



## Agenda Submittal

**Agenda #:** 7 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Sheriff's Office  
**File #:** 20-513 **Contact:** Angelica Russell, 784-7064  
**Agenda date:** 8/11/2020 **Final action:** 8/11/2020  
**Title:** Adopt a resolution and plaque of appreciation honoring Senior Legal Procedures Clerk Sandra Jones upon her retirement from the Sheriff's Office with over 32 years of dedicated public service to Solano County  
**Governing body:** Board of Supervisors  
**District:** District 3  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
8/11/2020	1	Board of Supervisors		
Published Notice Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Public Hearing Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

### **DEPARTMENTAL RECOMMENDATION:**

The Sheriff recommends that the Board of Supervisors adopt a resolution and plaque of appreciation honoring Senior Legal Procedures Clerk Sandra Jones upon her retirement from the Sheriff's Office with over 32 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Sandra Jones began her career with the Solano County Sheriff's Office as an Extra-Help Student Clerical Aide on January 12, 1987; was promoted to an Extra-Help Legal Procedures Clerk on March 8, 1987; transitioned to a Full-Time Legal Procedures Clerk on January 24, 1988; promoted to Lead Legal Procedures Clerk on April 5, 1998; and was then reclassified to Legal Procedures Clerk (Senior) in 2002, whereby she served until her retirement.

Ms. Jones was a valued and respected member of the Sheriff's Office and will be greatly missed by her friends and co-workers. The resolution honors Sandra Jones for over 32 years of service and commends her dedication and public service to Solano County. Ms. Jones's official last date of employment with the Sheriff's Office was July 3, 2020.

### **FINANCIAL IMPACT:**

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2020/21 Preliminary Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2020/21 Preliminary Budget.

### **ALTERNATIVES:**

The Board may elect not to adopt a resolution and plaque of appreciation; however, this is not recommended,

as this is an opportunity to honor Legal Procedures Clerk (SR) Sandra Jones for her years of public service to the Sheriff's Office and the citizens of Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION