
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 22, 2026
TO: Dana Anderson, Chief Human Resources Officer
FROM: Odis Jones, City Manager
SUBJECT: Employee Recognition for Outstanding Job Performance – **Dana Anderson**

BACKGROUND

Dana Anderson has demonstrated exceptional leadership and performance as the City's Chief Human Resources Officer during a year of significant organizational change. As a key member of the Senior Executive Leadership Team, she provided strategic leadership in workforce planning, labor relations, recruitment, risk management, and organizational development.

During the year, Dana successfully implemented the City's FY 2026-27 hiring freeze process, maintained a strong citywide vacancy rate through innovative workforce strategies, led a successful insurance renewal, oversaw executive recruitments and the onboarding of the new City Manager, partnered on the City's Racial Equity Action Plan and Women and Girls Committee initiative, negotiated four public safety labor agreements, and implemented a new employee cafeteria benefits program to strengthen recruitment and retention.

Dana's strategic vision, professionalism, and commitment to excellence have advanced the City's organizational goals and exemplify the highest standards of public service, making her highly deserving of recognition through the Outstanding Job Performance Recognition Program.

AUTHORITY

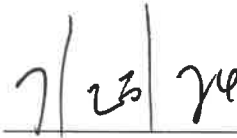
According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

RECOMMENDATION TO APPROVE

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

Approved By:


Odis Jones, City Manager


Date