

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 – **JONATHAN VILLASANA**

BACKGROUND

Jon's positive attitude, team first mentality and willingness to learn is a delight to have on the Revenue team. He completes his tasks in a timely manner with minimal supervision, and volunteers to assist his teammates with their duties when he has capacity. He offers to share his knowledge with newer employees and is patient during their learning process.

After recent staff changes, Jon stepped to take over Refuse billing. In partnership with the team, he has been able to minimize refuse items on the bank reconciliation and reduce incidents of refunds due to staff error. The improved process has yielded more ACH enrollments than ever before with steady progression each month.

Jon has excellent customer service skills on the phone and at the counter and has built a great rapport with the City's regular customers. He is an absolute joy to work with and everyone can see he goes above and beyond daily. Jon is an asset to the Finance Department and is well deserving of this special recognition.

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 Jonathan Villasana 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