

# Culver CITY

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**INTEROFFICE MEMORANDUM  
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

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**DATE:** 05/15/2024  
**TO:** JOHN NACHBAR, CITY MANAGER  
**FROM:** Jesse Mays, Assistant City Manager  
**SUBJECT:** Outstanding Job Performance Recognition from City Manager's Office, City Clerk Division for T'Ana Allen, Deputy City Clerk

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**BACKGROUND**

T'Ana Allen, Deputy City Clerk, is being recognized by the City Manager's Office for their Outstanding Job Performance. T'Ana has made a big impact in a short amount of time at the City. She was instrumental in converting our Public Records Act process to the Next Request system. She has lead numerous trainings for City staff on topics including Granicus, the Public Records Act and records management processes.

T'ana takes initiative to professionalize and standardize various City Clerk processes and workflows. She has proven herself to be indispensable and unflappable at City Council meetings, working until the late hours of the early morning. In her interactions with other staff members and members of the public, she is always courteous, professional, humorous and kind. She is known for spreading warmth and joy throughout City Hall.

**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 TO APPROVE**

That the City Manager 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.

Approved by,



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John Nachbar, City Manager

05/20/2024

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Date