CULVER CITY

INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 21, 2025

TO: John Nachbar, City Manager

FROM: J.R. Wright, Chief Information Officer

THROUGH: Johnnie Griffing, Systems Support Manager

SUBJECT: Employee Recognition for Outstanding Job Performance - **VANCE HEBERT**

BACKGROUND
Vance consistently exceeds the expectations of his role through his dedication, initiative, and people-first approach. He willingly supports after-hours meetings and was critical in the success of the council chambers audio visual upgrade project. His efforts have led to higher user satisfaction, greater efficiency, and a more connected, well-supported workplace. Vance shows a deep commitment to the city and its employees by continually seeking ways to enhance the user's IT experience. He never ends a user interaction without asking, "Is there anything else I can do for you?"—a simple but powerful reflection of his focus on people and service. Vance actively explores innovative strategies to improve IT best practices, define system standards, and streamline internal processes. He has been leading the systems configuration for the critical Windows 11 rollout from testing through implementation. His people first vision of system usability for all equipment has increased user's acceptance to change. Vance truly embodies the values of a people-first, forward-thinking, and innovative IT 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
For the City Manager to approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Vance Hebert to receive one (1) working day off with pay and a cash award of $500.00

Approved By

_____   **05/23/2025**

John Nachbar, City Manager   Date