Culver CITY

INTEROFFICE MEMORANDUM

EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024

TO: JOHN NACHBAR, CITY MANAGER

FROM: Lisa Soghor, Chief Financial Officer

SUBJECT: **Outstanding Job Performance Recognition from the Finance Department for John Figueroa, Senior Account Clerk**

BACKGROUND

John Figueroa, Senior Account Clerk, is being recognized by the Finance Department for their Outstanding Job Performance. John has proven to be a dependable team member who continues to exhibit willingness to cover all functions across the division as needed. John is the primary point of contact and administers all things related to the cannabis business permit and taxation program. John developed training information and conducted ongoing training sessions with new staff that has resulted in significant improvement in permitting compliance and revenue collections. John also participated in the fee study process analysis of the cannabis program and provided thoughtful insight that assisted management with moving the project forward towards a timely completion. Finally, John continues to support the Financial Advisory Committee, including in-person meeting management, agenda development, and meeting minutes coordination.

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 John Figueroa to receive three (3) days off with pay and a cash award of $1,000.

Approved by,

John Nachbar, City Manager

05/21/2024

Date