

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Anna Cottle

Honoree's Job Title: Administrative Assistant

Department: Public Works Equipment Services

Years of Service with the County: 4??

Why the Honoree is receiving a GEM Award including dates:

Each month, Public Works staff reconciles the materials inventory consumed by Road & Bridge with the data in HTE. This process depends on maintaining meticulous records and accurate inventory counts. Anna was instrumental in researching an issue regarding dump truck capacity and the corresponding weight of one load. She discovered that newer dump trucks accommodate roughly 5% more material which significantly affected our monthly totals. Because of Anna's diligence and careful research, PW staff was able to compile the figures necessary for the Budget Office. The information will also assist with balancing future inventory totals.

Due to her initiative and efforts with investigating this matter, I nominate Anna for the GEM award.

Approved by elected official or department head on the 10 day of AUG., 2016



Signature of Elected Official
or Department Head



Printed Name