

# Culver CITY

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INTEROFFICE MEMORANDUM  
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**DATE:** 05/15/2024  
**TO:** JOHN NACHBAR, CITY MANAGER  
**THROUGH:** Jill Thomsen, Parks, Recreation and Community Services Supervisor  
**FROM:** Ted Stevens, Parks, Recreation and Community Services Director  
**SUBJECT:** **Outstanding Job Performance Recognition from Parks, Recreation and Community Services for Melanie Morales, Recreation and Community Services Coordinator**

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## **BACKGROUND**

Melanie Morales, Recreation and Community Services Coordinator, is being recognized by the Parks, Recreation and Community Services (PRCS) Department for Outstanding Job Performance.

Melanie Morales, Recreation and Community Services Coordinator, has been with Culver City PRCS for three (3) years and is currently working in our Senior Center operations. Melanie's proactive, can-do approach has made a tremendous impact on the Senior Center. She has developed new programs and works alongside the community and staff each day to enhance the Senior Center programs. Melanie is one of our key staff members who plan special events throughout the year. She is one of the first staff members to arrive and one of the last to leave. Melanie is always willing to help her co-workers and management team. She goes above and beyond the call of duty.

## **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 Melanie Morales to receive two (2) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/21/2024

Date