



**City of Coral Gables
COMMISSION MEETING
December 15, 2009**

ITEM TITLE:

Congratulations to Katrina Eckenroth, Police Department, recipient of the City of Coral Gables Employee of the Month Award, for the month of January 2010.

BRIEF HISTORY:

The nomination was given by former Records Manager Eileen Holloway, Police Department:

"It is with great pleasure and enthusiasm that I...nominate Records Clerk Katrina Eckenroth for Employee of the Month....The Records Management and Technology Section has undergone several personnel changes and with each newly hired Records Clerk, Ms. Eckenroth is assigned the task of training in processing citations and crash reports. She dedicates herself to ensure that information is taught accurately and takes sole responsibility for training new personnel. In August 2009, I had advised that the person she was training would soon be released and would independently review crash reports. She held a meeting and advised that she was reluctant as she was still catching errors and requested additional time for training. It is this dedication and commitment to her job that I honored her request and additional time for training was given.

Ms. Eckenroth's devotion to her job and to this department is greatly displayed in her initiative to singlehandedly manage the processing of facially defective citations (citations whereby the Florida Statute cited lacks the required subsection, is invalid or is missing altogether). The result of not managing facially defective citations is that the Clerk's Office cannot enter them into the system resulting in a substantial loss of revenue. The estimated loss of revenue is \$71.50 – \$115.50 per citation. The stats for facially defective citation have decreased since Ms. Eckenroth has managed this task. In 2005 the Clerk's office reported 139 facially defective citations and in 2008 it substantially decreased to 98. The estimated loss of revenue in 2008 = \$7,007 - \$11,319 compared to 2005 = \$9,939 – \$16,055. It is Ms. Eckenroth's steadfast commitment in reducing the number of cases dismissed for not being properly written or amended in a timely manner that we currently have a decrease of 29.50%....

Ms. Eckenroth is truly passionate about her job. She is hard working and approaches her work with full abandon and pride. She is self motivated, task oriented and dependable. She truly takes pride in her work and is very loyal to the City of Coral Gables and the Police Department. It is her sincere dedication, consistently working above and beyond the call of duty and commitment to the Police Department's Records Management and Technology Section and City of Coral Gables that truly make Ms. Eckenroth deserving of the Employee of the Month award."

ATTACHMENT(S):

Employee of the Month Notification Letter