
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Lea Eriksen, Senior Assistant City Manager
SUBJECT: Employee Recognition for Outstanding Job Performance – **Janee Prieto**

BACKGROUND

Janee has done an outstanding job supporting both the City Manager and Senior Assistant City Manager during a time of significant leadership transition in the City Manager's Office. Janee has a positive attitude and skillfully manages the operations of the City Manager's Office. She can also be counted on for her discretion, and is valued due to her knowledge of the city and administrative procedures. This past year, Janee also played a key role in supporting the staff presentations to the Civic Assembly, the inaugural public safety committee and the executive leadership retreat. Janee is a vital part of our work in the City Manager's Office. We are grateful for her dedication, professionalism, and continued public service.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

RECOMMENDATION TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Janee Prieto to receive an award of three (3) working days off with pay and a cash award of \$1,000.

Approved By *Odis Jones*

Odis Jones, City Manager

07/21/2026

Date