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INTEROFFICE MEMORANDUM

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DATE: December 15, 2017

CITY MANAGER'S OFFICE
CITY OF CULVER CITY

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 John Finau

CC: Serena Wright, Director of Administrative Services (for inclusion in
John Finau's personnel file)
John Finau, Maintenance Worker I

At the Public Works Department semi-annual recognition celebration held on December 14, 2017, I presented John Finau, Maintenance Worker I, with the Public Works Department Maintenance Operations Division Employee of the Half-Year award. This award was given in acknowledgement of Mr. Finau's exemplary work performance during the period May 2017 – October 2017.

As a Maintenance Worker I, Mr. Finau is a very versatile employee and primarily works on the Asphalt Crew and Concrete Crew. Together, these two crews comprise the department's internal construction crews. When needed, Mr. Finau does not hesitate to assist other crews for larger scale projects or for emergency situations. No matter the task, Mr. Finau strives for efficiency in everything he does and expends the time and energy to get the job done right the first time.

During a good portion of 2017, the Maintenance Operations Division has been shorthanded due to either employee IOD's (Injury On Duty) or vacancies and Mr. Finau has been the "go to" person to help fill in the voids.

In recognition of Mr. Finau'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