

Culver CITY

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INTEROFFICE MEMORANDUM

HUMAN RESOURCES DEPT.
CITY OF CULVER CITY

DATE: January 14, 2016
TO: John Nachbar, City Manager
THROUGH: Charles D. Herberston, Public Works Director and City Engineer 
FROM: Mate Gaspar, Engineering Services Manager 
SUBJECT: Public Works Department – Engineering Division- Employee of the Year – Merit Days Award

I am presenting to Beatriz Silva-Spies, the Public Works Department/ Engineering Division, Employee of the Year award. Beatriz is one of our two full-time Permit Technicians and is responsible for the front counter operations. The other Permit Technician, Renee Mahony, retired in September 2015, and as a result, Beatriz had to work extra hard to support the front counter operations until the vacancy was filled on January 11.

Beatriz's positive attitude and hard work ethic negated the need for other Engineering staff to cover for the other Permit Technician at the counter or phones thereby helping to preserve the efficient operation of the Division. She also at times came in on closed Fridays and weekends to process preferential parking applications in order to keep up with the workload.

Beatriz has impressed me very much with her dedication and has definitely earned the Public Works Department/ Engineering Division Employee of the Year Award. She is a valuable employee and is highly respected by her fellow employees and management staff. In recognition of Beatriz's outstanding effort over this past year, I recommend she receive two (2) working days off with pay, pursuant to Civil Service Rule 15.


Approved – John Nachbar, City Manager