

Administrative Policy Modernization Project

Project Overview, Framework Adoption & Policy Repeal

July 28, 2026



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Today

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01 | What Are Administrative Policies?



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TODAY'S FOCUS

Municipal / County Code

- Law — adopted by ordinance
- Requires formal amendment to change
- Enforceable by fines or penalties
- Governs conduct of the public

Administrative Policies

- Internal operational directives
- Adopted/amended by Board or CEO
- Guide staff decisions & actions
- Promote legal, consistent, fair practices

Procedures / Guidelines

- Step-by-step how-to instructions
- Implement policy at the dept. level
- May vary by department
- Updated by management as needed

To provide a centralized repository of countywide policy direction — improving communication, reducing risk, ensuring legal compliance, and promoting consistent, equitable public service delivery across all departments.

02 | The County's Existing Policy Manual



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112

Existing policies
under review

33

Can be repealed

10

New subject-matter
chapters proposed

Current State: What We Have



Organized alphabetically by department

Difficult to find policies by topic; not intuitive for staff or the public.



Housed internally on Chardonnay

Stored on an internal network drive — not publicly accessible/searchable online.



Many policies are outdated

Some reflect outdated/superseded organizational structures, titles, and laws.



Written as historical records, not directives

Some policies list prior Board actions rather than ongoing, actionable directive(s).

03 | The Modernization Approach



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New Organization Structure

Before: Alphabetical by Department

Dept. A → Dept. B → Dept. C → ...

After: Organized by Subject Matter

- | | |
|---------------------------|---------------------------|
| 1. Introduction | 6. Airport |
| 2. Administration | 7. Library |
| 3. Fiscal | 8. Purchasing |
| 4. Risk Management | 9. Information Technology |
| 5. Facilities & Equipment | 10. Personnel |

Public Online Access via CivicPlus



Searchable & publicly accessible

Anyone can find and read County policies online — no internal system access needed.



Mobile-friendly platform

CivicPlus provides a modern, responsive interface designed for municipal policy publishing.



Easier to keep current

Online hosting makes future updates faster and more visible to staff and the public.



Improved accountability

Public transparency reduces risk and aligns with best practices in open government.

04 | Project Plan & Timeline



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Each phase includes Board of Supervisors review and action at regularly scheduled meetings. Phases 1 & 2 presented together; Phase 3 returns Fall 2026.

05 | Board Action Requested



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Approve and authorize a Resolution adopting a new administrative policy numbering and classification framework and repealing outdated Administrative Policy Manual sections as identified in Exhibits A and B.

A Exhibit A — New Classification & Numbering Framework

Adopt the new subject-matter chapter structure

- 10 subject-matter chapters (Introduction through Personnel)
- New policy numbering system aligned to chapter structure
- Replaces current alphabetical-by-department organization

B Exhibit B — Repeal of Outdated Policies

Repeal outdated, superseded policies.

- Reviewed and confirmed by Dept. Heads and County Counsel
- Includes policies with obsolete org structures, titles, and references
- Board resolution formally removes these from the policy manual

06 | Next Steps

Phase 3 & 4 work will proceed toward final review and update of all policies by end of calendar year.



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01 Final Policy Revisions - Summer 2026

County Counsel attorneys and Department Heads complete substantive revisions to the remaining policies flagged for update — aligning language with current law, org structure, and the manual's purpose statement.

02 Meet & Confer(s) - Summer – Fall 2026

Any revised policies affecting represented employees will be subject to required meet-and-confer with applicable bargaining units before finalization.

03 Board Adoption - Fall/Winter 2026

Staff will return to the Board with a second administrative item for final adoption of the majority of revised policies. A small number will require individual Board discussion and direction.

04 Project Completion - End of 2026

Upon final Board adoption, the complete, reorganized Administrative Policy Manual will be published to the CivicPlus platform and made publicly accessible online.