

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
FROM: Tevis Barnes, Housing and Human Services Director
SUBJECT: **Outstanding Job Performance Recognition from Housing and Human Services Department, Housing Division for Marna Johnson, Housing and Human Services Project Manager**

BACKGROUND

Marna Johnson, Housing and Human Services Project Manager, is being recognized by the Housing and Human Services Department for their Outstanding Job Performance. Marna Johnson is exceptional. The Housing and Human Services Department is a new department and Marna helped to stand the department up and was essential in implementing new programming such as the Mobile Crisis Team and the US Department of Housing and Urban Development HUD HOTMA and NSpire programs.

Marna organized training for staff, ordered uniforms, prepared budgets, implemented procedures for invoicing, and oversees the department's fire retention program.

Marna work was tireless in the organization key HHS events such as the Project Homekey Open House, Family Self Sufficiency Meet and Greet to attract new enrollees, Wellness Fair, Wellness Village (Safe Sleep) Service Day to bring together the community and service organizations to support this innovative approach to bringing our unhoused community inside.

Through the Emergency Homeless Updates, Marna produced 20 PowerPoint presentation to detail to Council and the community the progress on addressing homelessness and the implementation of Wellness Village, Mobile Crisis Team, Project Homekey and the Motel Master Leasing Program.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

Outstanding Job Performance
Marna Johnson, Housing and Human Services Project Manager
May 15, 2024

RECOMMENDATION TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Marna Johnson to receive a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/20/2024

Date