

# Culver CITY

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## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**DATE:** May 21, 2025  
**TO:** John Nachbar, City Manager  
**FROM:** Diana Chang, Chief Transportation Officer  
**SUBJECT:** Employee Recognition for Outstanding Job Performance - **ALLISON COHEN**

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### **BACKGROUND**

Allison Cohen has been a cornerstone of the Transportation Department's Fleet Division for more than a decade. Beginning her service as a Management Analyst and advancing to Division Manager, Allison consistently exemplifies leadership through action. She oversees a team responsible for maintaining and repairing the City's entire fleet and is known for generously mentoring colleagues and supporting staff as they grow into new roles, sharing her deep knowledge of fleet operations and City systems.

Over the past year, Allison successfully led the update and adoption of the City's ICT Rollout Plan and Zero Emissions Master Plan --essential roadmaps for transitioning the City's transit fleet to zero-emission vehicles. Both plans were unanimously adopted by the City Council in September 2024, marking a major milestone in Culver City's climate and sustainability efforts. She also led the assessment and planning of the Citywide fleet's zero-emission conversion.

In the midst of California's wildfire season, Allison ensured that the Fleet Division responded swiftly to the urgent needs of the Fire Department, enabling the rapid deployment of strike teams by expediting engine repairs. Demonstrating remarkable adaptability, she also took on leadership of the Facilities team in addition to her Fleet responsibilities --an effort that has improved cross-functional coordination and overall operational efficiency.

Despite ongoing challenges and the demands of managing an aging and growing fleet, Allison has consistently demonstrated creativity, resilience, and unwavering commitment to service. She has worked tirelessly to ensure City departments have the reliable vehicle support they need to deliver uninterrupted services to the community.

We are proud to recognize Allison Cohen for her exceptional leadership, integrity, and performance. Her work continues to elevate the Transportation Department and exemplify the very best of public service.

### **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

**RECOMMENDATION**

For the City Manager to approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Allison Cohen to receive three (3) working days off with pay and a cash award of \$1,000.00.

Approved By



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John Nachbar, City Manager

05/23/2025

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Date