



# EMPLOYEE OF THE MONTH NOMINATION FORM

The City of Coral Gables, "The City Beautiful," wishes to recognize those employees who best reflect our Mission: Dedicated people, providing exceptional services, to residents, businesses and visitors, while preserving our historic heritage. If selected, the Employee of the Month receives \$400 cash along with a plaque presented during a City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of that month, as well throughout City departments. In addition, the Rotary Club of Coral Gables honors the chosen employee with a plaque presented during their monthly luncheon. Additionally, Employees of the Month become eligible for Employee of the Year.

**Eligibility** - All regular, full time employees except for: temporary, seasonal or employees on probation, employee's eligible for Police Officer or Firefighter of the Month programs, Directors, Assistant Directors, and those who have been previous Employees of the Year.

**Procedures** - Nominations may be submitted by any Coral Gables Director, or resident.

**Directors** - Should complete the form and e-mail it to [kingersoll@coralgables.com](mailto:kingersoll@coralgables.com) or send it via inter-office, confidential envelope to Kenneth Ingersoll, Human Resources.

**Residents** - Should complete the form and deliver, or mail it to: City of Coral Gables, Employee of the Month Coordinator, 2801 Salzedo Street, 2 Floor • Coral Gables, FL 33134. This form can also be emailed to [kingersoll@coralgables.com](mailto:kingersoll@coralgables.com).

I am nominating Chelsea Granell of the City Commissions Department to be Employee of The Month, because she/he exemplifies the following Qualities:

Doesn't just do the job well but is dependable, and is a team player who consistently goes above and beyond normal expectations. Shows initiative, solves problems, offers help, gives support, and has a positive attitude.

**Values:** Responsiveness, Integrity, Dedication, Competency, Loyalty, Innovation, and Accessibility.

**In Your Own Words (Attach sheet if additional space is needed):**

See Attached

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All nominations will be shared with the department director for further comments

Print Name: Cristina Anderson Date: 10/23/17

Signature: \_\_\_\_\_

## Ingersoll, Kenneth

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**From:** Anderson, Cristina  
**Sent:** Thursday, October 26, 2017 2:24 PM  
**To:** Ingersoll, Kenneth  
**Subject:** Nomination for Employee of the Month  
**Attachments:** Nomination for Employee of the Month.pdf

Dear Mr. Ingersoll,

I would like to nominate Chelsea Granell, city commission liaison, for employee of the month. In the three years that I have worked at city hall, I have had a number of opportunities to work directly with Chelsea and have found her to be an exemplary employee who demonstrates reliability, accuracy and willingness to help. Her positive demeanor is one that inspires those around her to continue working hard while providing exceptional service to our community as she does. She dedicates herself to her work while looking for new initiatives to help the community. She continues to set the bar high for myself and others who get the opportunity to work with her. Please consider her for employee of the month as employees like Chelsea should be recognized for their professionalism.

Thank you,

Cristina Anderson  
Building Department

## Ingersoll, Kenneth

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**From:** Pino, Jorge  
**Sent:** Thursday, October 26, 2017 10:45 AM  
**To:** Ingersoll, Kenneth  
**Cc:** Anderson, Cristina  
**Subject:** Nomination for Employee of the Month

Good morning,

I would like to respectfully nominate Chelsea Granell the City Commissions Liaison for Employee of the Month.

Mrs. Granell is courteous, professional, detailed and as helpful as any city employee I have ever known in my 17 year tenure. On several occasions, I have personally witnessed the care and outstanding customer service she provides to the city's residents. Her knowledge of city services, departments and even personnel is unquestioned as she is able to provide prompt and accurate information to any query.

She is by definition a true example of a dedicated professional and an asset the City Beautiful.

Thank you,

Jorge Pino  
Plans Processor/Mobile Permit Service  
City of Coral Gables  
405 Biltmore Way 3<sup>rd</sup> Floor  
Coral Gables, FL 33134  
305 460 5272

