



**INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Diane Glauber, Housing and Human Services Director
SUBJECT: Employee Recognition for Outstanding Job Performance – **Shannon Louis**

BACKGROUND

Shannon helped manage the transition of directors with intelligence and grace. Her leadership skills, positive attitude, and willingness to take on additional responsibilities helped ensure a smooth and successful transition.

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 Shannon Louis, to receive an award of two (2) working days off with pay and a cash award of \$1,000.00.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date