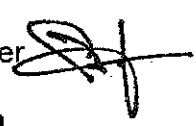


# Culver CITY

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## INTEROFFICE MEMORANDUM

HUMAN RESOURCES DEPT.  
CITY OF CULVER CITY

**DATE:** January 13, 2016  
**TO:** John Nachbar, City Manager  
**FROM:** Eric Mirzaian, Maintenance Operations Manager  
**THROUGH:** Charles D. Herbertson, Director of Public Works/City Engineer   
**SUBJECT:** Public Works Department - Maintenance Operations Division  
"Employee of the Half-Year" Merit Day Award to Christopher Mannings  
**CC:** Serena Wright (for inclusion in Christopher Mannings' personnel file)  
Christopher Mannings

At the Public Works Department semi-annual recognition celebration held on December 17, 2015, I presented Christopher Mannings, Sub-drain Worker, with the Public Works Department Maintenance Operations Division *Employee of the Half-Year* award. This award was given in acknowledgement of Mr. Mannings' exemplary work performance during the period May 2015 – October 2015.

Mr. Mannings is a Sub-drain Worker on the Sewer Maintenance Crew which is responsible for maintaining approximately 90 miles of sewer mains citywide and 7 lift stations. As one of the employees that is responsible for responding to emergency call-outs, Mr. Mannings has provided assistance when called upon during emergency situations related to sewer incidents. The job of a Sub-drain Worker is very challenging because of the regulations that must be abided by, as well as, potentially hazardous but Mr. Mannings is very diligent in his approach to the duties of the job and ensures any assignment he is tasked with is completed right the first time.

Mr. Mannings is a very cordial and hardworking employee that never hesitates to assist any crew and perform any assignment asked of him. Most importantly, he is a very humble employee that does not take being an employee of the City for granted and has always demonstrated an appreciation for being given the opportunity to provide exemplary service to the residents of Culver City.

In recognition of Mr. Mannings' outstanding effort during this six-month period, I recommend he receive one (1) working day off with pay, pursuant to Civil Service Rule 15, *Employee Recognition and Incentive Program for Outstanding Job Performance*: Sections 2a, 3b and 3d.

Upon approval, please sign and return to Charles Herbertson:



Approved  
John Nachbar, City Manager