

Print

Advisory Board & Committee Interest Form - Submission #1570

Date Submitted: 6/6/2016

First Name*	Last Name*	District # You Live In.*
<input type="text" value="Frank"/>	<input type="text" value="DiPaolo"/>	<input type="text" value="n/a"/>

Home Address*	City*	State*	Zip Code*
<input type="text" value="11068 NW 21 Street"/>	<input type="text" value="Coral Springs"/>	<input type="text" value="FL"/>	<input type="text" value="33071"/>

Home Phone	Cell Phone	Email Address*
<input type="text"/>	<input type="text" value="9547345919"/>	<input type="text" value="fdipaolo@lighthousepoint.com"/>

Owner or Renter *	Number of years as city resident*	Are you registered to vote in Broward County? *	Education (highest degree / level)
<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="Yes"/>	<input type="text" value="Masters"/>

Occupation*	Work Phone
<input type="text" value="Finance Director"/>	<input type="text" value="9547843432"/>

Business Name*

Business Address	City	State	Zip Code
<input type="text" value="2200 NE 38 Street"/>	<input type="text" value="Lighthouse Point"/>	<input type="text" value="FL"/>	<input type="text" value="33064"/>

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*	Selection (2)*
<input type="text" value="Audit Committee"/>	<input type="text" value="None"/>
Selection (3)*	Selection (4)*
<input type="text" value="None"/>	<input type="text" value="None"/>

Audit Committee - Question*

1. I am interested in serving on the Audit Committee because I feel my work experience and expertise in municipal finance and accounting would allow me to well-serve the purpose of the committee. 2) I am a Certified Public Accountant and the Finance Director for the City of Lighthouse Point. I have been in the field for nearly 10 years with two different cities. 3) I have a Master's Degree in Accounting and I am a licensed CPA. I have worked in government finance as an Accountant, Controller, and Finance Director, and have worked with different auditing firms. I have been involved in auditor selection in the past, and I am currently serving on a selection committee for another city. 4) I am a member of the American Institute of CPAs, Florida Institute of CPAs, and the Government Finance Officers Association (GFOA), including the State and Local chapters. I have been a board member of the South Florida GFOA, serving as Vice-President, President, and Past-President. I also serve on committees for the Florida Government Finance Officers Association. 5) Yes, I can attend regular committee meetings depending on the dates/times.

Please answer the these five questions above. 1. What is your primary interest in serving on the Audit Committee? 2. What is your financial/ accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members).

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

0

Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

n/a

Are you currently on a County or City Board?*

No

If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I am a Certified Public Accountant and the Finance Director for the City of Lighthouse Point. I have been in government finance for nearly 10 years. I have a Master's Degree in Accounting and I am a licensed CPA.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have worked in government finance as an Accountant, Controller, and Finance Director, and worked with different auditing firms. I have been involved in auditor selection in the past, and am currently serving on a selection committee for another City.

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

n/a

Attach Resume (only .doc and .pdf files)*

Frank DiPaolo Resume.docx

Frank DiPaolo, CPA, CGMA
11068 NW 21 Street • Coral Springs, FL 33071
fldipaolo@gmail.com • 954-734-5919

CAREER EXPERIENCE

Finance Director, City of Lighthouse Point (July 2012 – Present)

The City of Lighthouse Point has annual operating budget of over \$16 million. The Finance Department consists of two staff members, responsible for all Finance and Accounting work. As Finance Director, I am responsible for preparation of the annual operating budget, preparation of the Consolidated Annual Financial Report (CAFR), managing all City investments, issuance of debt when appropriate, and coordination of all insurance programs, including liability, workers' compensation, and employee benefits. I also consult with the Mayor and City Administrator in developing new policies, and work with other Department Directors to ensure compliance with the annual budget and adherence to financial policies and procedures.

Controller, City of Dania Beach (June 2006 – June 2012)

The City of Dania Beach has annual operating budget of over \$80 million. The Finance Department consisted of 11 staff members, responsible for all Finance, Accounting, and Information Technology functions. I had exposure to all aspects of the Finance department and was promoted, starting as an Accountant and growing in to the position of Controller. As Controller, my core responsibilities included supervision of all City financial accounting and general ledger processes and procedures, accounts payable, accounts receivable, and payroll. Additionally, I was responsible for coordination with external auditors for the City's annual audit and preparation of the Consolidated Annual Financial Report (CAFR). I was also highly involved with the Information Technology division, planning projects with the City's IT consultant, and served as Project Manager for the City-wide ERP system implementation and data conversion.

EDUCATION/CERTIFICATION/COMPUTER SKILLS

Master of Accounting (2007), NOVA SOUTHEASTERN UNIVERSITY – Fort Lauderdale, FL

Bachelor of Science, Finance & Minor, Economics (2002), UNIVERSITY OF FLORIDA – Gainesville, FL

Certified Public Accountant, State of Florida #AC41764 (2009)

PROFESSIONAL AFFILIATIONS

Member, **South Florida Government Finance Officers Association** (Past-President, President, Vice-President)

Member, **Florida Government Finance Officers' Association**

Member, **Government Finance Officers' Association**

Member, **Florida Institute of Certified Public Accountants**

Member, **American Institute of Certified Public Accountants**

REFERENCES AVAILABLE UPON REQUEST

Print

Advisory Board & Committee Interest Form - Submission #1569

Date Submitted: 6/6/2016

First Name*	Last Name*	District # You Live In.*
David	Keller	5

Home Address*	City*	State*	Zip Code*
1510 N 67 Terrace	Hollywood	FL	33024

Home Phone	Cell Phone	Email Address*
	954 235 4000	dkeller@westonfl.org

Owner or Renter *	Number of years as city resident*	Are you registered to vote in Broward County? *	Education (highest degree / level)
Own	20	Yes	Master's Degree

Occupation*	Work Phone
Assistant City Manager/CFO	954 385 2000

Business Name*
City of Weston

Business Address	City	State	Zip Code
17200 Royal Palm Blvd	Weston	FL	33326

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*	Selection (2)*
Audit Committee	Audit Committee
Selection (3)*	Selection (4)*
Audit Committee	Audit Committee

Audit Committee - Question*

1. To assist the City in its decision making process.
2. Budget and finance work in municipal governments for 39 years.
3. Please see #2, above.
4. The Government Finance Officers Association (GFOA); The GFOA National Committee on Debt Management; The Florida Government Finance Officers Association (FGFOA); Chair of the FGFOA Legislative Committee; The Florida League of Cities Finance and Taxation Committee; The Broward League of Cities Fiscal Sustainability Committee.
5. Depending upon the dates and times, yes.

Please answer the these five questions above. 1. What is your primary interest in serving on the Audit Committee? 2. What is your financial/ accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members).

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

0

Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

None

Are you currently on a County or City Board?*

No

If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

Please see the answers to the questions, above

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

Please see the answers to the questions, above

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

None

Attach Resume (only .doc and .pdf files)*

DEK Resume revised w Weston June 2016.doc

David E. Keller

Home

1510 N 67th Terrace.
Hollywood, FL 33024
(954) 235-4000

Business

Office of the City Manager
City of Weston
17200 Royal Palm Boulevard
Weston, FL 33326
(954) 385-2000

Summary: Over thirty nine years experience in municipal government; since 1986 comprised of management and public administration experience, primarily in finance and budget and as Assistant City Manager.

Employment

Assistant City Manager/Chief Financial Officer, City of Weston, FL (3/06 through present)

Responsible for the fiscal and administrative aspects of the City. The Finance/Budget, Public Works, and Information Technology Departments are direct reports. Responsible for the City's Annual Operating Budget, Comprehensive Annual Financial Report and ten year Strategic Value and Business Plan. Acting City Manager in absence of City Manager.

Assistant City Manager, City of Hollywood, FL, (11/02 through 3/06)

In this position, I had two primary responsibilities: the fiscal and administrative functions. During this period, a number of departments and offices reported to me, including Financial Services, Budget and Procurement Services, Information Technology, Public Utilities, Design and Construction Management, Intergovernmental Relations, and Public Communications. Supervised and coordinated the preparation of the City's Operating and Capital Budgets. I acted as City Manager when the City Manager was out of the Office. Achievements include:

- Developed expenditure reduction plan which saved over \$1 million in 2003.
- Member of economic development team which bargains with prospective developers interested in bringing large scale projects to Hollywood.
- Initiated the development of financial policies for the City of Hollywood, which were subsequently adopted by the City Commission.
- Closed a \$16 million budgetary gap with no tax increase and no layoffs for 2004 operating budget.
- Prepared the City's 1st Three Year Forecast; a forecast of revenues and expenditures for the period 2004 through 2006 (updated annually).
- Along with the City Manager and Director of Human Resources, participated in collective bargaining which saw significant strides in cost sharing for health care while keeping other increases to a minimum.
- Developed the Roundtable Model and the Collective Bargaining Model: two tools used to forecast financial impacts during economic development and labor negotiations, respectively.

Director, Office of Management and Budget, City of Hollywood, FL (05/02 through 11/02)

Prepared, analyzed, and monitored the City's balanced Proposed and Final Annual Comprehensive \$243.7 million Operating and \$101.8 million Capital Budgets and \$590.7 million Five Year Capital Improvement Program. Developed budget policy, review departmental budget requests, and advise on fiscal, tax, and revenue policy. Drafted and reviewed legislation. Reviewed departmental operating policies and procedures to identify areas of potential cost reduction and improve efficiency and effectiveness. Additional responsibilities include developing capital budget and related borrowing policies, assisting in the presentation of the City Manager's proposed budget to the City Commission, identifying additional potential revenue sources, coordinating budget upload into City's general ledger, and developing the City's salary forecast. Provided management and budget analysis support for the Administration to the City Commissioners on a variety of City-wide issues. Participated in collective bargaining with the City Manager. Supervised a staff responsible for budget analysis and research, management analysis, and budget preparation. Ex-Officio Member and Liaison to City's Citizen Budget Advisory Board.

- I have been appointed by the President of the Government Finance Officers Association (GFOA) to a three year-term on the GFOA Standing Committee on Governmental Budgeting and Management, commencing January 1, 2003.
- The first budget I completed for the City of Hollywood won the City its first Distinguished Budget Presentation Award from the GFOA. The City received the award for each budget since then, at least during my tenure with the City.

Director, Department of Finance, City of Dania Beach, FL (03/01 through 05/02)

Responsible for the areas of finance, operating and capital budgeting, purchasing, accounting, payroll, information services, revenue collection, cash management, and utility (water, sewer, stormwater, and sanitation) billing. Represented the City as liaison to banks and financial institutions. Drafted and reviewed legislation as necessary. Accomplishments included preparation of City's salary forecast, fiscal year 2002 annual operating budget and fiscal year 2001 Comprehensive Annual Financial Report (CAFR). Converted operating budget from a line item to program based budget. Prepared City's first capital improvement budget for fiscal year 2002. Successfully completed two bargaining unit labor negotiations with the City's general and fire employees. Initiated City's first audit of franchise payers; first user fee study. Implemented vehicle lease-purchase program to update fleet. Directed preparation of legislation to credit water deposit amount to customers' accounts that meet certain criteria. Developed and implemented a monthly budget status report. Directed the implementing of new software packages as part of the City's automated financial systems changes. Acted as City Manager in absence of City Manager.

Director, Office of Management and Budget, City of Hollywood, FL (11/98 through 03/01)

Duties primarily the same as those listed above for position of Director, Office of Management and Budget, City of Hollywood, in 2002.

Budget Officer, Office of Management and Budget, City of Hollywood, FL (01/96 through 11/98)

Essentially the same responsibilities as listed above, with the exception that I reported to the Director of Management and Budget while performing these duties. In my first year with the City of Hollywood I graduated Leadership Hollywood XXI, an organization whose mission is to inspire excellence in leadership in the City of Hollywood by developing leaders and encouraging community trusteeship.

Budget Controller, City Council, City of Pittsburgh, PA (06/93 through 12/95)

Responsible for the preparation of the City of Pittsburgh's final annual balanced \$330 million operating budget and \$30 million capital budget. Forecast and monitored City's cash position, revenues, expenditures, and year end fund balance. Interacted with the City's 15 departments and 7 authorities to compile and analyze information on City operations and budget implementation and perform policy analyses; reviewed and analyzed Operating and Capital Budget requests; drafted legislation, policy statements, etc.; directed the work of Assistant Budget Controller and clerical staff. Scheduled and conducted preliminary budget workshops with department heads. Advised and prepared Council for the operating and capital budget public hearings. Performed a wide variety of analyses and prepared management, financial, and statistical reports for Council members. Developed and implemented an expenditure monitoring and forecasting management system.

Senior Budget Analyst, Mayor's Office, City of Pittsburgh, PA (01/92 through 06/93)

Responsibilities included preparing and monitoring sections of the City's Operating and Capital Budgets; forecasting and monitoring the City's cash position, revenues, and expenditures, and year end fund balance; interacting with assigned departments and 6 authorities to compile and analyze information on City operations and budget implementation and performing policy analyses; reviewing and analyzing Operating Budget requests; drafting legislation, policy statements, etc.; directing the work of Budget Analysts and Budget Technicians. Responsible for the Finance, Law, and Water Departments, Magistrates Court, City Information Systems, the Pittsburgh Water and Sewer, Stadium, and Auditorium Authorities, all revenues of the City, and Non-Departmentals (including health care, workers compensation, pensions, debt service, insurance, judgments, social security, and retirement/sick-severance pay).

Internal Audit Supervisor (01/91 - 12/91), Senior Internal Auditor (09/89 - 12/90), Internal Auditor (05/89 - 09/89) - all with the City of Pittsburgh, PA Department of Finance.

Responsibilities included developing the Finance Department budget requests and monitoring budget expenditures; analyzing and compiling data for Director of Finance; tracking and projecting revenue collections and cash position; developing the first City of Pittsburgh Annual Debt Policy Statement; supervising and evaluating the work of the Internal Audit staff; compiling and organizing Official Statements with the City Treasurer for the issuance of City Bonds; and verifying that internal controls are functioning and developing systems for improvement. Developed and implemented the revenue monitoring and forecasting management system still in use by the City.

Accountant, Pittsburgh Water and Sewer Authority, (02/86 - 05/89)

Responsibilities included developing and implementing the automated accounting system; preparing and monitoring operating and administrative budgets; maintaining the General Ledger, Accounts Payable, Cash Disbursements, and Cash Receipts Journals; preparing monthly reconciliations of cash accounts; preparing Authority payroll including making and paying all deductions and filing and paying taxes; depreciating fixed assets; and coordinating accounting data with Authority external auditors, trustees, City of Pittsburgh Cash Management and Budget Offices.

Account Clerk (01/85 - 02/86), Investigator (05/77 - 01/85), City of Pittsburgh, PA Department of Finance.

Education

Graduate School, Carnegie Mellon University, H. John Heinz III School of Public Policy and Management. Master of Public Management Degree, 1995. Graduated with Highest Distinction.

Undergraduate, Pennsylvania State University, Bachelor of Science in Law Enforcement and Corrections, 1974.

Presentations

List below is for illustrative purposes only and is not all-inclusive.

Instructor at GFOA Annual Conference, Municipal Securities Disclosure Compliance – Federal Focus and Improved Outcomes (Toronto, CA, 2016)

Moderator at GFOA Annual Conference, Current State of Banking Technologies (Toronto, CA 2016)

Instructor at FGFOA Annual Conference, Revenue Diversification (Orlando, FL 2016)

Instructor at FGFOA School of Government Finance, Revenue Manual Development and Municipal Bankruptcy and Implications for the Municipal Bond Market (Destin, FL 2014)

Instructor for GFOA Webinar, Preparing or Updating Your Investment Policy 2014

Instructor at GFOA Regional Training, Best Practices in Debt Management (Fort Lauderdale, FL 2014)

Instructor at GFOA Annual Conference, Muni Bonds Best Practices (Minneapolis, WI 2014)

Moderator at GFOA Annual Conference, Advising Your Financial Advisor, (San Francisco, 2013)

Instructor at FGFOA Webinar, Legislative Policy Recommendations, (2013)

Instructor at FGFOA Annual Conference, Leadership: Laying the Foundation for a Better Workforce (Orlando, FL 2012)

Instructor at FGFOA Annual Conference, Strategic Planning: Funding Your Goals, Targeting Your Funds (Boca Raton, FL 2011)

Moderator at GFOA Annual National Convention, Reducing Personnel Costs (Atlanta, GA 2010)

Guest Speaker at the Florida Public Employer Labor Relations Association seminar on Costing Collective Bargaining (Orlando, FL, September 2005)

Instructor at GFOA Annual National Convention, Legislative Budgeting (Philadelphia, PA, June 2001).

Instructor at GFOA Annual National Convention, ABC's of Budgeting (Chicago, IL, June 2000).

Instructor at GFOA's Effective Budget Presentation Seminar (New Orleans, April 2000).

Moderator at GFOA's Annual National Convention, Information Services for Financial Management Seminar (San Francisco, CA, June 1998).

Instructor at GFOA's Budgeting for Budget Analyst Seminar (Phoenix, AZ, February 1998).

Guest Lecturer at Florida International University class on Budgeting (November 2004)

Guest Lecturer at University of Pittsburgh's Graduate School of Public and International Affairs class on Budgeting (October 1995).

Resume of David E. Keller
Page 5

Certifications

Certified Public Funds Investment Manager (CPFIM), July 2010.

Certified Government Finance Manager (CGFM), 1995.

Passed the test for Part I, Certificate of Achievement in Public Plan Policy, Employee Pensions, 2002 (certificate granted upon passing of Part II); Certificates in The Future of Public Budgeting: National Guidelines for Best Practices (San Francisco, CA, GFOA Seminar, 1998); Budgeting for Budget Directors (Atlanta, GA, GFOA Seminar, 1997); Advanced Governmental Budgeting (Washington, D.C. GFOA Seminar, 1997); Revenue Analysis (Vancouver, CA, GFOA Seminar, 1993); Meaningful Performance Benchmarks and Measures (GFOA Seminar, Ft. Lauderdale, FL 1996); Contemporary Budget Issues, FL-GFOA Seminar, Ft. Lauderdale, FL 1997); Macros, Advanced Features and Functions to Lotus 123 (University of Pittsburgh, 1988/1989); Certificate in Business Programming (School of Computer Technology, Pittsburgh, 1983). Attended numerous GFOA and FGFOA annual conventions.

Federal Emergency Management Agency (FEMA) National Incident Management Systems (NIMS) Certificates at levels IS-700 (May, 2006), ICS-100 (June, 2006), ICS-200 (June, 2006), IS-800 (June, 2006), ICS-300 (November, 2006), ICS-400 (November, 2006), IS-00701.a (October, 2011), IS-00703.a (October, 2011)

Professional Associations

Committee Member of GFOA National Standing Committee on Debt (2012-present)
Committee Member of GFOA National Standing Committee on Treasury and Investment Management (2011)
Chair, FGFOA Legislative Committee, 2015
Chair, FGFOA Conference Host Committee, 2014
Chair, FGFOA Webinar Committee, 2013
Chair, FGFOA Legislative Committee, 2011-2012
Member, Florida League of Cities Legislative Committee, Finance & Taxation Subcommittee, 2012-present
Committee Member of GFOA National Standing Committee on Governmental Budgeting and Management (2000-2006)
Budget Reviewer for the GFOA's Distinguished Budget Presentation Awards program (1994-2002).
Member of Government Finance Officer's Association (GFOA) and Florida GFOA.
Member of International City/County Management Association (ICMA).
Member of Association of Public Treasurers
Member of the General Employees Pension Board of the City of Dania Beach, 2001.
Member of Institute of Internal Auditors (IIA), 1989-1992.
City Liaison for the City of Hollywood Budget Advisory Board, 1998-2002.
City Liaison for the City of Hollywood Capital Improvement Program Advisory Committee, 1996-97.
Secretary of the Board of the Equipment Leasing Authority of the City of Pittsburgh, 1993-95.
Member of the City of Hollywood Economic Development Roundtable, a group convened to review economic development project proposals and make recommendations to the City Manager.
Member of the Unisource Project Team, a project designed to replace the City's financial and accounting automated systems and redesign the City's business processes, 1994-1995.
Member of the Pittsburgh Revenue Forecast Task Force, a public/private consortium comprised of government, university, accounting, and commercial professionals working with the PA Economy League, 1995.

Civic Involvement

Girl Scouts of Broward County: Member, Executive Committee; Chair, Finance Committee; Member, Fund Development Committee; Chair, Golf Subcommittee; Board Member. 1999-2003.

Hollywood Hills Civic Association: Board Member. 2001-2002.

Print

Advisory Board & Committee Interest Form - Submission #1586

Date Submitted: 6/24/2016

First Name*	Last Name*	District # You Live In.*
Rosanne	Regan	Broward County

Home Address*	City*	State*	Zip Code*
8841 Lake Park Circle N	Davie	FL	33328

Home Phone	Cell Phone	Email Address*
		rregan@hollywoodfl.org

Owner or Renter *	Number of years as city resident*	Are you registered to vote in Broward County? *	Education (highest degree / level)
Owner	1.5	Yes	

Occupation*	Work Phone
Financial Analyst	

Business Name*
City Of Hollywood

Business Address	City	State	Zip Code

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*	Selection (2)*
Audit Committee	None
Selection (3)*	Selection (4)*
None	None

Audit Committee - Question*

1. I am interested in serving on the Audit Committee because I was asked to do so and I am willing to help.
 2. I have my college degree in Accounting and have worked in the accounting field for over 25 years.
 3. I am a CPA and must complete continuing education every two years to stay up to date. I am knowledgeable of the audit process and have worked on both sides of the audit, as an auditor and have been audited.
 4. FGFOA, SFFGFOA
 5. Yes

Please answer the these five questions above. 1. What is your primary interest in serving on the Audit Committee? 2. What is your financial/ accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members).

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

0

Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

none

Are you currently on a County or City Board?*

No

If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I am a CPA and have worked many years in the accounting field.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have worked on both sides of the audit. I worked as an auditor long ago, and also have worked for many firms that have been audited. I acted as the liaison.

Are you presently employed by the City of Hollywood?*

Yes

If so, in what capacity?*

Financial Analyst-Office of Parking Services

Attach Resume (only .doc and .pdf files)*

Rregan resume.pdf

ROSANNE REGAN

● (954) 591-4085 ● RREGAN@HOLLYWOODFL.ORG

ACHIEVEMENT-ORIENTED, HARD-WORKING FINANCIAL PROFESSIONAL known for accuracy, attention to detail, analytical skills, and timeliness of month-end closings. Accounting career spans over 20 years of experience in real estate/property management companies and City government. Backed by solid credentials (BS in Accounting) and CPA with proficiencies in generally accepted accounting practices (GAAP). Seeking a financial management position that utilizes my experience where I can be part of a team.

KEY SKILLS

- Financial Reporting
- Journal Entries & General Ledger
- Budget Preparation & Analysis
- Revenue Projections
- Job Cost Accounting
- Account Reconciliations
- Year-end Audit
- Accounts Payable & Accounts Receivable
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports

PROFESSIONAL EXPERIENCE

CITY OF HOLLYWOOD – Hollywood, FL

Senior Accountant, 6/2006 to Present

Perform advanced professional accounting and auditing work in the Treasury Services Division handling cash, accounts receivable, investment and debt accounting.

Key Achievements:

- Timely month-end and year-end closings.
- Cash & Investment management includes the review of monthly bank reconciliations, proper recording of investment purchases and maturities in both accounting and investment software, quarterly investment report, interest income allocations, bank account service charges and interest rate verification, and investment footnote for CAFR.
- Debt management responsibilities include draw reimbursement requests, internal arbitrage compliance schedules, pooled cash reimbursements, recording of new debt issues, monitoring of debt service payments, covenant compliance, and debt service footnote for CAFR.
- Revenue responsibilities include revenue projections, red light camera weekly reconciliations, review of inter-local billings and collections, daily revenue postings, and ambulance lockbox revenues.

BARING INDUSTRIES - North Miami, FL

Assistant Controller, 10/1991 to 2/1994

Responsibilities included monthly financial reporting, general ledger analysis/reconciliations, supervision of accounts payable staff, and year-end audit schedules.

STILES CORPORATION – Ft. Lauderdale, FL

Partnership Accounting Supervisor, 2/1990 to 10/1991

Corporate Accounting Supervisor, 5/1987 to 1/1990

Property Management Accounting Supervisor, 8/1986 to 4/1987

Promoted several times during my employment with Stiles Corporation. The duties included supervision of A/P, A/R, and G/L staff, staff management, reviewed books, audit coordinator, data processing liaison, records management liaison, construction work-in-progress schedules, job cost analysis, and setup of partnerships and/or properties onto computer.

Key Achievements:

- Responsible for the conversion of fifty partnerships to new computer software.
- Responsible for the accounting conversion for the restructuring of Stiles Corporation from one company with multiple divisions to one holding company with nine subsidiary corporations.

ROSANNE REGAN

Résumé • Page Two

EDUCATION

UNIVERSITY OF FLORIDA - Gainesville, FL
Bachelor of Science in Accounting

CERTIFICATIONS & AFFILIATIONS

Certified Public Accountant
Member, FGFOA (Florida Government Finance Officers Association), 2006 - Present

TECHNOLOGY SUMMARY

MS Office (Word, Excel, Outlook) • GEMS • HTE • Timberline • Skyline • Emphasys

Print

Advisory Board & Committee Interest Form - Submission #1568

Date Submitted: 6/3/2016

First Name*	Last Name*	District # You Live In.*
suzette	sibble	NA

Home Address*	City*	State*	Zip Code*
9167 magnolia court	davie	fl	33328

Home Phone	Cell Phone	Email Address*
9544740607	9546324388	suzette.sibble@copbfl.com

Owner or Renter *	Number of years as city resident*	Are you registered to vote in Broward County?*	Education (highest degree / level)
owner	NA	Yes	Masters Accounting

Occupation*	Work Phone
Finance Director	9547864680

Business Name*
City of Pompano Beach

Business Address	City	State	Zip Code
100 W. Atlantic Blvd	Pompano Beach	FL	33060

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*	Selection (2)*
Audit Committee	None
Selection (3)*	Selection (4)*
None	None

Audit Committee - Question*

1. What is your primary interest in serving on the Audit Committee?
To reciprocate the favor as Ernie Acosta has offered to serve on my Auditor Selection Committee

2. What is your financial/ accounting background?
I have a Bachelors and Masters in Accounting and am a CPA. Have worked in governmental accounting sector for 20+ years and have worked for a public accounting firm as an audit manager

3. What knowledge, skills and abilities would you bring to the meetings?
An in depth understanding of governmental accounting and audit principles, as well as 12 years experience working through the audit process as a client

4. What other organizations and/or associations were you previously, and/or currently involved with?
GFOA, FGFOA, AICPA member. City of Pompano Beach, KPMG, Broward County Board of County Commissioners. The Shipwreck Park, Inc.

5. Are you available to attend regular committee meetings? (dates to be determined by all members).
Generally yes for the auditor selection process aside from scheduled vacations - 6/16-6/17 and 7/29-8/5.

Please answer the these five questions above. 1. What is your primary interest in serving on the Audit Committee? 2. What is your financial/ accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

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Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

NA

Are you currently on a County or City Board?*

No

If yes, please describe

NA

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

An in depth understanding of governmental accounting and audit principles, as well as 12 years experience working through the audit process as a client

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have a Bachelors and Masters in Accounting and am a CPA. Have worked in governmental accounting sector for 20+ years and have worked for a public accounting firm as an audit manager

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

NA

Attach Resume (only .doc and .pdf files)*

Suzette Sibbleresume.doc

SUZETTE D. SIBBLE

9167 Magnolia Court

Davie, FL 33328

(954)632-4322

EXPERIENCE

CITY OF POMPANO BEACH, FLORIDA POMPANO BEACH, FL

10/06-Present

ACTING FINANCE DIRECTOR/FINANCE DIRECTOR

- Manage Treasury, Customer Service and Accounting Divisions (staff of 30)
- Provide oversight for the payroll, accounts payable, treasury, customer service and financial reporting functions
- Recommend adoption of an investment policy for the Pompano Beach Community Redevelopment Agency (CRA)
- Invest millions of dollars of City funds in accordance with City's and CRA's investment policies
- Advise management as to financing options for capital initiatives and execute said financings
- Maintain banking services, external auditor, financial advisor, investment management services, collection agency, parking management (etc.) contracts
- Ensure compliance with debt service requirements
- Prepare monthly financial reports for City Manager and City Commission
- Prepare quarterly investment reports for City Manager, City Commission and Internal Auditor
- Provide oversight for financial reporting process and issuance of the Comprehensive Annual Financial Report, Single Audit Report and Management Letter
- Provide oversight for audit process
- Approve bank reconciliations and reconciliations of sub-ledger systems to general ledger
- Develop budget for the Accounting Division
- Attend City Manager Executive Staff/Department Head weekly staff meetings
- Prepare agenda items for City Commission action, as required
- Approve all budget adjustments

04/04-10/06

CONTROLLER

- Supervise Accounts Payable and Payroll functions (staff of seven)
- Coordinate annual audit, including scheduling, provided by client lists, delegation of tasks, year end closing and post closing entries
- Generate GMBA reports for balancing to extended reporting financial reporting module
- Prepare Comprehensive Annual Financial Report and Community Redevelopment Agency (the Agency) financial statements
- Coordinate the issuance of the Comprehensive Annual Financial Report, Single Audit Report, Management Letter and Agency Financial Statements
- Implement new accounting pronouncements (GASB 34, 45, 46 etc.)
- Present financial and audit reports to the City Commission and Agency Board
- Approve journal entries prepared by department staff
- Work with Finance Director for refunding of Water and Sewer Revenue Bonds
- Revamp accounts payable process to minimize risk of fraud
- Work with Risk Management to improve process of providing information to actuary for claims reserve (recommend reconciliation of Risk Master software to general ledger)
- Prepare Request for Proposal for audit contract and coordinate receipt and analysis of bids (successfully defended selection committee's recommendation of highest ranked firm to the City Commission, despite challenges by other firms)
- Responsible for implementation of new accounting standards and pronouncements
- Communicate the accounting impact of business decisions to the City Manager's Office

- Coordinate receipt of quotes and selection of actuary to perform impact study for implementation of GASB Statement No. 45
- Audit budget adjustments
- Approve lien satisfactions for special assessment liens

01/99-03/04

**KPMG LLP
FT. LAUDERDALE, FL**

Assurance Practice: Manager

- Develop and coordinate overall audit work plans
- Supervise staff for eleven client engagements (2-6 staff per engagement)
- Perform an in depth review of all workpapers
- Coordinate completion of audit, preparation of reports and financial statements
- Oversee contract management for client engagements, including developing budgets, analyzing results and processing client billings
- Prepare financial statements and related footnote disclosures
- Perform analysis of financial statement data, including trend analysis, ratio analysis and developing expectations for current year account balances based on known factors and relationships
- Identify key processes and internal controls over those processes; perform tests of internal controls for the initiation, processing and recording of transactions
- Assist client in the implementation of new accounting pronouncements and other technical issues (i.e. GASB 33, 34, 37, 38)
- Draft management letter comments to management, identifying areas for improvement
- Communicate continuous improvement opportunities to management
- Prepare an accounting policies and procedures manual

05/94-12/98

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS, FT. LAUDERDALE, FL

Accounting Division: Student Accountant

- Prepare monthly sales tax return
- Process accounts receivable billings
- Analyze exceptions and identify reconciling items
- Aid in preparation of financial statements for annual report
- Research unclaimed checks
- Assist senior accountants with various projects

EDUCATION

**Florida International University Miami, FL
Masters of Accounting December 1998**

Bachelor of Accounting April 1997

CERTIFICATION

Certified Public Accountant (CPA)

**COMPUTER
SKILLS**

SOFTWARE AND APPLICATIONS

- HTE
- Excel
- MS Word
- Microsoft Power Point
- Outlook