



**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 - **Donald Washington**

BACKGROUND

Donald has demonstrated exceptional dedication and carried out his responsibilities with integrity, steadiness, and a quiet commitment to service. Even as he absorbed additional duties and supported the department through evolving operational demands, Donald never sought recognition nor expressed frustration. Instead, he remained a dependable, solutions-oriented team member whose work ethic and selfless approach exemplify the highest standards of public service. His reliability, professionalism, and steadfast willingness to put the organization's needs first make him deserving of recognition for his outstanding 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 Donald Washington, 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