

# Culver CITY

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## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**DATE:** May 20, 2025  
**TO:** John Nachbar, City Manager  
**FROM:** Jesse Mays, Assistant City Manager  
**THROUGH:** Elaine Warner, Economic Development Director  
**SUBJECT:** Employee Recognition for Outstanding Job Performance - **MICHELLE VILLONGCO**

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### **BACKGROUND**

Michelle Villongco is a key member of the Economic Development team and consistently provides exceptional service in processing contractual agreements, navigating the City's financial systems, providing research assistance and managing current data/file resources.

Michelle played a critical role in organizing, tracking and maintaining documents for the Project Homekey project last year that consisted of inputting contracts, tracking accounts and processing payments for multiple vendors.

Impressively, Michelle processed more than 38 draw requests for the primary contractor over the course of a year and worked closely with the City Attorney's office to coordinate amendments as necessary. When the project was complete, Michelle personally processed the Notice of Completion at the County Recorder's Office to ensure timely documentation.

Michelle is detailed oriented, responsive, accountable and always willing to assist with projects, meetings and special events. It is a pleasure to work with her.

### **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 Michelle Villongco to receive three (3) working days off with pay and a cash award of \$1,000.00

Approved By



John Nachbar, City Manager

05/23/2025

Date