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**Meeting Name:** Town Council Meeting  
**Meeting Date:** May 28, 2025  
**Prepared By:** Robert A. Cole, Town Manager  
**Item Title:** Employee of the Year - 2024

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#### **DISCUSSION:**

This year, the Town Clerk's office implemented the use of a Google Forms survey to collect nominations from staff for the 2024 Employee of the Year. The survey was distributed to all staff members, resulting in 19 responses and a total of 7 nominees.

After tallying the votes, two employees emerged as the top nominees, each receiving 6 votes. These individuals are from different departments and have both made outstanding contributions to the Town throughout the year.

In light of this rare tie and in recognition of the exceptional circumstances faced by staff during the past year, it is the recommendation of the staff that **both nominees be honored as the 2024 Employees of the Year**. This marks the first time in the Town's history that the title will be awarded to two individuals, underscoring the collaborative spirit and resilience demonstrated by our team.

Please join us in congratulating our two exemplary employees for their dedication and service.

**Frank Davila, Director of Planning & Zoning & Tim Hannon, Deputy Director of Public Works**

In previous years, Florida Power & Light (FPL) generously sponsored the Employee of the Year award. However, to avoid any potential conflicts of interest—particularly as FPL is expected to submit a building application in the near future—staff recommends that the Town Council allocate \$2,650 from the contingency fund to support the 2024 Employee of the Year recognition.

This amount will allow both honorees, Frank and Tim, to each receive an award of \$1,000 net of payroll taxes. Moving forward, staff will develop a dedicated budget line item specifically for Employee of the Year contributions to prevent future conflicts of interest with external entities.

While we remain grateful for FPL's support in past years, the Town would like to proceed with a self-funded approach to ensure transparency and consistency in recognizing outstanding employee contributions.

### **Nominators' Comments: Frank Davila**

- *"Because he is a fearless leader, a real great boss and took on a ton of work to keep us moving forward as a team."*
- *"I am nominating Frank Davila because he had to juggle two of the most difficult roles for the Town (Town Manager and Director of P&Z). Through it all, he still managed to show up and always assist staff and be used as a vital resource for Town Council. He is really a dedicated, sincere, and overall great person. His patience and knowledge are unmatched, and the town has great gem working for them. For this reason, I 1000% believe he deserves 2024 Employee of the Year."*
- *"I have a great deal of respect for Frank and especially appreciate that he stepped up and did such a great job as interim town manager!"*
- *"He is doing an outstanding job with Planning and Zoning. He also stepped up and took on the responsibility of town manager when we really needed one and in my opinion I think he did an amazing job."*
- *"I'm voting for Frank as Employee of the Year because he has gone above and beyond by stepping up as Interim Town Manager while still leading the Planning and Zoning Department. Taking on both roles at once is a huge responsibility, but he's handled it with dedication, professionalism, and a strong work ethic. His commitment to the town and the team has been truly impressive, and I believe he deserves to be recognized for his hard work and leadership."*
- *"This employee works well with his team, manages several departments, and took the initiative to serve as Interim Town Manager. He displayed great leadership skills for the town in its entirety over the past year."*

### **Nominators' Comments: Tim Hannon**

- *"Tim is reliable, conscientious, friendly, ethical, and has a high moral compass. You can call him for anything and he will help without complaint, even when it's not his job."*
- *"Hardworking and Humble"*
- *"Timothy is a very reliable employee and always very helpful. Responds whenever you call him with questions or need assistance with a problem."*
- *"Great leader and immense dedication to the town."*
- *"Mr. Hannon's performance continues to exceed all expectations. He is hands-on, has an extremely high work ethic, strong leadership skills, and provides valuable feedback due to his residency in the Town of Juno Beach, and his prior work experience at the Loggerhead Marinelife Center. He is always the first to volunteer to perform any task large or small and lead the team to get the tasks done successfully. He has gained Staff's trust and respect and they enjoy working with him which keeps our morale up. I have complete confidence that he can handle the day-to-day operations and direct the Public Works Department in my absence, which he proved this year during my extended leave."*
- *"Tim is exceptionally hardworking, resourceful, dependable, adaptable, efficient, and consistent. On any given day I would already consider him one of the best assets in the Town of Juno Beach, but specifically in 2024, Tim stepped up to the role of department director temporarily, taking on more responsibility than usual and he did a great job. For those reasons I believe he deserves the Employee Of The Year award for 2024."*

### **RECOMMENDATION:**

Staff recommend that the Town Council consider a motion to approve \$2,650 from contingency to support the 2024 Employee of the Year recognitions; and recognize both Frank Davila and Timothy Hannon as employee of the year for 2024!