

NOMINATION FOR OUTSTANDING PERFORMANCE AWARD

The Outstanding Performance Award Program provides an opportunity to honor General Employees who are outstanding contributors to the organization

Employee Name: Gene Raymundo

Job Title: Accounts Payable Supervisor

Department/Division: Finance and Adminstrative Services

I hereby nominate Gene Raymundo **for the Outstanding Performance Award for the reasonsstated below:**

Gene is the Accounts Payable Supervisor and has been employed with the City since 2019. Gene is responsible for overseeing the processing of the payments to all the vendors for goods and services the City purchases. Late last year, we implemented a system whereby we can make electronic payments to our vendors, like direct deposit, instead of issuing checks. Sending electronic payments saves time and reduces risks for the City. Gene has been instrumental in moving this initiative forward. He took on the role of the "Initiator" by contacting our vendors, sending them information about signing up for electronic payments, following-up to ensure vendors submit their information and assisting vendors with various questions. He has taken it upon himself to learn as much as he can about the process to better assist in the process and has collaborated with staff in other departments and Finance divisions to help ensure a successful outcome. Gene has also made valuable recommendations for improvements related to this new process so it is more streamlined and effective for both the City and our vendors.

For this reason, I nominate Gene for his commitment and support of this Finance initiative.

Susan Nabors — 4/8/2025

Name and Signature of Nominator — **Date**

Susan Nabors — 4/8/2025

Name and Signature of Director — **Date**