

Culver CITY

INTEROFFICE MEMORANDUM

DATE: December 13, 2023

TO: John Nachbar, City Manager

FROM: Sean Singletary, Environmental Programs & Operations Manager

THROUGH: Yanni Demitri, Public Works Director/City Engineer

SUBJECT: Public Works Department – EPO Division
“Employee of the Year” Merit Day Award to Francisco Olague

CC: Dana Anderson (for inclusion in Francisco Olague personnel file)

I am pleased to nominate Mr. Francisco Olague for the Environmental Programs & Operations Division Employee of the Year award. After careful consideration, it is evident that Mr. Olague has consistently demonstrated exceptional dedication, a positive attitude, and exemplary work ethics throughout the past year.

Key Points for Consideration:

Attendance Record: Mr. Olague has maintained an exemplary attendance record, with only 2 callouts and no tardies. His commitment to punctuality and reliability has significantly contributed to the smooth operation of our division.

Outstanding Attitude: Francisco consistently exhibits an outstanding attitude when approached to help others or when assigned additional work. His willingness to go above and beyond expectations reflects his dedication to the team and the success of our division.

Exceptional Work Ethics: Mr. Olague exemplifies exorbitant work ethics, often willingly staying back to complete assignments and ensuring that tasks are not only finished promptly but also with the utmost precision and attention to detail.

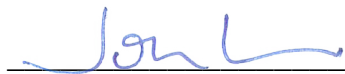
Willingness to Assist Others: Francisco goes beyond expectations by proactively offering assistance to colleagues without being prompted. His collaborative spirit and eagerness to contribute to the success of the team make him a valuable asset to our division.

Maintenance of Assigned Equipment: Not only does Mr. Olague excel in his primary duties, but he also ensures that his assigned truck is kept in a clean and presentable manner. His commitment to organization extends to the maintenance of route keys and buttons, showcasing a high level of professionalism.

In summary, Mr. Francisco Olague's exceptional performance, positive demeanor, and commitment to excellence make him a deserving candidate for the Environmental Programs & Operations Division Employee of the Year. I am confident that his contributions have significantly impacted the success of our division, and he would be a fitting recipient of this prestigious award.

Thank you for considering Mr. Olague for this well-deserved recognition.

Upon approval, please sign and return to Yanni Demitri.

A handwritten signature in blue ink, appearing to read "John", is written above a horizontal line.

Approved
John Nachbar, City Manager