

Culver CITY

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

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
FROM: Yanni Demitri, Public Works Director/City Engineer
SUBJECT: **Outstanding Job Performance Recognition from the Public Works Department, Environmental Programs and Operations for Sean Singletary, Environmental Programs and Operations Manager**

BACKGROUND

Sean Singletary, Environmental Programs and Operations Manager, is being recognized by the Public Works Department for their Outstanding Job Performance. Sean is a great asset to the City. He took the Environmental Programs & Operations (EPO) division of Public Works to a whole new level since day one. He is very knowledgeable, has great demeanor, very respectful, and inspires his staff to do their absolute best.

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 Sean Singletary to receive three (3) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/20/2024

Date