

Culver CITY

RECEIVED

2015 SEP 23 AM 10:23

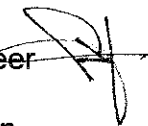
INTEROFFICE MEMORANDUM

HUMAN RESOURCES DEPT
CITY OF CULVER CITY

DATE: September 15, 2015

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 Charles Carr

CC: Serena Wright (for inclusion in Charles Carr's personnel file)
Charles Carr

At the Public Works Department semi-annual recognition celebration held on May 21, 2015, I presented Charles Carr, Streetlight Technician, with the Public Works Department Maintenance Operations Division Employee of the Half-Year award. This award was given in acknowledgement of Mr. Carr's exemplary work performance during the period November 2014 – May 2015.

Mr. Carr is the City's sole Streetlight Technician. He and his fellow Maintenance Worker I are responsible for maintaining and troubleshooting approximately 3,700 streetlights throughout the City. The nature of their work can range from replacing burnt out bulbs to repairing entire circuits that could take days to troubleshoot. In addition, twice per month, Mr. Carr inspects all streetlights during the evening hours to identify streetlights in need of maintenance and to ensure all streetlights are functional.

As the City looks into more efficient streetlight technology (i.e. LED, induction, etc.), Mr. Carr has provided valuable insight on testing out new technology and has assisted contractors by installing demonstration units for the City to evaluate.

In recognition of Mr. Carr'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