

City Manager Service Award Program



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We
Serve**

When is award presented? At the Quarterly Employee Meetings
Who is eligible? All City employees, including supervisors
Who approves the award? City Manager, David J. Kincaid

Criteria for award:

- ☺ Someone who has gone beyond their daily duties to help a customer in the community, demonstrates outstanding leadership, community volunteerism, solves a challenge at work, etc.

Person to be nominated: _____

Department where nominee works:

Description of Achievement: _____

Nominated by: _____
Please Print

Phone
Number(s): _____

Date of Nomination: _____

This section to be completed by City Manager's Office:

Date Received: _____

Approved for award: _____

Not approved for award: _____

City Manager's Signature: _____