Board Agenda Item 29

DATE: October 23, 2018

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Administrative Policy Revisions

RECOMMENDED ACTION(S):

Approve the following revised Administrative Policies:

- **Administrative Policy 19 - Parking on County-Owned Grounds;**
- **Administrative Policy 21 - Legislative Program;**
- **Administrative Policy 28 - Board of Supervisors Agenda; and**
- **Administrative Policy 55 - Electronic Forms, Electronic and Digital Signatures.**

Approval of the recommended action will revise Administrative Policies 19, 21, 28, and 55 as listed in the recommended action. Staff is currently undertaking a review of your Board's Administrative Policies and recommending revisions for your consideration. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the proposed Administrative Policy (AP) revisions.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

Staff is currently in the process of reviewing and revising APs. The following is a brief outline of recommended revisions in each AP:

AP 19 - Parking on County-Owned Grounds

- Adds a designee of the County Administrative Officer for the responsibility of developing procedures to allocate parking areas according to Board policy.

AP 21 - Legislative Program

- Minor formatting changes;
- Defines County Platforms;
- Adds clarifying language that a Board Member, as a District Member, may send correspondence on legislation not included in the Platforms; and
- Clarifies when a legislative agenda item is required.

AP 28 - Board of Supervisors Agenda

- Clarifies the County Administrative Officer's responsibility in relation to Board meeting agendas; and
- Clarifies the Clerk of the Board's responsibility in the preparation and publication of the Board's meeting agendas.

AP 55 - Electronic Forms, Electronic and Digital Signatures

- Updates position titles as appropriate; and
- Adds language for digital signatures.

The County Administrative Officer's Management Directives associated with these APs are also being updated.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Redline and Final Drafts of APs 19, 21, 28, and 55

CAO ANALYST:

Samantha Buck