

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Anna Cottle

Honoree's Job Title: Administrative Assistant

Department: Public Works Road & Bridge

Years of Service with the County: One Year

Why the Honoree is receiving a GEM Award including dates:

Public Works maintains approximately 770 miles of roads throughout the county. In addition, PW is responsible for reporting project and maintenance amounts (material, labor, and equipment) to the Budget Department and Collin County Residents.

Public Works recently purchased a software program (PubWorks) in FY 2012. Anna has been diligent in her efforts to ensure that all information entered into the system is 100% accurate. Anna without request or direction prepared a monthly report of Public Works maintenance and projects statistics that has been adopted by the PW department. The report is sent to the Budget Department monthly, and assists PW in their annual budget projections.

Anna has exhibited true initiative and a solid work ethic while managing the Pubworks Software Program. This dedication exemplifies just one of the reasons Anna is a valued employee of Public Works.

Approved by elected official or department head on the 4 day of March, 2014



Signature of Elected Official
or Department Head



Printed Name