



**The Florida State University**  
Tallahassee, Florida 32306-2250

*Florida Center for Public Management  
Askew School of Public Administration  
227 N. Bronough Street, Suite 4600  
Tallahassee, FL 32301*

**Level 1 (110122)**  
**Level 2 (120204)**  
**Level 3 (120308)**  
**Level 4 (120409)**  
**Level 5 (120513)**  
**Level 6 (120613)**  
**Level 7 (120713)**

**Letter of Agreement**  
**May 26, 2011**

This Letter of Agreement between the **City of Leesburg** (hereinafter referred to as “COL”), and Florida State University, for and on behalf of its Board of Trustees, their successors and assigns (hereinafter referred to as FSU), defines the professional services to be provided by FSU to COL and the conditions under which services will be provided. This agreement covers the period beginning June 15, 2011, and ending August 31, 2012, unless amended in writing by both FSU and COL. Anticipated dates of services are listed below:

**I. SCOPE OF WORK**

**A. FSU Agrees:**

1. To provide one four-day presentation of Level 1 (110122) of the Certified Public Manager course series in Leesburg; anticipated dates are June 21-24, 2011. The presentation is entitled “Management of Individual Performance”. This four-day management development course is designed to introduce concepts and techniques of modern management as they apply in the governmental setting. **Topics:** The Leadership Transformation, Leadership, Delegation, Motivation, Goal-Setting, Performance Feedback, and Coaching and Counseling.
2. To provide one four-day presentation of Level 2 (120204) of the Certified Public Manager course series in Leesburg; anticipated dates are August 30 – September 2, 2011. The presentation is entitled “Management of Group Performance”. This four-day management development course is designed to introduce concepts and techniques involving the development and maintenance of cohesive and productive work groups. It emphasizes the dynamics of manager/work group interaction. **Topics:** What People Bring to Groups, Working in Groups, Conflict in Groups, False Consensus, Team Leadership, Problem-Solving & Decision-Making, and Work Process Development.

3. To provide one four-day presentation of Level 3 (120308) of the Certified Public Manager course series in Leesburg; anticipated dates are October 25-28, 2011. This presentation is entitled “Management of Organizational Performance”. This four-day management development course focuses on improving productivity and quality, the Sterling process, emotional intelligence, organizational communication, information technology, and project management. **Topics:** Productivity and Quality, Analysis for Productivity and Quality, Organizational Communication, and Project Management.
4. To provide one four-day presentation of Level 4 (120409) of the Certified Public Manager course series in Leesburg; anticipated dates are December 13-16, 2011. This presentation is entitled “Managing Organizational Effectiveness”. This four-day management development course allows participants to explore complex organizational issues such as power, ethics, organizational change, and the fit between individual values and organizational climate. **Topics:** Gaining and Extending Power in the Organization, Ethics and the Responsible Use of Power, Integrating the Individual and the Organization, and Organizational Change.
5. To provide one four-day presentation of Level 5 (120513) of the Certified Public Manager course series in Leesburg; anticipated dates are January 31 – February 3, 2012. This presentation is entitled “Social Change and Its Impact on Public Management”. This four-day management development course focuses on social change and how public managers must adapt to the challenges of the 21<sup>st</sup> century. **Topics:** Social Change and Its Impact on Public Management, Strategic Planning and Budgeting, Organizational Design and Organizational Dynamics.
6. To provide one four-day presentation of Level 6 (120613) of the Certified Public Manager course series in Leesburg; anticipated dates are April 3-6, 2012. This presentation is entitled “A Systems Focus”. This four-day management development course is an introduction to the systems approach of management. **Topics:** The Systems Approach, Systems Analysis and Modeling, Systems Applications, and Behavior Modification and Organizational Development.
7. To provide one four-day presentation of Level 7 (120713) of the Certified Public Manager course series in Leesburg; anticipated dates are June 5-8, 2012. This presentation is entitled “Policy Perspectives”. This four-day management development course is a seminar that examines how public organizations make policy and the skills of reasoned argument and critique. Participants develop their own policy arguments and rebuttals.

8. To provide all participant materials including films, notebooks, copyrighted test instruments, and handouts for a maximum of thirty (30) participants for each course presentation.

**B. COL Agrees:**

1. To pay FSU \$3,740 plus travel expenses for each delivered course in the Scope of Work Statement I.A.1-7 for a total of \$26,180. The \$3,740 fee is for up to seventeen (17) participants. COL will pay an additional \$220 per person over seventeen (17).
2. To be invoiced for \$3,740 plus travel expenses, plus \$220 for any participants over seventeen (17) at the conclusion of each delivered course in the Scope of Work Statement I.A.1-7.
3. To provide facility space agreeable to both FSU and COL on the days of each course presentation.

**II. ADDITIONAL CONDITIONS**

- A. This agreement can be terminated by either party upon 30 days written notice to the other party. In the event of termination, FSU shall be reimbursed for all costs incurred and irrevocable commitments made.
- B. If the signed Letter of Agreement is not returned at least ten (10) working days prior to the first delivery date, the presentation is subject to rescheduling.

If you are in agreement with the nature and extent of the services outlined in this Letter of Agreement, please sign below, indicate to whom the invoice should be sent, and return one executed original to the Office of Sponsored Research, Florida State University, 874 Traditions Way, 3<sup>rd</sup> Floor, Tallahassee, Florida 32306-4166.

**FLORIDA STATE UNIVERSITY**  
For and on behalf of its Board of  
Trustees, their successors and assigns

By: Russell S. Lenty for

Name: Dr. Kirby W. Kemper

Title: Vice President for Research

Date: 6-1-2011

**CITY OF LEESBURG**

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

FEID # 59-1961248

Send Invoices to: **Megan Temple**  
Accounting Department  
City of Leesburg  
P.O. Box 490630  
Leesburg, FL 34749-0630  
352-728-9710

Send Contract to: **Doug Drymon**  
Assistant City Manager  
City of Leesburg  
PO Box 490630  
Leesburg FL 34749-0630  
352-728-9704