

Culver CITY

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

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
FROM: Jesse Mays, Assistant City Manager
SUBJECT: Outstanding Job Performance Recognition from City Manager's Office, City Clerk Division for Mimi Ferrel, City Clerk Specialist

BACKGROUND

Mimi Ferrel, City Clerk Specialist, is being recognized by the City Manager's Office for their Outstanding Job Performance. Mimi is known for being customer service oriented. People who interact with the City Clerk's office often go out of their way to note that Mimi is helpful and friendly. Mimi works above and beyond the call of duty, taking the initiative to help out and assist the division to meet its objectives.

Amidst a high degree of staff turnover during the past year, Mimi has trained various new temporary and permanent staff and gets along with everyone. Mimi often works into the late hours of the evening supporting City Council meetings. In a fast-paced and challenging environment, Mimi is a calming presence in the City Clerk's office.

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 Mimi Ferrel 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