



CITY OF MANASSAS PARK

City Hall • One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8800 • Fax (703) 335-0053
www.cityofmanassaspark.us

March 7, 2011

To: James W. Zumwalt
City Manager

From: Selection Committee:
Cyd Ball *Chris Simmons*
Laura Coughanour *Karen Spence*
Winnie O'Neal *Jennifer Spring*
Shelia Rohland *Debbie Wood*
Aaron Root

Subject: Team of the Year Award Winner

After careful consideration of two nominated teams, we have selected the team we believe is most deserving. We considered contributions as they relate to the following criteria:

- Outstanding achievement on the job
- Exceptional contributions to the effectiveness and efficiency of operation
- Excellent service to the Manassas Park community and/or visitors
- Special efforts in promoting community and/or workforce diversity
- Other criteria deemed appropriate

While we found that both nominated teams are worthy of recognition, by a majority vote of the selection team, we recommend the following team for the 2011 Team of the Year:

**Public Works
Public Auction Team**

The Public Works Team will be awarded a plaque during the Governing Body meeting of May 15 and each member will receive one day of additional vacation.

For the Selection Committee:

/s/ Maggie Kain
Magali G. Kain, Human Resources Director



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May 7, 2012

To: James W. Zumwalt
City Manager

From: Selection Committee:
JR Adcock
Cyd Ball *Shelia Rohland*
Lana Conner *Chris Simmons*

Subject: Employee of the Year Award Winner

After consideration of three nominations for the Employee of the Year Award, we have selected the employee we believe is most deserving. We considered each individual's contribution as related to the following criteria:

- Outstanding achievement on the job
- Exceptional contributions to the effectiveness and efficiency of operation
- Excellent service to the Manassas Park community and/or visitors
- Special efforts in promoting community and/or workforce diversity
- Other criteria deemed appropriate

While we found that all employees nominated are worthy of recognition, we are pleased to advise you that we have made the following selection as Employee of the Year for your consideration:

Laura Coughanour
Public Works Department

Laura will be the recipient of a \$250 award, one day of additional vacation, and a plaque which we plan on presenting at the Governing Body meeting of May 15, 2012.

For the Selection Committee:

/s/ Maggie Kain
Magali G. Kain, Human Resources Director