



Monterey County

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Board Report

Legistar File Number: 18-183

February 27, 2018

Introduced: 2/20/2018

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive and approve four County Administrative Office (CAO) Policies.

- a. Receive and approve five (4) County Administrative Office (CAO) Policies for inclusion in the Board of Supervisors Board Policy Manual; and
- b. Provide direction as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and approve four (4) County Administrative Office (CAO) Policies for inclusion in the Board of Supervisors Board Policy Manual; and
- b. Provide direction as appropriate.

SUMMARY:

Board Referral 2013.20 requested the development of a central repository for non-codified County policies relating to the conduct of the public's business. All policies are reviewed and updated as appropriate. Four (4) County Administrative Office (CAO) policies are being presented for approval.

DISCUSSION:

The Board of Supervisors Board Policy Manual, an electronic platform was created to develop a central repository for non-codified County policies. The Board of Supervisors approved the platform known as the "Board Policy Manual" including a policy, procedures, and a standard policy template on April 25, 2017.

The following CAO Policies have been reviewed and updated for the Board of Supervisors approval.

G-94, County Facility Art Exhibition Policy

The policy sets guidelines to identify and support the local visual arts community by offering highly visible public space for the exhibition of artwork at designated County facilities.

G-160, Office Environment Policy

The policy establishes Countywide guidelines for office environment.

G-180, Safe Guidelines for the Use of Appliances

The policy sets guidelines and provides responsibilities regarding the installation and safe use of appliances.

G-50, Guidelines Regarding Campaigning or Displaying Political Materials and Guidance

Regarding Wearing or Displaying Campaign/Political Materials

The Policy Section III, Number 4, a-c has been updated.

OTHER AGENCY INVOLVEMENT:

The CAO, CAO-Intergovernmental & Legislative Affairs Division, CAO Contracts Purchasing, CAO Office of Community Engagement and Advocacy, Civil Rights Office, County Counsel Health Department, and Resource Management Agency have been involved in the creation or revision of the policies.

FINANCING:

County Administrative Office - Department 1050, Intergovernmental & Legislative Affairs Division-Unit 8054 manages the Board Policy Manual. Approval of the recommendations will not result in additional general fund contributions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Strategic Initiative Policy Areas integrate with the Board Policy Manual Policies.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

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Approved by: Nicholas E. Chiulos, Assistant CAO, x5145

Nicholas E. Chiulos, Assistant County Administrative Officer

Date

Attachments are on file with the Clerk of the Board

cc: Mike Derr, Contracts Purchasing
Claudio Valenzuela, Registrar of Voters

Attachments:

- A: G-94, County Facility Art Exhibition Policy
- B: G-160, Office Environment Policy
- C: G-180, Safe Guidelines for the Use of Appliances
- D: G-50, Guidelines Regarding Campaigning or Displaying Political Materials and Guidance Regarding Wearing or Displaying Campaign/Political Materials