



Procedures for Neighborhood Pride Nominations

1. An application must be received for consideration for an award.
2. Applications will be reviewed by the Neighborhood Pride Committee.
3. After review of applications, there will be 3 awards per month; two residential awards and one business award.
4. The three award recipients' **name, address and telephone number** will be given to the Clerk's Office no later than the Wednesday of the week prior to the City Council meeting.
5. The Clerk's office will supply the information to the Code Officer for award certificates as soon as received.
6. The Clerk's office will write congratulatory letters and an invitation to attend the City Council meeting to all three award recipients. These letters must be mailed no later than the Friday prior to the week of the City Council meeting.