

Culver CITY

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

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

BACKGROUND

Edgar Varela, Special Events Manager is being recognized by the City Manager's Office for their Outstanding Job Performance. Since joining the City of Culver City as the Special Events Manager, Edgar has become a critical member of the Office of Economic and Cultural Development. In a relatively short time, Edgar has developed strong relationships throughout the community and has earned the trust of City leadership, residents and businesses by providing high-quality events to Culver City.

Edgar successfully produced the Summer Sunset Music Series and State of the City events and has assisted more than twenty (20) organizations with navigating the special event permit and sponsorship process. Edgar has a strong work ethic and commits to completing the work required to ensure each event is safe, supervised and successful. His creativity, kindness and willingness to assist with projects large or small, makes Edgar a pleasure to work with.

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 Edgar Varela to receive three (3) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/20/2024

Date