

Culver CITY

INTEROFFICE MEMORANDUM

DATE: December 18, 2025
TO: Odis Jones, City Manager
THROUGH: Yanni Demitri, Public Works Director and City Engineer
FROM: Mate Gaspar, Engineering Services Manager
SUBJECT: Public Works Department – Engineering Division- 2025 Employee of the Year – Merit Days Award

I will be presenting to Lisa Bravo, the Public Works Department/ Engineering Division, Employee of the Year Award. Lisa is assigned to the position of Permit Technician II. She has worked for the Public Works Department since May 2022. Before this, Lisa worked for the City in the Building Safety Division.

Lisa has impressed me this year with her strong work ethic and dedication to the customers at the front counter, phone, and e-mail, and deserves the PW/Engineering Division Employee of the Year Award. The Engineering Division's Permit Tech I position was vacant for 6 months of this year so Lisa had to handle additional duties. She was vital to reconfiguring Engineering Division fees in Accela according to the new fee schedules. She assists with complex permit searches, Q-minder coordination, and provides effective communication between other departments and divisions.

Lisa is a valuable employee and is highly regarded and respected by all her fellow employees and management staff. In recognition of Lisa's outstanding effort over this past year, I recommend she receive two (2) working days off with pay, pursuant to Civil Service Rule 15.



[Dana Anderson \(Jan 22, 2026 09:37:54 PST\)](#)

Approved
Odis Jones, City Manager