

Culver CITY

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

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
THROUGH: Tamar Fuhrer, Assistant Chief Transportation Officer
FROM: Diana Chang, Chief Transportation Officer
SUBJECT: **Outstanding Job Performance Recognition from the Transportation Department, Transit Operations for Maria Mora, Secretary**

BACKGROUND

Maria Mora, Secretary, is being recognized by the Transportation Department for their Outstanding Job Performance. Maria has demonstrated to be an essential member of the team who works determinedly to support everyone with kindness and respect. Maria demonstrates strong leadership, exceptional organizational abilities, and strategic thinking with our payroll platform. She always brings a positive and hard-working attitude despite the fast pace of the Transportation Department.

As a member of the Bus Rodeo Committee, Maria goes above and beyond, she has assisted in the planning and implementation of several events. Her dedication to the department is also evident as a member of the Employee Wellness Committee. She is a key contributor to the Employee Wellness Newsletter. The Transportation Department is very fortunate to have Maria onboard, due to her significant contributions and support in streamlining our processes.

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 Maria Mora 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