

City of Marco Island



*City Manager
Position
Available
Apply by
March 22, 2019*

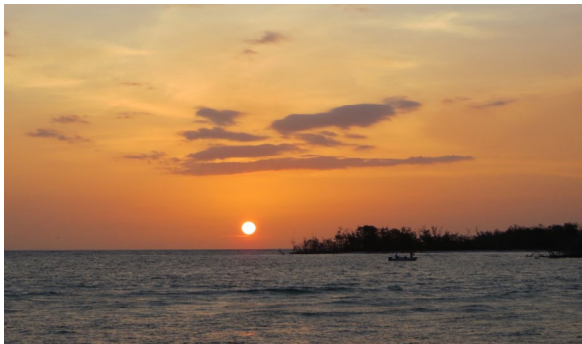


THE COMMUNITY

Marco Island located in southwestern Collier County along the Gulf of Mexico, became Florida's 400th City in August 1997. Its first City Council was elected in November 1997. In 21 short years, Marco Island has gone from being a part of unincorporated Collier County to an independent, thriving, upscale community of over 17,000 residents. The population expands to nearly 40,000 during the "winter season".

A "sun-drenched jewel" on the edge of the Gulf of Mexico, Marco Island features six miles of beach and over 100 miles of waterways within its 24 square miles. Marco is the largest barrier island within Southwest Florida's Ten Thousand Islands. This area from Naples to Miami forms the transition between the Everglades and the Gulf of Mexico.

The Marco Island City Council, the City Manager and staff are proud to be a part of the now 21-year old City that has grown in population, businesses, and visitors alike. With this growth comes the need for City services to provide all that a progressive community, anticipating a bright future, will need. Each of us works diligently every day to improve the City of Marco Island and provide quality services to all who live, work, play or vacation here.



RESIDENTIAL

Marco Island offers a variety of housing options to enjoy the Florida beach and boating lifestyle. There are quiet, well maintained single family residential neighborhoods, upscale waterfront homes on the island's waterways with boating access to the Gulf of Mexico, luxury beachfront condominiums and idyllic inland condos within walking distance to the beach.

Marco Island is consistently ranked one of the best places to live not only in Florida, but in the country. The laid-back "island" lifestyle of Marco Island makes it a fantastic home for future retirees, young professionals, and families, with options for all who relocate here.



TRANSPORTATION/ ACCESSIBILITY

Southwest Florida International Airport in Fort Myers provides easy access for air travel. Most major carriers operate at this airport and it is a short 50 minute drive. I-75 is 16 miles north of Marco. Fort Lauderdale and Miami are approximately two hours east by car while Tampa is about three hours northwest. Orlando with its many theme parks is four hours northeast of Marco Island. If you enjoy cruising, Port of Miami is the busiest in the world and Port Everglades in Fort Lauderdale is also a bustling port.

HEALTHCARE

Marco island has a wide array of medical specialists servicing our community on a daily basis. The island has three clinics. Collier County is the home of two major hospital systems, Naples Community Hospital and Physician's Regional located in nearby Naples. These facilities provide an array of specialized services including cardiac and stroke care as well as many outpatient procedures.



LIFESTYLE

Marco Island is Florida's tropical paradise.

The Island has 6 miles of pristine white, sandy beaches. Marco has consistently been honored as one of the Travelers' Choice top islands in the US and the World as voted by Trip Advisor Travelers. The island boasts some of the world's finest fishing. Shelling is a favorite pastime of locals and visitors alike. There are 10 nature parks, preserves and gardens in our region to explore.

Natural beauty and wildlife abound on the island. Dolphins frolic in the sparkling gulf waters and our area is blessed with more than 200 species of birds, including the American Bald Eagle and the Burrowing Owl. Five species of sea turtles live in the Gulf Mexico.

Boating, golf, tennis, kayaking, stand up paddle boarding - there are many activities for the active lifestyle.



Nearby sporting and leisure events are plentiful in Southwest Florida. The Naples area has more than 80 championship golf courses, baseball spring training events are one hour away, and minor league hockey is played up the road in Estero.



Cultural events abound, the Marco Island Historical Society has a robust museum. The Museum is famous for its Key Marco Cat—one of the most remarkable and influential discoveries in North American archaeology. The Cat, a part feline, part human wood carving, is one of the most intriguing Native American artifacts discovered in Florida. In 1896, archaeologist Frank Hamilton Cushing led an excavation on Marco Island that uncovered the six-inch tall Marco Cat along with thousands of other Calusa Indian artifacts.

There is live theatre featuring the Marco Players.

There are many other attractions a short drive away. The Naples Botanical Garden and the Naples Zoo at Caribbean Gardens are unique places to visit.

Education

Marco Island is served by the Collier County District Schools. In 2018, like in previous years, the Florida Department of Education has given the District an “A” grade.

The Island is a home to three “A” schools - Tommie Barfield Elementary (a public elementary school with student population of 552), Marco Island Charter Middle School (a public charter middle school with student population of 370), and Marco Island Academy (a public charter high school with student population of 213).

Lely High School (a “B” public high school with student population of 1,740) located in East Naples, approximately 10 miles away, is also zoned to serve Marco Island children.

For those pursuing post-secondary education, Ave Maria University, Florida SouthWestern State College, Keiser University, and Hodges University are available in the county. Florida Gulf Coast University is located in the neighboring Lee County. Lastly, world class universities located in Miami, Tampa, and Gainesville are within reach.



PUBLIC SAFETY

Police

The Marco Island Police Department, established in 2000, provides the City with professional, effective and accountable law enforcement services. From its inception, the Marco Island Police adopted community-oriented policing and have continued to make it a top priority. This policy promotes community participation and cultivation of relationships between the Police and the community they serve.

Marco Island Police strive to uphold the highest standards of professionalism, courtesy, integrity, and dedication in their pursuit to provide the highest level of service to the City. As a result, Marco Island is consistently rated one of Florida's safest communities. In 2019, The National Council for Home Safety and Security rated Marco Island the 3rd safest city in Florida.

The Department consists of 37 full-time sworn Officers, and 6 Reserve and Auxiliary Officers. Code Enforcement, which is within the Police Department, has one full-time and 8 part time Community Service Officers.



Fire Rescue

Marco Island Fire Rescue is a full-service emergency response department. The areas of expertise are: fire prevention, fire suppression, marine rescue, hazardous materials, and non-transport EMS from fire units. The department employs 44 personnel. In 2018, the department responded to 3,417 emergency calls. The department has many outreach programs to the community including CPR, fall prevention, crowd management, and programs customized to our citizen's needs. The citizens of Marco Island enjoy a Class 3 ISO rating. The department has served the community since 1965.



The department maintains and operates two drinking water treatment plants and two wastewater treatment plants. One-hundred percent of the City's drinking and irrigation water demands are met utilizing alternative water sources: surface water (stormwater runoff), brackish water, aquifer storage and recovery (ASR), and reclaimed water.

We maintain over 41 miles of raw water mains, 43 miles of reuse mains, 270 miles of potable water mains, 96 miles of gravity wastewater lines and 48 miles of force mains, 105 lift stations, 15 water wells and 7 ASR wells, as well as, many other critical pieces of infrastructure.

The Water & Sewer Department has a \$35M, 5-year capital improvement program, of which \$14M is used for renewal and replacement of existing equipment, membranes and infrastructure. The department has received numerous awards for excellence in operations and safe work practices. Our ASR program was recognized by the American Academy of Environmental Engineers as the 2010 Grand National Champion Project in Sustainability.



OTHER CITY DEPARTMENTS

Water & Sewer

The Water & Sewer Department operates as an enterprise fund and proudly safeguards the public health of our customers, protects the environment, and provides the highest quality drinking water, treatment of wastewater and water reclamation.

Finance

In addition to acting in an advisory capacity to City Council and the City Manager, Finance provides support to all departments for accounting, budgeting, purchasing, and payroll needs. It also maintains the official Citywide accounting records, financial reports, and legal financial compliance for the City and its operations.

The City's approved budget for Fiscal 2019 includes \$20.3 million for General Fund operations and \$29.7 million for Utility operations. The budget includes 231 Full Time Equivalent (FTE) employees. Between FY 2018 and FY 2019 taxable value increased from \$9.9 billion to \$10.3 billion. The millage rate was reduced from 1.8976 to 1.8492.

During 2018 the Finance Department was awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2017 audit report.

On October 15, 2018 Fitch affirmed the AA- rating for the City's Utility Refunding and Revenue Bonds, Series 2016 of \$38.5 million, 2013 of \$60.9 million, and 2010A of \$2.6 million, citing "net system revenues have averaged strong all-in debt service coverage of over 2.0x and liquidity in excess of 300 days' cash on hand over the past five fiscal years."

On November 1, 2018 Moody's assigned a Aa1 rating to the City citing "a strong financial position, which should remain stable, and a large growing tax base with above average wealth levels. The city's debt and pension burden are low and no additional debt is expected."

Community Affairs

The mission of the Community Affairs Department is to offer Marco Island residents and visitors professional staff providing information and services. The staff endeavors to utilize local resources and encourages community participation for developing programs that will enhance the natural, social, and economic environment of the Island.

The Community Affairs Department is charged with providing both current and long-range planning, environmental, zoning, building, and parks/recreation services.

Vision, Planning, and Redevelopment:

As the Island's structures age, the City must move into redevelopment along with the responsibility of a shared vision for the future of the island. Understanding this, an update of the City's Comprehensive Plan is needed with the associated planning requirements for resiliency and future impacts on services.

Building Services:

The mission of Building Services is to provide property owners and contractors a permitting, plan review, and building inspection process that is responsive to the needs of the development community and residents. It also assures that trained professionals adhere to compliance with building codes, generate sufficient revenue, and promote the general health, welfare and appearance of Marco Island.

Development and the Natural Environment:

Understanding the environment and the native species of a barrier island, the Community Affairs Department provides development and recreation polices so all can coexist.

Two of our most well know species, the Burrowing Owl and the Gopher Tortoise, are on the endangered species list and are protected in our development polices.



Parks and Recreation:

The mission of Parks and Recreation is to enhance the quality of life for Marco Island residents and visitors by providing high quality recreation programs and facilities for athletics, arts, education, socialization, and lifelong learning experiences. Four community parks, two neighborhood parks, six open space parks, and two beach access easements totaling 60 acres are maintained and managed by the City.



Public Works

As a full-service City, Marco Island has more than 120 miles of roadways, 60 miles of man-made canals and bays and over 22 miles of City maintained shared use pathways used for both pedestrians and cyclists.

The Public Works Department is responsible to plan, design, construct, operate, and maintain roads, signalized intersections, waterways, bridges, streetlights, public sidewalk network, surface and underground drainage systems, park and median landscaping, and rights-of-way. The city has received over \$15 million dollars in grants to help build the expanding infrastructure. The City's goal is to develop and maintain an optimum public infrastructure system, secure adequate resources, and foster planned, quality growth to promote the welfare of the community.



Note: This map is valid for calendar year 2019.

Visit www.cityofmarcoisland.com to download a PDF copy!

GOVERNMENT

The City of Marco Island operates under a Council-Manager form of government. The City Charter was adopted on June 17, 2002. All legislative authority is vested in the City Council. There are seven members of the City Council, elected at large. The seven City Council seats are designated as seat one through seven. The seven members are elected in two groups of four seats and three seats to staggered four year terms. Council Members are limited to serve no more than two full terms or eight years. The City Council selects from its membership members to serve as the Chair and Vice Chair of the Council.

The City Council appoints the City Manager and the City Attorney. The City Charter requires five affirmative votes to appoint the City Manager and a simple majority to remove the City Manager. The City Manager shall be accountable directly to the City Council for the proper discharge of the duties of the Manager and for all actions taken or performed by the Manager and by all city employees under the Manager's supervision and control. The City of Marco Island currently has 231 Full Time Equivalents (FTE).

City of Marco Island Charter and Code of Ordinances establishes the powers and duties of the City Manager.



The City Manager shall:

- Appoint and, when deemed necessary for the good of the city, suspend or remove any city employees and appointive administrative officers provided for by or under the Charter, except as otherwise provided by law or personnel rules adopted by council resolution. The City Manager may authorize any administrative officer who is subject to the direction and supervision of the city manager to exercise these powers with respect to subordinates in that officer's department.
- Direct and supervise the administration of all departments of the City except the offices of the City Attorney. All departments, offices, and agencies under the direction and supervision of the manager shall be administered by an officer appointed by and subject to the direction and supervision of the manager.
- Attend all City Council meetings unless excused by the Council, and shall have the right to take part in discussions, but not vote.
- See that all laws, Charter provisions, ordinances, resolutions, and other acts of the Council subject to enforcement are faithfully executed, and perform such other duties as are specified in this Charter and the City Code.
- Prepare and submit the annual budget, budget message, and capital program to the Council and shall keep the Council fully advised as to the financial condition and future needs of the City, and shall make such recommendations to the Council concerning the affairs of the City as the City Manager deems appropriate. The City Manager shall promptly communicate to Council his/her reasonable expectation of any deviations of \$250,000.00 (plus or minus) from an expenditure identified within the annual budget.
- Designate a qualified City employee to exercise the powers and perform the duties of City Manager during any temporary absence or incapacity of the City Manager. The Council may revoke such designation at any time and appoint another qualified person, other than a currently seated Council Member, to serve as acting City Manager until the City Manager returns or his/her incapacity shall cease.
- Appoint an employee to serve as City Clerk who shall give notice of public meetings, keep a journal of City Council proceedings, attest documents, and perform other duties as assigned.

ABOUT THE CANDIDATE

- Submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- Make such other reports as the council may require concerning the operations of city departments, offices, and agencies subject to the manager's direction and supervision.
- Prepare and enforce personnel policies, wage and compensation plans, and collective bargaining contracts, and shall keep such policies current and in conformity with applicable federal and state laws.
- Develop and keep current an administrative code for the purpose of implementing ordinances passed by the council.
- Execute all formal contracts on behalf of the city. Such contracts shall be attested by the city clerk.
- Perform such other duties as are specified in the Charter or as may be required by the council.

The City Manager oversees a \$86 million budget consisting of the following:

General Fund Operating : \$25,718,000
Enterprise Funds Operating: \$32,160,524
Capital Funds: \$10,620,106
General Fund Debt Service: \$2,072,000
Water & Sewer Debt Service: \$15,222,237

The City Manager is responsible for appointment and when necessary the removal of all city employees in the Community Affairs, Finance, Fire-Rescue, General Government, Information Technology, Police, Public Works, and Water & Sewer Departments.

City Manager oversees each of the operating Departments either directly or through the supervision of Department Heads.



THE IDEAL CANDIDATE

The ideal candidate is analytical, articulate, creative, confident, mature, patient, politically savvy while remaining politically neutral, and an experienced professional City Manager.

The candidate is a person of integrity; who is honest; who is highly ethical; and who is beyond reproach. He/She is recognized by their peers and past employers for being such a person. The candidate demonstrates these characteristics both professionally and personally.

The candidate possesses excellent leadership skills. He/She leads by example and serves as a role model for staff.

He/She recruits, retains, develops, trains, nurtures, coaches and mentors staff. He/She establishes measurable, accountable standards for employees.

The candidate is open and accessible to the entire City Council, citizens, businesses and staff.

The preferred candidate should be experienced in a coastal community. The candidate should understand the environmental issues that are unique to Marco Island. He/She develops recommendations to the Council on how to address these unique environmental issues.

The candidate is a thoughtful Manager who can size up a situation quickly and then exercise good judgment in decision making.

THE IDEAL CANDIDATE

The candidate possesses good communication skills, both written and verbal. He/She must be able to effectively communicate with City Council, citizens, and staff. He/She must have good listening skills. He/She must keep City Council and citizens informed on community projects and issues.

The candidate provides City Council with high quality staff reports and recommendations.

The candidate is a creative thinker providing alternative methods to address service issues facing Marco Island.

The candidate is experienced in emergency management. He/She is knowledgeable of FEMA disaster preparedness and disaster recovery policies and procedures.

The candidate should be committed long term to Marco Island. He/She must be engaged and involved in the community.

The candidate must be professional, consistent and impartial in dealing with City Council, staff, and citizens.

He/She is knowledgeable in developing a long term vision and a strategic goals oriented plan and implementing an adopted plan by linking it to City Council Policy adopted documents.

He/She is experienced in planning and growth management.

The candidate works with staff and City Council to develop short term and long capital improvement plans, budgets and projects. The candidate is well versed in budget techniques and able to use those techniques to make recommendations to the City Council.

EDUCATION AND EXPERIENCE

The position requires a Bachelor's Degree, with a Master's Degree preferred, in public administration, business administration or other public related fields from an accredited college or university.

The ideal candidate has a minimum of five years as City Manager with additional top level operational management experience in the public or private sector. The new City Manager will be a member in good standing or eligible for membership in ICMA and FCCMA.

RESIDENCY

The City Manager will be expected to establish residency within the City limits of Marco Island.



COMPENSATION AND BENEFITS

The City Council is committed to a starting salary that is market competitive depending upon experience and qualifications of the successful candidate. The expected starting salary is \$185,000 dependent upon experience. The City of Marco Island offers an excellent benefit package .

HOW TO APPLY

For additional information concerning this excellent opportunity, please feel free to contact Leslie W. Sanford, Human Resources Manager, at 239-389-3970, lsanford@cityofmarcoisland.com

The Florida City-County Management Association/International City-County Management Association Senior Advisors are assisting the City in this recruitment. You may contact Ken Parker at kparker3@cfl.rr.com or at 386-756-0822.

HOW TO APPLY

**INTERESTED AND QUALIFIED CANDIDATES SHOULD SEND
A LETTER OF INTEREST AND RESUME ELECTRONICALLY
BY 5.00 P. M. EASTERN DAYLIGHT SAVINGS TIME BY MARCH 22, 2019**

TO: Leslie W. Sanford, Human Resources Manager

CITY OF MARCO ISLAND, FLORIDA

EMAIL– lsanford@cityofmarcoisland.com

Letters of intent and resumes received after 5:00 p.m. on March 22, 2019 will not be accepted or reviewed.

Resumes are subject to the provisions of Florida Public Records Statutes.



The City of Marco Island is an Equal Opportunity Employer. The City of Marco Island does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

For additional information about the city visit:

www.cityofmarcoisland.com

www.marcoislandchamber.org