MEMORANDUM

TO: Dave D. Peters, Public Works Director

FROM: Tim Voelker, P.E., Assistant Public Works Director / City Engineer

DATE: November 30, 2018

SUBJECT: Employee of the Month – December 2018

It is my pleasure to nominate LeeAnn Jones for the Employee of the Month for December 2018. LeeAnn is currently a Division Assistant in the Public Works Department and she began her career with the City back in November 2015. Since her start date, LeeAnn has been a huge asset in helping Public Works Administration with the organization, project accounting, and overall progress of the Capital Improvement Projects. In particular, LeeAnn has taken a lead role in the creation and managing of the Capital Improvement Projects list. This list has been an instrumental document for the Department in helping keep track of project schedules and tasks. In addition, LeeAnn has taken a lead role for managing and developing the 2017 & 2019 Biennial Stormwater Calendars including coordination of the public photo contest, coordination of the calendar committee and completely updating & editing the calendar for print ready production.

LeeAnn has one of those attitudes that is always positive. She frequently has a smile on her face and you can tell she enjoys her job. Her constant cheer helps others keep their "enthusiasm" within the Department. Her positive attitude is one which should be emulated.

For the reasons mentioned above, I respectfully request your consideration in recognizing LeeAnn Jones as the City's Employee of the Month for December 2018.