Community Services Department
121 S.W. Flagler Avenue • Stuart • Florida • 34994

M E M O R A N D U M

To: David Dyess, City Manager

From: Jim Chrulski, Community Services Director

Date: November 26, 2018

Re: November 2018, Employee of the Month - Nicole Johnson

Dear Mr. Dyess:

It is my privilege to be able to recommend Nicole Johnson as the City's Employee of the Month for this month of November, 2018.

Nicole Johnson was hired by the City of Stuart on October 27th, 2016 as the Administrative Office Coordinator for the Community Services Department. In her professional capacity, Ms. Johnson provides critical administrative support and coordination for the department.

At the time of Nicole's hiring, the Community Services Department's areas of responsibilities were broadened and programs greatly expanded to enhance services to our residents. These focuses not only included the traditional management of our Recreation Division and Special Events Permitting - but the department's new initiatives involving Pubic Information & Communications, Legislative Affairs, Tourism and Marketing.

Nicole has played a pivotal role in the success of the reformed Community Services Department. She created new quality control measures such as training and redundancy with our Special Events permitting process and improved the department's administrative oversight. Nicole's even temperament keeps our team calm during stressful times, and her ability to think ahead keeps us punctual for all deadlines. Nicole also assists with the Children's Service grant and is now helping with other fundraising goals of the department.

Due to Ms. Johnson's professional excellence and congenial sense of service – I am proudly recommending her for November's Employee of the Month.