviving spouse or dependents shall be entitled to payment of all of his accrued paid time off based on the Financial Administrator's then current salary.

12) Benefit Participation.

The Financial Administrator shall be entitled to participate in any of the programs provided to other employees of the Town, at the option of the Financial Administrator, and shall be given the same financial benefits offered to other non-Charter Town employees.

13) Indemnification.

To the extent permitted by law, the Town shall defend, save harmless, and indemnify the Financial Administrator against any action, claim, demand or other legal action, whether groundless or otherwise arising directly or indirectly out of the Financial Administrator's duties or position with the Town. The aforesaid indemnification only applies to the extent that the costs, expenses or damages exceed monies covered by insurance. Notwithstanding the aforesaid, Town shall not be obligated to indemnify or save harmless Financial Administrator from claims of any nature arising out of the malfeasance of Financial Administrator, his agents or employees, or from injury or property damage caused by the intentional misconduct of Financial Administrator, its agents or employees. This indemnification provision shall survive the termination of this Agreement.

14) Surety Bond/Insurance.

The Financial Administrator shall furnish a surety bond or surety insurance for approval of the Town Council, in such amount as is determined by the Town Administrator. The premium of the bond shall be paid by the Town.

15) Monthly Reports.

Commencing June 1, 2012 and continuing monthly thereafter, by the last day of each month the Financial Administrator shall provide the Council, the Town Administrator and the Town Attorney with a monthly report in a format approved by the Town Council. Said monthly report shall provide, but shall not be limited to a budget summary and other matters that the Town Financial Administrator deems necessary and proper in any given month.

16) Annual Performance Review.

A. By December 31st of each year, Financial Administrator shall place on an agenda the Financial Administrator's performance review. Said review and evaluation shall be consistent with the stated goals and objectives referred to in paragraph B below. After conducting its formal review, if a majority of the Council believes that the Administrator has met or has exceeded its expectations, the Council may, in its sole discretion, offer the Administrator an annual salary increase, bonus, or other benefit.

B. By February 28th of each calendar year, Financial Administrator shall place on an agenda an item in which the Council and the Financial Administrator shall define generally attainable goals and performance objectives that they determine necessary for the proper operation of the Town of Southwest Ranches and shall further establish a relative priority among those various goals and objectives. Said goals and objectives shall be reduced by the Financial Town Administrator to writing within sixty (60) days.

17) Hours of Operation.

The Financial Administrator shall work, at a minimum, all times that the Town is open for business, during such hours as are set forth, from time to time, by the Town Council. The Financial Administrator is expected to be readily available during all business hours and at all Board or Committee Meetings, Town Council Meetings, Legal Proceedings, and Workshops.

18) Town Holidays.

The Town shall be closed in accordance with the Town's annual holiday schedule, which is established in December of each year by the Town Council.

19) Ownership Rights.

Financial Administrator agrees that all documents, programs, work product and documentation (hereinafter referred to as "Documentation") prepared by Financial Administrator pursuant to this Agreement shall be the property of the Town, and Financial Administrator hereby assigns all of that Documentation to the Town.

20) Nondiscrimination & Public Entity Crime Act.

A. Financial Administrator shall not unlawfully discriminate against any person in his operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Financial Administrator shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, Financial Administrator shall take affirmative steps to ensure nondiscrimination in employment against disabled persons.

B. Financial Administrator's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, national origin.

C. Public Entity Crime Act. Financial Administrator represents that the execution of this Agreement will not violate the Public Entity Crime Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant or other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to Town, may not submit a bid on a contract with Town for the construction or repair of a public building or public work, may not submit bids on leases of real property to Town, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Town, and may not transact any business with Town in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in debarment from Town's competitive procurement activities. In addition to the foregoing, Financial Administrator further represents that there has been no determination, based on an audit, that he committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that he has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether Financial Administrator has been placed on the convicted vendor list. Financial Administrators shall execute the attached Non-Collusive Affidavit as evidence of compliance with the requirements of paragraph (2)(a) of Section 287.133, Florida Statutes, governing Public Entity Crimes.

21) Entire Agreement.

This Agreement incorporates and includes all prior negotiations and understandings applicable to the matters contained herein. The parties agree that this Agreement constitutes the entire understanding and agreement between the parties and supersedes previous Agreements and representations whether written or oral.

22) Construction.

This Agreement has been a joint effort of the parties, and the resulting documents, solely as a matter of judicial construction, shall not be construed more severely against one of the parties than the other.

23) Further Assurances.

Town and Financial Administrator agree to execute, acknowledge, and deliver, and cause to be done, executed, acknowledged, and delivered, all such further documents and perform such acts as shall be requested of it to carry out this Agreement and give effect hereto solely consistent with applicable Federal, State and local laws, rules or regulations. Accordingly, without in any manner limiting the specific rights and obligations set forth in this Agreement, the parties declare their intention to cooperate with each other in effecting the terms of this Agreement.

24) Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute the same Agreement.

25) No Amendment or Waiver.

This Agreement may not be changed, altered or modified except by an instrument in writing signed by all parties hereto, with the same formality and of equal dignity as the execution of this Agreement.

26) Severability.

In the event any term or provision of this Agreement shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning or be construed to be in full force and effect. In case any one or more of the provisions of this Agreement shall be determined by appropriate judicial authority to be invalid, illegal or unenforceable in any respect, the validity of the remaining provisions of this Agreement shall be in no way affected, prejudiced, or disturbed thereby.

27) Professional Assurances.

Financial Administrator shall perform all services under this Agreement in accordance with the highest standard of care used by similar professional municipal Financial Administrators in Broward County, Florida, under similar circumstances and shall exercise a reasonable degree of skill and care, as determined by the degree of skill and care ordinarily employed by others of the same profession. Financial Administrator represents that it has the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a skillful and respectable manner.

28) Notice.

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, receipt requested, or by hand-delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present the parties designate the following as the respective places for giving of notice:

For TOWN:

Town of Southwest Ranches
Attn: Town Administrator
13400 Griffin Road
Southwest Ranches, FL 33330

With a copy to:

Town Attorney
Attn: Keith Poliakoff, Esq.
3111 Stirling Rd.
Ft. Lauderdale, FL 33312

For Financial Administrator:

Martin D. Sherwood, CPA CGFO
648 Lake Boulevard
Weston, FL 33326

Or such other address as the parties may designate to each other in writing from time-to-time.

29) Resolution of Disputes.

In an effort to prevent litigation, the parties shall endeavor to resolve any and all claims arising from this Agreement by mediation. A request for mediation shall be filed, in writing, with the other party to the Agreement. To the extent litigation is permitted under this Agreement, the request for mediation shall be made prior to the filing of a legal or equitable proceeding, which shall not be filed prior to the outcome of mediation which will be completed within sixty (60) consecutive calendar days from the date a request for mediation is submitted to the other party unless the parties agree to an extension. The statute of limitations of any claim shall be tolled from the date mediation is requested until completed. To the extent the parties cannot mutually select a mediator, within fifteen (15) consecutive calendar days, from the date a request for mediation has been submitted, either party can request the American Arbitration Association to appoint a mediator with experience to serve as mediator. The mediator selected to serve shall be certified by the Florida Supreme Court. The mediation shall be conducted in Broward County, Florida

30) Applicable Law & Venue; Waiver of Jury Trial.

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the exclusive jurisdiction and venue of an appropriate Court of competent jurisdiction in the Seventeenth Judicial Circuit of Broward County, Florida.

BY ENTERING INTO THIS AGREEMENT, FINANCIAL ADMINISTRATOR AND TOWN HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO, OR ARISING OUT OF, THIS AGREEMENT.

31) Enforcement; Attorney's Fees.

The Town and Financial Administrator are the beneficiaries of this Agreement and as such, may enforce this Agreement by action at law or in equity. In the event of any litigation between the Town and Financial Administrator resulting from and/or arising out of this Agreement, it is hereby acknowledged and agreed that the prevailing party shall be entitled to recover any and all reasonable attorney's fees and costs from the non-prevailing party in any such litigation, including attorneys fees and costs incurred at the trial level and on appeal.

32) Compliance with Laws.

Financial Administrator shall comply with all federal, state, and local laws, codes, ordinances, rules and regulations in performing his duties, responsibilities, and obligations pursuant to this Agreement.

33) Miscellaneous.

A. Materiality and Waiver of Breach: Financial Administrator and Town agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

Either party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

B. Financial Administrator warrants and represents that he has not employed or retained any company or person, to solicit or secure this Agreement and that he has not paid or agreed to pay any person, company, corporation, individual or firm, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, Town shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the Agreement

price or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

C. Financial Administrator warrants and represents that aside from the employment referenced in Section 1 above, by May 14, 2012, Financial Administrator's sole employer shall be the Town of Southwest Ranches. Financial Administrator further warrants and represents that he will disclose any conflict of interest, perceived or otherwise, with any current or future vendor or employee that may be hired by the Town.

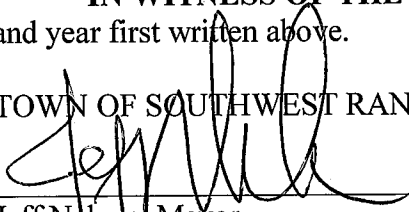
D. Drug-Free Workplace. Financial Administrator shall endeavor to maintain a drug-free workplace and shall institute a drug-free workplace policy.


E. Headings. Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

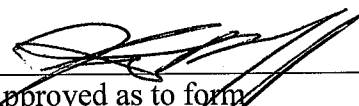
F. Truth-in-Negotiation Certificate. Signature of this Agreement by Financial Administrator shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seal the day and year first written above.

TOWN OF SOUTHWEST RANCHES


Jeff Nelson, Mayor


Stan Morris, Interim Town Administrator


Approved as to form
Keith M. Poliakoff, Town Attorney
ACTIVE: 3838625_1

Financial Administrator


Martin D. Sherwood, CPA CGFO

EXHIBIT "A"

Specified Services

Administration

- Attend all regular and special Town meetings
- Attend all meetings requested by Council
- Attend other meetings for the betterment of Town
- Attend meetings to obtain information beneficial for Town
- Provide analysis of recommended policies and actions
- Manage Town services efficiently and effectively
- Manage all Town policies, ordinances and resolutions relating to financial matters
- Keep the Town Attorney informed as to all matters that warrant legal input or exposes the Town to potential liability
- Provide Town Attorney with drafts of all procurements for approval prior to publication

Work in conjunction with the Town Administrator to:

- Prepare annual and manage budget and 5-year capital program
- Prepare all necessary annual financial statements
- Prepare annual State CAFR reports
- Provide all financial and accounting activities
- Provide monthly financial report
- Provide financial advisory services
- Provide for collection of revenue due
- Manage and implement bond issues
- Manage investments of resources
- Manage risk management program
- Prepare various types of purchasing methods, such as, RFP's, RLI's, RFQ's and bids directly pertaining to finance. Assist the Town with the preparation of non-financial RFP's, RLI's, RFQ's and bids
- Assist legal in negotiating agreements for services
- Manage and to seek reimbursement on all FEMA related claims.

Purchasing/Financial

- Provide all purchasing and acquisition activities
- Provide procurement policies and procedures
- Manage and assist in evaluation and selection of vendors
- Oversee and manage Finance Dept. staff
- Work with Dept. Heads to prepare their Budgets.
- Prepare and execute payroll and accounts payable on a regular basis
- Oversee daily recording and deposits of cash receipts.
- Assist external Auditors in performance of annual audit.
- Prepare ad valorem tax rate, reports and TRIM notice.

Communication

- Maintain high level of communication and input to Council
- Manage progressive computer system
- Create excellent local and state relationships

ACTIVE: 3838625_1