
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Michael Towler, Acting Assistant Chief Financial Officer
SUBJECT: Employee Recognition for Outstanding Job Performance - **Punit Chokshi**

BACKGROUND

Punit has consistently stepped forward to support the department during critical periods, demonstrating exceptional commitment, integrity, and resilience. Over the past year, he took on expanded responsibilities in the budget process, cash-flow monitoring, and investment management. Often filling gaps when workloads intensified or timelines tightened. His ability to remain composed, dependable, and solutions-focused during challenging moments strengthened the department's operational continuity and reinforced a culture of teamwork. Punit's willingness to assume additional duties, coupled with his strong analytical discipline and collaborative approach, reflects a level of dedication that merits recognition.

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 Punit Chokshi, to receive an award of three (3) working days off with pay and a cash award of \$1000.00.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date