

# Culver CITY

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## INTEROFFICE MEMORANDUM

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**DATE:** December 15, 2020

**TO:** John 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

**CC:** Serena Wright, Assistant City Manager (for inclusion in Otis Belisle's personnel file)  
Otis Belisle, Scout Vehicle Operator  
Kim Braun, Environmental Programs & Operations Manager

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The Public Works Department annually recognizes its exemplary employees. Under normal circumstances this is done during the Department's holiday celebration held at the Public Works Building on Jefferson Boulevard. However, due to the pandemic, this year we are unable to have that event. Nevertheless, we have prepared a presentation to email to the members of the Department so they can share a celebration of the Department's many accomplishments over the last year as well as the outstanding performance of some of the Departments most meritorious employees. This year I have selected Otis Belisle, Scout Vehicle Operator in the Environmental Programs and Operations Division, as the Public Works Department Employee of the Year award. This award is given in acknowledgement of Mr. Belisle's exemplary work performance during the 2020 calendar year.

Otis Belisle has worked for Culver City's Environmental Programs & Operation since April 4, 2016. Mr. Belisle's strongest attribute is his reliability. Otis has never called in sick. This is a testament to his commitment to the Department's mission to serve the people of Culver City. Otis has a great attitude, is a team player and is highly respected by his peers for his work ethic and his willingness to work with everyone. He selflessly shares his job knowledge with others and he fosters positive relationships with his coworkers and supervisors that has a positive impact on creating a positive working environment for all.

Mr. Belisle is a supervisor's dream as he willingly takes on multiple assignments that helps his Division achieve its goals. He uses his strong communication skills to communicate effectively with customers and the general public that he interacts with on a daily basis. This helps to foster a positive impression for the Division, Department and the City as a whole. Otis has also been recognized for achieving excellence in safety having been incident free for the last two years.

For all the above, I am proud to recognize Mr. Belisle as the 2020 Public Works Department Employee of the Year. In recognition of Mr. Belisle's 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.

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Approved  
John Nachbar, City Manager

**From:** Herbertson, Charles <charles.herbertson@culvercity.org>  
**Subject:** Fw: Public Works Department Employee of the Year  
**Date:** February 4, 2021 at 3:04 PM  
**To:** Ide, Alicia <Alicia.Ide@culvercity.org>

CH

Alicia:

The City Manager also approved the PW Employee of the Year. I think at this point we are only waiting for a memo from Heba. I'll remind her.

Charles

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**From:** Nachbar, John <john.nachbar@culvercity.org>  
**Sent:** Thursday, December 24, 2020 9:56 AM  
**To:** Herbertson, Charles <charles.herbertson@culvercity.org>  
**Subject:** RE: Public Works Department Employee of the Year

I approve.

John

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**From:** Herbertson, Charles <charles.herbertson@culvercity.org>  
**Sent:** Thursday, December 24, 2020 9:49 AM  
**To:** Nachbar, John <john.nachbar@culvercity.org>  
**Subject:** Fw: Public Works Department Employee of the Year

John:

Just a reminder. Please let me know if you approve the attached award for PW Employee of the Year. You had previously approved the Engineering Division Employee of the Year. I will also be sending you Memos for the Mobility & Traffic Engineering Division Employee of the Year and the Maintenance Operations and Environmental Programs and Operations Division Employees of the half year for your review and approval once I receive them.

Thank you,

Charles

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**From:** Herbertson, Charles  
**Sent:** Tuesday, December 15, 2020 12:55 AM  
**To:** Nachbar, John <[john.nachbar@culvercity.org](mailto:john.nachbar@culvercity.org)>  
**Cc:** Wright, Serena <[serena.wright@culvercity.org](mailto:serena.wright@culvercity.org)>; Braun, Kim <[Kim.Braun@culvercity.org](mailto:Kim.Braun@culvercity.org)>  
**Subject:** Public Works Department Employee of the Year

John:

Please see the attached memo for the Public Works Employee of the Year for 2020.