

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

Resolution No.:

Adopt Resolution Commending **Mary Zurita**, Executive Assistant to)
the County Administrative Officer, on her retirement from 39 years of)
dedicated public service with Monterey County.....)

WHEREAS, Mary Zurita began her career with the Monterey County Department of Public Works as a Typist Clerk II on June 25, 1979, with progressive promotions to Steno Clerk II on October 30, 1979, Secretarial Assistant on August 27, 1981, Secretary on July 9, 1986, Senior Secretary on May 16, 1992, Administrative Secretary-Confidential on February 28, 1998, and Executive Assistant to the County Administrative Officer on January 24, 2005; and,

WHEREAS, in her early career, Mary Zurita served the Department of Public Works for 26 years providing dedicated support to four successive Public Works Directors, and a department that serviced and maintained over 1,200 miles of county roads, 172 bridges, 40 County Service Areas, multiple sanitation districts, and served as the County Transportation Agency, County Surveyor and Traffic Engineer; and,

WHEREAS, Mary Zurita during her tenure at Public Works, provided critical administrative support services for disaster responses to provide relief for our community impacted during the floods of March 1983, January 1995, March 1995, and February 1998; and

WHEREAS, Mary Zurita was promoted to Executive Assistant to the County Administrative Officer in 2005, and was responsible for coordinating a variety of special projects; maintaining highly sensitive and confidential materials, following up on countywide management and Board directives; participating in solving complex administrative problems, resolving complaints from citizens, and providing the Administrative Officer administrative advice and staff assistance having countywide impact; and,

WHEREAS, during Mary Zurita's tenure as Executive Assistant to the County Administrative Officer, the County faced significant events including droughts, natural disasters, development of new regional joint powers authorities, and an array of organizational, budget, and personnel matters, with a budget increasing from \$821 million in 2005 to \$1.5 billion in 2017. During that time, she was key in managing and coordinating issues while ensuring that constituent and frequently politically sensitive Board Office matters were delegated to the appropriate offices and departments. This high level of management greatly assisted in the expediency and efficiency of overall county business, consummating in AAA credit ratings for the County in 2017; and,

WHEREAS, during Mary Zurita's tenure as Executive Assistant to the County Administrative Officer she earned and commanded the unquestionable respect of Department Heads, Elected Officials, Board of Supervisors as well as members of the public for her friendly and capable style complimented by her extraordinary customer service skills; and,

WHEREAS, Mary Zurita has announced her intent to retire on May 05, 2018 to pursue her personal interests along with her husband, daughter, son-in-law, and two granddaughters;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Monterey on behalf of all citizens thereof, hereby acknowledges, commends, and thanks **Mary Zurita**, for her 39 years of exemplary public service to the citizens and residents of Monterey County.

PASSED AND ADOPTED on this ____ day of _____, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book_____ for the meeting on _____.

Date:

Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
Deputy