



CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY THE LAST FRIDAY OF THE MONTH)

Name of nominated employee: Myra Beltran

Job Classification: Admin Asst/Billing Dept./Division: Fire Department

Please select one or more of the following guidelines applicable to the nomination:

- ☐ Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- ☐ Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- ☒ Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- ☐ Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- ☒ Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

Myra is currently the billing agent for DBFR. She is a one-person department overseeing billing for our fire
Inspection Fee's as well as all EMS transport fees prior to 9/2020. This is a huge undertaking involving
Hundreds of thousands of dollars. Through Mayra's tireless efforts the collection rate for fire inspections
Has increased 64% FYYTD. This is so much of an improvement that if I didn't see the numbers I would not
Believe it. Mayra has an immense amount of work thrust upon her and you would never know it. She is
Always positive and friendly. Her attitude day in and day out is one of team first and selflessness. I can
Think Of no other employee more deserving of this honor than Mayra.

Travis Franco

Submitted by : (Print Name)

7-27

Signature

4/11/22

Date

Fire Rescue

Department / Division

Franco @mydelraybeach.com

Email Address

Anonymous or self-nominations will not be accepted



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(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

Instructions: Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by 5:00pm on the first business day of the month.

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?	x	
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	x	
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		x
Are there any disciplinary action pending involving this employee?		x

Department Head Comments: (use additional sheets if necessary)



Department Head

Signature

4-5-22

Date

This Area To Be Completed By Human Resources

Human Resources will review the employee's file to verify eligibility

☒ Approved

☐ Disapproved

Duane D'Andrea

Human Resources Director



Signature

4-14-22

Date