

# Board of County Commissioners Agenda Request

**Date of Meeting:** February 2, 2010

**Date Submitted:** January 20, 2010

**To:** Honorable Chairman and Members of the Board

**From:** Johnny Williams, County Administrator  
Charles Chapman, Administrative Coordinator

**Subject:** Approval of Gadsden County Board Retreat 2010-Services by Local Government Advisor's Inc.

---

**Statement of Issue:**

This item seeks Board of County Commissioners (BOCC) approval for the Board Retreat 2010 with services to be provided by Local Government Advisor's Inc. and facilitated by Dr. Robert Lee, President.

**Background:**

December 15, 2009 the BOCC tasked the County Administrator with the activity of setting up and establishing a Board Retreat to set goals and priorities for the forthcoming fiscal year.

**Analysis:**

County Administrator staff received recommendations from the Florida League of Cities and the Florida Association of Counties in regards to indentifying an appropriate moderator for a Board Retreat. Dr. Bob Lee of Local Government Advisor's Inc. was recommended by both agencies as a top choice.

Dr. Lee is a former city administrator with many years of experience in Florida local government. In addition to serving as president of Local Government Advisor's Incorporated, Dr. Lee also serves as the Executive Director for the Center for Florida Local Government Excellence, an agency provided in partnership with the Askew School of Public Administration at Florida State University.

Dr. Lee's short biography is attached as attachment 3.

The proposed Board Retreat is to undertake a three-phase approach including a comprehensive review of the county's financial information, one-on-one interviews with commissioners and department heads, and team building and goal/objective setting exercises. This process is slated to be conducted over two days and will result in specific deliverables to be applied as tools within the current fiscal year as well as the budget development for the fiscal year 2010-2011.

The Board Retreat is tentatively scheduled to be held on Monday, March 22 and Tuesday, March 23, 2010 at a location to be determined and announced by County staff at a later date.

**Fiscal Impact:**

The Board Retreat is \$2,500 for the proposed scope of work if approved. Funds are readily available in the Commissions budget for Professional Services.

**Options:**

- Option 1: Approval of Gadsden County Board Retreat 2010-Services by Local Government Advisor's Inc
- Option 2: Do not Approve of Gadsden County Board Retreat 2010-Services by Local Government Advisor's Inc
- Option 3: Board Provide Direction

**County Administrator Recommendation:**

- Option 1: Approval of Gadsden County Board Retreat 2010-Services by Local Government Advisor's Inc

**Attachments:**

1. Cover Letter
2. Proposed Scope of Work
3. Dr. Lee Biographical Information (short form)
4. Florida Division of Incorporations Filing Status

**Local Government Advisor's, Inc**

4868 West Blvd. Court  
Naples, Florida 34103  
roborteleee31@earthlink.net  
239-777-1013

January 13, 2010

Mr. Charles T. Chapman  
Administrative Coordinator  
Gadsden County Board of County Commissioners  
9 E. Jefferson street  
Quincy, FL 32351

Dear Mr. Chapman:

It was a pleasure speaking with you and County Administrator Williams earlier today. I was very impressed with Mr. Williams' interest in positively assisting the county commissioners to establish some county goals that can then be used for budget preparation and support for commission agenda items.

Per our discussion, I have prepared and attached a proposal for the County Commission to consider at their next meeting. I have also attached a bio that should be included with the proposal. Per our discussion, I have arranged my schedule to be available Monday (3/22) and Tuesday (3/23) to work with the Commission.

Please advise if you need anything further from me. In the meantime, I look forward to working with you.

Sincerely,

Dr. Robert E. Lee ICMA-CM  
President Local Government Advisor's, Inc.

**Local Government Advisors, Inc.**  
4868 West Blvd. Court  
Naples, FL 34103  
Email: [robertelee31@earthlink.net](mailto:robertelee31@earthlink.net)  
Telephone: 239-777-1013

**Gadsden County Proposal to Provide Commissioners Team Building  
and Facilitation Services to Establish 2010-2011 Budget Goals**

Local Government Advisors, Inc. (specifically Robert E. Lee) shall serve as the "Consultant" to Gadsden County to conduct a workshop on team building and facilitate a goal setting process with the County commission to enable the Commissioners to objectively and responsibly, yet expeditiously, establish County Goals for fiscal year 2010 -2011. Before commencing, it is recommended that the County Commission approve this process or a modified version of this process as well as approve this proposal.

**Phase 1:**

Each member of the County Commission shall prepare a written list of what they view as the county's priority goals for the next budget. It is recommended that each member of commission identify 5 goals. The list should include goals that are "broad enough" to enable county staff to later prepare specific objectives and strategies to support the final agreed upon goals.

An example of a goal might include: "Improve county esthetics by maintaining all county property and enforcing county codes pertaining to private property maintenance". The county staff can then (later) prepare specific objectives pertaining to the maintenance of county property and the reasonable enforcement of county codes, including specific strategies that also include timeframes with measurable results.

The Commissioners' goals and the supporting objectives and strategies will then be incorporated into the county's 2010-2011 budget document so that the County Commission's goals are appropriately budgeted for and the details to accomplish these goals are clearly identified within the budget document for the Commission's review and final approval.

The county's Consultant shall review any previously established county goals, review the county's current budget document, and review the county's most recent Comprehensive Annual Financial Report.

The County Manager's office will schedule one on one meetings (approximately one hour each) between the Consultant and each member of the Commission to discuss their goals and their ideas for the Gadsden County. These meetings will be held Monday March 22, 2010.

Each Commissioner agrees to provide their five goals to the Consultant no later than the beginning of the one on one interview. \_\_\_\_\_

**Phase 2:  
Consultant Interviews with each Commissioner**

After reviewing the information in Phase 1, the County's Consultant will hold the one hour meeting with each Commissioner on March 22, 2010 to discuss their individual written goals and other related issues that the county should consider.

The information gathered from these interviews will be evaluated along with the written material in Phase 1. The Consultant will then prepare a power point presentation that specifically addresses the areas of agreement among the Commission members.

The Consultant will include a review of specific tips/ recommendations for the Commissioners to consider as part of a team building session to enable them to progressively work as a team with the county staff to effectively implement their responsibilities. The tips/recommendations will proceed a list of proposed Goals for City Commission consideration. The power point presentation will be used to facilitate a Commission workshop referenced in Phase 3 below

**Phase 3:  
Commission Workshop Goal Setting Session**

A County Commission workshop is scheduled for the evening of March 23, 2010 and will enable members of the Commission to collectively discuss and prioritize goals for the FY 2010 - 2011 budget. The Consultant will conduct the meeting and the format will be as follows:

1. Introduction/Purpose of the Meeting
2. Team Building Tips and Recommendations
3. Key Issues and Proposed Goals for Commission consideration
4. Summary of Goals Agreed Upon and Issues to Deliberate at Future Workshops.
5. Final Comments
6. Adjournment

After the Commission Meeting, the Consultant will prepare a Final Written Report that will summarize Commission decisions and will provide direction to the County Manager and staff for preparation of the County's 2010-2011 Budget.

**Total Cost of Local Government Advisors, Inc. Services:        \$2,500**

**(Note: additional costs will be incurred for reasonable travel and accommodation expenses as approved by the City Manager)**

Please Note: This process is not intended to substitute for a long term visioning process; which is designed to create or update vision and mission statements and create goals as a basis for long, medium, and short term objectives and strategies. It is recommended that County Commission may want to consider such a visioning process after the next County election when a new Commission is seated.

Respectfully Submitted,

Dr. Robert E. Lee, ICMA-CM  
President, Local Government Advisors, Inc.

## **Robert E. Lee. DPA, ICMA-CM**

Dr. Robert E. Lee (Bob) is a member of the graduate faculty at Florida State University's Reubin O'D. Askew School of Public Administration and Policy where he serves as the "Professor of Practice, Senior Executive in Residence" and "Executive Director" of the Askew School's Center for Florida Local Government Excellence (CFLGE). Bob also provides part-time consulting services to Florida local governments through his firm: Local Government Advisors, Inc. Before joining Florida State University, Bob had a rewarding career in city management serving as the chief appointed official in three different forms of government: City Manager in Naples and City Manager in Gulfport (both Council/Manager forms of government in Florida); Assistant to Mayor in Lauderhill (one of Florida's former Strong Mayor/Council forms of government); and Director of Administrative Services in Bellevue (one of Pennsylvania's Council/General Manager forms of government).

Bob is Past President of the Suncoast Public Management Association, Past President of the Suncoast Chapter of the American Society of Public Administration (ASPA) where he is a past recipient of ASPA's Picot B. Floyd Award for Public Leadership, Past President of the Florida City and County Management Association (FCCMA) where he was inducted into the FCCMA Hall of Fame for assisting managers in transition and a recipient of three President's awards for contributions to FCCMA, and is a former member of the Florida League of Cities (FLC) Board of Directors and past Chairman of the FCCMA Past President's Committee which developed an on-line ethics curriculum for new FCCMA members in Florida.

Bob also serves as an Adjunct Instructor in the Master Degree Programs for the University of South Florida and Florida Gulf Coast University where he teaches public budgeting and finance. He serves as the facilitator for FCCMA webinars and District training programs and is an Instructor for the FLC "Advanced Institute for Elected Officials", an Instructor for several of the Florida Institute of Government's programs including: the "Certified Public Chief Information Officer Program", and the "City Clerk's Professional Education Academy." Bob has also been an Instructor in the Florida Center for Public Management's "Certification Program for Special Districts".

Bob's consultant work has been concentrated in the areas of local government management, strategic planning, training, team building, and budgeting. Most recently, he has worked with the cities of Largo and St Pete Beach on goal setting and budget prioritizing, the city of Seminole on team building, the city of Vero Beach on a city-wide annexation process, the cities of Pensacola and Surfside on their charter review process and the city of Pensacola on development of city strategies.

Bob has a B.A. and M.P.A. from the University of Pittsburgh and a D.P.A. from Nova Southeastern University in Ft. Lauderdale.



[Home](#)     
 [Contact Us](#)     
 [E-Filing Services](#)     
 [Document Searches](#)     
 [Forms](#)     
 [Help](#)

[Previous on List](#)     
 [Next on List](#)     
 [Return To List](#)

[No Events](#)     
 [No Name History](#)

## Detail by Entity Name

### Florida Profit Corporation

LOCAL GOVERNMENT ADVISORS, INC.

### Filing Information

**Document Number** P07000098327  
**FEI/EIN Number** 260849887  
**Date Filed** 09/04/2007  
**State** FL  
**Status** ACTIVE  
**Effective Date** 09/03/2007

### Principal Address

4868 WEST BLVD. COURT  
NAPLES FL 34103 US

### Mailing Address

4868 WEST BLVD. COURT  
NAPLES FL 34103 US

### Registered Agent Name & Address

LEE, ROBERT  
4868 WEST BLVD. COURT  
NAPLES FL 34103 US

### Officer/Director Detail

#### **Name & Address**

Title PVST  
 LEE, ROBERT  
 4868 WEST BLVD. COURT  
 NAPLES FL 34103 US

#### **Title D**

LEE, ROBERT  
 4868 WEST BLVD. COURT  
 NAPLES FL 34103 US

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2008	04/29/2008
2009	04/28/2009

### Document Images

- 04/28/2009 -- ANNUAL REPORT
- 04/29/2008 -- ANNUAL REPORT
- 09/04/2007 -- Domestic Profit

**Note:** This is not official record. See documents if question or conflict.

[Previous on List](#)    [Next on List](#)    [Return To List](#)

**No Events**

**No Name History**

[| Home](#) | [Contact us](#) | [Document Searches](#) | [E-Filing Services](#) | [Forms](#) | [Help](#) |

Copyright and Privacy Policies  
Copyright © 2007 State of Florida, Department of State.