

# 2007 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 \_\_\_\_\_  
Title \_\_\_\_\_ Department \_\_\_\_\_  
Nominated by \_\_\_\_\_  
(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 Pamela S. Wilburn  
Nominated by Town of Interlachen  
(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)

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## Contact Person

The following person will be the main contact if your city's nominee is selected as a finalist.

Please print or type.

Name Frances Martin

Title Town Council Member

Government Town of Interlachen

Address 311 Atlantic Avenue, Interlachen, Florida 32148

Telephone Number (386)684-2442 Fax (386)684-3812

E-mail Address franmartin32148@yahoo.com

## Nomination Certification

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

Signed Pamela C. Glover  
Deputy 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.

Please include a word count: 940  
Number of words

## 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 10, 2007**:

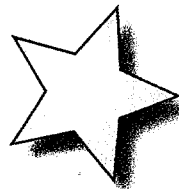
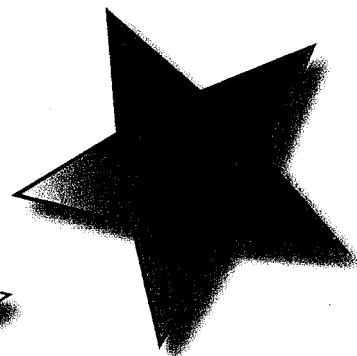
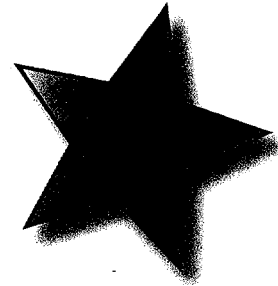
Florida League of Cities, Inc.

Attn: Florida Cities of Excellence

301 S. Bronough Street, Suite 300 (32301)

P.O. Box 1757

Tallahassee, FL 32302-1757



**NOMINATION FOR FLORIDA CITIES EXCELLENCE AWARDS PROGRAM**

**PAMELA S. WILBURN, CITY CLERK OF THE YEAR**

The Town of Interlachen is proud to nominate Pamela S. Wilburn, Town Clerk, for the 2007 City Clerk of the Year Award from the Florida Cities of Excellence Awards Program.

None better! Since her appointment as Town Clerk in October 1998, Pam has been the right person in the right place at the right time. Because of her vision and leadership, Interlachen enjoys an unmatched reputation for solid government for its citizens. Interlachen may be small (population 1,492), but Pam thinks and manages **BIG**.

Her judgement and initiative are demonstrated everyday during the on-going construction of State Road 20 through this small 'one stoplight' town. As early construction progressed, Pam assessed the impact of losing 17 businesses and their tax revenue and 'sounded the alarm' in time for the Town Council to act. Result: despite reduced revenue, there has been zero reduction in Town services for its citizens. In the midst of potential chaos, Pam advertised for, interviewed, hired, and trained an office clerk. Her quick action ensured Town office staffing remained at 100%.

Innovation is her trademark! Due to Putnam County's unprecedented growth, Town Hall was inundated with a 500% increase in land use, permitting and zoning requests. With an eye firmly on the future, Pam initiated an expanded joint permitting and zoning consultation between the Town of Interlachen and Putnam County officials. She also seized an opportunity for the Town Council to bid on adjoining property for future Town government office expansion. Additionally, Pam brought the 'first ever' Town web site ([www.interlachen-fl.us](http://www.interlachen-fl.us)) on line in 2006. She identified and worked with the web master to design the web site and designated the deputy clerk as the web site administrator, ensuring training and accuracy. The Interlachen web site now displays emergency actions, water outages and boil water alerts. Interlachen residents have never been safer—or better informed!

Pam sets the standard of excellence in emergency management. She attends Putnam County emergency operations management training sessions, to include the 2007 Flu Pandemic exercise conducted by State of Florida Emergency Operations. During the 2004 hurricanes (Charlie, Frances and Jeanne), she was the communication conduit between the Town

and Putnam County. Calm and professional, she reassured the local authorities and the residents that Interlachen's emergency actions were firmly in place. This year when State construction workers severed communication lines, Pam's quick thinking activated the alternative Emergency Ops Center-- located in Interlachen Town Hall—in record time, thereby ensuring that Interlachen and surrounding communities had emergency dispatch capabilities. She literally was a lifesaver!!

Pam makes things happen! After 3 years of bureaucratic delays and deflections, her tenacious efforts secured a \$48,000 Hazard Mitigation Grant Program (HMGP) to retrofit Town Hall for hurricanes. She was the primary point of contact for Senator Nelson's (D-FL) staff throughout the year-long application process that required continual coordination and scrutiny with the Federal Emergency Management Agency (FEMA) and Florida's Dept of Community Affairs (DCA). Upon approval, Pam relentlessly pursued expanded advertising to obtain architectural bids for this small, but important project. Success is spelled P-A-M W-I-L-B-U-R-N!

Community First! Pam's administrative expertise has led the way for 4 Community Development Block Grant (CDBG) projects that include

expanding and modernizing the water system and paving roads in low to moderate income areas. Our parks focus on families, thanks to 3 Florida Recreation Development Assistance Program (FRDAP) grant approvals under her direction. Interlachen boasts new basketball courts, baseball fields, putting greens, horseshoes, tennis courts, walking/exercise trail and picnic areas as a result of Pam's efforts. Now Interlachen is truly a wonderful place to work and play for all ages. She helped carve a niche in history by helping the Interlachen Historical Society apply for the original 1892 Interlachen Hall to receive \$400,000 in 2003 for historical restoration. This gleaming landmark is now a source of immense pride and accomplishment for every citizen.

Topnotch administrator! She steered the Town Council through the process of filling three unannounced/unscheduled Council vacancies...plus Charter changes at three elections. A misstep in any of these procedures would have diminished the Town's efficiency and credibility. Pam made sure it was flawless! She received kudos galore from James Moore and Associates auditor for her impeccable bookkeeping and responsive money management. She attended three School Concurrency meetings to bring the Town into compliance with State requirements. Pam continues to make the

revision and update of the Comprehensive Plan a priority. Most recently, her constant monitoring and reporting of the legislative property tax proposals have earned her the appreciation and respect of all who are impacted by these important—and changing—initiatives. She prepared multiple budgets, multiple times, to ensure the Town Council was prepared to make tough decisions during the budget cycle. Yes, that’s what Town Clerks do...but nobody does it better than Pam!

Pam always makes Interlachen shine. Putnam County has quarterly Local Governments in Cooperation (L.O.G.I.C.) meetings attended by the Board of County Commissioners and the mayors and commissioners from the 5 municipalities. Hosting responsibilities for these important meetings are rotated throughout the 5 municipalities. Pam has ensured that the 4 L.O.G.I.C. meetings that the Town of Interlachen hosted have been first-class. She flawlessly coordinated the advertisement, location, set up and catering arrangements. She attends every L.O.G.I.C. meeting with the Interlachen mayor and quietly structures substantive, timely agendas and submissions. Her involvement not only positively impacts Interlachen, but Putnam County as a whole.

Pam is a credit to the International Institute of City Clerks and the Florida Association of City Clerks. Additionally, she is a charter member of the Putnam County Clerks Association since 2005. The founder of that organization, Ms Betsy Driggers, considers Pam a premier member with the leadership potential for future positions. Ms Driggers states that Pam is ‘a clerk of all trades’ with outstanding organizational skills whose scope of responsibilities mirror that of a city manager.

That’s our Pam. We think you’ll agree that we are fortunate to have Pam as our Town Clerk and she is a worthy candidate for the Florida Cities of Excellence Awards.

Word count: 940