



**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 - **Daniella Gutierrez**

BACKGROUND

Daniella Gutierrez has consistently demonstrated outstanding job performance through her exceptional leadership, innovation, and commitment to serving the Culver City community. Since joining the Parks, Recreation and Community Services Department in 2015 as a part-time Rentals staff member, she has advanced to Recreation and Community Services Supervisor, where she oversees the City's Rentals and Special Events programs. Daniella has played a pivotal role in the planning and execution of several of the department's most successful community events. Most notably, she was instrumental in organizing the highly successful Kick It with Culver events on June 12 and June 24, which attracted enthusiastic community participation and showcased the department's ability to create engaging, high-quality programming. She also conceived and launched the Family Field Day event, which quickly became a beloved annual tradition and will return again on July 11.

In addition to her event leadership, Daniella exemplifies outstanding customer service and dedication to operational excellence. She fosters a welcoming, professional environment within the Registration Office by leading her team with positivity, accountability, and a strong commitment to public service. Whether assisting families celebrating a child's birthday at a City facility or ensuring a seamless experience for participants attending important City meetings, Daniella and her staff consistently provide exceptional service that reflects positively on the City. Her ability to inspire her team, develop innovative programs, and deliver outstanding experiences for residents and visitors alike 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 Daniella Gutierrez, 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