



# *The* MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION  
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684  
Home Page: <http://www.fccma.org>

September 2009

Vol. 31, No. 9

### *In This Issue*

September Member Profile  
Deadline for Next ICMA-Credentialed Manager Program  
FCCMA Members Get Special Rate at Attorneys Conference in Miami  
District VII Training at FAC Conference  
FCCMA Winter Institute  
FCCMA Annual Conference

## **ICMA Code of Ethics - 85<sup>th</sup> Anniversary**

*By Lynn Tipton, Executive Director*

Many associations measure milestone achievements with special recognitions — not an uncommon practice. But one anniversary this fall is absolutely worthy of acknowledgment. If you are not going to be in Montreal I wanted to be sure you don't miss it: this month is the 85<sup>th</sup> anniversary of the adoption of the ICMA Code of Ethics.

This Code has set ICMA and its members apart from so many associations — not just core principles or objectives, but an enforceable set of practices that should stand with each member for their lifetime in the profession. I believe the Code and ICMA are synonymous with one another, but perhaps they are not as closely identified to someone who is outside of this profession.

Recent national surveys show that local governments still enjoy the highest trust levels of all governments within the U.S., but the trust levels are down from the 1980s. The public's suspicions and concerns, as well as the onset of 24/7 news coverage (much of it sensationalistic) are worthy reasons for ethics training among candidates for office, newly-elected and appointed officials and staff, and for the commitment of these same persons to a strong ethics environment within their respective governments.

As a child, the ICMA Code was a framed document on the wall of my dad's office, and ICMA was the first abbreviation I remember learning. I can remember speeches my dad gave in which he included references to the ethical environment of local government, and the kind of commitment he expected from himself and his employees. It made an impression upon me; in fact, it is one of the many reasons I wanted to spend my career working with this profession. So, when you consider the many anniversaries of this year, I think this one is worthy of mention at staff meetings, public gatherings, district

meetings of FCCMA and other events — it is a very important achievement within a profession of public servants.

## **September Member Profile**

*By Ken Little, Citizen Services Director, Walton County BOCC*

### **Jim Curry, Okaloosa County Administrator**

To see Jim's bio, you can go to

[www.co.okaloosa.fl.us/dept\\_county\\_administrator\\_pro\\_info.html](http://www.co.okaloosa.fl.us/dept_county_administrator_pro_info.html).

#### **You've been with Okaloosa County for a long time. What got you interested in public service?**

I came to Florida on vacation from Illinois during the blizzards of 1978 and knew I had found paradise, even though it was 33 degrees in Fort Walton Beach at the time. There was an opening with the Sheriff's Office, and I was fortunate at the age of 19 to be taken seriously enough to get the job. As the years went by and opportunities presented themselves, I developed a real interest in the mechanics of local government and felt that I could excel and hopefully make a difference.

#### **What has been your most memorable experience while serving as Okaloosa County Administrator?**

There have been far too many to identify just one experience, but certainly the past eight months have been the most challenging in my career. Our county has gone through our state representative (and former county commissioner) having to step down as the Speaker of the House after being indicted along with our local college president and a prominent businessman, while in an unrelated event, our Sheriff (and then current president of the Florida Sheriff's Association) was arrested and confessed to a bonus kickback scheme involving many of the department's top echelon. As if this wasn't enough, a local newspaper reported that our Tax Collector had been giving employee bonuses without identifying such in his budget. Needless to say, we've endured a climate of mistrust and public scrutiny that surpasses anything I've seen during the past 32 years.

#### **What skills and aptitudes do you think are most important for people serving in local government administration? What has worked best for you in your long career?**

To be effective, you have to have the core principles of being honest, accessible, open minded and a willingness to work hard. It's important to obtain an education in the various public administration disciplines while also getting plenty of real world experience. I've always tried to seek out mentors to guide and encourage me, and I hope to pass on the lessons learned to the next generation.

#### **What challenges and opportunities has the economic downturn brought for your area? How is all of this affecting the day to day operation of local government?**

Everyone in this business has had to get creative in ways to keep services and as many employees in place while revenues have declined and public support for any new taxes

has waned. In our county, we've partnered with our cities and created a forum to develop and implement new ways to share our resources and work together in ways previously never imagined. While the downturn has been difficult for all of us, I believe local governments everywhere will emerge far more efficient and with a higher degree of responsibility to the taxpayers.

**What do you do to relax when you can take a break from the job?**

I try to spend as much time as possible with my wife, family and friends doing the things we all enjoy best. Whether riding on the Harley or taking the grandkids to the park, it's important to balance the demands of the job with spending quality time in the company of those that matter most to you.

**Deadline for Next ICMA-Credentialed Manager Program**

Are you interested in becoming an ICMA Credentialed Manager? The next class of credentialed managers faces a 10/1 deadline – you can apply on-line at [www.icma.org/applycredential](http://www.icma.org/applycredential). There are over 1,150 voluntarily credentialed managers and candidates worldwide! Florida is the state with the most credentialed managers with over 100.

**FCCMA Members Get Special Rate At Attorney's Conference in Miami**

The International Municipal Lawyers Association (IMLA) will hold their conference in Miami on October 18-21. In recognition of the need for training close-to-home, and the fact that many of IMLA's issues are similar to those of FCCMA members, IMLA has offered any FCCMA member a special registration rate to attend.

IMLA represents city and county attorneys, and their workshops include topics that meet the training requirements for ICMA-credentialed managers. The link below will give you more information about the conference schedule [www.imla.org](http://www.imla.org) and the special rate is as follows:

**Full Conference Price:**

	Regular	After 9/1
<i>With registered attorney</i>	350	550
<i>Without registered attorney</i>	450	600

**Day price:**

***With registered attorney***

Before September 1, 2009

Saturday (ILGL)	Sunday*	Monday	Tuesday	Wednesday
\$75	\$75	\$125	\$125	\$100

After Sept. 1, 2009

\$100	\$100	\$150	\$150	\$150
-------	-------	-------	-------	-------

***Without registered attorney***

Before Sept. 1, 2009

Saturday (ILGL)	Sunday*	Monday	Tuesday	Wednesday
-----------------	---------	--------	---------	-----------

\$125	\$125	\$150	\$150	\$100
<u>After Sept. 1, 2009</u>				
\$150	\$150	\$175	\$175	\$150

\*there may be an additional charge for Land Use Tour.

\*\*printed materials cost - \$120.

\*\*\*spouse/guest rates same as for attorneys.

## **District VII Training at the Florida Association of Counties Conference**

The Florida Association of Counties will hold its Legislative Conference December 2-4, 2009 at the Hilton St. Petersburg Bayfront, 333 First Street South, St. Petersburg, Florida. On Thursday, December 3, from 8:30 am - 11:30 am, EST there will be a training for managers—both city and county—in conjunction with this conference. For those not attending the FAC Legislative Conference there will be a \$25 charge. FAC registration information will be available on their website at [www.fl-counties.com](http://www.fl-counties.com). For workshop registration only, contact Carol Russell, FCCMA staff at (850) 222-9684 or [crussel@flcities.com](mailto:crussel@flcities.com).

## **FCCMA Winter Institute**

Mark your calendars for the FCCMA Annual Winter Institute to be held February 4-5, 2010 at the Lake Mary Marriott. The rate will be the same as last year at \$325. More details to follow in the next newsletter.

## **FCCMA Annual Conference—”Impossible Dreams? Innovative Realities”**

Mark your calendars for the annual FCCMA Conference to be held May 13-15, 2010 at the Wyndham Orlando Resort. Lt. Gen. Rusel Honore, US Army Ret., who was responsible for coordinating military relief efforts for Hurricane Katrina-affected areas across the Gulf Coast, will be the keynote speaker.

This year’s Conference Committee is planning interactive, in-depth workshops/sessions — once again raising the FCCMA Conference bar. Watch for future updates. Conference registration information will be available in February 2010.

## **MIT News and Update**

Listed here are the current members-in-transition. We have added the district so please take a minute to show your support by emailing the MITs in your district. **Duncan Ballantyne**, former administrator of Martin County, District IV, [dmcballant@aol.com](mailto:dmcballant@aol.com); **Kassandra Esposito Blissett**, former manager of Ponce Inlet, District II, [Kujowally1@yahoo.com](mailto:Kujowally1@yahoo.com); **Susan Boyer**, former manager of Crystal River, District VIII, [sboyerhwood@aol.com](mailto:sboyerhwood@aol.com); **Matt Brock**, former manager of Grant-Valkaria, District IV, [mattbrock42@hotmail.com](mailto:mattbrock42@hotmail.com); **Jim Coleman**, former manager of Williston, District VIII, [jfc Coleman@embarqmail.com](mailto:jfc Coleman@embarqmail.com); **Richard Diamond**, former manager of Bunnell, District II, [richarddiamond@gmail.com](mailto:richarddiamond@gmail.com); **Doug Drymon**, former manager of Archer, District VII, [ddrymon@cox.net](mailto:ddrymon@cox.net); **Lillie Latimore**, former manager of Pahokee, District 0, [llatimore@aol.com](mailto:llatimore@aol.com); **Jeff Naftal**, former manager of Juno Beach, District IV, [nifty888@bellsouth.net](mailto:nifty888@bellsouth.net); **D. Wayne O’Neal**, former administrator of Hendry County,

District VI, [wayne.oneal@yahoo.com](mailto:wayne.oneal@yahoo.com); **Tony Otte**, former manager of Lake Wales, District VIII, [tony.otte@gmail.com](mailto:tony.otte@gmail.com); **Richard Reade**, former manager of Port Richey; District III, **Charles Saddler**, former manager of Dundee, District VIII, [csaddler@tampabay.rr.com](mailto:csaddler@tampabay.rr.com); **Edward Smyth**, former deputy manager of Leesburg, District VIII, [efsmyth@comcast.net](mailto:efsmyth@comcast.net); **Frank Thomas**, former manager of Mulberry, District VIII, [fhomas1947@msn.com](mailto:fhomas1947@msn.com); **William Underwood**, former manager of Belle Glade, District IV, [wunderwood2@att.net](mailto:wunderwood2@att.net); and **Tom Willi**, former manager of Monroe County, District VI, [thomas-willi@hotmail.com](mailto:thomas-willi@hotmail.com) and **Robert (Sherman) Yehl**, former manager of Sanford, District III, [sherman1951@gmail.com](mailto:sherman1951@gmail.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. **Colin McCarthy**, District III, student member, Bachelor of Public Management, Florida Atlantic University; and **Scott Morgan**, District III, full member, city manager, West Melbourne.

## Positions

**Grants Analyst – City of Lake Worth** — \$20.79/hr. - \$31.13/hr. DOQ. Apply HR Dept. 7 North Dixie Highway, Lake Worth FL 33460. Download application at [www.lakeworth.org](http://www.lakeworth.org). Telephone: 561-586-1658. DFWP. EOE. **Summary:** This is a professional position that identifies, defines, and develops funding sources to support existing and planned program activities as well as the development, writing, and submission of grant proposals to third-party entities. Responsibility for grant management which includes collecting, analyzing, evaluating and reporting data on the program's performance, as well as guiding the City's response to any funding entities' published regulations, laws, rules or conventions. Work is performed under general administrative direction of the City Manager or designee. **Essential Duties and Responsibilities** include the following. Other duties may be assigned. Facilitates the purchasing process for all expenditures in excess of established bid limit in accordance with State and local laws. Works with departments to research, develop, write and submit grant proposals. Will serve as the in-house expert on grant management to assist departments with funding entities' published regulations, laws, rules or conventions. Coordinates and partners with community organizations to provide services as appropriate. Ensures all letters of inquiry and proposals are: 1) accurate, 2) consistent with all policies and procedures of The City of Lake Worth, and 3) consistent with the requirements and guidelines of state and federal law in conjunction with the funding agencies requirements. Coordinates with the Finance Department and the Office of Management and Budget to create expenditure and income budgets to accompany proposals and develop other enclosures required by funders for grant submissions. Maintains primary responsibility for grant schedules and tracking of grants. Reviews grant reports and ensures they are submitted in a timely fashion. Develops and maintains a master file on pending grants and contracts. Conducts research and maintains resource files to remain up-to-date on current issues relative to grant proposals. Develops and maintains information regarding potential funding agencies and donor organizations. Develops and/or edits draft applications and broiler plate documents that describes city programs, activities or plans for future projects for accuracy, completeness and clarity, and submit all applications in accordance with grant requirement. Performs other related duties as required. **Supervisory Responsibilities:** None. **Qualifications** To perform this job successfully, an individual

must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Training and Experience:** Bachelor's Degree in Journalism, Business Administration, Public Administration, Planning, Social or Human Services and/or a related discipline, with a minimum of three years related experience and a proven track record in grant writing and grant management. Candidate must have excellent written and verbal communication, computer skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals. **Knowledge, Skills, and Abilities:** Demonstrates knowledge and experience in researching, identifying, developing and responding to public and private grant opportunities for municipal government. Qualified candidates should possess excellent writing and computer skills and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of grant research, and the ability to distinguish and identify funding opportunities for special programs. **Education and/or Experience** Bachelor Degree in Public Administration, Business Administration or related field. **Certificates, Licenses, Registrations:** Certifications and certain licenses are specific to the actual position as determined by law, resolution and policy. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Management Analyst — City of Lake Worth — \$21.79/hr. - \$32.69/hr.** DOQ. Apply HR Dept. 7 North Dixie Highway, Lake Worth FL 33460. Download application at [www.lakeworth.org](http://www.lakeworth.org). Telephone: 561-586-1658. DFWP. EOE. **Summary:** This is entry level professional work responsible for analyzing services and programs and performing budget activities with administrative staff, administering City-wide contracts, analyzing requisitions and bids, and purchasing for the City. Work requires the exercise of independent judgment within established policies and procedures and is performed under the supervision of the City Manager. **Essential Duties and Responsibilities** include the following. Other duties may be assigned. Facilitates the purchasing process for all expenditures in excess of established bid limit in accordance with State and local laws. Received, consolidates and reviews requisitions, prepares the invitations to bid on a wide range of commodities, tabulates bids, prepares specifications, coordinates bid openings, assists user – departments in obtaining quotations, and conducts research and analysis to ensure conformity with specification and competitive buying. Makes presentations to management staff. Analyzes all expenditures in excess of established bid limit including leases, contracts, analyzes all expenditures in excess of established bid limit including leases, contracts, agreements, and terms of conditions incorporated in purchase orders to ensure clarity, compliance with City policies, protection and enhancement of City interests in a cost effective manner. Investigates defects in goods and services and takes corrective action to adjust complaints. Maintains and manages products and contract files

and budget data in the City computer system. Assists in the preparation and consolidation of expenditures requests by conferring with City policy. Makes recommendations to budget review team and City Manager on capital improvement requests and expenditures in City departments. Performs Capital Improvements Program Review. Assists budget review team by providing in-depth analysis of departmental programs and budget requests. Analyzes expenditures data and assists in the preparation of financial trends analysis and budget projections. Coordinates the Department's **Capital Improvement Program**: Coordinates the preparation of the Department's budget; assist in budget review process. Performs special projects, such as accreditation management or quality assurance; comprehensive planning; granting writing and administration; and developing and maintaining department policies and procedures. Coordinates the disposal/sale of surplus vehicles and equipment. Performs related work as required. **Supervisory Responsibilities**: None. **Qualifications**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Considerable knowledge of research, public finance and budgetary methods and techniques, contract law, City, State and Federal laws governing the purchasing of commodities for the City and contract management. Knowledge of the principles, ethical standards and priorities of governmental purchasing. Knowledge of computer technology and use of electronic spreadsheets and word processing. Ability to analyze detailed data; prepare and present reports, perform value analysis, engage in purchasing activities in accordance with laws, regulations and established policies. Working knowledge of budget and purchasing procedures with an understanding of overall impact on City-wide services. Knowledge of general municipal operations, financial reporting procedures and public administration. **Education and/or Experience**: Bachelor Degree in Public Administration, Business Administration or related field. **Certificates, Licenses, Registrations**: Certifications and certain licenses are specific to the actual position as determined by law, resolution and policy. **Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Work Environment**: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Division Director, Growth Management – Monroe County** – Monroe County is looking for an experienced Manager to provide effective direction and leadership for the County's Growth Management Division. This Division includes the Departments of Planning and Environmental Resources, Code Enforcement, and the Building Department. It also includes the offices of Marine Resources, the Land Steward, and GIS and consists of over 80 employees. We are looking for a dynamic individual who will maximize efficiency of departmental operations & ensure that there is coordination of issues and projects among departments, other Divisions and work well with the County Administrator and the County Commission. The Growth Management Division Director is the position responsible for coordinating all Area of Critical State Concern requirements with State Agencies including the Department of Community Affairs, and the Office of the Governor. The Growth Management Director is tasked with communicating very detailed information, and providing insight to the County

Administrator, County Attorney, County Commission and the public, requiring extremely effective written and oral communication skills. The successful applicant will have a Master's Degree and 7 – 10 years experience or a Bachelor's Degree and 12 years progressively responsible experience in a related field. Valid Florida Driver's License required. EOE employer. Salary commensurate with qualifications. Position will remain open until filled. Contact Human Resources at (305) 292-4557, [www.monroecounty-fl.gov](http://www.monroecounty-fl.gov)

**City Manager — New Port Richey, FL** — (16,000 population) City Manager. ICMA recognition in 1965. Four (4) Managers since 1984. Last City Manager retired after thirty-five (35) years of service with the City. Appointed by Mayor and four-member City Council all elected at large on non-partisan basis for three (3) year overlapping terms; limit of three (3) terms. Stable, full service city with \$35 million budget including utility and capital budgets. 195 full-time and 25 part-time employees. BA, MIOA, related degree desirable or any combination. Proven and progressively responsible general management and administration leadership skills required. Redevelopment, economic development, and financial management experience required. Strong commitment to customer-focused government and team/participative management essential. Salary \$100,000 +/- negotiable dependent on qualifications and experience. City Charter requires residency, applicant must be willing to become a resident of the city within a reasonable amount of time. Call and/or apply with complete resume and references to The City of New Port Richey, 5919 Main Street, New Port Richey, FL. 34652. Phone: 727-853-1026. Fax: 727-853-1023. E-mail: [wharranll@cityofnewportrichey.org](mailto:wharranll@cityofnewportrichey.org). Application and resumes materials will be matters of public record; interviews of Finalist Candidates will be held in public session. **The City of New Port Richey is an Equal Opportunity Employer-Woman and Minorities are Encouraged to Apply.**

**Public Works Director — Okaloosa County — Overview:** Situated along the Gulf of Mexico, Okaloosa County is comprised of a little more than 600,000 acres with the Eglin Air Force Base Reservation covering 240,000 of those acres. Okaloosa County's population is over 192,000 and around 60,000 of those are directly affiliated with the armed forces. **Job Description:** Directs public works activities and projects related to roads and bridges, engineering, land development review, surveying, parks, solid waste collection, disposal and long term care and remediation of closed landfills, mosquito control and artificial reefs. **Minimum Requirements:** Bachelor's degree in Civil Engineering, Public Administration or related field; supplemented by a minimum of eight (8) years progressively responsible experience in an engineering, technical or administrative capacity with a large scale public works or comparable organization, five (5) years of which shall be acquired in a supervisory/management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be computer literate and possess a valid driver license. **Residency Requirement:** Required to maintain permanent resident status in Okaloosa County within three (3) months from the date of employment. **Compensation & Benefits:** Annual Salary Range: \$79,913.60 to \$135,824.00, Health & Dental Insurance, Long Term Disability, Life Insurance, Flexible Spending Account, State Retirement, 457 Deferred Comp Plan, Employee Assistance Program (EAP), Annual/Sick Leave and Ten Paid Holidays. **How to apply:** Apply for this position at [www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us) or call (850) 689-5870 for more information. This position was first posted on August 6, 2009 and is open until filled. DFW/AA/EOE

**Public Works/Engineering Director – South Miami - \$84,396-\$107,713.** The City of South Miami's Public Works Department is seeking a Public Works Director which will be responsible to plan, direct and oversee all activities of the Public Works Department including and not limited to personnel, general departmental operations, records management and contract administration. **Responsibilities include:** To manage and direct all departmental activities and personnel. To administer and prepare budget for the department. To establish standards and manage permitting activities within the City's right of way. Manage and direct Storm Water Distribution System/Extension with available funding or established funding program. To manage and direct the City's graphic activities to include geographical information system/GIS and the Computer Aided Drafting (Auto CADD) System. To manage and direct the City's flood/community rating system (CRS) activities. To make public presentations on the department activities as requested by supervisor. Direct activities under the Storm Water Management Program to include, drainage system maintenance, contractual canal maintenance, coordination with regulatory agencies and street sweeping. Manage and implement the Five Year People's Transportation Plan funded through the People's Transportation Tax Fund. Create and implement the City's Five Year Capital Improvement Plan. The CIP is mostly funded through external funds (grants) acquired by the Public Works and Engineering Department and other enterprise funds. Manage, administer and implement planned improvements under the Local Option Gas Tax Account. Responsible to prepare and submit annual legislative appropriations request to State legislators and state departments. **Educational Requirements:** Bachelors Degree in Civil Engineering, construction and/or management or similar educational background and/or experience as deemed appropriate. Masters Degree in related field a plus. Minimum ten (10) years combined experience in engineering, capital improvements and/or storm water or a combination of experience and education. **DEADLINE DATE: OPEN UNTIL FILLED E/O/E.** IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE SUBMIT YOUR RESUME AND SALARY HISTORY: TO THE CITY OF SOUTH MIAMI, 6130 SUNSET DRIVE, SOUTH MIAMI, FLORIDA 33143; Ph: (305) 668-2515; Fax: (305) 668-3877; Attn: Jeanette Enrizo – HR Manager, [www.cityofsouthmiami.net](http://www.cityofsouthmiami.net) or [personnel@cityofsouthmiami.net](mailto:personnel@cityofsouthmiami.net).

***Dates to Remember:***

September 13-17, 2009—ICMA Annual Conference, Montreal, Canada  
October 1, 2009—Deadline to apply for ICMA Credentialed Manager Program  
December 2-4, 2009—FAC Legislative Conference, St. Petersburg  
February 4-5, 2010—Winter Institute, Lake Mary  
May 13-15, 2010—Annual Conference, Orlando