Culver CITY

INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024

TO: JOHN NACHBAR, CITY MANAGER

FROM: Mark E. Muenzer, Planning and Development Director

SUBJECT: **Outstanding Job Performance Recognition from the Planning and Development Department for Andrea Fleck, Planning Technician**

BACKGROUND

Andrea Fleck, Planning Technician, is being recognized by the Planning and Development Department for Outstanding Job Performance.

Andrea Fleck started as in intern with the Current Planning Division in 2019 and has been a Planning Technician since 2021. She continues to manage more complex development projects, consistently performing with excellence. We have received feedback from many project applicants as to how pleased they are with her diligence and responsiveness. She is also the lead planner on many residential development projects as the City continues to approve more housing developments.

Most recently she was the subject of a community survey response which noted that she was courteous and responded quickly after researching the history of the subject location. She took the time to explain everything to the customer so they could complete the required City documents and they noted Andrea's excellent public service.

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 Andrea Fleck to receive one (1) working day off with pay and a cash award of $1,000.

Approved by,

John Nachbar, City Manager

05/20/2024

Date