



Agenda Submittal

Agenda #: 12 **Status:** Consent Calendar
Type: Resolution **Department:** Resource Management
File #: 18-248 **Contact:** Sarah Pappakostas, 784-6061
Agenda date: 4/24/2018 **Final action:** 4/24/2018
Title: Adopt a resolution and plaque of appreciation honoring Diane Gilliland, Office Assistant III, upon her retirement from the Department of Resource Management with over 20 years of dedicated public service to Solano County
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
4/24/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors adopt a resolution and plaque of appreciation honoring Diane Gilliland, Office Assistant III, upon her retirement from the Department of Resource Management with over 20 years of dedicated public service to Solano County.

SUMMARY/DISCUSSION:

Diane Gilliland will be retiring on April 28, 2018 as an Office Assistant III with the Department of Resource Management after 20 years of excellent service to Solano County and its residents. Ms. Gilliland began her career with the Department of Resource Management on January 13, 1998 as a Client Services Specialist. Ms. Gilliland was reclassified to an Office Assistant II in 1999, and then promoted to an Office Assistant III in the Planning Services Division in July 8, 2001. Beginning in 2012, Diane transferred to the Public Works Division where she also assisted the Department's Administration Division.

During her career, Ms. Gilliland provided administrative support to the Solano County Parks and Recreation Commission, Integrated Waste Local Task Force, Airport Land Use Commission, Planning Commission, and the Tri-City and County Cooperative Planning Group, including preparing agendas and minutes, performing major project mailings, and coordinating meetings and conferences. She provided integral administrative support for important Planning projects including the General Plan Update, the Middle Green Valley Specific Plan, the Countywide Integrated Waste Management Plan, and the Countywide Open Space Study.

Ms. Gilliland was also instrumental in the implementation of the business license program, helping process all new and renewal business licenses in unincorporated Solano County, including being the point of contact for business owners and other agencies. Her duties also included certifying payroll for Public Works, and performing general administrative support Department wide. During Ms. Gilliland's twenty years with the County, she has provided invaluable support to the Department of Resource Management, its employees, and the public, exhibiting a "can-do" attitude, a willingness to help, and a pleasant and positive attitude that has earned her the respect of management and staff.

While she will be missed, we are glad that she will have all the time necessary to read multiple books simultaneously and to play with her Chihuahuas. We wish her well in all her future endeavors.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item is nominal and absorbed by the department's FY2017/18 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2017/18 Adopted Budget.

ALTERNATIVES:

The Board may choose not to adopt this resolution and plaque of appreciation. This is not recommended as it is an opportunity to acknowledge Ms. Gilliland's dedicated service to Solano County.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION