



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 07-19-18

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

No action-proclamation/presentation only

Board's Strategic Goal

Organizational Culture

Previous Action

On April, 19, 2018 the Board of Supervisors presented the Employee-of-the-Quarter award to Buffy Okuma, Deputy District Attorney.

Background/Issues & Analysis

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent customer service.

An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of five employee representatives selected by the City Manager. The composition of the committee includes bargaining unit employees, a Court employee and an Unclassified employee. The committee met on July 9, 2018 and selected Jeff Bradshaw, Senior Wastewater Plant Mechanic, to receive the award this quarter.

Applicable Statute, Code, Policy, Rule or Regulation

Employee-of-the-Quarter policy

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 101-0600-413-14-22

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

Alternatives

N/A

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



PROCLAMATION

A PROCLAMATION OF THE BOARD OF SUPERVISORS RECOGNIZING JEFF BRADSHAW, SENIOR WASTEWATER PLANT MECHANIC, AS THE EMPLOYEE-OF-THE-QUARTER

WHEREAS, Carson City's quality of life attracts talented and loyal employees; and

WHEREAS, every day, Carson City employees put to use their broad array of skills and expertise with efficiency and integrity for the benefit of everyone in our City; and

WHEREAS, Carson City values its employees and acknowledges that recognizing employees for their hard work and dedication is critical to the future health and growth of our City; and

WHEREAS, we owe a substantial debt of gratitude to the Carson City employees and applaud those who go above and beyond in their loyalty and ability; and

WHEREAS, Jeff Bradshaw, Senior Wastewater Plant Mechanic, responded to, immediately diagnosed and corrected two separate reclaimed water pipeline problems prior to the lines breaking and in doing so prevented further costs and damages, and Mr. Bradshaw has been heavily involved in the new wastewater plant start-up and decommissioning of the old plant thereby contributing to the fulfillment of the City's mission, values and vision; and

WHEREAS, it is an honor to be selected for this award by your co-workers and it speaks highly of your work performance and how it is perceived by others.

NOW THEREFORE I, Robert L. Crowell, Mayor of Carson City, celebrate the special trust and confidence in the loyalty, integrity and ability of Jeff Bradshaw and do hereby proclaim Jeff Bradshaw to be

EMPLOYEE-OF-THE-QUARTER

for Carson City and encourage everyone to join me in this special recognition.

Mayor Robert L. Crowell

Carson City, Nevada



RECEIVED
JUN 19 2018
Carson City
Human Resources

EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: cchr@carson.org.

**Please review the deadlines in the Employee-of-the-Quarter policy.*

Nominee's Name

Jeff Bradshaw

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

See Attached

Your Name

Randall Gray

Date

06/13/2018

Your Signature

Department Director/Elected Official Name

Date

Department Director/
Elected Official

Signature

Jeff Bradshaw is a mechanic at the wastewater treatment facility. He is responsible for maintaining the treatment plant facility, sewage collection pump stations, a reclaimed water distribution system, golf course equipment and 3 reservoirs. Jeff has worked with public works in different areas and has a strong understanding of the department capabilities. He utilizes this knowledge to solve both big and small issues. This was demonstrated when there were two pipeline breaks on the Eagle Valley reclaimed water pipeline. Jeff responded to the events quickly and coordinated the repairs in a timely manner. In addition there was a water hammer issue on the Brunswick Canyon pipeline. Jeff responded, diagnosed and corrected the problem before any pipeline breaks occurred. Jeff has coordinated and set in place a variety of service and repair contracts during the last two years. He is mindful of budget constants but has completed a lot of projects. Example contracts he completed include roof replacement, brick repairs, underground pipe leak repairs, lift-station cleaning, equipment purchases, equipment installation and underground fuel storage tank removal. Jeff played a major role in the recently completed wastewater treatment plant construction project. His work activities included line locations, lock out tag out, equipment advisement, replacement of valves and providing general work coordination. Jeff was heavily involved in the new plant start-up and decommissioning of the old plant. Jeff is the main contact for the golf courses and prison farms for water delivery and equipment issues. Jeff works well with applying the safety program practices and documentation. Jeff is the main coordinator for the maintenance CMMS program. He works with and promotes the program. Jeff's high energy approach to solving problems keeps the wastewater treatment facility working well.