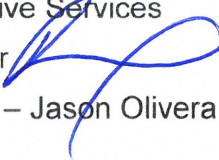


Culver CITY

INTEROFFICE MEMORANDUM

DATE: 02/21/2017
TO: Serena Wright, Director of Administrative Services
FROM: Paul Condran, Fleet Services Manager 
SUBJECT: Outstanding Recognition of Employee – Jason Olivera
CC: Art Ida, Transportation Director

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 Fleet Services Technician, Jason Olivera. 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.

Jason is a trusted member of the Division. He is continually sought out for his excellent technical abilities, initiative and his positive attitude. 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.

Jason was asked to perform these duties at the New Flyer plant in St. Cloud Minnesota, whereby Jason actually approached me if he could perform the inspection duties. He spent an accumulative time of 30 days at various periods throughout the production cycle for these highly advanced and technical vehicles. Jason developed a team with the manufacturer for the technical component inspections, quality assurance and held daily meetings to ensure a high quality production. Because of Mr. Olivera's advanced technical skills, he saved the City considerable effort in resources and time by negating the need for additional pre-in-service repairs after delivery. Jason was specifically able to assist the manufacturer in the vehicle's mechanical and electrical systems.

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

In recognition of Mr. Olivera's outstanding work contributions, I am asking for your approval to grant Mr. Olivera 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: 2/22/17