

# Culver CITY

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CITY OF CULVER CITY


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## INTEROFFICE MEMORANDUM

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**DATE:** December 10, 2019

**TO:** John Nachbar, City Manager

**FROM:** Corey Lakin, Director of Parks, Recreation and Community Services Department (PRCS) 

**SUBJECT:** Parks, Recreation and Community Services, Parks Division  
"Employees of the Year" Merit Days and Cash Award to Ruben Ventura and Alfredo Cervantes

**CC:** Mily Huntley, Human Resources & Equity Manager (for inclusion in Ruben Ventura's and Alfredo Cervantes' personnel files)  
Ruben Ventura and Alfredo Cervantes, Irrigation Technicians  
Patrick Reynolds, Parks Division Manager

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At the Public Works and Parks Division Department annual holiday celebration to be held on 12/12/2019, Ruben Ventura and Alfredo Cervantes, Irrigation Technicians, will be presented with the PRCS Department Co-Employees of the Year award. This award is given in acknowledgement of their exemplary work performance during the 2019 calendar year.

Ruben Ventura and Alfredo Cervantes oversee all the City's irrigation maintenance needs, as well as any upgrades and new installations. This includes all the City parks and facilities, medians, landscape maintenance districts, and green belt parkways.

In addition to their daily responsibilities, both have been instrumental in providing technical assistance and input on several large-scale projects, most importantly The Culver Steps project in downtown Culver City. They have been key to the restoration of the city's infrastructure during the construction of this new project. Oversight of the work with this project included field meetings, locating of existing city infrastructure, re-routing of existing irrigation main and lateral lines and accompanying electrical wiring, coordinating the disconnection and capping of lines, some of which had to be tracked down and reconnected over the course of construction, and inspecting and testing to ensure that all areas of downtown at the end of the day were again watering electronically. Both Mr. Ventura and Mr. Cervantes performed these tasks above and beyond their daily duties of maintaining the city's entire irrigation network, including their responding to emergency call-outs in the middle of the night.

Ruben and Alfredo also assisted with protecting the existing irrigation systems of large citywide events, as well as perform any necessary repairs after the events including Fiesta La Ballona, Town Plaza Tree Lighting, Culver City Car Show, Taste of the Nation, The Shakespeare Festival, The Theater in the Park, ongoing film shoots in the parks, and more. They have done a tremendous job of prioritizing the workload assigned to them in order to meet the required deadlines for completion of this work.

Mr. Ventura and Mr. Cervantes are very versatile employees, having plumbing, heavy equipment operation and grounds maintenance skills, in addition to their vast irrigation knowledge and experience. Their expertise in these areas has proven to be invaluable, especially when called upon in emergency situations and their daily operational tasks.

Both Ruben and Alfredo maintain a very professional and calm demeanor when addressing the irrigation needs of the City. They are team players, contributing ideas and support, and are extremely helpful in their dealings with the public, park patrons and other city departments in providing input and assistance on the various tasks and projects described above, as well as responding to unforeseen circumstances that need to be addressed expeditiously.

For all the above, I am proud to recognize Mr. Ventura and Mr. Cervantes as the 2019 PRCS Employees of the Year. In recognition of their outstanding contributions and efforts over this past year, I recommend they each 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