



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

DATE: July 29, 2026
TO: Odis Jones, City Manager
THROUGH: Dani Cullens, RCS Manager
FROM: Tomás Herrera-Mishler, Director of Parks, Recreation and Community Services
SUBJECT: Employee Recognition for Outstanding Job Performance - **Stephanie DaVall**

BACKGROUND

Stephanie DaVall has consistently demonstrated outstanding job performance through her versatility, initiative, and unwavering commitment to the Parks, Recreation and Community Services Department and the Culver City community. Since joining the department in 2019, Stephanie has worked across multiple divisions, gaining a broad understanding of department operations while making meaningful contributions wherever she has served. During the COVID-19 pandemic, she played a key role in organizing the Rec Extension program, providing essential childcare services to families during an unprecedented time. She has also successfully coordinated signature community events, including Egg-stravaganza and Breakfast with Santa, managed park and facility permits and rental groups, and oversees the production of the department's quarterly recreation brochure, ensuring residents have access to clear and timely information about the City's programs and services.

Stephanie is known for her enthusiasm, adaptability, and collaborative spirit. She is always eager to embrace new challenges, identify opportunities for improvement, and contribute wherever assistance is needed. Her leadership in redesigning the quarterly recreation brochure transformed it into a more reader-friendly and visually engaging publication, improving the way residents connect with PRCS programs and services. Whether leading a project or supporting colleagues across the department, Stephanie consistently approaches her work with creativity, professionalism, and a positive attitude. Her willingness to step in, solve problems, and continually improve the department's operations makes her highly deserving of recognition through the Outstanding Job Performance Recognition Program.

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 Stephanie DaVall, to receive an award of three (3) working days off with pay and a cash award of \$1000.00.

Approved By

Odin Jones

Odin Jones, City Manager

07/21/2026

Date