



City of Culver City

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Council Chambers
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(310) 253-5851

Staff Report

File #: 24-1095, Version: 1

Item #: P - 5

Outstanding Job Performance Recognition: Arames White, Assistant to the City Manager, Jeremy Bocchino, City Clerk, Mimi Ferrel, City Clerk Specialist, T'Ana Allen, Deputy City Clerk, Elaine Warner, Economic Development Director, Nancy Lee Lawlor, Management Analyst and Edgar Varela, Special Event Manager, for the City Manager Department

Meeting Date: June 5, 2024

Contact Person/Dept: Dana Anderson / Human Resources Department

Phone Number: 310-253-5640

Fiscal Impact: Yes No **General Fund:** Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (Email) Meetings and Agenda (05/30/2024); (Email) All City Staff (05/30/2024)

Department Approval: Dana Anderson, Director of Human Resources (05/30/2024)

RECOMMENDATION

The recommendation from the City Manager Department, which was approved by the City Manager, awards Assistant to the City Manager Arames White, three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager, awards City Clerk Jeremy Bocchino three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager, awards City Clerk Specialist, Mimi Ferrel three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager, awards Deputy City Clerk T'Ana Allen three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager,

awards Economic Development Director Elaine Warner three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager, awards Management Analyst Nancy Lee Lawlor three (3) working days off with pay in recognition of outstanding job performance.

The recommendation from the City Manager Department, which was approved by the City Manager, awards Special Event Manager Edgar Varela three (3) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

These awards from the City Manager Department are before you tonight for public acknowledgement in accordance with Civil Service Rule 15.4.

AUTHORITY

15.3(e) Outstanding Job Performance Recognition Program:

- a. Oral recognition by the appointing authority.
- b. Written recognition by the appointing authority with copies to the employee and the Human Resources Department for placement in the employee's personnel file.
- c. City Council resolution commending the employee, i.e., City Council commendation.
- d. Granting of up to three (3) working days off with pay.
- e. Increase in compensation (step advancement within range prior to scheduled date or additional step beyond that scheduled).
- f. Cash award, up to \$1,000. Cash award will be taxable, non-PERSable and subject to available funds within the awarding department's budget.
- g. A combination of any of the recognition awards set forth above.

15.4 Procedures:

The appointing authority may recommend an employee for an outstanding job performance which meets the criteria of the program. The appointing authority shall prepare written recommendations and shall forward them to the City Manager for approval, disapproval, or modification. The recognition award and/or commendation (excluding oral and written recognition by the appointing authority) shall be forwarded to the Commission for public acknowledgment.

ATTACHMENTS

1. 2024-06-05 - ATT Merit Award Jeremy Bocchino
2. 2024-06-05 - ATT Merit Award Mimi Ferrel
3. 2024-06-05 - ATT Merit Award T'Ana Allen
4. 2024-06-05 - ATT Merit Award Elaine Warner
5. 2024-06-05 - ATT Merit Award Nancy Lee Lawlor
6. 2024-06-05 - ATT Merit Award Edgar Varela