

# 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:** Heather Baker, City Attorney  
**SUBJECT:** Employee Recognition for Outstanding Job Performance - **TAYLER RHONE**

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### **BACKGROUND**

Tayler Rhone is being recognized by the City Attorney's Office for her Outstanding Job Performance. Since joining Culver City two years ago as a Paralegal, Tayler has been an integral part the City Attorney's Office and has demonstrated an expertise and dedication in her role of assisting with the management of the claims and litigation functions of the Department. Tayler has a demanding and fast-paced role in processing liability claims and litigation matters, and has done so with a high degree of professionalism and approachability when communicating with multiple City departments, outside counsel and claims adjusters. Within the last 12 months, in addition to these day-to-day responsibilities, Tayler has provided additional litigation support, due to the Department transitioning other types of litigation in house, and she has handled these newer functions seamlessly.

Tayler is an exceptional City employee and a valuable member of our Team, and it is with great pleasure that I nominate her for this Outstanding Performance Award.

### **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 Tayler Rhone to receive three (3) working days off with pay.

Approved By



John Nachbar, City Manager

05/23/2025

Date