

RESOLUTION NO. _____

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, ADOPTING THE NEW ADMINISTRATIVE POLICY
MANUAL NUMBERING FRAMEWORK AND REPEALING OUTDATED POLICY
MANUAL SECTIONS**

WHEREAS, Napa County has entered into an agreement with CivicPlus to host Napa County's Administrative Policy Manual on a website open to the public; and

WHEREAS, it is necessary to update the Administrative Policy Manual prior to the rollout to reorganize the policies by subject area and eliminate outdated policies.

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors that the classification and numbering framework set forth in Exhibit A is hereby adopted and staff is directed to make non-substantive revisions to the policies to be consistent with the new classification and numbering framework; and

BE IT FURTHER RESOLVED that the administrative policies set forth in Exhibit B are deemed outdated and unnecessary and are hereby repealed; and

BE IT FURTHER RESOLVED that the Office of County Counsel is directed to maintain the new Administrative Policy Manual website.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the 28th day of July 2026, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS NONE

ABSTAIN: SUPERVISORS NONE

ABSENT: SUPERVISORS NONE

NAPA COUNTY, a political subdivision of
the State of California

AMBER MANFREE, Chair of the
Board of Supervisors

APPROVED AS TO FORM
Office of County Counsel

APPROVED BY THE NAPA COUNTY
BOARD OF SUPERVISORS

ATTEST: NEHA HOSKINS
Clerk of the Board of Supervisors

By: Sheryl L. Bratton
County Counsel

Date: _____
Processed By: _____

By: _____

Date: July 20, 2026

Deputy Clerk of the Board

EXHIBIT A

NAPA COUNTY ADMINISTRATIVE POLICY MANUAL FRAMEWORK

Title 1 INTRODUCTION

The purpose of this Administrative Policy Manual is to establish clear, consistent, and legally compliant guidelines for administrative functions that apply across County departments. It serves as a centralized repository for countywide policies issued by the Board of Supervisors. This manual aims to:

- Promote consistent and equitable practices;
- Strengthen internal controls;
- Improve organizational communication and transparency;
- Reduce legal and financial risk;
- Ensure compliance with laws, regulations, and standards; and
- Facilitate efficient use of County resources.

These policies are designed to guide decisions and actions, ensure compliance, and support fair, equitable, efficient, and coordinated public service delivery across Napa County operations.

Title 2 ADMINISTRATION

Title 3 FISCAL

Title 4 RISK MANAGEMENT

Title 5 FACILITIES AND EQUIPMENT

Title 6 PLANNING, BUILDING AND ENVIRONMENTAL SERVICES

Title 7 LIBRARY

Title 8 PURCHASING

Title 9 INFORMATION TECHNOLOGY

Title 10 PERSONNEL

Title 11 MISCELLANEOUS

EXHIBIT B

The following Administrative Policy Manual sections are hereby repealed, effective July 28, 2026:

Section Number	Name of Policy
2	Agricultural Commissioner
3	Airport
4	Assessment District Policy
5	Assessor
7	Assessment Appeals Board
8D	Waste Reduction and Recycled Content Procurement Policy
8J	Teleconference Participation by Board Meetings
9	Building Inspection
10	Clerk of the Board
13	Cooperative Extension
14	Corrections ¹
15	County Clerk/Recorder
16	County Counsel ²
17	Court Executive Officer ³
22	Fire Protection
23	Flood Control District
24	HHSA ⁴
27	Lake Berryessa
28	Law Library
31	Management Information Services
32	Behavioral Health
34	Napa Berryessa Resort Improvement District
35	Napa County Fair
36	Napa Valley Housing Authority
38A	Space Standards
41	Sheriff
41A	Supplemental Law Enforcement
41B	Physical Performance Program

¹ Although Administrative Policy Section 14 is being repealed, Resolution 79-101 shall not be repealed and shall remain in effect.

² Although Administrative Policy Section 16 is being repealed, Resolution 95-157 shall not be repealed and shall remain in effect.

³ Although Administrative Policy Section 17 is being repealed, Resolution 91-91 shall not be repealed and shall remain in effect.

⁴ Although Administrative Policy Section 24 is being repealed, Resolution 17-154 shall not be repealed and shall remain in effect.

42	Social Services ⁵
44	Reserved for future use
47	Veteran's Service Officer
48	Wildlife Conservation
A	2004 Vision Statement

⁵ Although Administrative Policy Section 42 is being repealed, Resolutions 57-77 and 82-35 shall not be repealed and shall remain in effect.