



**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 - **James Lambert**

BACKGROUND

James has demonstrated exceptional initiative and analytical excellence by taking on a significantly expanded role in the annual budget development process. His contributions in administrative coordination, budget analysis, and research strengthened the department's ability to deliver a more transparent, accessible, and data-driven budget document. James played a key role in enhancing budget transparency and supporting the development of the budget book, ensuring information was clearly organized, accurate, and aligned with best practices. His proactive engagement, strong analytical capabilities, and commitment to improving departmental processes make him highly deserving of recognition for his meaningful contributions to the Finance Department.

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 James Lambert, 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