# Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council

**From:** Linda Cantu, City Secretary

**Date:** November 22, 2013

**Subject:** Service Award

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**City Council Action Requested:**

Recognize 10 year service award –Judy Allen, Public Works Administrative Assistant

**Background Information:**

Attachment – Award/Bio

**Board/Citizen Input:**

N/A

**Financial Impact:**

N/A

**Staff Contacts:**

Linda Cantu, City Secretary
817-616-3810
lcantu@richlandhills.com

# Certificate of Service

*Presented to*

# Judy Allen

## *Administrative Assistant*

## *Public Works*

*in recognition and appreciation of*
*Ten Years of Service*
*Presented this 3rd Day of December, 2013*

THE CITY OF RICHLAND HILLS

Curtis Hawk, City Manager

Bill Agan, Mayor

December 3, 2013

JUDY ALLEN provides administrative assistance to the Public Works Department and has over 20 years of municipal service experience.

Judy works with the Keep Richland Hills Board, assists with planning and implementing special events and activities and provides assistance to other departments when needed.

Judy enjoys spending time with her family and church activities during her time away from work.