



Board Agenda Item 27

DATE: November 5, 2019
TO: Board of Supervisors
SUBMITTED BY: Jean M. Rousseau, County Administrative Officer
SUBJECT: Administrative Policy Revision/Update

RECOMMENDED ACTION(S):

1. **Approve revised Administrative Policy 46 - Review of applications referred by California Department of Alcoholic Beverage Control.**
2. **No changes recommended for Administrative Policies 22 and 23.**

Staff is currently undertaking a review of your Board's Administrative Policies and recommending revisions for consideration. Approval of the first recommended action will revise Administrative Policy 46. Administrative Policies 22 and 23 have been reviewed and no action is recommended. This item is countywide.

ALTERNATIVE ACTION(S):

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

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 the recommended AP 46 revision:

AP 46 - Review of applications referred by California Department of Alcoholic Beverage Control

- Updates Clerk's title to Clerk of the Board.

The County Administrative Officer's Management Directive associated with AP 46 is also being updated.

Additionally, AP 22 and AP 23 have been reviewed and no changes are recommended.

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP46 - Redline
AP46 - Final
On file with Clerk - AP 22
On file with Clerk - AP 23

CAO ANALYST:

Ronald Alexander