



# *The* MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION  
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684

Home Page: <http://www.fcma.org>

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## **Center for Excellence Update**

The Center for Excellence in Local Public Management is moving forward and getting more exciting by the day. An ad has been run for the Practitioner in Residence position (see the positions section of this newsletter, if you are interested). The Letter of Agreement has been signed by all parties, and the formal contract is being drafted as we go to press. The plan is for the first “assembly” to occur in April. The outgoing FCCMA Board of Directors and the incoming Board along with the CFE Steering Committee, FSU/IOG representatives and the Practitioner in Residence will meet for an all-day session to strategize. The Center has received its first press coverage from the Tallahassee Democrat. The Center will be showcased at a session at the Annual Conference in May. Please be sure to attend and learn more about this exciting new project. A video is being developed and representatives will be available to answer your questions.

## **2007 Elections**

Canvassing letters were sent out to all eligible members to solicit interest in serving on the FCCMA Board of Directors. The Nominating Committee will review all the submittals and have a recommended slate of officers and directors to present to the general membership for a vote in May at the annual business meeting. All the odd-numbered districts are conducting elections as well. The recommended slate will be published in the April newsletter, and nominations from the floor will be accepted.

## **2007 Annual Conference – *The Challenge of Change: Creating and Sustaining Leadership Capacity***

The registration brochure is in publications as we go to press. Watch for it in your mail the first week of February. On-line registration will be available if paying with a credit card; otherwise pay with a check and mail in the registration. The number of available sleeping rooms at the Doral is limited; therefore, you will not receive a housing form until your registration is paid. Please pay close attention to that, and register early. If you have any questions concerning conference, please don't hesitate to call Lynn Lovallo at 850.222.9684.

## **FCCMF Annual Conference Assistant's Scholarship**

The FCCMF Annual Conference Assistant's Scholarship is designed to allow public administration students and entry-level city and county management professionals interested in continuing their academic and professional development as Professional Public Managers to attend the Annual Conference. The Scholarship is awarded to individuals once per lifetime. It includes complimentary registration to the Annual Conference, a \$1,000 reimbursable travel stipend and a one-year complimentary membership to the Florida City and County Management Association. Scholarship recipients are responsible for their own food and accommodations. Applications were sent in early December. For more information, contact Lynn Lovallo at [llovallo@focities.com](mailto:llovallo@focities.com). **Deadline to apply: 2/23/07**

## **B. Harold Farmer Scholarship Program**

The B. Harold Farmer Scholarship Program information was mailed to student members and universities on October 25, 2006. The recipient will receive a \$2,500 scholarship and all related costs of attending the 2007 Conference. It is also a great networking opportunity. Students must be enrolled during the summer or fall semesters of 2007 and pursuing a public administration or related degree at a Florida university. For more information or questions, contact Lynn Lovallo at [llovallo@focities.com](mailto:llovallo@focities.com). **Deadline to apply: 2/16/07**

## **Florida Police Chiefs Association Announces Executive Search Program**

The Florida Police Chiefs Association (FPCA) is the fourth largest state police chief's association in the United States. It is composed of more than 700 of the state's top law enforcement executives. FPCA serves city police departments, colleges and university police, private business and security firms, as well as federal, state and county law enforcement agencies. The FPCA has members representing every region of the state.

The Association was originally organized in 1952 to promote legislation that would enhance public security by providing superior police protection for the residents of Florida and its many visitors. Today, with the same ultimate goal, its role has expanded to provide better communication, education, and training for the state's various police and security agencies. The Association maintains a strong presence in Tallahassee, regularly testifies on legislative issues, and our members are frequently recognized by the legislative leaders to provide insight into public safety issues and problems facing the criminal justice system. FPCA facilitates the

dissemination of information, provides continuing police training, and promotes a better understanding of the police profession in general.

The Florida Police Chiefs Association plays a major role in national law enforcement issues, currently seating 3 of its members on the Executive Board of the International Association of Chiefs of Police Organization (IACP) based in Alexandria, Virginia. Chief Walter McNeil, the Chief of Police of the Tallahassee, Florida Police Department, is the fifth Vice President of the Association which will lead to the presidency in 2011.

Florida Police Chiefs Association is recognized as a major force in the United States in various police issues, having numerous members being involved in policy and training issues.

Following several years of discussion on how our organization could assist cities in the screening process for selecting qualified persons to fill upper level management vacancies at a much more reasonable cost than outside vendors, the Florida Police Chiefs leadership voted unanimously to create an Executive Search Program to serve cities throughout Florida. Several State Associations such as Ohio and Pennsylvania have had an Executive Selection processes for numerous years and have been lauded for their work in this discipline.

Spearheaded by Chief Bill Berger, the current Chief of Palm Bay, Florida and a 30 year veteran, of which 17 years have been served as a police chief for 2 communities. Chief Berger has extensive experience in the selection and promotion process. As the former Commander of the City of Miami Training Unit, Chief Berger has been a trained promotional assessor since 1985. He has been involved in the training of hundreds of promotional candidates for all ranks for both police and fire services. He has lectured on behalf of the International Association of Chiefs of Police on preparing candidates who seek positions of Chiefs of Police. He has also conducted numerous promotional testing and assessment exercises for all ranks to include Sergeant to Chiefs both in Florida and other states, through his company of Berger and Associates. Chief Berger holds both a Masters Degree in Human Resource Management/Industrial Psychology and a Juris Doctrine of Law; specializing in labor, employment, and Constitutional issues with a focus in 1983 actions where he is used as a subject matter expert with the Department of Justice.

Joining Chief Berger on the Executive Search Committee is Retired Chief Bill Liquori, who served 23 ½ years with the Orlando Police Department, retiring as Deputy Chief. He then became the Chief of Police for the City of Altamonte Springs and served 20 years in this position before retiring again. Chief Liquori assisted the City Manager of Deland in a management audit of their Police Department eventually assuming the role of Interim Chief until a new Police Chief was selected. He is an Expert Witness on use of force issues for Police Agencies, performs management audits and instructs management subject nationally. Chief Liquori also has extensive experience as a panelist and assessor of numerous Police Chief searches.

The committee also has 3 former police chiefs and a current Chief of Police who represent over 100 years of police and police management experience.

The Committee, appointed by the current FPCA President Nolan McLeod, is empowered to work independently to ensure an equal process, free from favoritism and bias. This process completely eliminates the perception of a “good old boy” network.

The Association will provide municipalities with a complete executive search process to fit the individual needs of a city that will include advertisement, screening of applicants, a customized

examination/assessment process, and recommendations for appointment to include salary and benefits.

### **Estimated Cost of Services:**

1. \$1,000.00 for advertising services: FPCA will develop job announcement based on a city's input and final review.
2. \$400.00 for candidate resume review – dependant upon pool of candidates
3. \$500.00 for development of written or verbal questionnaire exercise
4. \$500.00 a day for task review for client
5. \$1500.00 a day for onsite Chief's interview process assessment or exercise, which is developed and scored
6. Additional expenses may be imposed based on the client's needs. Generally, a cost to provide a city is approximately \$5,000.00. Compared to outside vendors, which generally range from \$20,000.00 to \$50,000.00, FPCA's cost of a search is substantially less.

The principal contact for FPCA's Executive Search Program is Amy Mercer, Executive Director. Consultant staff will be selected from a field of professional colleagues (Chiefs of Police and Retired Chiefs of Police, from across the State). This contracting service will be conducted on a timely schedule and in accordance with standards for the service.

For further information regarding this program please direct your inquiries to Amy Mercer, Executive Director. She may be reached at 800-332-8117, (850) 219-3631 or by e-mail at [amercer@fpca.com](mailto:amercer@fpca.com)

For a complete overview of the Florida Police Chiefs Association's programs, services and events please visit us at [www.fpca.com](http://www.fpca.com)

**Submitted by: Chief William Berger, Palm Bay Police Department**

**Director Amy Mercer, FPCA**

## **MIT News and Update**

Listed here are the current members -in-transition. **Susan Boyer**, former manager of Crystal River, [sboyerhwood@aol.com](mailto:sboyerhwood@aol.com); **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Steve Cottrell**, former manager in the Town of Belleair, [scottrell@knology.net](mailto:scottrell@knology.net); **Mitchell Bobowski**, [mbobowski@yahoo.com](mailto:mbobowski@yahoo.com); **Tom Moffses, Sr.**, former manager of Madison, [moffsesr@gmail.com](mailto:moffsesr@gmail.com) and **Jim Gallagher**, former manager of Dundee, [jgallagher27@tampabay.rr.com](mailto:jgallagher27@tampabay.rr.com); **Scott Dye**, [scottdye@hotmail.com](mailto:scottdye@hotmail.com) and **Charity Good**, former manager of North Bay Village, good2821@aol.com. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

## **New Members**

The following membership applications have been received. If no current member comes forth with a reason why these applicants should not be approved as members, they will be invoiced for

dues. **William D. Beasley, P.E.**, deputy county manager, Polk County, associate member; **Christina M. Long**, management and budget analyst, Leon County, affiliate member; **Sandi McKamey**, city clerk/administrator, Belleview, affiliate member; **Christopher E. Cooper**, legislative affairs and grants coordinator, Gainesville, affiliate member; and **Anne S. Lyons**, assistant town manager, Jupiter, associate member.

## **FCCMF Contributions**

**Christopher W. Chinault**, town manager, Indialantic and **Gail Nelson**, Palm Beach Gardens have contributed to the Florida City and County Management Foundation. Thank you so much for your generosity.

## **Positions**

### **Practitioner in Residence**

#### **The Askew School of Public Administration and Policy**

#### **Florida State University**

The Askew School of Public Administration and Policy at the Florida State University is seeking a Practitioner in Residence (PIR) to help support the Center for Excellence in Local Public Management, which was recently formed through a partnership between the Askew School and the Florida Institute of Government in collaboration with the Florida City and County Management Association. As a member of the Askew School faculty, the Practitioner in Residence will play a key role in linking FSU students, programs, and research to Florida's highly regarded community of local government professionals.

The PIR is a two-year, full-time, non-tenure track faculty position with renewal possible. Applicants should have experience in local government management and program development, preferably in Florida. Duties include teaching graduate courses in public administration; overseeing local government internships and placement; and generating and directing technical assistance contracts that would involve students in action-oriented, local-government research. Our expectation is that, after two years, this position would become self-supporting through contracts and grants. Applications are invited especially from minority candidates. The Florida State University is an Affirmative Action/Equal Opportunity Employer.

The Askew School (<http://askew.fsu.edu>) offers a NASPAA accredited MPA program and a Ph.D. program. The Florida Institute of Government, which is headquartered at FSU, conducts applied research, training, and technical assistance and also oversees a network of affiliates at other state universities. The School and the Institute were selected by the FCCMA in a competitive process to establish the Center for Excellence and take lead responsibility, together with the FCCMA, for educating the next generation of managers and leaders in Florida's local governments.

Applicants should submit an application letter, C.V., and list of at least three references (with titles, addresses, and phone numbers) to Dr. Lance deHaven-Smith, Professor, Askew School of Public Administration and Policy, Florida State University, Tallahassee, FL 32306-2250. Applications should be received by February 1, 2007.

**Alachua County BoCC – Management Analyst** - \$45,537.86 - \$72,860.53 annually. Bachelor's degree in business administration, public administration, management information systems, or a related field and two years progressively responsible professional experience in administrative or management services, including planning, organizing and conducting high level administrative, organizational or related studies; or any equivalent combination of related training and experience. Master's degree in a related field may substitute for two years experience. Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status. Applicants with disabilities will be accommodated in application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. AA/EOE. Submit resume and complete application on line: <http://www.co.alachua.fl.us/>.

**Alachua County BoCC - Strategic Performance Manager** – \$72,481.55-\$123,218.58 annually. Master's degree in public administration, accounting, business administration or related field and five years of progressively responsible experience in program performance budgeting/auditing, including two years in a governmental organization; or any equivalent combination of related training and experience. Requires successful completion of a criminal history background investigation prior to employment. Submit resume and complete application on line: <http://www.co.alachua.fl.us/>. Applicants with disabilities will be accommodated in application process. Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans. AA/EOE.

**Casselberry, Florida - Economic Development Director** - (Pop. 25,000) Salary Range: \$63,504 - \$105,840. Hiring range: up to midpoint or DOQ. Under general direction of the City Manager, the Economic Development Director is responsible for highly professional and technical work coordinating the City's efforts for local economic development. Work includes planning and asserting leadership in realizing development and redevelopment projects, including serving as the City Manager's liaison to the Casselberry Redevelopment Agency (CRA) Board. The position is included among the City's senior management team and excluded from appointment as civil service employee. The Economic Development Director administers the CRA Board's needs including, but not limited to: supervision of employees, preparation and administration of budget, overseeing financial policies, managing real estate holdings, analyzing potential real estate acquisitions, negotiating purchase and sale of real estate, packaging real estate holdings for desired redevelopment, facilitating financing techniques to leverage high quality development, and performing related duties to successfully facilitate the professional functioning of the CRA mission, goals and objectives. The Director also oversees the City's economic development planning and implementation efforts and coordinates the City's economic development and revitalization efforts with private sector and other governmental agencies. The Director acts as business recruitment and commercial development facilitator for the City and works toward the retention and expansion of existing businesses. In addition, the Director coordinates the marketing and promotional efforts of the City, including the review of materials and advertising intended for media dissemination. The Director also advises the City Manager regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs. The requirements include: Bachelor's Degree in Marketing, Business Administration, Public Administration, Public Policy or a closely

related field (Master's Degree preferred); minimum of five (5) years of progressively responsible experience involving the administration and coordination of economic development efforts; strong computer skills. Applications/resumes accepted until position is filled. Please submit resume with current salary information and five professional references to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707. Additional information may be obtained by contacting Andy Brooks at [abrooks@casselberry.org](mailto:abrooks@casselberry.org). Please include "Economic Development" in the subject line of all emails. All application materials are subject to the Florida Public Records Law.

**Casselberry, Florida - Director of Human Resources** - (Pop. 25,000) Hiring Range: \$60,722 - \$80,963 DOQ Located in Seminole County, the City of Casselberry is within the Orlando metropolitan area. Under general direction of the City Manager, the Director of Human Resources is responsible for professional administrative work in directing and coordinating the central human resources activities of the City. The City has 270 full-time and 18 part-time employees and four labor agreements, which cover bargaining units for police officers and sergeants, police lieutenants, firefighters, and blue collar employees. The Human Resources Department includes general human resources functions, including staffing, compensation and health and safety functions. The Department includes 4 staff and a 2006-07 budget of \$556,169. The Department conducts recruitment and applicant screening activities for all City positions, conducts new employee orientations, and provides current and prospective employees with information about policies, job duties, wages, and benefits. The Department is also responsible for personnel records for all City employees and is required to ensure City compliance with all federal, state, local and City laws, rules, and regulations. In addition, the Department is responsible for implementation of safety policies and procedures, organizational policy matters, such as equal employment and harassment, and interpreting and administering contracts. The requirements include: graduation from an accredited four (4) year college or university with a degree in Public Administration, Human Resource Management, or a closely related field; and at least two years professional personnel experience in local government or an equivalent of at least five years of responsible professional personnel work experience in the private sector. Applications/resumes accepted until position is filled. Please submit resume with current salary information and five work related references to: City Manager's Office, 95 Triplet Lake Drive, Casselberry, FL 32707; mark envelope with Human Resources position. Additional information may be obtained by contacting Judi Romboli at (407) 262-7700, Ext. 1130, or [jromboli@casselberry.org](mailto:jromboli@casselberry.org). All application materials are subject to the Florida Public Records Law.

**City of Chiefland - City Manager** -- (pop. 2,140) Located in North Central Florida, only a few miles from the historical Suwannee River, the City of Chiefland is the retail and service hub for a three county area. Designated the "Quality Rural Community of the Year 2000", Chiefland is a progressive community with a vision of growth for the near future. City services include Police, Fire, parks and recreation, animal control, water and sewer utilities. Chiefland has a five member City Commission, including a Mayor/Commissioner and Vice Mayor/Commissioner. The City Manager, along with the Police Chief and Fire Chief, report directly to the Commissioners, who are elected to two-year terms on a city-wide basis. The City Manager is the chief administrative officer of all City departments and responsible for an annual budget of \$3.6 million. Preferred Qualifications: Graduation from an accredited four (4) year college or university with a

Bachelor's degree in public administration, business administration or a related subject, and/or five (5) years experience in progressively responsible management positions in local government, preferably with municipalities, preferably in Florida, or any equivalent combination of education and experience. Job description available upon request. Salary range is \$46,439 - \$70,243. Submit resume to the City of Chiefland Attn: City Manager Position 214 East Park Avenue Chiefland, FL 32626 or email to Mary Ellzey, Deputy City Clerk, at [mary@chieflandfla.com](mailto:mary@chieflandfla.com).

**Jasper - Public Works Supervisor** -- The City of Jasper is currently accepting applications for Public Works Supervisor. This is a supervisory position reporting directly to the City Manager. The selected candidate for this position will be responsible for the maintenance and supervision of various aspects of the Public Works Department including streets and drainage, sanitation, fleet maintenance and facilities maintenance. Applicants must possess a minimum of 2 years supervisory experience in Public Works to include streets and drainage and one other of the following areas: sanitation services, fleet maintenance, or facilities maintenance. Water/Wastewater Treatment Plant Operator License is a plus, but not required. Salary \$37,000 DOQ. Applications available at City Hall located at 208 W Hatley Street, Jasper, FL 32052 (386)792-1212.

**Martin County, FL – Administrative Services Director** - Martin County (pop. 140,000) is located on Florida's east coast, about 100 miles north of Miami. Martin County is characterized by a combination of unspoiled natural beauty, small town character, and friendly atmosphere – together with vibrant growth. The Administrative Services Director directs the County's Financial Management activities. The Director also formulates and administers long-term plans and policies for all divisions of the Administrative Services Department. Bachelor's degree in Public or Business Administration, Finance, or related field. Master's degree preferred. Seven years progressively responsible experience in local government financial management, budget preparation, administration, and presentation, with two years at the Senior Management level, including supervision of middle management staff. Active participation in GFOA is desirable. Starting salary range is \$110,000 to \$120,000, DOQ. Cover letter, resume, and salary history by January 5, 2007 to: Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., [Freijo@Mercerfl.com](mailto:Freijo@Mercerfl.com) P.O. Box 9328, Winter Haven, Florida 33883. TEL: (863) 299-3571 FAX: (863) 299-6737. EOE. Preference in initial employment shall be given to eligible veterans and spouses of veterans. Applications in Florida become a matter of public record upon receipt. Go to [www.mercergroupinc.com](http://www.mercergroupinc.com) for a complete Position Profile.

**Wellington – Assistant Leisure Services Director** – Assists the Leisure Services Director in the management, operation and administration of all divisions of the Leisure Services Dept. Emphasis on work is on planning, organization, policy development and implementation including fiscal management and accountability and supervision of division managers. Work includes evaluating programs' compliance, efficiency, effectiveness and financial accuracy to ensure successful outcomes. Position also includes line responsibility for supervision of operations and maintenance staff. CPRP and knowledge of REcTrac/Main Trac requested. Minimum Qualifications: Bachelor's degree in Public Administration or Business Administration or related field; supplemented by five (5) years of progressively responsible



experience in customer and community service relations and functions to include experience in managerial/administrative aspects including maintenance, budgeting, purchasing and policy management required. Exp. Public Sector experience preferred. Pay \$55,860 - \$88,670 plus benefits. Open until filled. For a complete list of open positions and to apply online, visit [www.ci.wellington.fl.us](http://www.ci.wellington.fl.us) or you may submit a resume/application to 14000 Greenbriar Boulevard, Wellington 33414. Ph: 561-791-4151; Fax: 561-791-4045, EOE, S/DRW & Vet Pref.

**City Manager-City of Titusville, Florida**, population approximately 44,000, located along Central Florida's Space Coast. Salary for this position is open with hiring dependent up on qualifications and experience of the selected candidate. Range \$112,000-\$152,000. The current city government operates under the Council-Manager form of government. The City of Titusville's 2006-2007 total budget is approximately \$107 million with a general fund appropriation of approximately \$35 million, and has 535 full and part-time regular employees. Responsible for administrative operation of City with a historic district and community redevelopment agency and a broad range of municipal services including Water and Wastewater, Refuse and a Marina. A Bachelor's Degree required, Master's Degree preferred, in public administration or related field with a minimum of five years progressively responsible experience in a position having a broad range of administrative or supervisory capabilities in a governmental entity. ICMA membership in good standing is preferred. Send resume with references and current salary information to Human Resources Director, 555 South Washington Avenue, Post Office Box 2806, Titusville, FL. 32781-2806 email: [joe.denaro@titusville.com](mailto:joe.denaro@titusville.com) Phone: 321-383-5820. Fax: 321-383-5702. Visit [www.titusville.com](http://www.titusville.com) for more information. Information must be received by 5:00pm February 28, 2007. All resumes are open to public inspection. An Equal Opportunity / ADA employer.

### **2007 Awards Program**

The FCCMA Board of Directors approved an annual awards program developed by the Awards Committee. The brochure has been sent to all members. Please watch for this and think of someone to nominate. The deadline to submit a nominee is **2/28/07**.

### ***Dates to Remember:***

February 8-9, 2007 – Winter Institute, St. Augustine  
May 16-19, 2007 – Annual Conference, Miami  
June 13-15, 2007 – FAC Annual Conference, Orlando  
August 16-19, 2007 – FLC Annual Conference, Orlando