

Culver CITY

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

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
THROUGH: Kimberly Burgueno, 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 Daniella Gutierrez, Recreation and Community Services Coordinator**

BACKGROUND

Daniella Gutierrez, Recreation and Community Services Coordinator, is being recognized by the Parks, Recreation and Community Services Department for Outstanding Job Performance.

Daniella oversees all rentals for the Veteran's Memorial Complex which includes Veteran's Memorial Building, Senior Center, and Teen Center. This position has had many turnovers in management, but Daniella has persevered through the challenges and continues to display great leadership. Daniella leads with humanity and strives to give staff opportunities to learn and grow. She has grown immensely in her position and is always seeking new challenges. Daniella was also extremely helpful coordinating the command center, staging areas, and parking for surrounding police departments during President Biden's visit. This was a last-minute request and she managed everything and stayed on site throughout to ensure there were no issues. Daniella is a valued employee, and we are proud to recognize her.

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

Approved by,



John Nachbar, City Manager

05/20/2024

Date