

2006 Florida Cities of Excellence Awards Program ▶ Nomination Form

Category (Please check one) See Award Criteria for more information. Please print or type. One nomination per page.

Name of Municipality Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Municipality Nominated _____
Nominated Project _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

X

Name of Individual Nominated Charlotte Dunworth
Title Financial Analyst Department Finance
Nominated by City of Fort Walton Beach
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Please print or type.

Name Cam Johnson

Title Public Information Officer

Government City of Fort Walton Beach

Address 107 Miracle Strip Parkway SW, Fort Walton Beach, FL 32548

Telephone Number (850) 833-9505 Fax (850) 833-9640

E-mail Address cjohnson@fwb.org

This nomination has been ~~redacted~~ approved by a majority of the city council/commission.

Signed *Helen A. Spencer*
City Clerk

The judges will use the narrative and supportive information to select the award winners. Nominators/nominees are asked not to contact the judges directly.

In the narrative, please be clear and concise, using the Award Criteria to support the selection of your nominee. Please type (or print in black ink), up to 1,200 words, double-spaced on white 8-1/2" x 11" paper.

Up to 10 pages of supportive information (newspaper clippings, photographs, letters from constituents, etc.), on 8-1/2" x 11" paper (single-sided) may be provided. Please do not include videotapes, DVDs, CDs or Power-Point presentations.

Submit nominations by **August 18, 2006:**

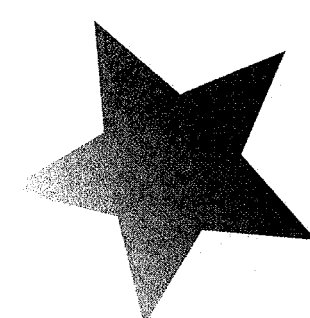
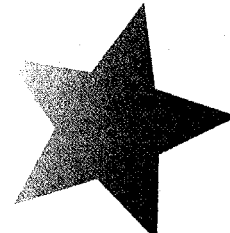
Florida League of Cities, Inc.

Attn: Florida Cities of Excellence

301 S. Bronough Street, Suite 300 (32301)

P.O. Box 1757

Tallahassee, FL 32302-1757



**Florida League of Cities
Cities of Excellence
Employee of the Year Award**

Name: Charlotte Dunworth
Title: Management Analyst
Jurisdiction: City of Fort Walton Beach

In October of 2005, Charlotte Dunworth was selected as the City's Employee of the Year, a program instituted in 2004. A productive, committed member of the City's team, she was awarded the honor during the City's annual celebration held in conjunction with the Florida League of Cities Florida City Government Week festivities.

Since joining the Finance Department in May of 2002, Charlotte has demonstrated the utmost professionalism and proved herself as an invaluable member of the City's staff. She excels in providing assistance to employees of not only her department, but of every department in the City. Her knowledge of the City's Budget documents, grants and official travel information is extensive, and if an employee has a problem with an Excel document, Charlotte is the "go-to" expert!

Charlotte is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments. When Hurricane Opal hit Fort Walton Beach in 1995, the City hired a temporary employee to deal with the mountains of federal paperwork. However, Charlotte took on the coordination and filing of all paperwork with the Federal Emergency Management Agency (FEMA) when Category 3 Hurricanes Ivan and Dennis hit in 2004 and 2005 respectively. She took on these additional, substantial

responsibilities professionally and enthusiastically, and has proven extremely skillful in her dealings with FEMA officials.

The epitome of the word “organized,” Charlotte is responsible for oversight of the City’s grants, and when asked a question about one of these grants, she flips to a neatly organized folder with the important grant milestones and data compiled on a single sheet in the main section. She always puts her finger on the pertinent data within seconds. Charlotte is punctual, but works late when necessary, especially during “Budget season.”

Always pleasant, accommodating and responsive to co-workers and City customers, Charlotte demonstrates a positive attitude toward work responsibilities and serves as a role model for others in the organization. In her case, federal and State officials (FEMA, grant agencies) are often the customer, and she communicates with them professionally and courteously. To her co-workers, Charlotte is willing to “mentor” them in the fine art of FEMA compliance issues, Excel spreadsheets, and proper completion of travel documentation. Her willingness to help the rest of the City’s employees do their jobs better is one of Charlotte’s finest qualities.

Charlotte’s service to the City of Fort Walton Beach is profound, although not necessarily seen with the “naked eye.” In the past year, she has worked on a variety of important projects from behind the scenes, including the annual Budget documents, monthly financial analysis, grant administration, petty cash review and audits, travel documentation and reimbursement, and Finance Department Policies and Procedures.

Her input into the preparation of the City Manager's Annual State of the City Powerpoint presentation of complicated City and regional data is thorough and easy to follow.

Always current with computer applications, Charlotte provides technical support to co-workers in a variety of software applications, especially Excel. She sets up complicated formulas in Excel for survey data, as she did with the 2003 Citizens' Satisfaction Survey. She also works on complicated rate studies, such as the Golf Club rate study, which she completed last year, and a sanitation rate study which she will perform in the near future. She also did complex analysis of the water and sewer rate study which was conducted by a consultant.

Charlotte understands the big picture of how the City functions, and does not get bogged down in the numbers alone when performing analysis. She works with employees of other departments, such as Public Works and Purchasing, to submit and keep track of all FEMA documentation. Charlotte's understanding of the functions of each department is unsurpassed, and this understanding and knowledge are apparent in the award-winning Budget documents she helps produce.

Charlotte has been nominated for Employee of the Year because this is HER year. She, with the help of others in her Department and the City, wrapped up a new Budget document, finished out the fiscal year, adopted a new Budget, began a fiscal year, and began FEMA documentation within several weeks of Hurricane Ivan and continued this dedication following Hurricane Dennis. What a phenomenal body of work! Charlotte

Dunworth is truly deserving of the designation “Employee of the Year” in the Cities of Excellence program because of her commitment, professionalism and enthusiasm for public service.