



# 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](mailto: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](mailto:kingersoll@coralgables.com).

I am nominating John Kevin Ray of the Development Services/Building 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):**

See attached.

---

---

---

---

---

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

Print Name: Charles K. Wu Date: 8/21/18

Signature: 

John Kevin Ray has been the Plans Processor for many years in the Building Division handling the logging in and routing of permits for the Building Division. While he plays a key role in the day to day operations of the permitting function, I wanted to highlight his other role, which is Departmental representative in the Emergency Operation Center. For over 10 years he has been serving as the key department contact during hurricane season. In this role, he liaisons damage assessment and rescue recon to the citywide recovery efforts; maintains staff emergency contacts; monitors hurricane preparedness supplies; provides input on the Development Services Storm Readiness and Response Plan; coordinates ARM360 training; updates NIMS training logs; reports to EOC when activated; etc.

During Irma Hurricane last year, he was in the EOC for 3 full days, after he situated his family away from the storm and left his wood frame house to the elements. As Coral Gables was also the emergency operation hub for other smaller cities in the area such as Pinecrest, South Miami and West Miami, Kevin trained them in the usage of ARM360, which enabled those cities the ability to log in real time damage assessment locations. Even post storm, Kevin took 3 more days to log in the remainder of the storm damage, property by property, into the system until completion. Coral Gables was recognized by the county as the only city that utilized this throughout the storm, and sister cities who benefited from Kevin's help thanked him for his guidance using ARM360.

The role of hurricane preparedness involves over a hundred personnel and cooperation of numerous departments. Because of Kevin's knowledge, expertise, and dedication, Coral Gables has the best emergency operation team that allows us to be best prepared for hurricane events. It is fitting during this Hurricane Season that we recognize this unsung hero John Kevin Ray as representative of the numerous individuals who offer their contribution and dedication for storm preparedness and recovery.