

Culver CITY

INTEROFFICE MEMORANDUM

DATE: December 24, 2018

TO: JOHN NACHBAR, CITY MANAGER

FROM: SOL BLUMENFELD, COMMUNITY DEVELOPMENT DIRECTOR
MICHAEL ALLEN, PLANNING MANAGER

RE: DEBORAH HONG - RECOGNITION FOR EXCELLENT WORK IN 2018

Pursuant to Civil Service Rule 15.4, please favorably consider my request that Deborah Hong receive a one-time merit pay cash award of \$1,000 in recognition of her excellent city service over the past year. Deborah has done an outstanding job in her Planning Technician responsibilities in the Community Development Department Current Planning Division.

Deborah joined the Current Planning Division this year as a Planning Technician, after working a number of years in the private sector for a local architecture firm. She holds a Bachelor's of Art's in Architecture from the University of California, Berkeley, and has been a tremendous addition to the Current Planning Division with a unique design perspective. She has been an integral part of a number of interdepartmental projects, as well as performing the day to day responsibilities at the public counter within the Division during a period of increased building activity.

In particular, Deborah quickly adapted to processing plan checks, accelerating the City's over-the-counter approvals/same day service, and has taken the lead on administrative approvals including temporary use permits, and special event permits. In addition to the day to day functions of the Division, she has also provided great help with improvements to the Current Planning Divisions online/webpage interface with updated projects, resources, and modernizing the Divisions informational handouts. Deborah frequently produces materials for other Divisions as needed, including property summary details with summarized site development capacity and related GIS maps and figures.

Notably, she has worked directly in collaboration with the Planning Manager and me on city-wide build out projections for purposes of calculating potential mobility infrastructure improvements and fees. This detailed work involved the Public Works and Transportation Departments and took several months to complete with many iterations of site development calculations and mapping to analyze potential employment and housing growth.

Ms. Hong continues to be an asset in the Current Planning Division, demonstrating exceptional customer service and patience working with members of the public, as well as collaborating with other staff.

Therefore I think she deserves this recognition.