

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Kenneth Powell, Fire Chief
SUBJECT: Employee Recognition for Outstanding Job Performance – **Amber Solomon**

BACKGROUND

Amber is an exceptionally hardworking secretary who truly deserves recognition. Her sharp attentiveness ensures no detail is missed, while her stellar communication keeps the entire Fire Administration aligned. A phenomenal team player, Amber works seamlessly with everyone and confidently takes charge of office operations, keeping Fire Administration running at peak efficiency.

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 Amber Solomon, to receive an award of one (1) working day off with pay.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date