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## INTEROFFICE MEMORANDUM

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**DATE:** December 19, 2017

**TO:** JOHN NACHBAR, CITY MANAGER

**FROM:** SOL BLUMENFELD, COMMUNITY DEVELOPMENT DIRECTOR

**RE:** **GABRIELA SILVA RECOGNITION FOR EXCELLENT WORK IN 2017**

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Pursuant to Civil Service Rule 15.4, please favorably consider my request that Gabriela Silva receive a one-time merit pay cash award of \$1,000 in recognition of her excellent city service over the past year. Gabriela has done an outstanding job performing her responsibilities as an Associate Planner in the Community Development Department Current Planning Division. Over the last year, she has successfully worked on the following projects:

1. Culver Public Market – Market Hall Comprehensive Plan and related environmental documents, Zoning Code Amendment, General Plan Amendment, Tentative Parcel Map, technical studies and public outreach meetings
2. Nantworks – 9919 Jefferson Blvd – Office/Laboratory SPR, AUP, AM
3. Costco Expansion – Site Plan Review Approval and environmental documents
4. Platform 2 – 8888 Washington Blvd Office/Retail – Site Plan Review, technical and environmental documents
5. Tilden Terrace - Uzumaki – Administrative Use Permit – Alcohol
6. Residential Condominium projects including:
  - 3440 Caroline Ave – 2-unit Condo, TPM
  - 3832 Bentley Ave – 4-unit Condo ASPR, TPM
  - 3837 Bentley Ave – 3-unit Condo ASPR, TPM
  - 3961 Tilden Ave – 5-unit Condo ASPR, TTM
  - 4115 Lincoln Ave – 2-unit Condo, TPM
  - 12464 Washington Pl – 3-unit condominium ASPR, TPM
7. Zoning Code Text Amendments including:
  - Portable Storage Sheds and Storage Containers – Residential Zone
  - Front Yard Trellis Structures – R-1 Residential Zone

Gabriella has picked up the extra work in the Division during a period of increased building activity. She has also assisted the Division by doing extra work with the former Planning Manager's departure and other staff absences. Therefore I think she deserves this recognition.