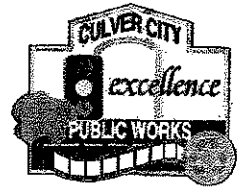


Culver CITY

PUBLIC WORKS DEPARTMENT

9505 West Jefferson Boulevard, Culver City, California 90232



Charles D. Herbertson, P.E., LS
Public Works Director and
City Engineer

(310) 253-5635

FAX (310) 253-5626

December 20, 2018

To: John Nachbar, City Manager

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

Subject: Public Works Department "Employee of the Year"
Merit Days and Cash Award to Lee Torres

Cc: Serena Wright, Assistant City Manager (for inclusion in Lee Torres' personnel file)
Lee Torres, Senior Civil Engineer
Kim Braun, Environmental Programs & Operations Manager

At the Public Works Department's annual holiday celebration on 12/13/18, I presented Lee Torres, Senior Civil Engineer, with the Public Works Department Employee of the Year award. This award was given in acknowledgement of Mr. Torres exemplary work performance during the 2018 calendar year.

Lee oversees the stormwater programs for the Environmental Programs & Operations Division. He has always demonstrated a detailed and methodical project management approach where he incorporates everyone's suggestions and input. Lee is very detailed oriented and makes sure every "i" is dotted and every "t" is crossed on every one of his projects and makes them all seemingly go smooth. At times where it appears the work load could be overwhelming, Lee has always maintained a calm demeanor.

During the course of 2018 Lee's accomplishments have outstanding. Below is a list of Lee's accomplishments throughout the year:

Transfer Station Stormwater Diversion and Rain gardens:

- Project managed and completed the Transfer Station Storm Water Diversion Project and Transfer Station Rain Garden rehabilitation as well as installation of a new rain garden.
- Monitored Baldwin Hills Conservancy Grant for the TS Storm Water Diversion Project/Raingarden
- Developed a presentation and video of the project.
- Led an Open House at the Transfer Station for the public to visit and learn about the project.
- Won Award: APWA – B.E.S.T. 2018 for this stormwater project.

Grants:

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.

- Obtained the funding for the Prop 1 and Prop 84 grants totaling \$ 7.7M
- Obtained the support from the Regional Board for the drainage volume trade/credit with the City of Beverly Hills allowing for another \$ 3.5M for the project.
- Monitoring Open Space Grant award

Washington Boulevard Storm Water Diversion Project:

- Issued RFP's and awarded contracts for the design of Washington Boulevard Storm Water Diversion Project.
- Design of Washington Boulevard is 75% complete
- Conducted first community outreach meeting concerning this project.
- Met several times with Costco concerning additional items added to the project.
- Developed amendment to the Costco MOU for the project.
- Provided final comments on the MND as well as met with several Tribal Councils concerning the Environmental Impact Study.

Culver Boulevard Storm water Project:

- Issued RFP's and awarded contract for the design of Culver Boulevard Storm Water Diversion Project.
- Design of Culver Boulevard Project is 90% complete
- Conducted three community outreach meetings for the project as well as six citizen advisory committee meetings for the project.
- Provided final comments on the MND as well as met with several Tribal Councils concerning the Environmental Impact Study.

Mesmer Pump Station:

- Issued RFP's and awarded contract for the design of Mesmer Pump Station Storm Water Diversion Project.
- Design of Mesmer Pump Station Project is 75% complete
- Attended/participated in community outreach meetings about the project.
- Reviewed EIR and public comments.

Baldwin Avenue Rain Garden Rehabilitation

- Issued RFPs and awarded contract for Baldwin Avenue Rain Garden Rehabilitation
- Worked with other divisions and departments in the City to keep project within estimated budget.
- Completed project within time frame.

Miscellaneous:

- Issued RFP for Stormwater Quality Master Plan
- Presented stormwater projects and information to Community groups, Finance Subcommittee, Sustainability Committee and City Council
- Reviews trash enclosure designs in the initial planning phases of all projects in the City
- Obtained contractor and oversaw the sealing of the transfer station tipping floor
- Obtained consultant to provide structural analysis of the transfer station wall.
- Assists the Engineering Division with reviews and other tasks

- Attends monthly Ballona Creek Watershed and MDR Watershed Committee meetings.

For all of the above, I am proud to recognize Mr. Torres as the 2018 Public Works Department Employee of the Year. In recognition of Mr. Torres' outstanding efforts over this past year, I recommend he receive three (3) working days off with pay and \$ 1,000 pursuant to Civil Service Rule 15, Employee Recognition and Incentive Program for Outstanding Job Performance. Sections 2a, 3b, 3d, 3f and 3g.



Approved
John Nachbar, City Manager

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