



CITY  
MANAGERS

Office



1PM  
May 1st

TO: Mayor Tolmacth

THIS MATERIAL IS REFERRED TO YOU FOR:

- Council
- Your File
- Answer Direct
- Conference With \_\_\_\_\_
- Information and \_\_\_\_\_
- Traffic Committee
- Checking and Return
- Appropriate Action
- Answer For My Signature
- Investigation and Report
- Recommendation and Return
- Additional Info on Reverse

REMARKS: The Fire Department  
HAS REQUESTED YOUR  
PARTICIPATION IN AN  
EFFICIENCY AWARD  
PROGRAM TO BE HELD  
AT the Fire Dept  
ON MAY 1 (TUES)

DATE: 4/18 SIG: Jim Faulkner

AT 1 pm. The ceremony would require approx. 10 - 15 minutes of your time.

5 awards will be issued to Firemen who have attained educational achievements or participated in special projects.

If you can make it I will gather additional info.

— Tim