



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

DATE: July 29, 2026
TO: Odis Jones, City Manager
THROUGH: Dustin Klemann, Communications and Public Information Officer
FROM: Adam K. Troy, Assistant City Manager
SUBJECT: Employee Recognition for Outstanding Job Performance – **Shelly Wolfberg**

BACKGROUND

Shelly has expanded and strengthened the City Manager's Office's critical relationships with elected leaders, while also using her strong interpersonal skills to engage and support numerous community groups. During a significant leadership transition, she has provided valuable institutional knowledge, adapted to new assignments with enthusiasm, and consistently demonstrated exceptional attention to detail. Shelly remains a vital part of our work in the City Manager's Office as Culver City enters an exciting new chapter. We are grateful for her dedication, professionalism, and continued 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 TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Shelly Wolfberg to receive an award of three (3) working days off with pay and a cash award of \$1,000.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date