CulverCITY

INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024

TO: JOHN NACHBAR, CITY MANAGER

FROM: Heather Baker, City Attorney

SUBJECT: **Outstanding Job Performance Recognition from the City Attorney's Office for Christina Burrows, Assistant City Attorney**

BACKGROUND

Christina Burrows, Assistant City Attorney, is being recognized by the City Attorney's Office for their Outstanding Job Performance. Since joining Culver City, Christina Burrows has proven herself to have the skill and judgement to expertly function in her current Assistant City Attorney position, including her ability to work independently, with little to no supervision. Christina has demonstrated that she is able to take the lead on complex matters, including those with sensitive political and policy issues intertwined with legal issues, which often involves directly interacting with members of the Executive Management team, as well as with City Council and Commission, Board and Committee Members.

Additionally, Christina's acute focus on the City Attorney's Office mission of protecting the interests of the City provides her with the acumen to advise employees at all levels of City government in navigating legal liability issues while performing their job duties. She is an exceptional City employee and a valuable member of our Team, and it is with great pleasure that I nominate her for this Outstanding Performance Award.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees examplifying outstanding job performance criteria may be recognized for their performance through the Outstandinding 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 Christina Burrows to receive three (3) working days off with pay.

Approved by,

_____   05/20/2024
_____

John Nachbar, City Manager   Date