

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 Chance, Chief Transportation Officer
SUBJECT: **Outstanding Job Performance Recognition from the Transportation Department, Equipment Maintenance for Andy Casarez, Fleet Services Assistant**

BACKGROUND

Andy Casarez, Fleet Services Assistant, is being recognized by the Transportation Department for their Outstanding Job Performance. Andy has demonstrated dedication in his role as a Fleet Services Assistant which makes him an invaluable member of the Transportation Department. Andy is responsible for the nightly maintenance and service of the City's buses. Andy goes above and beyond to ensure that vehicles are fueled, cleaned, and ready for service.

Andy provides outstanding support to his coworkers, leadership, and customers. His innovative ideas for process improvements have helped make his team safer and more efficient. His attention to detail, willingness to assist others, and his continued support of new and evolving technologies keep Culver City buses safe, clean, and on the road.

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 Andy Casarez 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