



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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In This Issue

FCCMA Winter Institute
Why Be A District Director?
“Going Green: Barriers and Best Practices for Local Governments”
FCCMA 2010 Spring Symposium
What Has Been Happening at the Florida Center for Local Government Excellence
FCCMA Annual Conference
FCCMA District Trainings
Crisis Leadership for Local Officials

Valuing Associations

By Lynn Tipton, Executive Director

As 2009 draws to a close, many people will take a few minutes to evaluate, and reflect on the year, and also to plan for the future. It has been a very tough year for Florida and her local governments - you don't need me to say it – and next year will also bring challenges for cities, towns, villages, counties and special districts. I am heartened, though, as I've traveled around the state this year by the ingenuity, creativity and resolve that I see among FCCMA's members. You are a hearty, resilient type – you wouldn't have picked this profession if you weren't! – I'm encouraged by the hope and commitment that you express in your words and your actions.

Your board of directors has discussed many issues this year, and you should know that they recognize the need to be able to measure what members get from FCCMA. Your membership isn't taken for granted; in these difficult fiscal conditions we are one of the many associations who have lost members and have had e-mails, phone calls and letters indicating the many reasons why membership is being dropped. We have discussed these losses and it is important to FCCMA's board and to FCCMA's staff that members feel a tangible benefit from belonging to this association. Is our training meeting your needs? Are you taking advantage of the free and low-cost offerings like regional and district training and the webinars/coaching panels? Does the annual conference offer topics and speakers to meet your needs? Do you hear from the association enough, too much or not enough? Our surveys indicate that we are doing well with these questions – each one is a way for us to measure member satisfaction. In the end, though, it is member participation that is a strong indicator: are members serving on committees, coming to events and seeking board and other leadership positions? Do members reach out to one another with

questions and innovative ideas, or in support of one another in times of transition and challenge?

I encourage you to let your district directors and officers, as well as the FCCMA staff, know of your concerns for our profession and association. After 21 years in Florida, I still believe that local government is the level of government that most impacts Floridians every day. If no one has thanked you for your hard work, dedication and public service this year, please accept my grateful THANK YOU for all that you do!

FCCMA Winter Institute

Join your colleagues at the annual Winter Institute for a transforming session with Dr. Hans Bleiker and Annemarie Bleiker of the Institute for Participatory Management and Planning (IPMP).

In an intensive and interactive format, participants will learn systematic processes for breaking the gridlock that can occur in project approval and implementation. By switching from a focus on techniques to a focus on objectives, the IPMP team believes public-sector managers can break the political stalemates that so often derail program implementation. Florida's local government managers and their senior management teams often tackle the issue of "political gridlock" – being an 'implementation genius' should help each participant and is a valuable skill set!

The IPMP team will also give class participants access to their e-book so that advance reading can be done for the Winter Institute and also have this material available once the course is over.

Former Congressman Lou Frey will be the luncheon speaker for the Thursday lunch.

The FCCMA Annual Winter Institute will be held February 3-5, 2010 at the Lake Mary Marriott. The Winter Institute is limited to 80 managers, assistants, deputies and ICMA-CM's and will be filled on a first-come, first-served basis. The rate will be the same as last year at \$325. The brochure was mailed on October 13. If you did not receive a brochure, please email Carol Russell at crussel@flcities.com.

Why Be a District Director?

By Jonathan Lewis, Deputy City Manager, Palm Bay, FL – FCCMA Secretary-Treasurer

We are lucky in Florida to have a professional organization that specifically gears its efforts for the enhancement of city and county managers within our state. FCCMA's mission and strategic plan focus on the ongoing professional development of current managers and the attracting of future local government managers.

All of that is great, but how does it happen? It happens in part through the volunteer activities of the board members. If you have enjoyed the opportunities FCCMA has offered you in the past, you should consider the option of board participation to help further the goals of the members. And if you think the association could be offering better options to our members, then that is an even more compelling reason for you to get involved.

FCCMA is different than many associations; we have limited paid staff to accomplish the mission of the association. The district directors have multiple roles. They:

- meet in person quarterly
- chair committees that further the goals of the association
- personally reach out to members within their district in good and bad times
- bring back to the board the concerns of members within their district
- support district and annual training offered by the association.

I am a believer that in life you are either part of the solution or you are part of the problem. That is why I believe you should consider running for a seat on the board. You can be part of the solution for FCCMA going forward into the future.

If you have any questions about serving your association, please feel free to contact me. Contact information: Jonathan Lewis, lewisj@palmbayflorida.org, P: 321.952.3413.

“Going Green: Barriers and Best Practices for Local Governments”

The Florida City and County Management Association, the Center for Florida Local Government Excellence and the Center for Sustainable Energy Governance at Florida State University, the Florida League of Cities and the Florida Association of Counties have teamed up to offer a one-day symposium on January 29, 2010 in the “host city” of Pinecrest, Florida.

The symposium will focus on barriers to adopting and implementing climate protection initiatives at the local level, a discussion on whether there is a conflict between economic development and sustainability, and how effectively organize a local government program.

The program will be held at the Pinecrest Community Center, 5855 SW 111th Street, Pinecrest, FL 33156 and begins at 9:00 a.m. and concludes at 4:00 p.m. Lunch is included. Bridget Merrill from Enterprise Florida will be serving as the luncheon speaker. Cost for the day is only \$50.00 (including lunch).

For registration information, please contact crussel@flcities.com or visit the FCCMA website at www.fccma.org.

FCCMA 2010 Spring Symposium

FCCMA in partnership with the Center for Florida Local Government Excellence, the University of Central Florida Public Administration Department, the John Scott Dailey Florida Institute of Government, the Florida League of Cities and the Florida Association of Counties invites you to attend a one-day symposium on the sustainability of Florida’s local governments. Confirmed speakers to date are: Larry Arrington and Herb Marlowe, authors of “Sustainable Governance: Renewing the Search;” Randy Reid, Alachua County Manager and Director of the ICMA Sustainability Committee; and Stephanie Waters, City of Largo. Other practitioners will participate on panels illustrating successful grant applications and talk about what is available. This full-day symposium will be informative and interactive—learn from each other!

The FCCMA 2010 Spring Symposium will be held at the Student Union on the main campus of the University of Central Florida. The theme is **Future of Florida's Local Governments: Sustainability**. The session begins at 9:00 a.m. Friday morning, February 19, 2010 and will conclude at 4:00 p.m. The cost is \$35 per person. Lunch is included. Parking instructions will be sent with confirmations.

Please contact Carol Russell at crussel@flicities.com or Lynn Lovallo at llovallo@flicities.com or call (850) 222-9684 with any questions.

What Has Been Happening at the Florida Center for Local Government Excellence

By Bob Lee, Executive Director

Certificate in Florida City and County Management

I am pleased to announce that the inaugural class for the Certificate in Florida City and County Management will be graduating next month. This 4 course program will have between 12-15 graduates. I am recommending to the FCCMA Board that a "special recognition" be given to these graduates at the May, 2010 conference. Note: The current fall 09 Local Government Administration class (this was the first course taught in the Certificate program last fall 2008) has 39 students. Although only a portion of this term's class are actually pursuing the Certificate program, all are learning about Florida local government.

FCCMA District Training

All 2009 - 2010 FCCMA district training dates have been confirmed. One District training session (District 3) was completed in Kissimmee on October 28, 2009. It was entitled "Reducing Local Government Budgets and Collaborative Budget Initiatives" and it involved a very interactive program with a "white paper" to follow. The city of Kissimmee did an "outstanding job" in terms of providing a facility and arranging for lunch for the day's program.

In keeping with the CFLGE mission of collaborating with other agencies to provide local government training, CFLGE is expanding on this important focus this year. Specifically, the District 7 training was held on December 3rd as part of the Florida Association of Counties conference. The cooperative approach to this training provided more attendees for the FAC session, provided an opportunity for both city and county administrators to be in the same workshop, and reduced costs and redundancies that a separate district training session would involve. Another example, involves a one day training session in District 5 that will be held in Pinecrest (Dade County). This is a cooperative effort with the Center for Sustainability at Florida State University and Enterprise Florida to offer a program on environmental sustainability, and the "How to" in developing a local government program. There will be local elected officials, academics, and practitioners (i.e. Randy Reid has agreed to serve on a practitioner panelist) participating in this District 5 session.

FCCMA Webinars and Symposium

Working with FCCMA's committee responsible for the E-Coaching program, CFLGE facilitated 3 webinars since our last report: "Negotiating Your Employment Contract" (August 22, 2009); "Mobility of the Profession - focus on MIT's" (October 22, 2009); and "Understanding and Succeeding with CRA's in Today's Economy" (November 18,

2009). In addition to hosting and facilitating the sessions, CFLGE prepares the questions and the panelists for everyone's role during each session. All sessions thus far have been well attended and the panelists have done a wonderful job.

As you may recall, FSU hosted this symposium last year. This year, UCF has agreed to serve as the host for this event scheduled for February 19, 2010.

Other CFLGE Activities

The CFLGE has been working with other agencies and cities to offer services/assistance. For example, last month (for a fee to the CFLGE), training was provided at the annual City clerk's conference. The CFLGE also conducted a webinar for the Florida Association of City Clerks.

CFLGE also participated in the FLC Advanced Institute for Elected officials by providing a half day of training on team building and labor relations, met with the Pensacola Editorial Board to discuss the proposed charter changes in Pensacola, met with the city of Surfside charter review commission to discuss form of government considerations, met with the Center for Fiscal and Economic Policy in Tallahassee to collaborate on research initiatives, participated in conference calls with the FCCMA Past Presidents Committee, did follow-up work with House Chief of Staff Dudley Goodlette, and conducted a series of interviews with WCTV in Tallahassee on local government leadership.

It has truly been a pleasure to work with everyone at FCCMA to implement the CFLGE program. I look forward to continuing to be part of this program. Thank you.

FCCMA Annual Conference—"Impossible Dreams? Innovative Realities"

Mark your calendars for the annual FCCMA Conference to be held May 12-15, 2010 at the Wyndham Orlando Resort. Lt. Gen. Rusel Honore, US Army Ret., who was responsible for coordinating military relief efforts for Hurricane Katrina-affected areas across the Gulf Coast, will be the keynote speaker.

Saturday's speaker will be Michael Hingson — a 9-11 survivor — who has a remarkable and motivating story to tell.

This year's Conference Committee is planning interactive, in-depth workshops/sessions — once again raising the FCCMA Conference bar. Watch for future updates. Conference registration information will be available in February 2010. This year's registration includes all meals except Thursday evening's dinner.

When making your hotel reservation, please carefully consider how many nights you need at the hotel. History has shown us that room blocks fill quickly resulting in members having to go to overflow hotels. Then, a few days out, reservations have been changed and the room block is undersold. What most people do not understand is an unsold room block can result in thousands of dollars in attrition costs to the Association. If you do not need four nights in the hotel, please do not reserve four nights.

FCCMA District Trainings

The following dates have been selected to have District Trainings. More information will be available in future newsletters on the topics and speakers.

District I East – February 26, 2010

District I West – April 2, 2010

District II – March 19, 2010

District IV – January 8, 2010

District V – January 29, 2010

Crisis Leadership for Local Officials

The National League of Cities (NLC), in cooperation with the International City/County Management Association (ICMA), will be conducting an emergency training program “Crisis Leadership for Local Officials” funded by the Department of Homeland Security. NLC will be providing two day training deliveries nationwide. This training program is intended to educate local leaders about their role in emergency management as well as support the National Preparedness Goal of meeting specific national priorities of expanded regional collaboration, as well as strengthening information sharing and interoperability communications. The course will help improve intra and intergovernmental coordination, communication and mutual/automatic aid during and after a disaster.

The workshop will be held January 25-26, 2010 at Indian River State College in Fort Pierce, FL. It will be a two day training program from 9:00 a.m. – 5:00 p.m. and you must attend both days to receive credits. There is limited seating available. There is no registration fee and priority will be given to elected and appointed officials.

The prerequisite for the course is that you should be familiar with your local Emergency Operations Plan and have taken the IS100, IS700a and IS800. This course will effectively address the four missions of emergency management prevention, protection, response and recovery. To register or learn more about the training course, visit NLC’s website at <http://www.nlc.org>.

MIT News and Update

Listed here are the current members-in-transition. We have added the members’ district so please take a minute to show your support by emailing the MITs in your district.

Duncan Ballantyne, former administrator of Martin County, District IV, dmcballant@aol.com; **Barbara Barnes-Buchanan**, former assistant city manager of Bonita Springs, District VI, b_barnesb@yahoo.com; **Kassandra Esposito Blissett**, former manager of Ponce Inlet, District II, Kujowally1@yahoo.com; **Susan Boyer**, former manager of Crystal River, District VIII, sboyerhwood@aol.com; **Matt Brock**, former manager of Grant-Valkaria, District IV, mattbrock42@hotmail.com; **Jim Coleman**, former manager of Williston, District VIII, jfcoleman@embarqmail.com; **Cynthia Coto**, former manager of Seminole County, District III, cindyacoto@gmail.com; **Richard Diamond**, former manager of Bunnell, District II, richarddiamond@gmail.com; **Doug Drymon**, former manager of Archer, District VII, jddrymon@cox.net; **Lillie Latimore**, former manager of Pahokee, District 0, llatimore@aol.com; **Jeff Naftal**, former manager of Juno Beach, District IV, nifty888@bellsouth.net; **D. Wayne O’Neal**, former administrator of Hendry County, District VI, wayne.oneal@yahoo.com; **Samuel R. Oppelaar Jr.**, former manager of

Minneola, District VIII, slash_99@msn.com; **Tony Otte**, former manager of Lake Wales, District VIII, tony.otte@gmail.com; **Richard Reade**, former manager of Port Richey; District III, **Charles Saddler**, former manager of Dundee, District VIII, csaddler@tampabay.rr.com; **Terry Stewart**, former manager of Cape Coral, District VI, terry_stewart49@hotmail.com; **Donald D. Stilwell**, former manager of Lee County, District VI, DDStilwell@embarqmail.com; and **Tom Willi**, former manager of Monroe County, District VI, thomas-willi@hotmail.com and **Robert (Sherman) Yehl**, former manager of Sanford, District III, sherman1951@gmail.com.

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. Jeffrey Davenport, managing director, **Beth Anne Knight**, District III, full member, deputy county manager, Osceola County BOCC; **Agatha Muse-Salters**, District I, full member, city manager, Midway; **Beverly Reed**, District VI, student member, Master of Public Administration, Nova Southeastern University; **Dr. Frank R. Satchel, Jr.**, District VIII, full member, city manager, Mulberry;

Positions

City Manager – City of Avon Park, Florida – Located in Central Florida, residential population 8900. The City Manager serves as the Chief Administrative Officer of the City and in that capacity directs and supervises the administration of all departments. The City Manager will be selected on the basis of experience, expertise and management ability pursuant to municipal government. Candidate must possess strong financial, management, and communication skills. Qualifications: Bachelor's degree in public administration, business administration with 3 years public administration experience or 5 years experience as a city manager or assistant city manager. Salary starting at \$68,500, DOQ. Forward resume to kbennett@avonpark.cc. Questions should be directed to Kathy Bennett at (863) 452-4405. Equal Opportunity Employer and minorities are encouraged to apply. Under Florida law, all applications, once received, are part of the public records and subject to disclosure upon request. For further information about the City of Avon Park, please check the City's website at www.avonpark.cc and the Avon Park Chamber of Commerce at www.apfla.com

Public Works Director – Town of Lake Park – Diverse Palm Beach County community seeking qualified individual to fill the position of Public Works Director. Under the administrative direction of the Town Manager, responsible for hands-on administration, direction and supervision of all Public Works Department activities and employees, including road and right-of-way maintenance, sanitation, storm water, grounds, building maintenance and central garage. Responsible for technical operation of the public works function in accordance with municipal policies, rules and regulations. Performs duties with considerable independence and latitude. Bachelor's degree in civil engineering or related field from an accredited college or university, supplemented by five years of progressively responsible experience in public works or civil engineering, or which three years must have been at the administrative/supervisory level, or any equivalent combination of training and experience. Salary \$67,085 to \$103,234 DOQ. Excellent Benefits. Deadline: Open until filled. Submit current resume and completed Release of Information and Contact Information Form to Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, FL 33403. Release of Information and Contact Information Form may be downloaded from the Employment Opportunities

page at the Town's website at www.lakeparkflorida.gov, and will not be accepted by fax or by email. Phone: 561-881-3300. EOE.

Division Director, Growth Management — Monroe County — Monroe County is looking for an experienced Manager to provide effective direction and leadership for the County's Growth Management Division. This Division includes the Departments of Planning and Environmental Resources, Code Enforcement, and the Building Department. It also includes the offices of Marine Resources, the Land Steward, and GIS and consists of over 80 employees. We are looking for a dynamic individual who will maximize efficiency of departmental operations & ensure that there is coordination of issues and projects among departments, other Divisions and work well with the County Administrator and the County Commission. The Growth Management Division Director is the position responsible for coordinating all Area of Critical State Concern requirements with State Agencies including the Department of Community Affairs, and the Office of the Governor. The Growth Management Director is tasked with communicating very detailed information, and providing insight to the County Administrator, County Attorney, County Commission and the public, requiring extremely effective written and oral communication skills. The successful applicant will have a Master's Degree and 7 – 10 years experience or a Bachelor's Degree and 12 years progressively responsible experience in a related field. Valid Florida Driver's License required. EOE employer. Salary commensurate with qualifications. Position will remain open until filled. Contact Human Resources at (305) 292-4557, www.monroecounty-fl.gov

City Manager — New Port Richey, FL — (16,000 population) City Manager. ICMA recognition in 1965. Four (4) Managers since 1984. Last City Manager retired after thirty-five (35) years of service with the City. Appointed by Mayor and four-member City Council all elected at large on non-partisan basis for three (3) year overlapping terms; limit of three (3) terms. Stable, full service city with \$35 million budget including utility and capital budgets. 195 full-time and 25 part-time employees. BA, MIOA, related degree desirable or any combination. Proven and progressively responsible general management and administration leadership skills required. Redevelopment, economic development, and financial management experience required. Strong commitment to customer-focused government and team/participative management essential. Salary \$100,000 +/- negotiable dependent on qualifications and experience. City Charter requires residency, applicant must be willing to become a resident of the city within a reasonable amount of time. Call and/or apply with complete resume and references to The City of New Port Richey, 5919 Main Street, New Port Richey, FL. 34652. Phone: 727-853-1026. Fax: 727-853-1023. E-mail: wharranll@cityofnewportrichey.org. Application and resumes materials will be matters of public record; interviews of Finalist Candidates will be held in public session. **The City of New Port Richey is an Equal Opportunity Employer - Women and Minorities are encouraged to apply.**

Public Works Director — Okaloosa County — Overview: Situated along the Gulf of Mexico, Okaloosa County is comprised of a little more than 600,000 acres with the Eglin Air Force Base Reservation covering 240,000 of those acres. Okaloosa County's population is over 192,000 and around 60,000 of those are directly affiliated with the armed forces. **Job Description:** Directs public works activities and projects related to roads and bridges, engineering, land development review, surveying, parks, solid waste collection, disposal and long term care and remediation of closed landfills, mosquito

control and artificial reefs. **Minimum Requirements:** Bachelor's degree in Civil Engineering, Public Administration or related field; supplemented by a minimum of eight (8) years progressively responsible experience in an engineering, technical or administrative capacity with a large scale public works or comparable organization, five (5) years of which shall be acquired in a supervisory/management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be computer literate and possess a valid driver license. **Residency Requirement:** Required to maintain permanent resident status in Okaloosa County within three (3) months from the date of employment. **Compensation & Benefits:** Annual Salary Range: \$79,913.60 to \$135,824.00, Health & Dental Insurance, Long Term Disability, Life Insurance, Flexible Spending Account, State Retirement, 457 Deferred Comp Plan, Employee Assistance Program (EAP), Annual/Sick Leave and Ten Paid Holidays. **How to apply:** Apply for this position at www.co.okaloosa.fl.us or call (850) 689-5870 for more information. This position was first posted on August 6, 2009 and is open until filled. DFW/AA/EOE

Attorney — South Miami — The City of South Miami, Florida is seeking a full-time attorney with at least five years experience in all aspects of municipal law, litigation experience also required, and must be a member of the Florida Bar. For full proposal (RFP) please download by visiting our website: www.cityofsouthmiami.net.

Full-time, In-House Engineer — Town of Southwest Ranches — The Town of Southwest Ranches (“Town”) is seeking a full-time, in-house engineer. The Town is located in Southwest Broward County (Greater Fort Lauderdale), Florida and is a rural community surrounded by an urbanized area. It was incorporated on June 6, 2000; and, it covers approximately 13 square miles, with a population of approximately 8,500. The Town operates under a Council-Administrator form of government, under the direction of five council members. The Town is primarily a contract town with major services contracted out to local vendors and an in-house Administration Team of 7 full-time employees. The Town is accepting resumes from qualified individuals to fill the full-time position of the in-house engineer. The position is selected by the Town Administrator. ***The salary range and benefits will depend on qualifications (DOQ) and related experience.*** The in-house engineer must have the following qualifications: *Preferably*, Florida P.E. with at least five (5) years of experience; *Preferred experience*, but not required, in Miami-Dade, Broward or Palm Beach Counties; *At a minimum*, a four year college degree is required in the field of Civil Engineering or Construction Management from an accredited college or university. *A comparable amount of training and experience may be substituted for the minimum qualifications.* The functions of the in-house engineer include, but are not limited to the following: Basic engineering responsibilities such as the preparation of design specifications / cost estimations, contract management, and other related work; Reviews plats, subdivisions, and site plans; Coordinates activities with external contractors; Supervises external contractors who are responsible for a variety of functions. Resumes must be submitted to Charles H. Lynn, AICP, Town Administrator, Southwest Ranches Town Hall, 6589 SW 160th Avenue, Southwest Ranches, FL 33331 or clynn@southwestranches.org. Application process will remain open until the position is filled.

Dates to Remember:

February 4-5, 2010—Winter Institute, Lake Mary
May 13-15, 2010—Annual Conference, Orlando