

# REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: December 3, 2007

Agenda Item: 2 ( B )	Prepared By: William P. Harrison Date: November 7, 2007
Agenda Section: Business: PRESENTATIONS	
Subject: EMPLOYEE OF THE MONTH	Department: Finance

**BACKGROUND:** The City is very pleased to recognize the outstanding contributions of our employee for the month for December, Karen Twilla.

Karen Twilla was hired in November 2001 to handle all of the accounts payable for the City. Karen is the guardian of the City's checkbook, making sure that all payments to vendors are accurate and all expenditures supported by proper documentation. Hundreds of payments are made every month, and each and every one of them needs to be correct.

Karen is an outstanding member of our Finance Department team, working well with the other employees in the department and providing superior service in handling the accounting needs of the other departments of the City. In addition to accounts payable, Karen assists in the payroll process to back up the Payroll Supervisor and make sure that all employees are paid accurately and timely.

In addition to the plaque recognizing the Employee of the Month, she will get the use of a reserved parking space for the month and will receive a paid day off.

**RECOMMENDED ACTION:** Present award.

Reviewed by Department Director

Reviewed by City Manager

Council Action: Motion by:

Second by: