



The City of Coral Gables

Human Resources Department

2801 SALZEDO STREET - SUITE 200
CORAL GABLES, FLORIDA 33134

February 10, 2011

Ms. Norma Gavarrete
Parks and Recreation 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 March 2011.

You will be formally introduced as the Employee of the Month for March, at the Commission meeting scheduled for February 22, 2011. 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 Department will be contacting you shortly 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, Video 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, March 17, 2011, at noon. This luncheon will take place at the Westin Colonnade, located at 180 Aragon Avenue, in Coral Gables. 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 March 2011. Please feel free to contact me at 305-460-5526, if you have any questions.

Sincerely,

Maria A. Milian
Employee of the Month
Program Coordinator

c: Fred Couceyro, Parks and Recreation Director
Elsa Jaramillo-Velez, Human Resources Director