

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 27, 2025
TO: John Nachbar, City Manager
FROM: Lisa Soghor, Chief Financial Officer
SUBJECT: Employee Recognition for Outstanding Job Performance - **AUDREY SANCHEZ**

BACKGROUND

Audrey has consistently demonstrated exceptional dedication, initiative, and reliability throughout the past year. Her contributions have been critical in helping meet key payroll deadlines during the transition of personnel. Audrey played a lead role in managing Position Control updates, ensuring accuracy and alignment across HR, Budget, and Payroll Divisions. She also took initiative in researching and reviewing COVID-related absences, compiling multiple complex data sets that allowed us to prepare the IRS refund accurately and on time.

Audrey stepped up to train departmental staff, particularly in Transportation, where new timekeepers were learning to manage payroll entries and approvals. She ensured they had the support and guidance needed to process payroll correctly. She also served as a second set of eyes on budget position costing, helping to review projection data and ensure the figures reflected accurate annualized costs.

Audrey routinely assists in reviewing retroactive pay adjustments, reconciling timesheets, and validating payroll transactions prior to final runs, which has significantly reduced errors and improved overall efficiency. Audrey's collaboration, responsiveness, and willingness to jump in wherever needed, especially under tight deadlines, make her an invaluable asset to the City.

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 Audrey Sanchez to receive three (3) working days off with pay and a cash award of \$1,000.00.

Approved By



John Nachbar, City Manager

05/27/2025

Date