

Supervisor.

## EMPLOYEE OF THE QUARTER

### NOMINATION FORM

Instructions: Please complete each of the below fields to explain how the employee demonstrates the exemplary performance of both an Employee of the Quarter nominee and an Employee of the Year candidate. Additional information regarding the nomination may be attached to a *completed* nomination form, as needed.

Employee Name Tiffany McGallian	Department Parks and Recreation	<input checked="" type="radio"/> Field Service	<input type="radio"/> Support Staff
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**Within each category, please explain how the nominee impacted this specific Quarter in which they are being nominated for:**

**Customer Service** - Please explain how the nominee provides a high level of service to internal customers (employees) and/or citizens.

Tiffany has truly shined during this quarter. She has enhanced several of the Parks and Recreation events beginning with the Dia de los Muertos and then onto the Tree Lighting. Tiffany then went straight to Reindeer Park and she is currently preparing for the Sleigh Ride tonight. When you have been involved in events and festivals for years it is so easy to do the bare minimum or do the same thing that you did the year before. But, not Tiffany. She went above and beyond the expectation for every event. Tiffany and her dedicated staff spent several hours building lighted paths, wrapping trees with colored lights and enhanced every large event during this quarter which provided patrons with a beautiful occasion to be a part of. In addition, it benefited the staff that were heading up the events with record number attendance. Each of these events listed reflected a higher quality than the years past and one of the reasons was the

**Responsibility** - Please explain how the nominee takes responsibility for attitude, actions, resources, duties, communications and results.

Tiffany is a true leader and loves her staff. She empowers her employees to take ownership of their responsibilities because she provides a positive and encouraging environment. Tiffany begins her day with a morning staff meeting to make sure that everyone knows what needs to be accomplished and what the timeline is to have each project completed for all events and festivals. Then, at the end of the day, her employees meet back at the shop and gather again to make sure that all of the goals were met for that day. Tiffany and her team were always prepared for each event and made sure that everything was in working order and ran smoothly.

In addition, Tiffany does an excellent job using the resources that she has in her shop and enhanced the events with lights, poles, fencing and other items that were used in past events which kept the cost down. And, she used them in a different way so patrons would not know that the items were used in the past.

**Innovation** - Please explain how the nominee looks for opportunities to do the job better, learns from setbacks, thinks outside of the box, demonstrates willingness to try a new approach and shows openness to ideas from others.

Tiffany and her team were extremely innovative when it came to all of the events during this quarter by using items in her storage and creating an entirely different illusion to make repeat patrons feel like they are experiencing something for the first time. She created archways with PVC pipe and wrapped them with lights to make a light tunnel that looked absolutely magical. They even found items that were in great shape that were used in past Christmas activities and incorporated them in the event. Tiffany would call each of us to tell us what she found and would we like to have it at the event. She continued to make enhancements daily and she would even text fellow employees at night when she was off work and would share some ideas that would elevate the event. And, she did this even till the day of the events. The City and the Parks and Recreation Department had several meetings and her boss suggested an idea to have a path at the Tree Lighting which would serve as a safe walkway for the patrons and Tiffany came back

**Teamwork** - Please explain how the nominee cooperates with others, focuses on common goals, understands his or her role and responsibilities, achieves end results over personal agendas and participates as part of a team.

Tiffany is a Supervisor that truly believes that it is not an "I", it is a "We" that She always gives credit to her employees and knows that it cannot be done without everyone being a part. At her morning meetings, she makes sure that everyone understands the goals that are necessary to be met daily, weekly and monthly. Tiffany takes the time to make sure that each person understands what their focus is so that all responsibilities are met. There is never anyone that is not included and she will not leave anyone behind.

I also have a great admiration for the way Tiffany takes care of her staff especially in time of need. She takes their illnesses, injuries and losses very personally and she will always take off work to be with them and make sure that all needs are met.

**Initiative** - Please explain how the nominee takes the lead, goes above and beyond what is expected, takes calculated risks, pro-actively improves skills, and is a self-starter.

Tiffany consistently exemplifies initiative by proactively taking the lead, going above and beyond what is expected, and consistently pushing the boundaries of success in every project she undertakes. Whether it's orchestrating the Tree Lighting ceremony, reimagining Reindeer Park, or organizing the Día de los Muertos celebration, Tiffany doesn't wait for instructions—she anticipates needs, identifies areas for improvement, and takes ownership of the entire process. Her ability to take calculated risks is a key strength; she constantly seeks out fresh, innovative approaches to events that elevate their impact. For example, when planning Día de los Muertos, Tiffany reached out to local artists and performers, many of whom had never participated in city events before, forging valuable partnerships that brought new perspectives and cultural depth to the celebration. She also introduced interactive elements, such as an art station where attendees could create their own tributes, taking a risk in incorporating something unfamiliar, yet seeing it flourish into one of the event's most engaging features. Similarly, Tiffany reimagined Reindeer Park by introducing interactive light displays and immersive storytelling elements. +

**Excellence / Quality** - Please explain how the nominee strives to get duties right the first time, how pride is demonstrated in work product and service, gives citizens the impression their tax dollars are well spent, is not satisfied by being average, and evaluates the quality of their work product and the satisfaction of their customers.

Tiffany consistently demonstrates an unwavering commitment to excellence and quality in every aspect of her work. She approaches each project with the mindset that it must be executed flawlessly the first time, never settling for anything less than the highest standard. From the planning stages of citywide events like the Tree Lighting to the intricate details of Reindeer Park, Tiffany puts in the time and effort to ensure every element is carefully thought out, thoughtfully implemented, and meticulously executed. Her attention to detail is second to none, and she always strives to anticipate potential challenges or gaps before they arise, allowing her to deliver a final product that exceeds expectations. Tiffany takes immense pride in her work, and this is evident in the pride she takes in every aspect of event execution—from the creative vision to the seamless on-the-day logistics. She consistently goes the extra mile to ensure that each event is not only enjoyable for the attendees but also creates a lasting impression of the city's dedication to high-quality public service. Tiffany understands the responsibility that comes with managing public resources, and she consistently strives to make sure that every event reflects the value of taxpayer dollars. Whether it's improving community engagement, collaborating with vendors, or ensuring the safety and comfort of all +

Please explain why the nominee should be considered for Employee of the Year.

I am pleased to nominate Tiffany for Employee of the Quarter in recognition of her outstanding contributions to citywide events, including the Tree Lighting, Día de los Muertos, and Reindeer Park. Tiffany consistently demonstrates exceptional initiative and leadership in all aspects of her work. She takes a proactive approach, anticipating needs and developing creative solutions without waiting for direction. Her ability to take calculated risks has elevated the quality and impact of these events, transforming them from good to extraordinary. Tiffany's willingness to step up and lead, even in the face of challenges, showcases her self-starter attitude. Her efforts have not only enhanced the events themselves but have also fostered greater community engagement and excitement, making her an invaluable asset to our team.

Submitted By Susan Mele	Date 12/18/2024	Supervisor/Director Signature Kenny Walsh
<b>Human Resources Use Only</b>		
Received "meets expectations" or higher for each category on last performance review?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Years of Service 13
Written discipline received in the past 12 months?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Won Employee of the Year last year? <input type="radio"/> Yes <input checked="" type="radio"/> No