



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
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Home Page: <http://www.fccma.org>

June 2010

Vol. 32, No. 6

In This Issue

2011 Transforming Local Government/FCCMA Conference
Some Good News about Shrinking Tax Revenues and Operating Funds
Looking for an Intern?
Certified Public Technology Leadership Programs

Oil Disaster Request - URGENT: The FCCMA is collecting information to share at a Homeland Security Consortium meeting later THIS WEEK (June 17). Please send any city/county concerns regarding the mustering of resources in response to the oil disaster. ICMA is attending this meeting and our comments will be part of their presentation to federal officials. Please send your comments to Lynn Tipton at lтиpton@flcities.com or call (850) 701-3637.

2011 Transforming Local Government/FCCMA Conference *Now Accepting Case Study Applications*

FCCMA and the Alliance for Innovation are combining conferences in 2011 to bring participants of both organizations a new experience. The 2011 Transforming Local Government/FCCMA Conference will blend the best of both conferences together to create a thought provoking event designed to renew your spirit for public service.

The 2011 conference will be held in Clearwater, Florida June 1-3. The conference theme is **Making Magic: How BOLD Can Government Be** and will highlight the bold action and leadership needed in today's changing environment.

One new aspect to the conference for FCCMA participants is the Case Study Submittal. The Alliance for Innovation has developed a process for case study selection to ensure that the best possible content will be available for attendees of the conference. The process begins with the case study application whereby local governments submit their most successful and innovative programs for possible inclusion on the program.

Case study applications are to address innovative excellence related to one of the following topics:

- ❖ **Collaboration and Partnerships** – Public-private partnerships, public-public partnerships, public-non-profit partnerships, regionalism, shared service delivery
- ❖ **Management Strategies for Continuous Improvement** – How we position ourselves to act boldly – value added service delivery, streamlining operations, cross departmental teaming, organizational models, reorganization, measuring performance
- ❖ **Public Involvement** – new and innovative approaches to engaging citizens – involving the public in priority setting, citizen education (growing good citizens, reaching new audiences) and communication techniques (high-tech, town halls, increased participation)
- ❖ **Local Government Professionals Toolbox** – Skills for today’s leaders – scenario planning, SWOT, strategic planning, organizational development and learning in tough times, exposure to concepts like HPO, Lean Government and ISO

Case studies must be submitted by August 15, 2010. Each government can submit up to two applications for consideration. Every application is interviewed by Alliance Regional Directors. Using the same evaluation system, the case study application is weighed and scored at the conclusion of the oral interview. All applications are then sent to the selection committee made up of Alliance and FCCMA representatives for final selection.

We encourage all FCCMA members to consider submitting an application for the conference. This will be an opportunity to share your story with a national audience in the comfort of our own state.

Link here (<http://www.tlgconference.org/casestudysubmittal.pdf>) to view the case study submittal form. Submit electronic case study applications to Brandi Allen, Conferences and Education Director, Alliance for Innovation at ballen@transformgov.org. Contact Tracy Miller, Florida Regional Director for further questions at tmiller@transformgov.org.



Dave Harden receives the President’s Award and Award for Career Excellence at the Annual Conference. Pictured with him from left to right: Doug Smith, Assistant City Manager; Rich Reade, Public Information Officer; and Bob Barcinski, Assistant City Manager.



FCCMA 2010-2011 Board of Directors pictured from left to right. Front row: Joseph Gallegos, Alex Diaz, Joyce Shanahan, Oel Wingo, Jon Lewis, Jeff Brown and Jill Silverboard. Back row: Doug Thomas, Russ Blackburn, Jim Hanson, Carl Harness, George Brown, Desiree Matthews, Anita Fain Taylor and Bill Moss.

Some Good News about Shrinking Tax Revenues and Operating Funds

By Ron Dubberly and George S. Bateman

Few elected officials and government managers around the country have not had to cut positions and services as a result of the lingering effects of the recession. Many are borrowing from their rainy day fund or from private lenders with high interest rates, just to make ends meet.

Sound familiar?

A small but steadily growing number of municipalities and counties have taken the bold and financially prudent step of outsourcing the day-to-day operations of their public libraries as one way to cut government overhead while also delivering more and better library services.

Key to successful, cost-effective outsourcing of tax dollar-funded services is having a bottom line-oriented operations model that encourages and rewards employee input. The staff of the approximately 65 public libraries that remain owned by taxpayers and operated locally by Library Systems & Services LLC (www.lssi.com) has far more decision-making flexibility in their work environment than they did before transitioning from civil service status to private-sector employees. This library management company

is headquartered in Germantown, MD but it has senior-level management based regionally and as much local resident staff as practical wherever it has been contracted to operate a public library. This is a critically important and effective staffing strategy since municipalities and counties want to retain local control over library direction and priorities, operating policies, collection development, and outreach – all to reflect their community’s demographics, reading interests, information, and programming needs. Communities that have outsourced public library operations have done so for a variety of reasons. For example, Riverside County, CA had always outsourced to the City of Riverside. But a combination of state mandates that shifted funding away from the public libraries, plus the demand for more fiscal accountability and control over policy making, was enough for the County to look for a new model. Jackson County, OR actually had to close its libraries for several months when its primary source of library funding dried up. Other communities had the opportunity to build and staff a new library from scratch, but they didn’t have the expertise and so they chose a turnkey solution.

In recent years, with few exceptions, most communities have been facing severe financial challenges because of declining revenues and increasing immediate and long-term funding obligations. Cutting funding for the public library has been one “easy” remedy. Having few options for new streams of revenue, they have been left with unacceptable—but often unnecessary—sub-standard operating hours, staffing levels, collection development, technology upgrades, community outreach, and programming. As several communities have already discovered, outsourcing library services can avoid these service cuts while reducing costs.

Other added benefits that have come to outsourced, public library staffs are more sophisticated and frequent career development training and more career advancement opportunities. A smarter, better-trained local library staff further contributes to greater operational efficiencies and, again, healthier bottom lines for services and balance sheets. All the needs and expectations of a modern public library are happening at public libraries that have embraced the bold model of outsourcing. That’s because they have tightened up, flattened and added muscle to an out-of-shape library staffing and operations model that is, in many ways, as obsolete as card catalogs and rubber-stamped check-out procedures.

Rob Dubberly, MLS, is President, Public Library Management Operation, for LSSI and former director of the Seattle and Atlanta-Fulton Public Libraries; George Bateman is Vice President, Sales, LSSI.

Certified Public Technology Leadership Programs

The Florida Institute of Government at Florida State University is offering certification in local government technology leadership. The certification consists of two levels: Certified Public Technology Manager and Certified Chief Information Officer.

Both programs start July 19, 2010 and are open to technology professionals who are employed by a city, county, constitutional office, school district or other local government organization. These programs are also designed to meet the standards of a national certification currently being developed by the Florida Institute of Government and the Public Technology Institute.

For more information about these programs, contact Debby Smallwood at (850) 487-1870 or cptm@iog.fsu.edu.

Looking for an Intern?

FCCMA has a list of attendees at the So You Want to Be a City/County Manager session at the annual conference who may be interested in an internship with your city. If you are looking for an intern and want to contact someone on this list, please contact Carol Russell at crussell@flcities.com for the list.



Bobby Green, City Manager of Auburndale, receives the Michael Roberto Award for Career Development at the Annual Conference. Pictured with him from left to right: Andy Stewart, City Manager, Dundee; Jim Drumm, City Manager, High Springs; Jeff Brown, Assistant City Manager, Panama City; Rich Reade, Public Information Officer, Delray Beach; and Ryan Leavengood, Assistant to the City Manager, Auburndale. All of them worked at one time for Bobby Green.

MIT News and Update

Listed here are the current members-in-transition. We have added the members' district so please take a minute to show your support by emailing the MITs in your district.

Barbara Barnes-Buchanan, former assistant city manager of Bonita Springs, District VI, b_barnesb@yahoo.com; **Susan Boyer**, former manager of Crystal River, District VIII, sboyerhwood@aol.com; **Matt Brock**, former manager of Grant-Valkaria, District IV, mattbrock42@hotmail.com; **Jim Coleman**, former manager of Williston, District VIII, jfcoleman@embarqmail.com; **Cynthia Coto**, former manager of Seminole County, District III, cindyacoto@gmail.com; **Kathleen Dailey**, former assistant manager of Punta Gorda, District VI, blueeyes523@hotmail.com; **Richard Diamond**, former manager of Bunnell, District II, richardrdiamond@gmail.com; **John Drago**, former administrator of Longwood, District III, jdrago1@cfl.rr.com; **Laura Hannah**, former assistant manager

of Lake Worth, thedualgirl@gmail.com; **Lillie Latimore**, former manager of Pahokee, District 0, llatimore@aol.com; **D. Wayne O'Neal**, former administrator of Hendry County, District VI, wayne.oneal@yahoo.com; **Richard Reade**, former manager of Port Richey; District III, **Markae Rupp**, former administrator of Arcadia, District VIII, recmngt@yahoo.com; **Charles Saddler**, former manager of Dundee, District VIII, csaddler@tampabay.rr.com; **Donald D. Stilwell**, former manager of Lee County, District VI, DDStilwell@embarqmail.com; and **Tom Willi**, former manager of Monroe County, District VI, thomas-willi@hotmail.com.

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. **Gene Rauth**, District IV, Town Manager, Jupiter Island, full member; and **Iliana Sanchez**, District III, Masters in Public Administration, University of Central Florida, student member.

Positions

County Manager — Baker County, Florida — Salary: \$70,000 - \$90,000 DOQ. The Baker County Board of Commissioners seeks qualified applicants for the position of **County Manager**. Population 26,000. Chief administrative office with statutory authority. Progressive County in Northeast Florida poised for residential and industrial growth from Jacksonville. Excellent schools and attractive rural environment. \$33.3 General Fund Budget; 100 employees, 5 member energetic Board. Please email jobs@bakercountyfl.org for a complete position description, required qualifications, county profile and other information. Required: Minimum of Bachelor's degree with 6 years in Senior level management. Knowledge of budget/finance, human resources, purchasing, intergovernmental relations, planning and general county operations; strong interpersonal skills and commitment to team management and citizen participation/service. Application letter, resume, & professional references to jobs@bakercountyfl.org or 55 North Third Street, Macclenny FL 32063, **Attention Sara Little** no later than July 30, 2010 by 4:00pm.

Director of Utilities — Charlotte County, Florida — The DIRECTOR, UTILITIES performs highly responsible professional, administrative and managerial work directing the operations of water and wastewater utilities, collection and distribution systems and reclaimed water distribution. Responsibility includes the direction and coordination of the activities of a 200+ person staff in the economical and efficient treatment and distribution of potable water as well as the treatment, collection, and disposal of wastewater. Appraises the adequacy and efficiency of existing facilities for the distribution of water, for sanitary sewage and wastewater treatment, for the development of plans to meet probable future needs and the operation and maintenance of existing facilities. Utility is currently expanding several of their facilities to meet the demands of future growth. Plans are being developed to systematically convert septic tank areas to central sewer. Reviews and recommends annual budget projections, goals and objectives. Work is performed under the general direction of the County Administrator or his/her designee. Solid management and technical skills are required and the ability to serve as spokesperson for the Utility before the Board of County Commissioners and numerous public organizations. Bachelor's Degree in civil engineering, public administration, business administration, environmental science, or related field, and eight (8) years or more of progressively responsible utility system

experience including considerable supervisory responsibility at a senior management level; or an equivalent combination of training, education and experience. Water and/or Wastewater Certification preferred. Authorized hiring range for the position is \$72,550 to \$100,000, DOQ. The County offers an attractive benefits package. Apply on-line to Charlotte County Human Resources, at www.charlottecountyfl.com, click on Employment. Charlotte County is an equal opportunity employer. Minorities and women are strongly encouraged to apply. Charlotte County is a drug-free work place.

Facilities Construction & Maintenance Director — Charlotte County, Florida — *Join Charlotte County's team!* Located on the gulf coast of Florida, with a population of over 150,000, Charlotte County is spring training home to the Tampa Bay Rays and home to their A-Advanced affiliate, the Charlotte Stone Crabs. The county has one incorporated city in an area of over 600 square miles and County employees can be seen working and providing for the full complement of municipal services to County residents. Charlotte County is a great place to live, work and play, with a pristine harbor, beautiful beaches and much conservation land. Redfish and tarpon fishing are tradition. The DIRECTOR, FACILITIES CONSTRUCTION & MAINTENANCE performs highly responsible professional, administrative and managerial work directing the operations including ongoing repairs and upgrades to existing facilities; planning and construction of new building projects; building maintenance, and contracted facilities services and leasing. Coordinates assigned programs with County divisions, departments and elected officials. Responsibility includes the direction and coordination of the activities of a 50+ person staff in the work activities, projects and programs; and implements building and facilities preventative maintenance programs, construction projects, janitorial, and required facilities support service programs for all County facilities. Work is performed under the general direction of the County Administrator or his/her designee. The department currently maintains 2,051,716 square feet of building space. Solid management and technical skills are required and the ability to serve as spokesperson for the Department before the Board of County Commissioners and numerous public organizations. Bachelor's Degree in Bachelor's degree in engineering, facilities management, or related field and at least five (5) years of relevant facilities maintenance/management experience; or an equivalent combination of training, education and experience. Authorized hiring range for the position is \$72,550 to \$100,000, DOQ. The County offers an attractive benefits package. Apply on-line to Charlotte County Human Resources, at www.charlottecountyfl.com. Click on Employment. *Charlotte County is an equal opportunity employer. Minorities and women are strongly encouraged to apply. Charlotte County is a drug-free work place.*

City Manager — Green Cove Springs, Florida — Population 6,600. City provides electric, water, wastewater and solid waste services. Requires Bachelor's Degree in public administration, management, engineering or related field from an accredited college or university. Requires at least three years demonstrated management experience as a city or county government chief executive officer, an assistant city manager or deputy city manager, or in a senior management position with a like size organization and significant work in the public sector. A master's degree may be substituted for one (1) year of the required experience. Must demonstrate successful performance in finance and budgeting, strategic planning, enterprise fund management, construction planning and management, and staff development. Salary negotiable DOQ & E. Salary range - \$76,990 - \$117,060/yr. Five member Council elected at large. \$9.8M general fund, \$23.4M utility fund budget; 98 full time employees and 30 part time employees. City

serves regional electric, water, and wastewater utilities. Send resume to Personnel Director, 321 Walnut Street, Green Cove Springs, FL 32043, or email to chunter@greencovesprings.com. Phone – (904) 529-2200, Ext. 308. Deadline for filing July 29, 2010. EOE. Drug-free workplace. Under Florida Law records are open for public inspection.

City Clerk – City of Haines City – Salary: \$50,638 - \$75,958 DOQ & E. The City of Haines City is currently accepting applications for the City Clerk. The City is a rapidly growing community (pop. 19,000) conveniently located ten (10) miles southwest of Walt Disney World, in Central Florida. This position reports directly to the City Commission and serves as the records custodian of the City. The City Clerk serves as an integral part of the City’s management team. **Qualifications:** Graduation from an accredited college with an AA/AS degree; Five years experience in public administration, including three years at the supervisory level; Bachelor’s degree preferred; Residency within the City preferred but not required. **Benefits:** Exceptional benefits package includes a defined benefit retirement plan with seven (7) years vesting, health/dental care plans, computer loan program, tuition reimbursement, vacation, sick days and paid holidays. Qualified applicants may send a Resume and cover letter, including salary requirements to: Human Resources Director, City of Haines City, P.O. Box 1507, Haines City, FL 33845-1507; Website: www.ci.haines-city.fl.us; Email: csutton@ci.haines-city.fl.us; Fax: (863) 421-9953; Phone: (863) 421-9929. The City of Haines City is an Equal Opportunity Employer and a Drug Free Workplace.

Police Captain – Lake City – Applications are now being accepted for the position of **POLICE CAPTAIN** in the Lake City Police Department. This is responsible administrative, managerial and supervisory work directing the functions of a specific division of the Lake City Police Department. Work is performed under general administrative direction with review through conferences, reports and results obtained. Applicant must have the ability to plan, supervise and administer the activities and functions of the day-to-day operations of a division of the department, supervise review and coordinate staffing plans, prepare annual budget and establish goals and objectives for the division. Candidate will be partially responsible for the training, development, safety and discipline of personnel, confers with lieutenants and Sergeants to resolve operational and administrative problems, organizes and manages complex events and large scale emergencies, conducts performance evaluations and serves as first responder during domestic security and weapons of mass destruction incidents. Individual will perform all other related work as required. Possession of a Bachelor’s Degree and six (6) years of professional experience in law enforcement work in a sworn capacity; or three (3) years of college and seven (7) years of professional experience in law enforcement work in a sworn capacity; or must acquire an Associate of Arts/Associate of Science degree within three (3) years of appointment and eight (8) years of professional experience in law enforcement work in a sworn capacity. Three (3) years of the required experience must have been supervisory or command. Candidate must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six (6) months of the date of employment and must reside in Columbia County, Florida at time of appointment. Applicant must possess a valid Class E State driver’s license at the time of appointment and successfully meet all medical and physical requirements and drug screen. **Applications may be obtained from and returned to City Hall, 1st floor, receptionist, 205 N Marion Avenue, Lake City, FL 32055. For a complete listing of our current**

openings and electronic application, please visit our website at www.lcfla.com. The City of Lake City is an EEO/AA/ADA/VP employer.

Growth Management Director — Seminole County Government — \$85,300.80-\$140,753.60. Master's Degree in Public Administration, Planning or Business Administration and ten (10) years of experience required; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Ability to plan, organize and direct effectively. Ability to communicate effectively, both orally and in writing with assigned staff, supervisors, elected officials and the general public. Ability to establish and maintain effective working relationships with a broad spectrum of personnel, within the County structure, in other governmental agencies and the general public. For More Information please visit our website www.seminolecountyfl.gov.

Full-time, In-House Engineer — Town of Southwest Ranches — The Town of Southwest Ranches (“Town”) is seeking a full-time, in-house engineer. The Town is located in Southwest Broward County (Greater Fort Lauderdale), Florida and is a rural community surrounded by an urbanized area. It was incorporated on June 6, 2000; and, it covers approximately 13 square miles, with a population of approximately 8,500. The Town operates under a Council-Administrator form of government, under the direction of five council members. The Town is primarily a contract town with major services contracted out to local vendors and an in-house Administration Team of 7 full-time employees. The Town is accepting resumes from qualified individuals to fill the full-time position of the in-house engineer. The position is selected by the Town Administrator. ***The salary range and benefits will depend on qualifications (DOQ) and related experience.*** The in-house engineer must have the following qualifications: *Preferably*, Florida P.E. with at least five (5) years of experience; *Preferred experience*, but not required, in Miami-Dade, Broward or Palm Beach Counties; *At a minimum*, a four year college degree is required in the field of Civil Engineering or Construction Management from an accredited college or university. *A comparable amount of training and experience may be substituted for the minimum qualifications.* The functions of the in-house engineer include, but are not limited to the following: Basic engineering responsibilities such as the preparation of design specifications / cost estimations, contract management, and other related work; Reviews plats, subdivisions, and site plans; Coordinates activities with external contractors; Supervises external contractors who are responsible for a variety of functions. Resumes must be submitted to Charles H. Lynn, AICP, Town Administrator, Southwest Ranches Town Hall, 6589 SW 160th Avenue, Southwest Ranches, FL 33331 or clynn@southwestranches.org. Application process will remain open until the position is filled.

Dates to Remember:

June 29-July 2, 2010—Florida Association of Counties Conference, Tampa
August 19-21, 2010—Florida League of Cities Conference, Hollywood Diplomat
October 17-20, 2010—ICMA Conference, San Jose, CA
October 29, 2010—FCCMA Symposium
February 2-4, 2011—FCCMA Winter Institute