

# MANATEE COUNTY GOVERNMENT

## AGENDA MEMORANDUM

<b>SUBJECT</b>	Employee of The Month Matt Arriaga	<b>TYPE AGENDA ITEM</b>	Presentation
<b>DATE REQUESTED</b>	November 9, 2010	<b>DATE SUBMITTED/REVISED</b>	October 15, 2010
<b>BRIEFINGS? Who?</b>	None	<b>CONSEQUENCES IF DEFERRED</b>	Lack of Employee Recognition
<b>DEPARTMENT/DIVISION</b>	Human Resources Department	<b>AUTHORIZED BY TITLE</b>	Dale E. Garcia, Director Human Resources Department <i>DEG</i>
<b>CONTACT PERSON TELEPHONE/EXTENSION</b>	Tamie Langman, ERC Program Coordinator Ext. 3861	<b>PRESENTER/TITLE TELEPHONE/EXTENSION</b>	Mike McLaughlin, Director Information Services Department
<b>ADMINISTRATIVE APPROVAL</b>		<i>[Signature]</i>	

### ACTION DESIRED

INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED

Presentation of the November 2010 Employee of The Month award to Matt Arriaga, Software Designer, Information Services Department.

### ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

Ordinance 97-28 - Ordinance providing that certain expenditures constitute valid and proper County purposes (1) awards.  
Resolution R-97-191 - Employee Recognition Program

### BACKGROUND/DISCUSSION

This award is presented monthly.  
A designated parking space will be available to the "Employee of the Month".  
This employee will receive a \$100.00 cash award and a paid day off to be used within 12 months of BCC Presentation.

### COUNTY ATTORNEY REVIEW

*APPROVED IN OPEN SESSION*

<b>Check appropriate box</b>	
<input type="checkbox"/>	<b>REVIEWED</b> Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: _____)
<input checked="" type="checkbox"/>	<b>NOT REVIEWED (No apparent legal issues.)</b>
<input type="checkbox"/>	<b>NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)</b>
<input type="checkbox"/>	<b>OTHER</b>

NOV 09 2010

BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

<b>ATTACHMENTS: (List in order as attached)</b>		<b>INSTRUCTIONS TO BOARD RECORDS:</b>	
Employee of The Month Nomination Form Copy of Certificate		None	
<b>COST:</b>	\$125.00	<b>SOURCE (ACCT # &amp; NAME):</b>	0010003700-549001-Awards Ad Valorem Tax
<b>COMMENTS:</b>	None	<b>AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)</b>	None

SUBMITTED TO ERPC 9/10 ELIGIBLE FOR CONSIDERATION FROM 10/10 TO 3/14



# MANATEE COUNTY GOVERNMENT

## "EMPLOYEE OF THE MONTH" NOMINATION FORM

HUMAN RESOURCES

SEP 02 2010

DATE: 8-25-2010

(PLEASE PRINT)

NAME: Matt Arriaga

M003215

DEPARTMENT: Information Services

DIVISION: Software Development

JOB TITLE: Software <sup>Designer</sup> ~~Design Manager~~

DATE OF HIRE: 8-5-02

NOMINATED BY: Shannon Ansbro

PHONE#: 3415

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

Matt designs, develops and maintains software applications for Manatee County. He trains and mentors his co-developers in best practices, software design and web techniques. Matt routinely provides user support and trouble shooting for problems that range from networking to web content.

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.

Matt's initiative and enthusiasm about all things technical translate into an employee that is always willing to listen and offer solutions to technical problems. He always promotes a sense of team. His easy going nature ensures that his co-workers feel that their work is valuable to the efforts of the group.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)

Matt, as a leader of the Magnolia Team, played a crucial part in the implementation of the County's new web site. He, with his team, worked exhaustively to provide the county with a new user friendly content management system. Matt offered support one-on-one and by creating 'open labs' for all content editors to attend with their questions.

4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT:

Matt is a team player. He stays up to date with the newest technologies. His willingness to offer advice and assistance whenever asked without hesitation makes working with him a pleasure.  
Matt has Mad Skills!

**MANATEE COUNTY**  
**MISSION STATEMENT**  


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**TO SERVE WITH EXCELLENCE**  
**BY USING RESOURCES RESPONSIBLY**  
**TO PRESERVE AND ENHANCE**  
**THE QUALITY OF LIFE**  
**IN MANATEE COUNTY**

4. ADDITIONAL COMMENTS:

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

Additional Comments Attached:  
Larry Colbert  
Larel Fish  
Mark Murphy  
Sue Gulch

<b>EMPLOYEE'S SUPERVISOR</b>	
Approved/Disapproved <u>Jawuan M. Colbert</u>	Date: <u>9/2/2010</u>
Supervisor's Comments: <u>Matt has demonstrated superlative contributions to his dept. and the public community by his efforts!</u>	
<b>DEPARTMENT DIRECTOR</b>	
Approved/Disapproved <u>Michael M. Langman</u>	Date: <u>9/1/10</u>
Department Director's Comments: <u>Matt is a valued employee. His leadership an innitiative set him appart from his peers.</u>	
Reviewed by Human Resources: <u>JL</u>	Date: <u>9/7/10</u>

PC  
300  
5yr-No

**\*DEPARTMENT DIRECTOR - NOTE:\***

**Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.**

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.  
 ATTN: Tamie Langman, ERC Coordinator.**

PERS-FORM 125 – 04/16/10

TO: Human Resources Dept.  
FROM: Laurel Kish  
RE: EOM Nomination for Matt Arriaga

Matt is an awesome member of our ISD team. He is always willing to offer suggestions and help solve any technical problem that pops up. It could be a database, GIS, programming, or even a hardware question. Matt can always be counted on to lend value to any discussion or meeting, whether it be full use of his technical expertise, a helpful tip, or to just lend words of encouragement. His patience with those that are technically-challenged is never ending. He has worked tirelessly to improve the County's internet presence for the benefit of Manatee County's citizens and employees alike. He has a great sense of humor, never takes himself too seriously, and is a pleasure to work with

FROM: Larry Colbert  
RE: Matt Arriaga Employee of the Month Nomination  
Date: August 31, 2010

Matt is unique in his broad range of interests and capabilities which include diverse topics ranging from geographic information systems and geography to e-commerce and banking transaction systems. This range of experience coupled with his open minded approach to new challenges has influenced the growth and capabilities of the IT department. Matt encourages collaboration as the hall mark of his efforts and he promotes this attitude in staff and customers alike. He demonstrates a very high sense of positivity and contributes meaningfully to the morale of the department. As I have worked with Matt, I have appreciated the milestones that he has helped achieve, but more so the resiliency and support for our group when the "chips" are down. To me this is reflective of Matt's personality as a highly principled and caring individual. His efforts and involvement have contributed greatly to the positive strides being made in our organization. It has been a great pleasure indeed working with Matt and appreciating his sense of humor, talent and creativity.

FROM: Sue Gulch  
RE: Matt Arriaga Employee of the Month Nomination  
Date: August 31, 2010

I would like to provide some input into nominating Matt Arriaga for employee of the month.

Matt is always cheerful and upbeat. He has a very positive attitude which motivates his co-workers. He is very knowledgeable in the latest technology and goes above and beyond his regular duties at his job. It is a pleasure to work with a young man that has so much going for him!

FROM: March Murphy  
RE: Matt Arriaga Employee of the Month Nomination  
Date: August 31, 2010

Dear Employee Recognition Committee,

I fully support Matt Arriaga's nomination for Employee of the Month. When I first met Matt he was a Senior GIS Analyst with the GIS section of the Information Services Department. Matt was a very motivated and talented GIS Analyst who gravitated to the work of application development. While I was the Technical Coordinator of Systems and Development section I had the pleasure of working with Matt on several cross section projects. Matt had a special talent, not only technical matters but also to challenge the people around him creating an atmosphere in which people wanted to excel and achieve. Over time Matt's skills in applications development continued to grow and in November of 2005 Matt accepted the position of Software Design Manager within the Systems and Development Division.

Matt, through his hard work and dedication, taught himself Java which is a complex 4<sup>th</sup> generation object oriented computer language. Matt, after becoming proficient in Java, then assisted other Application Developers and GIS Analysts within the Information Services Department in broadening their understanding of Java and how code re-use and the concepts of Object Oriented Programming could be used to streamline application development. This shortened the application development life cycle significantly. Matt brought several important and new concepts to the county's application development paradigm. Concepts such as Agile Development a concept of iterative and incremental software development and YAGNI (You aren't gonna need it) a concept in extreme programming that programmers should not add functionality until it is necessary. These concepts help developers speed development while minimizing the creation of bloatware. Matt was instrumental in the implementation of a code versioning environment based upon the open source CVS product. Code versioning greatly assists in managing a board variety of code and insuring that the code base is protected and can be "rolled back" to an earlier work version if necessary. Matt was also instrumental in the evaluation of various IDE (Integrated Development Environment) tools such as, Eclipse, JDeveloper and Net Beans which is now our county standard development tool for Java. Matt's most recent achievement has been the leadership demonstrated by his involvement with the recent overhaul of the county's web sites.

As his coworker, I am very fortunate to work with such a talented individual. Matt's dedication to duty and his professional and cheerful demeanor make him a pleasure to work with. Matt is an excellent mentor and roll model for junior staff and he is always willing to help his coworkers. Matt often goes above and beyond the requirements of his position to insure that processes and systems run smoothly and that customer's needs are met. Matt is an asset to the department and he exemplifies what it means to "Serve with Excellence".

Mark J. Murphy  
GIS Applications Manager  
08/26/2010