



# 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:

Molly Daly

Job Classification: Asst. Sustainability  
Planner

Dept./Division: City Manager

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):

See attached description.

Kent Edwards

Submitted by : (Print Name)

*Kent Edwards*

Signature

10/26/20

Date

City Manager

Department / Division

edwardsj@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?		
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?		
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		
Are there any disciplinary action pending involving this employee?		

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

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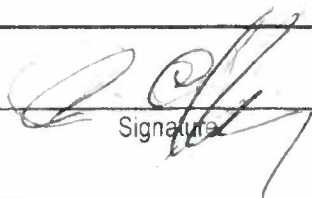
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Jason King

Department Head



Signature

11/20/20

Date

### This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

Human Resources Director

DA Dabera

Signature

12-11-20

Date

## Molly Daly- Nomination for Employee of the Month

Molly Daly has performed exceptionally well in her position as Assistant Sustainability Planner.

For several months earlier this year, she was the sole staff person in the Sustainability Office, during which time she served as a board liaison, developed a Green Business Certification checklist, and assisted the City reuse water system program, among other projects

Her excellent work continued throughout this year, but she was instrumental in designing, developing, promoting, and presenting the RISE Climate and Art Weekend from October 1 – 4, 2020. This event included 10 different partners, and 15 different segments, most of which were virtual. The content of the events ranged from informational presentations on climate science, and infrastructure planning, to an outdoor art exhibit influenced by climate change. Molly presented during 2 of the sessions. There also were several talks by artists, describing how the environment influences their work. Some sessions were viewed virtually by several hundred people. Making this event happen successfully, required extra effort for an extended period, including coordination with several different Departments in the City. She made sure that the information technology for all of the external partner sessions worked properly, and she provided IT support for some of the sessions put on by City staff.

Molly managed her work on RISE, while continuing with other program duties. She provided input and reviewed deliverables for the Climate Change Vulnerability Assessment, a plan which will help guide future City sustainability and resilience projects. She also helped write a revision to the City's Green Building ordinance, a complicated project which will be distributed to other City Departments for review.

The above description is only a part of Molly's efforts during the last few months, but based on this, I believe she is deserving of the Employee of the Month award.