

# 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:** Hoa Diep, Systems Support Manager  
**FROM:** Michele Williams, Chief Information Officer  
**SUBJECT:** **Outstanding Job Performance Recognition from the Information Technology Department, Public Safety Support for Brandon Gardner, Information Systems Analyst**

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### **BACKGROUND**

Brandon Gardner, Information Systems Analyst, is being recognized by the Information Technology Department for their Outstanding Job Performance.

Brandon Gardner provides technology support primarily to the Police Department. Brandon is one part of a dynamic duo when it comes to Public Safety IT Support. On any given day, he works to ensure uninterrupted technical operations from servers, in-car devices, mobile data computing, and wireless connections to name a few. These are accomplished while consistently providing a high level of customer service in support of the public safety 24x7 critical operations.

One example of exceptional job performance and rising to the occasion was the IT support provided for the Emergency Operation Center (EOC) activation when the President of the United States visited Culver City in February 2024. As an Information Systems Analyst, Brandon worked under the direction of the EOC command with his counterpart to stand up the necessary technical components to ensure effective communication and collaboration. This required quick response and support for public safety's Mobile Command Center, mobile data computers and testing/monitoring connectivity at the EOC.

Brandon Gardner has been instrumental in the successful completion of two major projects for the IT Public Safety division; including the network rewiring and replacement of security cameras at the Police Department. As part of a team, Brandon's attention to detail, and dedication to delivering enhanced technical solutions demonstrates exceptional job performance.

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

Approved by,



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John Nachbar, City Manager

05/20/2024

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Date