

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 20, 2025
TO: John Nachbar, City Manager
FROM: Heather Baker, City Attorney
SUBJECT: Employee Recognition for Outstanding Job Performance - **MONICA KILAITA**

BACKGROUND

Monica Kilaita is being recognized by the City Attorney's Office for her Outstanding Job Performance. Since joining Culver City 18 months ago, Monica has proven herself to have the skill and judgement to expertly function in her role as Deputy City Attorney. For example, in her role as legal advisor to the Equity and Human Relations Advisory Committee, Monica has demonstrated her ability to work independently, with little to no supervision, while providing high quality legal guidance to City staff and the Committee on a multitude of complex and politically sensitive issues.

In addition to her regular duties, Monica is always ready and willing to step in to assist and collaborate on any number of issues. For example, during a three-week absence of another staff member, Monica handled the preparation of numerous contracts in order to keep the contract process running smoothly and provide the other City departments with a timely response. Monica also partnered with another member of our staff to create a Conflicts of Interest and Brown Act training (known as AB1234 training) for the City's elected and appointed officials, so that we are able to offer the training by our in-house professionals rather than an outside consultant.

Monica 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 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 Monica Kilaita to receive three (3) working days off with pay.

Approved By



John Nachbar, City Manager

05/23/2025

Date