

RECEIVED

2016 MAY 18 PM 3:27

HUMAN RESOURCES DEPT.
CITY OF CULVER CITY

Culver CITY

INTEROFFICE MEMORANDUM

DATE: April 4, 2016
TO: John Nachbar, City Manager 
FROM: Tevis Barnes, Housing Administrator 
THROUGH: Sol Blumenfeld, Community Development Director
SUBJECT: Merit Pay – Mona Kennedy and Teresa Williams
CC: Serena Wright-Black, Human Resources Director

This memorandum serves as a request to recognize two exceptional Culver City employees in the Housing Division for their outstanding work under Civil Service Merit Pay.

Mona Kennedy and Teresa Williams are long-term employees with the City. Ms. Kennedy has been an employee for 15 years and Ms. Williams for 13 years. Ms. Williams holds a Master's of Business Administration and Ms. Kennedy has a Master's in Public Administration. It is my understanding they are the only persons in the Culver City Employees Association (CCEA) who hold Master's degrees.

After the Redevelopment Agency was eliminated, the Housing Division reduced from a staff of 15 FTEs to only 4.5 FTEs. This required the adjustment of workloads and resulted in the reduced staffing levels absorbing the work of eliminated staff. Through this difficult transition, Ms. Kennedy and Ms. Williams went beyond the scope of their respective positions and performed exceptionally to make the transition as smooth as possible. To this day, they both continue to perform their work duties to the most optimal level while also providing outstanding customer service to our clients who many are in dire need of housing and services. With the help of Ms. Kennedy and Ms. Williams, Culver City has maintained its High Performing Status under the US Department of Housing and Urban Development (HUD) Section 8 Management Assessment Program (SEMAP). Even with reduced staff, the Housing Division continues to perform well under the annually required Single Audit of both Section 8 and former Redevelopment Agency programs.

They are conscientious in their work and possess strong skills in the duties they perform. Ms. Kennedy and Ms. Williams are part of the "oil" that keeps the machine running and they should be recognized with \$1,000 in Merit Pay each and recognition in front of the Civil Service Commission.

Your consideration of this request is greatly appreciated.