

3331 NW 71 Street
Coconut Creek, FL 33073
April 3, 2015

RE: Administrative Support Award Nomination – Mary Francis Jeannot

To Whom It May Concern:

Please accept this letter as a strong recommendation supporting the nomination of Mary Francis Jeannot, Special Projects Coordinator, for the APWA South Florida Branch Administrative Support Award. Having been privileged to work together with Ms. Jeannot for over nine years, I have found her to be a truly exceptional public works employee. This is true in so many ways and at so many levels that my challenge in this letter is to reduce the accolades to fit into a few paragraphs.

The **character** of any employee forms the foundation that determines the employee's ultimate value to the organization. Mary Francis Jeannot's life is built upon strong character traits that include honesty, faithfulness, loyalty, conscientiousness, courage, determination and a general pursuit of excellence in all of her endeavors. These character qualities are clearly seen in her life, as is her strong commitment to God.

In addition to her sterling character, Ms. Jeannot also brings with her numerous exceptional **giftings**. Socially, she is able to not only get along with others – fellow employees, City authorities, individuals from other agencies, and the public – but she also has an outstanding ability to connect with all types of people and to interact appropriately in all types of social settings. Intellectually, she is very bright, quick and perceptive. Not only is she able to remember important information, but she has the capacity to see the big picture and to prioritize those matters that are of greatest importance. Verbally, she is very adept at expressing her thoughts and speaking appropriately in any number of settings. Her verbal gifting includes an ability to teach. Accordingly, she has been increasingly called upon to teach fellow employees key technical matters pertaining to new computer software. Politically, she is savvy enough to recognize when it is appropriate to make strong stands and when it is more appropriate to move forward in deference to leadership. Technologically, she is very adept at utilizing numerous computerized programs and always willing to learn more.

The strong character and exceptional giftings that Mary Francis Jeannot displays have, over the years, been translated into numerous **accomplishments**. As time has gone on, Mary Francis has been called upon increasingly to bear greater responsibilities. It has been my experience in

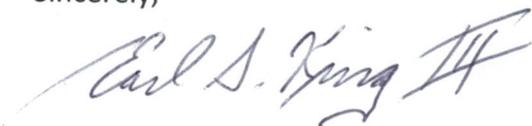
general that responsibilities tend to fall to the ones who can shoulder them. As the years have passed, I have witnessed Mary Francis achieve numerous accomplishments. Following is a listing of only a few such accomplishments:

- Successful oversight of the City's public transportation program, which has enjoyed increased ridership with each passing year.
- Successful oversight of the Department of Public Works budget preparations and presentations. Mary Francis mastered the many components of budget preparation for the Department of Public Works and trained fellow employees to follow her lead. Of significant importance has been the recent implementation of a new Fleet Services Fund.
- Successful application for and implementation of numerous grants. The most outstanding of these grants has been a Hazard Mitigation Grant Program project through which the City has been awarded over \$15 million.
- Successful oversight of the City's Community Rating System (CRS). Mary Francis received the necessary training and earned the distinction of being a Certified Floodplain Manager (CFM). She now serves as the City's CRS Coordinator, and the City enjoys a CRS classification which is unsurpassed in Broward County.
- Successful implementation of new citywide computer programs. Ms. Jeannot has been a major force in the citywide transitioning to a new Enterprise Resource Planning software program. In the process, she has not only assisted in the decision-making process, but she has also played an important role in training.

There is so much more that could truthfully be written to support the nomination of Mary Francis Jeannot for the Administrative Support Award. I trust that this letter will serve to at least begin to demonstrate why I am very confident that this remarkable woman is clearly worthy of the award.

Thank you for your anticipated strong consideration of this nomination.

Sincerely,

A handwritten signature in blue ink that reads "Earl S. King III". The signature is written in a cursive, flowing style.

Earl S. King, III
Former Assistant Director of Public Works, City of Hallandale Beach