



Monterey County

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Board Report

Legistar File Number: 16-1261

January 10, 2017

Introduced: 11/2/2016

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

Approve a Policy for Expenditures for the Efficiency of County Operations, Convenience and Benefit of Employees, Visitors, and Volunteers, effective January 1, 2017.

RECOMMENDATION:

It is recommended that the Board of Supervisors approve a Policy for Expenditures for the Efficiency of County Operations, Convenience and Benefit of Employees, Visitors, and Volunteers, effective January 1, 2017.

SUMMARY:

This policy establishes standards for the purchase of equipment, goods and services for the convenience and benefit of employees, visitors, and volunteers, as well as to facilitate the efficiency of County Operations. This policy shall also serve as a guide to staff regarding standardized and safe product specifications and appropriate use of public funds for these types of purchases.

DISCUSSION:

To facilitate efficiency and accommodate employees, visitors, and volunteers, this policy will provide departments guidelines toward purchasing items for recognition of employees and small equipment such as microwaves and refrigerators to store and heat food items. Under this policy, equipment shall be located in designated areas within a building or facility that is accessible to staff, visitors, and volunteers for breaks and meal times.

Department heads or their subordinate appointing authorities will be responsible for approval and oversight of such public expenditures and ensuring that each purchase is necessary and meets the appropriate product specification. The policy outlines the limited list of items permitted under this policy.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed and approved the policy as to form.

FINANCING:

Financing of purchases under this policy will be included within each department's budget. Costs for such items shall not exceed amounts outlined within the policy.

Prepared by: Mike Derr, Contracts/Purchasing Officer, x4992

Approved by: Dewayne Woods, Assistant County Administrative Officer, x5309

Attachments: Policy - Expenditures for the Convenience and Benefit of Employees, Visitors, and Volunteers.

