



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Executive Director's Column: Take Five for a Top Five

By Lynn Tipton

In one month, the FCCMA membership will gather at the Doral Resort for our annual conference. Last year was the Association's 60th anniversary, and we celebrated a rich history while looking forward to our future. This year, there are a number of exciting programs and projects that will debut at the conference – so please take a few minutes to look at this list...especially if you are not yet registered.

Why should you attend the 2007 conference?

Coaching Program – the FCCMA Emerging Professionals Council has been working for a year to develop this outstanding program. Working with a consultant who successfully helped the California management association launch a similar program last year, the Council is ready to present the “Learning and Leading at the Speed of Light” program in May! The elements of coaching and mentoring are firmly established in each part of this program, which allows members to engage in one-on-one and group dialogue about common issues and concerns. Visit the FCCMA web site for more details – you might even be inspired to sign on as a coach! Come to Doral to learn more about this vital program!

Partnership Launch – Last fall, your Board of Directors selected FSU and the John Scott Dailey Florida Institute of Government (IOG) to create and sustain the “Center for Excellence in Local Public Management” – which is now called the Center for Florida Local Government Excellence. Come to the presentation about this new initiative, and meet some of the key people involved!

Networking – when asked, most members tell us that the networking at conference is some of the most valuable time they spend each year. Getting to know your colleagues in this tough but rewarding profession is so worthwhile. Asking questions, learning from one another, exchanging ideas – that’s what it is all about!

Vendors, Exhibitors and Cracker Barrel – spend time talking with our exhibitors about your government’s needs, and learn about cutting-edge programs and products in one of the Cracker Barrel sessions. These are designed as case studies, with city or county members sharing their experiences with a corporate partner.

Find Common Ground – we often talk about how the unique nature of city and county public management, and that the issues we face in Florida don’t exist anywhere else. You will find common ground at the FCCMA conference—and you won’t feel alone in your challenges! That’s just five reasons to attend...need one more? We have a brand-new awards program that will recognize your colleagues for their leadership, innovation and commitment to excellence. Come and cheer for the inaugural winners! Your staff looks forward to seeing you in Doral next month!

Program Year 2007/2008:

Proposed FCCMA Officers and Directors

President, Barbara Lipscomb, City Manager Casselberry

President-Elect, Edward Mitchell, City Administrator, West Palm Beach

Secretary/Treasurer, Joseph Gallegos, City Manager, Wilton Manors

Past President, Lee Feldman, City Manager, Palm Bay

District I Director, Joyce Shanahan, City Manager, Fort Walton Beach

District II Director, Jim Drumm, City Manager, High Springs

District III Director, Jon Lewis, Deputy City Manager, Palm Bay

District IV Director, George Brown, Deputy City Manager, Boca Raton

District V Director, Jeffrey Miller, City Manager, Tamarac

District VI Director, Bill Moss, City Manager, Marco Island

District VII Director, Carl Harness, Assistant County Administrator, Hillsborough County

District VIII Director, Charles Saddler, Town Manager, Dundee

At-large Directors :

Shannon Lewis, Assistant City Manager, Port Orange

Rex Taylor, Town Manager, South Palm Beach

Oel Wingo, Assistant City Manager, Palm Coast

FCCMA/Tri-City Intern Program

By: Yvonne Kimball, Intern

As a result of succession planning and a local government partnership, Brevard County’s tri-city management intern, I began my career in government last August. I am reaching the end of the first eight-month period with the first city, Palm Bay – a fast growing city with 100,000 plus residents and over 1000 employees providing a full range of services (including water, police and fire). In Palm Bay, I’ve learned the basic concepts of how a city operates. My primary project was to develop and finalize the city’s administrative code, an internal procedure document used to carry out the city council’s policies. It is to be used by every employee in all city departments. In order to complete this project, I did a substantial amount of research on

other cities' practices concerning issues in such areas as human resources, technology, and general administration. Based on the results, I generated new administrative code items to meet the city's need. I updated the existing finance and human resource policies in order to incorporate them into the Administrative Code. Through this large project, I was able to improve my practical knowledge and abilities to be a manager. In the area of technology, I enhanced my computer skills and mastered new software. Most notably, I was able to converse with the city management team as well as all the department directors and their key staff on internal issues. I learned and practiced how to communicate effectively and was able to grasp the intricacies of a real world government's internal operation. In addition to the administrative code project, I participated in discussions on all kinds of city programs where I observed different leadership styles. A variety of other skills were learned, such as how to handle citizens' complaints and effectively gather information from different agencies. The Palm Bay experience has provided exposure to a great range of elements that are essential for personal growth.

The eight months in Palm Bay provided me with first-hand knowledge of a city corporation's internal structure. I am looking forward to expanding my experience to a city's external operation field. I am hoping to be actively involved in the city planning area with my next city, Titusville. In addition, I am excited about comparing the two cities in terms of their culture, leadership styles and other characteristics.

Editorial note: FCCMA/FCCMF sponsor this tri-city internship by offering educational assistance to attend conferences, symposiums and other training opportunities. \$2600 per year is budgeted for this program. If you would like to submit a proposal for a tri-city/county internship for future consideration, please contact Lynn Lovallo at 850.222.9684 or llovallo@flicities.com. Ana Motie was the first tri-city intern, working with Port Orange, Daytona Beach Shores and South Daytona. These three cities have partnered again and have another intern, Donald Robinson, currently working for them.

Coaching Program

Mark the following dates on your calendar for the upcoming phone panels for the FCCMA Coaching Program. The program begins the 2007 inaugural with three core elements: telephone panel sessions, One-on-One Coaching and Ask A Coach. The sessions and dates are: **Enjoying a Great Career in Local Government**, 2-3 p.m., ET, Wednesday, June 27; **Building a Great Career and a Balanced Life**, 3-4 p.m., ET, Thursday, August 9; **Avoiding the Slippery Slope of Ethical Challenges**, 2-3 p.m., ET, Wednesday, September 12; and **Making a Difference and Having Fun – Next Gen Success Stories**, 3-4 p.m., ET, Thursday, November 1. More information is available on the website at www.fccma.org/coaching. Check it out!

2007 Annual Conference – *The Challenge of Change: Creating and Sustaining Leadership Capacity* – Only One Month Away!

If you still have not registered for conference, time is running out. We are only one month away from another great conference, where FCCMA members learn what's new, network with colleagues and get themselves re-energized. There is still room at several of the special sessions at conference, if you are interested. If you have any questions regarding the conference, please call staff at 850.222.9684.

- **FULL-DAY ICMA SESSION**

- **ICMA Active Living Leadership Workshop**

- Local government leaders can create healthy, vibrant communities with policies and programs that promote “walkable” neighborhoods and easy access to schools, parks and healthy eating options. This workshop will introduce the concept of active living, with examples of what some Florida communities are doing to improve quality of life with pedestrian-friendly design, collaboration with schools, community gardens and other initiatives, as well as funding tips. It will include an interactive session of brainstorming and sharing experiences, and participants will take home a variety of resources and their own action plan. Lunch will be provided. This workshop is being held on Wednesday, May 16, 2007 from 9:00 am to 3:30 pm. There is no charge for this special workshop, but pre-registration is required. Registration is limited to 50 people so send in your registration today. Use the conference brochure to register.

- **FCCMA Golf Tournament**

- Challenge yourself on the Doral’s Gold Course on Wednesday, May 16, 2007, as you negotiate its undulating greens, strategic bunkering and 16 water holes. There will be a shotgun start at 1:00 p.m. and the tournament will follow the traditional “Best Ball” format. A boxed lunch will be provided at the start of play, and prizes will be awarded at the conclusion of the tournament. The fee for FCCMA members is **\$99**; the fee for non-members and corporate players is **\$150**. The registration fee covers all fees, cart and boxed lunch. All entry forms must be received no later than **April 30, 2007**, so there will be time to form teams.

- **ONE-DAY CONFERENCE ON THURSDAY, MAY 17, 2007**

- If you live in Miami-Dade or Broward counties and are unable to attend the whole conference, we have a one-day conference pass for \$125. We mailed a flyer to all members who live in this district. If you did not receive a flyer or would like additional information, please call Lynn Lovallo at (850) 222-9684.

- **ICMA-RC FINANCIAL PLANNING APPOINTMENTS**

- One-hour financial planning consultations with a CERTIFIED FINANCIAL PLANNER professional from ICMA-RC will be available at the FCCMA Conference in Doral on May 17 and May 18. The financial planning consultations help to address issues such as goal setting, retirement planning, cash flow planning, estate planning, education planning and other financial concerns. The consultation will include a complimentary Retirement Probability Analysis to help you determine your probability of success in retirement. In preparation for the meeting, we will send you additional information to help you prepare. To schedule your consultation, please contact Melissa Doughty, ICMA-RC Retirement Services at 1-(800) 735-7505, ext. 3481 or email at mdoughty@icmarc.org.

- **ICMA UNIVERSITY WORKSHOP**

- **Hard Wiring Team Work – The Power of Collaborative Dialogue**

- Back by popular demand, Peter and Susan Glaser will present a workshop on higher-quality facilitation, consensus building and collaborative problem-solving. This session will be held on Friday, May 18 from 1:15 – 5:00 p.m. This workshop will address ICMA Practice Groups 1, 6 and 14. A separate registration fee of \$125 is required, and space is limited.

- **FRIDAY MORNING INSPIRATIONAL BREAKFAST** - Alyce Parmer, retired State employee and now pastor of Greensboro United Methodist Church, will share her journey during a breakfast session. She is also the wife of FCCMA Range Rider, Bud Parmer. Each attendee will receive a copy of Heart of a Leader: Insights on the Art of Influence, by Ken Blanchard. There is a separate fee of \$35 for this session.
- **ICMA –RC SESSION: RETIREMENT AND BEYOND**
Hortensia Perez, CFP, Financial Planning Manager with ICMA-RC will provide you with the informational tools necessary to prepare for retirement. Spouses are encouraged to attend this eye-opening session. It's never too early or too late to start planning! There is no charge for this discussion, but pre-registration is required. She will be providing materials for you to take with you and she needs to know how many plan to attend. To register for the seminar, please call Melissa Doughty at 1-(800) 735-7505, ext. 3481 or email mdoughty@icmarc.org.

Lee Feldman Receives Award

The University of Central Florida, Department of Public Administration awarded Lee Feldman its Exemplary Public Service Award. He received the award at its conference on The Changing Face of Public Administration on March 30. Please extend your congratulations to him for his exemplary service to Florida.

ICMA Credentialed Managers

The following FCCMA members received ICMA Credentialed Manager in March. ICMA Credentialed managers are professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. Please extend your congratulations to the following members: **Vincent S. Long**, Assistant County Administrator, Leon County; **Chad M. Shryock**, City Manager, City of Hawthorne; and **Reid Silverboard**, City Manager, City of Belleair Beach.

MIT News and Update

Listed here are the current members-in-transition. **Lester B. Baird, Sr.**, former administrator of Hendry County, Lesterbb2000@earthlink.net; **Mitchell Bobowski**, mbobowski@yahoo.com; **Paul Boyer**, former manager of Lake Worth; **Susan Boyer**, former manager of Crystal River, sboyerhwood@aol.com; **Steve Cottrell**, former manager in the Town of Belleair, scottrell@knology.net; **Larry Deetjen**, former manager of Deerfield Beach, larrydeetjen@aol.com; **Scott Dye**, scottdye@hotmail.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Charity Good**, former manager of North Bay Village, good2821@aol.com; **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Richard J. Reade**, richardjreade@aol.com; and **Bonnie Wilbanks-Free**, former manager of Golden Beach, bonwfree@bellsouth.net. 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. **Hazeline F. Carson**, city clerk, Lauderdale Lakes, affiliate; **Norton Craig**, acting city manager, Largo, associate; **Jonathan Evans**, assistant to the city manager, Largo, associate; **Caryn Gardner-Young**, interim city manager, Parkland, associate member; **Isny B. Joseph**, student; **William A. "Buck" Lee**, general manager, Santa Rosa Island Authority, affiliate; **Kathleen S. Margoles**, parks and leisure services director, Lauderdale Lakes, affiliate; **D. Wayne O'Neal**, county administrator, Hendry County, associate member; **Benjamin H. Pingree**, county administrator, Wakulla County, associate member; **Dan Schlandt**, deputy county administrator, Manatee County, associate; **Sally A. Sherman**, assistant city manager, Deltona, full; **George Trovato**, senior projects manager, Deltona, affiliate; and **Karen Windon**, deputy county administrator, Manatee County, associate.

Positions

Casselberry, Florida - Finance Director - (Pop. 25,000). Salary Range: \$68,687 - \$114,478. Hiring Range: up to \$91,500 DOQ. The City is seeking an experienced municipal finance professional. Under general direction of the City Manager, the Finance Director is responsible for directing and coordinating all financial activities of the City, which includes the responsibility for financial planning, budgeting, accounting, revenue administration, utility customer service and billing; and the billing and collecting of special assessments and service charges for the City. Work in this class requires the employee to work effectively with and maintain communications with elected and appointed officials, other department directors, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel. Located in Seminole County, the City of Casselberry is within the Orlando metropolitan area. The population is approximately 25,000. The Finance Director is responsible for coordinating City-wide accounting and related fiscal activities, directing the overall development and operational controls for maintenance of the central accounting system and directing the gathering, interpreting, recording and distribution of financial data. The Finance Director also monitors fiscal activities, ensures compliance with laws and requirements and ensures that city funds are correctly and effectively managed and that accounting and internal controls are maintained. The Finance Department is responsible for processing and maintaining all City-wide financial data per Governmental Accounting Standards Board (GASB) principals and State of Florida guidelines, producing the City's Comprehensive Annual Financial Report (CAFR) and coordinating the preparation of the City's annual budget. The Department is also responsible for providing billing and customer service for customers of the City's utility system, ensuring compliance with government purchasing guidelines, and processing the City's payroll, accounts payable, and fixed asset records. The Department includes 23 staff members and a 2006-07 budget of \$1.9M. The Department consists of three major functional areas: accounting, purchasing and customer service. The requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance, and a minimum of five (5) years highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, (three (3) years of which must be in local government finance). At least two (2) years of experience in a supervisory capacity relating to local government finance functions. Certified Public Finance Officer, Certified Government Finance Officer, or Certified Public Accountant preferred. Resumes will be accepted until the position is filled. Please submit resume with current salary information to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707 or abrooks@casselberry.org. Additional information may be obtained by contacting Andy Brooks, Human Resources Coordinator at (407) 262-7700, Ext. 1150, or e-mail abrooks@casselberry.org (Please include

“human resources” in the subject line to ensure that your email clears the email filter). All application materials are subject to the Florida Public Records Law.

Gulfport - Administrative Services Director - The City of Gulfport is seeking a dynamic individual who is interested in joining a highly professional management team. This is a Director level position reporting directly to the City Manager. Duties include, but are not limited to; administering City financial affairs, budget preparation and control, oversees human resources functions, purchasing, risk management, utility billing and customer service. The selected candidate will need to demonstrate highly developed interpersonal skills and a commitment to teamwork and customer service. Minimum requirements: Graduation from an accredited four year college or university with a degree in Business Administration, Accounting or a related field, and five years experience in supervising public employees in related programs. Florida government experience and certification as a CPA or CGFO is preferred. Salary range: \$66,095 - \$99,716 annually with excellent benefits, including a City contribution of 12% to a 401(a) retirement plan. The City of Gulfport is an equal opportunity employer and proactively encourages workplace diversity. Background/drug screenings will be conducted. Position open until filled; send resumes to Human Resources Officer, City of Gulfport, 2401 53rd Street South, Gulfport, FL 33707 or to jvaldes@ci.gulfport.fl.us. E.O.E.

Hillsborough County - HIPAA Compliance and Security Officer - Hillsborough County is seeking an experienced and qualified individual to serve as the HIPAA Compliance and Security Officer. The position provides key compliance, reporting, education, training and problem resolution as related to requirements imposed by the Health Insurance Portability and Accountability Act (HIPAA) as well as serving as the point person for County compliance with privacy, security, and transaction and code requirements. Responsibilities include providing support and technical assistance to the Board of County Commissioners, elected officials, County Administrator’s office, County departments and others as directed; providing analysis of questions and issues regarding release of health data; supporting departments and covered entities impacted by HIPAA for matters relating to workforce development, sanctions and discipline, appropriate interactions and agreements with business associates and trading partners, policies and procedures and compliance tracking; acting as liaison to interested parties regarding legal requirements, uses and disclosures, privacy and security efforts, Individual Rights, training, and other County compliance activities; referring and tracking information requests, document disclosures and complaints to appropriate department; reporting suspected violations to proper authorities using standard procedures; and administering the operating and programmatic budget for Privacy and Compliance Office activities. The position reports to the Assistant County Administrator for Human Services. Minimum qualifications include a Bachelor’s Degree in Healthcare Administration, Public/Business Administration and major course work in Social Services or related field with a minimum of three years managerial experience. Candidate must have exceptional writing skills, a high level of analytical skills, and outstanding interpersonal skills necessary to effectively interact with the Public, U. S. Department of Health and Human Services, Board of County Commissioners, elected officials, County Administrator, County departments, and agency heads. Salary range \$67,933 - \$101,878; exceptional benefits package; position open until filled. Send letter of interest, resume, and contact information for five work references to: Human Resources, Executive Recruitment, P. O. Box 1110, Tampa, FL 33601 or e-mail: ExecutiveRecruitment@HillsboroughCounty.org EOE/Drug Free Workplace

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.

St Lucie County, Florida – Assistant County Administrator – Salary: D.O.Q./E. This position coming available due to pending retirement. Apply to: Human Resources Dept., St. Lucie County, 2300 Virginia Ave., Fort Pierce, FL 34982. EOE. Veterans Preference. An application is required. For application, job description and other specifics go online: www.co.st-lucie.fl.us. Fax application to: 772-462-2361.

2007/2008 Directory

You should have received your membership update form for the 2007/2008 FCCMA Directory. The mailout also included the slate of proposed Board of Directors for the next fiscal year, a Committee Sign-up Sheet and the Brochure for the new Coaching Program. Please return your membership update form so that your information will be correct in the new directory. Also, if you are interested in serving on a committee for the next fiscal year, please return that form. If you have not received this mailout, please contact Carol Russell at (850) 222-9684 or crussell@flcities.com.

Dates to Remember:

May 16-19, 2007 – Annual Conference, Miami
June 13-15, 2007 – FAC Annual Conference, Orlando
August 16-19, 2007 – FLC Annual Conference, Orlando