

ORDINANCE NO. 10876 (N.S.)

**AN ORDINANCE AMENDING ARTICLE XXIIb OF THE SAN DIEGO COUNTY  
ADMINISTRATIVE CODE, RELATING TO THE DEPARTMENT OF GENERAL SERVICES**

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** Section 398.3 of the San Diego County Administrative Code is hereby amended to read as follows:

**SEC. 398.3. DIRECTOR TO APPOINT PERSONNEL.**

The Director shall appoint and employ such personnel as may be necessary to properly conduct the business of the Department. All appointments and employments made by the Director shall be in accordance with the provisions of the County Charter, the Rules of the Civil Service Commission and County ordinances.

**Section 2.** Section 398.5 of the San Diego County Administrative Code is hereby amended to read as follows:

**SEC. 398.5. FUNCTIONS OF THE DEPARTMENT.**

The Department shall perform such functions as may be assigned to it, including the following:

- (a) Provide facilities management, including development, implementation, cost management and programming responsibilities of the County's annual Capital Improvements Plan.
- (b) With regard to County Facilities:
  - (1) Provide project management, plans and specifications for the construction, alterations or repair of County buildings, structures, improvements, and equipment.
  - (2) Inspect and supervise the construction, alteration and repair work on all County facilities whether such work is performed by County forces and equipment or under contract. In the case of contracted construction or repair work, the Director shall require the work to be done in accordance with the plans and specifications filed with the Board, when required by State Statutes, and from time to time as the Board may direct, report to the Board regarding the progress and cost of all such work.
  - (3) Develop standards for the construction of County facilities.
  - (4) Adhere to County-adopted standards for the utilization of space within County facilities.
  - (5) Maintain a record of the drawings and plans for all construction, alterations and repair of County facilities.

- (c) Exercise responsibility for the lease of real property for County use, the management and monitoring of such leases and the termination, extension or renewal of lease agreements.
- (d) The real property lease functions of the Department shall apply to all real property owned by or leased by or to the County, except such property acquired by the County for public road, highway or bridge construction, flood control, solid waste disposal, open space, airport and park purposes, and land leased by the County for exclusive use of the Department of Public Works for rock quarries, sand and gravel pits or borrow pits.
- (e) Operate and maintain County facilities including the structural, mechanical, electrical, plumbing and lighting systems, and the adjoining grounds and parking lots.
- (f) Provide janitorial, landscaping, and trash removal services required for County facilities and property.
- (g) Provide security protection services for County facilities and property.
- (h) The Director shall exercise responsibility for procurement, inventory, regulatory compliance, preventive maintenance, repair, fueling and disposal of all County-owned vehicles and mobile equipment regardless of funding source. For the purpose of this document, vehicles and mobile equipment are defined as motorized and self-propelled on- and off-road vehicles, maintenance equipment and related towed equipment, such as trailers and trailer-mounted power units, hereinafter referred to as "vehicles." All County-owned vehicles except Department of Public Works vehicles and those purchased out of special district or limited purpose funds shall be assigned to the Director and will be allocated to meet department requirements.
- (i) Provide program management to promote and execute energy efficient County facilities and property while addressing renewable energy and demand reduction.
- (j) [Reserved]
- (k) Control and manage the inter-office and related mail services for County departments.
- (l) Budget for, manage and monitor the County's utilities, with the exception of voice, data, and video communications, consumption and related costs.
- (m) Exercise responsibility for the appraisal, acquisition, leasing and disposal of all real property owned by the County including easements, right-of-way, permits and concessions; except as otherwise provided in this Code. Where a lessee of County property, in accordance with provisions of the lease, desires to sublease all or a portion of the leased premises for purposes permitted by the lease terms, and where the sublease is subordinate to the master lease in all respects, and where there is no anticipated diminution in rent to the County or service to the public, the Director is hereby authorized on behalf of the County as lessor to consent to such subleases.


- (n) Operate a relocation assistance program, pursuant to rules and regulations established by the Board of Supervisors, to assist persons, businesses or farm operations required to relocate because of the acquisition of real property by the County.
- (o) Establish and maintain a Real Property inventory of all land and improvements owned by the County, except public streets and highways.
- (p) Accept deposits for the processing of applications for vacations, easements, irrevocable offers of dedication, preparation of documents for Board approval processing and Board Policy J-33 processing. The amount of said deposits shall be prescribed by the Board of Supervisors. Completion of the requested actions may be subject to final approval by the Board of Supervisors or the County department having jurisdiction.

**Section 3.** This ordinance shall take effect and be in force thirty days after its passage, and before the expiration of fifteen days after its passage, a summary hereof shall be published once with the names of the members of this Board voting for and against it in a newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY  
CLAUDIA G. SILVA  
COUNTY COUNSEL

By: Walter J. de Lorrell III, Chief Deputy County Counsel

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 5<sup>th</sup> day of December 2023.



NORA VARGAS  
Chair, Board of Supervisors  
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Vargas, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

ATTEST my hand and the seal of the Board of Supervisors this 5<sup>th</sup> day of December 2023.

ANDREW POTTER  
Clerk of the Board of Supervisors

By

  
Nancy Vizcarra, Deputy

Ordinance No.: 10876 (N.S.)  
Meeting Date: 12/05/2023 (19)