

City of DeFuniak Springs

Our Accomplishments

2005 through 2010



Greatness is seldom achieved without challenges, and in our quest to improve the quality of life for our community and plan for our future, we have certainly experienced our share of challenges over these past five years. But, challenges have not deterred us, they have strengthened us. And it is through these challenges, where lessons are learned, methods are improved, ideas are born, and goals are realized. These things coupled with Teamwork, Planning, Courage, Communication, Integrity, and Optimism is the foundation of our strong work ethic, our ambition, and our successes. Collectively, our Mayor, Council, City Manager, and staff are at the heart of these accomplishments; our people are our biggest asset and we are fortunate to have a team of honest, dedicated, and hardworking people committed to doing what is best for our City! With this in mind, it is time we step back, reflect, and recognize the accomplishments we have made over the last five years as we continue to look ahead and continue to achieve great things for our City and its citizens.

In summary, as we perform our day to day operations, we continue planning and building for our City's future and have:

- Equipped our employees with proper tools and training, built career opportunities, and rewarded performance
- Updated policies and procedures
- Repaired and maintained aging infrastructure, expanded our services, and enhanced customer service
- City Hall – Administration and Finance
- City Hall Annex – Building, Planning, Code Enforcement
- Municipal Airport
- Police Department – Office of the City Marshal
- Fire Department
- Public Works – Facility and Grounds Maintenance
 - Streets and Sanitation
 - Water, Sewer, Natural Gas, Mapping
 - Fleet Maintenance
- Supported our community

It is with great pride that we present this record of accomplishments:

Administration

- Commissioned a salary study to achieve competitive salaries and fair compensation.
- Implemented a policy to provide educational reimbursement.
- Created a performance appraisal system which individually assesses and rewards performance.

- Commissioned an Organization Assessment to identify personnel and policy needs.
- Improved communication by holding regularly scheduled meeting that work to measure improvements, create goals, and address concerns.
- Created a new employee and council/board member orientation packet.
- Created a Monthly Employee Newsletter to recognize accomplishment and provide information to employees.
- Created a quarterly utility bill insert to share our successes with our customers, entitled “Everyday Excellence in DeFuniak Springs”
- Crafted a new ordinance regarding city cemetery policy and procedure, and addressed concerns, expanded burial options, and improved operation of the cemetery.

- Improved gateways to City with beautification grants from Florida Department of Transportation.
- Established an exit interview for those leaving employment with the City to learn about potential areas of improvement and successes.
- Developed an annual program, in partnership with the American Public Works Association and Walton County, to recognize National Public Works Week and honor those in the public works profession.
- Partnered with CH2MHILL/OMI to provide Quality Training to our DeFuniak Team.
- Partnered with Northwest Florida State College to provide Supervisory and Leadership Training.
- Provide improved Training, Development, and Recognition of Employees
 - Quality Training
 - Supervisor Training
 - Appraisal Training
 - Above and Beyond Award
 - Quality Mind Award
 - Quality Training T-Shirts
 - Employee Leadership Council formed
 - Adopted ELC Mission Statement
- Updated Purchasing Policy to facilitate purchases of supplies and provide for local vendor preference.
- Created an enhanced Sick Leave Policy, which provides employees with an opportunity to pool leave or donate leave directly from one employee to another, and provides payment for accrued sick leave upon separation of service.
- Implemented an enhancement to the employee health care plan by providing staff with a choice on the level and type of health care coverage for themselves and their families, which also included a city funded HRA (Healthcare Reimbursement Account). The HRA provides employees with a healthcare savings account they can be use to meet their deductibles, purchase medicines, or leave it as a savings account to meet future medical needs.
- Developed a new Drug and Alcohol Policy to be in compliance with state and federal guidelines and provide a means for assistance for those who have drug or alcohol problems.
- Implemented Public Safety Impact Fees to insure that new growth pays their fair share of capital improvements and infrastructure required to provide essential services.
- Updated the ordinances and procedures regarding Special Events, Temporary Use, and Peddlers and Solicitors to better clarify the requirements and streamline the process.
- Commissioned a Water and Waste Water Master Plan to evaluate current services and infrastructure, and to develop a plan for future needs of the community.
- Implemented a review of the natural gas department and system to improve operations and implementing a procedure to market and grow the system.
- Commissioned a Traffic Impact Fee Study to prepare the city for growth and expansion.
- Commissioned a water, sewer and sanitation rate study to ensure that rates remain fair and

- equitable.
- Negotiated a contract rate for Perdue in order to assist and maintain one of our key customers and employers in the area.
- Consolidated all Utility and Public Works Department onto one 10-acre parcel, formerly known as the (FDOT) Florida Department of Transportation Maintenance yard, which now serves as the City of DeFuniak Springs Public Works Facility.
- Repaired and enhanced appearance and functionality of City Hall with new handrails on the front stairway, new flooring, updated restroom facilities, and created a walkway and break area behind City Hall.
- Expanded the utility service area which provides county residents in the unincorporated areas access to city utilities, such as water, sewer and natural gas.
- Improved the integrity, management, and operation of our elections process.
- Established a partnership with a local business to provide IT Support to the city.
- Implemented a new key fueling system for city vehicles and equipment to better monitor and control usage and costs.
- Initiated an Electronic Payroll System
- Partnered with the Florida Back to Work Program
- Updated the City Clerk Position Ordinance
- Implemented an ordinance regarding Basketball Hoops in rights-of-way
- Initiated a review of the City's sign ordinance, provide for community input, and adopted updates in partnership with the business community.
- Initiated a standing monthly breakfast meeting with the County Administrator to discuss shared concerns and to facilitate a cooperative partnerships.
- Initiated a quarterly meeting between the City, Walton County, and FDOT (Florida Department of Transportation) to foster communication and coordination of projects.
- Initiated a process for outlining strategic objectives by the Mayor and Council each year to assist in budget planning and planning for responsible growth and development.
- Utilizing Google Apps to help facilitate preparation of Council Agendas
- Developed a Policy Manual to house all of our adopted policies and procedures, some of which are:
 - Internet Policy (August 2006)
 - Work Related Incidents, Injuries, and Damages Policy (February 2008)
 - Special Events and Facility Rentals General Liability Coverage Policy (April 2008)
 - Anti-Harassment Policy (November 2008)
 - Service Awards and Retirement Policy (November 2008)
 - Smoke Free Workplace Policy (February 2009)
 - Educational Reimbursement Policy (March 2009)
 - Direct Deposit Policy (November 2009)
 - DFS Municipal Airport Aerial Application Activities (January 2010)
 - Identity Theft Policy (2009)??
 - Direct Deposit Policy for payroll
 - Separation of Service Procedure (2008)
 - Dress Code Policy (July 2009)
 - Compensable Time procedure (July 2008)
 - Drug Free Workplace Policy (February 2010)
 - Telephone Procedure
- Updated or created the following personnel agreements :
 - CDL agreement (2009)
 - Cell Phone agreement (2009)

- Boot agreement (2009)
- Identity Theft agreement (2009)
- Updated or created the following personnel forms:
 - Payroll change request form (2008)
 - Time Sheets
 - Employee Performance Appraisal (2009)
 - Separation of Service checklist and procedure
 - Workers Compensation memo and procedure
 - Disciplinary Action
 - Accident/Injury reporting
 - Letter to applicants not hired
 - Letter offering job to selected applicant
 - Voluntary Self Identify
 - Employment Applications
 - Exit Interview letter and form
 - Drug Free Workplace Acknowledge
- Updated or improved processes and benefits for employees:
 - Open enrollment process for benefits
 - Employee Insurance Fair
 - Option to help community through United Way
 - Improved organization in Personnel Files (top hole punched and clasped in folders)
 - Include employee photo identification in Personnel Files
 - Implemented Worksite Wellness programs
 - Improved organization in file room
 - Recognize Employee's for years of service to the City (certificates signed by Mayor)
 - Installed HRIS (Human Resource Information Software) called Gradiance Records, which is used to secure and maintain employee information.
 - Installation of Back-up Hard Drives for computers
 - Installation of Back-up Batteries for computers
 - Improved organization of office supplies and other items in closets
 - Implemented an inner office envelopes system to secure and insure mail delivery
 - Updated Fueling System record keeping
 - Created a File Cabinet Folder Database
 - Updated Administrative Secretary Handbook
 - Improved correspondence regarding sanitation service and color coded map of routes
 - Provide office phone directory labels
 - Organized the customer station in hallway
 - Updated City Logo for more clarity
 - Established a Sensitive Property Inventory to maintain control of items valued below \$1000
 - Created a Hepatitis B Shot procedure
 - Established a procedure for internal reservation of Council Room/Conference Room for meetings among staff
 - Provide City Council updates on facility use
 - Provide City Council Special Project Updates
 - Provide weekly facility rental calendar to Police Department for enhanced security
 - Improved employee parties, luncheons, etc.

- Implemented an annual Employee Family Carnival
- Updated or created the following documents:
 - Updated or created the following documents:
 - Flyers for programs (Project Share, Insurance Meetings, SMART Growth, Pathway of Honor, etc.)
 - Important Numbers Contact List
 - City Organizational Chart
 - Proclamations
 - Facility Rental Contracts
 - Cemetery Certificate of Interment Rights
 - Cemetery Ownership Transfer of Interment Rights
 - Cemetery Quit Claim Deed
 - Cemetery Restriction Agreement
 - Administration Out of the Office calendar
 - Improved City Council Agendas
 - Spreadsheet timeline to renew agreements and contracts
- Updated or created the following, according to Florida law:
 - Equal Employment Opportunity-4 Reporting Form
 - Employment Eligibility Verification
 - Pre-employment drug testing
 - Random drug testing (DOT and Non-DOT)
 - Background checks on selected applicants
 - Secure Completed Employment Applications in locked cabinet
 - Email archiving and IT improvements
- New or improved operating/office supplies for more efficient City Hall operations:
 - New binding machine
 - New electric hole punch
 - New paper shredder
 - New office furniture
 - New computers and printers on rotation cycle
 - Improved interoffice mail and 'IN' boxes for Council and Staff
 - Obtained wooden plaques for presentation of certificates
 - Obtained Cemetery management software
 - Relocation of Copy Machine and Cemetery Map
 - City/Community Information Bulletin Board
 - Updated Council room audio equipment
 - Located framing materials and improved picture frames for the Mayors' photos in Council Chambers.

Finance/Utility Billing Department

- Implemented project share
- Started a budget payment program for the city's utility customers
- Changed the utility bills from postcards to laser printed bills
- Leased a letter folding machine
- Updated the leased postage machine
- Purchased a new server housing the city's financial/utility billing information
- Purchased three new computers along with new, larger monitors for the finance/utility billing employees
- Created additional work station in order to accomplish work more efficiently
- Created an employee vital information form
- Established electronic timecard system in payroll and currently have 18 employees using the system
- Developed a guide for the electronic timecard system to help new employees learn the system
- Helped implement a new healthcare plan choice for the employees that include a healthcare reimbursement option
- Created Spanish translation forms for utility customers
- Secured utility customers' personal information
- Internet e-mail access in order to reply to the City's customers which has improved customer service

Building, Planning, and Code Enforcement

- Abandonment research recorded on hard copy map and organized abandonment files
- Existing land use map digitized
- Zoning map digitized
- Completed website information for Building/Planning and Code Enforcement Departments
- Garbage route map digitized
- Garbage route listing completed
- LUCA 2010 updated
- Department of Revenue CST Report updated
- Organized all Code Enforcement filing system
- Organized all Variance/HBO/SSA project files from previous years
- Made Building and Planning manuals
- Enterprise Zone renewal
- Proposed 2020 FLUM digitized
- All previous annexations were consolidated into overall description of the city limits and the city limits map updated and corrected
- Zoning Map and Future Land Use Map updated
- Numerous LDR / Zoning/ subdivision code amendments approved
- Proportionate Fair Share Ordinance approved
- 7 Large scale amendments and zoning requests processed and approved
- 16 Small scale amendments and zoning requests processed and approved
- 8 Voluntary Annexations processed and approved
- Over 40 site plans processed and approved
- Twenty variances processed and approved
- All application forms for all processes created or updated
- Webpage created for Planning Department
- Evaluation and Appraisal Report completed and adopted
- FS Chapter 163 compliant Capital Improvements Schedule completed
- Public Schools Facility Element Amendment to Comprehensive Plan completed and adopted

- Code Enforcement (*This is not a complete list, just some highlights*)
 - Obtained Level 1, 2, and 3 for Code Enforcement
 - Removed 55 unsafe structures
 - All violations, including structure removal completed without legal assistance
 - Helped develop an unsafe structure map
 - Obtained a storm water management inspector certification
 - Established the beginnings of an Environmental Compliance Division
 - Inspected all underground grease contaminate units

Violations	2007	2008	2009	Total
Abandon Property	104	93	93	290
abandon Sign	4			4
Abandon Vehicles	193	90	54	337
Animal Complaints	3	1	1	5
Assistance For other Departments	2	17	43	62
Census	85	78		163
Construction Material on Right of Way	14	13	3	30
Fence on Right of Way	3			3
Follow-up/Meeting/ Code Questions	238	172	205	615
Grease Trap Inspection/violation	43	35	37	115
Hazardous Material / Improper removal and or deposit	11	2	4	17
Illegal Dumping	4	4	0	8
Improper Placement of waste	27	0	1	28
Inspection/investigation/reviews	10	51	141	202
Land Development Code review/inspection	0	0	383	383
Land Development Code Violation	0	3	0	3
Live Stock Violation	0	3	0	3
Miscellaneous	28	90	43	161
No Occupational License	26	7	4	37
No peddlers/ Vendor permit	6	0	2	8
No Permit/Permit Check	155	78	54	287
No Structure Numbers	18	9	0	27
Non Conforming Land Use	5	0	0	5
Nuisance/Complaint	57	53	65	175
Occupied Dwelling no water	1	0	0	1
Off Premise Signs	12	40	2	54
Overgrown	115	117	45	277
Political Signs	12	220	19	251
R.V. Living	3	4	3	10
Review/ Research- Plans ,Planning	32	0	0	32
Sign Inventory	0	0	16	16
Signs on Right of Way	488	787	512	1787
Signs violation	137	72	48	257
Silt Fence/Erosion Inspections/ Violation	13	10	3	26
Special Event Permit	15	38	17	70
Stop Work Notice	86	16	10	112
Tailor Violation		12	101	113
Trash Notice	15	11		26
Unsafe Structure (total)	55			55
Visual Obstruction	11	2	3	16
Total	2031	2128	1912	6071

Municipal Airport

- Installed Security Fencing
- Renovated terminal building
- Constructed a 70 X 70-maintenance hangar in partnership with Department of Community Affairs to bring an avionics business to the airport and expand business opportunities
- Constructed new 6 – unit T hangar for general aviation
- Developed a Master Site Development Plan for future airport expansion
- Overlaid runways and taxiways
- Adopted adequate zoning for airport use
- Provide air ambulance service
- New entrance, entrance road, and parking area for automobiles constructed in 1987
- Aeronautical surveys and publication of GPS approaches
- Fuel system upgrades
- Airfield signage upgrades
- Acquisition of 22 acres of land for future expansion
- Purchased tractor and equipment for airport maintenance
- Purchased and installed new runway markers on turf runway 18/36 i
- Currently updating Airport Master Plan 2010

Office of the City Marshal/DeFuniak Springs Police Department

- In 2005, the Office of the City Marshal/DeFuniak Springs Police underwent drastic changes that ranged from the appointment of a new City Marshal to how we conducted daily operations. Over the next five years several other operational changes were instituted that has greatly improved the service provided by this agency. During this same time frame we experience a tremendous increase in the number of calls for service that were handled by this agency annually (4,000 calls for service in 2004 to over 36,000 calls for service in 2009). With the growth of the city and this unprecedented increase in documented calls for service, we were tasked with the development of a five-year strategic plan which outlined how this agency expected to keep pace with the projected and expected growth of the city. This plan attempted to project the anticipated needs of the agency to meet the increase in calls for service and included everything from facility requirements to vehicle replacement and personnel increases.

Some, but not all, of our major accomplishments over this time frame are listed below:

- Developed and published this agency's first written policy and procedures manual.
- Developed a 320 hour Standardized Field Officers Training Program for all new employees.
- Requested and received additional law enforcement officers each year as funding became available and approved by the council.
- Established permanent shifts for shift work employees.
- Obtained council approval for pay raises and benefits that enabled this agency to be competitive with other law enforcement agencies in our area for retention and recruitment efforts.
- Purchased new weapons for all officers – first time in 20 years.
- Purchased all new patrol vehicles that include –n-car video surveillance systems and new radar speed detection units. Vehicles were returned to traditional paint schemes.
- Constructed an Evidence Vault and established proper accountability procedures.
- Remodeled the lobby and admin area to include new entrances, a new lobby, a new 911 Communications Center, and a new records area (all done with in-house labor).
- Developed and served as the lead law enforcement agency on a multi-agency joint task force (Operation "White Summer") to combat illegal drugs in this area which resulted in federal charges for five dealers.
- Applied for and was awarded several grants for law enforcement and 911 equipment and training.
- Upgraded all agency computers and the central server to handle increased activity and established mobile dispatch capability.
- Designed an agency website that provides information for the public.
- Purchased and implemented a 16 camera security monitoring system to provide security for the main building interior and exterior.
- Established a 24 hour customer service center and emergency 911 police dispatch capabilities.
- Developed and completed this agency's first promotion board and testing process to select new shift supervisors and division commanders.
- Purchased and put into service a used travel trailer from the Federal Government and converted it into a Mobile Community Service Center using seized drug money.
- Obtained the donation of an emergency rescue vehicle from the South Walton Fire Department and had it converted to a Mobile Command Vehicle utilizing seized drug money.
- Organized and constituted a citizen advisory board.

- Purchased and trained a new narcotics detection and tracking dog using drug seized funds and grants from local businesses and obtained USPCA Certification..
- Converted a former city maintenance building and yard into a police impound facility to secure seized vehicles and large items of evidence.
- Developed, presented, and obtained approval from the City Council for a new ordinance restricting Sex Offenders from residing within 2,000 feet of a place where children may gather. In addition this ordinance prohibits sex offenders from being in the many City Parks.
- Standardized all FDLE required training and developed a tracking system to ensure that each officer maintains currency.

Fire Department

- Personnel:
 - Educational Program:
 - The Department was able to place into existence a Personnel Educational Program. The program enabled the Firefighters to set goals for advancement at the Department. The Educational program outlines the expectations of the Firefighters for rank requirements.
- Rank System:
 - The Department developed a requirement schedule for rank development for the Department. The system clearly outlined all requirements for rank requirements and the basic knowledge, skills and abilities.
- Additional personnel:
 - The Department was able to place personnel in positions essential to the safety of our Firefighting force and to the citizens we protect. The City allowed us the opportunity to place three Firefighters on duty per shift at the Department.
- Promotions:
 - The additional three personnel allowed us to develop a clear rank structure for the Department. The span of control was developed to delineate job responsibilities and increase safety. We have promoted four Firefighters including one (1) Assistant Chief and three (3) Lieutenants.
- Personal Education:
 - Three of our personnel have achieved the Emergency Medical Technician certification. Three have achieved the Fire Service Instructor certification. One has achieved the Fire Safety Inspector certification. One has achieved Live Fire Trainer Instructor. One has achieved Fire Officer I certification. One has completed the Dale Carnegie Leadership course.
- Personnel, Chief:
 - Walton County approached the City concerning the possibility of “Job Sharing” the Fire Chief. The program has been enacted and is currently running. The City has been able to save money through the sharing of cost for the Chief with Walton County.
- Equipment:
 - Fire Engine:
 - In 2009 the Department took delivery of a Pierce Contender fire engine. The engine was purchased to replace an ageing fire engine that had reached the end of its service life. The new engine has increased safety and activities on the fireground.
- Extrication Equipment:
 - The Department was able to purchase new extrication equipment “Jaws of Life”, to replace very old equipment that could no longer be serviced.
- Facilities:
 - Remodel:
 - The Department, with the assistance of facilities maintenance, inmate labor and contractors has undergone a major remodel.
 - A new metal roof was placed on the facility by contractors.

- The floor upstairs was repaired and tile placed in the Kitchen area by the Firefighters.
- New cabinets were purchased at Lowes and placed in the Kitchen area by the Firefighters and Facilities maintenance.
- New appliances were purchased to replace a worn stove, refrigerator, and Microwave.
- Plumbing was replaced by facilities maintenance and the Firefighters.
- The Bathroom received a new commode, paint and tile flooring by the Firefighters and facilities maintenance.
- The bedrooms were remodeled to better utilize the living space and to better facilitate safety. Walls were moved and rebuilt. Wiring was replaced and repaired.
- The ceiling grid and Celotex has been replaced by contractors, the Firefighters and facilities maintenance.
- All ductwork has been replaced upstairs by contractors.
- The A/C unit has been replaced by contractors.
- All baseboard and ceiling trim has been replaced by the Firefighters.
- The entire upstairs and two offices downstairs have been painted by the Firefighters.
- New lighting has been placed upstairs by Facilities Maintenance.

Public Works – Facility and Grounds Maintenance

- Installation of 24 x 40 pole barn at Airport
- Covered walk way at Civic Center
- Repaint interior of entire building at Civic Center
- Install toilet partitions at Civic Center
- Remodel restrooms at City Hall
- Remodel office and add break room at Chamber Office
- Installation of wheel chair ramp at Amphitheatre
- Installation of new lighting and ceiling at Chautauqua Bldg.
- Install new ceiling and A/C unit at Fire Dept. living quarters
- Add new office and remodel Annex
- Installation of new roof on Gas Barn at Public Works
- Remodel/Rehab offices, paint and refurbish City Shop at Public Works
- Installation of new roof and rehab Sonny's office at Public Works
- Install sidewalks at top of Lake yard
- Install curbs on two streets at Cemetery
- Veteran's Day Memorial site rehab at Cemetery
- Created new Welding Shop at Public Works
- Created new Small Engine Shop at Public Works
- Rebuild Pat Covell Park #2
- Rehab tennis courts at Clay Street
- Install Column Barium at Cemetery
- Installation of card reader system
- Install automatic gate system at Public Works
- Install picnic tables at Pat Covell Park #1 and new merry go round
- Install new merry go round, slide and sign at Lake Stanley

Public Works - Streets and Sanitation

- Equipment:
 - Tamper
 - New Concrete Tools
 - New Saw Blades
 - Chainsaws
 - Battery Charger
 - Pole Saw
 - Hydraulic Saw on Boom truck
 - New harness and lanyards
 - Fuel Tank on 505
 - Garbage Cans
- Vehicles:
 - Truck with Dump Bed
 - Knuckle boom Trucks
 - Garbage Trucks
- Safety:
 - Drums
 - Signs and stands
 - Cones
 - Lights
 - Vests
 - Hard hats w/accessories
 - Boots
 - Strobe lights for trucks
 - Reflective tape for trucks
 - Flashing Beacon for 519
 - Safety pants, hats an vest for employee on back of garbage trucks
 - Road closure barricades
- Improvements:
 - 11th St repaving
 - Sidewalks at 19th St
 - Sidewalks on Live Oak Ave
 - Sidewalks at Burdick Ave
 - Sidewalks at Dorsey Ave
 - Street signs in Historical District
 - Storm Drainage Pond at 11th St and Main Ave
 - Storm Drainage Pond at 5th St and Chaffin Ave
 - Sidewalk leveling around Lake yard

Public Works - Water and Sewer

- Equipment:
 - John Deere Backhoe and Trailer
 - YanMar Excavator and Trailer
 - SeeSnake Camera for lines under 4"
 - CamSpray Jetter for lines under 4"
 - Dump Truck
 - 4" mudhog
 - 4" Trash pump
 - 3" mudhog
 - Sewer Equipment Jetter with cameral for lines larger than 4"
 - Air Compressor
 - Forks for Backhoe
 - Torch Set
 - Hydraulic Pipe cutters
 - Tamper
 - 2" electrical pump
 - Truck winch (12000 lbs.)
 - Trailer winch (8000 lbs.)
 - New tapping machine
 - Cut off Saws (3)
 - Cut off saw stand
 - Customize Utility Trailer
 - Snatch blocks
- Safety
 - Drums
 - Cones
 - Warning signs w/ stands
 - Lights and generator
 - Vests
 - Hard hats w/accessories
 - Boots
 - Rain Suits
 - Vehicles
 - Strobe lights
 - Reflective taping
 - All terrain tires for 627
 - Helper Springs
 - Fuel tank on 630

- Vehicles
 - FORD F250 4x4
 - FORD F250
 - FORD F250
 - FORD 350 4x4
 - FORD Ranger (meter reading)
 - FORD F150
- Jobs
 - Working on Flush program for dead end lines
 - Sewer repair on Meadowbrook
 - Working on valve maintenance program
 - Change out old parts around 11th St
 - Fire Hydrant change outs
 - Orange Ave 6" water extension
 - Sewer extension at Walton Rd
 - Water lines at 331 S in Woodlawn
 - Water line extension at Oakridge Rd
 - Water line extension at Oakwood Lakes
 - Raphael Rd
 - Picasso Cir
 - Howlin Rd
 - Leonardo Ln
 - Millers Way
 - Water line extension at Perdue and Malloy
 - Water line 17th St and Van Buren Ave
 - Water line extension on Bruce Ave
 - Tie in water lines at Bruce Ave and Woodward Ave
 - Water line extension at Whispering Ln and Huckabee Rd
 - 10" water line from Industrial Park to Whataburger
 - Water line extension at Coy Burgess Loop
 - Water line extensions at Juniper Lake Area
 - Water line extensions at King Lake Rd and Hwy 90 W
 - New water tower and Well at Sunrise Rd

Public Works – Natural Gas

- Equipment Upgrades/Purchases:
 - Walk-behind Trencher, with trailer
 - CGIs (Combustible gas indicators)
 - Ditch Witch Underground Pipe Locator
 - Generator
 - Air compressor
 - Weld Machine
 - Electric Fusion Machine
 - Squeeze off tools
 - Pipe Threading Equipment
 - Drill Set
 - Odorometer (gas odorant testing equipment)
 - Fuel Locker
 - Weed-eater
 - Computer workstation

- Vehicles:
 - Service Truck with Utility Bed
 - Two Pickups

- Jobs:
 - Marked HP sets
 - Painted all stations
 - Installed Safety Rails at HP sets
 - Mapped Cathodic Protection Test Stations
 - Mossy Head gas piping system – located lines & developed map of area
 - Piped Pine Hurst subdivision – over 6000 feet of gas main (2")
 - Piped Magnolia Lakes Est. Phase II – over 5000 feet of gas main (2")
 - Run gas line on coy Burgess Loop to Comfort Inn – over 1800 feet of gas main (4")
 - Run gas to Animal Shelter – over 3000 feet of gas main (2")
 - Run gas to New Jail
 - Rebuilt HP Sets
 - Find High pressure valves in Mossy Head
 - New odorization equipment at County line gate station
 - New odorization equipment at FGT gate station
 - New flow computer (meter) at FGT gate station
 - Move chart station off DOT R/O/W
 - Relocated unsafe gas main at convenience store Mossy Head
 - Rebuilt bypass at Perdue
 - Exercised gas valves throughout the system

- Repaired valves as needed
- Built retention wall at Juniper Lake Station
- Located and repaired previously undiscovered gas leaks in the system – increasing safety and reducing lost revenue & Lost and Unaccounted For (LAUF) gas
- Repaired Cathodic Protection system
- Walton County School Board Bus Maintenance Facility – 1800 foot service line (2")
- Safety:
 - Attended MOT training for DOT
 - Cones
 - Vests
 - Signs and stands
 - Barricades
 - Boots
- Other:
 - New roof on gas building at Public Works
 - OQ Training – (entire gas department) completed many online training modules
 - Safety meetings and classes
 - Won APGA safety award – 3 years in a row
 - Certifications in: Weld PE pipe, Installing Gastite system, Equipment training, Plastic and steel gas pipe repair, leak investigation and valve maintenance, and Thermoweld
 - CDL License(s) – several employees trained and now hold Class A or B licenses
- Special Projects:
 - Operations and Maintenance (O&M) Manual – reviewed and completely rewritten
 - Operator Qualification (OQ) Manual – reviewed and completely rewritten
 - Drug Policy – reviewed and completely rewritten
 - Lost and unaccounted for (LAUF) gas – down to less than 1% (for last reporting period)
 - Emergency Plan – draft submitted, currently under review
 - 811 / Call Before You Dig training – completed for City public works supervisors, county maintenance, school board maintenance
 - Developed Line Flushing Policy (DEP requirement)
 - Developed Valve Exercising Policy (DEP requirement)
 - Developed Hydrant Testing/Flushing Policy (DEP requirement)
 - Computer networking system – connect the Public Works building with Billing Dept software
 - Rate study (in house) – labor, connect/disconnect fees, deposits, etc
 - Gas meter accuracy – ongoing testing and repair/replacement
 - Extensive review of gas ordinance calculation and audit for accuracy
 - Gas Department “Audit” – Goodwin Mills Cawood

Public Works - Mapping

- Implemented a program to map, evaluate, maintain, and repair our aging infrastructure
- Introduced new high technology to the city:
 - Ground Penetrating Radar (GPR)
 - Global Positioning System (GPS)
 - Large Format Color Plotter (printer)
 - 1st 11"x17" (ledger size) color printer
 - Digital Camera for field documentation
 - Laser range finder
 - Work Station computer to run high end graphics software
 - Recommended the use of cd's then dvd's and "Jump" or "Flash" drives for computer backups
 - Recommended the lease or purchase of a large format scanner (on-going in the present budget year)
- Implemented new software:
 - Purchased "Legacy Upgrade" for AutoCad Map 3D mapping software (This was due to the original disc being lost and a normal upgrade would not be possible)
 - Recommended the purchase of individual Microsoft Office software for each computer. This would prevent liability issues with Microsoft due to having only one or two copies of the software being loaded on several city machines
 - Purchased Adobe Acrobat Professional for the ability to mark-up FDOT submitted pdf files for road projects affecting city utility lines
 - Recommended that antivirus and anti spyware software be installed on all machines
 - Recommended and purchased a fire safe for software storage
- Additional Field Equipment to facilitate the mapping process:
 - Measuring wheel
 - Ferrous metal locator for finding buried valves and lines
 - Weatherproof bag for the GPR unit
 - Miscellaneous hand tools for uncovering valves and lids
 - Created sketch book for field personnel to make sketches of new or found valves, hydrants and lines
- Other Accomplishments:
 - Scanned and/or printed several of the old large format drawings for data retention
 - Printed and assembled several map books for field use

- Created a “Zone Map” to assist in easier records keeping, documentation and location of valves and hydrants
- Created Zone Valve and Hydrant Logs in Excel spreadsheet format
- Created Project folders for digital pictures for all utilities, legal issues, road construction, etc.
- Researched and studied old drawings and field verified the location of utility lines, valves and hydrants
- Completed 5 out of 7 zones for FDEP required mapping locations of valves and hydrants
- Assisted City Manager, Assistant City Manager/Public Works Director, and Utilities Supervisor with many “Special Projects” for city expansion, liability issues, maps and listing of city owned properties, etc.
- Assisted, upon request, field personnel in emergency situations by resolving questions on utility line locations and routings
- Taken digital pictures of special or emergency situations
- Assisted in reviews of plans submitted by customers for connections to city utilities
- Assisted in reviews of city street problems
- Researched and assisted the city’s engineering firm with water and sewer locations
- Created Bore drawings for FDOT and Walton County approval
- Recommended the replacement of old valves on newly paved streets
- Purchased custom made decals for GIS/GPS vehicle for a low price locally
- Selected, purchased or recommended computers, both laptops and desktops
- Researched large format scanners, printers, copiers
- Located utility lines that were not on any drawings, and have located lost or forgotten valves and utility lines

Public Works – Fleet Maintenance

- Equipment:
 - 3 ½ Ton Floor Jack
 - 40/20 Ton 2 stage Air/Hyd Service Jack
 - Shop Rool-a-Round Tractor seat
 - Shop Creeper
 - Port-a-cool Shop Fan
 - Coolant Exchanger
 - O.T.C Scan Tool Software Update
- New Facility – organized and upgraded new City Shop

Our Community Support

- Established a Community Garden at the water tower site in partnership with local gardeners.
- Worked with Walton County officials to build successful partnership regarding use of City facilities for recreation, establishing animal control, proportionate fair share, Boys and Girls Club, Senior Life Enrichment Center, Walton County Economic Development Alliance, and other initiatives to create collaboration between local governments for the benefit of our citizens.
- Partnered with Walton County for several projects, including: Eglin Range Road Notification Procedure, reconstructing and paving 11th St. and Live Oak Ave., providing sewer service to the Walton County Jail, providing sewer service and fire hydrants to Florida Transformer,
- Updated City's website to more effectively communicate information and services to the community and others.
- Coordinated a political forum regarding the fiscal impacts of Amendment One to help inform voters about this referendum. This forum included the Property Appraiser, Tax Collector, School Board, and City and County Officials
- Coordinated with a local nursery to plant a garden at the Boys and Girls Club to assist in teaching the teens about gardening, food production, and cooking.
- Established the first Veteran's Memorial and annual program at Magnolia Cemetery in honor of Veteran's in cooperation with the Walton Area Chamber of Commerce Military Affairs Committee, the Veteran of Foreign Wars, the Disabled American Veterans, the American Veteran's, and the Walton High School Air Force JROTC
- Successfully negotiated a deal, which brought Lowe's to DeFuniak Springs.
- Establish a memorial to fallen soldiers within our Fire Department.
- Initiated a partnership with Walton Correctional Institution to provide inmates with opportunities to develop skills, and assist with city projects while providing enhanced services and a tax savings to the citizens of DeFuniak Springs.
- Initiated an economic development fact-finding working group to discuss the status and future opportunities for economic development and to explore city/county and public/private collaborations to better serve the community and enhance the economic future of DeFuniak Springs and Walton County.

- Collaborated with CH2MHILL/OMI Project Managers to provide major enhancements to Lake Stanley Recreational Park, such as: new park benches, numerous playground upgrades, and new chain link security fences were constructed as part of this effort.
- Work collaboratively with local organizations and civic groups to foster support and partnerships among them for the benefit of the City as a whole:
 - Walton County Boys and Girls Club Advisory Committee (DeFuniak Teen Club), Walton County Communities for a Lifetime Advisory Committee, Walton Area Chamber of Commerce Board, Walton County Economic Development Alliance, Community Traffic Safety Team, Joint Land Use Study Group, Local Mitigation Strategy Working Group, Okaloosa-Walton Transportation Planning Organization, Walton County Recreation Board, Workforce Housing Task Force, Library Board, West Florida Regional Planning Council, Walton County Coalition, Council on Aging, Life Enrichment Senior Center, and United Way Fund Distribution Board.
- Participate in the DeFuniak Springs Area Council working to address the needs of the DeFuniak Springs businesses and the community and also supporting “Christmas in July” which collects toy and stuffed animals for Walton County SO Santa Patrol and the DeFuniak Springs Police Department.
- Participate in the Walton Area Chamber Leadership Walton Program each year for leadership development within the City and active in several class projects from the program which benefit our community:
 - BUILD Council, working to bridge the gap between today’s leaders and the leaders of tomorrow through mentorship and placement in opportunities to excel.
 - Project Princess, providing prom gowns and makeovers for young high school girls.
 - Leadership Walton Alumni, working on various projects that benefit the community.
- Recognized with several awards, some of which are:
 - 2007 Northwest Florida League of Cities Municipal Official of the Year – Don Harrison
 - 2008 Florida Chapter of the American Public Works Association, Public Works Project of the Year – Historic Restoration/Preservation for the Chautauqua Hall of Brotherhood preservation project.
 - 2008 CH2MHILL/OMI Partnership Award – Kim Kirby
 - 2008 Department of Elderly Affairs Communities for a Lifetime.
 - 2009 Northwest Florida League of Cities Community of Excellence.
 - 2010 Northwest Florida League of Cities Municipal Official of the Year – C. Harold Carpenter
- Participate in various professional organizations which provide resources and networking opportunities to enhance our knowledge, skills, and services, such as the American Public Works Association, Florida Rural Water Association, Florida Municipal Natural Gas Association , Florida Municipal Natural Gas Association, American Public Gas Association, Florida Gas Utility, Florida City County Managers Association, Florida Trust for Historic Preservation, Northwest Florida League of Cities, Florida League of Cities, Gulf Regional Airspace Strategic Initiative Working Group, Continuing Florida Aviation System Planning Process, American Planning Association/ Institute of Certified Planners, American Society of Landscape Architects, Society for Human Resource Management, and American Society for Training and Development.

