

Culver CITY RECEIVED

INTEROFFICE MEMORANDUM

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HUMAN RESOURCES DEPT.
CITY OF CULVER CITY

DATE: December 17, 2018

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 Sean Newman

CC: Serena Wright, Director of Administrative Services (for inclusion in
Sean Newman's personnel file)
Sean Newman, Cement Finisher

At the Public Works Department semi-annual recognition celebration held on December 13, 2018, I presented Sean Newman, Cement Finisher, with the Public Works Department Maintenance Operations Division *Employee of the Half-Year* award. This award was given in acknowledgement of Mr. Newman's exemplary work performance during the period May 2018 – October 2018.

As a Cement Finisher, Mr. Newman is assigned to the Concrete Crew and his craftsmanship is the end result of newly constructed sidewalks that are done by our Crew. Mr. Newman is responsible for the arduous and meticulous task of finishing newly poured concrete by striking off, brooming, floating or troweling the cement to achieve the desired smoothness, texture and removing any imperfections.

Mr. Newman has also taken on more of a mentorship role by training other members of his crew on this craft. The process of cement finishing is time consuming and requires the crew working in unison once the concrete is poured to complete the work before the concrete hardens.

In recognition of Mr. Newman's 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