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 Brittany Clarke, Senior Account Clerk**

BACKGROUND

Brittany Clarke, Senior Account Clerk, is being recognized by the Finance Department for their Outstanding Job Performance. Brittany has shown incredible development over the last year. Brittany volunteered to take on additional duties, including the processing of the weekly accounts payable invoices. Brittany consistently takes initiative and lead on various new projects, including the implementation of process improvements for revenue collection general ledger postings that reduced outstanding monthly bank reconciliation variances. Brittany also stepped in to provide critical support to the business license tax compliance program. Brittany worked with existing staff to identify efficiencies in the cannabis permitting process, made recommendations to management to streamline the processes, resulting in getting four businesses compliant that were previously delinquent due to staffing capacity issues.

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 Brittany Clarke to receive three (3) days off with pay and/or cash award of $1,000.

Approved by,

John Nachbar, City Manager — Date: 05/21/2024