



REGULAR TOWN COUNCIL MEETING

Monday, September 26, 2022 at 7:30 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. APPROVAL OF AGENDA - ADDITIONS/DELETIONS/CHANGES
4. CONSENT AGENDA

- a. **Approve Minutes of RTCM 09/12/2022**

Exhibit: Agenda Report Number 4a

Attachments:

- **Agenda Report Number 4a** (Agenda_Report_Number_4a.pdf)

- b. **Procurement of GMC Work Truck, Surplus of Dosge Work Truck**

Exhibit: Agenda Report Number 4b

Attachments:

- **Agenda Report Number 4b** (Agenda_Report_Number_4b.pdf)

5. ATTORNEY REPORT
6. STAFF REPORTS
 - a. Manager
 - b. Clerk
7. PUBLIC COMMENTS

Comments at this point may address items NOT on the Agenda. Comments related to subsequent Agenda Items may be made as those items come up. Public comments do not require a Council response. (Speaker Card is Required)

Five (5) Minute Limit per Speaker

8. PUBLIC HEARINGS: 2

- a. **Second Reading: Adopt Millage Levy for FY 2022/2023 (Ordinance 2022-06)**

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA; ADOPTING THE MILLAGE RATE OF 4.5001 FOR THE LEVY OF AD VALOREM TAX WITHIN THE TOWN FOR THE PERIOD FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, AND PROVIDING FOR AN EFFECTIVE DATE.

Exhibit: Agenda Report Number 8a

Attachments:

- **Agenda Report Number 8a** (Agenda_Report_Number_8a.pdf)

b. Second Reading: Adopt Budget for FY 2022/2023 (Ordinance 2022-07)

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA; ADOPTING THE BUDGET OF \$6,963,825.00 FOR THE FISCAL PERIOD FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023; AND PROVIDING FOR AN EFFECTIVE DATE.

Exhibit: Agenda Report Number 8b

Attachments:

- **Agenda Report Number 8b** (Agenda_Report_Number_8b.pdf)

9. UNFINISHED BUSINESS/GENERAL ORDERS MAY INCLUDE ITEMS DIRECTLY RELATED TO RESIDENTS PRESENT AT MEETING

(RECOMMENDATIONS FROM BOARDS, HOA REQUESTS, RESIDENT GRIEVANCES)

10. ACTION ITEMS

ORDINANCES: 0

RESOLUTIONS: 0

MISCELLANEOUS: 2

a. Continue Discussion on Treasurer Applications

Exhibit: Agenda Report Number 10a

Attachments:

- **Agenda Report Number 10a** (Agenda_Report_Number_10a.pdf)

b. Consideration to Reallocate ARPA Funding

Exhibit: Agenda Report Number 10b

Attachments:

- **Agenda Report Number 10b** (Agenda_Report_Number_10b.pdf)

COUNCIL CHAIR MAY EXCUSE ATTORNEY AT THIS TIME

11. DISCUSSION/POSSIBLE ACTION

12. PUBLIC COMMENTS

General Items (Speaker Card Required)

13. REPORTS - MAYOR AND COUNCIL MEMBERS

14. ANNOUNCEMENTS

(2) Vacancies on the Trails and Greenways Committee

15. ADJOURNMENT

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to ensure that a verbatim transcript of the proceedings is made

(Florida Statute 286.0105).

The Town does not provide this service. In compliance with F.S. 86.26 and the Americans with Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

Contact: Debby Franklin (townclerk@townofmalabar.org 321-727-7764) | Agenda published on 09/21/2022 at 10:24 AM

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 4.a.
Meeting Date: September 26, 2022

Prepared By: Debby Franklin, C.M.C., Town Clerk/Treasurer

SUBJECT: Meeting Minutes

BACKGROUND/HISTORY:

Summary of Council actions at the Town Council Regular Meeting Minutes

ATTACHMENTS:

- Draft Minutes of RTCM Minutes of 09/12/2022

ACTION OPTIONS:

Council Action on Consent Agenda

**MALABAR TOWN COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 12, 2022, 7:30 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

1. CALL TO ORDER:

Council Vice Chair called meeting to order at 7:30 pm. Vice-Chair Rivet led P&P.

2. ROLL CALL:

CHAIR:

MAYOR PATRICK T. REILLY, excused

VICE CHAIR – ACTING CHAIR:

STEVE RIVET

COUNCIL MEMBERS:

MARISA ACQUAVIVA

BRIAN VAIL

DAVID SCARDINO

MARY HOFMEISTER

MATT STINNETT

LISA MORRELL

KARL BOHNE

DEBBY FRANKLIN

TOWN MANAGER:

SPECIAL PROJECTS MANAGER:

TOWN ATTORNEY:

TOWN CLERK/TREASURER:

3. APPROVAL OF AGENDA - ADDITIONS/DELETIONS/CHANGES: none

4. CONSENT AGENDA:

4.a. RTCM Minutes of 8/15/2022 & Budget WS Minutes of 8/22/2022

4.b. Consideration for Professional Services for Surficial Pavement Assessment

Proposal with EDC, Inc, a continuing contract for engineering services

MOTION: CM Vail / CM Hofmeister to approve Consent Agenda. Vote: All Ayes.

5. ATTORNEY REPORT: Atty Bohne stated he was contacted by another Attorney re: the EELs issue and told him he was contacted by a citizen about representing people that are very upset about the County closing access to the Malabar Scrub Sanctuary.

6. BCSO – not present

7. BOARD / COMMITTEE REPORTS:

7.a. T&G Committee: Chair Drew Thompson – Report this month emphasis on Cameron Preserve. Complemented the new signage and recognized Richard Kohler for his efforts in getting them done. The T&G want to refine the trail within Cameron Preserve to include more tree coverage. They want to continue protecting the foliage and the Rural Residential way of life. Refine the plan to protect all species not just the scrub jay – also are adding the kiosk maps soon within the Cameron Preserve. Emphasis now is on ENT – adding dirt starting tomorrow. Once dirt is added they will get the fence line in and some native planting. Perhaps getting a well that will facilitate fire suppression. Non-invasive planting. TPO from FDOT has allocated 200K for engineering trail study to connect G-V and Rocky Point. Marie St at 514 is a horse crossing. Trying to get more emphasis from FDOT to get more significant signage for this crossing. Put that crossing on the map maybe with flashing light. T&G made this recommendation to Council. Make this a safe place. Council supports T&G and this funding. CM Scardino asked about getting FDOT funding for the flashing light that connects Al Tuttle to G-V to the south so it could be part of there financial consideration. Council consensus to support the T&G plan for improvements at Cameron Preserve.

7.b. Park & Recreation Board: Chair Eric Bienvenu – not present

7.c. P&Z Board: Chair Wayne Abare – we are not as busy as T&G; their last mtg was 3/24/22. This Weds there will be a P&Z mtg and the Mayor will be presenting case to consider some limited manufacturing use in the Commercial General areas since the Town's Industrial area has been bought up by the State and County for conservation.

8. STAFF REPORTS:

8.a. Town Manager – He has three mtgs this week - with FDOT on the US1 resurfacing northbound from Goat Creek to Malabar Road; with Stormwater Engineering firm

to review their last proposals for the Stormwater Master Plan and then plan for some public meetings to get public info out; and the last one is a meeting with a vacuum truck services vendor for work in near future.

8.b. Special Projects Manager – written – the Pre-bid mtg on MCP restroom had a great turnout.

8.c. Fire Chief – Acting Chief Joseph Hooker reported they are 12 days into the month and have already been on 17 calls. The co-location at fire station with Brevard County is going well. The Medical Director is rolling out new protocols and that will step up FD on the level of care they can give residents. The first phase of the ARPA funded radios has happened without a hitch. They are also starting to see more volunteer applications.

8.d. PW Director – written

8.e. Clerk – we have sent out the BTR renewals with a memo to explain the new online portal so they can pay for renewal online. Have requested updated email info on all BTR holders so renewals can be sent out via email next year. The continued savings on material and staff time due to online automation is part on the improvements SPM initiated to reduce paper and encourage online access.

We have informed the bank that we need to update the signature cards. This will be a two-step process, with my name coming off this month and when the new check signer is selected in November, that change being made separately, if necessary. Also, a suggestion to rotate the vote on Council on rollcall documents is usually brought up every year or so. If there is interest it would only take direction from Council to Clerk.

The code enforcement issue at 2425 Malabar is on the list to be sold on the courthouse steps in Dec. We have recorded the code violations and they have been accruing daily. She said we may see payment, Attorney said he would review and verify if we can collect on property sold for tax deed.

I will be staying an additional two weeks into the new fiscal year to help, if necessary, with the transition. This will be in the background only.

Council consensus was to start rotating the roll call votes.

9. PUBLIC COMMENTS: Comments at this point may address items NOT on the Agenda. Comments related to subsequent Agenda Items may be made as those items come up. Public comments do not require a Council response. (Speaker Card is Required)
Five (5) Minute Limit per Speaker.

Speaker Card: Mike Spence – stated he is a heavy equipment operator (HEO) for Malabar and read from prepared paper expressing several employment related matters.

Speaker Card: Mr. Steffe, Weber Road: he has been a resident since Jan 2009. They love living here and are happy with Council's commitment to rural living. He wanted to talk about new trash collection vendor. He has talked with TM Stinnett about the reason Town changed and learned the Town is simply stuck with what you got. With the much-increased cost, he would have expected a big increase in quality of service but has seen no improvement and wanted to share that with Council. CM Scardino stated the vendor we had, Waste Management (WM) dropped us causing the need to put out to bid. Vice-Chair Rivet stated he has seen big improvement in yard and recycling service with the new vendor Waste Pro of Florida.

9.a. Agenda Request form – Wayne Abare – Speed Bump on Rocky Point Road
Exhibit: Agenda Report No. 9.a.

Mr. Abare called to podium to present.

Mr. Abare stated due to speeding on Rocky Point Road, since 1998. Many of the residents walk and/or ride bicycles along here. He has been run off road twice a year. Don't want to wait until someone dies. Speed bumps could help. Staff provided overview of Brook Hollow

similar request and got reduced speed and speed bumps. Later they were removed. How is Rocky Point different from Brook Hollow? Some think they do it to avoid light at Harris. CM Scardino asked when this happens – later in the afternoon. BCSO come earlier in the day. Have they asked BCSO to change time they do their enforcement? Once or twice a month. Wayne paid for a sign that said speed checked by radar. We are different because we don't have sidewalks. There are 39 homes, and he will get residents to sign a petition. Maybe just two speed humps. Old speed bumps may be saved by Tom and may still be back there. CM Acquaviva said she has bad memories of the speed bumps in Brook Hollow. She would like to see at least a majority of the residents that support speed bumps and sign the petition.

CM Scardino would like to see the BCSO step up the patrol. CM Vail said the Council had also considered rumble strips. The complaints are about the noise of heavy trucks going over the speed bumps. It is not the cars, it's the trucks. Empty truck will make big noise. CM Hofmeister said she lives on Corey Road and runs daily. Even after Council added two stop signs on Corey has not solved the problem of speeding. Council consensus to ask for more coverage by BCSO at the times necessary as provided by Mr. Abare and see if that helps. Mr. Abare stated he will be patient and see what happens. He will give an update to Council in a couple of months.

10. PUBLIC HEARINGS: 3

10.a. Certify Storm Water Assessment Roll for Non-Ad Valorem Collection for FY 22/23 (Reso 17-2022)

A RESOLUTION OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, PROVIDING CERTIFICATION OF ANNUAL STORMWATER UTILITY ASSESSMENT ROLL; ADOPTING AN ANNUAL BUDGET FOR THE TOWN'S STORMWATER UTILITY; PROVIDING AN EFFECTIVE DATE.

Exhibit: Agenda Report No. 10.a.

Resolution read by title only.

PH opened: none. PH closed:

MOTION: CM Scardino / CM Hofmeister to adopt Reso 17-2022. Discussion: CM Scardino said we have talked about the importance of addressing the stormwater projects. CM Vail stated this is an annual housekeeping issue.

ROLLCALL VOTE: CM Acquaviva, Aye; CM Vail, Aye; CM Rivet, Aye; CM Scardino, Aye; CM Hofmeister, Aye. Motion carried 5 to 0.

10.b. First Reading: Approve Millage Levy for FY 2022/2023 (Ord 2022-06)

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, ADOPTING THE MILLAGE RATE OF 4.5001 FOR THE LEVY OF AD VALOREM TAX WITHIN THE TOWN FOR THE PERIOD FROM OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, AND PROVIDING FOR AN EFFECTIVE DATE.

Exhibit: Agenda Report No. 10.b.

Ordinance read by title only.

PH opened:

Mr. Steffe, Weber Road – spoke of need for responsible government. Inflation is over 10% food is up and product is down. Retirees are on fixed income. His homeowner's insurance doubled. Re: his tax bill. Good example of why Weber Road is deteriorating is the big trucks run up and down the road at night. More reasonable and acceptable increase would be a 50% increase in light of the economy.

Mr. Benoit, 1280 Absaroka, he and wife are living on social security. His tax increase is about 87% increase over last year. He realizes there are rising costs. Town having tax influx with more houses and rising values of homes. He knows there are concerns for roads. They live on a private road. Suggested a more incremental increase.

Drew Thompson, Brook Hollow, wanted to mention that for years he has been asking for road repairs. Folks have identified the roads needing resurfacing. If the Town doesn't address the road issues now the cost will be 2x or 3x the cost down the road. Stated it is a difficult issue for this Town to address; it is a no-win situation but can't continue to kick the can down the road. He applauds this Council for taking on this unpopular issue – if we don't take care of it, the problem will be worse tomorrow.

PH closed:

Clerk said for the record we got a call from Mr. Wagner that he opposes the tax increase.

MOTION: CM Vail / CM Scardino to approve Ordinance 2022-06 1st Reading.

Discussion: CM Vail – obligation to take care the infrastructure. If the roads fall apart, we must redo the base. Kicking the issue down the road for 20 years. Repaving will give us another 20 years. CM Acquaviva – she feels what everyone is saying and was on council before. We are way below the average on millage rates and by doing that for so many years the Town can't afford to fund their needs. Council all really worked on this together. We are facing some serious costs to the Town. We have not been irresponsible.

CM Scardino said it is not just the roads we live on. It is going to take us several years to take care of this issue. CM Acquaviva explained the need for thermal striping on Corey and they can't paint them because the roads are so bad. CM Vail reiterated CM Acquaviva that the money is earmarked for roads only.

ROLLCALL VOTE: CM Acquaviva, Aye; CM Vail, Aye; CM Rivet, Aye; CM Scardino, Aye; CM Hofmeister, Aye. Motion carried 5 to 0.

10.c. First Reading: Approve Budget for FY 2022/2023 (Ord 2022-07)

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA ADOPTING THE BUDGET OF \$6,968,624.00 FOR THE FISCAL PERIOD FROM OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023; AND PROVIDING FOR AN EFFECTIVE DATE.

Exhibit: Agenda Report No. 10.c.

Ordinance read by title only.

PH opened: none. PH closed.

MOTION: CM Scardino / CM Acquaviva to approve 1st reading of Ord 2022-07. Discussion:

ROLLCALL VOTE: CM Acquaviva, Aye; CM Vail, Aye; CM Rivet, Aye; CM Scardino, Aye; CM Hofmeister, Aye. Motion carried 5 to 0.

11. UNFINISHED BUSINESS/GENERAL ORDERS MAY INCLUDE ITEMS DIRECTLY RELATED TO RESIDENTS PRESENT AT MEETING:

**12. ACTION ITEMS:
ORDINANCES for FIRST READING: 0
RESOLUTIONS: 1**

12.a. Approve Contract for Town Clerk (Reso 18-2022)

A RESOLUTION OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, PROVIDING FOR THE APPOINTMENT OF RICHARD KOHLER AS THE MALABAR TOWN CLERK; PROVIDING FOR DUTIES, REMUNERATION AND BENEFITS; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

Exhibit: Agenda Report No. 12.a.

Resolution read by title only.

MOTION: CM Scardino / CM Vail to adopt Reso 18-2022.

Discussion: CM Scardino – CM Rivet negotiated with Richard and supports the contract.

Vice Chair Rivet stated it is a fair contract – it is a win/win. CM Acquaviva thanked Vice

Chair Rivet for negotiating. CM Vail said base pay is 55K and 80% of family coverage

equates to 15K so that is a consideration. He said there is also a reimbursement clause for

college education and that is a good thing. CM Acquaviva did not read that part of the contract and is concerned with cost based on experience. CM Hofmeister has a tough time with the 55K and the insurance and the tuition when they just heard from a PW employee who is upset with the level of pay. She doesn't agree with it. CM Scardino said the Clerk position and the maintenance worker are not equal employees and shouldn't be paid as such. Vice-Chair Rivet said don't justify that to do the wrong thing here. That is another separate discussion.

Clerk Franklin said that Richard has earned his Certified Municipal Clerk status and has had three years in Clerk's Department. The contract pay is the minimum Council approved for advertising. **ROLLCALL VOTE:** CM Acquaviva, Aye; CM Vail, Aye; CM Rivet, Aye; CM Scardino, Aye; CM Hofmeister, Nay. Motion carried 4 to 1.

MISCELLANEOUS: 3

12.b. Council Qualifies Council Candidates

Exhibit: **Agenda Report No. 12.b.**

Clerk explained that Malabar Charter 2.06 requires the seated Council to "qualify" the candidates. Vice-Chair Rivet reminded Council, since the candidates are unchallenged and will be sworn in, they are now subject to compliance with the sunshine law.

MOTION: CM Hofmeister / CM Scardino to qualify the candidates. Discussion: none. **VOTE:** All Ayes.

12.c. Direction on Job Postings for Treasurer (2nd round closed 9/02/2022)

Exhibit: **Agenda Report No. 12.c.**

Chair asked Council to discuss. Discussion on Treasurer. Vice-Chair Rivet stated they need to give direction to staff. Asked Franklin. Clerk stated the first round of advertisement brought five applicants and the second round brought two more applications. Since this was on for action, staff provided all seven applications. Council had discussed this in July and agreed to assign SPM with additional duties of Treasurer in the interim.

Consensus to continue the ad. Vice-Chair Rivet reminded Council that they had voted to have SPM assume the duties of Treasurer so there is no urgent need but need to fill the position.

Readvertise and rank the ones we have. Vice-Chair Rivet has looked thru them and felt there were only two, Quirk and Pelletier, eligible for interview. This item continued to next meeting.

12.d. Consideration of Change Order for Wayfinding Signage with Southeast Lighting Solutions, Inc.

Exhibit: **Agenda Report No. 12.d.**

SPM spoke to this. Ref: signs in front of Disc golf and Malabar Community Park.

She ordered these signs back in October before TM came back. We reviewed proofs and approved them. They came in for installation and were one-sided and so not put in. The vendor will essentially make another one-sided sign for the added cost, or we can accept and use the one-sided signs. It was our understanding they would be two-sided but not in the contract. She also stated that the existing sign in front of the Disc Golf Sanctuary has had the wrong address since first installed. That will also need to be corrected.

Council consensus to use the single sided signs.

13. DISCUSSION / POSSIBLE ACTION: 1

13.a. Council Reviews of Clerk and Manager

Exhibit: **Agenda Report No. 13.a.**

CM Acquaviva – said the Mayor said they decided in 2018 to not do the reviews. CM Vail said that they work at Council pleasure, and they are reviewed by Council on a regular basis. CM Scardino said if they aren't doing a good job then Council finds a different person. CM Acquaviva said it would help morale here too, to have the reviews done. CM Scardino said he understands what CM Acquaviva is saying but they are reviewed consistently. Council asked for SPM Morrell to comment. She said her 20 years of experience have seen both councils that do annual reviews and some that

and ask them to do the review. Clerk and Manager should also do one on themselves. Then meet one on one to go over them. Do for each member of council and then put in HR file. This provides good exchange and understanding from each person and provide necessary feedback. It is not always a stick; it can also be a carrot. Consensus by Council to do them once a year. Do in June for budget purposes starting next year. For this year, do by end of September.

14. PUBLIC COMMENTS: General Items (Speaker Card Required) (5 minutes limit)

15. REPORTS – MAYOR AND COUNCIL MEMBERS

CM Acquaviva: welcomed Richard and said it would be hard and they need to work together. Told him to ask for help.

CM Vail: nothing

CM Rivet: Council had previously spoken about rezoning some lands. Staff is researching some options.

CM Hofmeister: nothing

CM Scardino: welcome to Richard as Clerk and Jim Clevenger as Council.

Mayor Reilly: excused

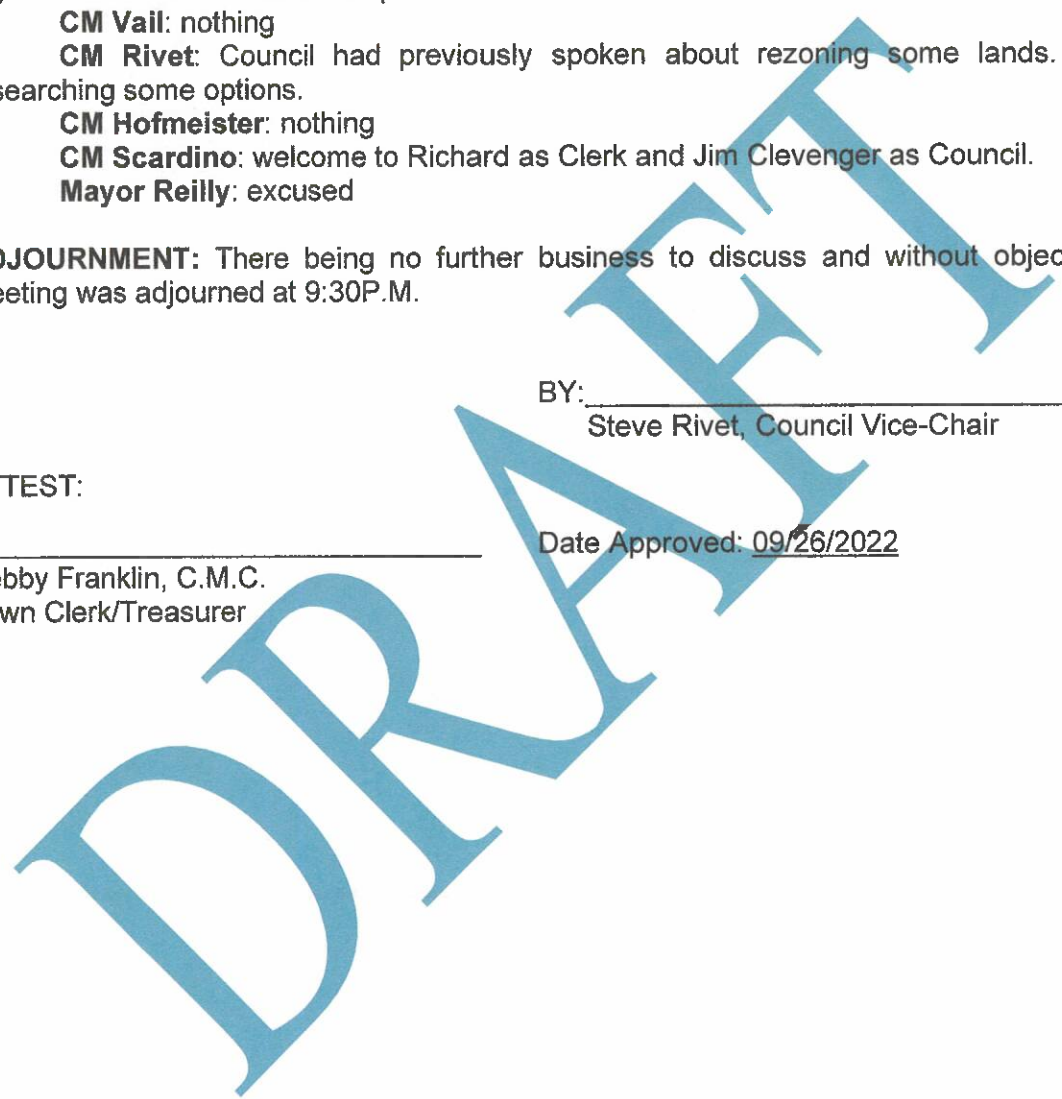
ADJOURNMENT: There being no further business to discuss and without objection, the meeting was adjourned at 9:30P.M.

BY: _____
Steve Rivet, Council Vice-Chair

ATTEST:

Debby Franklin, C.M.C.
Town Clerk/Treasurer

Date Approved: 09/26/2022



TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 4.b.
Meeting Date: September 26, 2022

Prepared By: Tom Milliore, Public Works Director

SUBJECT: Procurement of GMC Work Truck, Surplus of Dodge Work Truck

BACKGROUND/HISTORY:

The attached purchase quote details a pre-ordered 2023 GMC Sierra 1500 4WD work truck available for delivery in December/January. The public works director contacted multiple dealers on the Florida Sheriffs bid list including Alan Jay Ford Lincoln Mercury, Inc. requesting quotes and was notified of wait times extending beyond the next fiscal year for comparable trucks of different makes. This GMC Sierra 1500 was offered as an excess pre-ordered truck under a City of Tallahassee contract and meets the needs of the Department. To secure a timely delivery, Staff is requesting approval for the expenditure which will occur within the 2023 fiscal year.

In accordance with Section 3.A. of the Tallahassee contract approval was received from the City of Tallahassee procurement department to use the contract.

Staff is also requesting to surplus the 2005 Dodge Dakota work truck currently being used by the Department.

ATTACHMENTS:

Purchase quote
City of Tallahassee Contract

FINANCIAL IMPACT:

\$40,157

ACTION OPTIONS:

Motion to approve purchase of new 2023 GMC Sierra 1500 and surplus of 2005 Dodge Dakota.

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	Quote 40685-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-381-3411	Mailing Address P.O. BOX 9200 Sebring, FL 33871-9200	
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
9/10/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
9/10/2022

REQUESTING AGENCY	MALABAR, TOWN OF		
CONTACT PERSON	TOM MILIORE	EMAIL	Tmiliore@townofmalabar.org
PHONE	321-727-7764	MOBILE	321-536-8561
		FAX	

CONTRACT NUMBER 5179 - 2023 CITY OF TALLAHASSEE

MODEL	TK10753 1SA	MSRP	\$43,000.00
	2023 GMC SIERRA 1500 DOUBLE CAB 4WD 6.5' BED WORK TRUCK 147" WB		
CUSTOMER ID	Quote from Pre-Ordered Units ETA Dec/Jan	GOVERNMENT PRICE	\$35,657.00
BED LENGTH	6.5' BED		

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H2G	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK VINYL INTERIOR.	\$0.00
L84 MHT	5.3L EcoTec3 V8 Engine with 10-speed automatic transmission.	\$1,590.00
G80	Auto-locking rear differential	\$390.00
PEB	Sierra Value Package includes (PCI) Convenience Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted glass, (UF2) LED cargo bed lighting, (C49) rear-window defogger, (K34) cruise control and (DLF) outside power mirrors(Not available with (ZLQ) Fleet Convenience Package. When (ZW9) pickup bed delete is ordered (QT5) EZ Lift power lock and release tailgate and (UF2) LED cargo bed lighting will not be available. Included with (PEB) Sierra Value Package.) and (Z82) Trailering Package(Not available with (ZW9) pickup bed delete or (ZLQ) Fleet Convenience Package.)	\$1,635.00
PCI	Convenience Package **INCLUDED WITH PEB** includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted glass, (UF2) LED cargo bed lighting, (C49) rear-window defogger, (K34) cruise control and (DLF) outside power mirrors(Not available with (ZLQ) Fleet Convenience Package. When (ZW9) pickup bed delete is ordered (QT5) EZ Lift power lock and release tailgate and (UF2) LED cargo bed lighting will not be available. Included with (PEB) Sierra Value Package. Available to upgrade to (QK2) GMC MultiPro Tailgate without (ZW9) pickup bed delete.)	\$0.00
VQO	LPO, BLACK ASSIST STEP. -DBL CAB-	\$490.00
JL1	Trailer brake controller, integrated	\$270.00
5H1	2 ADDITIONAL KEYS FACTORY CUT DEALER PROGRAMMED	\$125.00
VK3	FRONT LICENSE PLATE BRACKET FACTORY ORDERED	\$0.00

AFTERMARKET OPTIONS	DESCRIPTION	FACTORY OPTIONS	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
		AFTERMARKET OPTIONS	\$0.00

TRADE IN		TOTAL COST	\$40,157.00
	YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~		\$0.00
	TOTAL COST LESS TRADE IN(S)	QTY 1	\$40,157.00

Estimated Annual payments for 60 months paid in advance: \$8,993.52
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **ORDERED UNIT VIN: [VIN NA]**

VEHICLE QUOTED BY **CHRIS WILSON** FLEET SALES MANAGER chris.wilson@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro

MSRP:\$43,000.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 10-speed automatic, (Column shifter) electronically controlled

OPTIONS

CODE	MODEL	MSRP
TK10753	[Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro	\$43,000.00
OPTIONS		
1SA	Pro Preferred Equipment Group	\$0.00
5H1	Key equipment, two additional key fobs	\$45.00
AKO	Glass, deep-tinted	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C49	Defogger, rear-window electric	Inc.
CTT	Hitch Guidance	Inc.
DLF	Mirrors, outside heated power-adjustable	Inc.
FE9	Emissions, Federal requirements	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (Complete)

G80.	Auto-locking rear differential		\$395.00
GAZ	Summit White		\$0.00
GU5	Rear axle, 3.23 ratio	Inc.	
H2G	Jet Black, Vinyl seat trim		\$0.00
IOR	Audio system, GMC Infotainment System with 7" diagonal color touch-screen, AM/FM stereo		\$0.00
JL1	Trailer brake controller, integrated		\$275.00
K34	Cruise control, steering wheel-mounted	Inc.	
KC4	Cooling, external engine oil cooler	Inc.	
KNP	Cooling, auxiliary external transmission oil cooler	Inc.	
KW7	Alternator, 170 amps	Inc.	
L84	Engine, 5.3L EcoTec3 V8		\$1,595.00
MHT	Transmission, 10-speed automatic, (Column shifter) electronically controlled	Inc.	
PCI	Convenience Package	Inc.	
PEB	Pro Value Package		\$1,465.00
QBN	Tires, 255/70R17 all-season, blackwall		\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall		\$0.00
QT5	Tailgate, gate function manual with EZ Lift	Inc.	
R7N	Not Equipped with Steering Column Lock, see dealer for details		(\$50.00)
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel, Silver		\$0.00
UF2	LED Cargo Area Lighting	Inc.	
VK3	License plate kit, front		\$0.00
VQ2	Fleet processing option		\$0.00
VQO	LPO, Black assist step		\$495.00
Z82	Trailer Package	Inc.	
---	Option/package discount		(\$500.00)
SUBTOTAL			\$46,720.00
Adjustments Total			\$0.00
Destination Charge			\$1,795.00
TOTAL PRICE			\$48,515.00

FUEL ECONOMY

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (✔ Complete)

Est City: 16 (2022) MPG

Est Highway: 20 (2022) MPG

Est Highway Cruising Range: 480.00 mi

Standard Equipment

Package

GMC Pro Safety includes (UEU) Forward Collision Alert, (UE4) Following Distance Indicator, (UKJ) Front Pedestrian Braking, (TQ5) IntelliBeam, (UHX) Lane Keep Assist with Lane Departure Warning, and (UHY) Automatic Emergency Braking (Includes (T8Z) Buckle to Drive.)

Mechanical

Pickup bed (Deleted when (ZW9) pickup bed delete is ordered on Regular Cab models.)

Engine, 2.7L Turbo High-Output (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (Not available with (VYU) Snow Plow Prep Package, (ZW9) pickup bed delete, (KC4) external engine oil cooler or (X31) X31 Off-Road Package. Includes (KW5) 220-amp alternator.) (STD)

Transmission, 8-speed automatic, (Column shifter) electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Standard and only available with (L3B) 2.7L Turbo High-Output engine.) (STD)

GVWR, 7000 lbs. (3175 kg) (Requires Crew Cab or Double Cab 4WD model and (L3B) 2.7L Turbo High-Output engine. Requires Double Cab 4WD model and (L84) 5.3L EcoTec3 V8 engine.)

Rear axle, 3.42 ratio (Included and only available with (L3B) 2.7L Turbo High-Output engine.)

Push Button Start

Automatic Stop/Start (Not available with (FHS) E85 FlexFuel capability.)

Transfer case, single speed, electronic Autotrac with push button control (4WD models only)

Suspension Package, Standard

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L84) 5.3L EcoTec3 V8 engine or (L3B) 2.7L Turbo High-Output engine.)

Frame, fully-boxed, hydroformed front section

Recovery hooks, front, frame-mounted, Black (Included with 4WD models or included on 2WD models with (PQA) 1SA Safety Plus Package. Available on 2WD models as a free flow option.)

Cargo tie downs (12), fixed

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Capless Fuel Fill

Exhaust, single outlet

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (✔ Complete)

Mechanical

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel, Silver (STD)

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (Included with (QBN) 255/70R17 all-season, blackwall tires.) (STD)

Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumper, front chrome lower (Requires (VJH) rear chrome bumper and (E63) pickup bed. Required with (UD7) Rear Park Assist or (PQA) 1SA Safety Plus Package on 1SA unless ordered with (WBP) Graphite Edition.)

Bumper, rear chrome with bumper CornerSteps (Requires (V46) front chrome bumper and (E63) pickup bed.)

CornerStep, rear bumper

Grille (Chrome header with flat black grille insert bars)

Headlamps, LED projectors with Fade-on/Fade-off animation, LED turn signals and Daytime Running Lamps

IntelliBeam, automatic high beam on/off (Included and only available with (PDI) GMC Pro Safety.)

Taillamps, LED LED signature taillight and Fade-on/Fade-off animation, incandescent stop, turn and reverse light

Mirrors, outside manual, Black (Not available on Regular Cab models.)

Glass, solar absorbing, tinted

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no lift assist (Deleted with (ZW9) pickup bed delete or (QK2) GMC MultiPro Tailgate.)

Tailgate and bed rail protection caps, top

Tailgate, locking utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete or (QK2) GMC MultiPro Tailgate.)

Door handles, Black grained

Entertainment

Audio system, GMC Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; featuring wired Android Auto and Apple CarPlay capability for compatible phones (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (Complete)

Entertainment

Bluetooth for phone connectivity to vehicle infotainment system

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Not available with Regular Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering column, Tilt-Wheel, manual with wheel locking security feature

Steering wheel, urethane

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display, located in radio display

Brake lining wear indicator

Windows, power front, drivers express up/down

Window, power front, passenger express down

Windows, power rear, express down (Not available on Regular Cab models.)

Door locks, power

Remote Keyless Entry

USB Ports, 2, Charge/Data ports located on instrument panel

Power outlet, front auxiliary, 12-volt

Air conditioning, single-zone manual

Air vents, rear (Not available with Regular Cab model.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Safety-Interior

Automatic Emergency Braking (Included and only available with (PDI) GMC Pro Safety.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.



Vehicle: [Fleet] 2023 GMC Sierra 1500 (TK10753) 4WD Double Cab 147" Pro (Complete)

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

HD Rear Vision Camera (Not available with (ZW9) pickup bed delete.)

Following Distance Indicator (Included and only available with (PDI) GMC Pro Safety.)

Forward Collision Alert (Included and only available with (PDI) GMC Pro Safety.)

Lane Keep Assist with Lane Departure Warning (Included and only available with (PDI) GMC Pro Safety.)

Seat Belt Adjustable Guide Loops, front row only (Included and only available with Crew Cab or Double Cab models.)

Buckle to Drive (Included and only available with (PDI) GMC Pro Safety.)

Tire Pressure Monitor System, auto learn includes Tire Fill Alert (does not apply to spare tire)

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Safety-Mechanical

Front Pedestrian Braking (Included and only available with (PDI) GMC Pro Safety.)

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps, LED signature lighting

WARRANTY

Warranty Note: <<< Preliminary 2023 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 16912. Data Updated: Jul 10, 2022 6:56:00 PM PDT.

**AGREEMENT FOR NEW MUNICIPAL VEHICLES, CARS,
VANS, SPORT UTILITY VEHICLES, AND LIGHT TRUCKS**
Agreement No. 5179

This Agreement for New Municipal Vehicles, Cars, Vans, Sport Utility Vehicles, and Light Trucks (the "Agreement") is entered into and effective this 13 day of 01 2022, (the "Effective Date") by and between the **City of Tallahassee**, a Florida municipal corporation (the "City"), whose principal place of business is 300 South Adams Street, Tallahassee, FL 32301, and **Alan Jay Automotive Management, Inc., d/b/a Alan Jay Fleet Sales** (the "Vendor"), whose principal place of business is 5330 US Hwy 27 South, Sebring, FL 33870. The City and the Vendor may be referred to individually as a "Party" and together as the "Parties."

1. **DEFINITIONS.** Certain capitalized terms in the Agreement have the meanings set forth below. Other terms used in this Agreement, but not defined in this Section, are defined elsewhere within the Agreement.

A. "*Vehicles and Services*" means the complete product line of new municipal vehicles, cars, vans, sport utility vehicles, light trucks with related equipment as sought in City Solicitation RFP No. 096-21-KM and more fully described in its Section 3, Scope of Work/Specifications.

B. "*Purchase Order*" means the purchase order commitment for Vehicles and Services made by the City through a Purchase Order and subject to the terms of this Agreement. It is anticipated that this Agreement will be executed prior to the issuance of any Purchase Order or associated quote and build sheets.

C. "*Agreement Documents*" are the City Solicitation RFP No.096-21-KM, its associated Scope of Work/Specifications and any associated addenda; the Vendor's Solicitation Response dated September 22, 2021, including any associated addenda and pricing sheets; and the Purchase Orders arising from this Agreement, including any associated quote and build sheets. These documents are incorporated by reference and made a part of this Agreement and given the same force and effect as if they were incorporated in full text.

2. ORDERS.

A. City Solicitation RFP No. 096-21-KM sought multiple vendors for Vehicles and Services. Although the City plans to order needed Vehicles and Services under this Agreement, the City makes no commitment to order any minimum or maximum quantities from any Vendor or to place orders at all. This Agreement is non-inclusive. The City reserves the right to order or purchase from other vendors, manufacturers, dealers, and other local, state, or national government agencies and/or associations when deemed in the best interest of the City. Orders under this Agreement will be initiated, at the sole discretion of the City, by submitting a request for quote and build sheet (if applicable) to the Vendor.

B. Upon receipt of the completed quote and build sheet, the City and the Vendor agree to discuss production schedules, product availability, and due dates prior to ordering Vehicles and Services through a City Purchase Order. The Vendor's quote **MUST** be dated and reference the Agreement Number.

C. Any future Vehicles or Services not currently available or offered can be added as they become available.

3. PURCHASES MADE BY OTHER PUBLIC AGENCIES.

A. With the consent and agreement of the Vendor and the City, purchases may be made by other local, state, or national governmental agencies, political subdivisions, or other public entities under this Agreement. Purchaser(s) **MUST** contact the City's procurement office to request utilization prior to purchasing under this Agreement. Such purchases shall be governed by the same terms and conditions stated herein.

(1) The City charges an administrative fee of \$100.00 per vehicle sold. The Vendor shall be responsible for the reporting, collection, and remittance of the administrative fee(s) paid by other local, state, or national governmental agencies, political subdivisions, or other public entities to the City. Should any such purchases by other local, state, or national governmental agencies or political subdivisions be made, the Vendor shall submit a report of such purchase(s) within thirty (30) calendar days of receiving payment via email to kathy.crum@talgov.com. The subject line of the email should **reference Reporting Administrative Fee - Agreement No. 5179** with a copy of the purchase order attached to the email.

(2) The Vendor shall remit all administrative fees received by Vendor prior to the end of the any fiscal quarter no later than ten (10) calendar days after the end of the fiscal quarter in which the payment was received to the following address:

Fleet Management Admin
Attn: Kathy Crum
400 Dupree Street
Tallahassee, Florida 32304

Payments should be made by check with **Payment Administrative Fee – Agreement No. 5179** referenced on the check.

For questions, please contact:

Kathy Crum - Fleet Management Contract Manager
(850) 891-5229

B. This Agreement in no way restricts or interferes with the right of any local, state, or national government agency or political subdivision or other public entity to respond to any or all of these terms independently if required by law or to supplement the Agreement if a specific term is not addressed herein.

4. PRICES AND PAYMENT.

A. Prices. The City agrees to pay the Vendor for Vehicles and Services ordered under this Agreement as set forth in the Vendor's price lists submitted as part of its Solicitation Response. The Vendor's pricing shall be updated accordingly based on pricing for the current year. Any and all future pricing **MUST** be approved by the Fleet Management Director.

B. Payment. All fees are due and payable in U.S. dollars. Payment for orders for Vehicles and Services will be made in accordance with the Local Government Prompt Payment Act (Section 218.70, et. seq., Florida Statutes), unless the Parties make other arrangements as documented either by addendum to this Agreement or through a Purchase Order. Under the terms of the Prompt Payment Act, the payment due date for a local government entity for the purchase of goods or services is 45 days after the date on which a proper invoice is received by the City or, if no proper invoice is received, the due date is calculated based on other trigger dates identified in Section 218.73, Florida Statutes. No C.O.D shipments will be accepted. If the City fails to make payment within the statutory time frame, the unpaid

amount shall bear interest from thirty (30) days after the due date at the rate of 1% per month on the unpaid balance.

(1) Disputes. In the event a dispute occurs between the Vendor and the City, the Parties shall attempt to settle the dispute informally and in good faith prior to instituting formal legal action. If the dispute is resolved in favor of the Vendor, interest shall begin to accrue as of the original date the payment became due.

(2) Proper Invoice. Invoices may be submitted via E-mail to:

invoices@talgov.com with a copy to fleetadmin@talgov.com or by mail to:

City of Tallahassee - Accounts Payable – City Hall

300 S. Adams Street, Box A-28

Tallahassee, Florida 32301-1731

with a copy of the original invoice identified as a “copy” submitted to:

City of Tallahassee - Fleet Management Administration

400 Dupree Street

Tallahassee, Florida 32304

Any invoice or payment request which is received by the City must conform to the following requirements and contain the information listed below:

- a. The invoice must be in compliance with the terms of this Agreement;
- b. The invoice must be an original invoice;
- c. The invoice must not be under dispute;
- d. The invoice must include the authorizing City Purchase Order and/or Agreement number;
- e. The invoice must be dated;
- f. The invoice must include the number of the invoice to facilitate identification;
- g. The invoice must include the name and address of the Vendor; and provide the remittance address for payment, if different;
- h. The invoice must include the Purchase Order or Schedule line item number, including a description, quantity, unit of measure, unit price, and extended price of the item;
- i. The invoice must include the terms of any prompt payment discount offered; and
- j. The invoice must include Vendor' Federal Identification Number (if applicable).

C. Payment Methods. The City may pay invoices via wire transfer, check, or ACH transfer. Subscription Services may also be paid by credit card.

D. Taxes. Amounts quoted by the Vendor do not include any applicable taxes or similar fees now in force or enacted in the future resulting from any transaction under the Agreement unless otherwise expressly stated. The Vendor understands that the City is entitled to an exemption from any applicable taxes and shall provide the Vendor with a valid exemption certificate upon request.

5. DELIVERY, INSPECTION, AND ACCEPTANCE.

A. Delivery does not constitute acceptance for the purpose of payment or warranty start time. The City shall inspect all Vehicles or Services to determine whether such Vehicles or Services meet all specifications and requirements set forth in the Agreement Documents. The City agrees to notify the Vendor within three (3) days of delivery or completion of Services if the Vehicles or Services do not meet all specifications and requirements for acceptance.

B. The Vendor shall deliver the Vehicles or Services in accordance with the terms and time frame listed on the quote. Should there be an issue with delivering the Vehicles or Services in the time frame listed on the quote, the Vendor and City agree to discuss, and confirm in writing, a mutually acceptable time frame. In the event delivery of the Vehicles or Services is delayed past the agreed upon time frame, the Vendor agrees the City has the right to cancel the order and obtain the Vehicles or Services elsewhere without penalty to the City.

C. The Vendor shall deliver all Vehicles or Services FOB to:

City of Tallahassee- Fleet Management
400 Dupree Street
Tallahassee, Florida 32304

Equipment shall be delivered with the following documents completed or included:

- a. Any and all applicable documentation required by the Florida Department of Highway Safety and Motor Vehicles;
- b. Temporary registration and tag (when applicable);
- c. All manuals (electronic & paper Copy);
- d. All warranty certifications;
- e. Original Invoice;
- f. A copy of pre-delivery service report;

- g. A copy of applicable equipment specifications; and
- h. A copy of build sheet or documentation that verifies what components are included on the equipment being delivered.

6. WARRANTY.

The warranty becomes effective when the Vehicles or Services are put into use by the City or at a maximum of thirty (30) days after delivery, whichever occurs first.

7. TERM.

A. Initial Term. The initial term of this Agreement shall commence on the Effective Date and shall continue for a period of three (3) years (the "Initial Term").

B. Extension Term. Upon written, mutual agreement by the Vendor and the City, this Agreement may be extended at the conclusion of the Initial Term for an additional two (2) years (the "Extension"). The Vendor and the City must agree to extend the Agreement no later than thirty (30) days prior to the expiration of the Initial Term of the Agreement.

8. TERMINATION.

A. Termination for Cause. If the Vendor fails to fulfill any of its obligations under this Agreement and does not cure such default within thirty (30) days after receipt of written notice from the City, such failure shall be considered a default and shall entitle, but not obligate, the City to suspend performance under this Agreement or to terminate this Agreement, in whole or in part, wholly at the City's discretion.

B. Termination for Convenience. Additionally, the City shall have the right to terminate this Agreement for convenience, in whole or in part, upon 90-day notice, without the Vendor being in default thereunder. In the event of termination for convenience, the City shall pay the Vendor (i) the full amount due for services satisfactorily rendered, (ii) approved costs and expenses incurred which remain unpaid at the time of such termination, and (iii) such other costs of termination, if any, as may be mutually agreed by the parties.

C. Termination Process. Termination shall be effected by (i) delivery of written notice to the Vendor from the City specifying whether termination is for default or convenience, (ii) providing detail as to the extent to which services under this Agreement are to be terminated, and (iii) specifying the date

upon which such termination becomes effective. After receipt of the written termination notice, and except as otherwise directed in writing by the City, the Vendor shall promptly stop work under this Agreement on the date and to the extent specified in the termination notice, terminate all subcontracts that relate to the performance of the services terminated by the termination notice, and complete performance of any services which have not been terminated. In the event the Agreement is canceled for default under the Agreement, the City may withhold funds owed to the Vendor in an amount sufficient to compensate for actual damages suffered from the default resulting in termination of the Agreement.

9. FINANCIAL CONSEQUENCES OF NON-PERFORMANCE.

A. The City may apply financial consequences if the Vendor fails to perform in accordance with the terms of the Agreement. If the Vendor fails to remedy performance deficiencies within thirty (30) days of being provided notice of such deficiency by the City, the Vendor may be assessed a non-performance retainage equivalent to 10% or \$1,000.00, whichever is less, of the total invoice amount for the task or project. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor may invoice the City for the retained amount during the next billing period. If the Vendor is unable to resolve the deficiency, the retained funds will be forfeited.

B. The Vendor shall not be charged retained funds when the non-performance is a result of delay in delivery or performance arising out causes beyond the control and without fault or negligence of the Vendor due to manufacturer delays. To substantiate a delay in manufacturer product delivery, the Vendor is required to submit written proof of delay to the City in the form of a letter or email sent from the manufacturer to the Vendor. The City agrees that no retained funds will be withheld from the Vendor after written proof of the manufacturer's product delivery delay is provided to the City and, if necessary, regularly updated if the delay continues past any date which may be included in the written communication from the manufacturer.

10. LIQUIDATED DAMAGES.

A. If the Vendor fails to provide the Vehicles or Services within the time specified in this Agreement, any applicable Purchase Order, or any negotiated extension, the Vendor shall pay the minimum sum of \$100.00 for each calendar day of delay, not to exceed \$1,500.00 per month, to the City

as fixed and liquidated damages. In the event the City is penalized monetarily by federal, state, or local entities as a result of the Vendor delay, error, and/or poor performance issues, the Vendor may be required to reimburse the City the full amount of the assessed penalty.

B. Alternatively, if delivery or performance is delayed, the City may terminate this Agreement in whole or in part, under the Termination provision in this Agreement. In the event of termination for delivery or performance delay, the Vendor may be liable for (i) reimbursement to the City for costs spent to procure the Vehicles or Services from another vendor or (ii) for payment of liquidated damages as provided in above until such time as the City may reasonably obtain delivery or performance of similar Vehicles or Services.

C. The Vendor shall not be charged with liquidated damages, including if the City is penalized by federal, state or local entities, when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the Vendor caused by delay in manufacturer product delivery.

11. INDEMNIFICATION. The Vendor shall hold harmless and indemnify the City and its officials, officers, and employees from all claims, damages, losses, expenses, suits or actions against all third-party claims, losses, expenses, suits, or actions against the City, including, without limitation, costs of defending the action and attorney's fees, to the extent the claims arise out of or result from the performance and furnishing of the work, services, materials, goods, or equipment under the Agreement (including, but not limited to, claims regarding defects in materials, goods, equipment, and patent infringement) and such claim is caused in whole, or in part, by any breach of contract, act, or omission of the Vendor, its subcontractors, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable. In any and all claims against the City, or any of its agents or employees by any employee of the Vendor, its subcontractors, anyone directly or indirectly employed by any of them of anyone for whose acts any of them may be liable, the indemnification obligation under this clause shall not be limited in any way by limitation on the amount or type of damages, compensation or benefits payable by or for the Vendor or its subcontractors under any Workers' Compensation Act, Disability Act, or other Employee Benefit Act.

12. AVAILABILITY OF FUNDS. City funds may not be available for performance under this Agreement beyond September 30 of each year of this Agreement. The City's obligation for performance of this Agreement beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the City for any payment may arise for performance under this Agreement beyond the referenced date until funds are made available.

13. NOTIFICATION OF INSOLVENCY. In the event the Vendor enters into a proceeding relating to bankruptcy or an assignment for the benefit of creditors, whether voluntary or involuntary, the Vendor agrees to furnish, by certified mail or other method authorized by the Agreement, written notification of the proceeding to the City. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing or transfer of legal and equitable title of assets to a third party under an assignment for the benefit of creditors. This notification shall include the date on which the bankruptcy petition was filed or the transfer consummated, the identity of the court in which the bankruptcy petition was filed or the name of the entity holding Vendor's assets, and a listing of City contract or purchase order numbers for all City contracts against which final payment has not been made. This obligation remains in effect until final payment of net receipts under this Agreement has been made to the Vendor.

14. CHOICE OF LAW AND VENUE. All questions concerning the construction, validity, and interpretation of this Agreement shall be governed by the law of the State of Florida. Any dispute arising out of, concerning, or relating to this Agreement between the Parties shall be resolved exclusively in a federal or state court of competent jurisdiction located in Tallahassee, Leon County, Florida. To the extent necessary, the Parties hereby submit to, and agree not to contest, the jurisdiction of such courts. The Parties also agree to waive any right to trial by jury in any dispute or litigation arising from, concerning, or relating to this Agreement.

15. REMEDIES. No remedy herein conferred upon any Party is intended to be exclusive of any other remedy. Each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further

exercise thereof.

16. NO WAIVER; SEVERABILITY; SECTION HEADINGS. No failure of either Party to exercise or enforce any of its rights under this Agreement shall act as a waiver of such rights. If any provision of this Agreement is determined in any proceeding binding upon the Parties to be invalid or unenforceable, that provision will be deemed severed from the remainder of the Agreement and the remaining provisions shall continue in full force and effect; provided however, that if a court by limiting such provision determines that the provision would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited so long as the result is consistent with the Parties' expressed intentions herein. The section headings in this Agreement are solely for the convenience of the Parties and have no legal or contractual effect. This Agreement is entered into by sophisticated entities with access to counsel and shall not be construed against either Party as the "drafting" party.

17. RELATIONSHIP BETWEEN THE PARTIES. The Vendor and the City acknowledge and agree that this Agreement is not and shall not be construed as an agreement of joint venture, partnership, agency, franchise, or employment between the Parties or their respective employees. For all purposes under this Agreement, each Party shall be and act as an independent contractor to the other and shall not be authorized to, and shall not, bind or attempt to bind the other to any contract or agreement.

18. NOTICES. All notices required to be given under this Agreement shall be given in writing and sent to the following:

For the City:

Attn: Fleet Management Director
400 Dupree Street
Tallahassee, FL 32304
with a copy via email to:
Jeffery.Shepard@talgov.com

For the Vendor:

Attn: Chris Wilson
3003 US Hwy 27 South
Sebring, FL 33870
with a copy via to:
Chris.Wilson@AlanJay.com

All notices shall be given by certified or registered mail, overnight carrier, or personal delivery. Such notices shall be deemed given on the date of receipt of delivery of (or refusal to accept) said notice. Notwithstanding the foregoing, any day-to-day operational correspondence may be made by phone, email, or other mutually agreeable mechanism.

19. **ASSIGNMENT.** Neither Party may sell, assign, or transfer this Agreement without the prior written consent of the other Party; provided, however, that either Party may (with notice but without the prior consent of the other Party) assign this Agreement by operation of law, pursuant to a merger or acquisition of all or substantially all of its stock or assets, or to its affiliate. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. The Vendor shall notify the City, in writing, thirty (30) calendar days prior to any assignment or transfer as allowed by this paragraph.

20. **PUBLIC RECORDS.** The Parties acknowledge that the City is a governmental entity and is subject to Florida's Public Records Law, Chapter 119, Florida Statutes. The Parties further acknowledge that some, or all, of the information, materials, documents provided to the City by the Vendor may be public records and, as such, may be subject to disclosure to, and copying by, the public unless otherwise exempted by statute. This provision shall constitute the City's sole obligation relating to maintaining confidentiality of any information or proprietary material of any kind submitted by the Vendor.

The Vendor also recognizes that by doing business with the City, its records relating to the Agreement may also be subject to the Public Records Act. **If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records relating to this Agreement, the Vendor may contact the City's Custodian of Public Records at:**

City Treasurer-Clerk
(850) 891-8130
records@talgov.com

Mailing Address:
City Hall
300 S. Adams Street
c/o Records Division, Box A-31
Tallahassee, Florida 32301

21. **SUBCONTRACTORS.** Subcontractors are not allowed under this Agreement.

22. **FORCE MAJEURE.** Neither Party shall be liable for non-performance or delay, other than the payment of fees due hereunder, due in whole or in part to any Force Majeure Event. Force Majeure Event shall be defined as occurrence of an event which is outside the reasonable control of a party and

which prevents that party from performing its obligations under a contract. In the event a Party is hindered or prevented from performing hereunder due to a Force Majeure Event, such Party shall notify the other Party of the Force Majeure Event and the extent of its suspension as soon as reasonably practicable. Failure to give notice as timely as practicable under the circumstances shall result in the forfeiture of a Party's right to suspend its obligations hereunder. If a Force Majeure Event prevents, hinders, or delays performance of a Party's obligations hereunder for more than thirty (30) days, the Party not prevented from performing may, at its sole option, terminate this Agreement upon notice to the other Party.

23. INSURANCE COVERAGE. Prior to commencing work, the Vendor shall procure and maintain, at the Vendor's own cost and expense, throughout the Term of the Agreement, the following types and limits of insurance coverage in relation to the performance of work or provision of services hereunder by the Vendor, its agents, representatives, employees or subcontractors.

A. Commercial General/Umbrella Liability Insurance. \$1,000,000 limit per occurrence for property damage and bodily injury. The Vendor should indicate whether the coverage is provided on a claims-made or, preferably, on an occurrence basis. The insurance shall include coverage for the following:

- * Premise/Operations;
- * Explosion Collapse and Underground Property Damage Hazard (only where applicable to the project);
- * Products/Completed Operations;
- * Contractual;
- * Independent Contractors;
- * Broad Form Property Damage; and
- * Personal Injury.

B. Business Automobile/Umbrella Liability Insurance. \$1,000,000 limit per accident for property damage and personal injury, including coverage for:

- * Owned/Leased Autos;
- * Non-owned Autos; and
- * Hired Autos.

C. Workers' Compensation and Employers'/Umbrella Liability Insurance. Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether the Vendor is otherwise required by law to provide such coverage.

D. Commercial General Liability and Automobile Liability Coverage.

- * The City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers (together, "City Insureds") are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased, or used by the Vendor; or premises on which the Vendor is performing services on behalf of the City. The coverage shall not contain special limitations on the scope of protection afforded the City Insureds.
- * The Vendor's insurance coverage shall be primary insurance for the City Insureds. Any other insurance or self-insurance maintained by or on behalf of the City Insureds shall be excess of the Vendor's insurance and shall not contribute to it.
- * Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City Insureds.
- * Coverage shall state that the Vendor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

E. Worker's Compensation and Employers' Liability and Property Coverage. The insurer shall agree to waive all rights of subrogation against the City Insureds for losses arising from activities and operations of the Vendor in the performance of services under this Agreement.

F. Garage Liability Coverage. A minimum of \$1,000,000.00 limit per occurrence.

G. Garage Keepers Coverage. A minimum of \$500,000 per accident.

H. All Coverage.

- * Each insurance policy shall name the City as an additional insured.
- * Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City Contract Administrator.
- * If the Vendor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, it shall be deemed a material breach of the Agreement. The City, at its sole option, may terminate this Agreement and obtain damages from the Vendor resulting from said breach.
- * Alternatively, the City may purchase such required insurance coverage (but has no special obligation to do so) and, without further notice to the Vendor, the City may deduct any premium costs advanced by the City for such insurance from sums due to the Vendor.

I. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City Insureds; or the Vendor shall procure a bond guaranteeing payment of losses, related investigation, claim administration, and defense expenses.

J. Acceptability of Insurers. Insurance is to be placed with Florida insurers rated B+X or better by A.M. Best's rating service.

K. Verification of Coverage. The Vendor shall furnish the City with certificates of insurance and with original endorsements providing evidence of required coverage. The certificates and endorsements for each policy must be signed by a person authorized by that insurer to bind coverage on the Vendor's behalf. The certificates and endorsements must be received and approved by the City before work commences. Certificates of Insurance must be annotated with the applicable contract number.

24. SOVEREIGN IMMUNITY. Nothing contained herein shall constitute a waiver by the City of any applicable sovereign immunity as described under the provisions of Section 768.28, Florida Statutes.

25. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The Parties agree that electronic signatures of the Parties, whether digital or encrypted, have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission, by electronic mail in portable document format (.pdf) form, or by any other electronic means intended to preserve the original textual, graphic and pictorial appearance of a document, have the same effect as physical delivery of the paper document bearing an original or electronic signature.

26. ORDER OF PRECEDENCE. In the event of any inconsistency between any provisions of this Agreement and the Agreement Documents, and unless specifically stated otherwise, the inconsistency shall be resolved by giving precedence in the following order:

- A. This Agreement, and any written attachments and future written Amendments or Purchase Orders.
- B. Purchase Orders arising from this Agreement, including any associated quote and build sheets.
- C. City Solicitation RFP No.069-21-KM, including all addenda.
- D. Vendor's Response to the City's Solicitation.

27. E-VERIFY. The Contractor, and its subcontractors, must register with and utilize, the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees, pursuant to Section 448.095, Florida Statutes. Registration must take place prior to execution of this contract. If the Contractor enters into any agreement with a subcontractor for performance of services under this contract, the subcontractor must provide an affidavit to the Contractor which states that the subcontractor does not employ, contract with, or subcontract with any unauthorized aliens. The Contractor is required to maintain a copy of such affidavit throughout the term of this contract.

The Contractor agrees to adhere to the requirements of Section 448.095, Florida Statutes, and understands that failure to comply with the statute will result in termination of this contract. If such termination occurs, the Contractor will not be awarded another City contract for at least one (1) year from the termination date and will be liable for any additional costs incurred by the City as a result of the termination.


28. ENTIRE AGREEMENT. This Agreement, including its attachments and associated documents, constitutes the entire Agreement between the Parties pertaining to the subject matter hereof, and supersedes in their entirety all written or oral agreements previously existing between the Parties with respect to such subject matter. No supplement, modification, addendum, or amendment of this Agreement shall be binding unless executed in writing by both Parties. In the event of any conflict between any terms of this Agreement and any terms of any attachment, the terms of this Agreement shall supersede, govern, and control to the extent of the inconsistency.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized representatives.

CITY OF TALLAHASSEE

ALAN JAY AUTOMOTIVE MANAGEMENT, INC.

By: 
Reese Goad, City Manager

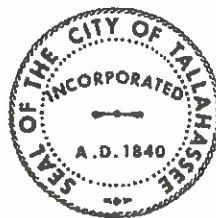
By: 
Print Name: Chris Wilson
Title: Fleet Sales Manager

Approved by the Department


By: 
Jeff Shepard, Fleet Management Director

Attest:

By: 
James O. Cooke, IV, City Treasurer-Clerk



Approved as to form:

By: 
Cassandra K. Jackson, City Attorney



**CITY OF
TALLAHASSEE**

Legal Routing Memo

Date: 1/4/2022

To: City Attorney's Office

From: Administration & Professional

Subject: Legal Review of

- CONTRACT NO. 5179
 - AMENDMENT NO.
 - MEMORANDUM OF UNDERSTANDING OR AGREEMENT
 - OTHER
-

This document relates to Agreement for New Municipal Vehicles, Cars, Vans, Sport Utility Vehicles, and Light Trucks.

Document has been reviewed and considered ready for execution by either or both:

Procurement Signature: *Antwan Pennywell*

Department Signature: *Kathy Crum, Contract Manager - Fleet Management*

TO BE COMPLETED BY LEGAL

Legal review completed on: 1/4/2022

Legal review performed by: Kellie Scott

Approved for execution: yes no

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 8.a.

Meeting Date: September 26, 2022

Prepared By: Debby K. Franklin, C.M.C. Town Clerk/Treasurer

SUBJECT: Setting Millage for Fiscal Year 2022 / 2023 (Ord 2022-06)

BACKGROUND/HISTORY:

The Florida Statutes lay out the requirements for local governments on how the annual budget process is approved by each governing body. The process requires the following steps:

1. Announce via the Truth in Millage (TRIM) process the FY 2022 / 2023 the maximum proposed millage of 4.5001 to levy on property values.
2. Develop a tentative budget.
3. State this is an increase of 48.4% over the rolled back rate of 2.2565
4. The final adopted millage rate is to fund the expenditures commencing October 1, 2022 and ending September 30, 2023.

During the budget workshops Council identified road paving as the primary objective for the increased millage rate.

The final adopted millage rate and budget will be advertised as required by law in the Florida Today newspaper on September 23, 2022.

FINANCIAL IMPACT:

Council directed the millage be set at 4.5001 for ad valorem estimate of \$1,545,964.00 budgeted at 96% is 1,484,125.00.

ATTACHMENTS:

- Ord. No. 2022-06

ACTION OPTIONS:

Action on Second reading of Ord 2022-06

ORDINANCE 2022-06

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, ADOPTING THE MILLAGE RATE OF 4.5001 FOR THE LEVY OF AD VALOREM TAX WITHIN THE TOWN FOR THE PERIOD FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, public hearings as prescribed by Florida Statutes have been duly held in accordance with the laws of the State of Florida;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, THAT:

SECTION 1. The Town Council, in regular session duly assembled adopted the millage rate of 4.5001, to be levied for the General Fund upon all real and tangible personal property located within the boundaries of the Town of Malabar taxing authority.

SECTION 2. The final levy of 4.5001 mills will result in a 48.4% increase to the rolled back rate of 2.2565.

SECTION 3. This final millage rate of 4.5001 is to fund the general fund expenses for the fiscal year commencing October 1, 2022 and ending September 30, 2023.

SECTION 4. This ordinance shall become effective October 1, 2022, upon its adoption after the second public hearing.

This ordinance was moved for adoption by Council Member _____ and was seconded by Council Member _____ and, upon being put to a vote, the vote was as follows:

Council Member Marisa Acquaviva	_____
Council Member Brian Vail	_____
Council Member Steve Rivet	_____
Council Member David Scardino	_____
Council Member Mary Hofmeister	_____

This ordinance was then declared duly passed and adopted this 26th day of September 2022.

TOWN OF MALABAR

By: _____
Mayor Patrick T. Reilly, Council Chair

ATTEST:

Debby K. Franklin, C.M.C.
Town Clerk/Treasurer

(seal)

First Reading: 09/12/22 Vote 5 to 0.
Second Reading: 09/26/22

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 8.b.
Date: September 26, 2022

Prepared By: Matthew R. Stinnett, Town Manager

SUBJECT: Budget for Fiscal Year 2022 / 2023 – Ord 2022-07

BACKGROUND/HISTORY:

The TRIM Notice mailed to all property owners in mid-August lists the dates and times for the first Public Hearings on the tentative millages and budgets for all agencies taxing property owners to provide them the opportunity to attend and be heard. This meeting date was selected by Malabar Council for that notice.

The FY 2023 balanced budget proposal of \$6,968,625 is the result of public workshops where the Town Council discussed at length varying priorities and strategies for maintaining acceptable service levels for infrastructure and operations. The proposal denotes the Town Council's consensus to implement significant funding and expenditure increases providing for routine operational costs, and expanded allocations for infrastructure such as roads, stormwater, and water service.

Funding increases come from a variety of sources including the balance of the Town's State and Local Financial Recovery Funds (SLFRF) \$1.4 million, estimated loan proceeds for road paving of \$2.1 million, an increased property tax rate providing an additional \$750,000, and the use of previously unexpended funds for stormwater, building department, parks, and general fund.

Operational expenditures are primarily impacted by personnel, material, and contracted service costs. While expenditures for infrastructure make up the bulk of the budget increase with \$2.9 million being set aside for road paving and associated debt service, \$300,000 for stormwater, and \$300,000 for water service expansion. Other significant expenditures include early pay off of the Town's Gradall excavator, and funding set aside for the future pay-off of Engine 99 and/or the cash purchase of a replacement Tender/Tanker apparatus in subsequent budget years.

With the condition of paved roads being the primary priority, efforts are being made to produce a town wide pavement condition analysis which will provide a prioritized list of roads for resurfacing and recommended solutions. The analysis will then be used to develop a long-term financial plan for implementation.

In a similar fashion, the Town's stormwater master plan is nearing completion with final revisions as recommended by the Florida Department of Environmental Protection being incorporated. Once complete, residents will be invited to an open house for a presentation by the engineering firm Singhofen and Associates (SAI) as well as an opportunity for additional public input. Once adopted the Town Council can use the recommendations and engineering estimates to develop a long-term financial plan for implementation.

ATTACHMENTS:

- Ord 2022-07 setting FY 2022/2023 Budget at \$6,968,625.00

ACTION OPTIONS:

Action on Second reading of Ord 2022-07.

ORDINANCE 2022-07

AN ORDINANCE OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA ADOPTING THE BUDGET OF \$6,968,625.00 FOR THE FOR THE FISCAL PERIOD FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Malabar has set forth the appropriations and revenue estimates for the budget for the period from October 1, 2022, through September 30, 2023; and in accordance with the laws of the State of Florida;

WHEREAS, The Town Council has held Public Hearings as required by F.S. 200.065.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, THAT:

SECTION 1. The Town Council, in regular session duly assembled adopt the Fiscal Year 2022/2023 Budget of \$6,968,625.00.

SECTION 2. This budget may be amended during the year, if necessary, by ordinance.

SECTION 3. This ordinance shall become effective on October 1, 2022, upon its adoption after the second reading and public hearing.

This ordinance was moved for adoption by Council Member _____ and was seconded by Council Member _____ and, upon being put to a vote, the vote was as follows:

Council Member Marisa Acquaviva	_____
Council Member Brian Vail	_____
Council Member Steve Rivet	_____
Council Member David Scardino	_____
Council Member Mary Hofmeister	_____

This ordinance was then declared duly passed and adopted this 26th day of September 2022.

TOWN OF MALABAR

Mayor Patrick T. Reilly, Council Chair

ATTEST:

Debby K. Franklin, C.M.C.
Town Clerk/Treasurer

(seal)

First Reading: 09/12/2022 Vote 5 to 0.
Second Reading: 09/26/2022



Budget Fiscal Year 2022/2023

First Public Hearing on September 12, 2022

Second Public Hearing on September 26, 2022

Millage Adopted Ordinance 2022-06 4.5001 mil

Budget Adopted Ordinance 2022-07 \$6,968,625.00

ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/1/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed Fy 22/23	Notes
Funding Sources							
31	TAXES	1,117,341	1,228,255	1,296,891	1,255,243	2,055,083	
32	PERMITS, FEES, & SPECIAL ASSESSMENTS	465,210	435,373	432,038	497,634	481,900	
33	INTERGOVERNMENTAL REVENUE	260,604	299,335	1,086,509	1,889,487	303,802	
34	CHARGES FOR SERVICES	50,608	52,445	64,722	42,772	54,708	
35	FINES AND FORFEITURES	175	481	400	3,342	500	
36	MISCELLANEOUS	133,989	315,674	140,080	153,558	190,301	
38	OTHER SOURCES	44,905	132,623	163,833	16,562	2,118,294	incl \$2.1M loan est, \$200k payment, 15yrs 5%
	TOTAL REVENUE	2,072,832	2,464,186	3,184,473	3,858,598	5,204,588	
38 Cont.	RESERVED FUNDING/FINANCING	32,277	110,778	199,602	154,442	1,764,036	
	TOTAL FUNDING	2,105,109	2,574,964	3,384,075	4,013,040	6,968,625	

ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/1/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed Fy 22/23	Notes
EXPENDITURES		FYE	FYE	BUDGET	FY TD	Proposed	
		9/2020	9/2021	FY 21/22	6/2022	FY 22/23	Notes
511	LEGISLATIVE	22,721	21,702	94,406	90,835	98,799	
512	EXECUTIVE	99,047	118,927	115,948	86,732	123,605	
513	FINANCE & ADMINISTRATIVE	194,266	208,877	197,735	168,616	277,557	
514	LEGAL	27,555	23,780	60,000	85,589	60,000	
515	COMPREHENSIVE PLANNING	3,475	892	3,500	0	1,500	
519	GENERAL GOVERNMENT	85,837	76,847	381,238	347,172	405,425	
522	FIRE CONTROL	656,711	618,283	643,242	504,008	779,102	
524	PROTECTIVE INSPECTIONS	152,578	140,726	235,942	131,460	234,390	
525	DISASTER RELIEF	220	1,101	797,610	246,668	1,462,003	
538	FLOOD CONTROL/SW MANAGEMENT	69,644	201,642	218,500	70,838	296,124	
541	STREETS AND ROADS	424,301	637,670	523,255	425,449	3,133,260	
572	PARKS AND RECREATION	68,590	178,980	96,386	52,851	93,360	
574	SPECIAL EVENTS	4,527	1,629	6,000	3,272	3,500	
	TOTAL EXPENDITURES	(1,809,472)	(2,231,056)	(3,373,762)	(2,213,490)	(6,968,625)	

GENERAL FUND FUNDING SOURCES							
Population per State for formulas - 2,993 (down from 3033) - a decrease of 40 persons from last year							
ACCT	ACCOUNT DESCRIPTION	FYE FY 19/20	FYE FY 20/21	BUDGET FY 21/22	FY TD 9/7/22	Proposed 22/23	Notes
31	TAXES	2.2680		2.4899		4.5001	
311.1000	Ad Valorem Taxes	574,725	639,178	725,988	730,432	1,484,127	Total Taxable Value of \$343,540,014 at 96%
312.4100	Local Option Gas Tax	105,988	112,185	122,729	107,957	99,500	County Estimate
314.1000	Utility Tax - Electricity	300,959	339,172	310,296	285,783	330,000	Based on past receipts
314.4000	Utility Tax - Gas	10,710	14,771	13,265	13,931	14,000	Based on past receipts
315.1000	Communications Services Tax	103,996	103,436	104,613	97,314	107,457	State Estimate
316.1000	Business Tax Receipts - Malabar	20,963	19,513	20,000	19,826	20,000	Local Business
	TOTAL TAXES	1,117,341	1,228,255	1,296,891	1,255,243	2,055,084	
32	PERMITS,FEES,& SPECIAL ASSESS						
322.1000	Building Permits	212,464	188,021	171,220	221,069	190,000	This Funds Dept 524,
323.1000	Electric - Franchise	203,972	192,868	210,000	226,896	240,000	30 yr contract
323.3000	Water - Franchise Fee	7,193	6,943	6,818	6,286	6,900	Based on past receipts
323.7000	Solid Waste Franchise	34,227	39,186	37,000	33,179	37,000	5% of Revenue Collection
329.1000	OPSA - Land Use Related	7,354	8,355	7,000	10,204	8,000	Land Uses Incl.
	TOTAL PERMITS, FEES, & SPECIAL ASSESS	465,210	435,373	432,038	497,634	481,900	
33	INTERGOVERNMENTAL REVENUE						
331.5000	FEMA Reimbursement	2,381	0	0	0	0	
331.5100	SLFRF Allotment	0	0	797,610	1,595,220	0	Total balance received 8/2022
335.1250	State Revenue Sharing	77,939	92,519	90,757	108,551	95,865	State Estimate
335.1400	State Mobile Home Tax	1,975	2,837	2,951	2,086	3,000	Based on past receipts
335.1500	Alcoholic Beverage Licenses	1,468	1,562	1,700	1,468	1,700	Based on past receipts
335.1800	Local Gov't Half Cent Sales Tax	168,277	193,101	184,355	181,562	191,837	State Estimate
335.2100	State Supplemental FF Payment	0	0	0	0	4,800	
335.4900	Other General Government - Traffic Signal Maintenance	7,466	7,653	8,036	0	5,500	Contract Reimbursement
338.2000	Business Tax Receipts Brevard Ct	1,098	1,663	1,100	600	1,100	From Brevard Cty BTR receipts
	TOTAL INTERGOVERNMENTAL REVENUE	260,604	299,335	1,086,509	1,889,487	303,802	
34	CHARGES FOR SERVICES						
349.2000	Cell Tower Lease	28,980	28,710	28,980	24,150	28,980	\$2415 x 12
349.5000	Special Event Revenue	3,214	1,662	1,000	3,620	3,000	
349.7010	Background Check	0	185	600	120	200	Reimbursement

GENERAL FUND FUNDING SOURCES							
Population per State for formulas - 2,993 (down from 3033) - a decrease of 40 persons from last year							
ACCT	ACCOUNT DESCRIPTION	FYE FY 19/20	FYE FY 20/21	BUDGET FY 21/22	FY TD 9/7/22	Proposed 22/23	Notes
349.8000	Paving Assesment	12,239	14,238	26,442	8,382	16,228	Amount due, special assesments
349.8010	Golf Cart Registration Fee	525	300	200	300	300	1-time \$50 cost
349.9000	Lien Searches	5,650	7,350	7,500	6,200	6,000	Based on past receipts
TOTAL CHARGES FOR SERVICES		50,608	52,445	64,722	42,772	54,708	
35	FINES & FORFEITURES						
351.5000	Fines & Forfeitures	175	481	400	3342	500	Traffic/Code Enforcement
TOTAL FINES & FORFEITURES		175	481	400	3,342	500	
36	MISCELLANEOUS REVENUES						
361.1000	Interest	16,831	4,491	3,000	279	3,000	
325.2000	SW Assessment	95,702	122,324	128,780	123,514	132,001	\$64/ERU
363.2300	TIFT Allocation Request	12,000	0	0	0	50,000	Balance held by County
365.1000	Sale of Surplus Materials	4,500	185,630	5,000	28,038	2,500	
366.1000	Donations FD	110	1,475	1,500	1,000	1,000	
369.3000	Insurance Refund	3,175	1,493	1,500	562	1,500	Based on past receipts
369.9000	Miscellaneous Revenues	1,671	261	300	165	300	Based on past receipts
TOTAL MISCELLANEOUS REVENUE		133,989	315,674	140,080	153,558	190,301	
38	OTHER SOURCES						
389.3000	VFA State Grant	2,910	0	0	562	11,294	FD 50/50 match from VFA
389.5000	Debt Proceeds	41,995	132,623	16,000	16,000	2,107,000	incl \$2.1M loan est, \$200k payment, 15yrs 5%
389.9020	Use of TIFT Funding	0	0	147,833	0	0	
TOTAL OTHER SOURCES		44,905	132,623	163,833	16,562	2,118,294	
38 Cont.	USE OF RESERVED FUNDING						
389.9000	Park Rec Funds	0	96,252	45,160	0	45,160	
389.9520	Use of BD Restricted Funding	32,277	14,526	64,722	64,722	44,390	
389.9530	Use of General Fund Reserve	0	0	0	0	48,369	Gradall/ FD grant match
389.9540	Use of SW Reserved Funding	0	0	89,720	89,720	164,113	
389.9560	SLFRF Restricted Funding	0	0	0	0	1,462,004	
TOTAL RESERVED FUNDING		32,277	110,778	199,602	154,442	1,764,036	
TOTAL FUNDING		2,105,109	2,574,964	3,384,075	4,013,040	6,968,625	

511 - LEGISLATIVE							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY21/22	FY TD 9/7/22	Proposed 22/23	Notes FY 20/21
	Personnel Services						
511.1100	Special Projects Manager	0	0	50,000	48,576	50,000	1/2 of SPM Position in GF- 1/2 525 DR
511.2100	FICA Taxes	0	0	3,825	3,797	3,825	1/2 of SPM Position in GF- 1/2 525 DR
511.2200	Retirement Contribution - FRS	0	0	5,410	4,864	5,955	1/2 of SPM Position in GF- 1/2 525 DR
511.2300	Employee Benefits	0	0	13,072	13,145	16,919	1/2 of SPM Position in GF- 1/2 525 DR
	Total Personnel Services	0	0	72,307	70,382	76,699	
	Operating Expenses						
511.3400	Contractual Services -	16,216	16,776	14,600	15,350	14,600	Code, FLC, SCLC,
511.4000	Travel & Per Diem - Mayor	955	1,130	1,500	2,214	1,500	League of Mayors, Civ-Mil, SCLC
511.4010	Travel & Per Diem - Council	432	3,533	3,500	497	3,500	FLC Conf, IEMO, SCLC, Ethics
511.4100	Printing, Postage, PR	2,119	263	1,000	974	1,000	PR, Postage
511.5200	Operating Supplies	2,999	0	1,499	1,418	1,500	
	Total Operating Expenses	22,721	21,702	22,099	20,453	22,100	
	Capital Outlay						
511.6400	Machinery & Equipment	0	0	0	0	0	
	Total Capital Outlay	0	0	0	0	0	
	TOTAL LEGISLATIVE	22,721	21,702	94,406	90,835	98,799	

512 - EXECUTIVE							
ACCT NO.	ACCOUNT DESCRIPTION	FYE FY 19/20	FYE FY 20/21	BUDGET FY 21/22	FYTD 9/7/22	Proposed FY 22/23	Notes
	Personnel Services						
512.1100	Town Manager	65,000	11,950	53,002	54,389	86,000	
512.1100	ITM	0	63,813	0	12,280	0	
512.2100	FICA Taxes	4,208	5,674	4,055	5,374	6855	
512.2200	Retirement Contribution - FRS	16,517	23,406	49,790	11,619	27,150	
512.2300	Employee Benefits	7,975	8,852	6601	0	0	Consolidated to GF 519
512.2400	Workers Compensation	480	505	0	0	0	Consolidated to GF 519
	Total Personnel Services	94,180	114,200	113,448	83,662	120,005	
	Operating Expenses						
512.4000	Travel, Train & Per Diem	4,867	4,400	2,500	3,070	3,600	car allowance
512.5200	Operating Supplies	0	327	0	0	0	Moved to 519 GF
	Total Operating Expenses	4,867	4,727	2,500	3,070	3,600	
	Capital Outlay						
512.6400	Machinery & Equipment	0	0	0	0	0	
	Total Capital Outlay	0	0	0	0	0	
	TOTAL EXECUTIVE	99,047	118,927	115,948	86,732	123,605	

513 - FINANCE & ADMINISTRATION							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FY TD	Proposed	Notes
NO.		9/2020	9/2021	FY 21/22	9/7/22	FY 22/23	
	Personnel Services						
513.1100	Clerk	63,420	65,000	66,950	63,251	55,000	
513.1110	Treasurer	0	0	0	0	65,000	
513.1200	Deputy Clerk	33,438	36,036	37,117	34,292	34,900	38k annual for 11 months
513.1300	Reception/Clerical Asst to Clerk	15,625	17,160	23,566	9,606	0	
513.1400	Overtime	789	2,000	1,000	2,411	1,000	Board Duties for T&G and Parks
513.2100	FICA Taxes	8,523	9,073	9,764	7,868	11,926	
513.2200	Retirement Contribution - FRS	19,407	22,978	25,988	22,137	29,381	
513.2300	Employee Benefits	21,031	20,690	0	0	0	Consolidated to 519
513.2400	Workers Compensation	1,440	1,440	0	0	0	Consolidated to 519
	Total Personnel Services	163,673	174,377	164,385	139,565	197,207	
	Operating Expense						
513.3100	Election Expenses	0	2,000	350	0	350	2023 w/b Districts 4 & 5
513.3210	Auditing	19,500	21,000	21,500	20,500	22,000	Annual Contract expires after FY 23
513.4000	Travel & Per Diem	4,037	5,000	5,000	2,303	0	Consolidated to 519
513.4900	Charges & Obligations	4,041	5,000	5,000	5,182	7,000	Legal ads, Qbooks Bank Processing
513.5200	Operating Supplies	3,015	1,500	1,500	1,066	0	Consolidated to 519
	Total Operating Expenses	30,593	34,500	33,350	29,051	29,350	
	Capital Outlay						
513.6400	Machinery & Equipment	0	0	0	0	51,000	Accounting Software implementation
	Total Capital Outlay	0	0	0	0	51,000	
	TOTAL FINANCE & ADMIN.	194,266	208,877	197,735	168,616	277,557	

514 - LEGAL							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed 22/23	Notes
	Operating Expenses						
514.3100	Professional Services	27,555	23,780	60,000	85,589	60,000	Increased for Employee Manual Update, and or ongoing litigation
	TOTAL LEGAL	27,555	23,780	60,000	85,589	60,000	

515 - COMPREHENSIVE PLANNING							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2020	9/2021	FY 21/22	9/7/22	FY 22/23	
	Operating Expenses						
515.3100	Professional Services	3,475	892	3,500	0	1,500	Reduced Comp Plan updates, LDC updates
	TOTAL COMP PLANNING	3,475	892	3,500	0	1,500	

519 - GENERAL GOVERNMENT							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed FY 22/23	Notes
	Personnel Services						
519.2300	Employee Benefits	0	0	162,897	160,454	169,580	H+ D+V+ life, Town portion no BD, no SPM
519.2330	OEB Liabilities	0	0	21,200	6,506	25,194	
519.2400	Worker's Compensation	0	0	40,835	40,835	42,980	BD separate \$48K total
519.2410	AD&D FFCD Premium	0	0	933	933	950	Consolidated from Departments
	Total Personnel Services	0	0	225,865	208,728	238,704	
	Operating Expenses						
519.3400	Contractual Serv: Pest Control	1,276	1,317	2,200	1802	3,000	Consolidated from Departments
519.3420	Contractual Serv: IT /Web	11,056	12,585	15,000	16,813	16,000	
519.3440	Contractual Serv: engineering	0	0	10,000	11,925	10,000	
519.3460	Contractual Serv: Cleaning	2,180	1,980	4,620	4,840	4,620	Consolidated from GF Depts
519.4000	Travel, Train & Per Diem	0	0	7,080	1,000	5,000	Conference, Training, Travel, Per Diem
519.4100	Comm & Freight - Tele/ISP	3,020	4,577	12,650	10,365	12,650	Internet, PhoneSystem, Cell phones
519.4300	Utilities - Electric	2,770	2,929	10,150	12,615	14,000	Consolidated from Departments
519.4400	Rentals & Leases	4,472	4,761	12,700	11,561	12,700	Dex MFP, H2o, CIT
519.4500	Insurance - Property Liability	35,694	35,330	50,000	45,416	56,077	property, liability & auto ins, exec travel, ADD
519.4600	Repair & Maintenance	18,040	4,469	10,000	8,489	10,000	Consolidated from Departments
519.4900	Other Current Chrgs & Oblig	2,605	3,704	5,000	4,546	5,000	Cty landfill, invest/bank fees, recording fees, FRM fees
519.4920	Contingency	200	0	5,973	948	7,674	
519.5200	Operating Supplies	4,524	5,195	9,000	7,924	9,000	
519.5400	Subscriptions	0	0	1,000	200	1,000	
	Total Operating Expenses	85,837	76,847	155,373	138,444	166,721	
	TOTAL GEN GOVERNMENT	85,837	76,847	381,238	347,172	405,425	

522 - FIRE CONTROL							
ACCT NO.	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FY TD	Proposed	Notes
		FY 19/20	FY 20/21	FY 21/22	9/7/22	FY 22/23	
	Personnel Services						
522.1100	Executive - Fire Chief	39,884	47,000	48,410	33,067	53,251	
522.1200	Reg Salaries	232,825	238,393	247,981	240,464	277,023	FTE LT (16.26 x 2208hrs) = 35,902.08 x 4 = 143,608.32
							PTE AA 13.08 x 1300 hrs = 17,004/ State Supp FF Pay \$4800
							FTE DE (12.70 x 2208hrs) = 28041.60 x 4 = 112166.40
522.1300	Holiday	8,688	8,992	8,000	7,508	9,000	
522.1400	Overtime	10,278	5,452	5,000	5,152	6,000	
522.1500	Pay Per Call vol FF	12,477	6,658	7,500	2,230	4,000	
522.2100	FICA taxes	22,542	19,886	23,248	20,446	25,353	PPC FD volunteers
522.2200	FRS	67,852	68,175	74,407	72,071	96,090	
522.2300	Employee Benefits	73,760	46,024	0	0	0	Consolidated to 519
522.2400	Workers Compensation	10,579	10,101	0	0	0	Consolidated to 519
	Total Personnel Services	478,885	450,681	414,546	380,938	470,717	
	Operating Expenses						
522.3100	HFAdvent CentraCare	1,345	4,779	12,500	11,389	12,500	Annual Physicals - HF \$550/Member (9) + Med Dir
522.3420	IT, Cloud, Related	6,267	3,741	1,150	2,672	8,000	Fire Programs/ESO/Target Solutions/IAR Paging
522.3440	Training for MVFD members	2,854	10,570	3,000	1,934	3,000	
522.3470	ILA for 800 Mhz Sys	6,239	12,623	6,250	7,614	7,000	ILA MFD Per Radio Charge
522.3490	ILA 911 County Dispatch	9,500	9,500	9,500	9,500	9,500	ILA annual payment w/ County
522.4100	Com & Freight-Telephone	4,277	7,032	0	0	0	Consolidated to 519
522.4300	Utilities - Electric	8,510	8,551	0	0	0	Consolidated to 519
522.4400	Rentals & Leases	4,361	4,493	0	0	0	Consolidated to 519
522.4600	Repairs & Maintenance	35,713	28,019	25,000	17,108	20,000	bldg & vehicles Fire Specific
522.4615	Expend from Donations	7,103	4,910	0	0	0	
522.4620	Repairs Maint/Radio	4,069	6,611	1,500	3,371	1,500	
522.5100	Office Supplies	1,355	105	0	0	0	Consolidated to 519
522.5200	Operating Supplies - Fuel	6,451	6,518	7,500	9,164	12,000	
522.5210	Operating Expenses	18,677	9,999	12,000	10,033	12,000	FD Specific
522.5400	Books, Pub, Subscrip, Membership	485	455	600	589	600	
	Total Operating Expenses	117,206	117,906	79,000	73,374	86,100	
	Capital Outlay						
522.6300	Lease Purchase Eng 99	49,696	49,696	49,696	49,696	49,696	
522.6400	Machinery & Equipment	0	0	100,000	0	150,000	Add to reserves for pumper/tanker replacement
522.8300	Grants	10,924	0	0	0	22,589	Grant awarded, delivery delayed, 50/50 match

522 - FIRE CONTROL							
ACCT NO.	ACCOUNT DESCRIPTION	FYE FY 19/20	FYE FY 20/21	BUDGET FY 21/22	FY TD 9/7/22	Proposed FY 22/23	Notes
	Total Capital Outlay	60,620	49,696	149,696	49,696	222,285	
	TOTAL FIRE CONTROL	656,711	618,283	643,242	504,008	779,102	

524 - PROTECTIVE INSPECTIONS							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed 22/23	Notes
	Personnel Services						
524.1100	Executive - Building Official - P/T	17,924	11,248	17,280	9,945	0	Contracted Services as of 7/11/22
524.1110	Executive - ITM	0	10,313	0	0	0	Deleted Position FY22
524.1200	Building Department Manager	41,328	37,026	43,260	40,836	47,586	
524.1210	Permitting Clerk	2,229	9,792	25,709	8,464	11,000	20.39h/r
524.1400	Overtime	3,414	401	2,000	437	1,500	P&Z Board Duties
524.2100	FICA Taxes	4,941	3,841	5,276	4,226	4,597	
524.2200	Retirement Contribution - FRS	3,853	3,742	7,462	3,946	7,156	0
524.2300	Employee Benefits	7,461	5,339	16,675	12,392	9,332	H+D+V+ life
524.2400	Workers' Compensation	1,440	2,416	5,155	5,155	5,155	
	Total Personnel Services	82,590	84,118	122,817	85,401	86,326	
	Operating Expenses						
524.3100	Professional Services - Engineer	11,940	14,333	12,000	9,480	12,000	
524.3110	Professional Services - Planner	7,833	1,267	2,000	0	2,000	
524.3120	Professional Services - Legal	4,425	3,980	5,000	4,795	5,000	
524.3400	Contractual Serv: Pest Control	392	441	420	442	450	
524.3420	I.T. Services	5,448	7,951	7,943	7,985	8,500	
524.3440	Contractual Serv - BO, Reviewer, Insp	3,073	3,320	60,000	5,727	95,000	BO, Insp, Plan Review
524.3460	Contractual Serv -Cleaning	960	960	860	580	960	
524.4000	Travel & Per Diem	900	0	500	0	0	
524.4100	Communication/ISP	1,580	2,583	3,000	2,605	3,000	
524.4300	Electric	1,122	1,151	1,200	1,283	1,300	
524.4400	Rental and Leases	4,245	4,318	4,000	3,250	4,000	Copier, Record Storage
524.4500	Insurance/Prop Liab	1,533	6,854	6,854	5,140	6,854	
524.4900	Other Current Charges & Obligations	4,261	9,311	7,148	4,096	5,000	
524.5200	Operating Expenses	22,276	139	2,200	676	1,500	
	Total Operating Expenses	69,988	56,608	113,125	46,059	145,564	
	Capital Outlay						
524.6400	Machinery & Equipment	0	0	0	0	2,500	
	Total Capital Outlay	0	0	0	0	2,500	
	Total Protective Services	152,578	140,726	235,942	131,460	234,390	

525 - Disaster Relief							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FY TD	Proposed	Notes
NO.		9/2020	09/2021	FY 21/22	9/7/22	22/23	
	Personnel Services						
525.1100	Special Projects Manager	0	0	50000	21154	50000	1/2 of SPM Position ARP -1/2 511 GF
525.2100	FICA Taxes	0	0	3825	855	3825	1/2 of SPM Position ARP -1/2 511 GF
525.2200	Retirement Contribution - FRS	0	0	5410	4281	5955	1/2 of SPM Position ARP -1/2 511 GF
525.2300	Employee Benefits	0	0	13072	13773	16919	1/2 of SPM Position ARP -1/2 511 GF
	Total Personnel Services	0	0	72,307	40,063	76,699	
	Operating Expenses						
525.1000	Hurricane Expenses	0	0	0	0	0	Emerg exp natural disaster recovery
525.3010	COVID-19 Expenses	220	1,101	0	0	0	
525.3020	ARPA - American Relief Plan	0	0	725,303	206,605	1,385,304	300K roads, 300k water, 300k stormwater
	TOTAL DISASTER RELIEF	220	1,101	797,610	246,668	1,462,003	

538 - Flood Control / Storm Water Management							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FY TD	Proposed	Notes
NO.		9/2020	9/2021	FY21/22	9/7/22	FY 22/23	SW Assesment 128,780
	Operating Expenses						
538.3100	Cont Serv - Engineering	1,400	348	5,000	4,729	30,000	
538.3110	Cont Serv - VacTruck Services	0	0	50,000	0	20,000	Pipe Cleanout
538.3400	Administrative Fees/Costs	9,880	17,296	18,000	10,088	11,000	County Admin
538.4900	SW Projects related costs	16,369	27,483	50,000	9,057	57,440	SW maintenance projects
	Total Operating Expenses	27,649	45,127	123,000	23,874	118,440	
	Capital Outlay						
538.6300	Infrastructure - Stormwater	41,995	156,515	50,000	0	0	\$300k allocated from SLFRF
538.6400	Equipment	0	0	45,500	46,964	167,344	pay off gradall
538.7100	DEP loan payment	0	0	0	0	10,340	2 semi-annual payments of \$5,170.00
	Total Capital Outlay	41,995	156,515	95,500	46,964	177,684	
	TOTAL FLOOD CONTROL	69,644	201,642	218,500	70,838	296,124	

541 - STREETS & ROADS							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed FY 22/23	Notes
	Personnel Services						
541.1100	Public Works Director	49,879	53,319	51,984	49,165	57,182	
541.1200	Regular Salaries & Wages	89,096	87,005	113,526	90,947	116,729	1 HEO 20.12/ 2 MEO 18.00
541.1400	Overtime	169	66	500	1,854	8,000	
541.2100	FICA Taxes	10,583	9,608	12,662	10,189	13,916	
541.2200	Retirement Contribution - FRS	12,227	12,664	17,908	14,183	21,666	
541.2300	Employee Benefits	31,489	46,789	0	0	0	Consolidated to GF 519
541.2400	Workers' Compensation	10,000	10,048	0	0	0	Consolidated to GF 519
	Total Personnel Services	203,443	219,499	196,580	166,338	217,493	
	Operating Expenses						
541.4000	Travel & Per Diem	876	1,000	500	0	500	
541.4300	Electric St. Lights & Signals	12,467	11,000	11,000	9,533	11,000	Partially offset from FDOT 335.4900
541.4600	Repair & Main -vehicles	49,106	45,000	35,000	38,235	35,000	
541.4610	Repair & Main - roads	54,353	50,000	50,000	41,340	50,000	
541.4650	Repair/Main - RR Crossing	3,600	3,600	3,600	3,600	3,600	for Jordan RR xing per FEC
541.4900	Other Charges & Obligations	5,287	2,000	1,000	326	1,000	
541.5200	Operating Supplies - Fuel	12,027	12,430	12,000	21,585	25,000	
541.5210	Operating Supplies	18,428	6,000	7,000	6,790	7,000	
	Total Operating Expenses	156,144	131,030	120,100	121,409	133,100	
	Capital Outlay						
541.6300	Trans Impact Fee \$ - TIFT Projects	0	0	0	0	50,000	
541.6400	Machinery and Equipment	47,008	37,075	37,075	37,075	37,075	Gradall to be paid off from Stormwater/GF reserves
541.6410	Equipment Replacement	0	150,366	19,500	100,627	45,300	Pick up truck
541.6420	C.I.P. Road Paving	17,706	99,700	150,000	0	2,650,292	incl \$2.1M loan est, \$200k payment, 15yrs 5%
	Total Capital Outlay	64,714	287,141	206,575	137,702	2,782,667	
	TOTAL STREETS & ROADS	424,301	637,670	523,255	425,449	3,133,260	

572 - PARKS AND RECREATION							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed FY 22/23	Notes
	Personnel Services						
572.1200	Parks Supervisor	36,005	37,440	38,563	30,638	0	Vacant position eliminated for budget year
572.1400	Overtime	0	68	300	181	0	
572.2100	FICA Taxes	2,723	2,864	2,950	2,209	0	
572.2200	Retirement Contribution - FRS	3,147	3,744	4,173	2,103	0	
572.2300	Health & Dental Insurance	7,210	8,809	0	0	0	Consolidated to GF 519
572.2400	Workers Compensation	480	495	0	0	0	Consolidated to GF 519
	Total Personnel Expenses	49565	53420	45986	35131	0	
	Operating Expenses						
572.3400	Cont Serv - Pest Control	392	510	0	0	0	Consolidated to GF 519
572.3460	Cont Serv - Pk Restroom Cleaning	960	3,080	0	0	0	Consolidated to GF 519
572.4300	Utilities - Electric	500	563	0	0	0	Consolidated to GF 519
572.4400	Rentals and Leases-Port-a-lets	4,245	1,236	1,300	1,911	2,600	
572.4600	Repairs and Maintenance	11,540	19,419	18,500	15,191	15,000	
572.4900	Other Current Charges & Obligations	458	466	600	600	600	Trail Head Lease (\$300), GF 519
572.4930	Greenways & Trails Develop	930	3,950	10,000	18	10,000	Eagles NestTH
	Total Operating Expenses	19,025	29,224	30,400	17,720	28,200	
	Capital Outlay						
572.6400	Machinery & Equipment	0	48,210	20,000	0	20,000	Mower replacement
572.6410	Infrastructure	0	48,126	0	0	45,160	Greenway Projects
	Total Capital Outlay	0	96,336	20,000	0	65,160	
	TOTAL PARK AND RECREATION	68,590	178,980	96,386	52,851	93,360	

574 - SPECIAL EVENTS							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2020	FYE 9/2021	BUDGET FY 21/22	FY TD 9/7/22	Proposed FY 22/23	Notes
	Operating Expenses						
574.4800	Expenditures	4,527	1,629	6,000	3,272	3,500	Fall Fest, Tree Lighting
	Total Operating Expenses	4,527	1,629	6,000	3,272	3,500	

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 10.a.
Meeting Date: September 26, 2022

Prepared By: Debby Franklin, C.M.C., Town Clerk/Treasurer

SUBJECT: Continue Discussion on Treasurer Applications

BACKGROUND/HISTORY:

The advertisement for Treasurer was renewed after direction of Council at the last meeting. Council continued discussion on the applicants until this meeting.

ATTACHMENTS:

Resumes from Christopher Quirk, Virginia Rafferty, Donald Croteau, Anissa Calhoun, Emmanuel Manu, Gary Charles, and Juli Pelletier.

We received one new resume and cover letter from Sheri Escalante on 9/21/2022 and it is also included and updated on the Summary Sheet.

ACTION OPTIONS:

Council direction to Staff

**Applicant Minimum Qualifications Summary
Town Treasurer Position**

9/21/2022

Applicant Last Name	Current/Last Position	Bachelors + 3 Years Experience	Associates +5 Years Experience	Professional Certificates	Local Government	State
Quirk	Financial Services Director	Business Administration		Accountancy	Yes	FL, NY
Rafferty	Treasurer/Accounting Supervisor		Town of Newton, NJ 2001-Present	Government Accounting	Yes	NJ
Croteau	Project Team Manager/Market Sales Manager	Business Administration/Finance		N/A	N/A	N/A
Calhoun	Assistant Comptroller	Sociology	AA	FGFOA,SHRM, FAPPO	Satellite Beach, Brevard County	FL
Manu	CFO/Treasurer	Leadership & Sustainability; Accountancy		Chartered Accountant & Taxation	Africa, Asia-Pacific	N/A
Charles	Staff Accountant - Treasury	Masters Business Administration	MBA		N/A	N/A
Pelletier	Business Administrator IV - Director	Associates of Science: Business Management; Bachelor of Science: Economics & Finance; Managerial & Financial Accounting/MBA program; Masters: Forensic Accounting		Certified Public Supervisor & Manager, State of NH	State of New Hampshire (2018-present); Indian River County Schools(2018-2019); State of New Hampshire (2012-2017)	FL, NH
Escalante	Human Resources Operations Specialist	Pursuing Bechelor's Degree, August 21-Present	N/A	Computer Networking 2003, Hair, Nail Esthetics 2015	Brevard County 2021-2022, State of Oregon 2017-2019,	FL, OR

Treasurer

Christopher Quirk

JUN 23 2022

RECEIVED

5 pages

CHRISTOPHER S. QUIRK, CPA, MBA, CGFO
3490 Martinique Trace #202
Stuart, Florida 34997
561/531-0499
csq1017@gmail.com

Dear Madam or Sir:

The enclosed resume--which details my skills, abilities and accomplishments in general and financial management--is presented to your organization in anticipation of a need for experienced talent who can produce tangible results.

As reviewed within my resume, I bring experience in several areas deemed assets in management. I am a competent financial manager and a skilled general manager encompassing system, process, procedures, long/short term planning. Having served in a medium sized organization (Vellano Bros. Inc., Water, Sewer and Drainage pipe, valves and fittings distributor and contractor.) has afforded me the opportunity to be involved in most all phases of management. Serving for the City of Albany as CFO of its department of General Services, (\$50 million Capital budget) has given hands on experience in non-profit governmental organization. Responsibilities included programming internal control audits within a government entity. All budgeting, contract administration and department procurement. As CFO within a large City Department, I have had the opportunity to work with and supervise people from a wide range of culturally diverse backgrounds. This experience has helped me be a better employee and manager. After seven years with DGS, I was promoted to Assistant Treasurer of the City of Albany. With the promotion came the added duties of debt issuance, cash management and risk management. I also oversee tax billing and collection and automated payroll. I authored a new internal control manual, cash management and implemented them citywide. In January 2014, I was appointed CFO of the Albany Water and Water Supply. (NYS Authority) After several years of financial and administrative underachievement, the \$40 million department is now the model for the City. I have researched and implemented a new utility billing software (Accela) and an ERP system City wide... (New World Logos.net). Since May of 2017, I have been the finance Director for the Village of Tequesta, FL. By August of 2017, I had successfully implemented a new ERP system (BS&A). I completed my first Village CAFR (Year ended 9/30/17) three months earlier than it has ever been completed and received the GFOA award for Excellence in Financial Reporting. This fiscal year (17/18), with proper cash management, I was able to increase interest income from under \$10,000 to \$150,000.

In 2020 I have been appointed Deputy Comptroller of Ulster County, NY with responsibilities of auditing financial, programmatic policy and procedures using risk assessments and reviews of internal controls of all departments of the \$350M county. We adhere to GAAS and GAGAS with the Yellow Book and GFOA best practices.

In 2021 I returned to the Florida warmth as the Financial Services Director of the Village of Indiantown, FL. The Village was incorporated in December of 2017 and I have been tasked to build an efficient and transparent finance and accounting department from the ground up.

In addition, I bring experience in public accounting, which provides a broad base of exposure to business operations and challenges, experience and solutions.

I am seeking a new opportunity not out of displeasure with my present employer. In contrast, the experience has been excellent and the City exceptional to work for. However, I feel I need a new challenge to pursue; therefore, I am exploring opportunities at this point in my career.

I can assure you of an attitude and conduct of professionalism, quality orientation and abilities as a leader. From 2000-2015, I have owned and operated a successful restaurant in the downtown Albany entertainment district. (Victory Café)

After reviewing my resume, perhaps we could meet to discuss my qualifications in further detail. I can be reached at the telephone number listed above and look forward to our discussion. Thank you for your time and consideration, of course, your confidentiality is appreciated.

Sincerely,

Christopher S. Quirk

Enclosure

TOWN OF MALABAR
JUN 26 2002
RECEIVED

CHRISTOPHER S. QUIRK, CPA, MBA, CGFO
3490 Martinique Trace #202
Stuart, Florida 34997
csq1017@gmail.com
561-531-0499

PROFESSIONAL OBJECTIVE

Senior level appointment in Management utilizing skills in fiscal management, planning, administration, business development and staff management.

EXECUTIVE SUMMARY

Significant experience in managing people, operations, administration of business concerns while implementing profitability, cash flow and operations improvement initiatives. Experienced in public accounting, business consulting, construction/contractor business accounting, non-profit and governmental accounting provides a wide range of background and expertise.

Highly motivated...professional in presentation and conduct...results-driven...excellent communicator...and articulate.

Seek opportunity to utilize ability to produce positive results in management.

RELATED QUALIFICATIONS REVIEW

Administrative Management

Recognized for achievement in analyzing operating and financial systems, determining appropriate resources, programs, and internal control policy, cash and investment management and human resource administration and policy.

Bottom-line, customer approach to operations. Understand prime importance of providing impeccable service and efficient accounting and distribution.

Skilled in operations analysis, fiscal planning, budgeting, expense control and staff supervision including off-site locations.

General Management Demonstrated

Demonstrated ability to take-charge of operations, marketing/service functions and distribution systems resulting in improved account service, improved fiscal results and administrative accountability. Recognized for general management talent through appointment to Board of Directors.

EXPERIENCE REVIEW

Financial Services Director, 2021-present

Village of Indiantown, Florida

Village's financial management systems, accounting, treasury management, debt administration, utility billing, property tax, cash receipts and pension funds transactions.

Establish department goals, objectives and work plans; develop and maintain financial management systems, internal controls, and policies and procedures; develops and maintains department rules and regulations.

Establishes compliance with internal controls, policies and procedures, relevant Federal and State laws, ordinances and resolutions. Ensures financial activities adhere to generally accepted accounting principles (GAAP).

Supervise, direct, and evaluate assigned staff; provide guidance and direction to direct reports and staff regarding finance issues and concerns. Resolve employee concerns and problems, counseling and disciplining as appropriate.

Evaluate programs, services and operations; assess effectiveness and performance; identify and implement changes to maximize use of resources to improve the Village's finance needs; formulates and recommends ordinances and resolutions for adoption.

Oversees the selection, implementation, administration and maintenance of the Village's automated financial management system; ensuring proper employee training and availability of all tools needed to best utilize the system.

Direct the annual financial audit, preparation of the comprehensive annual financial report and the development and administration of the department budget and prepares monthly and other reports on the Village's financial and budgetary performance.

Deputy Comptroller, 2019-2020

Ulster County, New York

Responsible for all auditing, risk assessment, finance and administration for the County with a budget of \$350M.

Preparation of Annual Report, cash management, procurement, contracts and independent auditors. I perform accounting/auditing work of a varied nature including maintenance of complex accounting records, preparation and analysis of financial statements and reports, or planning, coordinating and participating in auditing assignments to

determine the adequacy of internal control, the efficiency and effectiveness of operations, as well as compliance with applicable laws and prescribed policies and procedures. Apply accounting controls and fiscal management principles to an area of accounting which has County-wide impact and is responsible for the development and implementation of financial practices for a department/agency.

Finance Director, 2017-2019

Village of Tequesta, Florida

Directs the programs, operations and services of the Finance Department to include the Village's financial management systems, accounting, treasury management, debt administration, utility billing, property tax, cash receipts and pension funds transactions.

Establish department goals, objectives and work plans; develop and maintain financial management systems, internal controls, and policies and procedures; develops and maintains department rules and regulations.

Establishes compliance with internal controls, policies and procedures, relevant Federal and State laws, ordinances and resolutions. Ensures financial activities adhere to generally accepted accounting principles (GAAP).

Supervise, direct, and evaluate assigned staff; provide guidance and direction to direct reports and staff regarding finance issues and concerns. Resolve employee concerns and problems, counseling and disciplining as appropriate.

Evaluate programs, services and operations; assess effectiveness and performance; identify and implement changes to maximize use of resources to improve the Village's finance needs; formulates and recommends ordinances and resolutions for adoption.

Oversees the selection, implementation, administration and maintenance of the Village's automated financial management system; ensuring proper employee training and availability of all tools needed to best utilize the system. Direct the annual financial audit, preparation of the comprehensive annual financial report and the development and administration of the department budget and prepares monthly and other reports on the Village's financial and budgetary performance.

Chief Fiscal Officer, 2014-2017

City of Albany Department of Water and Water Supply

Under the direction of the Mayor, oversee all accounting, finance and administration, supervises staff; oversee the daily cash management program; manages banking structure and banking relationships; manages billing and collections; manages all payables and receivables due to the City. Develop and implement internal controls, and cash management policies. Manages all purchasing functions. Serves as liaison to outside audit firm.

Assistant Treasurer, 2011-2013

City of Albany, NY

Under the direction of the City Treasurer, oversees treasury and cashier operations; directly supervises staff; oversees the daily cash management program; manages banking structure and banking relationships; manages tax billing and collections; manages all receivables due to the City; works closely with City Treasurer to develop and implement internal controls, cash management policies and issuance of bonds, bond anticipation notes and revenue anticipation notes. Responsible for State mandated annual comprehensive financial report. Serves as liaison to outside audit firm.

Christopher S. Quirk, CPA, MBA

Page 3

Chief Fiscal Officer, 2004-2011

Dept. of General Services

City of Albany, NY

As CFO, I was responsible for all financial and administration for a \$40 million city department. Duties include budget preparation, management and analysis. Manages all purchasing contracts, bidding and payment approvals. Additionally, union contracts and negotiations, and capital project management and payroll/human resources. Also instituted internal control policies and procedures safeguarding cash and other city assets. Department liaison to outside audit firm.

Finance Director, 2001-2004

SMG at the Palace Theatre

Responsible for the management of corporate finance, box office operations, event settlements, Financial and tax reporting as well as budget preparation and management.

Chief Financial Officer, 1997-2001

Northeast Solite Co., Saugerties, New York

As CFO, I was responsible for the management of corporate finance, manufacturing accounting systems, financial and tax reporting, as well as, corporate administration. Northeast Solite Corp. is the parent company of 15 mining and manufacturing facilities located in the northeast, mid-west and southeast United States.

EDUCATION

Master in Business Administration
The Sage Colleges

Russell Sage Graduate School
Concentration: Finance

Bachelor of Business Administration
Siena College
Loudonville, New York
Concentration: Accounting; Certificate in Accountancy

Treasurer

Virginia Raftery

7 pages

TOWN OF MALABAR

JUN 23 2022

RECEIVED

Virginia K. Raftery

3 Glenn Terrace
Newton NJ 07860
(973) 529-3174

ginnvmike2@yahoo.COM

Finance/Accounting/Numbers/Treasurer

Experience

July 2001 to Present

Town of Newton
39 Trinity Street
Newton Nj 07860

Treasurer/Account Supervisor

- Multiple accounts using a fund accounting system.
- Bank reconciliation of all accounts.
- 1099's/Fixed asset accounting.
- Online Banking also using remote deposit capture
- Treasurer reports prepare analysis/spreadsheets.
- Deposits and post cash receipts.
- Process requisitions in compliance with the local public contracts law.
- Prepare bills list for governing body and print checks.
- Payroll functions cover/charge budgets and journal entries.
- Assist CFO/Tax Collector/Water Collector.
- Record destruction using Artimis
- Annual Budget

July 2015 to March 2020 (Covid closures)

JCPenney
Rockaway Mall

Cash Room/Enterprise

- Daily deposits from the previous day.
- Close/Open registers daily.
- Work with loss prevention if there are any shortages.
- Reconcile all cash drawers/tills.
- Send money using Dunbar.
- Order Money.
- Reconcile safe to \$25,000 each day.

Education

September 2008 to June 2014

Rutgers University



Town of Malabar, Florida
EMPLOYMENT APPLICATION

Equal Opportunity Employer/Affirmative Action Employer
 The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:

- On the Internet: <https://www.townofmalabar.org>
- One Stop Career Centers - Consult your local telephone directory or visit <http://www.employflorida.com>
- Town of Malabar Human Resources

FOR OFFICIAL USE ONLY			
Agency Authorized Signature	Date	Broadband/Class Code	Status
POSITION APPLIED FOR			
Title: <u>Town Treasurer</u>			
Date Available: <u>August 1, 2022</u> Interview Contact Dates: _____			
Application Review: _____			
Minimum Acceptable Salary: _____			

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:

- Complete all information within this application in its entirety.
- Type or print in ink.
- All information provided will be a public record and will be released upon request, unless exempt or confidential.
- Specify the position for which you are applying. (Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.)
- Submit application to the Town of Malabar, fax: (321) 727-9997, email: hr@townofmalabar.org, US MAIL 2725 Malabar Road, Malabar FL 32950 no later than 11:59 PM (EST) on the announced deadline date.
- Sign your name in the Certification Section (page 4). All information you submit is subject to verification.

HOW DO WE CONTACT YOU?

Virginia Raftery
 Name

Town of Malabar Employee ID Number (if any)
3 Glenn Terrace
 Mailing Address

Fredon Sussex NJ 07860
 City County State Zip Code

(973) 529-3174
 Phone Alternate Phone

ginnymike2@yahoo.com
 E-mail Address

EDUCATION

HIGH SCHOOL:

NAME / LOCATION OF SCHOOL: Walkill Valley High School

RECEIVED: Diploma Other (specify) _____ None

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		MAJOR / MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		
<u>Rutgers University</u>	<u>New Brunswick, NJ</u>	<u>2008</u>	<u>2014</u>			<u>Government Accounting</u>	<u>Certifica</u>

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL TRADE, GOVERNMENTAL BUSINESS, ARMED FORCES, ETC.)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		COURSE OF STUDY	TRAINING COMPLETED	
		FROM	TO	CLASS	CLOCK		YES	NO

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

LICENSURE, REGISTRATION, CERTIFICATION (EXAMPLES: Teacher Certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION	Number	Date Received	Expiration Date	State Licensing Agency

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Last Employer: Town of Newton
Address: 39 Trinity Street Newton NJ 07860 Your Job Title: Treasurer/Accounts Supervisor
Supervisor's Name: Dawn Babcock Phone No.: (973) 271-7551
FROM: 7 / 1 / 2001 TO: / / HOURS PER WEEK: 35 ()
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities: Daily deposits using online banking remote deposit capture. Post in fund accounting
A/P entering all requisitions in compliance with local public contract law. Bills List for Council approval run checks from a clearing account move money using online banking
Payroll functions cover/charge and do the journal entries
Bank Reconciliation of 18 to 20 accounts
1099's/Fixed Assests/Treasurer reports/assist CFO/Tax collector/Water collector
Reason For Leaving: I love and enjoy my job but ready to move back to Florida.

2 Name of Next Previous Employer: JcPenney
Address: Rockway Mall Your Job Title: Cash Room/Enterprise
Supervisor's Name: Lauren Larkin Phone No.: ()
FROM: 7 / 1 / 2015 TO: 3 / 14 / 2020 HOURS PER WEEK: p/t ()
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities: Daily Deposits
Close/openreconcile registers/tills daily
Reconcile safe

Reason For Leaving: Covid Close

3 Name of Next Previous Employer:
Address: Your Job Title:
Supervisor's Name: Phone No.: ()
FROM: / / TO: / / HOURS PER WEEK: ()
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities:

Reason For Leaving:

4 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: ____ (_____
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT)

Duties and Responsibilities: _____

Reason For Leaving: _____

5 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: ____ (_____
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT)

Duties and Responsibilities: _____

Reason For Leaving: _____

6 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: ____ (_____
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT)

Duties and Responsibilities: _____

Reason For Leaving: _____

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached to provide additional information.

KNOWLEDGE / SKILLS / ABILITIES (KSAs)

List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

Use of fund accounting system MS!

basic skills of excell word outlook

I am a numbers person

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOYEE**, OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)?

YES

NO

**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].

BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES

NO

If "YES", what charges? _____

Where convicted? _____

Date of Conviction: _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES

NO

If "YES", what charges? _____

Where? _____

Date: _____

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES

NO

If "YES", what charges? _____

Where? _____

Date: _____

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]

CITIZENSHIP

The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

1. ARE YOU A U.S. CITIZEN?

YES

NO

2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIRING AUTHORITY TO WHICH YOU ARE APPLYING?

YES

NO

RELATIVES

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?

YES

NO

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

SIGNATURE: Virginia Rafferty

DATE: June 25, 2022

YOUR NAME: Virginia Raftery

POSITION TITLE FOR WHICH YOU ARE APPLYING: Treasurer

VETERANS' PREFERENCE INFORMATION: (Career Service positions only) For the purposes of appointment, retention, reinstatement, reemployment and promotion, Veterans' Preference ensures that veterans and eligible persons are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or other eligible person will be the candidate selected to fill the position. Section 295.07, Florida Statutes (F.S.) specifies who is eligible for Veterans' Preference. State of Florida residency is not required for Veterans' Preference. Completion of the Veterans' Preference section below is voluntary and will be kept confidential in accordance with the Americans with Disabilities Act. Listed below are the seven Veterans' Preference categories.

- a. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense. [section 295.07(1)(a), F.S.]
- b. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [section 295.07(1)(b), F.S.]
- c. A wartime veteran as defined in section 1.01(14), F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [section 295.07(1)(c), F.S.]
- d. The un-remarried widow or widower of a veteran who died of a service-connected disability. [section 295.07(1)(d), F.S.]
- e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [section 295.07(1)(e), F.S.]
- f. A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [section 295.07(1)(f), F.S.]
- g. A current member of any reserve component of the United States Armed Forces or the Florida National Guard. [section 295.07(1)(g), F.S.]

All applicants claiming Veterans' Preference must submit a DD Form 214 (member copy #4) or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. In addition, all applicants claiming Categories a, b, d, or e above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7 Florida Administrative Code. Please fax your supporting documentation to the Town of Malabar at (321) 727-9997, or scan to email: hr@townofmalabar.org, or mail to: 2725 Malabar Road, Malabar FL 32950 by the closing date of the job announcement. Be sure to include the position title for which you are applying on each page submitted. All required documents must be submitted no later than the closing date of the job announcement.

Under Florida law, preference in appointment shall be given first to those persons in Categories a or b and then to those in Categories c, d, e, f or g. If a qualified applicant claiming Veterans' Preference believes he/she was not afforded employment preference, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P. O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

VETERANS' PREFERENCE CLAIM: IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ABOVE ARE YOU CLAIMING?

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

YES NO

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT IN A CAREER SERVICE POSITION, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

YES NO

This section SHOULD be removed prior to the selection process.

EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

RACE/ ETHNICITY (Please identify both Race and Ethnicity)

Race (CHECK ONLY ONE):

- White
- Black/African American
- Asian
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- 2 or more races

Ethnicity (CHECK ONLY ONE):

- Hispanic or Latino
- Not Hispanic or Latino

SEX: MALE FEMALE

DATE OF BIRTH: December 2, 1970

POSITION NUMBER: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: Town Treasurer

Treasurer

Donald Croteau

Debby Franklin

3 pages

From: Donald Croteau <dcroteaujr@yahoo.com>
Sent: Tuesday, July 12, 2022 10:46 PM
To: Debby Franklin
Subject: Town of Malabar Treasurer Position
Attachments: Croteau Cover Letter.doc; Croteau Resume 2022_ToM.docx

Malabar Town Council,

I would like to be considered for the current vacant position of Treasurer and have attached my resume and cover letter for your review. I look forward to speaking with you and doing great things together in the future.

Best Regards,

Donald Croteau, Jr.

DONALD CROTEAU, JR.

(321) 288-6996 • DCroteauJr@yahoo.com

Previously serving as Business Manager II for Brevard Coca-Cola, I have been repeatedly promoted to hold extensive responsibilities across financial and human resources functions. Consistently enhancing workflow efficiency, I managed hiring processes and direct report performance, provided team cross-training and development. Overseeing payroll and accounts receivable efforts while controlling operating expenses, I facilitated annual operating budget administration and provided insight regarding the implementation of internal controls.

Leveraging exceptional technical and administrative skills, I drive goal achievement with consistent success across multiple, concurrent projects. Please consider the following strengths and accomplishments:

- Excellent communicator and collaborator; liaise to support internal controls and consistently execute standard business processes while cultivating business partnerships.
- Adept in providing financial and distribution center volume forecasts, operational expenditure planning, and results analysis through key business indicators.
- Slashed operating expenses 15% by launching supply controls, standardizing ordering procedures, and streamlining warehouse inventories.
- Reliably fostered professional trust and built outstanding teams; adept in navigating issues and implementing highly successful solutions.

Technologically proficient and holding a Bachelor of Business Administration and a Bachelor of Finance from the University of Central Florida, my outstanding background across operations management and financial services will allow me to contribute significantly to the accomplishment of your objectives. The opportunity to discuss my candidacy would be most welcome; thank you for your consideration.

Sincerely,

Donald Croteau, Jr.

Enclosure

DONALD CROTEAU, JR

1589 Las Palmos Drive SW, Palm Bay, FL 32908 • 321.288.6996 • DCroteauJr@Yahoo.com

Treasurer

- Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager
- Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
- Collaborate with local and external corporate management, to include outside business professionals to invent unique selling and distribution opportunities to gain awareness around our programs and promotions.

Key Skills

- | | | |
|---------------------------------|------------------------------------|------------------------|
| • Leadership | • Report & Document Preparation | • Records Management |
| • Teambuilding & Supervision | • Spreadsheet & Database Creation | • Inventory Management |
| • Staff Development & Training | • Accounts Payable/Receivable | • Expense Reduction |
| • Policies & Procedures Manuals | • Bookkeeping & Payroll | • Sales Experience |
| • Warehouse Management | • Human Resources Responsibilities | • Customer Service |

Experience

Special Project Team Manager / Market Sales Manager
ANDERSON MERCHANDISERS, Melbourne, FL

08/2013 to Present

- Consistent high KPI scorecard performer within region on many programs and promotions
- Met all remodel deadlines, despite major staffing issues due to COVID-19 Pandemic
- Carried out Market wide product launches for key clients but not limited to Kraft, P&G, GSK/Pfizer, and Verizon
- Maintains a working relationship between several district managers from other companies to include Wal-Mart

Business Manager II (with Human Resources Responsibilities)
BREVARD COCA-COLA, Cocoa, FL

08/2005 to 09/2012

- Coordinated all office functions and supervised teams of administrative professionals in different locations covering three separate Distribution Centers (Brevard, Fort Pierce, and Sebring)
- Lead localized daily operations conference calls while co-leading monthly Business Manager calls. Monthly calls focused on Internal Controls policies and practices, Safety, and KPIs for the month
- Decreased Operating Expenses 25.3% or \$1.46 million by implementing needed controls on supplies, standardized ordering procedures, streamlined warehouse inventories, among other controls
- Achieved a Payroll Error Rate of less than .001%

*** ** *** ** ***

Additional experience includes Officer Candidate with the U.S. Army in Fort Benning, Georgia with focus on leadership, problem solving, team development, and communication from 2003 – 2004 and Overnight Store Manager for Wal-Mart Stores from 1997 – 2005

Education

UNIVERSITY OF CENTRAL FLORIDA, Orlando, FL

2001

Bachelor Degree in Finance

Bachelor Degree in Business Administration

Treasurer

Anissa Calhoun

JUL 06 2022

3 pages

RECEIVED

ANISSA CALHOUN

July 6, 2022

Town of Malabar
2725 Malabar Road
Malabar, FL 32950

Attn: Town Clerk

Dear Sir/Madam:

Please consider me an applicant for the position *Treasurer* as illustrated on your job postings for the position presented via website.

I have a Bachelor of Arts degree from University of Central Florida and I am currently available for full-time employment. In addition to my coursework in sociology, I have extensive experience in working for governmental organizations and various businesses in the private sector founded on both employer and employee service.

As a local Floridian, I would be able to provide you with any information and resources upon request. In adherence to impositions and duties, I maintain personal integrity, keen objectivity, attention to details, honesty, in addition too clear and concise communications. Collectively, I maintain the ability to carry out broad objectives/goals in a fiscally responsible manner.

After you have reviewed my enclosed résumé, I would deeply appreciate having an opportunity to discuss with you why I believe I have the right qualifications and personality to serve as your Assistant Human Resources Director. I can be reached at (321) 543-3757 or via email: acalhoun0927@gmail.com

Thank you.

Sincerely,

Anissa Calhoun
2465 Bayhill Dr.
Viera, FL 32940

Enclosure

Anissa Calhoun
2465 Bayhill Dr
Viera, Florida 32940
Cell: (321) 543-3757 Work: (321) 773-4407 ext 116
Acalhoun0927@gmail.com

I am experienced in working in fast-paced environments that demand, strong organizational, technical, and interpersonal skills. I am trustworthy, ethical, discreet, and committed to superior customer service. Confident and poised in interactions with individuals at all levels. I am detailed-oriented, resourceful in completing projects, and able to multi-task effectively. My work expertise and knowledge include:

Contract Specialist
Customer Service and Relations
Problem Solving

Human Resources Manager
General Accounting to include Accounts Payable/Receivable
Computer Operations

Project Manager
Word Processing and typing

Employment Experience:

City of Satellite Beach – Support Services/Finance Department Assistant Comptroller: 12/2019-Present

As the City's Assistant Comptroller, I back-up and assist the HR Manager with any functions necessary with new hires and benefits. I assist employees during open enrollment with their benefit selection. I sit on hiring/interview committees. I process the City's payroll. I reconcile timecards, process payroll general ledger entries and pay all employee related bills, as in insurance, and retirement payments. I also run W2s at year end. I provide support to our City Comptroller, with general ledger entries, bank account reconciliation, and budget prep. I am the City's procurement officer, handling RFPs and ITBs from start to finish. I also participate in the annual audits, assisting the auditors with any information they may need. I also kept all my Accountant jobs. (see below) I also helped to implement new ERP software for the city. The software is BS&A.

City of Satellite Beach – Support Services/Finance Department Accountant: 09/2015-12/2019

I am responsible for all Accounts Payable functions. I reconcile all bills to purchase orders and reconcile all expense reports according to City policy. I process all new vendor applicants against sunbiz.org and other agencies to ensure all vendors are properly licensed and also ensure we have proper general liability and workers comp insurance policies. I process all 1099s at the end of the calendar year. I also maintain all accounts payable records according to State of Florida guidelines. I write up purchase orders and also help assist in purchasing supplies and materials needed city wide. I also assist my Comptroller with reconciling general ledger accounts, and I also process reconcile and make city cash deposits. I maintain the City's capital asset inventory according to policy guidelines.

Brevard County – Facilities Department Special Projects Coordinator II: 09/2012 – 09/2015

As a Special Projects Coordinator II, I open, maintain, and close maintenance and construction work orders. Provide administrative support to the Construction Managers by creating material requisitions, Change Orders, Orders and maintaining construction files using SAP. Manage Project Accounting and Building cost spreadsheets for accuracy and budget purposes through Excel and SAP. Maintain Capital purchase material requisitions and files. Work with the Facilities Manager on the fiscal year budget by providing annual costs. I bill customers through the receivables system and also the journal entry system. I work with Asset to make sure all building inventories are correct. I also maintain construction status reports. I perform Accounts Payable functions within the Facilities Department for Construction and Maintenance. I assist with payroll. Maintain Certificates of Insurance. Maintain the Central Services Facilities Contract Management system. Maintain all service contract files. Assist with contract writing and with bid preparations. Set-up and maintain the Facilities Construction and Maintenance website. Maintain lists with SAP (functional locations, equipment etc.) as well as configuration. Supported the SAP PM Module through the most recent upgrade by testing all the systems and functions to ensure all were working properly. I am the IT liaison for the facilities department. Along with Construction, I also maintain service contracts, with vendors like landscape, pest control and fire alarm companies to name a few. I help to answer the phones, and also take work control calls pertaining to maintenance issues county wide. I maintain all elevator certificates of operation county wide as well as radiation and x-ray certificates. I also maintain and help distribute fobs and badges to county wide employees as well as maintain the door security system.

Brevard County – Facilities Department Accounting Technician: 07/2012 – 09/2012

Perform administrative support to the Facilities Department. Perform account payable within the Facilities Department as it relates to building costs through the SAP system. Maintain building cost spreadsheets within Excel. Initiate change orders and purchase requisitions within SAP. Assist with payroll in the SAP system. Provide customer service to internal and external customers of the Facility Department. Maintain Facility files, including service contract files.

Construction Management Associates LLC
Office Manager: 02/2007 – 07/2012

Provide Administrative support to the owner of the construction company. Coordinated and managed multiple priorities and projects. Performed accounting functions, not limited to multiple bank reconciliements, insurance account reconciliements and the various audits by those said insurance companies and accountants on a quarterly and annual basis. In addition, in the daily operations of the construction company, I did the vendor statement, billing, and employee account reconciliements and data entry work. I also provided administrative support to the construction teams at large, as well as, provided contract specialist support on all construction projects, from the initial contracts between the client and CMA, LLC to the contracts between CMA, LLC and their prospective subcontractors. I put together the RFQ/RFPs for the company, did the marketing research, and met with clients to ensure great customer service. I also enforced the insurance policies of our sub-contractors. I conducted all aspects of Human Resources for the construction company. These HR functions included the hiring, payroll functions, benefits administration, payroll taxes, and safety support to the construction site and office.

PRG, LLC

Human Resource Manager/Accounts Payable Manager: 2004 – 02/2007

I performed all Human Resource functions for multiple offices, over 200 employees, and contract staff. (Orlando, Nashville, and Miami) These functions were not limited to benefit enrollment, hiring and union negotiations. As the Human Resource Manager, I was also the Safety Officer for the Orlando 130,000 sq ft. facility. I dealt with the workers comp policy for the company, going through audits and dealing with OSHA standards. As the Accounts Payable Manager, I had one employee to manage. This position required vendor and employee expense account reconciliation, data entry, and the writing of bills each week.

Education: Camden County High, St. Mary's, Georgia
Eastern Florida State College, Florida - A.A.
University of Central Florida – Sociology B.A.

Committees and Completed Training for Current Position:

- I am a member of the Florida Government Finance Officers Association (FGFOA)
- I am a member of the Space Coast Chapter of the FGFOA.
- I am a member of the Society for Human Resource Management (SHRM)
- I am a member of FAPPO and NIGP
- I am the President of the Brevard County Co-OP
- I have served on the Brevard County Employee Advisory Committee
- I was on the Brevard County Grievance Committee
- I have completed all the Employee Development Program classes at Brevard County.
- I have passed the Employee Development Program classes for Brevard County, which include, Budgeting, Ethics, Hiring, Supervision, and Writing
- I have completed SHRM Learning System at Eastern Florida State College for SHRM-CP/SHRM-SCP

Completed the following Purchasing Courses at Brevard County:

- Requests for Proposals & Requests for Qualifications
- Contract Management/Monitor Training
- SAP Requisition Training

Completed the following computer courses at Brevard County:

- SAP PLM310 Preventative Maintenance and Service
- SAP PLM315 Maintenance Processing: Operational Functions
- SAP PLM300 Business Processes in Plant Maintenance
- SAP Transport Tracking Systems (TRACK)
- Accounts Payable SAP Training

Treasurer

Emmanuel Manu

Debby Franklin

3 pages

JUL 18 2022 AM 8:53

From: Emmanuel Manu <manuesd@mail.com>
Sent: Monday, July 18, 2022 1:57 AM
To: Debby Franklin
Subject: Fw: Treasurer
Attachments: Manu Resume.pdf

Sent: Monday, July 18, 2022 at 12:54 AM
From: "Emmanuel Manu" <manuesd@mail.com>
To: townclerk@townofmalar.org
Subject: Treasurer

Dear Members of the Recruiting Team,

Are you looking for someone:

- With skills in administration and budgeting
- With years of experience
- Internationally exposed
- Professionally qualified
- With integrity and service
- Good Customer Care
- Growth and Development oriented

If so, your search for such a person should stop here.

I have worked through the ranks of Assistant Accountant, Staff Auditor, and Director of Auditing Service involving several countries in Africa and Asia, and in states such as Singapore, Malaysia, Guam, Indonesia, Philippines, Thailand, South Africa, and several other countries. I have served in the past decade as the CFO of the Organization running hospitals, Publishing Houses, Universities, Guest Houses (Hotels) and several other entities in twenty-two countries of the West and Central Africa. I have chaired Board meetings and have been members of several Committees and Boards internationally. I have given training and have attended several training meetings world-wide. I have witnessed several success stories over the years. I have seen praise from employees and customers due to initiatives from my leadership. I hope your organization will allow me to demonstrate such skills to add value to your goals and objectives. I believe my resume will speak well of what I have accomplished in my life. If you need more proof, I am available for an interview in person or remotely to clarify issues in detail.

Currently, I live in Solon, Ohio, as my address indicates, but I am willing to relocate. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Emmanuel Manu
440-318-9953
manuesd@gmail.com

Emmanuel Manu

37218 Wexford Dr, Solon, OH 44139

E-mail: manuesd@gmail.com Tel: (440)-318-9953

LinkedIn: www.linkedin.com/in/emmanuel-manu-37298b54/

Objectives

A growth-oriented leader, ready to turn organizations' financial condition around through worker motivation and team spirit. A leader with visions and internationally exposed to initiatives looking for opportunities to improve people's lives. An experienced CFO/Treasurer and Auditor with good track records in building up organizations.

Education

University of Cumbria MBA, Leadership and Sustainability	Carlisle, United Kingdom July 2015
University of Professional Studies Master of Professional Accountancy in Accounting and Auditing	Accra, Ghana May 1984

Certifications and Licenses

Chartered Accountant
Chartered Taxation

Professional Experience

West-Central Africa Division of General Conference of SDA <i>CFO/Treasurer</i>	Abidjan, Cote D'Ivoire Nov 2008 – June 2022
--	--

- Responsible for the financial leadership of the organizations and institutions in the 22 countries in West and Central Africa, including, but not limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions and policies of the West-Central Africa Division.
- Reported twice every year to the worldwide Executive Committee of Seventh-day Adventists meeting in Silver Spring, Maryland, the financial conditions of the West and Central Africa regions.
- Reported twice every year to the Executive Committee of the West-Central Africa Division on the financial activities of the region.
- Presented annual financial reports to external auditors in accordance with the Generally Accepted Accounting Principles (GAAP)
- Doubled the Total Assets of the West-Central Africa Division between 2009 to 2020 from approximately 7.3 billion CFA (US\$11.7 million) to 14.5 billion CFA (US\$23.2 million).
- Constructed a US\$6 million project for capacity building of the organization.
- Developed the Heritage Funds systems (semi-financial institution) in Ghana, Togo, Cameroon, Liberia, and Nigeria for workers and organizational growth from scratch to a multi-million fund
- Turned non-performing assets to high-income generating projects within 2 years.
- Increased the Key Performance Indicators (KPIs) to about double in five years
- Established Microfinance Fund in six countries to the appreciation of staff and organizations.
- Supervised and trained Accountants and Business Managers of the region.
- Led staff training and development in budgeting and financial management areas.
- Monitored and evaluated performance of accounting and other financial staff
- Prepared budgets for approval, including those for funding and implementation of programs.
- Analyzed operations to evaluate company performance and to determine areas of potential improvement.
- Put up a four-star 50-bedroom hotel for revenue expansion
- Acquired three lands in strategic areas for development and upgraded existing structures into first-class accommodation for guests
- Built over eight (8) housing apartments for employees to expand the revenue base of the organization.
- Managed workers' retirement funds for the 22 countries.

**Trans-Africa Indian Ocean of General Conference Auditing Service
Director**

Abidjan, Cote D'Ivoire
Nov 2005 - Nov 2008

- Supervised the audit team of more than 30 professional accountants working in about 42 countries of Africa and the Indian Ocean Area.
- Assigned audit responsibilities to the audit team members.
- Reviewed audit workpapers and audit reports received from the audit team members.
- Approved audit reports to release to client organizations.
- Held meetings with Clients for audits performed
- Initiated audit training for audit team members.
- Attended worldwide meetings at least once a year in Silver Spring, Maryland USA.
- Recruited and assigned audit teams to the various districts.
- Increased the annual audit rate of entities from 50% to 75%
- Improved Staff professional development rate by 70%

**Southern Asia-Pacific Division of General Conference Auditing Service
Director**

Manila, Philippines
April 1997 - Nov 2005

- Supervised an audit team of about 24 professional accountants in 18 countries in the Asia-Pacific region from Guam, Micronesia, Philippines, Singapore, Thailand, and Indonesia to Colombo, Sri Lanka.
- Recruited and assigned audit teams to the various districts.
- Assigned audit responsibilities to the audit team members.
- Reviewed audit workpapers and audit reports received from the audit team members.
- Approved audit reports to release to client organizations.
- Held meetings with Clients for audit reports released
- Conducted audit training for the audit team.
- Attended worldwide meetings at least once a year in Silver Spring, Maryland, USA.
- Increased the annual audit rate of entities from 60% to 75%
- Improved Staff professional development rate by 80%

Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook) / Trello / Business developments / FP&A / Financial Planning and Analysis / Risk and Mitigation Analysis / Financial Report Writing / Financial Analysis / Auditing / GAAP / Financial Statement Preparation / Strategic Direction / Business Strategy / Accounting / Internal Audits / Cash Flow and Reconciliation / Bank Reconciliation / General Ledger Reconciliation / Business Operations / Management Team Leadership / Executive Leadership / Effective Communicator and Public Speaker / Innovative and Visionary / Consulting / Investment

Hobbies

Evangelism/Bible/Reading/Tennis/Table Tennis/Jogging

Motto: Integrity and Service

References are available upon request.

Gary Charles

Treasurer

Debby Franklin

From: Gary Charles <gcharles3685@gmail.com>
Sent: Sunday, August 21, 2022 8:43 PM
To: Debby Franklin
Subject: Treasurer Employment Opportunity
Attachments: G. Charles - Professional Reference.pdf; Barry Univ. - Master of Bus. Administration.pdf; G. Charles.pdf; G. Charles - Town of Malabar - Treasurer.pdf

Good Evening,

My name is Gary Charles and I am writing to you pertaining to the Treasurer employment opportunity as advertised on the Governmentjobs.com website.

Please note that I am willing to relocate for a career advancement in Accounting/Finance

Please find the following attachment:

- Cover Letter
- Resume
- MBA Degree - Barry University
- Reference

I look forward to speaking with you on how my education, skill sets, specialization and professional experience can be an asset to your organization.

Thank you for your time and consideration,

Gary Charles
786.762.6564

Town of Malabar
2725 Malabar Road
Malabar, Fla. 32950

My name is Gary Charles, and I am writing you today pertaining to the *Treasurer* position with the Town of Malabar.

A highly motivated, detailed oriented, bilingual professional with progressive expertise in *Accounting/Finance; Bank Operations, Audit Mgmt., and Compliance; Event Mgmt. and Logistics; Hospitality and Tourism Mgmt.; and Operations/Project Mgmt.* Adept to manage multiple projects simultaneously and establish priorities to meet deadlines. Demonstrated ability to cultivate and maintain successful working relationships. Maintain a high level of professionalism and confidentiality with sensitive information. Team player with demonstrated ability to plan, organize and ensure work is completed efficiently and in a timely manner. An analytical thinker who takes the initiative and reacts calmly under pressure to arrive at sound conclusions.
***** Willing to relocate of a career advancement in Accounting/Finance *****

SUMMARY OF QUALIFICATIONS

- Over 10 years of exemplified expertise in *Accounting/Finance; Bank Operations, Audit Management and Compliance*
 - o Over five (5) years of progressive experience in intra-company and multi-state accounting/finance work consisting of Accounts Payable/Receivable, Account/Bank Reconciliations, Commercial Property Accounting, Journal/GL Entries, ME/QEYR Closing, Payroll Processing, and Treasury Management/Analysis
 - Proven track record to facilitate different accounting positions/roles through constant promotions within four (4) years at *Gulfstream Park Racing Association, Inc. (GPRA)*:
 - Started as a *Commercial Property Accounting Assoc.* for *The Village at Gulfstream Park*
 - Quickly promoted as a *Staff Accountant* in the *Accounts Payable* and the *Treasury Dept.*
 - Promoted as *Treasurer* for GPRA upon position vacancy by the *Treasury Mgr.*
 - o Over five (5) years of progressive experience in the banking industry, cross-trained as a *Bank Teller/Personal Banker* with thorough knowledge of bank policies and procedures consisting of audit/internal control, bank operations, cash management/forecasting, and fraud investigation
 - Frequent participant in bank webinars/seminars such as *Anti-Money Laundering (AML), Bank Secrecy Act (BSA), Currency Transaction Report (CTR), Customer Identification Program (CIP), Office of Foreign Asset Control (OFAC), Know Your Customer (KYC), Monetary Instrument Log (MIL), Suspicious Activity Report (SAR), Risk/Regulatory Compliance* topics, and other fraud related courses

PROFESSIONAL EXPERIENCE

Gulfstream Park Racing Association, Inc. (GPRA)

May 2018 – Present

Staff Accountant – Treasury

- Performs variety of technical, professional, analytical accounting/finance work for GPRA entities:
 - o *GSP Carousel Club, GSP Horsemen's Bookkeeper Corp. (GSP HBC), GSP Racing & Casino, Gulfstream Park West (Calder Racetrack), Orchid Concessions, Palm Meadows Training Center (PMTC), Pegasus Towers I & II, Pegasus Park, Pegasus World Cup Invitation (PWCI), and the Village at Gulfstream Park (VGSP)*
- Oversees and initiates safe transmission of NACHA & check register files to banking institutions
- Updates/reconciles various Excel logs, reports, files, databases/spreadsheets for GPRA Inter-companies
- Retains routine financial records and reports using automated accounting software and Excel spreadsheets
- Conduct financial analyses for short/long range financial and cash flow projections relative to GPRA's needs
- Posts JEs to the correct GL to balance/reconcile accounts as needed to maintain accuracy of financial reports
- Monitors the fiscal impact on the company's cash position; Processes adjusting JE accounts to correct error(s)
- Scans/files vendors' documents using electronic/manual filing systems to ensure appropriate document retention
- Research/resolve any accounting discrepancies using excel to show variance(s) with supporting documentation(s)
- Run a Smart List/Trial Balance in Great Plains to ensure GL accounts are in balance for M.E. closing/reconciliation
- Submit daily Cash Summary position to Corporate and VPF to show accurate financial balance for all GPRA entities
- Maintain accounting/financial records/transactions are allocated to the proper GL, CAPEX revenue, and B/S accounts
- Monitors GPRA's cash balances, receivables/payables daily and recording bank transactions in the Cash Control logs
- Analyzes GL accounts to determine if transactions are properly recorded; reverse/reclass GL accounts to correct errors
- Compute appropriate expense accruals, adjustments, ME/QEYR Closing, and balancing/reconciling of GL/JE accounts
- Processes employees' reimbursement payments ensuring that expenses are properly coded to the correct expense A/Cs
- Prepare on avg. of 500 invoices weekly for all GRPA entities and upload batch file(s) from Great Plains/Artysl into WF CEO
- Supports in managing/coordinating cash flow and investments of a portfolio of approximately \$36M daily average balance
- Prepare JE/Account Reconciliations relating to GPRA Payroll, such as but not limited to: Bonus Accruals, Gratuity & Tips, Accrued Salaries – Vacation & Sick, Accrued Garnishments, Accrued 401K, FICA/FIT/FUI/SUI Withholdings, etc.
- Recording of all bank transactions for all GPRA entities such as cash/check deposits, ATMs, ATM Commissions, Casino/Racing Change Exchange Orders, Accounts Payable/Receivable, Settlements, Sundry, Automated Clearing House (ACH), Electronic Fund Transfers (EFT), Incoming/Outgoing Wires, GSP HBC Purse Payments etc.
- Utilizes *Wells Fargo Bank's Commercial Electronic Office (CEO)* platform to research transactions, process domestic/international wire transfers, ACH/EFT payments, decline fraudulent transactions, upload/release/voids/cancel and/or place stop payments on transactions, etc.; Serve as liaison between Wells Fargo and GPRA
- Maintenance of various accounting/finance projects consisting of Unclaimed Properties, Outstanding Payables/Payroll Check Lists, 1099 filings, ACH Vendor Enrollment, Purchasing Card (P-Card), Employee Reimbursement, Fixed Assets and Capital Expenditure (CAPEX), etc. Reconcile lockbox receipts avg. approximately \$100,000 daily
- Provides cash management including daily cash position and provides operational support for all transaction processing by developing cash activities such as, funding of disbursement/operating/payroll accounts to cover Checks/ACH/Wires/Draft payments and Money Exchange Orders associated with Racing/Casino Exchange/Taxes accounts, etc.
- Record of all GPRA's taxes/fees into the Cash Control and GLs, including but not limited to: Bank/Client Analysis Fees, Sales/Property Taxes, 945/1042 IRS Domestic/Foreign Winnings Taxes, Casino/Racing Percentage Taxes, Pari-Mutual Taxes, Casino/Racing Fla. Thoroughbred Owner's & Assoc. (FTBOA) Breeder's Awards, Credit Cards/PayPal, etc.

Gary Charles
Master of Bus. Administration
Gcharles3685@gmail.com • 786.762.6564

I welcome the opportunity to further elaborate how my professional experience, education, skill sets, and specialization can be an asset to the Town of Malabar in this pivotal role.

Gary Charles
 Master of Bus. Administration
 Gcharles3685@gmail.com
 786.762.6564

A highly motivated, detailed oriented, bilingual professional with progressive expertise in **Accounting/Finance; Bank Operations, Audit Mgmt., and Compliance** who is adept to manage multiple projects simultaneously and establish priorities to meet deadlines. Demonstrated ability to cultivate and maintain successful working relationships. Maintain a high level of professionalism and confidentiality with sensitive information. Team player with demonstrated ability to plan, organize and ensure work is completed efficiently and in a timely manner. An analytical thinker who takes the initiative and reacts calmly under pressure to arrive at sound conclusions.
 *** **Willing to relocate of a career advancement in Accounting/Finance** ***

SUMMARY OF QUALIFICATIONS

- Over five (5) years of progressive experience in Intra-company and multi-state accounting/finance work consisting of Accounts Payable/Receivable, Account/Bank Reconciliations, Commercial Property Accounting, Journal/GL Entries, ME/QE/YR Closing, Payroll Processing, and Treasury Management/Analysis
 - o Proven track record to facilitate different accounting positions/roles through constant promotions within four (4) years at **Gulfstream Park Racing Association, Inc. (GPRA)**:
 - Started as a **Commercial Property Accounting Clerk for The Village at Gulfstream Park**
 - Quickly promoted as a **Staff Accountant in the Accounts Payable**, then in the **Treasury Department**
- Over five (5) years of progressive experience and thorough knowledge of bank policies/procedures consisting of audit mgmt./internal control, bank operations and compliance, cash mgmt./forecasting, and fraud investigations
 - o Frequent participant in bank webinars/seminars such as Anti-Money Laundering (AML), Bank Secrecy Act (BSA), Currency Transaction Report (CTR), Customer Identification Program (CIP), Office of Foreign Asset Control (OFAC), Know Your Customer (KYC), Monetary Instrument Log (MIL), Suspicious Activity Report (SAR), Risk/Regulatory Compliance topics, and other fraud courses

PROFESSIONAL EXPERIENCE

Gulfstream Park Racing Association, Inc. (GPRA)

April 2020 – Present

Treasurer

- Performs variety of technical, professional, analytical accounting/finance work for GPRA entities:
 - o **GSP Carousel Club, GSP Horsemen's Bookkeeper Corp. (GSP HBC), GSP Racing & Casino, Gulfstream Park West (Calder Racetrack), Orchid Concessions, Palm Meadows Training Center (PMTC), Pegasus Towers I & II, Pegasus Park, Pegasus World Cup Invitation (PWCI), and the Village at Gulfstream Park (VGSP)**
- Updates/reconciles various Excel logs, reports, files, databases/spreadsheets for GPRA inter-companies
- Retains routine financial records and reports using automated accounting software and Excel spreadsheets
- Conduct financial analyses for short/long range financial and cash flow projections relative to GPRA's needs
- Posts JEs to the correct GL to balance/reconcile accounts as needed to maintain accuracy of financial reports
- Monitors the fiscal impact on the company's cash position; Processes adjusting JE accounts to correct error(s)
- Scans/files vendors' documents using electronic/manual filing systems to ensure appropriate document retention
- Research/resolve any accounting discrepancies using excel to show variance(s) with supporting documentation(s)
- Run a Smart List/Trial Balance in Great Plains to ensure GL accounts are in balance for M.E. closing/reconciliation
- Submit daily Cash Summary position to Corporate and VPF to show accurate financial balance for all GPRA entities
- Maintain accounting/financial records/transactions are allocated to the proper GL, CAPEX revenue, and B/S accounts
- Monitors GPRA's cash balances, receivables/payables daily and recording bank transactions in the Cash Control logs
- Analyzes GL accounts to determine if transactions are properly recorded; reverse/reclass GL accounts to correct errors
- Compute appropriate expense accruals, adjustments, ME/QE/YR Closing, and balancing/reconciling of GL/JE accounts
- Processes employees' reimbursement payments ensuring that expenses are properly coded to the correct expense A/Cs
- Prepare on avg. of 500 invoices weekly for all GPRA entities and upload batch file(s) from Great Plains/Artyst into WF GEO
- Supports in managing/coordinating cash flow and investments of a portfolio of approximately \$35M daily average balance
- Prepare JE/Account Reconciliations relating to GPRA Payroll, such as but not limited to: Bonus Accruals, Gratuity & Tips, Accrued Salaries – Vacation & Sick, Accrued Garnishments, Accrued 401K, FICA/FIT/FUI/SUI Withholdings, etc.
- Recording of all bank transactions for all GPRA entities such as cash/check deposits, ATMs, ATM Commissions, Casino/Racing Change Exchange Orders, Accounts Payable/Receivable, Settlements, Sundry, Automated Clearing House (ACH), Electronic Fund Transfers (EFT), Incoming/Outgoing Wires, GSP HBC Purse Payments etc.
- Utilizes Wells Fargo Bank's Commercial Electronic Office (CEO) platform to research transactions, process domestic/international wire transfers, ACH/EFT payments, decline fraudulent transactions, upload/release/voids/cancel and/or place stop payments on transactions, etc.; Serve as liaison between Wells Fargo and GPRA
- Maintenance of various accounting/finance projects consisting of Unclaimed Properties, Outstanding Payables/Payroll Check Lists, 1099 filings, ACH Vendor Enrollment, Purchasing Card (P-Card), Employee Reimbursement, Fixed Assets and Capital Expenditure (CAPEX), etc. Reconcile lockbox receipts avg. approximately \$100,000 daily
- Provides cash management including daily cash position and provides operational support for all transaction processing by developing cash activities such as, funding of disbursement/operating/payroll accounts to cover Checks/ACH/Wires/Draft payments and Money Exchange Orders associated with Racing/Casino Exchange/Taxes accounts, etc.
- Record of all GPRA's taxes/fees into the Cash Control and GLs, including but not limited to: Bank/Cient Analysis Fees, Sales/Property Taxes, 945/1042 IRS Domestic/Foreign Winnings Taxes, Casino/Racing Percentage Taxes, Pari-Mutual Taxes, Casino/Racing Fla. Thoroughbred Owner's & Assoc. (FTBOA) Breeder's Awards, Credit Cards/PayPal, etc.

STRENGTHS AND CORE COMPETENCIES

Account/Bank Reconciliations and ME/QE/YR Closing
 Accounts Payable/Receivable and Journal/GL Entries
 AML/BSA/CTR/MIL/SAR Compliance/Regulations
 Bank Operations, Audit Management and Compliance
 Budget Analysis and Cash Management/Forecasting

Commercial Association Mgmt. and Property Accounting
 Financial Management and Statements Analysis
 Operations and Project Management
 Payroll Processing and Income/Sales Tax Preparation
 Procurement/Inventory Management and Internal Control

Adobe XI • ADP Workforce • Artyst/DocAlpha AP Automation • DocStar Document Mgmt. • Electronic Requisition (EREQ)

Food-Trak Food & Beverage Mgmt. • MRI Commercial Mgmt. • MS Dynamics – Great Plains • MS Office Suite • OnQ Prop. Mgmt.

Opera Hospitality • Peoplesoft • PDF Converter Enterprise • QuickBooks • Remote Deposit Capture

Barry University

Upon the recommendation of the Faculty, the Board of Trustees
has conferred on

Gary Charles

the degree of

Master of Business Administration

in recognition of the satisfactory fulfillment of the requirements
pertaining to this degree.

Given this twenty-fifth day of June, two thousand and twenty-two
in Miami Shores, Miami-Dade County, Florida.

Mike Allen

Mike Allen, PhD.
President



Waydan Durahm

Waydan Durahm, PhD.
Dean

GARY CHARLES

Master of Business Administration
Gcharles3685@gmail.com • 786.762.6564

PROFESSIONAL REFERENCE

Allen Kummer

Cash Operations Director
Gulfstream Park Racing Association
901 South Federal Highway
Hallandale Beach, Florida 33009
Email: Allen.Kummer@gulfstreampark.com
Phone: 954.621.5021

Chandra Narine

Treasury Manager (Former)
Gulfstream Park Racing Association
901 South Federal Highway
Hallandale Beach, Florida 33009
Email: cd.narine09@gmail.com
Phone: 954.594.4609

Lisa Sutor

Casino Controller
Gulfstream Park Racing Association
901 South Federal Highway
Hallandale Beach, Florida 33009
Email: Lisa.Sutor@gulfstreampark.com
Phone: 561.213.9156

PERSONAL REFERENCE

Evens Bien-Aime

Human Resources Manager
Wal-Mart, Inc.
206 Boatsman Way
St. Marys, GA 31558
Email: Bienaime186@gmail.com
Phone: 786.454.6131

Reno V. Pierre

Assistant State Attorney ~ Prosecutor
Broward County Courthouse
201 Southeast 3rd Avenue
Fort Lauderdale, Florida 33301
Email: Rpierr19@gmail.com
Phone: 786.838.8995

Leinzs Vincent

Private Client Advisor
JP Morgan Chase – Wealth Management
6399 West Commercial Boulevard
Tamarac, Florida 33191
E-mail: Leinzs.Vincent@gmail.com
Phone: 954.817.3147

Juli Pelletier

Treasurer

Debby Franklin

From: Juli Pelletier <jpjules714@gmail.com>
Sent: Thursday, August 25, 2022 8:48 PM
To: Debby Franklin
Subject: Town of Malabar - Treasurer
Attachments: Pelletier - Malabar Treasurer.pdf; JP 8 21 2022.pdf

Good evening,

Please find my resume and cover letter for the Town Treasurer position, attached for your review.

Thank you in advance for your consideration.

Please note that while my current residence is NH, I have housing available down the road in Vero Beach, and my home here is already on the market.

Have a lovely weekend!

Regards,

Juli Pelletier

----- Forwarded message -----

From: Pelletier, Julianne <Julianne.Pelletier@energy.nh.gov>

Date: Thu, Aug 25, 2022 at 8:39 PM

Subject: Town of Malabar

To: Juli Pelletier <jpjules714@gmail.com>

townclerk@townofmalabar.org

Julianne Pelletier

5080 55th St • Vero Beach, FL 32976 • 31 First Ave • Goffstown, NH 03045 • 603-497-7923 • jpjules714@gmail.com

August 24, 2022

Human Resources Department
Town of Malabar
Town Hall
2725 Malabar Road
Malabar, FL 32950-4427

Dear Director,

I am writing to express my interest in your posting for the Treasurer position with the Town of Malabar. I will bring the level of expertise you are searching for to accomplish the desired financial and management objectives of the Town.

I have the educational background and years of professional experience in all desired areas of Administration, Management, Accounting and Finance. I have the fund accounting experience and can manage all phases of governmental accounting. I also possess extensive budget development at the Federal, State and local levels, financial reporting experience, excellent audit history experience, supervisory experience as well as the ability to collaborate with all stakeholders.

My contributions include problem solving and streamlining processes to improve efficiency. Through the completion of the Certified Public Supervisor and Certified Public Manager programs in the State of New Hampshire, I was fortunate to participate in many great courses that have strengthened my leadership abilities and broadened my knowledge of public sector operations.

While at SDIRC, I was able to quickly advance, gain quite a bit of knowledge, and gain responsibility rapidly as Director of Finance, I managed a team of 14, I filled in for the CFO frequently as needed, and gained many skills that added to my foundation.

I appreciate your time and I look forward to the opportunity to discuss with you how my qualifications can benefit the Town of Malabar, this role, and add strength to your team and achieve all our goals.

Warm Regards,

Julianne Pelletier
Julianne Pelletier

Julianne Pelletier

31 First Ave Goffstown NH 03045 603-497-7923 jppules714@gmail.com

Professional Summary

Dedicated and technically skilled manager with a versatile skill set developed through experience in business, finance and accounting as an Administrator and Director is seeking a challenging position with growth opportunities and longevity. Enjoy building a team environment with cross functional applications that collaborate with all departments within an Organization.

Excel in resolving employer challenges with innovative solutions, improve systems and processes for increased efficiency, and enhance customer satisfaction and the bottom line, a Manager, who is highly analytical, deadline-driven and completes accounting activities with accuracy. Member GFOA, FSFOA, Certified Public Manager, Certified Public Supervisor.

Key Skills

- Budget development
- Financial Reporting
- Financial Statements
- Cash flow analysis
- General Ledger
- Federal Grants Management
- Auditing & Monitoring
- Teambuilding & Supervision
- Month End / Year End
- Planning
- Inventory Management
- ACFR / AFR /SEFA
- Contract Implementation Management
- Benefits Administration
- Staff Development & LEAN Training
- Office Management
- Expense Reduction

Computer Skills

- MS Office Suite
Excel, Word, Access, PowerPoint
 - Google Doc,
 - ERP Systems
NetSuite, Lawson, SAP, Deltek, FOCUS,
 - Accounting Apps
QuickBooks, Peachtree, MYOB, TERMS
 - Payroll
ADP, Paychex, QuickBooks
-

Experience

Business Administrator IV — Director —Business Office

12/2018 to 5/2022 &
7/2022 to present PT

State of NH, Public Utilities Commission/ NH Department of Energy — Concord, NH

- Manage operating and grant budgets for the Commission, the Consumer Advocate and the SEC.
 - Implemented Online Payment System
 - Develop and implement policies, procedures and systems for all financial operations.
 - Interprets legislative, regulatory and accounting standards to comply with State and Federal accounting standards.
 - Prepares and monitors agency grants, requests for proposals and contracts, assessing needs and solutions.
 - Preparing submittals for Governor and Council and Fiscal Committee for the agency, testifying as needed.
 - Develops, assesses and implements human resource policies and procedures to ensure that such procedures are properly administered.
 - Advises agency officials and administrators on strategic, technical and procedural matters.
 - Oversees all aspects of the operations of the Business Office, utilizes broad discretionary judgment to manage all functions.
 - Utilizes the resources available to achieve the priorities and objectives of the organizations, ensures compliance with statewide, federal rules procedures, statutes, and internal policy and procedures.
 - Oversees all operational activities of the Commission and associated agencies, building logistics, maintenance, office space planning, fleet management, recycling and purchasing.
-

Director of Finance

School District of Indian River County, Finance Department, Vero Beach, FL

8/2017 to 1/2019

- Assist in managing the school district's monetary resources efficiently and effectively.
 - Safeguard district assets. Total Budget \$289M, General Fund \$170M, Assist in development, presentation and implementation of \$289m budget. Prepared and reported on AFR, TRIM
 - Ensure that all areas of responsibility are operated in an efficient and cost effective manner.
 - Provide timely and accurate information and make it available to the district and the School Board.
 - Union Negotiations; CEA and CWA.
 - Allocation of Florida Education Funding Program FEFP through the district wide public and charter schools.
 - Managed staff of 14, A/P, A/R, Payroll, Grants, Capital, Extended Day - Enterprise Fund, Insurance Fund and Internal Accounts-28 accounts.
 - Implementation of ERP system, development through implementation.
-

Senior Accountant

- Promoted to Director of Finance
 - Audited Insurance policies and invoices for accuracies and inaccuracies; leading to savings for the district of greater than 500K in less than 6 months.
 - Report findings of audits to Benefits Team and provided resolution.
 - Prepared and processed payments for Insurance fund. Approve journal entries of team.
 - Prepared Insurance Fund financials monthly for Assistant Superintendent of Finance and Employee Services, External Consultants, HIATF Committee and Stakeholders.
 - Reconcile accounts; vendor accounts, retiree and COBRA accounts.
 - Work with team to move the department forward in providing exceptional customer service to the employees of the district by helping to resolve problems and answer questions.
 - Wrote policies and procedures to move the department to efficiency.
-

9/2013 to 8/2017

Fiscal Administrator II – Manager**Business Administrator III**

State of NH, Department of Resources & Economic Development – Office of Workforce Opportunity – Concord, NH

- Promoted during tenure to Administrator II.
 - Federal grants manager. Economic Development agency budget preparation.
 - Prepared our divisions Schedule of Expenditures of Federal Awards (SEFA).
 - Administer, negotiate and prepared contracts and monitor through Governor and Council process.
 - Developed, implemented and managed budgets; Federal, State and Local Program (sub- awards).
 - Controlled disbursements and reimbursements; federal drawdowns.
 - Performed quarterly program reviews; Audited programs for fiscal and program performance on site.
 - Evaluated performance; financial and program.
 - Tracked many specific contract awards; WIOA, NEG, SCSEP, MSHA.
 - Completed quarterly financial and performance reports on time.
 - Finalized cost allocation, indirect cost application.
 - Wrote and implemented procedure manual.
 - Data Validation of programs for performance.
 - Facilitated Professional Development Team meetings and annual conference for 200 program staff.
 - Lead manager for the NH Job Training Fund; administered contracts & budgets for grant recipients.
 - Improved efficiency by successfully implementing LEAN to office programs.

Accountant III – State Revolving Fund

4/2012 to 9/2013

State of NH, Department of Environmental Services – Concord, NH

- Managed Drinking Water State Revolving Fund Program (DWSRF).
- Set up New Loans; Prepared loan amortization schedules and invoices for loan recipients.
- Streamlined process for invoicing from 5 days to 1.
- Managed current loans, maintained database for state aid grants, provided statistical and financial reports for year-end financial reporting, for program managers and the Drinking Water Administrator. Prepared federal reporting and federal draw. Prepared financials for divisions State ACFR.
- Executed bank reconciliations for six state bank accounts, successfully completed full state programs' reconciliation, monthly audit of expenditures of the DWSRF program to state accounting systems. Audited g/l, bank statements to ensure accurate grant records and proper authorization of expenses.
- Prepared transfer of expenditure documents and steps.
- Performed year-end audit, reconciliation of all program activities, as well as prepared for outside audits.
- State biennial budgeting process for Drinking Water programs and grants management.

Accountant – Consultant (part-time)

12/2011 to 6/2012

National Empowerment Center – Lawrence, MA

- Set up new accounting system QuickBooks Pro 2012 non-profit.
- Transferred all accounts over to QuickBooks & recaptured six months' accounting backlog.
- Prepared 1099 reports.
- carried out accounts payable and receivable, payroll,
- Complete multiple bank and credit card reconciliations monthly.
- Created efficient recording procedures.
- Launched online procedures for efficient accounts management.
- Tracked expenses for Federal Draw & contract reporting.

Accountant & Office Manager (part-time)

6/2009 to 6/2012

LSJ Electrical Contractors – Goffstown, NH

- Managed all office operations.
- Started accounting system in QuickBooks, upgraded to online for on the go office capabilities.
- Created website presence and marketing materials. Upgraded database management system.
- Developed customer relationships through networking and internet marketing research.
- Managed schedule for crew of six. Maintained code update schedules and licensure for New England.
- Updated accounting records for previous calendar years, prepared information for tax filings.
- Maintained all business insurance records and policy renewals, determining cost effective coverage.
- Managed all accounting related to the business, accounts receivable and payable, payroll.
- Issued and filed 1099 reports. Performed reconciliations of accounts. Produced financial statements.
- Implemented efficient time tracking and job costing. Improved collections, thereby decreasing outstanding accounts receivable.

Senior Staff Accountant

1/2007 to 4/2010

XOS Technologies – Billerica, MA

- Coordinated all accounting functions with all departments of the organization.
- Streamlined process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions. Established efficiencies enhancing workflow.
- Reduced month-end close process from three weeks to one week.
- Decreased office expenditures. Established purchasing and payable procedures to utilize available discounts.

- Increased customer satisfaction by establishing solid relationships between the customers, support and finance departments.
- Increased revenue by tracking and ensuring customer support contracts were paid to date before dispatching support personnel. Certified correct pricing was used.
- Created daily cash forecast & cash receipts report providing management with an important decision-making tool.
- Implemented inventory management system, decreased the amount of missing or lost inventory by 50%. Streamlined sales booking processing.
- Shortened receivable aging by updating customer contact information and establishing electronic communications through ERP system.
- Actively involved in month-end close, accruals, reconciliation, and pre-audit process.
- Eliminated errors through reviews and reconciliations.
- Supervised and trained junior accounting staff.

Accountant/Sales Associate

Re/Max Country Properties – Amherst, NH

6/2006 to 1/2007

- Successfully managed the complete real estate accounting process; payroll, accounts payable, receivable and benefits administration.
- Accurately managed escrow funds and commission accounts and disbursed on time.
- Closed real estate transactions for 60 agents, totaling \$5 to \$15 million monthly.
- Increased efficiency in agent profile transactions and reporting.
- Prepared monthly and year end regional reports. Organized for audit. Finalized reconciliations, financial statements. Managed cash flow analysis and forecast.

Sales Associate

William Raveis Real Estate – Westford, MA

4/ 2004 to 8/2006

- Listed and sold residential homes and condominiums. Assisted buyers with purchases as buyer's agent.
- Negotiated high dollar sales. Implemented successful marketing campaign.
- Presidents Million Dollar Club – first year.

Substitute Teacher Pre-K – 8th grade

Carlisle Public Schools – Carlisle, MA

9/2002 to 6/2004

Accountant: 501C

Greyhound Friends – Hopkinton, MA

6/1999 to 12/2002

- Successfully managed all accounting functions; accounts payable, payroll, and cash receipts.
- Reconciled accounts. Coordinated fundraising events. Decreased cost by managing inventory of merchandise and reducing loss. Prepared financial statements for Board of Directors and grant proposal writer.

Project Accountant from Staff Accountant

John Snow, Inc. – Boston, MA

7/1991 to 1/1998

- Promoted during tenure to Project Accountant; served as sole lead accountant to the Program Director on the MA Labor Shortage Initiative
- Managed all accounting, negotiation of contracts, budgeting, auditing and funding for 55 grantees.
- Reduced benefits costs through meticulous recordkeeping; ensuring company did not pay for benefits for employees which were ineligible. Researched and reduced employee expense account balances.
- Implemented employee time keeping adhering to the federal government contract standards.
- Trustworthy assistant to the CFO, controller, executive staff and office manager and earned a reputation for maintaining a positive attitude and producing high-quality work.
- Supervised and trained new accounting staff.

Education

Masters – Forensic Accounting - 3.97 GPA

New England College - Henniker, NH

Managerial & Financial Accounting courses / MBA program

Boston University – Boston, MA

Bachelor of Science; Economics & Finance

Bentley College (Bentley University) – Waltham, MA

Associate of Science; Business Management / Transfer - 3.96 GPA

Middlesex Community College – Bedford, MA

** High Honors allowing for academic scholarship to Bentley

Treasurer
Sheri Escalante

Sheri Escalante
947 Corbin Circle SW
Palm Bay, FL 32908
(503) 991-4119
sherivirtue@gmail.com

Dear Hiring Manager,

I am applying for a position with your company. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you.

I am looking to bring my well-honed interpersonal communication skills to succeed in this position.

Pertinent experience and skills include:

- Strong customer/employee service skills (My experience includes 15+ years in a professional setting providing support to customers and employees)
- Coursework at Pioneer Pacific College in Wilsonville, OR including general studies and Computer Networking
- Highly skilled in Excel spreadsheets, Word Documents and Outlook
- Experience at multiple positions with Oracle, SharePoint, Kronos, SAP & InDesign
- Skilled in supervising employees and creating schedules
- Good listener...Solid work ethic...Desire to excel...Meet deadlines...Enjoy a fast-paced environment

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit your company.

I can be reached at (503)991-4119 or sherivirtue@gmail.com.

Thanks for your consideration; I look forward to hearing from you soon!

Sincerely,

Sheri Escalante

Sheri Escalante

947 Corbin Circle SW Palm Bay, FL 32908
(503) 991-4119 | sherivirtue@gmail.com

SUMMARY

Dedicated professional with a solid background and 15+ years of experience in HR, Benefits, Accounting, and Administration while providing administrative support.

EDUCATION

College of Hair Design Careers | Esthetics and Nail Technology | 2014-2015

Pioneer Pacific College | Computer Networking | 2002-2003

Eastern Florida State College/University of Central Florida | Pursuing Bachelor's Degree | August 2021-Present

QUALIFICATIONS

- 10-Key proficient
- Energetic and organized
- Excellent communication skills
- Expertise in Word, Excel, and Outlook
- Experienced in Planning/Coordinating
- Excel in spreadsheet creation, entry, and formulation
- Extensive experience in HR/Benefit Administration
- Business correspondence knowledge
- Self-starter with a professional manner
- Experienced in A/P, A/R, and payroll
- 15+ years experience in a fast-paced, deadline-driven environment
- Highly knowledgeable in Oracle, SharePoint, Kronos, SAP, Sage, Mysis, Adobe InDesign, PeopleSoft & JD Edwards

WORK EXPERIENCE

Brevard County Government

Human Resources Operations Specialist

2022

June 2021-May

- Act as the department's liaison with the Information Technology (IT) Department in order to ensure that all documents created and maintained by the department are Section 508 compliant
- Coordinate and track Section 508 records compliance training for Human Resources staff
- Prepare and maintain detailed personnel records and reports
- Interpret and/or explain Brevard County Merit System Policies and Procedures
- Investigate and resolve issues with payroll actions, coordinating with the Payroll Department
- Verify Florida Retirement System and calculate Prior Service Credit and enter the information into SAP
- Responsible for processing personnel actions, including pay increases, longevity awards, incentive pay adjustments, promotions, demotions, transfers, and status changes; performs calculations to verify all pay changes are accurate; codes and enters the requested personnel actions into SAP
- Administer Family Medical Leave Act (FMLA) and Leave of Absence requests
- Coordinate the use of donated leave time as it is needed each pay period and enter adjustments to leave balances in SAP
- Provide customer service to current and former employees by responding to inquiries relating to personnel records and handling complaints and/or issues and contacting the appropriate agency when necessary

Sheri Escalante

947 Corbin Circle SW Palm Bay, FL 32908
(503) 991-4119 | sherivirtue@gmail.com

The State of Oregon, Oregon Health Authority-Oregon Educators Benefit Board/Public Employees Benefit Board *Administrative Specialist*

February 2017-March 2019

- Worked directly with the Chief Operating Officer, and staff in several different areas including Benefits, Contracts, Communications, Finance, and Policy
- Was responsible for developing, maintaining, and coordinating processes, procedures, systems, and information necessary for internal operations
- In this role, I was responsible for performing a wide variety of activities timely and accurately to support critical program operations
- Accurately performed updates to the Oregon Educators Benefit Board Website using Microsoft SharePoint Designer
- Created and updated all agency forms using Adobe InDesign and Adobe Pro, then uploaded and maintained forms on the PEBB/OEBB Websites
- Attended classroom workshops with in-depth training on SharePoint and Adobe InDesign
- Responsible for performing procurement process duties, including researching item info and following strict guidelines for purchasing items, and working with buyers in order to submit requests properly and gain approval
- Scheduled and coordinated board meetings both in-house and off-site. Hosted PowerPoint presentations, performed troubleshooting on A/V equipment, set up and coordinated live streaming of meetings for public viewing from the website
- Was responsible for processing expense report reimbursements for travel and meetings for all team members using Trips and worked closely with The Fiscal Department on various financial tasks
- Coordinated, scheduled, provided logistic support, developed webinar processes and procedures, and analyzed all webinars using GoToWebinar and ON24
- Aided employees and carriers on benefits-related questions and webinar training

Kelly Services

Accounts Payable

October 2016-January 2017

- Received and verified invoices and requisitions for goods and services. Verified that transactions comply with financial policies and procedures
- Coded all invoices with appropriate general ledger account coding and carefully analyzed accounts payable data
- Communicated with vendors regarding missing invoices and discrepancies and performed month-end closing duties including preparing and distributing monthly financial reports
- Completed miscellaneous projects for The Controller and verified expenses for partners and employees then applied the proper GL coding
- Managed the weekly check run including printing, verifying, and mailing checks for payment
- Worked with pivot tables in Excel to prepare uploads of Concur expense reports and maintained the general ledger

Sheri Escalante

947 Corbin Circle SW Palm Bay, FL 32908
(503) 991-4119 | sherivirtue@gmail.com

Diana Naturals

Accounts Payable

February 2016-July 2016

- Skillfully processed Accounts Payable invoices using Sage and Mysis for multiple locations
- Coded invoices with appropriate general ledger account code and carefully analyzed accounts payable data
- Communicated with vendors regarding missing invoices and discrepancies
- Performed month-end closing *duties* including running reports and creating Excel Spreadsheets
- Completed miscellaneous projects for the controller and CFO
- Worked closely with the purchasing and customer service departments to ensure accuracy
- Printed, verified, and mailed checks for payment on invoices

Holiday Retirement Corporate Office

Benefits Administrator

2012-2014

- Administered employee benefits and leaves of absence for over 13,000 employees using Oracle JD Edwards
- Worked with FMLA and OFLA claims, requiring training and knowledge of state laws
- Managed SharePoint responsibilities for the department, including updating, uploading, and removing documents
- Answered an extensive number of questions regarding benefits and leaves through e-mail and phone calls
- Administered medical, dental, vision, disability, and life insurance, 401(k) plan to include authorization of employee loans, withdrawals, and rollovers
- Maintained employee benefits data to include entering new employees, making changes to employee data, entering benefits information, and processing benefit terminations
- Researched and resolved benefits issues
- Prepared and distributed new employee benefit packets for all employees
- Coordinated and participated in annual benefits open enrollment
- Audited materials to ensure accuracy during the review of benefit plan renewals
- Coordinated benefit informational events for employees
- Tracked leaves of absence, prepared and managed all documentation
- Monitored premium payment status, disability claim status, and compliance with plan documents and company policies
- Maintained strict confidentiality and sensitivity
- Assisted in all other HR functions as assigned
- Worked closely with Payroll, Workers Comp, and Acquisition departments
- Reviewed and updated employee handbook and benefit guides using Adobe InDesign

Adecco Staffing

Accounts Payable Clerk & Claims Specialist

2011-2012

- Processed Accounts payable invoices using SAP software for 3 different locations
- Coded invoices with an appropriate cost center, profit center, and general ledger account code
- Administered payroll for all 3 locations using AS400 software
- Matched invoices with a PO number to appropriate purchase order and packing slip
- Communicated with vendors, customers, and other departments whenever issues arose
- Performed basic clerical tasks including answering phones, greeting visitors, making copies & scanning invoices
- Maintained a spreadsheet with employee vacation and personal time details, and answered HR questions
- Prepared wire transfer requests and submitted them to the division controller for approval
- Analyzed and Researched Data for Mortgage Insurance Claims
- Researched data and created spreadsheets with cost information for the engineering department

Sheri Escalante

947 Corbin Circle SW Palm Bay, FL 32908
(503) 991-4119 | sherivirtue@gmail.com

Wellspring Wellness Center

Administrative Assistant, Event Coordinator & Saturday Marketplace Manager

2007-2010

- Assisted the Food and Beverage Director, Executive Chef, and Catering Manager
- Coordinated meetings and catered events with planners and chefs and ensured that they went smoothly
- Tracked sales data for each promotion/event; analyzed trends; made recommendations to increase sales/attendance
- Generated new business for events
- Developed ads and brochures to market restaurant/café through email and social media
- Updated and printed restaurant menus for fine dining restaurant
- Created and updated menu items in Micros POS system and entered recipes into chef tech software to obtain cost information
- Created and maintained profit and loss spreadsheets
- Actively recruited new marketplace vendors and produced ideas for theme days at the Saturday Market
- Supervised employees and created schedules
- Coordinated with organizations and performers
- Acted as a liaison with Human Resources and Accounting
- Coded invoices into appropriate accounts
- Performed set up, serving, bartending, and hostess duties occasionally at catered events, meetings, and in the restaurant when staff was unavailable
- Received Employee of the Month award in May 2010

Universal Forest Products

Human Resources Administrator and Accounts Payable

2006-2007

- Administered payroll for a plant of over 80 people using Oracle PeopleSoft and worked with the corporate office to complete the process
- Explained health benefits to employees and kept a log of their vacation and personal time
- Completed the new hire process including completing paperwork and administering pre-employment drug screenings
- Answered busy multi-line telephone system, made transfers, and took messages
- Coordinated events such as company picnics, meetings, and staff training
- Administered Accounts Payable duties and called vendors regarding invoice discrepancies
- Performed basic administrative tasks including ordering and maintaining office and kitchen supplies, maintaining employment posters, making copies, assisting department heads with data entry tasks, and filing

Express Personnel

Staffing Assistant/Accounting Clerk/Administrative Assistant

2004-2006

- Administered payroll by checking timesheets and obtaining approval from supervisors
- Handled unemployment and workman's comp claims
- Interviewed applicants for open positions and performed pre-employment drug screens on potential candidates
- Cleaned up and reconciled accounts payable historical data using Oracle and researched account data
- Accurately matched laser parts with purchase orders after they had been calibrated and performed order administration tasks using Oracle and Vantive
- Quickly prepared packing slips and forwarded parts to the shipping department

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 10.b.
Meeting Date: September 26, 2022

Prepared By: Lisa Morrell, Special Projects Manager
Through: Joseph Hooker, Acting Fire Chief
Matthew Stinnett, Town Manager

SUBJECT: Consideration to Reallocate ARPA Funding

BACKGROUND/HISTORY:

Town Council allocated all ARPA funds on June 20, 2022. This agenda item is requesting an re-allocation to ARPA funding to fund the installation and implementation of a the legacy Station Alerting System at Malabar Fire Station 99. This system will improve radio calls for service to used an automated alerting system that provides audible tones, followed by an amber lighting system as a visual alert to station personnel, followed by an automated voice with the call details and location, with a final display of information on a monitor output, all within seconds of the dispatch center initiating the programmed button in the computer aided dispatch software.

Brevard County Fire Rescue Dispatch Center has recently updated their dispatching system to an automated CAD. Malabar fire is still operating with its original alerting system from the 1980's, which causes delays and issues with our station alerting system. Brevard County Fire Rescue (BCFR) is able to donate a station controller and controller panel, valued at approximately, \$8,000.00, providing a benefit to Malabar Fire Department and BCFR with the co-location agreement of both agencies at Malabar Station 99. The donation of the hardware controller reduces the costs of implementation but does require ancillary programming and installation of the controller components and dispatch software, to be fully operational, by the Town.

The Malabar Fire Department has requested a total expenditure of \$18,500. Attached are quotes for services to install and implement the upgraded and donate controller. These expenditures are valid uses of ARPA funds related to public safety/first responder radio communications. Staff is requesting a reduction of funding in the ARPA Roads Improvement Fund for re-allocation to the Station Tone and Alerting System Project.

There are additional expenses for this project that include a uninterrupt power supply (UPS), a 40" wall mounted HDMI display, and IT services firewall/security programming required to fulfill the project that will procure through existing approved contracts, estimated to total \$2500.00

FINANCIAL IMPACT:

The ARPA project funds will reduce the Road Paving Project allocation of \$329,010 to \$ 310,510, allocating \$18,500 to the Station Alerting System Project.

The remaining fund balance available for the Road Paving Project will total \$282,010; which includes the outstanding expense for the Road Surficial Analysis/Evaluation task order to EDC, Inc approved by Town Council on September 12, 2022, in the amount of \$28,500.

ATTACHMENTS:

- Brevard County FL - Mach Alert FSA Proposal Malabar Station 99 - 2022-09-08 v003
- CI Quote

ACTION OPTIONS:

Motion to approve reallocation of \$18,500 ARPA funding from the Road Paving project fund to the Station Alerting System Project.



Mach Alert, Inc.
9270 Bay Plaza Blvd, Suite 605
Tampa, FL 33619

September 8, 2022

Joseph Hooker
Interim Fire Chief
Malabar Fire Department
1840 Malabar Road
Malabar, Florida 32950

Re: Brevard County Mach Alert FSA System – Hardware, Software, Warranty, and System Services for Malabar Fire Station 99 – V003

Dear Chief Hooker,

Per your request, we are pleased to provide the following pricing proposal for the Hardware, Software, Warranty, and System Services for Malabar Fire Station 99:

QTY	Description	Price
1	Station Controller HW/SW (Being relocated from Palm Bay Station 2 by Communications International)	\$0.00
1	ACE3600 Hardware (Being relocated from Palm Bay Station 2 by Communications International)	\$0.00
1	UPS System (provided by others)	\$0.00
1	Text-to-Speech Over the Air -- (Already in an existing Area of current system)	\$0.00
1	CAD Integration and Testing	\$1,740.00
1	Antennas and Transmission Line	\$1,864.00
3	LED Bunkroom Lights	\$300.00
2	Incident Display Boards (IDBs) – Hardware Modules (HDTV by others)	\$1,040.00
1	Incident Display Boards (IDBs) – Software License per Station	\$1,830.00
1	Extended Warranty Year 2	\$350.00
1	Installation -- Not included (To be performed by Communications International)	\$0.00
1	System Services (including validation and recommissioning of the existing Station Controller panel)	\$5,286.00
	TOTAL PRICE	\$12,410.00

Clarifications:

- Installation of all Mach Alert Hardware to be performed by Communications International
- HDTVs to serve as IDBs to be supplied and installed by Brevard County
- UPS System to be supplied and installed by Brevard County
- If the relocated Station Controller Panel and/or UPS are not functional, additional charges may apply

This quote is valid for 60 days.

Payment Terms:

Terms on payment have been agreed upon to be Net 30 days, from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last. If those conditions are met, Mach Alert, Inc. (MAI) will apply a 2% penalty per invoice if not received by MAI AR department within 10 business days of the MAI invoice date.

In addition, payment will be split in two: The first invoice will be for receipt of materials at agreed upon location, and the second invoice will be issued after full installation, final completion, testing, and training.

Our goal for this project is to meet or exceed your expectations through professional, courteous, attentive and responsive operations. We appreciate the opportunity to be of service on this project and look forward to working with you through its successful completion.

Best Regards,

Ernie Ramos
Mach Alert, Inc. General Manager



Quotation

Page 1 of 1
 Quotation ID QO0021565
 Date 08/22/2022
 Expiration date 09/21/2022
 Terms N30
 Salesperson Raymond Desmarais
 Phone (321) 636-9885
 E-mail rdesmarais@ask4ci.com

Communications International, Inc.
 4450 US Highway 1
 VERO BEACH, FL 32967

Bill to
 Malabar Fire Rescue
 Town of Malabar
 Attn: Debby Franklin
 2725 Malabar Road
 MALABAR, FL 32950

Delivery address
 Malabar Fire Rescue
 Town of Malabar
 Attn: Debby Franklin
 2725 Malabar Road
 MALABAR, FL 32950

Malabar Fire Rescue

Item	Description	Quantity	Price	Line Discount	Net Price	Extended Price
V9022A2	Valcom, 8" speaker cone, 2'x2' drop-in, volume control	2.00	152.00	0%	152.00	304.00
SL-1301-BAQ/R	Red LED Security Strobe Light	2.00	42.13	0%	42.13	84.26
1583A-RED	CAT5e Cable, Red Jacket, 1000 ft	1.00	238.80	0%	238.80	238.80
EYN851A	Cat 5e Cable, 4 Pair, Blue PVC Jacket	500.00	0.22	0%	0.22	110.00
	PN-1335-DG JUNCTION BOX 10"X7"	1.00	36.09	0%	36.09	36.09
	Labor	30.00	87.00	0%	87.00	2,610.00
	Misc connectors/cabling/equipment	1.00	200.00	0%	200.00	200.00

Order Acceptance - Please sign below

Pre-tax Total \$3,583.15

Signature _____
 Printed name _____
 Date _____

***This quotation does not include tax
 Applicable taxes will be calculated during invoicing***

Not an Invoice – Do Not Pay

By signing this quotation and/or submitting a purchase order pursuant to this quotation you acknowledge that you have read and agree to be bound by Communications International, Inc.'s terms and conditions of sale, service, and technical support. Orders may be subject to shipping & handling charges. All warranties are manufacturer's warranties. Terms and Conditions: www.ask4ci.com/termsandconditions

This proposal does not reflect (include) material/labor cost escalations beyond a standard inflationary rate (SIR) of 5%. We reserve the right to recover cost impacts above (SIR).
 Equipment will be invoice upon delivery.