



Agenda Submittal

Agenda #: **Status:** Presentation

Type: Resolution-Presentation **Department:** County Administrator

File #: 18-893 **Contact:** Melinda Sandy, 784-6661

Agenda date: 12/11/2018 **Final action:** 12/11/2018

Title: Adopt and present a plaque and resolution honoring Sandra J. Hoffert, Office Assistant II, upon her retirement from the Solano County Administrator’s Office with over 20 years of dedicated public service to Solano County (Supervisor Thomson)

Governing body: Board of Supervisors

District: All

Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
12/11/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ___ No X
 Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The County Administrator recommends that the Board of Supervisors adopt and present a plaque and resolution honoring Sandra J. Hoffert, Office Assistant II, upon her retirement from the Solano County Administrator’s Office with over 20 years of dedicated public service to Solano County.

SUMMARY/ DISCUSSION:

Sandra J. Hoffert has been a valued member of the Solano County Administrator’s Office (CAO) staff for more than twenty years, starting her career at Solano County as an extra help Clerk on July 6, 1998. Ms. Hoffert was appointed to full time Clerk on November 2, 1998.

Ms. Hoffert was reclassified to Office Assistant I on April 4, 1999, where she worked to improve her skills and knowledge of the various departments within the County Administrator’s Office. She promoted to Office Assistant II on November 10, 2002. Ms. Hoffert is a well-respected and an integral member of the County Administrator’s Office (CAO) clerical team, supporting the CAO staff, Clerk of the Board staff, Board of Supervisors and County Counsel and participating in special projects, including fundraising activities for the annual holiday food fight, benefiting the Food Bank of Contra Costa and Solano County.

Ms. Hoffert has dedicated her career to public service and is the friendly face for the 6th floor public counter. In addition to providing clerical and public filing notices, Ms. Hoffert also supports the Board of Supervisors (BOS) and County Counsel Office. As the first point-of-contact for the CAO, BOS and County Counsel offices, Ms. Hoffert always makes sure that guests are well taken care of and that the presentation of the County is at its highest standards.

Ms. Hoffert displays a high level of professionalism and remains flexible to the ever-changing clerical and customer service responsibilities. She takes pride in preparing the final touches to board resolutions, proclamations, and various certificates presented at the BOS meetings.

Ms. Hoffert's extensive knowledge of County processes has enabled her to guide the public respectfully to the proper resources, no matter the content of the question or inquiry, going beyond acceptable customer service to obtain an answer or resolution. Additionally, her ever-present candy bowl has become a welcome addition to the CAO, which she makes sure to include the favorite candies of staff members.

Ms. Hoffert will retire from Solano County on December 29, 2018 after serving the Solano County community for more than 20 years. Ms. Hoffert is greatly valued and will be missed by her friends and colleagues in the CAO, BOS and County Counsel offices. She will be missed by all County departments for her integrity, breadth of knowledge, excellence and dedication to public service.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget

ALTERNATIVES:

The Board could choose not to adopt and present a plaque and resolution of appreciation; however, this is not recommended because this is an opportunity to recognize Sandra J. Hoffert's dedication and outstanding contributions to the County.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION