

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 Cristina Tulensa, Accountant II

BACKGROUND

Cristina Tulensa, Accountant II, is being recognized by the Finance Department for their Outstanding Job Performance. Cristina is a valuable member of the Accounting Division. Cristina regularly performs the critical reconciliation of the City's monthly bank statements in a timely manner. Cristina's work is always thorough and accurate. Bank reconciliation is a key internal control tool that helps prevent and identify fraud, errors, and unrecorded transactions. Through her exemplary work, Cristina safeguards the City's funds and helps prepare financial data for the City's annual comprehensive report. Christina continues to demonstrate her commitment to the City through her diligent and conscientious work and we are fortunate to have her as part of the Finance Team.

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 Cristina Tulensa 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