



POLICY AND PROCEDURE MEMO

NO. 1.007 (1)

DATE: 12/20/22

SUBJECT: EMPLOYEE SUGGESTION SUBMITTAL
FORM

DocuSigned by:

Blaine Cox

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**CITY
MANAGER**

I. Date: _____

II. Employee Submitting Suggestion:

a. Name: _____

b. Signature: _____

III. Supervisor:

a. Name: _____

b. Signature: _____

IV. In detail, describe the suggestion for improvement that might lead to or already has led to a more efficient and effective means of delivering municipal services (include process & procedure changes, impacts upon other employees/ departments, costs incurred, expenses reduced, etc.):



POLICY AND PROCEDURE MEMO

SUBJECT: EMPLOYEE SUGGESTION SUBMITTAL
FORM

NO. 10.10

DATE: 12/20/22

DocuSigned by:

Blaine Cox

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**CITY
MANAGER**
