

2007 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.

FLORIDA CITY OF EXCELLENCE AWARD
Name of Municipality Nominated _____
Nominated by _____
(Name of City/Town/Village)

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

MAYOR OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

COUNCIL MEMBER OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY EMPLOYEE OF THE YEAR
Name of Individual Nominated JO MAIN
Title ADMIN. COORDNATOR Department FINANCE
Nominated by CITY OF FORT WALTON BEACH
(Name of City/Town/Village)

CITY MANAGER OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY CLERK OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY ATTORNEY OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY FINANCE OFFICIAL (DIRECTOR OR OFFICER) OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

CITY CITIZEN OF THE YEAR
Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

[OVER]

Contact Person

The following person will be the main contact if your city's nominee is selected as a finalist.

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

Nomination Certification

This nomination has been voted on and 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.

Narrative

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.

Please include a word count: 1025
Number of words

Supportive Information

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 10, 2007:**

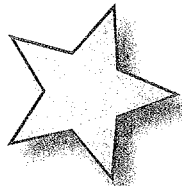
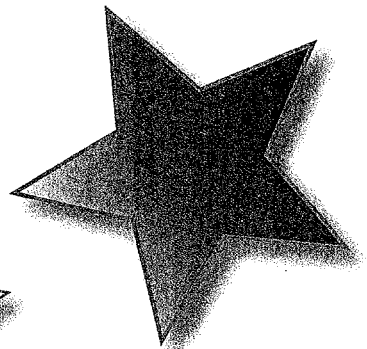
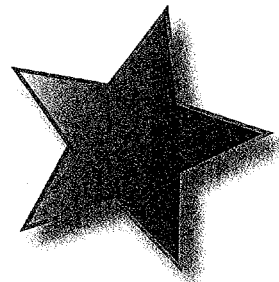
Florida League of Cities, Inc.

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: Jo Main
Title: Administrative Coordinator
Jurisdiction: City of Fort Walton Beach

Jo Main has made quite an impression with residents and employees of the City of Fort Walton Beach since joining the organization in 2004. She was selected by her peers as the 2006 City of Fort Walton Beach "Employee of the Year" during the Florida League of Cities "Florida City Government Week" festivities. At the time of this award, Jo was the Senior Staff Assistant in the Public Works Department, but was soon promoted to Administrative Coordinator in the City's Finance Department.

Jo is a valuable member of the Fort Walton Beach team and shows the utmost professionalism and has the confidence of City department directors, managers and staff. One of the strongest attributes Jo brings to the City is her initiative to go the extra mile. If something needs to be done, and no one is doing it, you can always count on Jo to step up to get it done.

As the Senior Staff Assistant for the Public Works Department, Jo worked closely with citizens, developers and other employees to resolve issues that occurred around the city. She had to not only work closely with members of her own department, but also with the City's Police, Fire, Utilities, Community Development and Parks and Recreation Departments to get the job done.

Now as the Administrative Coordinator of the Finance Department, Jo handles travel/training requests, maintains budget reports, purchase order reports, account status reports, and monitors the City's credit card purchases. She also assists in the production of the Comprehensive Annual Financial Report (CAFR), the annual Budget Manual and Capital Improvement Project and Comprehensive Fee Schedule. Jo has shown the ability to transition from one aspect of city government to another with her move from the City's Public Works Department to the Finance Department.

Along with all her daily duties for the City, Jo has also been instrumental with several employee events and special programs around the City. She is always the first to volunteer to plan an employee luncheon. She is a first baseman and catcher on the City softball team, "City Slickers". Jo also serves on several City committees including the Earth Day/Arbor Day Committee, Employee Wellness Council and 4th of July Celebration Committee.

Jo was a driving force behind the creation of an Earth Day/Arbor Day Festival in 2005. The event teaches children ages preschool through middle school about the earth, trees and the environment. It is held every year during the week of Arbor Day at the Fort Walton Landing, a City park on Santa Rosa Sound. In its first year, the festival attracted over 200 people and a handful of vendors. That number ballooned this year to well over 1,200 children and 30 vendors! The event also expanded from four to nine hours this

year due to demand from the public. Without Jo's guidance and vision, this annual event would not be the success it is today.

The City's Employee Wellness Council coordinates healthy activities and contests to try to improve the overall health of the City's employees. The program has held several successful events including a walk/run competition, nature trail hikes, canoe trips and bike rides around the City. The most recent event was a Biggest Loser Contest where City employees lost over 430 pounds! Jo is an important and active committee member of the Wellness Council. She has organized several events for the employees of the City, including a Pubic Works sponsored "Hawaiian" themed bicycling outing around City streets. She was also a fundraising and walking participant on the City sponsored American Heart Association's "Heart Walk" team in 2006.

The City's annual 4th of July Celebration is always a favorite among citizens. Over 10,000 people, half the population of Fort Walton Beach, converge on the Fort Walton Landing for an afternoon of events, entertainment and fireworks. As a member of the 4th of July Celebration Committee, Jo is responsible for booking entertainment for the event. This year's festival featured 15 acts including Tae Kwon Do demonstrations, a fly over by the United States Air Force and youth singers and dancers. On the day of the festival, Jo successfully shuffled one act after another on and off the stage. She showed great leadership and organizational skills coordinating this event and thanks to her, there was no lag in the celebration.

Jo's level of commitment to the citizens of Fort Walton Beach doesn't limit itself to City functions and daily duties. She is also a very involved participant in several community organizations such as the Greater Fort Walton Beach Chamber of Commerce, Covenant Hospice, Toys for Tots, Emerald Coast Boat Poker Run and American Business Women's Association. Another passion of Jo's is to help raise money for local charities. In 2006, she served as the City's "Loaned Executive" and campaign coordinator for the United Way of Okaloosa and Walton Counties. As the "Loaned Executive" from the City, Jo did presentations to other agencies across the community telling them why they need to support the United Way and its organizations. As part of the "Loaned Executive" program, she held a fundraiser at the City. Employees were encouraged to contribute a lump sum, or have a deduction withdrawn from each paycheck. A goal of \$13,000 was set for the City fundraiser, but that number was easily surpassed by bringing in almost \$18,000!

After showing a gifted ability to raise money for the United Way, Jo spearheaded a team of City employees in the American Cancer Society's "Relay for Life" event. The team raised over \$13,000 dollars for cancer research by selling hot dogs at City events, raffling off Christmas gift baskets, and a motorcycle poker run. With Jo as the captain of the City team, they were named the "Top Fundraising Team" in the area.

Jo's efforts are sealed with teamwork, camaraderie, and drive. Even when she faces challenging issues and demanding customers, Jo remains cheerful and helpful, working on the issue until the job is done right. Jo Main is deserving of the designation

“Employee of the Year” in the Cities of Excellence program because of her commitment, enthusiasm and professionalism in her service to the citizens of Fort Walton Beach.