

# Culver CITY RECEIVED

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HUMAN RESOURCES DEPT.  
CITY OF CULVER CITY

**DATE:** May 23, 2019

**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 Gutierrez

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

At the Public Works Department semi-annual recognition celebration held on May 23, 2019, I presented Charles Gutierrez, Maintenance Painter, with the Public Works Department Maintenance Operations Division *Employee of the Half-Year* award. This award was given in acknowledgement of their exemplary work performance during the period November 2018 – May 2019.

As the City's Maintenance Painter, Mr. Gutierrez's role involves more than just the painting needs of City facilities, often times it also involves minor repairs to walls and other parts of the facilities. As a painter, Mr. Gutierrez is a "perfectionist" and demonstrates high work quality in his skill sets.

In the last 6 months, Mr. Gutierrez has assisted in other areas within the Maintenance Operations Division. His background in construction, carpentry and heavy equipment operation make him a very versatile employee and is available to assist where needed. The quality of his work is not going unnoticed by his peers in other departments as they request Mr. Gutierrez to assist with other needs at any facility he is working in.

In recognition of Mr. Gutierrez's outstanding effort during this six-month period, I recommend each 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