

# Culver CITY

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## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**DATE:** May 20, 2025  
**TO:** John Nachbar, City Manager  
**FROM:** Jesse Mays, Assistant City Manager  
**THROUGH:** Jeremy Bocchino, City Clerk  
**SUBJECT:** Employee Recognition for Outstanding Job Performance - **T'ANA ALLEN**

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### **BACKGROUND**

During the first City Council meeting after the council chambers audio/visual system was upgraded, T'Ana worked with IT to resolve problems with the new system while also managing a new on-line platform and her usual meeting duties. Subsequently, T'Ana took the initiative to schedule testing before every subsequent City Council meeting which hugely improved the stability and confidence during live meetings.

In addition, during a recent public records act request that was particularly complicated, T'Ana facilitated cooperation between departments, and proactively provided deeper dive training of the NextRequest system to staff of the related departments.

### **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 T'Ana Allen 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