


Culver CITY

INTEROFFICE MEMORANDUM

DATE: February 8, 2021
TO: John Nachbar, City Manager
THROUGH: Charles D. Herberston, Public Works Director/City Engineer 
FROM: Heba El-Guindy, Mobility and Traffic Engineering Manager
SUBJECT: Public Works Department – Mobility and Traffic Engineering Division-
2020 Employee of the Year and Merit Days Award

I will be presenting to Richard Solis, the Public Works Department - Mobility and Traffic Engineering Division, Employee of the Year award. Richard Solis is the City's Senior Traffic Engineering Technician and has been employed with the City since August 2001. He has demonstrated an extraordinary effort over the course of 2020 calendar year despite of the health restrictions regarding his age during the COVID 19 pandemic. Richard checked approximately 300 traffic control plans, including for large scale projects with multiple construction phases. He also issued over 920 Transportation Permits, all requiring knowledge of construction activities along the routes, turn radii and height limitations relative to the vehicle type and proposed load by applicants in order to provide the most appropriate travel route for the individual loads.

Richard works with our Public Works Inspectors, Maintenance Operations staff, and Parking Enforcement staff to ensure adherence to traffic engineering standards regarding traffic control and parking regulations. Richard also supports Gabe Garcia in managing general day to day traffic engineering matters. As such, he has taken hundreds of calls and e-mails to assist the public, contractors, and staff with a wide range of topics relative to their day-to-day traffic engineering and permit parking needs.

Given the Pandemic, 2020 had its special traffic operational conditions and added needs. For example, Richard was involved in two County-sponsored drive-thru flu clinics (at the Library and at the Vets Park), collaborating to define all aspects of traffic control, including signage, circulation, queueing, and interfacing in the field with participants and event organizers. He also assisted with the set-up of barricades and temporary signage in four neighborhoods as part of the pilot Slow Streets Program.

Richard's work ethics and dedication are impressive, and has definitely earned him the Mobility and Traffic Engineering Division Employee of the Year Award. He is a valuable employee and is highly regarded and respected by his fellow employees and management. In recognition of Richard's outstanding effort over this past year, I recommend he receive two (2) working days off with pay, pursuant to Civil Service Rule 15. Thank you in advance for your consideration.

Approved
John Nachbar, City Manager

From: Herbertson, Charles <charles.herbertson@culvercity.org>  
Subject: Fw: M&TE Employee of the Year
Date: February 18, 2021 at 4:55 PM
To: Ide, Alicia <Alicia.Ide@culvercity.org>

CH

O.K. Here is the last one. Let's get this over to HR and see if we can get all of these on the March Civil Service meeting.

From: Nachbar, John <john.nachbar@culvercity.org>
Sent: Thursday, February 18, 2021 4:51 PM
To: Herbertson, Charles <charles.herbertson@culvercity.org>
Subject: Re: M&TE Employee of the Year

I approve.

John

~~**From:** Herbertson, Charles <charles.herbertson@culvercity.org>
Sent: Thursday, February 18, 2021 4:50 PM
To: Nachbar, John <john.nachbar@culvercity.org>
Subject: M&TE Employee of the Year~~

John:

This is the last of the memos for 2020 awards. Please review and if you approve, please so indicate. We are trying to get on the March Civil Service agenda for all the PW awards.

Thank you,

Charles



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