




CITY OF NATIONAL CITY  
M E M O R A N D U M

DATE: February 27, 2024  
TO: Benjamin A. Martinez, City Manager  
FROM: Lizza Galindo-Rojas, Executive Assistant   
SUBJECT: EMPLOYEE OF THE QUARTER PROGRAM

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The Employee Recognition Program communicates the City's appreciation for outstanding performance. In doing so, it recognizes employees who maintain high standards of personal conduct and make significant contributions to the workplace and community.

The employee to be recognized for the 1<sup>st</sup> Quarter of calendar year 2024 is:

**Sarah Esendencia, Executive Secretary**

*By copy of this memo, the employee is invited to attend the Council meeting on Tuesday, March 19, 2024 to be recognized for her achievement and service.*

Attachment

cc: Brian Hadley, Deputy City Manager  
Sarah Esendencia  
Mayor's Executive Assistant  
Human Resources – Office File

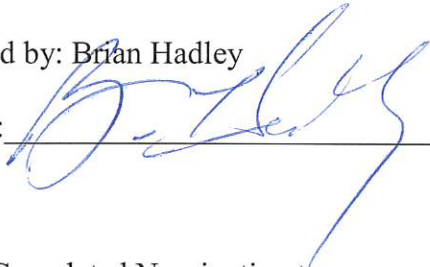
Performance Recognition Award  
Nomination Form

I nominate **Sarah Esendencia** for the Performance Recognition Award for the following  
Reasons;

Sarah Esendencia, serving in the role of Executive Secretary within the Community Development Department, epitomizes unwavering dedication. Her multifaceted responsibilities, from serving as a liaison for Planning Commissioners, including clerking their after-hours meetings, to orchestrating budget reports, maintaining our website, and compiling multiple other reports like Census, Green, SMIP and others, reflect a profound commitment to service. Noteworthy is her graceful proficiency in vendor communications, embodying professionalism with every interaction. She has skillfully coordinated multiple job description changes, oral board scheduling and has incredibly handled all the issues that come with new employees. She excels at Power Point presentations and creating our biweekly city news articles. Moreover, amidst recent crises such as the flooding event, Sarah's remarkable resilience shone through, as she tirelessly navigated extensive meetings and meticulously crafted reports. Her enduring dedication to public service and the cultivation of harmonious community relations mark Sarah as a beacon of excellence within our city's ranks.

Nominated by: Brian Hadley

Signature: \_\_\_\_\_



Date: February 21, 2024

Forward Completed Nomination to:  
Lizza Rojas in HR on or before Feb 26<sup>th</sup>.  
LRojas@nationalcityca.gov

RECEIVED

FEB 26 2024

CITY OF NATIONAL CITY  
HUMAN RESOURCES DEPARTMENT