



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

DATE: July 29, 2026
TO: Odis Jones, City Manager
THROUGH: Peer Chacko, Acting Current Planning Manager
FROM: Emily Stadnicki, Planning and Development Director
SUBJECT: Employee Recognition for Outstanding Job Performance - **Ruth Martin del Campo**

BACKGROUND

Ruth Martin del Campo has been serving as the Current Planning Division's Administrative Clerk since 2018. In 2024, she was promoted to Secretary. Ruth is responsible for the file management of both the digital and hard copies of all the applications and projects that the division processes. She has been working closely with staff to streamline our file processing and eliminate redundancies. Her other key duties include revenue tracking, website management, and serving as the Secretary to the Planning Commission, which includes the preparation and posting of the agenda. She has recently proved invaluable, managing our file scanning process with an exceptional attention to detail.

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 Ruth Martin del Campo, to receive an award of two (2) working days off with pay and a cash award of \$1000.00.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date