

**Florida City and County Management Association
Board of Directors
Wednesday, November 19, 2008
Daytona Beach Hilton**

President Mitchell called the meeting to order at 12:40 p.m. with the following members present:

President Edward Mitchell, City Administrator, West Palm Beach
President-Elect Joseph Gallegos, City Manager, Wilton Manors
Secretary-Treasurer Carl Harness, Assistant County Administrator, Hillsborough County
Past-President Barbara Lipscomb, City Manager, Casselberry
District I Director Joyce Shanahan, City Manager, Fort Walton Beach
District III Director Jon Lewis, Deputy City Manager, Palm Bay
District IV Director Sarah Hannah, Assistant Town Manager, Palm Beach
District V Director Jeffrey Miller, City Manager, Tamarac
District VI Director Terrance Stewart, City Manager, Cape Coral
District VII Director Russ Blackburn, City Manager, Gainesville
At-large Director George Brown, Deputy City Manager, Boca Raton
At-large Director, Vincent Long, Deputy County Administrator, Leon County
At-large Director Rex Taylor, Town Manager, South Palm Beach

Members Absent:

District II Director Oel Wingo, Assistant City Manager, Palm Coast
District VIII Director Charles Saddler, Town Manager, Dundee

Others in attendance:

Jim Hanson, City Manager, Atlantic Beach
Tom Kelly, Range Rider
Bob Lee, Executive Director, CFLGE
Ed Smyth, Deputy City Manager, Leesburg
Tracy Miller, The Alliance
Randy Reid, County Manager, Alachua County
Lynn Tipton, Executive Director
Lynn Lovallo, Executive Assistant
Carol Russell, Administrative Assistant

Introductions were made and two job title changes were announced: Carl Harness is now Public Safety Administrator in Hillsborough County, and George Brown in the Development Services Director in Boca Raton.

President Mitchell reviewed the written material included in the agenda packet, and he asked for input regarding what to do for a suite in Montreal. Instead of a suite it was suggested to maybe just do two dinners—one at the hotel and one at a restaurant. No decisions were made.

The survey results regarding the cancelled symposium were discussed. The key reason for people not attending seems to be the distance to travel. Bob Lee addressed future symposiums by saying they will be hosted at university sites around the state.

Consent Agenda:

A motion was made by Mr. Blackburn and seconded by Mr. Long to approve the minutes of August 1, 2008. The motion passed without opposition.

After an update to the fund balance (\$430,622.94), a motion was made and seconded to file the Fiscal Year Ending 9/30/08 Financial Report. There was no objection.

A motion by Mr. Brown, seconded by Mr. Gallegos to approve the 2009 Nominating Committee as presented passed without opposition.

Ms. Tipton reminded the Board that odd-numbered districts will hold elections this year and that the process should have started.

Mr. Blackburn made a motion to waive membership dues for members-in-transition on the MIT list, unless there is someone who wishes to not be a member. The motion was seconded by Mr. Stewart and passed without opposition.

Moved by Mr. Brown, seconded by Mr. Blackburn to approve honorary memberships for John Wesley White and Doug Anderson. The motion carried without opposition.

Moved by Ms. Lipscomb and seconded by Mr. Brown to have the 2010 Winter Institute at the Lake Mary Marriott. The motion passed without opposition.

Ms. Tipton gave her Executive Director's report. She reported that no one has said no yet to being interviewed for the Legacy videos. Mr. Brown offered Boca Raton, Mr. Mitchell offered West Palm Beach and Mr. Smyth offered Leesburg as sites for taping.

In March at the SE Regional meeting interviews for vice presidential candidates will be conducted. Mr. Mitchell, Mr. Harness, Ms. Miller and Ms. Tipton will attend.

Plan Challenges: Ms. Tipton gave an update on pending challenges—Hillsborough, Pensacola, and South Pasadena. Baldwin is researching a change to Council-Manager. Mr. Stewart reported that Cape Coral may be facing a challenge. It was reported that the cities of Sarasota, New Smyrna and Tallahassee are also possibilities.

Moved by Mr. Gallegos, seconded by Mr. Long to approve support for MITs to attend the Winter Institute as presented. (Such support being: complimentary registration and a \$100 reimbursable stipend.) The motion passed without opposition.

Disaster Recovery Plan: Mr. Harness reported on this project for the Board. Ms. Wingo held a training session in late October, which went extremely well. Region 4 will have training sometime after January. The training at the state EOC has not yet happened. A session at the FCCMA conference will explain this Plan in more detail.

Moved by Mr. Blackburn, seconded by Mr. Miller to adopt the Plan as presented. The motion passed without opposition.

Staff was directed to write thank you letters to the people who worked on this project.

Joint Conference with Transforming Local Government: Ms. Miller reported that the Alliance Board of Directors met in October and recognize the strategic value of a joint conference in 2011. The first step will be to meet at a staff level to discuss the finances. Locations are being researched. The Harborview Center in Clearwater is closing in 2010, so if Clearwater is chosen, the larger events (keynote addresses) will be in a climate-controlled tent.

The Board consensus was to initiate a formal bid process for a possible location. This will be brought back to the Board in February for approval. The one-day rate should be retained.

Randy Reid spoke briefly on behalf of ICMA. He chairs on ICMA's Sustainability Advisory Committee and had an article printed in *Cities Go Green* magazine. ICMA and the Alliance feel it is important to get involved in this, and there is an agreement for ICMA members to sign. He stressed that sustainability is not just environmental—it includes social equity and the economy. There is a web-based magazine coming out, and it is expected that there will be conference sessions on this.

Bob Lee reported for the Center for Florida Local Government Excellence. He thanked the Board for its assistance with the district training sessions. All have been outstanding. There have been over 40 city and county managers who have actively participated with the CFLGE this year.

The spring class for the certificate program is already full; a second class has been added.

After updating the Board on the other projects, the members thanked Dr. Lee for his hard work and such a successful startup. A question was asked regarding the outside funding of the CFLGE. Dr. Lee reported that a marketing plan will be put together (this was delayed slightly due to restructuring of staff at CFLGE). An initial meeting with corporate partners was held, and a second will be planned to show the progress sometime around the first of the year.

Mr. Lewis reported on the Strategic Plan. He gave the history of the process beginning with the member survey and swot analysis. Four sub-committees met and did the work.

A motion was made by Mr. Harness and seconded by Mr. Long to approve the Strategic Plan as submitted and allow Mr. Lewis and the Strategic Plan Committee

to give their recommendations on how to move forward with an action plan. The motion passed without opposition.

Committee Reports

Awards: The Awards Brochure will be mailed with no changes this year.

Conference Planning: The conference program was reviewed. No action required.

Emerging Professionals Council: Mr. Stewart reviewed the report submitted in the packets and encouraged the Board members to participate as panelists on phone panels or during regional training.

Legislative: Mr. Long reported that the Revenue Estimating Committee is due to report on November 21. Estimates are not good. December 8-12 are committee meetings. Mr. Long will be sending information to everyone throughout the Session and issue “calls to action.” Mr. Long met with FAC staff and lobbyists, and he will also meet with FLC staff on behalf of FCCMA. FAC is excited about getting managers involved. Mr. Long answered questions and stressed that the education efforts have to be focused on citizens.

Local Government Awareness/Public Relations: No report.

Members-In-Transition: Mr. Taylor reviewed the report that was included in the agenda packet. Mr. Taylor reported that plans are being worked on for a monthly conference call with MITs, Board members, committee members and an outside person. Mr. Taylor has contacted Sara Shannon at FAU about using MITs for contract work. Mr. Taylor has also discussed this with Mr. Hendry, who will discuss it with the Institute of Government directors. Mr. Taylor has also talked to Carrie Parker Hill (former Board member) who is now at the South Florida Water Management District who said water management districts can contract with universities for work—maybe MITs can get work that way. Mr. Taylor reviewed the request from Lillie Latimore regarding her proposal for a foundation. FCCMA will provide a letter of support at the February meeting, if more information is received.

Membership Committee: The report was included in the agenda packet. Mr. Hanson and Mr. Smyth were available for questions regarding the committee’s recommendation to change membership categories—eliminating the associate category and redefining full and associate. This will require a change to the by-laws, which the membership will vote on in May.

Moved by Mr. Brown, seconded by Mr. Stewart to approve the recommended changes. The motion passed without opposition.

Technology and Public Information: Ms. Hannah reported for the TPIC and said the committee used “Go To Meeting” provided by the Alliance for its last meeting. Ms. Miller is still working on the Who’s Who format for the membership directory. There will be a member profile in the newsletter each month. The job board is posted.

District Director Reports

District I: Ms. Shanahan has contacted all her potential members. District I CFLGE training will be rescheduled; two district meetings have been scheduled and need to be cancelled.

District III: Mr. Lewis has made calls to potential members. The CFLGE and IOG did a great job with District III training.

District V: Mr. Miller has been working on membership recruitment. CFLGE conducted training on "How to Do More with Less."

District VI: CFLGE did a training session in District VI also.

District VII: Two trainings by CFLGE planned for this district because of wide geographic area. The very small cities really appreciate it.

With there being no further business, the meeting adjourned at 4:50 p.m.

Respectfully Submitted,

I hereby certify that these Minutes
were approved at an official meeting held
on: _____

Lynn Tipton
Executive Director

Signature-Presiding Officer