



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

<b>File #:</b>	18-183	<b>Name:</b>	CAO report
<b>Type:</b>	General Agenda Item	<b>Status:</b>	Consent Agenda
<b>File created:</b>	2/20/2018	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	2/27/2018	<b>Final action:</b>	
<b>Title:</b>	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.		
<b>Sponsors:</b>			
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>	1. Board Report, 2. G-94_County Facility Art Exhibition Policy, 3. G-160_Office Environment Policy, 4. G-180_Safe Guidelines for the Use of Appliances, 5. G-50_Campaign and Political Guidelines_revision_02202018, 6. Completed Board Order		

Date	Ver.	Action By	Action	Result
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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

Prepared by: Joann Iwamoto, Management Analyst III, x3017

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

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Nicholas E. Chiulos, Assistant County Administrative Officer  
Attachments are on file with the Clerk of the Board

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Date

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