

Rebecca Bradley

Email: rebeccabradley053@gmail.com

February 26, 2015

Dormont Borough Council
1444 Hillside Avenue
Pittsburgh, PA 15216

RE: Letter of Engagement

Dear Council Members:

Thank you for the opportunity to submit this proposal to assist the Borough of Dormont during this period of transition. The purpose of this correspondence is to define the scope of work and provide notice of my fees. I look forward to discussing this proposed engagement letter with Borough Council further, at your request.

Scope of Work:

I understand that Council seeks an individual to insure that critical tasks are completed timely and competently. These tasks include but are not limited to: 1) Preparing agendas and attending Council meetings; 2) Working with and providing direction to the Borough staff; 3) Acting in the capacity of Zoning Officer; 4) Reviewing contracts, documents, budget reports, right to know requests and acting upon same when required; 5) Reviewing purchases and authorizing transactions; 6) Preparing and filing all required reports including but not limited to those to be submitted to the Department of Community and Economic Development, Pennsylvania Department of Transportation and the Auditor General of the Commonwealth.

The Borough Council recognizes that I am a fulltime employee of the Township of Wilkins and it is by the authorization of the Board of Commissioners that we have the opportunity to work together. As such, my primary responsibility in all instances will be to the Township of Wilkins. I will work in the Borough Offices for at least eight hours every Friday until other arrangements are made by the Borough Council. I will also make myself available to attend evening meetings, including Borough Council advertised and executive session meetings to the extent that a conflict does not arise with Wilkins Township. I will be available to the Council and staff of the Borough by telephone and email to the extent reasonably possible and will in all instances respond to requests as soon as I am available to do so.

Fees and Expenses:

For purposes of this engagement, my hourly fee is \$70.00, including travel time. Additional expenses incurred will be invoiced at cost. If it is necessary for me to conduct Borough business during Township time, invoicing for my time shall be made by Wilkins Township. Likewise, if it is necessary for me to use Township equipment and supplies, Wilkins Township shall invoice the Borough of Dormont at cost.

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Invoicing and Payment:

The Borough of Dormont shall be invoiced monthly. As a consultant, I expect that I will receive a 1099 at the end of 2015. As such, I will supply a completed W-9 to the appropriate office staff. I anticipate receipt of payment no later than thirty days after invoicing. If necessary, the Township of Wilkins shall likewise invoice on a monthly basis.

Thank you again for the opportunity to work with the Borough of Dormont. It is my intent that this Letter of Engagement serve as the entire agreement between us, as documented by our mutual signatures below.

Sincerely,


Rebecca Bradley

ACCEPTED:

By: 
Mr. Willard McCartney, Council President

Date: March 3, 2015

Rebecca Bradley

Email: RebeccaBradley053@gmail.com

Profile	Solid background in municipal management with a strong emphasis in financial management. Consistently exceed goals and expectations. Experienced in handling a variety of tasks and projects simultaneously.	
Education	Masters in Business Administration, Geneva College	<i>August 2013</i>
	Bachelor of Science, Business Administration/Accounting, Geneva College	<i>May 1995</i>
Career History	Wilkins Township, 110 Peffer Road, Turtle Creek, PA 15145 <i>Township Manager</i> <ul style="list-style-type: none">• Work closely with the Board of Commissioners; recommend and implement policies and procedures – 2014 Wellness Committee• Coach and inspire thirty employees in the Departments of Public Safety, Works and Administration – 2014 Contract Settlement.• Prepare annual budget, monthly and annual financial statements and MD&A for annual audit.• Supervise Township-wide purchasing; control and coordinate cash and debt positions of the municipality – 2014 PennVest Loan.• Coordinate all insurance policies, including health care and the activities of the Workplace Safety Committee.• Coordinate the activities of the Planning Commission and Zoning Hearing Board including recommendations for development, subdivision and amendment to zoning ordinances.	<i>October 2003 – Present</i>
	Pa Department of Community & Economic Development <i>Consultant</i> <ul style="list-style-type: none">• Training municipal members of / and the Quaker Valley Council of Governments QuickBooks• Training the Patterson Heights Borough Secretary QuickBooks and Municipal Secretarial duties.	<i>October 2014 - Present</i>
	City of Aliquippa, Franklin Avenue, Aliquippa, PA 15001 <i>City Administrator</i> <ul style="list-style-type: none">• Devised an incentive program that lured United States Gypsum to Aliquippa.• Obtained \$1.5 million in grant funds for the Franklin Avenue Streetscape.• Worked with National City Bank to acquire a building and \$75,000 in grant funding to move the Administrative offices to a new location due to expansion of the Police Department.• Coordinated relationships with other department managers.	<i>October 1996 – October 2003</i>
	Pa Department of Community & Economic Development	<i>April 2001 – July 2001</i>

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Consultant

- Assigned to determine whether Coraopolis Borough should qualify for Act 47 Financial Distress.
- Discovered an accounting error that caused operating funds to be utilized to pay debt service improperly. Once corrected, this discovery led to an increase in operating funds of \$90,000 per year.
- Prepared and presented a thorough, 85 page report to the Council, including recommendations for future growth. Financial Distress was not a necessary avenue.

City of Aliquippa, Franklin Avenue, Aliquippa, PA 15001

*April 1993 –
October 1996*

Finance Officer

- Revamped accounting department from paper and pencil to computerized networked system.
- Wrote and administered grants for computer technology, work force, vehicle and parks upgrades.
- Led the City from a \$300,000 deficit to a \$500,000 surplus. Performed accounts payable and general ledger functions. Prepared and presented the monthly operating budget.

Borough of Rochester, Adams Street, Rochester, PA 15074

*April 1989- April
1993*

Borough Secretary

- Revised policies and procedures for revenue collection, resulting in increased collections.
- Performed payroll, accounts payable functions and general ledger reconciliation.
- Prepared all reports and correspondence for Borough Manager.

References:

Presented upon request
