

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: March 1, 2010

Date Submitted: February 24, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator

Subject: Requests Board Adoption of a Resolution Outlining the Departments, Divisions and Offices of the County.

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### **Statement of Issue:**

This agenda item requests Board Adoption of a resolution that outlines the current departments and divisions of county staff as presented by the County Administrator (Attachment #1). This resolution both accurately reflects the offices as they exist today and also seeks to capture one new organizational change that is intended to increase direct oversight of two departments by my office, with related efficiencies.

### **Background:**

On November 4, 2008, a majority of Wakulla voters approved the proposed Wakulla County Charter which became effective on January 1, 2009. Article II, Section 2.9, of the Wakulla County Charter provides that the Board of County Commissioners shall adopt an administrative code to govern the operation of the county. Section 125.87, Florida Statutes, also requires counties that have adopted a home rule charter, to adopt an administrative code, as further defined by law.

On March 3, 2009, the Board of County Commissioners adopted Ordinance No. 2009-03, which set for the Administrative Code for Wakulla County (Attachment #2). The purpose of the Administrative Code is to organize county government and to set forth the duties, responsibilities, powers and limitations of the office of the County Administrator. Section 2-503 (a) of the Wakulla County Administrative Code states that the offices and departments of county government (under the management of the County Administrator) shall be “adopted by resolution of the Board upon the recommendation of the County Administrator.”

Also on March 3, 2009, the Board adopted their first such resolution (Resolution No. 2009-11) outlining the offices and departments of County government (Attachment #3). The organizational structure provided for by Resolution No. 2009-11 is included as Attachment #4.

Since March 3, 2009, a few organizational changes (such as bringing county Animal Control Services on as a BoCC division) have been approved by the Board which requires the 2009 resolution to be amended to reflect current organizational status. The proposed resolution (Attachment #1), as crafted in conjunction with the County Attorney, achieves this objective.

**Analysis:**

As presented in the Background Section, the attached and recommended Resolution (Attachment #1) amends an existing resolution to designate and accurately set forth the departments, offices, and divisions of County government as they exist today with one exception presented below. This proposed resolution was crafted in conjunction with the County Attorney and is in accordance with the Wakulla County Charter and the Wakulla County Administrative Code.

The sole amendment being sought at this time is having two of the existing county departments report directly to the County Administrator and not to an Assistant County Administrator, as per present structure. This request is being put forth at this time for a few important reasons:

- With my deep gratitude to Assistant Administrators Stevens and Barden, respectively, for the mentoring and guidance they have provided during the past year, the Department of Public Safety and the Department of Public Services are now appropriate to serve as direct reports to the Office of the County Administrator. Maintaining an additional level/layer in the “chain of command,” such as under status quo Resolution #2009-11, is no longer advisable nor (as agreed by all of your staff team) is it the most efficient structure to proceed under,
- The Board has placed an emphasis for the present and foreseeable future toward maximizing the utility and efficiency of the services under the Office of Management and Budget. Specifically, the Board and my office is focused upon the challenge that this will likely be the most difficult budget development cycle in institutional memory and it will also be a time when focus upon grant development and management will be critical. As these are Mr. Barden’s core strengths, I want to allow him to refocus, with OMB staff, on these activities.
- The Board has placed an emphasis for the present and foreseeable future toward maximizing the utility and efficiency of the services under the Department of Planning and Community Development. The Comprehensive Plan and Land Development Code amendment processes, in particular, are well underway and will certainly require the focus and increased attention of department head, Ms. Stevens, into the foreseeable future. As planning is a core strength of hers and these activities will demand of her attention, this structural change is advisable at this time.

It is important to note that there is no negative budgetary impact, nor cost, anticipated with this request. However there remains (by the Board, staff and citizens) a high expectation for maximizing efficiency across county government at every opportunity. It is in this light, and toward this purpose, that this recommendation is presented to the Board for action herein.

**Options:**

1. Adopt the amended Resolution setting forth the departments, offices, and divisions of county government as recommended by the County Administrator in accordance with the Wakulla County Administrative Code.
2. Do not adopt the amended Resolution.
3. Board Direction.

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**Recommendation:**

Option #1

**Attachment(s):**

1. Proposed Resolution designating & setting forth departments, offices & divisions of the County as amended.
2. Ordinance No. 2009-03 - Administrative Code Ordinance
3. Resolution No. 2009-11
4. Existing Organizational Chart