

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 20, 2025
TO: John Nachbar, City Manager
FROM: Ted Stevens, Director of Parks, Recreation & Community Services
THROUGH: Dani Cullens, RCS Manager
SUBJECT: Employee Recognition for Outstanding Job Performance - **JESSE ROTH**

BACKGROUND

Jesse is an invaluable member of our team who has helped the Park, Recreation and Community Services Divisions tremendously. Throughout her employment she has consistently demonstrated exceptional skills and dedication, especially in managing purchases and contracts.

She has quickly learned how to be a secretary for a Culver City Commissions, Boards, and Committee (CBC) and has excelled at running the Disability Advisory Committee meetings.

She took on additional responsibilities when the Recreation Division was added to her duties and put systems in place to ensure she doesn't miss any requests. Her ability to create detailed tracking spreadsheets has improved budget oversight and accountability. Jesse is a team player and goes out of her way to assist any member of our team. She has created a collaborative environment with the Parks crew and her consistent communication with them is appreciated

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

For the City Manager to approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Jesse Roth to receive three (3) working days off with pay and a cash award of \$1,000.00.

Approved By



John Nachbar, City Manager

05/23/2025

Date