

Culver CITY

**INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
THROUGH: Dani Cullens, Parks, Recreation and Community Services Manager
FROM: Ted Stevens, Parks, Recreation and Community Services Director
SUBJECT: **Outstanding Job Performance Recognition from Parks, Recreation and Community Services Department for Matthew Withers, Parks Maintenance Supervisor**

BACKGROUND

Matthew Withers, Parks Maintenance Supervisor, is being recognized by the Parks, Recreation and Community Services (PRCS) Department for Outstanding Job Performance. Matthew is the parks maintenance supervisor, and he goes above and beyond in everything he does. He has a wealth of knowledge and is always willing and ready to assist, answer questions, or get his hands dirty. Matthew is responsible for leading the parks team and stepping outside the maintenance box to complete much needed projects in the parks. Matthew has been praised not only for his work, but for his ability to relate to patrons. He spends time listening to patrons' concerns and addresses them as quickly as possible. Sometimes their concerns cannot be repaired in a timely manner, but he explains the process and assures them he will keep them updated. Matthew is a valued employee, and we are proud to recognize him.

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 Matthew Withers to receive two (2) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/22/2024

Date