



James Curran, Mayor
Ryan C. Shrouder, Commissioner
Jeremy Katzman, Commissioner
Lisa Mallozzi, Commissioner
Jason Smith, Commissioner
Alex Rey, City Manager

January 22, 2025

Tena Granit

11820 SW 51 Street

Cooper City, FL 33330

Dear Tena,

On behalf of the City Commission, I am happy to advise that you have been appointed as a member of the City's Charter Review Board. As you are aware, the term of this appointment is six months from the date of the Resolution, unless the City Commission extends such terms. I understand that the **first meeting** has not been scheduled, as we await the Members of the Commission to appoint their representative members at the Commission meeting on January 28, 2025.

Thank you for offering your time to serve on this most important Board. Without a doubt, you will be an asset.

Very truly yours,

Sabrina Valmir
Executive Assistant to the Elected Officials

cc: Commissioner Jeremy Katzman
Alex Rey, City Manager

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**CITY OF COOPER CITY
CITIZENS RESOURCE SHEET**

Please indicate the Board(s) for which you wish to be considered:

- | | | |
|--|--|--|
| <input type="checkbox"/> Business Advisory Board | <input type="checkbox"/> General Employees Pension Board | <input type="checkbox"/> Recreation Advisory Board |
| <input checked="" type="checkbox"/> Charter Review Board | <input type="checkbox"/> Green Advisory Board | <input type="checkbox"/> Senior Advisory Board |
| <input type="checkbox"/> Education Advisory Board | <input type="checkbox"/> Planning & Zoning Board | <input type="checkbox"/> Royal Palm Ranches Advisory Board |
| <input type="checkbox"/> Firefighters Pension Board | <input type="checkbox"/> Police Pension Board | |

Please choose one:

- I wish to be considered by Commissioner _____ (please write in name)
- I wish to be considered by any member of the Commission

Date: 01/20/2025

Name: Tena Granit Email Address: cpatjw@gmail.com

Home Address: 11820 SW 51st St. Cooper City, FL _____

Cell #: 954-529-4457 Work #: N/A Home #: N/A

Length of Residence in Cooper City 19 Years 4 Months

Length of Time as Business Person in Cooper City _____ Years _____ Months

QUALIFICATIONS:

Please provide a brief statement outlining why you wish to serve on the applicable boards and/or committees selected. In addition, please attach copy of your resume or vita (optional): _____

My experience in working for governmental entities provides valuable insight into ways
a charter may be revised in order to better align with the needs of the City of Cooper City. I
worked closely on two charter changes in the prior governmental entity I was employed by.

Experience in Board Subject:

Related Work or Civic Affiliation: Please see resume attached

College (if appropriate): Please see resume attached

Field of Study: Please see resume attached

Other professional or technical training (Name of school, course name, etc.): _____

DISCLOSURES:

1. Are you or any of your relatives presently employed by the City of Cooper City? Yes If yes, please state names and City departments/divisions: Finance/Assistant Finance Director

2. Are you aware of any potential conflict of interest that may arise from your serving on City of Cooper City boards and committees? No If yes, please explain: _____

3. Do you have any unpaid or delinquent accounts, water bills, etc. owed to the City of Cooper City? No If yes, please list: _____

4. If you own property in the City of Cooper City, do you have any pending code violations and/or unpaid code fines related to such property? No If yes, please list: _____

5. Is there any other information that you would like to disclose in connection with this application? _____ If yes, please do so here: I currently sit on the General Employees Pension Board

Please affirm and acknowledge that you understand and agree to the following (mark each box):

I understand that in accordance with Florida Sunshine Law, this information becomes public record and may be subject to public review.

If appointed, I agree to faithfully and fully perform the duties of my appointment, will make every endeavor to serve my full term, and will comply with all laws and ordinances of the City of Cooper City, Broward County and the State of Florida, particularly those pertaining to the standards of conduct for public officers and related financial disclosure requirements, if applicable. I further agree to take the applicable statutory oath. I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.

Misrepresentation of any information or qualifications given on this application may cause automatic removal from any board/committee.

Signature: _____ Date: _____

Tena J. Granit, CPA

11820 SW 51st St., Cooper City, FL 33330 • Cell: (954)529-4457 or Email: cpatjw@gmail.com

OBJECTIVE

To utilize my extensive professional experience and education to serve on the Charter Review Board by providing thoughtful analysis, fostering open communication, and ensuring that the Charter remains aligned with the evolving needs of the City of Cooper City.

EXPERIENCE

2023-Current City of Cooper City Cooper City, FL

Assistant Finance Director

- Oversee staff of the Finance Department
- Manage and maintain Fixed Asset records
- Oversee monthly close process
- Assist in preparation of Monthly, Quarterly, and Annual Reports
- Oversee use of ARPA funds and work with outside agency for monitoring and compliance
- Work with external auditors on the Annual Comprehensive Financial Report

2016-2023 Seminole Tribe of Florida, Inc. Hollywood, FL

Executive Director of Finance

- Successfully negotiated the sale of two lines of business
- Restructured debt
- Successfully expanded several business lines
- Applied for and were awarded several grants to aid in expanding operations and services to the Tribal communities
- Work closely with Enterprise Managers to increase sales, reduce costs, and improve profits
- Created several policy and procedures manuals, resulting in efficiency and cost savings
- Prepare annual budget for 30+ Enterprises with \$100 Million in Revenues
- Prepare various analysis, projection, and consolidation reports for Board of Directors
- Prepare and present Annual Shareholders Meeting

2004-2016 Seminole Tribe of Florida, Inc. Hollywood, FL

Financial Controller

- Oversee daily operations of Accounting Department
- Manage the annual audit and preparation of CAFR(now ACFR)
- Prepare annual budget for 30+ Enterprises with \$100 Million in Revenues
- Prepare various analysis, projection, and consolidation reports for Board of Directors and Chief Financial Officer
- Work closely with Enterprise Managers to increase sales, reduce costs, and improve profits
- Headed conversion and implementation of ERP system
- Oversee monthly closing process
- Created several policy and procedures manuals, resulting in efficiency and cost savings
- Prepare monthly cash forecast

Tena J. Granit, CPA

2000-2004 Seminole Tribe of Florida Hollywood, FL

Senior Accountant/Accounting Manager

- Prepared monthly and year-end financial statements, account reconciliations, journal entries, and budget comparison reports
- Prepared financial reports for grantor agencies
- Performed bank reconciliations
- Worked closely on the annual audit and preparation of CAFR(now ACFR)
- Assisted other staff with preparing month-end and year-end close

1998-2000 Franklin Templeton Ft. Lauderdale, FL

Fund Accountant

- Performed daily entries and price calculations for several portfolios
- Analyzed and resolved any pricing exceptions on a daily basis
- Prepared monthly, semi-annual, and annual financial statements

EDUCATION

1996-1998 Florida Atlantic University Boca Raton, FL

Master of Accounting

1993-1995 Florida Atlantic University Boca Raton, FL

Bachelor of Business Administration, Major in Accounting

SKILLS

- Proficient in BSA
- Proficient in Lawson, and Hyperion
- Proficient in Microsoft Word, Excel, and PowerPoint
- Efficient, detail-oriented, very analytical, fast learner and able to multi-task

REFERENCES

References are available on request.