
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Nick Zornes, Chief Transportation Officer
SUBJECT: Employee Recognition for Outstanding Job Performance - **Robin Martin**

BACKGROUND

Robin Martin, Accountant II in the Transportation Department, has been an invaluable contributor to the department's overall effectiveness and success. Her unwavering commitment to excellence, exceptional work ethic, and positive can-do attitude have consistently distinguished her as a trusted and dependable member of the team. Robin approaches every challenge with professionalism and determination, earning the respect of her colleagues through both the quality of her work and her willingness to support others.

Throughout the department's ongoing budget challenges, Robin has worked tirelessly to identify innovative financial solutions that have strengthened fiscal management and supported informed decision-making. She has consistently gone above and beyond her regular responsibilities, particularly during periods of staffing shortages, ensuring that critical financial operations continued without interruption. In addition to maintaining the highest standards of accuracy and accountability, Robin has proactively identified opportunities to streamline processes, improve operational efficiency, and enhance the department's overall effectiveness. Her dedication, initiative, and commitment to public service have made a lasting and measurable impact on the Transportation Department and the City as a whole.

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 Robin Martin, to receive a cash award of \$1000.00.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date