

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: Kimberly Burgueno, RCS Supervisor
SUBJECT: Employee Recognition for Outstanding Job Performance - **RACHEL HERDER**

BACKGROUND

Rachel is the Recreation Specialist for the Culver City Plunge. In her time at the Culver City Plunge Rachel has shown great organizational and leadership skills, and has taken on multiple new projects. With the Plunge being a public facing institution, Rachel has handled patron concerns and staff with great attention to detail.

In October of 2024, she was asked to take on additional duties and help with the Plunge Special Event - Sensory Saturdays. She was the lead for the Plunge's community outreach, which entailed the creation of monthly fliers, coordination of activities, and staffing. Every Sensory Saturday was well organized and the public enjoyed all the hard work Rachel had put in.

Rachel has also assisted other areas within PRCS with the Parks and Facilities permitting process. Her in-depth knowledge of ActiveNet has helped her manage the multiple Plunge long term and reoccurring rentals. She is organized, meets her deadlines, and shows extra care when dealing with patrons. She is a true asset to the department. Her "can do" attitude and ability to be one step ahead of her supervisors has been a huge help.

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 Rachel Herder 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