



Item No. 5a

AGENDA ITEM MEMORADUM

Town Clerk

June White *JW*

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Feb 28, 2012	Feb 17

*Subject to Change

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Employee of the Quarter - 1st Quarter FY2012 (October, November, December 2011)

EXPLANATION: The Employee of the Quarter is awarded to employees for outstanding performance on a quarterly basis. The Employee of the Quarter is granted a \$25 check along with one paid day off. Senior management team selected Karen Gates as most deserving of the Award.

RECOMMENDATION: Approve Karen Gates as Employee of the 1st Quarter, FY 2012.

EXHIBITS: LBTS Award - Employee of the Quarter

Reviewed by Town Attorney

- Yes No

Town Manager Initials *CB*



Leadership

Brilliance

Teamwork

Service

LBTS Award

Employee of the Quarter

1st Quarter FY2012

Karen Gates

Town of Lauderdale-By-The-Sea employee Karen Gates has been nominated for Employee of the Quarter for the First Quarter of 2012.

Karen started her career with the Town on September 22, 2008. Since then she has excelled in her duties and has proven to be an asset to the Town. In the past year, Karen has taken on multiple additional tasks with enthusiasm and with little or no difficulties. Among the new or altered responsibilities she assumed were learning the Fund Balance system for cash receipts; took over for the Deputy Town Clerk by coordinating parking permit placards, tennis keys and Anglin bricks; and assisted Finance whenever needed such as counting meter money and mailing checks.

She consistently goes beyond expectations in assisting the public as well as co-workers. Her willingness to flex her schedule to assist others, complete additional tasks, and her "sunshine" attitude toward the public warrants recognition. Karen has the ability to defuse upset customers, offers excellent customer service, and continues to portray a professional image, positive demeanor, and a courteous approach to her duties and to the public.

Because of her professional nature and willingness to help the citizens of Lauderdale-By-The-Sea, Karen has demonstrated that she deserves the honor of being nominated as Employee of the Quarter for the First Quarter, 2012.