

# Culver CITY

---

---

## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

---

---

**DATE:** 05/15/2024  
**TO:** JOHN NACHBAR, CITY MANAGER  
**FROM:** Tevis Barnes, Housing and Human Services Director  
**SUBJECT:** **Outstanding Job Performance Recognition from Housing and Human Services Department, Code Enforcement for Xochilt Alexander, Code Enforcement Officer**

---

### **BACKGROUND**

It is with great pleasure and admiration that I recognize the Outstanding Job Performance and request the Employee Recognition Award for Xochilt Alexander's exceptional performance and dedication as a Code Enforcement Officer.

Xochilt's unwavering commitment to upholding the highest standards of integrity and professionalism has not gone unnoticed. Her diligence and dedication to enforcing codes and regulations have been instrumental in maintaining the safety, health, and welfare of our community.

Xochilt's exemplary work ethic, attention to detail, and problem-solving skills have consistently yielded outstanding results. Whether it's conducting thorough investigations, addressing violations promptly, or working collaboratively with other departments and stakeholders, you have consistently demonstrated excellence in your duties.

Furthermore, her willingness to go above and beyond the call of duty and proactive approach to addressing challenges have made a significant impact on our department and the community we serve. Xochilt's dedication to continuous improvement and her efforts to stay abreast of evolving regulations and best practices are commendable.

Xochilt has been dedicated to helping our unhoused community and has participated in dozens of Care and Service Days where the City provides a continuum of care to our unhoused to help them obtain services and create a safe and healthy environment until they are ready to come inside.

Xochilt also works with Rent Control Tenant Protections to inspect units to make sure they are habitable; she works with Housing conduction the US Department of Housing and Urban Development (HUD) required Housing Quality Standard inspections and she oversees the rehabilitation of the Jackson property.

### **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 Xochilt Alexander to receive a cash award of \$1,000.

Approved by,



\_\_\_\_\_  
John Nachbar, City Manager

05/20/2024

\_\_\_\_\_  
Date