

**ADMINISTRATIVE ORDER NUMBER 5-5**

**SUBJECT: Citywide Employee Recognition Program**

**Responsible Department: City Clerk**

**Date Issued: May 7, 2007**

**Date Revised: November 7, 2017; October 14, 2019; October 21, 2019**

**Approved: *(Signature on File)***

**Purpose**

To honor employees for excellence in performance and to formally acknowledge those employees whose work best exemplifies the principles summarized by the acronym PRIDE: **P**rofessionalism, **R**esponsiveness, **I**nnovation, **D**irection, and **E**xcellence.

**Procedures**

Once a quarter each department will select employee(s) in the months of December, March, June, and September, for recognition and forward the name to the City Clerk no later than the first week of the following month. A ceremony will be scheduled on a Wednesday at 2 p.m. in the months of January, April, July and October. The number of employees recognized in each Department is identified below.

| <b>City Department</b>  | <b>No. of Employees Recognized</b> |
|---|------------------------------------|
| Airports  | 2                                  |
| City Attorney's Office/Code Enforcement   | 2                                  |
| City Council Office/City Manager's Office/Office of the Mayor/City Clerk's Office | 1                                  |
| Finance   | 2                                  |
| Fire  | 2                                  |
| Information Systems Department  | 1                                  |
| Parks and Community Services  | 2                                  |
| Personnel Services  | 1                                  |
| Planning and Development  | 2                                  |
| Police  | 5                                  |
| Public Utilities  | 4                                  |
| Public Works  | 4                                  |
| Retirement Office   | 1                                  |
| Transportation/FAX  | 4                                  |

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Each recipient will be presented with a certificate of appreciation and a letter of commendation at the ceremony. After the presentation of the certificates, refreshments will be served by the City Clerk's Office.