




## MEMORANDUM

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Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager 

From: Bridget J. Flores  
Director of Human Resources

Subject: **Employee Service Awards**

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### **Introduction**

City Manager and Department Head recognition of employees' years of service at monthly City Commission meetings.

### **Background**

Studies show that organizations providing special recognition of service anniversaries experience increase employee morale, engagement, productivity, and commitment. In recognition of dedicated service, full time employees receive awards for their years of service beginning in their fifth year of employment and at each 5-year interval.

Each month Human Resources will provide a list of recipients celebrating milestones and send an invitation to the employee and department head to attend the Commission meeting. Presentations will be made to employees during the morning session of the City Commission meeting. In June 2023, the City Manager tasked the Human Resource Director to update the current Service Award Program.

### **Procurement**

The City Manager will budget for the anticipated milestone anniversaries in FY24, with Special Projects Personnel ordering and supporting Human Resources distribution. each year and procures all challenge coins and plaques.

## **Recommendation**

In August 2023, the Employee Committee and City Manager updated the recognition items:

Plaques for employees celebrating 5-years and 10-years of Service.

Acrylic Tower Award for employees celebrating 15-years and 20-years of Service.

Crystal Award for employees celebrating 25-years and 30-years of Service

The City Manager's Office recommends approval of the following City Employees Service Award:

### **5-Years of Service**

Benjamin Moore                      Park Operations

Randy Monahan, Jr                      KWFD

### **10-Years of Service**

Daryl Lewis                              Parking

Michael Johnson                      Fleet Services Management

### **15-Years of Service**

Enid Torresgrosa Silva                      HARC Preservation

### **25-Years of Service**

Alan Averette                              KWFD