
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Heather Baker, City Attorney
SUBJECT: Employee Recognition for Outstanding Job Performance – **Marcella Gray**

BACKGROUND

Marcella Gray is being recognized by the City Attorney's Office for her Outstanding Job Performance. Since joining Culver City one year ago as a Paralegal, Marcella has been an integral part the City Attorney's Office and has demonstrated an expertise and dedication in her role of contract management. Marcella has a demanding and fast-paced role in processing a voluminous amount of contract requests on a weekly basis, which includes reviewing/preparing contract documents and facilitating/guiding staff through the contract process. Marcella manages the City's contract system with a high degree of professionalism and approachability when communicating with numerous departments citywide, including department heads, and outside vendors. Marcella's outstanding performance is exhibited by her ability to multitask and juggle voluminous contract requests, while still being responsive to departments' urgent needs and time sensitive requests. Further, in addition to these day-to-day responsibilities, and despite her demanding workload, Marcella never hesitates to jump in and provide additional administrative and litigation support for the City Attorney's Office when needed. Marcella 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 TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Marcella Gray to receive an award of three (3) working days off with pay.

Approved By *Odis Jones*

Odis Jones, City Manager

07/21/2026

Date