



# The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION  
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Home Page: <http://www.fcma.org>

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## **"Happy Cook Wanted"**

*By: Lynn Tipton, Executive Director*

As I drove back from a meeting last week, I passed a small restaurant with a sign out front announcing: "Happy Cook Wanted." I burst out laughing at what power was contained in that short phrase. Had the restaurant had an unhappy cook? Who was defining what a happy cook looked like? I wondered what it would be like to work somewhere that advertised in such a manner! As I drove along, however, I was also struck by the applicability of that advertisement and my work with cities and counties.

We all want "happy" employees – we often talk about chemistry; energy levels; the dynamics of interpersonal relationships – and the impact of personalities when we are conducting interviews. When FCCMA members call me to talk about job changes, job openings, to share frustrations, or to just vent, we often end up talking about personalities. We talk about "mirroring" the kind of behavior we want most to see in others, and I think that is the real key in helping to create a positive work environment.

The thing is: easier said than done. Like most things in life, we can see the goal – but how do we get there on a day-to-day basis?

Attitude in the workplace is more than a bumper sticker, refrigerator magnet or wall poster in the break room. I read the self-help books, professional journals and magazine articles and attend an

occasional workshop, too –but I struggle with the practice of this challenge. For me, consistency in behavior is the biggest struggle. And as the manager of a team of 17, I am much more aware than I used to be of my non-verbal clues when I interact with my staff. “Congruency of message” is what one expert calls it – and it is very true.

One of my goals for the new year is to strive each week to really live out every one of the positive aspects of my work environment—physical, human, and otherwise. I don’t want to leave an interpretation to chance; my physical statement has to match my words. I’m not talking about “Pollyanna” behavior either – a false message won’t work. There is a lot of stress in government work, and I don’t want to pretend that there isn’t, but I am blessed with a great team and I need to make sure they know it. I think honest behavior will help my team to build its strength, and my challenge is to find the way to do it.

You probably share the same challenges in the public management profession. It is great to know that within FCCMA is a wonderful source of information and inspiration. I wish I had the answer on finding a “Happy Cook” for the little restaurant. I’m also glad to have driven by it – those few short words contained a lot of meaning.

## **2007 Elections**

The 2007 Nominating Committee was appointed by the FCCMA Board of Directors at the November 15 meeting. The Nominating Committee is President Lee Feldman, President-Elect Barbara Lipscomb, District Representatives: 1-John Lynch, 2-Richard Tillis, 3-John Drago, 4-Bob Barcinski, 5-Merrett Stierheim, 6-Terry Stewart, 7-Mike Gustafson, 8-William Vance. Canvassing notices have been sent out to members eligible to serve on the board. Anyone interested who meets the requirements (located on page 25 of the FCCMA Membership Directory) to serve as an at-large director or secretary-treasurer, should submit a self-nomination packet to President Feldman in care of FCCMA, PO Box 1757, Tallahassee, FL 32302, or electronically to staff at [llovallo@frcities.com](mailto:llovallo@frcities.com). In addition to the general canvassing, Districts 1, 3, 5 and 7 will be holding elections. Each district handles its own election, so if interested, please contact the District Director.

Due to a vacancy on the Board, the Board of Directors voted to take its privilege to enact the new District 8 seat before May. A five-member canvassing committee was appointed: Ed Smyth, Susan Boyer, Ann Toney-Deal, Patricia Jackson and Bill Vance. They are currently canvassing members from the new District 8 (Lake, Polk and Sumter Counties) for interest in serving the District Director’s term, which will expire in May 2008. Whoever is elected will be eligible to be re-elected for a full term. The Board of Directors will confirm the appointment at the February 7 Board of Directors meeting in St. Augustine.

If you have any questions regarding the elections, please call staff at 850.222.9684.

## **2007 Annual Conference – *The Challenge of Change: Creating and Sustaining Leadership Capacity***

The Conference Planning Committee met the week of December 11 to try and finalize the conference sessions. Things are almost finished! A side trip to the Vizcaya mansion is being planned for spouses and guests. A housing session will be presented by a panel whose members will discuss HB 2006-069 that mandated many changes for local government such as making publicly-owned property available for the development of affordable housing; providing density in exchange for the donation of land from the private sector; and changes to the DRI process for the inclusion of affordable housing in large scale developments. Discussion will be on where to go from here. There will be sessions on lobbying in Tallahassee, community branding, ethics, trends in employment and succession planning, an introduction to the Center for Excellence, a legislative update (session will have just ended), and contract negotiations. A fun “Goombay” festival event on Friday night is being planned. Saturday’s breakfast will feature a highly-recommended and motivating speaker, Mr. Kenneth Baylor. Much more is on the program that will address personal and professional growth. Remember that the registration fee of \$325 covers all sessions (except the ICMA University session) and most meal functions. The Career Development lunch on Thursday is an extra charge. For those of you in South Florida, a one-day registration is being offered on Thursday for \$150. This will allow the participant to attend any session that day, tour the exhibit hall and mingle with colleagues. Please consider sending some of your staff members who may not have an opportunity to attend a conference such as this. Watch for the registration brochure, which will be mailed in early February. **Conference Dates: May 16-19, 2007 – Doral Golf Resort and Spa, Miami.**

## **ICMA Leading Practices Conference**

### **Theme: Great Communities, Politics of Hope**

Plan now to attend the ICMA University Leading Practices Conference in Asheville, NC on February 1-2, 2007. This cost-effective, day-and-a-half conference consists of two outstanding workshops: The Politics of Hope: Reviving the Dream of Democracy and Great Cities and Counties: How to Move Your Community from Good to Great. The early bird/regular registration rates are: \$245/\$295 for ICMA members, \$195/\$245 per person for teams of 2 or more from the same jurisdiction, \$295/\$345 for Non-ICMA members and \$95 for ICMA student members. The deadline for early-bird registration for the conference is January 2. For more details, check out the ICMA website: [www.icma.org](http://www.icma.org).

## **FCCMF Annual Conference Assistant’s Scholarship**

The FCCMF Annual Conference Assistant’s Scholarship is designed to allow public administration students and entry-level city and county management professionals interested in continuing their academic and professional development as Professional Public Managers to attend the Annual Conference. The Scholarship is awarded to individuals once per lifetime. It includes complimentary registration to the Annual Conference, a \$1,000 reimbursable travel stipend and a one-year complimentary membership to the Florida City and County Management Association. Scholarship recipients are responsible for their own food and accommodations. Applications were sent in early December. For more information, contact Lynn Lovallo at [llovallo@flicities.com](mailto:llovallo@flicities.com). **Deadline to apply: 2/23/07**

## **B. Harold Farmer Scholarship Program**

The B. Harold Farmer Scholarship Program information was mailed to student members and universities on October 25, 2006. The recipient will receive a \$2,500 scholarship and all related costs of attending the 2007 Conference. It is also a great networking opportunity. Students must be enrolled during the summer or fall semesters of 2007 and pursuing a public administration or related degree at a Florida university. For more information or questions, contact Lynn Lovallo at [llovallo@flcities.com](mailto:llovallo@flcities.com). **Deadline to apply: 2/16/07**

## **FCCMA's Program: "What's In It For Me"**

Gainesville and Port Orange both hosted a program with their local schools inviting students to City Hall. Gainesville invited 25 fifth-graders who were all recipients of the Citizen of the Month award at their respective schools. Port Orange's program involved 35 students at Atlantic High School. The students toured a variety of city facilities and learned more about their local governments. This program can be done any time during the year, not just during the fall. Created by the Plan Support Committee, co-chaired by Mike Bonfield, City Manager of St. Pete Beach, and Oel Wingo, Assistant City Manager of Palm Coast, the idea is to show students what careers are available in city/county government and have them see for themselves what some of these jobs are like. FCCMA has a goal of nurturing the next generation of managers.

## **MIT News and Update**

Listed here are the current members-in-transition. **Susan Boyer**, former manager of Crystal River, [sboyerhwood@aol.com](mailto:sboyerhwood@aol.com); **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Steve Cottrell**, former manager in the Town of Belleair, [scottrell@knology.net](mailto:scottrell@knology.net); **Mitchell Bobowski**, [mbobowski@yahoo.com](mailto:mbobowski@yahoo.com); **Tom Moffses, Sr.**, former manager of Madison, [moffsesr@gmail.com](mailto:moffsesr@gmail.com) and **Jim Gallagher**, former manager of Dundee, [jgallagher27@tampabay.rr.com](mailto:jgallagher27@tampabay.rr.com); **Scott Dye**, [scottdye@hotmail.com](mailto:scottdye@hotmail.com) and **Charity Good**, former manager of North Bay Village, [good2821@aol.com](mailto:good2821@aol.com). Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

## **New Members**

The following membership applications have been received. If no current member comes forth with a reason why these applicants should not be approved as members, they will be invoiced for dues. **Antonio Jefferson**, city manager, Gretna, associate member; **Taryn Kryzda**, assistant county administrator, Martin County, associate member; **Sandi McKamey**, city clerk/administrator, Belleview, affiliate member; **Tracy Miller**, regional director, The Innovation Groups, affiliate member; **David Reynal**, city manager, West Melbourne, associate member; and **Gary Shimun**, town administrator, Davie, full member.

## **Positions**

**Alachua County BoCC – Management Analyst** - \$45,537.86 - \$72,860.53 annually.

Bachelor's degree in business administration, public administration, management information systems, or a related field and two years progressively responsible professional experience in administrative or management services, including planning, organizing and conducting high level administrative, organizational or related studies; or any equivalent combination of related

training and experience. Master's degree in a related field may substitute for two years experience. Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status. Applicants with disabilities will be accommodated in application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. AA/EOE. Submit resume and complete application on line: <http://www.co.alachua.fl.us/>.

**Alachua County BoCC - Strategic Performance Manager** – \$72,481.55-\$123,218.58 annually. Master's degree in public administration, accounting, business administration or related field and five years of progressively responsible experience in program performance budgeting/auditing, including two years in a governmental organization; or any equivalent combination of related training and experience. Requires successful completion of a criminal history background investigation prior to employment. Submit resume and complete application on line: <http://www.co.alachua.fl.us/>. Applicants with disabilities will be accommodated in application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. AA/EOE.

**Casselberry, Florida - Economic Development Director** - (Pop. 25,000) Salary Range: \$63,504 - \$105,840. Hiring range: up to midpoint or DOQ. Under general direction of the City Manager, the Economic Development Director is responsible for highly professional and technical work coordinating the City's efforts for local economic development. Work includes planning and asserting leadership in realizing development and redevelopment projects, including serving as the City Manager's liaison to the Casselberry Redevelopment Agency (CRA) Board. The position is included among the City's senior management team and excluded from appointment as civil service employee. The Economic Development Director administers the CRA Board's needs including, but not limited to: supervision of employees, preparation and administration of budget, overseeing financial policies, managing real estate holdings, analyzing potential real estate acquisitions, negotiating purchase and sale of real estate, packaging real estate holdings for desired redevelopment, facilitating financing techniques to leverage high quality development, and performing related duties to successfully facilitate the professional functioning of the CRA mission, goals and objectives. The Director also oversees the City's economic development planning and implementation efforts and coordinates the City's economic development and revitalization efforts with private sector and other governmental agencies. The Director acts as business recruitment and commercial development facilitator for the City and works toward the retention and expansion of existing businesses. In addition, the Director coordinates the marketing and promotional efforts of the City, including the review of materials and advertising intended for media dissemination. The Director also advises the City Manager regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs. The requirements include: Bachelor's Degree in Marketing, Business Administration, Public Administration, Public Policy or a closely related field (Master's Degree preferred); minimum of five (5) years of progressively responsible experience involving the administration and coordination of economic development efforts; strong computer skills. Applications/resumes accepted until position is filled. Please submit resume with current salary information and five professional references to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707. Additional information may be obtained by contacting Andy Brooks at [abrooks@casselberry.org](mailto:abrooks@casselberry.org). Please include "Economic

Development” in the subject line of all emails. All application materials are subject to the Florida Public Records Law.

**Casselberry, Florida - Director of Human Resources** - (Pop. 25,000) Hiring Range: \$60,722 - \$80,963 DOQ Located in Seminole County, the City of Casselberry is within the Orlando metropolitan area. Under general direction of the City Manager, the Director of Human Resources is responsible for professional administrative work in directing and coordinating the central human resources activities of the City. The City has 270 full-time and 18 part-time employees and four labor agreements, which cover bargaining units for police officers and sergeants, police lieutenants, firefighters, and blue collar employees. The Human Resources Department includes general human resources functions, including staffing, compensation and health and safety functions. The Department includes 4 staff and a 2006-07 budget of \$556,169. The Department conducts recruitment and applicant screening activities for all City positions, conducts new employee orientations, and provides current and prospective employees with information about policies, job duties, wages, and benefits. The Department is also responsible for personnel records for all City employees and is required to ensure City compliance with all federal, state, local and City laws, rules, and regulations. In addition, the Department is responsible for implementation of safety policies and procedures, organizational policy matters, such as equal employment and harassment, and interpreting and administering contracts. The requirements include: graduation from an accredited four (4) year college or university with a degree in Public Administration, Human Resource Management, or a closely related field; and at least two years professional personnel experience in local government or an equivalent of at least five years of responsible professional personnel work experience in the private sector. Applications/resumes accepted until position is filled. Please submit resume with current salary information and five work related references to: City Manager's Office, 95 Triplet Lake Drive, Casselberry, FL 32707; mark envelope with Human Resources position. Additional information may be obtained by contacting Judi Romboli at (407) 262-7700, Ext. 1130, or [jromboli@casselberry.org](mailto:jromboli@casselberry.org). All application materials are subject to the Florida Public Records Law.

**City of Chiefland - City Manager** -- (pop. 2,140) Located in North Central Florida, only a few miles from the historical Suwannee River, the City of Chiefland is the retail and service hub for a three county area. Designated the “Quality Rural Community of the Year 2000”, Chiefland is a progressive community with a vision of growth for the near future. City services include Police, Fire, parks and recreation, animal control, water and sewer utilities. Chiefland has a five member City Commission, including a Mayor/Commissioner and Vice Mayor/Commissioner. The City Manager, along with the Police Chief and Fire Chief, report directly to the Commissioners, who are elected to two-year terms on a city-wide basis. The City Manager is the chief administrative officer of all City departments and responsible for an annual budget of \$3.6 million. Preferred Qualifications: Graduation from an accredited four (4) year college or university with a Bachelor’s degree in public administration, business administration or a related subject, and/or five (5) years experience in progressively responsible management positions in local government, preferably with municipalities, preferably in Florida, or any equivalent combination of education and experience. Job description available upon request. Salary range is \$46,439 - \$70,243. Submit resume to the City of Chiefland Attn: City Manager Position 214 East Park

Avenue Chiefland, FL 32626 or email to Mary Ellzey, Deputy City Clerk, at [mary@chieflandfla.com](mailto:mary@chieflandfla.com).

**Jasper - Public Works Supervisor** -- The City of Jasper is currently accepting applications for Public Works Supervisor. This is a supervisory position reporting directly to the City Manager. The selected candidate for this position will be responsible for the maintenance and supervision of various aspects of the Public Works Department including streets and drainage, sanitation, fleet maintenance and facilities maintenance. Applicants must possess a minimum of 2 years supervisory experience in Public Works to include streets and drainage and one other of the following areas: sanitation services, fleet maintenance, or facilities maintenance. Water/Wastewater Treatment Plant Operator License is a plus, but not required. Salary \$37,000 DOQ. Applications available at City Hall located at 208 W Hatley Street, Jasper, FL 32052 (386)792-1212.

**Martin County, FL – Administrative Services Director** - Martin County (pop. 140,000) is located on Florida's east coast, about 100 miles north of Miami. Martin County is characterized by a combination of unspoiled natural beauty, small town character, and friendly atmosphere – together with vibrant growth. The Administrative Services Director directs the County's Financial Management activities. The Director also formulates and administers long-term plans and policies for all divisions of the Administrative Services Department. Bachelor's degree in Public or Business Administration, Finance, or related field. Master's degree preferred. Seven years progressively responsible experience in local government financial management, budget preparation, administration, and presentation, with two years at the Senior Management level, including supervision of middle management staff. Active participation in GFOA is desirable. Starting salary range is \$110,000 to \$120,000, DOQ. Cover letter, resume, and salary history by January 5, 2007 to: Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., [Freijo@Mercerfl.com](mailto:Freijo@Mercerfl.com) P.O. Box 9328, Winter Haven, Florida 33883. TEL: (863) 299-3571 FAX: (863) 299-6737. EOE. Preference in initial employment shall be given to eligible veterans and spouses of veterans. Applications in Florida become a matter of public record upon receipt. Go to [www.mercergroupinc.com](http://www.mercergroupinc.com) for a complete Position Profile.

### **2007 Awards Program**

The FCCMA Board of Directors approved an annual awards program developed by the Awards Committee. FCCMA's program will be similar to ICMA's, and it will also include information on the scholarships offered through the Foundation. A brochure is being developed and will be sent out in January. Please watch for this and think of someone to nominate. The deadline to submit a nominee is **2/28/07**.