



The City of Coral Gables

Human Resources Department
2801 SALZEDO STREET - SUITE 200
CORAL GABLES, FLORIDA 33134

December 21, 2016

Ms. Rayza Collazo
Information Technology Department
City of Coral Gables

Congratulations! To recognize you for being an outstanding City of Coral Gables employee, you have been selected as the Employee of the Month for January 2017.

You will be formally introduced as the Employee of the Month for November at the Commission meeting scheduled for January 10th, 2017. Please make arrangements to arrive at the Commission Chambers, located on the second floor of City Hall, by 8:45 a.m. for the presentation.

The Public Affairs office will be contacting you in order to coordinate filming of your video and obtain pictures. The video will be shown during the Commission meeting, and your picture displayed in City Hall for the duration of the month. Copies of the picture and video will be provided to you as well. If you have not been contacted within the next few days, please call Michael Rocha, Multimedia Production Manager, at extension 5520 in order to set up a convenient time for your photograph and video.

In addition, the Coral Gables Rotary Club will also be honoring you, and your supervisor at a luncheon scheduled for Thursday, January 19th, 2017, at noon. This luncheon will take place at The Coral Gables Museum, 285 Aragon Avenue Coral Gables, FL 33134. If your supervisor cannot attend, please have them designate another member of staff to accompany you to this luncheon.

Once again, the City of Coral Gables congratulates you on being chosen Employee of the Month for January 2017.

Sincerely,

A handwritten signature in blue ink that reads "Karla Green". The signature is fluid and cursive.

Karla Green
Interim Human Resources Director



EMPLOYEE OF THE MONTH NOMINATION FORM

The City of Coral Gables, "The City Beautiful," wishes to recognize those employees who best reflect our Mission: Dedicated people, providing exceptional services, to residents, businesses and visitors, while preserving our historic heritage. If selected, the Employee of the Month receives \$400 cash along with a plaque presented during a City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of that month, as well throughout City departments. In addition, the Rotary Club of Coral Gables honors the chosen employee with a plaque presented during their monthly luncheon. Additionally, Employees of the Month become eligible for Employee of the Year.

Eligibility - All regular, full time employees except for: temporary, seasonal or employees on probation, employee's eligible for Police Officer or Firefighter of the Month programs, Directors, Assistant Directors, and those who have been previous Employees of the Year.

Procedures - Nominations may be submitted by any Coral Gables Director, or resident.

Directors - Should complete the form and e-mail it to kingersoll@coralgables.com or send it via inter-office, confidential envelope to Kenneth Ingersoll, Human Resources.

Residents - Should complete the form and deliver, or mail it to: City of Coral Gables, Employee of the Month Coordinator, 2801 Salzedo Street, 2 Floor • Coral Gables, FL 33134. This form can also be emailed to kingersoll@coralgables.com.

I am nominating Rayza Collazo of the Information Technology Department to be Employee of The Month, because she/he exemplifies the following Qualities:

Doesn't just do the job well but is dependable, and is a team player who consistently goes above and beyond normal expectations. Shows initiative, solves problems, offers help, gives support, and has a positive attitude.

Values: Responsiveness, Integrity, Dedication, Competency, Loyalty, Innovation, and Accessibility.

In Your Own Words (Attach sheet if additional space is needed):

Rayza Collazo has consistently shown a proactive customer service approach in her work since she joined the City 2 years ago.

She has shown herself to very reliable in responding to customer requests, and following through with technical and service solutions for their support needs.

****continued on separate sheet (attached)**

All nominations will be shared with the department director for further comments

Print Name: RAIMUNDO RODULFO Date: 11/21/2016

Signature: Raimundo Rodulfo

Employee of the Month Nomination – November 2016

Rayza Collazo has consistently shown a proactive customer service approach in her work since she joined the City 2 years ago. She has shown herself to be very reliable in responding to customer requests, and following through with technical and service solutions for their support needs.

Rayza began her work in IT as a part-time tech, but quickly demonstrated her ability with customers and her desire for taking on more involved IT issues. Before becoming a full-time IT Specialist, she independently took a web-based GIS class so that she could provide more value to our department. As a result, Rayza is now a significant member of the GIS division, and consistently produces high quality maps, and develops well researched data for visual display.

Rayza has demonstrated good leadership when acting as Group Leader for her division when the supervisor takes leave. She manages the day-to-day operation for the busy Customer Support/GIS/Content Management group, while attending to her own duties, and keeping management apprised of critical requests and needs by our customers.

(Mark Hebert, Supervisor)