

# Culver CITY

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**INTEROFFICE MEMORANDUM  
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

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**DATE:** 05/15/2024  
**TO:** JOHN NACHBAR, CITY MANAGER  
**FROM:** Jesse Mays, Assistant City Manager  
**SUBJECT:** **Outstanding Job Performance Recognition from the City Manager's Office, Office of Economic and Cultural Development for Elaine Warner, Economic Development Director**

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## **BACKGROUND**

Elaine Warner, Economic Development Director, is being recognized by the City Manager's Office for their Outstanding Job Performance. Elaine worked days, nights, and weekends for over one (1) year to manage the City's Project Homekey supportive housing renovation project that opened in November 2023. She gracefully resolved problems and challenges that were encountered along the way.

Elaine provided a positive, can-do energy that inspired others during the project. This was a unique project that the City had never undertaken before, and Elaine broke new ground and developed new processes and solutions for the City. This project--which is the City's biggest accomplishment of the past two (2) years--would not have been completed without her. As a result, the City is now providing 73 units of interim and permanent supportive housing for those that need it most.

## **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 Elaine Warner to receive three (3) working days off with pay and a cash award of \$1,000.

Approved by,



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John Nachbar, City Manager

05/20/2024

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Date