

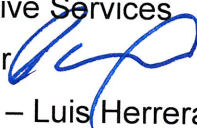
# Culver CITY

ATTACHMENT

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## INTEROFFICE MEMORANDUM

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**DATE:** 02/20/2017  
**TO:** Serena Wright, Director of Administrative Services  
**FROM:** Paul Condran, Fleet Services Manager   
**SUBJECT:** Outstanding Recognition of Employee – Luis Herrera  
**CC:** Art Ida, Transportation Director

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The ability to recognize employees that demonstrate outstanding performance, uphold the expectation of their position and then exceeding in the elements of those job expectations, while maintaining an excellent attitude is very important. It gives me great pride to recognize Electronic Fleet Services Technician, Luis Herrera. Recognizing deserving employees who exhibit exemplary performance of their duties is a very important and provides a positive element in maintaining good morale and productivity.

Luis is a trusted member of the Division. He is continually sought out for his excellent technical abilities and initiative. The Transportation Department recently conducted a procurement for eighteen (18) new, New Flyer (Bus Manufacturer) Transit Buses. The Federal Transportation Administration (FTA) requires that any agency purchasing transit vehicles using federal assistance must also employ on-line inspectors in the manufacturing plant to represent the agency, ensure quality of production during the assembly and to also inspect the vehicle for the correct parts and supply content. This includes a review of all elements of the construction for the various amenities associated to the build of the vehicles.

Luis was asked to perform these duties at the New Flyer plant in St. Cloud Minnesota, whereby Luis never hesitated to say yes he would. He spent an accumulative time of 25 days at various periods throughout the production cycle for these highly advanced and technical vehicles. Luis took the leadership role of meeting with manufacturer production and quality assurance managers to point out problems with various elements of the construction process. Because of Mr. Herrera's highly technical skills, he saved the City considerable effort in resources, money and time in negating the need for additional pre-in-service repairs after delivery. Luis was especially able to assist the manufacturer in the vehicle electrical and camera security systems during the installation (of these systems).

He consistently takes the leadership role of assisting other staff, overseeing the technical work of his team and proactively communicating maintenance objectives to his supervisors. He is much respected for his experience and professional conduct.

In recognition of Mr. Herrera's outstanding work contributions, I am asking for your approval to grant Mr. Herrera one day off with pay as provided for in the Civil Service Rules 15.3, and the current CCEA MOU, Article Five, XI.D., Outstanding Performance Leave.

Thank you.

Approved:   
John Nachbar, City Manager

Date: 2/21/17