



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Interested in what the FCCMA Board is doing? Go to www.fccma.org and click on Agendas and Minutes and read the latest Board minutes.

Musings at Year's End

By Lynn Tipton, Executive Director

As each year draws to a close, I have a tendency to wax nostalgic...but this year went by so quickly I cannot remember enough of it to get misty-eyed! My great uncle said life goes faster toward the end, just like the roll of toilet paper...and I now realize what he means (he's 90 and one of the most energetic, most hopeful people I know). So instead of nostalgia, I thought the year-end column could use a few quotes (and these are paraphrased) I heard at workshops, conference keynote sessions and by being around bright, thoughtful, energetic people; i.e., the FCCMA membership this year:

- If you agree we're in the Knowledge age, remember that Knowledge employees don't want to work in, and won't work in a top-down organization. They insist on meaning and interaction. *Bill George at ICMA*
- The greatest distance that matters is the three feet between the leader and the follower; between the customer and the entity that provides the service. *Bill George*
- Get back to the Athenian Oath – are we really leaving our governments as better places than when we arrived? *Dr. George Frederickson at ICMA*

- If the 2000 decade was the ‘lost decade’ in government because we didn’t fund infrastructure, we endured the bleakest economy since the Great Depression and government’s mood overall was one of denial, then 2011 begins the decade of reckoning. *Dr. George Frederickson*
- Are you thinking like your **next** citizen? Think about a feedback loop for every service and program your government provides – be that accessible! *Rebecca Ryan at ICMA*
- What will your narrative be in public service? *Bill Horne at FCCMA*
- Do you think of your citizens as neighbors? I challenge you to try it! *Rich Luker at FCCMA*

As the year closes, I want to again express my appreciation for all of you – as members, as committee volunteers, as board leaders, as officers who lead and inspire, and as Range Riders: you make this organization better because of your commitment, energy and enthusiasm. Happy Holidays to each of you and all the best in 2012!

December Member Profile

By Amanda Millirons, Public Works Division Manager, City of Palm Bay

Jim McKnight, City Manager, City of Rockledge

FCCMA member since: 1986

ICMA member since: 1986

Current Occupation: City Manager since April 16, 1986

Brief Job Description: Direct daily operations of City Government, 239 employees, \$25 million budget

How did you become interested in public service: During my undergraduate days at Troy University, my Demography professor, Nick D’Andrea, discussed the opportunities and challenges of city planning with me. As a result, I was awarded a graduate assistant position at the University of Southern Mississippi where I was fortunate to have graduate professors who emphasized the application side of education and got me involved in city government in Hattiesburg, Mississippi.

Advanced Education: Graduate of Rockledge High School, 1974; Valencia Community College, A. S., 1976; Troy University, B. S., 1978; University of Southern Mississippi, M. S., 1981.

Describe your typical day: There really is not a typical day. While I have a schedule, it tends to change based on phone calls, citizen visits, projects, etc. The only thing typical is that I usually get my first cup of coffee every day. After that, all bets are off.

Favorite part of job: Helping a citizen solve a problem.

Least favorite part of the job: Terminating an employee.

Most memorable experience so far: The flood of October 1989 when we received 14 inches of rain over a 10 hour period. Flooded streets everywhere – some subdivisions were not accessible for up to 72 hours. Since that time, we have adopted a stormwater utility and adopted a plan that has been substantially implemented. When Tropical Storm Fay decided to make Brevard County home for about 4 days in August 2008, we had minimal street flooding while the rest of the County was swimming in water. It reflected a City Council policy decision to move forward in the best interests of the citizens.

The second most memorable experience was opening up a new 80-acre park in 2001 (the Community Park of Rockledge).

I noted that you are a native of the City you serve. Do you think that this gives you a different insight as the Manager rather than someone not from the area? As a resident of Rockledge since age three (except when I was away at college), I do have a better insight to the community and our citizens. People know me and realize if they have a problem, they can talk to me. If they call, they know a return call will occur within 24 hours. The community has given me many opportunities growing up, and my service as City Manager is an avenue to give back. Professionalism is still required, but I am also accessible and believe being immersed in the community is beneficial. This is my hometown and always will be. I am a blessed man.

Hobbies and interests: My hobby is playing golf, but I am also a diehard college football fan as I played at Troy University in 1976 and 1977. But truly I have been an Alabama Crimson Tide fan since I was a young boy – Roll Tide!

If you could give one piece of advice to young professionals interested in a career in public service, what would it be? My advice to young professionals interested in a career in public service is to get involved and learn what it really means. Watch and listen – while it is important to learn what to do, it is equally important to learn what not to do. Practical applications of what you learn out of a book are required. Finally, remember that you achieve and accomplish more as a TEAM! I have been blessed with a wonderful staff my entire career.

Who were your mentors and how have you disseminated this information down to other young public administrators? I didn't really have a mentor. However, now U. S. Congressman Bill Posey always gave me good advice and encouragement as a young manager. However, in my first year as City Manager, Howard Tipton, Sr. gave me some advice – he told me to watch for 12 months – learn, and make changes slowly. It really worked well for me. Also, Mike Crotty, City Manager of Satellite Beach, has been a great friend and always a model of high ethical standards and integrity.

Have you always been in the public sector and have you had experience in the private sector? My entire career has been in the public sector.

What career would you pick if you were to pick another? If I had picked another career, it would have been as a college football coach or a sports broadcaster.

Certified Grant Writer Workshop

The American Grant Writers Association will hold a workshop on January 23-28, 2012 in Orlando, FL.

AGWA offers the four-day Grant Researching and Proposal Writing workshop followed on the fifth day by the Certified Grant Writer® Review Course and the Certified Grant Writer® Exam on the sixth day. The workshop is a hands-on experience where participants develop a program, complete pre-writing exercises, practice writing some sections of a proposal, review peer's writing samples, and practice budgeting for Foundation and Government grants. Participants receive a Workshop Manual and the following topics will be covered during the workshop:

- Program development using a logic model
- Researching grant opportunities
- Evaluating NOFAs and RFPs
- Researching statistics to document the Statement of Need
- Writing goals, objectives and outcomes
- Planning Program Evaluations
- Preparing Non-Profit and Government Program Budgets
- Writing Executive Summaries, Letters of Inquiry, Foundation Proposals, Common Grant Applications and Government Grant Applications

For more information and to register go to www.agwa.us.

FCCMA 2011-2012 District Trainings

There is one more opportunity to attend the district training “**Florida’s Legislative Process: Working together for the Betterment of Local Government in 2012.**” It will be held in Tallahassee on January 6, 2012.

District IV will hold its training on February 24, 2012. The theme is “Career Transition and Resources for City and County.” DBM, a leader in career transition and talent development solutions, will address career transition expectations and resources for local government managers, including specific skill sets, individual career development and sustainability in today’s changing work environment. Participants will revisit why they chose a public sector career and why they remain in the local government management profession. This will be an interactive, participatory session for managers at all career points, including managers in transition, managers maintaining positions and managers approaching retirement. DBM will address proactive measures that local government managers should be taking for career success and offer practical guidance on local government management contracts and benefit considerations.

All district trainings are held from 12:00 p.m. – 3:30 p.m. and the cost is \$35 which includes lunch.

Here is this schedule for the district trainings which will be held next year. District VII (March 9, 2012) and District V will hold their training sessions on Leadership in Local Government. District VI will feature Cities and Counties Working Together to Provide Services on March 2, 2012 and District III will feature Bridging the Gap Between Council/Manager Relations on March 23, 2012. The complete FCCMA training calendar has been posted at www.fccma.org with time, date, topic and location.

Registration forms will be posted online as soon as they are available. For any questions, contact Carol Russell at (850) 222-9684 or crussell@flicities.com.

2012 FCCMA Webinars

The Professional Training and Development Committee has set the webinar dates through the end of the program year. **All webinars are free.**

January 20, 2012—Legislative Issues Facing Local Governments in the Legislature. Details will be sent in the weekly email.

March 22, 2012—Budgeting Pension Changes for Local Governments: Basics and Alternatives.

May 18, 2012—Pension Changes for Local Government.

More information will be available in upcoming newsletters.

To access the webinar, go to <http://florida.acrobat.com/coaching>. Select the radio button next to the “Enter as a Guest.” Dial-in: 1-877-685-5350 and the passcode is 461944.

FCCMA 2012 Winter Institute

The Winter Institute is almost full. If you are interested in attending, go to www.fccma.org for more details. For more information, contact Lynn Lovallo at llovallo@flicities.com or (850) 222-9684.

6th Annual UCF Public Administration Research Conference

On March 30, 2012 the School of Public Administration will host its 6th Annual Public Administration Research Conference. The subject is Community Resiliency and Sustainability Current trends in Public Service. Joyce Shanahan will be the keynote speaker.

UCF is currently soliciting proposals for papers to be presented at the conference and would be very interested in having managers and staff present proposal on the subjects of importance. The proposals are due January 13, 2012. For more information, contact Dr. Claire Knox at Claire.knox@ucf.edu or (407) 823-0153.

Legal and Ethical Governance: A Roadmap for Florida's Public Officials and Employees

Florida International University Online (FIU Online) is offering a new full-online course which might be of interest to the Florida City and County Management Association (FCCMA) members. The new course is titled [Legal and Ethical Governance: A Roadmap for Florida's Public Officials and Employees](#) and it is particularly geared at helping Florida public employees and officials stay updated with Florida Sunshine and Public Records Laws and Florida State Code of Ethics. The course is also geared to meet continuing education requirements on ethics training and it might be of interest to FCCMA members with public positions.

You may contact Karla Maria at karmaria@fiu.edu or 305-348-4434 for more information.

FCCMA Members-in-Transition

The following FCCMA members are currently in transition. Please take a minute to show your support by either emailing or phoning the MITs in your district. A phone call or an email can go a long way to help someone who is temporarily out of work.

You can also help if you have any job opportunities available in which one of our MITs may be qualified. With the current technology, the project could even be done from the MIT's home. FCCMA staff has many of their resumes. Please contact Carol Russell at crussell@flcities.com if you need a current resume for one of our MITs.

Also, please keep your FCCMA staff informed of any FCCMA members who may be eligible for MIT status. You can email Lynn Lovallo at lvallo@flcities.com or Carol Russell at crussell@flcities.com.

Larry Arnold
District VII
Former Executive Director-
Community Services of Sarasota County
(941) 840-4223
larnoldz@gmail.com

Bruce Behrens
District VI
Former Manager of Avon Park
(407) 405-1973
Bruce.behrens@yahoo.com

Matthew D. Brock
District III
Former Manager of Polk City
(321) 507-5096
Matt-brock11@hotmail.com

Cory Carrier-Penton
District VIII
Former Manager of Polk City
corypenton@centurylink.net

Richard Gestrich
Former Manager of Oviedo
District III
(407) 971-7160
springlite@cfl.rr.com

Richard Giroux
Former Manager of Wauchula
(863) 773-4863
Giroux61@hotmail.com

Laura Hannah
District IV
Former Assistant Manager of Lake Worth
thedualgirl@gmail.com

Frederick C. Nutt
District VII
Former Division Director of Hillsborough
County
(813) 792-7811
Fred_libby@msn.com

Markae Rupp
District VIII
Former Administrator of Arcadia
(321) 258-5783
recmngt@gmail.com

Frank Spence
District IV
Former Manager of Loxahatchee Groves
(561) 640-4908
frspence@bellsouth.net

Susan Stanton
District IV
Former Manager of Lake Worth
(602) 622-0682
susanstanton58@yahoo.com

Donald Stilwell
District VI
Former Manager of Lee County
(239) 334-9301
DDStilwell@embarqmail.com

Dale Sugerman
District IV
Former Manager of Highland Beach
(561) 582-5355
dalesugerman@excite.com

Oel Wingo
District II
Former Manager of Holly Hill
(386) 299-8755
Owingo50@gmail.com

New Members

The following membership applications have been received. If no current member comes forth with a reason why this applicant should not be approved as a member, they will be invoiced for dues. **Robert Bentkofsky**, District III, Subscriber Member; **Stephen Cottrell**, District VII, Subscriber Member; and **Linda Roberson**, District VI, Town Manager/Finance Director, Town of Zolfo Springs, Affiliate Member.

Positions

The Manager will no longer print the full ad. All ads are posted online at www.fccma.org under job postings. If you click on the job, it will take you to the full ad.

Animal Services Officer — Alachua County Board of County Commissioners — \$14.02 – 21.74 Hourly. Closing Date: 12/30/11. Please apply on-line at <http://www.alachuacounty.us/employment>. Please direct inquiries regarding this position to (352) 374-5219. Applicants with disabilities will be accommodated in the application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. ALL OFFERS OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT DRUG TEST. TDD (352) 491-4431. AN EQUAL OPPORTUNITY EMPLOYER M.F.V.D.

Deputy Chief Financial Officer — Broward County — Annual salary range is \$95,283 to \$156,263 DOQ. Apply *prior* to Friday, January 6, 2012 to apply@ralphandersen.com. The State of Florida abides by “Sunshine” or public disclosure laws. For confidential inquiries or detailed brochure contact Heather Renschler or Robert Burg at (916) 630-4900.

Assistant City Manager for Finance & Administrative Support — City of Coral Gables — Deadline: Open until filled. To ensure consideration for this position, interested candidates should forward resume, cover letter and five references immediately, via e-mail, to HRD@coralgables.com or fax to 305-460-5518.

Building Service Coordinator — City of Coral Gables — The annual salary range is \$59,862.40- \$82,180.80. Salary is negotiable depending on qualifications. Benefits include: Medical, dental, and life insurance, retirement plan, leave allowances, and more. Open until filled. To ensure consideration for this position, interested candidates should forward resume, cover letter, current salary, and five references immediately, via email, to HRD@coralgables.com or fax to 305-460-5518. The City of Coral Gables is an Equal Opportunity Employer/Drug Free Workplace.

Code Enforcement Director — City of Coral Gables — The annual salary range is \$65,977.60 to \$90,625.60. Salary is negotiable depending on qualifications. Medical, dental and life insurance, leave allowances, retirement plan and more. The position shall remain open until filled. To ensure consideration for this position, interested candidates should forward resume, cover letter, current salary, and five references immediately, via e-mail, to HRD@coralgables.com or fax to 305-460-5518. The City of Coral Gables is an Equal Opportunity Employer/Drug Free Workplace.

Planning and Zoning Director — City of Coral Gables —The annual salary range is \$92,851.20 to \$127,483.20. Salary is negotiable depending on qualifications. Medical, dental and life insurance, leave allowances, retirement plan and more. The position shall remain open until filled. To ensure consideration for this position, interested candidates should forward resume, cover letter, current salary, and five references immediately, via e-mail, to HRD@coralgables.com or fax to 305-460-5518. The City of Coral Gables is an Equal Opportunity Employer/Drug Free Workplace.

Finance Director — Town of Dundee — Pay: DOQ w/ full benefit package. Apply to: For an application and/or more information, visit our website at www.townofdundee.com. Position open until filled. Submit application to Town of Dundee, Attn: Andy Stewart, P.O. Box 1000, Dundee, FL 33838 or fax to (863) 419-3312. EOE/DFW.

Accountant — Jacksonville Beach — Salary negotiable: \$37,897-\$61,464 annually with excellent benefits. For more information visit www.COJB.jobs. Email inquiries to Personnel@jaxbchfl.net or contact Amy Smith at 904-247-6263. EOE., VP.

Assistant Public Works Director — Miami Beach, FL (90,000) — Salary: \$3,788.27 - \$6,118.42 bi-weekly (DOQ). For more information and to APPLY ONLINE, please visit our website: <http://web.miamibeachfl.gov/hr/jobs.aspx>.

Chief of Police — City of North Miami Beach, FL — Anticipated Hiring Salary: \$105,000 - \$115,000. Resumes along with salary history and up to five professional references must be submitted by e-mail or fax no later than December 23, 2011 to: Human Resources Department, 17011 N.E. 19th Avenue, North Miami Beach, FL 33162, Mark.Rasmussen@cityymb.com, Fax: (305) 787-6034. The City of North Miami Beach is an equal opportunity employer.

Finance Director — City of Opa-locka, FL — Closing Date: Until filled. Salary: \$ 59,800 – 99,800 DOQ. To apply please send Resume with cover letter & Official City Application Form to: City of Opa-locka, Human Resources Department, 780 Fisherman Street – 4th Floor, Opa-locka, Florida 33054; Tel (305) 953-2815; Fax (305) 953-2919; www.opalockafl.gov. Applications/Resumes for this position will be accepted Monday – Friday 8:30 am – 4:30 pm.

Public Works/Utilities Director — City of Opa-locka, FL — Posted Date: 11/23/11. Closing Date: Until filled. Salary: Negotiable. The City offers a competitive salary, an excellent benefits packet, and participates in the Florida Retirement System. To apply please send Resume with cover letter & Official City Application Form to: City of Opa-locka, Human Resources Department, 780 Fisherman Street, Opa-locka, Florida 33054; Tel (305) 953-2815; Fax (305) 953-2919. www.opalockafl.gov. Applications/Resumes for this position will be accepted Monday – Friday 8:30 am – 4:30 pm.

City Manager — Port St. Joe — Position is open until filled. Salary will be DOQ. Applications are available via the City of Port St. Joe Website: <http://www.cityofportstjoe.com> Please submit an application and cover letter along with five references to the City of Port St. Joe, Attention Charlotte Pierce Human Resource Officer, POB 278, Port St. Joe, FL 32457. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The City of Port St. Joe is an Equal Opportunity Employer and a Drug Free Workplace.

Planning and Community Development Director — St. Pete Beach — Hiring range \$71,880 to the mid-80's DOQ. For a full job description and employment application, visit our web-site at www.stpetebeach.org. Applicants must submit a cover letter, resume and application to: City of St. Pete Beach, Human Resources, 155 Corey Avenue, St. Pete Beach, FL 33706. Closing date is: December 29, 2011. EOE, DFWP.

Leisure Services Director — Sunrise — The City of Sunrise has a population of 85,000 and is located in western Broward County. Salary: **\$86,934 - \$119,840. To Apply:** Send two copies of each: resume (including current salary) proof of education to: City of Sunrise, Personnel Dept., 10770 W. Oakland Park Blvd. Sunrise, Florida 33351 (or download the application at our web site: www.sunrisefl.gov) DFWP, M/F/D/V EOE

Manager - Budget and Policy — City of Tallahassee — Salary Range: *\$29.66 - \$68.16 hourly (Hiring Rate will generally not exceed \$52.75/hr*). Opening: 12/3/2011. Deadline: Open until filled. (Applications requested by 12/16/2011). A completed on-line City of Tallahassee employment application is required. A resume may be attached to the application, but will not be accepted in lieu of a completed application. An on-line application and instructions may be obtained at <http://www.talgov.com/hr/openings.cfm>.

Manager - Equity & Workforce Development — City of Tallahassee — To apply go to the address below to learn more about this position, or go to Talgov.com and click on job opportunities. <http://www.talgov.com/hr/openings.cfm>. Manager - Equity & Workforce development Profile. <http://www.talgov.com/hr/exe-prfls.cfm>.

County Attorney — Walton County, Florida — Salary commensurate with experience and education. Excellent Benefit Package. **Application deadline is January 9, 2012.** Applications may be downloaded at www.co.walton.fl.us or contact Walton BCC, Human Resources Office, 650 E. Nelson Ave., DeFuniak Springs, Florida 32435 (850) 892-8586. Fax resumes to (850) 892-8590 or e-mail to pomsusan@co.walton.fl.us EOE/AA/VP

Legal Counsel — Walton County — Walton County is seeking an attorney or law firm to provide legal counsel to the Board of County Commissioners, hereinafter referred to as the “County”. RFQ closes on January 9, 2012 no later than 4:00PM local time. Last date to submit any questions in writing will be by Noon local time on January 2, 2012. Questions submitted after that date and time will not be accepted. Late submittals received after the aforementioned deadline date either by mail or otherwise will not be considered. The time of receipt will be determined by the time received in the Purchasing Agent’s office. It is the sole responsibility of the firm for assuring that the RFQ is received in the Purchasing Agent’s office by designated date and time. No faxed or electronic or oral RFQ will be accepted. To be considered firm/team must submit original and 5 copies of RFQ in a sealed envelope clearly marked with the firm/teams name and address and the words “Legal Counsel” addressed to: Office of Central Purchasing, Glyndol Johnson, Purchasing Agent, 176 Montgomery Circle, DeFuniak Springs, FL 32435.

Dates to Remember:

- January 6, 2012—FCCMA District I Training, Tallahassee
- February 2-3, 2012—FCCMA Winter Institute, Lake Mary
- February 24, 2012—FCCMA District IV Training, Palm Beach
- March 2, 2012—FCCMA District VI Training, Punta Gorda
- March 9, 2012—FCCMA District VII Training, Gainesville
- March 16, 2012—FCCMA District V Training, Miami-Dade
- March 23, 2012—FCCMA District III Training, Kissimmee
- May 31 – June 2, 2012—FCCMA Annual Conference, Bonita Springs