

# Culver CITY

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## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**DATE:** May 21, 2025  
**TO:** John Nachbar, City Manager  
**FROM:** Diana Chang, Chief Transportation Officer  
**SUBJECT:** Employee Recognition for Outstanding Job Performance - **IVAN GUTIERREZ**

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### **BACKGROUND**

Ivan has been installing mobile communication equipment and electronic devices in a variety of City vehicles, fabricating custom bracketry, and assisting the Culver City Police Department with several special projects to ensure that their vehicles meet the operational needs of its officers and the community. Ivan has been instrumental in performing several major mechanical overhauls that have resulted in thousands of dollars maintenance cost savings.

Ivan is quick to share his knowledge and experience with his coworkers and upholds the Transportation Department's goal of providing outstanding customer service.

### **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 Ivan Gutierrez to receive three (3) working days off with pay and a cash award of \$1,000.00.

Approved By



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John Nachbar, City Manager

05/23/2025

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Date