

Culver CITY

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INTEROFFICE MEMORANDUM

HUMAN RESOURCES DEPT.
CITY OF CULVER CITY

DATE: January 13, 2016

TO: John M. Nachbar, City Manager

FROM: Charles D. Herbertson, Director of Public Works/City Engineer 

SUBJECT: Public Works Department "Employee of the Year"
Merit Days and Cash Award to Thomas Dunham

CC: Thomas Dunham
Eric Mirzaian, Maintenance Operations Manager
Serena Wright, Human Resources Director (for inclusion in Mr. Dunham's personnel file)

At the Public Works Department annual holiday celebration held on 12/17/15, I presented Thomas Dunham, Building Engineer in the Maintenance Operations Division, with the Public Works Department Employee of the Year award. This award was given in acknowledgement of Mr. Dunham's exemplary work performance during the 2015 calendar year.

Tom is one of three Building Engineers on staff and has maintenance oversight of four facilities: Vet's Auditorium, Senior Center, Teen Center and Municipal Plunge. These facilities are revenue generating assets and Tom sees to it they are in outstanding operating condition for use by the public. Even though Tom is responsible for four different facilities, he is able to address any and all maintenance needs at these facilities whether it be electrical, plumbing, mechanical or general maintenance despite the fact that all of these facilities are heavily used by the public, including on the weekends, and require a great amount of maintenance oversight. Tom responds very quickly to the many maintenance requests that come from the staff members of these facilities and he is required to stay on top of the maintenance needs for these facilities since they sometimes operate under strict regulations and mandates such as the Senior Center's Nutrition Program.

In addition to performing maintenance on his own, Tom is instrumental in working with contractors for various repair needs and projects providing direct oversight of work being done by contractors and ensuring they follow the established scope of work and perform the work properly. This past year several of the facilities under Tom's oversight underwent significant facility improvements including lighting upgrades, the installation of an energy management system and upgrade of audio-visual systems. Tom's oversight during these projects was instrumental in their successful completion. Currently Tom is assisting with providing recommendations on improvements to the Veteran's Auditorium in terms of emergency exit signage/lighting, panic hardware for exit doors and other general safety items.

Among his other duties Tom is also the City's "Locksmith" and is responsible for key and lock management of all City facilities and ensuring keys are properly issued and assigned to employees. This is a very important function for maintaining building security and Tom performs this function in an exemplary fashion. Tom also provides valuable input into the capital improvement program planning for the facilities he is responsible for. His ideas often lead to more efficient solutions with resulting cost savings for the City.

Although always extremely busy, Tom manages to maintain a very calm demeanor and approaches every repair request methodically, professionally and in a timely manner. He does not show any signs of being overwhelmed by his workload but knows when it is appropriate to seek assistance.

One employee maintaining four facilities is a daunting task, but Tom is up to it and is well appreciated by the staff of these facilities for his quick responsiveness and professionalism.

For all of the above, I am proud to recognize Mr. Dunham as the 2015 Public Works Department Employee of the Year. In recognition of Mr. Dunham's outstanding efforts over this past year, I recommend he receive three (3) working days off with pay and \$1000, pursuant to Civil Service Rule 15, Employee Recognition and Incentive Program for Outstanding Job Performance: Sections 2a, 3b, 3d, 3f and 3g.



Approved
John M. Nachbar, City Manager