

CITY OF CORAL GABLES

- MEMORANDUM -

TO: MARÍA MILIÁN  
HUMAN RESOURCES DEPARTMENT

DATE: NOVEMBER 13, 2015

FROM: LILY CALVO-FLORENTINO  
TRAINING ASSISTANT

SUBJECT: ETM NOMINATION

*L. Calvo - Florentino*

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Please accept this memorandum as my Employee of the Month Nomination for December 2015. It is my pleasure to nominate Martha G. Boyd for her outstanding work performance and comradery.

As many of you may know, Martha Boyd started with the City of Coral Gables over 29 years ago. For more than twenty-one of those years, she has been assigned to the Support Services Unit/Professional Standards Division. What a gratification it has been to work closely with Martha!

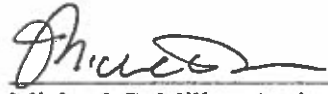
Moreover, Martha Boyd truly exemplifies the *Values* listed on the City of Coral Gables Mission Statement:

- ✓ *Accessibility* – She always makes herself available to support her coworkers. In fact, she was particularly instrumental in assisting me upon return from a recent extended S/L.
- ✓ *Accountability* – She will finish any tasks you need help completing in a timely matter.
- ✓ *Competency* – Her work is error-proof.
- ✓ *Dedication* – One does not need to ask for assistance; she gladly offers it.
- ✓ *Innovation* – She often has great ideas to keep morale high in our Division.
- ✓ *Integrity* – She is above all, honest; furthermore, I have never seen or heard anything negative from her.
- ✓ *Loyalty* – The City has a remarkable employee. She is dedicated to her assignments.
- ✓ *Responsiveness* – She will be the first to comply with any new/revised procedures.

In addition, what is most remarkable is that in recent years, we have hired an unusual amount of Sworn personnel. In fact, during 2014 & 2015 alone, the City has hired over 25 Recruits. Martha is responsible for copying all the documents for the new hires.

Therefore, due to her contribution to the City of Coral Gables, I am proud to nominate Martha Boyd. Thank you.

**REVIEWED BY:**

 #10323

Michael C. Miller, Assistant Chief  
Support Services Bureau

**DATE:**

11/13/15