



On the Spot Submission Form

Date: 11/17/2017

Recipient Name: Ashley Boatright

Department: Finance

Brief Description of Action:

When we found out that Sebastien had passed away, we asked if Ashley would be willing to process AP that week and until we could get a temp to cover for us. As soon as we got her access in Munis, she immediately jumped in and printed checks within one day (even after the check printer broke). She rewrote the AP instructions so that others could easily pick up this process. She trained the temporary employee that we hired to process AP until we can find a permanent replacement because we are so short staffed. She offered to continue to print checks and oversee the invoices while we have the temporary employee in order to ensure accuracy. AP is not at all in Ashley's job description; she not only stepped up to help her team, but has also added value to the AP process.

Your Name: Amanda Turner

Department: Finance

Please fill out and submit form to the recipient's department committee member.
All submissions will be due on the 30th of the month.



On the Spot Submission Form

Date: 11/29/17

Recipient Name: Charles Williams

Department: Finance

Brief Description of Action:

Charles helped us with a special project regarding the Metroplex Mayors Association. This is not part of his job description or his department. This project was tedious, it required reviewing a year worth of bank statements, documents, and creating a spreadsheet with information. The spreadsheet he created for the report was much better than the one we previously used. He met with me to review and to tweak it, catering to the needs of the audience. Charles' help with this project is very valuable. It was a pleasure working with him because of his obvious knowledge and friendly demeanor. +

Your Name: Karla Horton

Department: City Managers Office

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On the Spot Submission Form

Date: 09/18/17

Recipient Name: Charles Williams

Department: Finance

Description of Action (please include at least 3-4 sentences that describe service that goes above and beyond):

I worked with Charles during Oktoberfest as a ticket seller and he was the Finance personal at our tent. He took care of us while we were selling tickets: bringing water/soda to us; picking up whatever we dropped so we didn't have to get up; checking on us to see if we're okay or if we need anything; and often spraying bug-spray at our feet level to make sure we wouldn't get bug bites. I really appreciate all he did for us.

Your Name: Pla Chung

Department: Parks & IT

Please fill out and submit form to the recipient's department committee member.
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On the Spot Submission Form

Date: 11/08/17

Recipient Name: Ryan Wies

Department: Animal Control

Description of Action (please include at least 3-4 sentences that describe service that goes above and beyond):

Ryan Wies is always ready to go above and beyond for his department as well as the Police Department. He constantly helps us with many tasks and is always happy to help. Recently he has helped me put up our Christmas tree in the lobby (he also made this possible last year). As it is 13 ft tall this would not be able to get accomplished with out Ryan and his patience.

Your Name: Amy Arizmendi

Department: PD

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On the Spot Submission Form

Date: 10/11/2017

Recipient Name: Wil Newcomer

Department: Finance

Brief Description of Action:

I would like to nominate Wil Newcomer for the OTS award. Wil comes in to workout at the club everyday during his lunch break. I witness residents walking up to him daily asking questions about the town or just wanting to engage in a conversation with him. Even with Wil being on his lunch break he takes time to acknowledge all residents whether it be just saying hi or spending time talking. It's to the point where residents light up when they see him because they know he will take time to ask them how their day is going and so on. Another reason I want to nominate him is because there are times when I myself am guilty of asking him work related questions about how to do this or that and while I try not to do it often, when I do he's always more than happy to do help. I think he deserves to be recognized because I really appreciate him taking time to help when he is here to workout, and I know the residents appreciate him as well.

Your Name: Shay Price

Department: Recreation

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On the Spot Submission Form

Date: 08/18/17

Recipient Name: Sgt Brazelton

Department: CID

Brief Description of Action:

We had court at the beginning of the month and there was a defendant that was known to be aggressive. Sgt. Brazelton, without being asked, took it upon himself to come and stand with the Court Clerks to ensure our safety. We appreciate his kind gesture and going above and beyond his duties.

Your Name: Shalandria Heath

Department: Court

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On the Spot Award Recommendation

Nominee: _Jeremy Schraeder, Department: Police

Jeremy came to Addison first as a Police intern. Jeremy's intern experience was a little different from the norm, as he was assigned a very complex project. Traditionally, our interns spend several weeks at a time in the various departments within the organization, as the overall goal is to expose them to as much about the law enforcement process as possible. Jeremy however was assigned to Administration and given the task of combining the departments Standard Operating Procedures and General Orders books. To put this task into perspective, each book is over 400 pages. Categorizing and numbering over 800 pages is a huge task for anyone, and is extremely tedious and time consuming. This specific project had been in the planning for some time, and there just wasn't enough time for a full-time employee to get this project started, yet alone completed. Jeremy did an excellent job combining those two documents into a single working digital version. Fast forward a year, and Jeremy is now a Police Officer for the department and assigned to the night shift.

But wait, there's more.....

The Addison Police Department is an accredited agency through the Texas Police Chief's Best Practices Recognition Program. The Law Enforcement Recognition Program is a voluntary process where police agencies in Texas prove their compliance with 168 Texas Law Enforcement Best Practices, designed to provide the best quality of service to the people of our State. Addison has been a recognized agency for the past 12 years, and is currently in the process to be re-accredited in December of this year. I share all this with you simply to show the significance of this certification, and to explain that the process preparing for re-certification is a monumental task. An essential element includes a good working Standard Operating Procedure manual, and thanks to Jeremy, we now have an inclusive and comprehensive single manual.

Additionally, Jeremy was asked, and agreed to assist with the recertification process. Jeremy has worked on the project part time, on his days off, for the past 10 months. Jeremy has gone above and beyond by not only volunteering, but by always being available and meeting incredibly short deadlines. The overall impact Jeremy has on this project is significant.

Jeremy has demonstrated his dedication to the department and his commitment to doing things the "Addison Way" in multiple contributions over several months, with particular effort this 3rd quarter of 2017. For his actions listed above, I recommend Officer Jeremy Schraeder for an On the Spot Award.

Submitted by: Shawn Allen, Department: Police



On the Spot Submission Form

Date: 7/28/2017

Recipient Name: Carl Gibson

Department: General Services

Brief Description of Action:

Every day that we see Carl he has a smile on his face. He always goes above and beyond his duty. He will never let us lift or move boxes. On one occasion we did not seal our envelopes and there were a bunch, but we had to get them out. Carl said no problem he will take care of it. He is truly an example of the Addison Way!

Your Name: Alice Ramirez

Department: Courts

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On the Spot Submission Form

Date: 08/16/17

Recipient Name: Julie Wyatt

Department: Court

Brief Description of Action:

Julie is a very thoughtful and kind hearted person. She is always going out of her way to make others feel special. Julie purchases butterscotch candy with her own money to hand to our hard working Parks employees and Carl when he stops by daily to bring the mail. She also blesses the Post Office employees, UPS, FedEx, Dunbar and the plant guy with two pieces of butterscotch. Every time she hands these two pieces of butterscotch out the smiles on the recipients faces get brighter. They leave feeling very appreciative of such a small gesture. In her words, "Two pieces of butterscotch goes a long way." +

Your Name: Shalandria Heath

Department: Court

Please fill out and submit form to the recipient's department committee member.
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On the Spot Submission Form

Date: July 17, 2017

Recipient Name: Pla Chung

Department: Parks

Brief Description of Action:

The Budget Team would like to nominate Pla for outstanding interdepartmental cooperation and internal customer service. The Budget Office has been working to create an easy-to-understand flowchart on interfund transfers for a budget presentation for more than a week. We were at our wit's end trying to create this chart, so we reached out to Pla. Not only did she drastically improve it, she was very cheerful and willing to help. The CFO, the Budget Manager and the Senior Budget Analyst really appreciate her assistance in making this presentation a success!

Your Name: Terri Doby

Department: Finance

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On the Spot Submission Form

Date: 10/11/17

Recipient Name: Officer Keith Wilson

Department: Police

Brief Description of Action:

On 10/04/17 we had court and Officer Wilson stopped by to check on the court clerks. While Officer Wilson was here checking on the clerks, a couple of customers walked in pacing back and forth anxiously while other customers were being helped. When it came time for the anxious customers to approach the window they were argumentative. Officer Wilson kindly stepped forward to where the anxious customers could see him. Once the customers seen Officer Wilson, they became less argumentative and more receptive to the information that the clerks were giving them. Officer Wilson was not dispatched to check on the court clerks. He did this kind gesture on his own and we were very grateful for his presence.

Your Name: Shalandria Heath

Department: Court

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