
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appointment of Deputy County Manager

DEPARTMENT: County Manager Office **DIVISION:**

AUTHORIZED BY: **CONTACT:** Cynthia Coto **EXT:** 7211

MOTION/RECOMMENDATION:

Confirm appointment of Joseph R. Forte as Deputy County Manager effective February 18, 2008.

County-wide

Cynthia Coto

BACKGROUND:

In accordance with Section 2.3B(1) of the Seminole County Charter, this is to request the Board of County Commissioner's confirmation of the appointment of Joseph A. Forte, as the Deputy County Manager, at an annual salary of \$135,000.

Mr. Forte's resume is attached for the Board's review.

STAFF RECOMMENDATION:

Staff recommends confirmation of the appointment of Joseph A. Forte as Deputy County Manager effective February 18, 2008.

ATTACHMENTS:

- 1. Resolution

Additionally Reviewed By: No additional reviews

COVER LETTER

Joseph A. Forte
35 Becket Lane
Palm Coast, FL 32137
(386) 445-8206 (home) – (386) 295-3426 (cell)
josephaforte@bellsouth.net

I consider myself a top performing government manager with 10 years of experience in providing executive leadership to local government. My strengths are focused on public safety, economic and redevelopment of blighted areas within the CRA, and the support of existing businesses. Additionally, I maintain experience with the utility services, project management and I am a conscientious problem solver with proven results in mitigating community issues. I am an enthusiastic consensus builder among elected officials with a broad background in inter-governmental relationships.

I began my career with the City of Holly Hill in July of 1990. Starting as a firefighter and began to educate myself to learn how local governments operated. After five progressive years with the fire department I was promoted to Fire Chief where I had my first opportunity to handle a department budget and interact with other highly technical people. During my time as the chief I attended police school and was soon appointed as the Assistant City Manager. My role as the Assistant Manager was to assume the role of the Manager in his absence. The Manager was frequently absent due to personal problems in his life. I assumed his responsibilities for two or three days each week in his absence.

After a public issue which ultimately ended the career of the manager with Holly Hill I filled the void in a temporary position while the commission began the search for a new manager. After six months in the position the commission abandoned the concept of hiring an outside manager and offered me the position permanently. During my first year as manager I completed a BA in Organizational Management through Warner Southern College.

Over the past 8 years as the manager I gained a wealth of knowledge in my everyday activities. My most accomplished achievement is the fact that I was able to move from employee to manager in a relatively short period of time and earn the respect of the position from my colleagues and co-workers.

Although I have served as the manager of only one community, the advantage I have to offer is my close relationship to those who play a role in this local government. I maintain a professional relationship with elected and managerial personnel from the surrounding cities and counties. I have a network of people to call upon for additional insight and information. I maintain communication with members of the state house and senate as well as our local congressman's office. In addition, my relationship with other state agencies, such as the SJRWMD, will help to immediately open the lines of communications of the all important water supply concerns throughout the State.

My tenure with one agency shows my commitment to see policy through and strive to accomplish the long range task established by the governing body.

RESUME

of

Joseph A. Forte

35 Becket Lane

Palm Coast, FL 32137

(386) 445-8206 (home) – (386) 295-3426 (cell)

josephaforte@bellsouth.net

OBJECTIVE

To obtain a position of Deputy Manager/Administrator in County or Municipal Government of a well established and progressive community.

EDUCATION

Bachelor of Arts, Magna Cum Laude, in Organizational Management, Warner Southern College, Lake Wales, FL.

Associates of Science Degree with Honors in Fire Sciences, Daytona Beach College, Daytona Beach, FL

Credentialed Manager with the ICMA

Emergency Medical Technician

Law Enforcement Officer (certification held by FDLE to avoid dual office holding)

Application for Master of Public Administration, NOVA University, Fort Lauderdale-Davie, FL. (program begins April 2008 with graduation Oct.2009)

PROFESSIONAL EXPERIENCE and MAJOR ACCOMPLISHMENTS

City Manager – City of Holly Hill, FL July 1999 – Present

The City of Holly Hill is one six full service cities that makes up the Greater Daytona Beach Area with a population of 12,600 residents and 1,400 businesses. Reporting under the Commission/Manager form of government to four elected Commissioners and a Mayor my responsibilities include: Policy implementation of all codes, ordinances, local and state laws as they relate to the municipality. Providing all that is necessary for department heads to operate their departments effectively and efficiently in accordance with the policies of the City Commission. Departments include; Police, Fire/EMS, Public Works, Computer Technology, Human Resources, Parks & Recreation, Finance, Building and Zoning, Solid Waste, Water and Sewer operations. Total full time personnel average 120 employees with 9 department heads answering directly to the City Manager.

- Participated in the creation of the Volusia County Economic Development Standard.
- Served as the Chief negotiator for three union contracts.
- Serve on the Water Alliance of Volusia County.
- Serve on the East Volusia Regional Water Authority.
- Negotiated the extension of the solid waste contract with Waste Management and the renewal of the TECO gas franchise agreement.

- Secured several bonds and state revolving fund loans for the water and waste plant as well as storm water improvements which included land acquisition.
- Upgraded and expanded the water and waste water facilities.
- Created the Master Development Plan for the CRA through the hiring of consultants.
- Established several grant programs for the properties within the Community Redevelopment area.
- Negotiated with large development company to bring four high rise condominiums to the redevelopment area – two condos are completed and awaiting C.O.
- Oversaw the construction of the recreation facilities and swimming pool.
- Managed the operations of not less than five hurricanes that impacted the city.
- Brought forth the first affordable housing project in the city through a highly competitive process through the States Commission on Affordable Housing.
- Secured several grants for the improvements to the city's park (Sunrise Park) and landscaping improvements to the US1 medians with a grant from the FDOT.
- Reduced the operating budget without impacting services after recent tax reform.
- Oversaw the construction of several new parks.
- Oversaw the development of several new storm water retention ponds in flood prone areas.
- Served in current position for eight years.

Fire Chief/Assistant City Manager – City of Holly Hill, FL January 1995-July 1999
 Serving for five progressive years with the Holly Hill Fire Department I was promoted to Fire Chief in 1995. Shortly thereafter, I assumed the position of Assistant City Manager. My responsibilities included overseeing the department budget, fire and medical operations purchasing and training.

- Established Advanced Life Support services for the City.
- Upgraded SCBA, extrication equipment and other tools.
- Purchased fire apparatus, cascade systems and computer programs.
- Established training and hiring practices including the Incident Command System.
- Served as president of the Volusia County Fire Chief's Association.
- Established the first Community Emergency Response Team program.
- Oversaw the operations during the 1998 wild fires
- Improved upon the fire inspection program by establishing a scheduling system.

ASSOCIATIONS PAST AND PRESENT

- Member Florida City County Manager's Association.
- Member International City Managers Association, Credentialed Manager
- Member Kiwanis Club, past president.
- International Personnel Management Association.
- Former member of the Florida Fire Chief's Association.
- Former member of the National Fire Protection Association.
- Former member of the International Association of Arson Investigators.