

2006 Florida Cities of Excellence Awards Program ▶ Nomination Form

Category (Please check one) See Award Criteria for more information. Please print or type. One nomination per page.

FLORIDA CITY OF EXCELLENCE AWARD
Name of Municipality Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY SPIRIT AWARD
Name of Municipality Nominated _____
Nominated Project _____
Nominated by _____
(Name of City/Town/Village)

MAYOR OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

COUNCIL MEMBER OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY EMPLOYEE OF THE YEAR
Name of Individual Nominated Donna Renberg
Title OMB Manager Department Office of Management & Budget
Nominated by City of Cocoa
(Name of City/Town/Village)

CITY MANAGER OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY CLERK OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY ATTORNEY OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY FINANCE OFFICIAL (DIRECTOR OR OFFICER) OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY CITIZEN OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Person Completing Nomination Form

Please print or type.

Name Joan Clark

Title City Clerk

Government City of Cocoa

Address 603 Brevard Avenue, Cocoa FL 32922

Telephone Number 321-639-7555 Fax 321-637-7203

E-mail Address jclark@cocoaf1.org

Nomination Certification

This nomination has been voted on and approved by a majority of the city council/commission.

Signed Joan Clark
City Clerk

The judges will use the narrative and supportive information to select the award winners. Nominators/nominees are asked not to contact the judges directly.

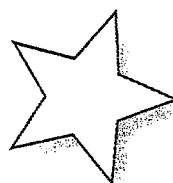
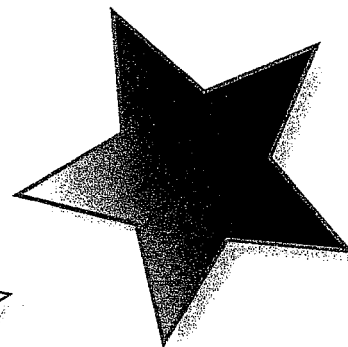
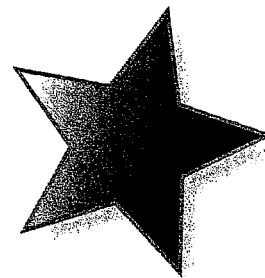
Narrative

In the narrative, please be clear and concise, using the Award Criteria to support the selection of your nominee. Please type (or print in black ink), up to 1,200 words, double-spaced on white 8-1/2" x 11" paper.

Supportive Information

Up to 10 pages of supportive information (newspaper clippings, photographs, letters from constituents, etc.), on 8-1/2" x 11" paper (single-sided) may be provided. Please do not include videotapes, DVDs, CDs or Power-Point presentations.

Submit nominations by **August 18, 2006:**
Florida League of Cities, Inc.
Attn: Florida Cities of Excellence
301 S. Bronough Street, Suite 300 (32301)
P.O. Box 1757
Tallahassee, FL 32302-1757



FLORIDA CITIES OF EXCELLENCE AWARD PROGRAM

CITY EMPLOYEE OF THE YEAR AWARD - Donna L. Renberg

This is the time of year when we are asked to reflect upon which employee we feel exemplifies "the best of the best." While there are several employees in the City of Cocoa that would fall into this category, there is one employee that stands out above the rest. This employee has made exemplary efforts on behalf of the city during the past year and was nominated by three different departments/divisions. The nominee for the City of Cocoa's Employee of the Year under the "Florida Cities of Excellence" Award Program is the City's new Office of Management and Budget (OMB) Manager, Donna Renberg. Ms. Renberg was hired as the City's Grants Coordinator in January 2002 and was promoted to her current position in May 2005 when the OMB Division was created.

There are several reasons why Ms. Renberg was nominated by her peers and the City Manager and unanimously selected by the City Council, but the primary reason she was chosen is her willingness to get involved and actively participate in any project/issue. Not only does she get involved, but she provides meaningful input and solutions. The following are some of the other reasons Ms. Renberg was nominated as addressed by the Florida League of Cities Excellence Award:

✓ **WORK PERFORMANCE/PRODUCTIVITY:** Ms. Renberg is a consistent early bird, getting into work early and frequently staying late. Her work products are well written, and she is able to articulate her points verbally as well. With the same high level of professionalism and commitment to customer service exhibited when she created a system to better manage the

City's grants, Donna established the new OMB Division. Some of the accomplishments over the past year within this new division include:

- Developed and implemented the City's first OMB Policies and Procedures;
- Streamlined the City's capital improvement and budget processes and produced professional documents that are more user friendly;
- Lobbied successfully to upgrade the City's financial software, but more importantly to train staff on how to better utilize the system;
- Coordinated and compiled department requests with the City's lobbyist to pursue federal funding and assisted the City Manager and Council in presenting a convincing case in Washington, D.C. resulting in \$1,000,000 for the City.

Ms. Renberg has created a system that is built on accountability, yet provides enough flexibility to enable those responsible for managing the City's departments to run their assigned areas more efficiently and effectively.

✓ **JUDGMENT:** In her position as OMB Manager, and in her former position as Grant's Coordinator, Ms. Renberg has always been able to assess a situation and come up with a solution. She has been able to handle difficult situations with tact and diplomacy. Her judgment is beyond reproach. She helped the City restore its financial integrity by working with our grantors to ensure the City retained its Federal and State funding after years of mismanagement by others.

✓ **INITIATIVE:** One of Ms. Renberg's strengths is her willingness to pitch in to get a job done. Donna is always willing to help, no matter what the task or job. She will jump into any project and put 110% of her skills into making the project successful. When Donna was promoted, one of the first problems identified was the lack of written policies and

procedures. This was rectified in April 2006 when Council approved the OMB Policies and Procedures. The City now has a centralized document that addresses everything from budget preparation to budget management/administration. In addition, in prior years the City's reserve account was continually being used to balance the budget as the City was spending more money each year than it was generating which reduced the reserve account to a critically low balance. To prevent this in the future, the policies establish a minimum reserve balance, the manner in which the reserves can be used and how they must be replenished after use. Ms. Renberg also recognized the need for employees to utilize the City's financial software more effectively. She has helped lead the efforts to upgrade the software and require extensive employee training to get the City back on track with its technology.

✓ **INTEGRITY:** Ms. Renberg's integrity is above reproach as she is unwilling to compromise her ethics. Ms. Renberg created a system to better manage the City's grants and increase accountability. She was hired to restore the integrity of the City's Housing Program and helped repair the City's reputation with our grant providers (HUD, State of Florida). She has made several difficult decisions that have not always been popular or well received, but she has consistently enforced the budget policies requiring departments to live within their budget.

✓ **DEPENDABILITY:** Ms. Renberg is dependable. She can be counted on to get her work done, meet deadlines and assist others at all times even when it means putting her own work aside. She can always be counted on to provide support to any department or to tackle a problem or issue.

✓ **COOPERATION:** Ms. Renberg is always willing to help other departments and get involved in various issues and major city initiatives even if the task isn't in her own area.

Some of the projects Ms. Renberg has participated in include the following:

- Preparing PowerPoint presentations for Council on major city-wide initiatives;
- Helping a new division, Leisure Services, get organized through furniture, office supplies, designing forms and establishing a revised fee schedule;
- Serving as an "ad hoc" member of the Charter Review Committee helping the citizens make decisions and understand what the impact of the proposed changes would mean;
- Serving as a Performance Measurement committee team member helping all the departments organize and develop their performance measurements.

Ms. Renberg has even started a yoga class for employees in City Hall after hours to help her co-workers get in shape and reduce their stress. She has also been seen pulling weeds in the City Hall parking lot when it was needed. She is always willing to pitch in and go above and beyond her job!

✓ **CITIZEN RELATIONS:** Ms. Renberg has an excellent rapport with the public. She has worked with various committees and is easy to relate to and talk with. She goes out of her way to make sure the Council understands agenda items she prepares. Three years ago, she led the efforts to produce the City's Annual Reports. This document serves as a primary tool through which the citizens of Cocoa can gain a better understanding of how the City is working for them. She has also participated in the City's Mentoring Program, and has been an active participant as a Big Sister for several years.

In summary, the City of Cocoa feels there is no other employee within the City who deserves this nomination more than Ms. Renberg. The City Council, at their July 11, 2006 Regular Council meeting unanimously voted to approve Ms. Renberg's nomination. As a result, City Council and City Administration respectfully submit her nomination for the Florida Cities of Excellence "City Employee of the Year."