

MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

1

SUBJECT	Employee of The Month Randall Siebert	TYPE AGENDA ITEM	Presentation
DATE REQUESTED	July 26, 2011	DATE SUBMITTED/REVISED	June 23, 2011
BRIEFINGS? Who?	None	CONSEQUENCES IF DEFERRED	Lack of Employee Recognition
DEPARTMENT/DIVISION	Human Resources Department	AUTHORIZED BY TITLE	Dale E. Garcia, Director Human Resources Department
CONTACT PERSON TELEPHONE/EXTENSION	Tamie Langman, ERC Program Coordinator Ext. 3861	PRESENTER/TITLE TELEPHONE/EXTENSION	Charlie Bishop, Director Property Management Department
ADMINISTRATIVE APPROVAL			

H. Windon

ACTION DESIRED
INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED
Presentation of the July 2011 Employee of The Month awarded to Randall Siebert, Building Supervisor, Property Management 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	
Check appropriate box	
<input type="checkbox"/>	REVIEWED Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: _____)
<input checked="" type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)
<input type="checkbox"/>	OTHER

APPROVED IN OPEN SESSION
 JUL 26 2011
 BOARD OF COUNTY COMMISSIONERS
 MANATEE COUNTY, FLORIDA

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

SUBMITTED TO ERPC

5/11

ELIGIBLE FOR CONSIDERATION FROM

6/11

HUMAN RESOURCES

MAY 19 2011



MANATEE COUNTY GOVERNMENT

"EMPLOYEE OF THE MONTH" NOMINATION FORM

DATE: 5/18/2011

(PLEASE PRINT)

NAME: RANDALL SIEBERT ✓

M002743

DEPARTMENT: PROPERTY MANAGEMENT ✓DIVISION: BUILDING MANAGEMENTJOB TITLE: BUILDING SUPERVISOR ✓DATE OF HIRE: MAY 12, 2001 ✓NOMINATED BY: Doug OrrillPHONE#: X3017

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

Randy is the building supervisor at the Desoto Center. The Supervisor of Elections, the Manatee County Sheriff's Office main offices and Employee Health Benefits are located at this site. Total square footage of this complex is 138,327. Randy supervises three (3) building trade workers at this location. One is on site with him day to day, while the other two are on the road working on HVAC problems throughout the County. Randy takes great pride in his building and the ground surrounding the building. While actual ground care is not part of his responsibility he often trims trees and bushes insuring that they do not grow into the building or obscure secure areas.

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

Randy consistently tries to come up with ways and ideas for his building to function in a more energy efficient and effective manner in all areas. In August of 2010 he was rewarded with a Pride and Performance Award for saving the County over \$28,000.00 by changing the lighting fixtures, use of lighting at his location and recycling lighting fixtures. Randy consistently receives the extra vacation day for non-sick leave use. Randy recently instituted a cardboard recycling program at his location that has the potential to save the county \$5000.00 yearly.

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

Randy is very articulate and enthusiastic in his work duties. He has great people skills. Randy is very committed to finishing any work day or night. He has come into his building on a scheduled day off to insure that the building is functioning properly. One of Randy's main concerns are his customers and their needs. He goes out of his way to do what is necessary for those workers in the Desoto Center. Security is a main issue for both the Supervisor and Elections and the Sheriff's Office. Randy is careful to notify both entities when work needing to be done on the building could effect secure areas. He is cognizant of those areas within the Sheriff's office that require extra care because they hold evidence that will be used in future court cases. He works in a unique environment in that two of his biggest customers are elected officials.

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

Randy consistently strives to willingly work beyond what may be expected of him. "Good Enough" would never be good enough for Randy. His desire is to make everyone as comfortable as he would want to be in a working environment. Randy

is always mindful that there could be a better, more efficient, cost saving way to work and operation his building. PVC piping Floor drains had been installed into the floor of the area used by the Property and Evidence Division of the Sheriff's office that would have prevented them from moving pallets around the facility. Randy studied the situation and came up with his own "fix" for the problem. Please see the attached pictures and E Mail of Thanks from the Director of the Property and Evidence Division of MSO.

MANATEE COUNTY
MISSION STATEMENT
 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).

Please see attachments.....Thanks in advance.

EMPLOYEE'S SUPERVISOR David Thompson Approved/Disapproved <i>[Signature]</i>	Date: 5/18/11
Supervisor's Comments:	
DEPARTMENT DIRECTOR Charlie Bishop Approved/Disapproved <i>[Signature]</i>	Date: 5/19/11
Department Director's Comments:	
Reviewed by Human Resources: <i>[Signature]</i>	Date: 5/19/11

*B PG 300
5/2 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.



April 28, 2011

David Thompson
Manatee County Government
1112 Manatee Avenue West
Bradenton, FL 34205

Re: Randall Siebert

Dear Mr. Thompson,

I am writing today regarding Randall Siebert. In my opinion it is Manatee County's good fortune to have Randy as the building supervisor for Manatee Sheriff's Office.

Having worked closely with Randy over the past ten years on numerous jobs it has become apparent that he is highly motivated and ever vigilant to assure that the vendors assigned to his building are providing the best possible service at a reasonable price point. Randy's attention to detail and willingness to not only do what is required but "then some" is a testament to his work ethic.

As stated by Colonel Dandridge M. Malone-"The very essence of leadership is its purpose and the purpose of leadership is to accomplish a task" it is my opinion that this quote applies to how Randy represents Manatee County each and every time we interact. He leads in order to get the job(s) done and reach the goal(s) of the County not just to be in a leadership position.

Sincerely,

Mark Castellano
Branch Manager - Englewood

Air Conditioning - Commercial/Industrial
Sales/Service
Installation
Controls
Refrigeration
Energy Management
Sheet Metal Work

4311 W. Ida Street
Tampa, Florida 33614
Phone (813) 875-0782
Fax (813) 873-2275

325 Anchor Rd.
Casselberry, Florida 32707
Phone (407) 699-0454
Fax (407) 699-0690

2700 Avenue of the Americas
Englewood, Florida 34224
Phone (941) 475-3715
Fax (941) 475-3725

SUPERVISOR OF ELECTIONS

ROBERT (BOB) SWEAT

- Supervisor -

600 301 Boulevard West, Suite 108

Bradenton, Florida 34205


Phone: (941) 741-3823

Fax: (941) 741-3820

www.votemanatee.com

April 25, 2011

TO: Charlie Bishop, Director
Property Management Department

FROM: Robert (Bob) Sweat 
Manatee County
Supervisor of Elections

RE: Randy Siebert

Please accept this memorandum as a recommendation to recognize Randy Siebert as an outstanding employee for Manatee County. While the Office of the Supervisor of Elections is rather self-sufficient, Randy's assistance has been invaluable. From the day we moved our operation to the Desoto Center he has gone out of his way to make certain that there are no issues for our operations. Not only does he take care of any maintenance concerns, but he is always mindful of our staff safety and well being. More than once he has alerted us to issues in the surrounding area that could pose potential risks for my mostly female staff.

On any occasion that I have called Randy for assistance, he is prompt to evaluate the situation and recommend a solution. Whether it is a plumbing issue, leaky roof, pest control or parking lot lights, Randy has always resolved any issues efficiently and in a cost effective manner. He is always pleasant and respectful of our operations and notifies us in advance of any activity that might impact our day to day activities.

Manatee County should be proud to have Randy Siebert as an employee; his dedication to the county and the people here at the Desoto Center are exemplary. We need more Randy Sieberts in Manatee County.



RECYCLED
PAPER

Protect the Manatee..

MANATEE COUNTY SHERIFF'S OFFICE

MEMO

TO: Ed Hunzeker, County Administrator
Charlie Bishop, Director, Property Management
Dave Thompson, Division Manager

FROM: Major Keith Stewart 

DATE: April 18, 2011

SUBJECT: Randy Siebert

Sirs;

It is my understanding that Randy Siebert is being considered for nomination for Employee of The Month for Manatee County Government.

I support this nomination in full.

Randy is very cooperative, friendly, responsive, and attentive to detail. He goes out of his way to make sure that the needs of the Manatee County Sheriff's Office are met. He willingly works nights or week-ends when necessary to complete a maintenance project in order to have minimal effect on the daily operation of this Office.

Randy tries his best to find a workable solution to any problem presented to him. He is very knowledgeable in all areas, especially HVAC and air quality, and works very hard to resolve issues before they become major inconveniences.

FW: Randy Siebert -- OPS

Brown, Judy

to:

lettie.willis@mymanatee.org

04/29/2011 03:57 PM

Show Details

Here you are .. Hope this helps. Randy deserves it.

From: Brown, Judy

Sent: Tuesday, March 29, 2011 10:00 AM

To: david.thompson@mymanatee.org

Cc: Jordan, Bill

Subject: Randy Siebert -- OPS

David

I'm not sure who to contact in the County chain-of-command but I wanted to show you the attached pictures and express my appreciation. Randy's thoughtful attention to our needs in P&E have been most appreciated. When I complained about the installation of PVC piping into the floor drain blocking our ability to move pallets into the facility, he came up with this clever alternative.

Randy is very responsive to our needs, patient with our requests and routinely exceeds our expectations. I don't know what forms are required to recommend him for employee of the month, but I'd be very willing to recommend Randy for such an commendation.

Judy Brown, Director

Property & Evidence

Manatee County Sheriff's Office

Note: Florida has a broad public records law. All work-related emails sent to or from this email address may be subject to public disclosure.

**EMER
HOSE**





Employee Health Benefits has been located in the DeSoto Center for over 3 years. Randy was the only Maintenance on site when we moved into the building. Over the three plus years he has taken on more responsibilities. It doesn't matter how small or large the task is he completes it in a professional and polite manner. Not too long ago we had rodent issue and he and his staff made every effort and eliminated the problem. Recently there was a bad odor coming from next door. He brought a fan to put in the lobby and opened the door to push out the smell.

I feel Randy deserves the employee on the month and more considering all he does for the employees at the DeSoto. He does serve with excellence.

*Mary Cannamela
Health Benefits Supervisor*



Randy Siebert
Nicole Benshoff to: Lettie Willis

05/09/2011 10:05 AM

To Whom It May Concern:

I have only worked with Randy Siebert for 1 1/2 years, but he has made quite an impression. He is always trying to find ways to save Manatee County money. Not only is his paperwork done quickly, but it rarely has mistakes. He has been such a pleasure to work with and I can't think of anyone more deserving of this award.

Thank you,
Nicole Benshoff

Nicole M. Benshoff
Property Management Department
Fiscal Services Division
Nicole.Benshoff@mymanatee.org
(941) 749-3032





Re: RANDY SIEBERT 
Debra Leavenworth to: Lettie Willis

05/05/2011 01:05 PM

Good Afternoon Lettie,

Thank you for giving me the chance to say what a great guy and a pleasure Randy is to work with. I do not get a chance to work with Randy much...but anytime I have needed assistance that had to do with him, or the buildings he is in charge of, he will drop what he has going on to help me. He truly is deserving of this award, as he makes a great **Team Player!!**

Debra Leavenworth, Construction Coordinator
Property Management
(941) 748-4501 X3831
Fax (941) 749-3018



In 27 years of employ with Manatee County I am not sure that I have ever had the pleasure to work with and know a more conscientious employee than Randy Siebert.

Randy labored for years under a Supervisor who had little to no concern for customer service. Once Randy was given the deserved promotion to Building Supervisor he truly came into his own. He was assigned to the Desoto Center from the start of his promotion to Supervisor. At the time the building had been vacant for years and was in very bad disrepair. When the former occupant moved out they left piles of junk and trash. The HVAC had not been run nor had the building had any maintenance at all. Randy truly had his work cut out for him.

In true fashion he never complained he simply went to work getting things in order and making a difference each and every day.

Currently the building is occupied by the Manatee County Sheriff's Office, the Supervisor of Elections, and the Employee Health Benefits division.


The MSO comes with its own special needs and goes without saying. The Supervisor of Elections is usually a calm quiet sort of place until an election rolls around. At that point the visitors to the area are quadrupled. Randy does whatever is necessary to insure that privacy issues and requirements are met during voting and after to insure state and federal requirements are met.

Randy does whatever is necessary to insure that his customers and building run efficiently and that needs are met even before those he serves know what they will need.

Randy takes a great deal of pride in his work and is proud to be a Manatee County Employee and it shows each and every day.

LETTIE WILLIS



Re: **RANDY** 
Donna Reedy to: Lettie Willis

05/09/2011 11:55 AM

Randy is very thorough with his log sheets and closing out work assignments in a timely manner. I never have to correct his paperwork. His hand writing is very neat. I have always enjoyed working with Randy. He is a pleasure to work with.

Thank you,

Donna Reedy-Young
Office Specialist
Manatee County Government
Property Management Department
1112 Manatee Ave. West
Suite 802
Bradenton, FL. 34205
Phone: 941-748-4501 Ext 6941
Fax: 941-742-5880
Email: donna.reedy@mymanatee.org

Lettie Willis

I was wondering if you all had given any thought...

05/09/2011 09:54:05 AM

From: Lettie Willis/MCG
To: Tom Roberts/MCG@MCG, Deidra Ruth/MCG@MCG, Kathi Gentile/MCG@MCG, Nicole Benschhoff/MCG@MCG, Donna Reedy/MCG@MCG, John Rowland/MCG@MCG
Date: 05/09/2011 09:54 AM
Subject: RANDY

I was wondering if you all had given any thought to writing something to include in his nomination for employee of the month??

I'd like to get this wrapped up by end of this week so could you maybe get me something soon and if you don't have anything to add if you'd let me know so I'm not waiting for nothing.....

Thanks Kids I appreciate it.

Lettie Willis
Administrative Support Coordinator
Property Management Department
941-749-3017 or X3017
941-742-5880 (fax)
lettie.willis@mymanatee.org