

2008 NOMINATION FOR THE FLORIDA CITIES OF FINANCIAL OFFICIAL OF
THE YEAR AWARD:

DIANE PERCYCOE, CMC
FINANCE DIRECTOR
CITY OF ANNA MARIA

When one of your staff members is so admired and respected by fellow staff members, elected officials, fellow governmental agencies, and the public, such as the City of Anna Maria's Director of Finance, you know you have a winner on your team.

Anna Maria is a small city located on Anna Maria Island, a barrier island on the Gulf of Mexico, Manatee County. Our small city is fortunate to have Diane Percycocoe as part of our staff of five full-time and three part-time employees. A city with such limited staff must rely on each person to assume many duties and be willing to pitch in, when needed, in other areas of service to ensure the city remains a full-service municipality. Diane has demonstrated her commitment to this City and is always willing to go the extra mile to help, with a positive attitude.

Diane began her employment with the City of Anna Maria in January 2001 as the Deputy City Clerk, and her main duties, at that time, included preparing minutes for all City and advisory board meetings, performing all of the financial/accounting functions including presentation of the annual budget and monthly financial

statements to the City Commission, as well as, maintaining City Staff Benefit/Compensation Plans and Attendance Records. Finally, in 2007, her position title was changed to City Treasurer/Finance Director/Deputy City Clerk. Her main duties are still performing all of the financial/accounting functions and Staff Benefit/Compensation Plans and Attendance Records, as before; as well as, added responsibilities as the City's Emergency Manager, Website Manager, and Computer Tech.

Her knowledge and skills include an extensive knowledge of general financial practices and accounting procedures as well as a broad knowledge of database and accounting computer application systems. In addition, she is very detail-oriented with excellent verbal and written communication skills.

The elected officials have developed a deep trust in her integrity and judgment, and they give great weight to her recommendations. They look to her for guidance in their deliberations about governmental actions. She is always proactive and ready to justify to them her reasoning regarding a decision or direction they need to take.

This year has been very challenging, even for a small city such as ours, regarding mandates from the State Legislature that impact how we do business. Diane has been informed, proactive, up-to-date, and involved to ensure the fiscal survival of our city in these tough times. We were able to meet the demands of the State including lowering our ad-valorem revenues and innovatively and creatively reducing our

budget to 2006 amounts. Diane addressed those challenges, and a balanced budget was approved by the elected officials for 2007-2008.

When asked to revise the budget process for 2008-2009, Diane developed a departmental budget process that will allow the City to more efficiently track budget expenses by department and allow the City to analyze departmental trends that will be very useful data for future budgets. This was an important new step for the City of Anna Maria.

Today municipalities are facing auditing procedures that are more cumbersome with additional responsibilities for the cities to address. These added responsibilities are State mandated and include but are not limited to how the City tracks fixed assets and the City's responsibility of making year-end adjusting entries rather than the Auditor. The City has developed a strong, positive relationship with the City Auditor that reflects Diane's ability to be proactive and timely in working with the expanded responsibilities placed on her.

Diane brings forward creative ideas in an effort towards making our City a "lean government" by streamlining daily work processes, finding alternative sources of revenues, and ways to reduce expenses such as two part-time positions for one full-time for a position that has become available.

Diane's FY2007-2008 major accomplishments:

- Instituting and maintaining a stormwater utility fee program
- Conducting a salary survey and presented a salary step/range plan
- Establishing a departmentalized budget
- Participating in a mediation process. Her participation and financial timeline was instrumental in the settlement the City received
- Involved with stormwater projects/grants process
- Developing a debris management plan
- Developing written purchase order procedure.
- Developing and presented to staff a time card documentation policy

Diane also developed a salary step/range plan, requested by the elected officials, for consideration in 2008-2009 and in future budgets. She developed the criteria using cities of similar population size, per capita income levels, and gulf coast location to determine a salary 19-step/range plan with a low, medium and high salary range scale, and presented that plan to the Commissioners for their consideration.

As Deputy City Clerk, Diane performs the duties of City Clerk in the Clerk's absence. The City Clerk often consults with Diane for assistance with decisions relating to the Clerk's office.

As the City's Emergency Manager, Diane tracks and documents FEMA related processes during emergencies. She ensures the City is current with FEMA and other agency requirements and changes should the City experience a disaster. She ensures the City's compliancy with FEMA's NIMS requirements. During her years of service in Anna Maria, Diane has assisted in the evacuation efforts due to storms and understands the problems that need to be addressed.

One event she coordinates each year is the city staff Hurricane Season Kickoff Luncheon, which consists of turning the lights off while staff prepares Heater Meals under the dim light of flashlights and candles. Diane leads the group in discussion regarding the City's preparation activities for the year, emphasizing the importance of staff's personal preparation plans for the season. She also reviews the documentation required by staff necessary for FEMA reimbursement. It is a fun, yet sobering event.

With all of these additional responsibilities, Diane is still able to perform, in an accurate and timely fashion, all of the City's accounting and financial functions, on her own, with some cross-trained assistance.

Anna Maria places a strong emphasis on customer service, and Diane is truly a team player who maintains good relations with the public at all times. She has demonstrated, on numerous occasions, a courteous/peacekeeping/mediator attitude when dealing with customers, fellow staff members, and the elected officials. Diane

is sensitive to everyone's personal schedules and demonstrates patience and strength as she handles the day-to-day issues that come before the staff.

The one trait that I most admire about Diane is her ability to work effectively in high-pressure situations, and how she confronts troublesome issues in a decisive and direct manner.

Diane is a Certified Municipal Clerk, and a member of the Florida Association of City Clerks (FACC), International Institute of Municipal Clerks (IIMC), Florida Emergency Preparedness Association (FEPA), and Florida Government Finance Officers Association (FGFOA).

Committees served:

Goals Committee (FACC)

Annual Conference Committees (FACC)

Technical Resources Committee (FGFOA)

Small Government Committees (FGFOA)

Diane has a Bachelor of Science Degree in Business Education and Administrative Services from Northern Illinois University. She received certification as Human Resource Generalist in Illinois.

The City of Anna Maria is proud to nominate Diane Percycoe for the Florida League of Cities "2008 Finance Official of the Year" award.