



**City of Coral Gables
COMMISSION MEETING
July 15, 2008**

ITEM TITLE:

Congratulations to Eileen Holloway, Police Department, recipient of the City of Coral Gables Employee of the Month Award, for the month of July 2008.

BRIEF HISTORY:

The nomination was given by Sgt. Joe Nelson, Police Department, who had this to say about Eileen:

I would like to nominate Records Manager Eileen (Lee) Holloway for Civilian Employee for the Month of July 2008. During the end of 2007, there was a switch in the Police Administration for the Data Management and Records Section. Sergeant Claughton was promoted to Lieutenant and was transferred to the Patrol Division, leaving Lee in charge of the Data Management and Records Section for a two month period. Lee not only completed her duties as Records Manager, but she assisted in the daily supervisory duties in lieu of Sgt. Claughton absence. When I took over as incoming Data Management and Records Sergeant, Lee was also tasked with teaching me the ins and outs of the position, while still supervising the daily routine of the Records Section. Without Lee's exemplary and professional attitude the daily tasks would not have been completed. Her dedication to her job, her employee's and the Coral Gables Police Department shows in her going above and beyond her duties as Records Manager. I am proud to nominate Eileen (Lee) Holloway for Civilian Employee of the Month.

ATTACHMENT(S):

Employee of the Month Notification Letter