


Culver CITY

INTEROFFICE MEMORANDUM

DATE: December 28, 2020
TO: John Nachbar, City Manager
FROM: Randy Ludeke, Assistant Maintenance Operations Manager
THROUGH: Charles Herbertson, Public Works Director/City Engineer 
SUBJECT: Public Works Department – Maintenance Operations Division
“Employee of the Half – Year” Merit Day Award to Colleen Gong
CC: Mily Huntley (for inclusion in Colleen Gong’s personnel file)

Public Works, Maintenance Operation Division semi-annual recognition was announced on December 15, 2020. I presented Colleen Gong, Administrative Secretary with the Public Works Department, Maintenance Operations Division Employee of the Half – Year award. This award was given in acknowledgement to Ms. Gong’s exemplary work performance during the period of May 2020 – November 2020.

Ms. Gong’s duties as the Administrative Secretary place her in the center of the daily operations of the Streets, Tree, Parking Meter and Sewer maintenance activities. Whether it’s keeping staff up to date on their annual budget, current on their certifications and licenses or assisting staff with issues that may arise through Human Resources and Payroll. She is on top of everything in her purview.

Ms. Gong also answers our maintenance divisions “hot-line” which is used by other City departments for service request as well as request from our constituency.
The friendly voice and sometimes ear on the other end of the line.
She dispatches staff to urgent request as well as keeping me updated on all events.

Ms. Gong is a very cordial and hardworking employee that never hesitates to assist staff or our residents. Most importantly, she is a humble employee that does not take her job with the City for granted and has always demonstrated an appreciation for her opportunity to provide exemplary service to the staff and residents of Culver City.

Upon approval, please sign and return to Charles Herbertson.

Approved
John Nachbar, City Manager

From: Herbertson, Charles <charles.herbertson@culvercity.org>
Subject: Fw: Maintenance Operations Division Employee of the Half
Date: February 4, 2021 at 3:02 PM
To: Ide, Alicia <Alicia.Ide@culvercity.org>

CH

Alicia:

This was already approved my John. Perhaps I didn't email it to you.

Charles

From: Nachbar, John <john.nachbar@culvercity.org>
Sent: Monday, December 28, 2020 4:16 PM
To: Herbertson, Charles <charles.herbertson@culvercity.org>
Subject: Re: Maintenance Operations Division Employee of the Half

I approve.

John M Nachbar | City Manager | City of Culver City | john.nachbar@culvercity.org | 310-253-6000

From: Herbertson, Charles <charles.herbertson@culvercity.org>
Sent: Monday, December 28, 2020 4:16 PM
To: Nachbar, John <john.nachbar@culvercity.org>
Subject: Maintenance Operations Division Employee of the Half

John:

Here is a memo for the Maintenance Operations Division Employee of the Half for your consideration.

Thank you,

Charles