

Culver CITY

INTEROFFICE MEMORANDUM

DATE: June 30, 2020

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 Gabriel Aquino

CC: Serena Wright (for inclusion in Gabriel Aquino's personnel file)
Gabriel Aquino

2020 JUN 30 PM 5:12
CITY OF CULVER CITY DEPT.

At the Public Works Department semi-annual recognition, I presented Gabriel Aquino, Facilities Maintenance Worker, with the Public Works Department Maintenance Operations Division Employee of the Half-Year award. This award was given in acknowledgement of his exemplary work performance during the period November 2019 – May 2020.

As a Facilities Maintenance Worker, Mr. Aquino's role involves assisting our Street Light Technician to troubleshoot, maintain and repair the approximately 3,700 street lights in the City. The work involved can be as simple as replacing light fixtures to complex troubleshooting of breaks within the circuit by digging into the ground where our street light conduits are located and making necessary repairs. While some areas of the City have seen upgrades in street lighting fixtures and conduits over the recent years, many areas still operate on very old circuits that require attention and thus requires effective coordination between Mr. Aquino and our Street Light Technician.

In the last 6 months, Mr. Aquino has assisted in other areas within the Maintenance Operations Division. He has assisted with other electrical related projects at our various facilities. When called upon, Mr. Aquino does not hesitate to step in and assist where needed.

In recognition of Mr. Aquino'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

Webber, Amy

From: Herbertson, Charles
Sent: Tuesday, June 30, 2020 3:06 PM
To: Mirzaian, Eric
Subject: Fwd: EOTH Memo

FYI,

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From: Nachbar, John <john.nachbar@culvercity.org>
Sent: Tuesday, June 30, 2020 3:02 PM
To: Herbertson, Charles
Subject: RE: EOTH Memo

I hereby approve.

John M Nachbar | City Manager | City of Culver City | john.nachbar@culvercity.org | 310-253-6000

From: Herbertson, Charles <charles.herbertson@culvercity.org>
Sent: Tuesday, June 30, 2020 2:52 PM
To: Nachbar, John <john.nachbar@culvercity.org>
Subject: Fwd: EOTH Memo

John:

Forwarded to you with my endorsement for your consideration.

Thank you,

Charles

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From: Mirzaian, Eric <eric.mirzaian@culvercity.org>
Sent: Tuesday, June 30, 2020 1:56:26 PM
To: Herbertson, Charles <charles.herbertson@culvercity.org>
Subject: EOTH Memo

For your review and forward to CM.

Thanks

Eric Mirzaian
Maintenance Operations Manager
Public Works Department
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Fax: (310) 253-6430

Email: eric.mirzaian@culvercity.org
ISA Certified Arborist (WE-10355A)