

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appointment of Deputy County Manager

DEPARTMENT: County Manager **DIVISION:** _____

AUTHORIZED BY: J. Kevin Grace **CONTACT:** J. Kevin Grace **EXT.** 7211

Agenda Date <u>07/27/04</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Confirm appointment of Donald Fisher as Deputy County Manager, effective July 28, 2004.

BACKGROUND:

In accordance with Section 2.3B(1) of the Seminole County Charter, I am requesting Board of County Commissioners' confirmation of the appointment of Donald Fisher as Deputy County Manager at a salary of \$106,520, effective July 28, 2004.

Mr. Fisher's resume is attached for your review.

Attachment

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: <u>[Signature]</u>
File No. <u>CCM01</u>

Donald Sanford Fisher

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Orlando, Florida 32832
(407) 208-9896

Email: myredcabin@netzero.com

MANAGEMENT PHILOSOPHY

- Excellence in customer service;
- Planning with clear focus on vision, innovation, and results;
- Build public and employee trust through open, honest communication;
- Leadership by example that challenges the organization for continuous improvement;
- Management designed for efficient use of financial and people resources.

EXPERIENCE AND SKILLS

Director of Planning and Development Department Seminole County: November 2000 - Present

Fast growing county developing from rural to urban; the population is estimated at 395,000 citizens. Responsibilities include close work with elected officials, several boards and committees, developers, and citizens. Oversight of all levels of operation including a 22 million dollar budget and 135 employees comprised of 5 divisions. The following is a list of the divisions, functions, and improvements made:

Administration Division: Financial management of general, enterprise, referendum, endowment, state, and federal funds; Impact fee assessment and tracking; Special Projects including cost of service studies and management audits.

- Directed / lead department wide organizational and business analysis to enhance service delivery and efficiency;
- Implemented a department strategic plan to unify the department and establish clear direction for staff;
- Created a monthly employee newsletter as a communication tool to staff;
- Participated in Row-of-Way Acquisition Committee saving the County between \$100-500k in acquisition costs;
- Implemented the Fish Philosophy to raise morale and enthusiasm;
- Developed monthly performance feedback for all department staff so that members can be kept up-to-date on the status of achieving their goals.

Building Division: Review for Compliance with the Florida Building Code and Fire Codes, Process Building Permits, Liaison to six contractor licensing boards, Building Inspections, Fire Inspections, 911 Addressing, Flood Prone Review, and Zoning.

- Reduced commercial permit review time from 60 to 5 days;
- Reduced residential permit review from ten 10 to 2 days;
- Reduced annual overtime expenditures by \$140,000 while maintaining service levels;
- Lead the division in changing its perception as being difficult to the best in the area;
- Developing online plan submittal and review.

Community Resources Division: Natural Lands Program managing over 7,000 acres – open to the public, Liaison to the Natural Lands Committee, Cartographics / GIS, Community Development responsible for allocating CDBG, HOME, SHIP, and ESG funds, Customer Resource Center, Coordinate Seminole County Integrated Government Services System.

- Created this division from others in the department so that services could be more effectively and efficiently delivered;
- Established the Customer Resource Center as a one-stop location for customers seeking information or training (received the 2002 Florida Planning and Zoning Association's Outstanding Public Project Award);
- Commenced the Seminole County Integrated Network (SCINET), that when completed, will allow customers remote access to any information that may be available for a parcel, including plans, reports, development conditions, etc.;
- Department wide scanning of all documents to minimize storage costs and provide online access to all documents; and,
- Created an Online Fee Calculator giving a developer a complete estimate of all development permitting costs.

Development Review Division: Engineering and Zoning Review, Site Plan Review, Subdivision Plat Review, Development Review Committee, Vacate and Abandonment Process, Pre-Application Conferences, Environmental Resource Review, and Engineering Inspections.

- Reduced review period from 21 days to 10 days;
- Required attendance at DRC meetings by management so that timely decisions could be made;
- Developed a continuous training program for plans examiners and inspectors;
- Recorded the DRC meetings and provided the applicant with minutes;
- Redlined review plan set for the applicant to correspond with comments; and,
- Served and peer review to County projects creating park site plans and reducing the courthouse construction costs by \$250k.

Planning Division: Comprehensive Land Use Amendment and Rezoning Applications, Small Area Studies, Community Coordination, Updates to the Comprehensive Plan and Land Development Code, Evaluation and Appraisal Reports, Zoning Interpretation and Enforcement, Code Enforcement Inspections and Case Presentation to the Code Enforcement Board, Special Exception and Variance Application Processing, Liaison to the Planning and Zoning Commission and Board of Adjustment

- Reorganized the division to be more responsive, effective, and efficient;
- Reduced response time of Code Enforcement from 6 weeks to 48 hours;
- Adopted the Vision 2020 Comprehensive Plan with no comments from the Department of Community Affairs;
- Enhanced all public presentations to be clear and concise;
- Reorganized division so that staff was centrally located; and
- Created a disaster response team targeted toward post-event mitigation

**Associate, Project Manager, Senior Planner
Bowyer-Singleton & Associates: March 1999-November 2000**

Large planning, engineering, surveying, and environmental development firm; responsibilities of the position included:

- Project Manager for a full range of professional services including, planning, engineering, surveying, and environmental;
- Client agent for processing various land development applications through government agencies, such as, rezones, comprehensive plan amendments, Developments of Regional Impact, special exceptions, subdivisions, site plans, vacates and abandonment, and representation at all governmental staff committees and public hearings; and,
- Project Manager for notable developments, such as, Little Lake Bryan and Celebration Planning Services - The Celebration Company (Walt Disney Imagineering). Co-Project Manager for award winning Colonial Town Park (Colonial Properties);
- Prepared applications for Comprehensive Plan Amendments, Rezones, Vacates and Abandonment, Department of Environmental Protection Permits, St. Johns River Water Management District Permits. Assisted with composing Development of Regional Impact Application for Development Approval and Notice of Proposed Change;
- Created development documents, including Development Agreements, Development Orders, Planned Developments, and Developer Commitment Agreements;
- Evaluated codes for government agencies.

**Senior Planner, Planner, Commitment Inspector, Land Management Technician
Seminole County Current Planning Division: 1985-February 1999**

Senior Planner, Planner, Commitment Inspector, and Land Management Technician. The following is a list of experience and skills gained while working in the aforementioned positions:

- Program Manager for County Code updates
- Represented staff in front of various boards
- Coordinated the rezoning process and made recommendations for the same
- Comprehensive Plan Amendment process
- Experienced in issues with telecommunications including ordinance development
- Impact fee assessment
- Review plans and field inspection for landscaping, parking, lighting, construction, etc.
- Code enforcement including presentation of cases before the Code Enforcement Board
- Coordinated tracking and fulfillment of developer commitments

1990-1993: Fisher Permit and Courier Service

Owned and operated a permitting and courier service with primary emphasis on obtaining building permits throughout the State of Florida.

1987-1991: Fisher Land Design

Owned and operated consulting and design business for small development projects.

1983-1985: Peterson Engineering and Innovative Controls Corp. (Toledo, OH)

Designer specializing in jigs and fixtures for automotive parts, electrical control panels, and sheet metal fabrication.

EDUCATION AND TRAINING

- University of Central Florida (UCF), Masters in Public Administration, currently enrolled and actively taking classes
- University of Central Florida (UCF), B.A. in Public Administration, Magna Cum Laude, 08/98
- Leadership Seminole 2004
- Four Roles of Leadership 2003 - Franklin Covey
- Presentation Advantage - Franklin Covey
- Effective Personal Productivity (EPP): a seven week time management course
- Dynamics of Leadership 2001-2002 – Leadership and Listening Institute
- Leadership UCF 1998, one of 30 students selected for the year
- Florida State University, Level 2 of the Certified Public Managers Program
- Damage Assessment G601 – Department of Community Affairs
- Several Growth Management Short Courses
- 2001 APA National Conference
- Member of Toastmasters - Seminole Toasters

ACHIEVEMENTS

- Recipient of the Private Business Association's First Annual 2003 Good Government Award
- 2002 Florida Planning and Zoning Association's Outstanding Public Project – Customer Resource Center
- Selected as one of the 100 Most Influential People in Central Florida by the Orlando Business Journal in 2001
- Represented Seminole County on a national television program (48 Hours)
- 1997 / 1998 "Outstanding Undergraduate in Public Administration" at UCF
- Promoted to Project Manager, and then Associate of Bowyer-Singleton & Associates within one year after employment
- Member of the Golden Key National Honor Society
- Several Letters of Commendation