



Proclamation

of the City Council

TERREL LOCKE

Assistant to the City Manager

April 2001 to June 2020

WHEREAS, Terrel Locke is leaving the City of Yuba City after 19 years of dedicated service to Yuba City and supporting multiple Mayors, City Councilmembers, City Managers and Executive Team members throughout the years; and

WHEREAS, Terrel has held many positions throughout her career starting as an Administrative Services Technician, Administrative Assistant, Administrative Analyst I & II, the City Clerk and then the Assistant to the City Manager; and

WHEREAS, Terrel demonstrated a perpetual dedication to the Yuba City Organization over the course of her entire career and made every effort to ensure that her daily actions reflected the ideals set forth in the City's Mission of Quality Service, Innovation and Leadership; and

WHEREAS, Terrel's dedication led to the implementation of many projects in the City Manager's Office, City Clerk's office, and the City Council. She effectively managed the daily flow of the City Manager's Office and served as the "wizard behind the curtain". Here are some of the projects that were established and implemented by Terrel:

- Coordinated selecting consultants to facilitate the City Council's annual Strategic Planning Process and Goal Setting Workshop
- Implementation of a paperless City Council Agenda and use of iPad to streamline the process and reduce paper expense and waste
- Overseeing the Agenda preparation process and timelines in compliance with the Brown Act
- Ensuring City Clerk records are organized and easily accessible electronically
- Helped select and implement the City's first electronic document storage system, YC311 and website
- Providing timely response to Public Records Act Requests
- Established a tracking system to receive and distribute all Liability Claims against the City
- Assisted in the Request For Proposal for a new City Attorney
- Coordinated the implementation of a new City budget format that brought transparency to the City's spending priorities and clarity of understanding to the community
- Managed the Administration Department's annual budgets

WHEREAS, Terrel always held herself with the highest standard of professionalism and personal integrity in everything that she worked on. She served as a trusted source of institutional knowledge. She continued her education by participating in the Annual City Clerk Legislative Conference and in the Pacific Leadership Program for professional growth and development; and

WHEREAS, Terrel truly has a servant's heart. She believes in the ideal of public service and places the needs of the public in a position of first priority. Terrel never said "no" when approached with a request or task (no matter what it was) and ALWAYS made sure that she responded in a timely fashion. She is a pleasure to be around and it is an honor to have served with her.

NOW, THEREFORE BE IT RESOLVED that we, the members of the City Council of the City of Yuba City, do hereby commend Terrel Locke for her outstanding performance and loyal service to the City and citizens of Yuba City. I hereby urge all residents of Yuba City to join us in recognizing Terrel Locke for her many contributions to the City of Yuba City and wish her all the best in the future.

Done on this 16th day of June 2020, City of Yuba City, County of Sutter, State of California.