
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
THROUGH: Adam K. Troy, Assistant City Manager
FROM: Elaine Warner, Economic Development Director
SUBJECT: Employee Recognition for Outstanding Job Performance – **Elizabeth Garcia**

BACKGROUND

Elizabeth has served as an Economic Development Project Manager for the last ten years. She consistently approaches work with a positive, friendly attitude and works well with employees at all levels as well as businesses throughout the community. She recently provided an outstanding job performance in organizing and launching the new small business program Jumpstart, designed to support new and existing programs with permit assistance as well as cohort-based training and guidance in partnership with the Small Business Development Center. This program will provide both financial and technical resources to retain key businesses throughout the community.

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 Elizabeth Garcia 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