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# 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: Mike Garcia

Job Classification: Technical Services Manager Dept./Division: FIRE

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):

Mike is an outstanding Fire Technology Manager. He consistently provides prompt, effective service and always gets the job done right.

Mike is always there to walk me through unfamiliar technical processes such as setting up virtual meetings and stays to ensure all systems are GO before leaving the area. Not only is Mike always available and helpful, he is very patient and has a calming presence.

Mike is one of those people behind that scenes that help to make everything run smoothly!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joyce Billingsley  
Submitted by : (Print Name)

Joyce Billingsley  
Signature

10/4/2023  
Date

FIRE  
Department / Division

BillingsleyJ@mydelraybeach.com  
Email Address

Anonymous or self-nominations will not be accepted



# CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any disciplinary action pending involving this employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Department Head Comments:** (use additional sheets if necessary)

I agree 100% w/ Joyce. Mickey is amazing, very knowledgeable and wants to help. Excellent problem solver and gets along w/ everyone.

★ L. Keith Toney  
Department Head

[Signature]  
Signature

10-6-23  
Date

**This Area To Be Completed By Human Resources**

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

**Approved**
 **Disapproved**

D. [Signature]  
Human Resources Director

[Signature]  
Signature

10-7-23  
Date