

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 Administration Division for Robin Martin, Accountant II**

BACKGROUND

Robin Martin, Accountant II, is being recognized by the Transportation Department for their Outstanding Job Performance. Robin has demonstrated exemplary work and has gone above and beyond in the quality of her work. She developed a complex tracking processes that has been essential for management staff's data-driven decision making. She has ensured that the Transportation Department maintains federal reporting compliance.

Robin has taken the initiative to support the onboarding of new management staff through extensive knowledge sharing. Recently, Robin was a key contributor in two critical department endeavors: the National Transit Database annual reporting and the Federal Transportation Administration's Triennial Review. With both of these projects, as well as all of her other work, Robin consistently shows up with a positive attitude and can-do disposition.

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 Robin Martin 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