



January 31st, 2018

MEMORANDUM

To: City of Stockton Audit Committee
From: Moss Adams
Subject: Quarterly Status Report: Directive and Policy Improvement Project

Moss Adams is assisting the City in a comprehensive update of the City's Administrative Directives, policies, and procedures. The City Manager's Office leads the Directive Oversight Committee, a cross-departmental committee of staff engaged in policy update, review, and departmental communication.

LAST QUARTER ACTIVITY

- Facilitated update of all Administrative Directives with City Manager's Office and Departments
 - 49 complete drafts
 - 37 approved by Executive Team
 - 8 in progress
- Began high priority policy update
 - 16 complete drafts
 - ASD and IT Departments drafting high priority policies
 - 145 policies in progress
- Added committee members to increase departmental representation in anticipation of Directive rollout.

NEXT QUARTER ACTIVITY

- Assist City Manager's Office in completion of 8 remaining Directives:
 - 11.09: Reporting to Meeting Bodies
 - Chapter 12: Human Resources
- Assist in rollout of Administrative Directives to City staff
- Continue to facilitate update of citywide policies