



THE CITY OF KEY WEST
1300 White St. Key West, FL 33040 (305) 809-3716

Recommendation for Employee of the Quarter

Please print or type all information.

I would like to nominate Martha Castro for your consideration as an "Employee of the Quarter." This employee works as a Finance Coordinator in the Finance Department.

My reason(s) for making this recommendation is as follows.
(Please use page 2 for additional comments):

See printed page for full details (attached)
In short, one of the main things recently is her communication and attention to detail spotted charges on a parking passport report. This follow up resulted in them refunding us. * Saving the City \$*
JESS

This recommendation is made by: Jessica Durocher / Finance
(Name/Department)

Date: 6/5/24 Signature: Jessica A. Durocher

Note: Please complete and forward to the nominee's immediate Supervisor.

Supervisor's Comments: Martha is very hardworking, organized, and demonstrates great attention to detail. She is very diligent in her daily duties and has displayed great competence in her ability to manage and reconcile the City's revenue.

Date: 6/5/24 Signature: Alvonda Quinn

Department Director's Signature: C. Bewald Date: 6/5/24

Directors: Please forward this form, along with the supervisor rating sheet, to the HR Dept.
All forms available from HR and on the Town's Employee Website under Documents/Forms

I would like to nominate Martha Castro for your consideration as the City Employee of the 3rd Quarter. Martha works as our Finance Coordinator III in the Finance Department here at City Hall. The reason I am making this recommendation is because Martha is an outstanding employee. She is smart, capable, and hardworking. Her attendance, work performance and customer service skills are everything we could ask for.

Here are some documented examples I have of assistance she has provided that show the dedication she has shown to the City:

May 17, 2024, Martha brought a website error to the attention of her supervisors. She provided continuous updates throughout the day and documented this issue in an email. She additionally followed up with the Department of Revenue to ensure that the City's filings were completed.

April 9, 2024, Martha brought a financial discrepancy in the Passport report to the attention of her supervisors. This follow up resulted in a refund to the City for the amount charged erroneously.

April 5, 2024, April 29, 2024, Martha followed up with Utilities for a invoice amount regarding a payment, independently completing a financial journal to update the account properly.

March 14, 2024, Martha completed Sales Tax independently and filed even with the complex requirements due to changing commercial rental tax amounts.

January 5, 2024, Martha assisted by helping with a Utilities request for a report while purchasing was out of the office.

December 21, 2023, Martha provided updates to Beth Ann to assist in balancing cash for the month of December 2023.

December 20, 2023, Martha brought a One Solution error with set S231218002RTABAG to the attention of her supervisors. This attention to detail helped the problem be identified quickly and resolved.

December 12, 2023, Martha completed training on City Sales Tax filing.

December 11, 2023, Martha completed training on Passport accounting.

November 20, 2023, Martha followed up on an inquiry regarding a Utility balance matter.

October 12, 2023, Martha greeted a City vendor and provided updated contract information regarding questions and follow up.

October 24th, 2023, Martha independently assisted with merchant account assistance resulting in assistance with our Garrison Bight account permissions.

JESSICA DUBOCHER
James A D
6/5/2024

Name of Employee: Martha Castro Date: 6/5/24 Completed By: _____

Employee of the Quarter Supervisor Rating Sheet

Criteria	Needs Improvement 1	Meets Expectations 2	Above Expectations 3	Excels & Inspires 4	Comments
Initiative					
* Acts proactively, anticipates needs. * Seeks and identifies opportunities for improvement.				✓	
Teamwork					
* Helps others to achieve work goals, while also accepting help from others. * Demonstrates trust and respect for co-workers.				✓	
Communication					
* Listens and observes attentively, allowing an exchange of information. * Written and verbal communication is clear and concise.				✓	
Accountability					
* Accepts personal responsibility for actions, does not make excuses or blame others. * Is answerable for quality and timeliness of work results.				✓	
Adaptability					
* Keeps an open mind, modifies viewpoint in response to new information. * Does not resist change.				✓	
Customer Service (internal or external)					
* Exercises patience when dealing with difficult situations. Is not easily flustered or frustrated. * Demonstrates a positive attitude in the workplace. Contributes to creating an environment with high levels of employee morale.				✓	
Subtotals	0	0	0	24	0
Grand Total	24				0:00



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Continued comments supporting nomination: _____
