

Culver CITY

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

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
FROM: Jesse Mays, Assistant City Manager
SUBJECT: Outstanding Job Performance Recognition from City Manager's Office, Cultural Affairs Division for Nancy "Lee" Lawlor, Management Analyst

BACKGROUND

Lee Lawlor, Management Analyst, is being recognized by the City Manager's Office for their Outstanding Job Performance. Lee has been indispensable during the past year during a staff transition in the Cultural Affairs Division. With the retirement of the previous Cultural Affairs Manager, Lee stepped up and took responsibility for preparing the division's budget, preparing the Cultural Affairs Commission (CAC) agendas and running the CAC meetings, in addition to her regular job duties. She has helped the new Cultural Affairs Manager transition smoothly into their new role. Also this year, Lee successfully managed the selection process for the City's performing arts grant program with the City's largest number of applicants.

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 Lee Lawlor to receive three (3) working days off with pay.

Approved by,



John Nachbar, City Manager

05/20/2024

Date