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A City employee who went above and beyond when the City of Burleson was in the national spotlight, was nominated by her peers and selected as Employee of the Quarter.

Paula Skundberg, executive assistant in the city secretary's office, was responsible for coordinating all of the activities and logistics for the National League of Cities Small Cities Council meeting in Burleson. This was a four-day event in June 2014 and included representatives from Alabama, Florida, Georgia, Idaho, Maryland, Michigan, Minnesota, Missouri, North Carolina, Oregon, South Carolina, Tennessee, Texas, Washington and Wyoming.

According to one of the nominations, "At the first function at city hall, several of the NLC members wanted to meet Paula (actually yelled, 'we want to meet Paula') because she had been so diligent about following through with them on everything so that they could enjoy the trip."

"Everything" included months of working with councilmember Stuart Gillaspie (then, mayor pro tem and chair of the NLC Small Cities Council) as well as elected officials in other cities, City staff members, multiple restaurants, and other vendors. She also created a brochure for a driving tour of Burleson. Skundberg was responsible for getting guests to and from Burleson and from one meeting/activity to another during those four days.

"Our guests would not have left with such a favorable image and impression of Burleson if it weren't for Paula's stellar performance in pulling it all together," according to one of the nominations. "Burleson put its best foot forward and Paula made it happen!"

The award winner moved to Texas in 1998. She worked for a corporate power generation company in Minnesota (providing administrative support to the accounting office and then promoted to executive assistant supporting two of the seven company vice presidents), and as an executive assistant for two merchandizing vice presidents for Radio Shack corporate office in Fort Worth.

Paula's husband loves equestrian sports so they visited Fort Worth often for the Cutting Horse Futurity event during the holidays. When they made the move to Texas, she wanted to work in her local community so she applied for a job with

the City. "At that time, I used to really enjoy the City's Progress Report because it portrayed the city "as the place to be.' All of the City activities and events were a big draw for me."

Several City departments have benefitted from her expertise. Skundberg has been a senior administrative secretary for the fire marshal, economic development, communications, information technology and city manager's office; and senior administrative secretary and executive assistant for city secretary's office and city council.

"Paula is a hard worker, has great customer service skills, and is very creative and well organized," according to one of the nominations." Another nominator said, "Her willingness to assist in areas that are beyond her responsibilities is a true asset to the city secretary's office and to all that come in contact with her." Still another said, "Paula is a hard worker who always steps up when needed. She is truly an unsung hero."

Paula Skundberg is the fourth Employee of the Quarter for 2014. The first was David Butler, fire inspector investigator (public safety employees). Amanda Goshey, reference public services librarian (library, parks, recreation and golf course employees) was selected for the second quarter and Lisa Kay Edwards, utility customer service supervisor (public works department employees) was honored as the third Employee of the Quarter. Each honoree receives a \$250 gift card and will be considered for Employee of the Year for 2014. The Employee of the Year will be announced at the City's December Service Awards Luncheon.