



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** August 1, 2019

**Staff Contact:** Melanie Bruketta, HR Director

**Agenda Title:** Proclamation and presentation of the Employee-of-the-Quarter award to Nicholas Wentworth, Parks Maintenance Coordinator. (Melanie Bruketta, 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, vision and values.

**Agenda Action:** Other / Presentation

**Time Requested:** 10 Minutes

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### **Proposed Motion**

N/A

### **Board's Strategic Goal**

Organizational Culture

### **Previous Action**

On April 18, 2019 the Board of Supervisors presented the Employee-of-the-Quarter award to Thomas Gordon, Warehouse Supply Coordinator.

### **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 2, 2019 and selected Nicholas Wentworth, Parks Maintenance Coordinator, to receive the award this quarter.

### **Applicable Statute, Code, Policy, Rule or Regulation**

Employee-of-the-Quarter

### **Financial Information**

Is there a fiscal impact? Yes

If yes, account name/number: 1010600-501422

**Is it currently budgeted?** Yes

**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

**Attachments:**

[N. Wentworth Nomination.pdf](#)

[Proclamation Employee-of-the Quarter July 2019.docx](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)



**RECEIVED**  
JUN 28 2019  
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](mailto:cchr@carson.org).

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

#### Nominee's Name

NICK WENTWORTH, Park Maintenance Coordinator

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

Your Name

DAN KASTENS, Park Operations Manager

Date

6.28.19

Your Signature

Department Director/Elected Official Name

Jennifer Budge

Date

6.28.19

Department Director/  
Elected Official  
Signature

June 28, 2019

Dear Employee of the Quarter Selection Committee,

It is my privilege to nominate **NICK WENTWORTH** for Employee of the Quarter. Nick has worked for Carson City in the Parks, Recreation and Open Space Department since 2014. He was initially hired as a Park Maintenance Worker and has since been promoted to Park Maintenance Coordinator.

Nick is an exceptional individual, with a tremendous work ethic. He is dedicated, hardworking, demonstrates initiative, and maintains a positive attitude even under challenging situations. Nick is always re-evaluating the Department's maintenance practices and thinks of new and innovative ways to increase efficiency and improve the City's practices. Thanks to Nick's efforts, the City's level of service has increased with lawn mowing, trash and snow removal routes. Nick personally reevaluated these operations and created more effective service routes, allowing staff to improve functionality and identified areas that were previously neglected.

Nick has served as the lead and project coordinator for all 811 tickets, as well as irrigation upgrades throughout the City. Thanks to increased funding throughout the past three budget cycles, many out-dated irrigation systems are being updated. Through Nick's initiative, he successfully evaluated scopes of work, vendors, equipment, and irrigation options in a methodical and fiscally responsible manner to ensure the City's investment is sound.

Nick has a real passion for history and has been a tremendous steward in caring for and managing Lone Mountain and Empire Cemeteries. Not only do these locations look better than they have in years, but thanks to Nick's creativity, there is now a memorial tree program and informative interpretive talks (lead by Nick) at these special places that are treasured by the community. [see photo] Nick also secured a partnership with Home Depot that garnered a more than a \$12,000 donation consisting of tools, supplies and equipment for the cemetery and enabled more than 60 volunteers to invest in a full day's labor to raise headstones, plant trees/shrubs, install irrigation, and address weeds specifically in the Veteran's sections. [see photo] Further, he has established rules and procedures for the facility to ensure that there is consistency in its operation, while educating the public on the City's practices.

Nick has a real gift for quality customer service and represents the City well. He is constantly going out of his way to assist co-workers, vendors, or citizens, regardless of the time of day or the type of request. Just yesterday (at the end of his shift) he dropped everything to assist IT and a vendor in installing a repeater on the roof of the Public Training Facility. He is always willing to pitch in to assist others wherever possible and communicates proactively regardless of the situation.

Nick's co-workers are not the only ones who have noticed the positive impact Nick has had on the City. Attached you will find letters and emails from citizens including the Chair of the Parks and Recreation Commission and the President of the Foundation for Carson City Parks, on how much they recognize and appreciate Nick for all the wonderful things he has done for them and others. You could not find a better representative of the City or more deserving of Employee of the Quarter than **NICK WENTWORTH**.

Thank you for your time and consideration

Sincerely,

Dan Kastens  
Park Operations Manager





**Nick Wentworth leading an interpretive talk for the public and the Historical Society at Lone Mountain Cemetery**



**Nick Wentworth, Mayor Crowell, City Manager Paulson and  
Carson City Home Depot Volunteers at Lone Mountain Cemetery**



## Foundation for Carson City Parks and Recreation

Post Office Box 3266 • Carson City, Nevada 89702-3266

June 27, 2019

Ms. Jennifer Budge, Director  
Carson City Department of Parks, Recreation and Open Space  
3303 Butti Way, Carson City, Nevada

Dear Ms. Budge:

This is a follow-up to a conversation we had last week at the Foundation's board meeting in regard to Nick Wentworth in which we expressed how much he is appreciated and respected. As you know, we feel that he represents the best of Carson City employees. Every interaction we have had with Mr. Wentworth has been positive.

Our involvement with Mr. Wentworth ranges from his work implementing the Foundation-underwritten projects to improve dog park facilities at Fuji and Sonoma parks, in particular the installation of the dog fountain at Sonoma Park, to Mr. Wentworth's work in Mills Park, particularly as it pertains to the park's east side.

Most recently, his professionalism and his diplomatic skills avoided a situation that had the potential to give both Parks and the Foundation black eyes. A group from a state agency had retained the Wungnema House for a private function and when I arrived to open the house for them, I discovered that parking was virtually non-existent on the east side of Mills Park because a large, unanticipated, and, I later discovered, unauthorized party had taken over "our" end of the park.

The lack of parking was an embarrassment to me and to the Foundation, as we've been working to attract groups to the house on the strength of its affordability, accessibility, *and* ample convenient parking. The party renting the house for its office gathering had done so with the explicit understanding that parking would be available much closer than the high school or the far side of the Seely Loop.

After apologizing multiple times about the parking problem, and indicating they could park on the unpaved path alongside of the house if need be, I was both upset and embarrassed. On my way out, I saw Mr. Wentworth and realized that I need not worry about a confrontation over the group's use of the path for their parking, and that the situation would be handled calmly and appropriately. When I was contacted at the party's conclusion to inspect and close the house, I was told me that this "really nice guy with a beard from Parks" had stopped by and had spoken to them, explained that the large group was unexpected, and reassured them that everything was OK. They were *very* impressed and I was thankful, as the potential existed for both the Foundation and Parks to have suffered from the situation.

We could not be more supportive of your intent to nominate Mr. Wentworth for employee of the quarter. In every way, he is an employee for the City to be both proud of and grateful for. He is the best.

Regards,

David S. Johnson,  
President



**Daniel G. Coppa**  
**1083 Harbor Town Circle**  
**Sparks, Nevada 89436**  
**(775) 626-0794**  
**dancoppa@aol.com**

June 12, 2019

Robert L. Crowell, Mayor  
City Hall  
201 N. Carson Street, Suite 2  
Carson City, Nevada 89701

Dear Sir:

My name is Daniel G. Coppa, a Sparks resident. I am writing you to praise two Carson City employees: Mr. Nick Wentworth, Parks Maintenance Coordinator, and Ms. Antionette Hill, Secretary. Both Mr. Wentworth and Ms. Hill were very helpful to my brother, Donald K. Coppa, and me about an improvement project we planned to undertake regarding the family gravesite, 1G-09-06 REF, located at Lone Mountain Cemetery where our grandparents are interred. This plot has been in our family since 1919.

Recognizing a responsibility to tend to the gravesite, we decided to refurbish the plot and to coordinate efforts with cemetery staff so as not to run afoul of Lone Mountain Cemetery regulations. Don and I cannot speak highly enough about Mr. Wentworth's and Ms. Hill's assistance after they learned the details of our project; they could not have been more supportive and helpful. Their cordiality, commitment to service, and their expertise made our task easier. They answered our questions completely and suggested local Carson City merchants where materials could be obtained.

In closing, Don and I thank Mr. Wentworth and Ms. Hill for their support, advice, and to you, Mayor Crowell, as well as Carson City staff for having such competent and dedicated public employees that were never too busy to assist us. By the way, the gravesite was completely refurbished this month.

Very truly yours,

  
Daniel G, Coppa

## Jennifer Budge

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**From:** Lee Ann Keever <leeannkeever@gmail.com>  
**Sent:** Monday, June 18, 2018 9:04 PM  
**To:** Jennifer Budge  
**Subject:** Re: Watering Schedule, Sonoma Park

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This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

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And there is joy in jubilation throughout the land! Jennifer, thank you so much for helping with this matter.

This evening, I ran into one of the ladies who had concerns about the watering at Sonoma, and she was very happy to have the situation so easily resolved! She was also quite surprised that city government would actually listen to her and try to help her. Think we made some friends with the change in the watering schedule.

As always thank you for your assistance!  
Lee-Ann  
Sent from my iPhone

On Jun 18, 2018, at 8:44 AM, Jennifer Budge <[JBudge@carson.org](mailto:JBudge@carson.org)> wrote:

Hi LeeAnn- See Nick's response below. He has readjusted the watering times a bit, so hopefully this will be a little better. We can revisit if needed and I appreciate you passing on comments from our users, it is so helpful and appreciated. Thank you. -Jen

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**From:** Nick Wentworth  
**Sent:** Monday, June 18, 2018 6:30 AM  
**To:** Jennifer Budge  
**Cc:** Daniel Kastens  
**Subject:** RE: Watering Schedule, Sonoma Park

The scheduled start times were at 9 pm and 3:30 am 6 nights a week excluding Monday. The run times will vary with our current ET but typically runs will end between 2:30-3am and 9-10am with 12 stations running for 25-35 minutes each twice every night. I just dropped the run times by 5 minutes each which should end watering in the morning by 7:30 most mornings now. Sonoma has more foot and dog traffic than any other turf in the Parks Dept. and requires a lot of water to stay green. Please let me know if you'd like the water window to start earlier in the evening.

Thanks,

*Nick Wentworth*

**Carson City Parks, Recreation and Open Space  
Parks Maintenance Coordinator  
(775) 283-7733**

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**From:** Jennifer Budge  
**Sent:** Saturday, June 16, 2018 7:42 PM



**From:** Daniel Kastens  
**Sent:** Monday, May 13, 2019 2:31 PM  
**To:** Jennifer Budge  
**Subject:** FW: Empire

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FYI

**From:** Antoinette Hill  
**Sent:** Monday, May 13, 2019 1:54 PM  
**To:** Nick Wentworth  
**Cc:** Daniel Kastens  
**Subject:** Empire

Nick

I received a call for Thomas Lindstrom and he reported that Empire has NEVER looked this good.

*Antoinette Hill*

Lone Mountain Cemetery  
1044 Beverly Drive  
Carson City, NV 89706  
(775) 887-2111

## Jennifer Budge

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**From:** Nick Wentworth  
**Sent:** Wednesday, January 3, 2018 3:23 PM  
**To:** Daniel Kastens; David Navarro; Jennifer Budge  
**Subject:** FW: FW: Bertucci marker

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It wasn't cold at all when I installed the marker

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**From:** Antoinette Hill  
**Sent:** Wednesday, January 03, 2018 1:53 PM  
**To:** Nick Wentworth  
**Subject:** FW: FW: Bertucci marker

Nick

A thank you note for installing the Bertucci marker today..

*Antoinette Hill*

Lone Mountain Cemetery  
1044 Beverly Drive  
Carson City, NV 89706  
(775) 887-2111

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**From:** Tara Holwegner Bertucci [<mailto:holwegner1956@gmail.com>]  
**Sent:** Wednesday, January 03, 2018 1:46 PM  
**To:** Antoinette Hill  
**Subject:** Re: FW: Bertucci marker

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

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Antoinette,  
Thank you ever so much for all of your assistance.  
Whomever your employer is (now and in the future) is VERY LUCKY to have you!  
You are incredible - Hardworking, honest, caring and a real asset.  
You assist others who are hurting, follow through with everything and go above and beyond.  
I hope you know how much that means to us.  
I'd like to take you to lunch someday.  
Please extend our Thanks to the Gentlemen who had to brave the cold and windy weather this week to place Mom's stone on her final resting place.  
It does look beautiful! I'm so glad you told us about Legacy..

Tara

On Wed, Jan 3, 2018 at 11:49 AM, Antoinette Hill <[AHill@carson.org](mailto:AHill@carson.org)> wrote:

Tara



## PROCLAMATION

### A PROCLAMATION OF THE BOARD OF SUPERVISORS RECOGNIZING NICHOLAS WENTWORTH, PARKS MAINTENANCE COORDINATOR, 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**, Nicholas Wentworth, Parks Maintenance Coordinator, is an exceptional individual with tremendous work ethic, he has established a partnership with Home Depot securing more than \$12,000 in donations and 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 Nicholas Wentworth and do hereby proclaim Nicholas Wentworth 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