CITY OF COMMERCE
AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: PRESENTATION OF CERTIFICATE OF RECOGNITION TO EMPLOYEE OF THE QUARTER ALMA MALDONADO

MEETING DATE: August 15, 2017

RECOMMENDATION:

Mayor to present Certificate of Recognition to Alma Maldonado, Senior Office Assistant, as the Employee of the Quarter (2nd Quarter /April-June, 2017).

ANALYSIS:

The City Council recognizes an employee each quarter that has displayed exemplary performance in their role as a City of Commerce employee.

Once a quarter, the Department Heads will meet to review all of the nomination submissions. Each nomination will be discussed and then a vote will determine the nominee's overall score. Once the selection has been finalized, the employee will be notified by their Department Head and will be invited to a City Council Meeting to be recognized by the City Council. Additionally, the employee will receive recognition on the City's website, newsletter and video boards.

Interim City Administrator, Matthew Rodriguez, will make a brief presentation in regards to Alma Maldonado.

ALTERNATIVES:

1. Receive and file.

FISCAL IMPACT:

This activity may be carried out without additional impact on the current operating budget.

RELATIONSHIP TO STRATEGIC GOALS:

This item is related to a specific 2016 Strategic goal as follows:

Strategic Focus Area: City Organization - "The City of Commerce is an organization and workplace that encourages innovation, attracts and retains employees through a supportive working environment with competitive salary and benefits. The City will maintain a knowledgeable, skilled and empowered workforce that is committed to providing outstanding service to its residents, businesses, and visitors. **Guiding Principle 2**: Foster an environment that continuously seeks to improve service and organizational responsiveness to internal and external customers."

Respectfully submitted: Matthew Rodriguez, Interim City Administrator