



The City of Coral Gables

Human Resources Department

2801 SALZEDO STREET - SUITE 200
CORAL GABLES, FLORIDA 33134

September 8, 2010

Ms. Lillian Portu
Finance Department
City of Coral Gables

Dear Ms. Portu:

Congratulations! To recognize you for being an outstanding City of Coral Gables employee, you have been selected as the Employee of the Month for October 2010.

You will be formally introduced as the Employee of the Month for October 2010 at our next Commission meeting, scheduled for September 28, 2010. 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 at our next Commission meeting, and your picture displayed in City Hall for the duration of the month. Copies of the pictures 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, October 21, 2010 at noon. This luncheon will take place at the Westin Colonnade located on 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 and the Employee of the Month Selection Committee, congratulate you on being chosen as Employee of the Month for October 2010. Should you have any questions, please feel free to contact me at 305-460-5526.

Sincerely,

Maria A. Milian
Employee of the Month
Program Coordinator

c: Don Nelson, Finance Director
Elsa Jaramillo-Velez, Human Resources Director