



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

NORA VARGAS  
First District

JOEL ANDERSON  
Second District

TERRA LAWSON-REMER  
Third District

MONICA MONTGOMERY STEPPE  
Fourth District

JIM DESMOND  
Fifth District

**DATE:** October 8, 2024 and October 22, 2024

**19**

**TO:** Board of Supervisors

### SUBJECT

**SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE FINANCE AND GENERAL GOVERNMENT GROUP (10/8/24 – First Reading; 10/22/24 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)**

### OVERVIEW

In accordance with Board of Supervisors (Board) Policy A-76, Sunset Review Process, the Finance and General Government Group (FG3) periodically reviews certain Board Policies, provisions of the San Diego County Code of Administrative Ordinances (Administrative Code), and provisions of the San Diego County Code of Regulatory Ordinances (Regulatory Code) to ensure that they reflect current Board standards and practices. FG3 also reviews for any changes in laws, policies, or regulations that govern County departmental operations and services and recommends amendments accordingly.

Today's recommendations are the culmination of these efforts. Staff recommends the following actions: 1) determine that no amendments are necessary to certain policies and code provisions, 2) determine that amendments are necessary to certain policies and code provisions 3) defer the sunset review of certain policies and code provisions until December 31, 2025, 4) direct the Director, Department of Purchasing and Contracting, to enter into negotiations with existing landscaping contractors, including tree trimming and care contractors, to amend their contract(s) to incorporate the Contract Standards for Janitorial, Landscaping and Security Services Contracts Policy, and if negotiations are unsuccessful, to issue competitive solicitations for these landscaping contracts that will incorporate such standards at the first available time operationally and contractually available, and upon successful negotiations and determination of a fair and reasonable price, award such contracts, and 5) approval of the first reading of the Ordinances on October 8, 2024 and adoption of the Ordinances on October 22, 2024.

Today's recommendations request the Board's approval of the introduction of ordinances (first reading) to amend and repeal the corresponding administrative codes with needed changes. If the Board takes action as recommended, then on October 22, 2024, staff recommends the Board adopt the Ordinances (second reading). If the proposed ordinances are altered on October 22, 2024, then on that date a subsequent meeting date will be selected for the ordinances' adoption.

**SUBJECT:** SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE FINANCE AND GENERAL GOVERNMENT GROUP (10/8/24 – First Reading; 10/22/24 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)

**RECOMMENDATION(S)**

**CHIEF ADMINISTRATIVE OFFICER**

**On October 8, 2024:**

5. Approve the introduction of Ordinances (First Reading):

AN ORDINANCE AMENDING ARTICLE XII-D OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE DEPARTMENT OF HUMAN RESOURCES

AN ORDINANCE AMENDING ARTICLE VII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO BUDGET AND FINANCIAL PROCEDURES AND APPROPRIATION, REVENUE AND STAFFING LIMITATIONS

AN ORDINANCE AMENDING ARTICLE VIII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE CHIEF ADMINISTRATIVE OFFICER

**If, on October 8, 2024, the Board takes the action as recommended by recommendation 5, then, on October 22, 2024:**

1. Approve the adoption of the Ordinances (Second Reading):

AN ORDINANCE AMENDING ARTICLE XII-D OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE DEPARTMENT OF HUMAN RESOURCES

AN ORDINANCE AMENDING ARTICLE VII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO BUDGET AND FINANCIAL PROCEDURES AND APPROPRIATION, REVENUE AND STAFFING LIMITATIONS

AN ORDINANCE AMENDING ARTICLE VIII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE CHIEF ADMINISTRATIVE OFFICER

2. Approve the sunset review date of December 31, 2031, for these ordinances.

**EQUITY IMPACT STATEMENT**

The County of San Diego's policies and code provisions impact residents of the county. In the review of them, staff considered and accounted for impacts to all communities. In addition, the recommended amendments to policies and code provisions before the Board ensure the use of inclusive pronouns.

**SUBJECT:** SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE FINANCE AND GENERAL GOVERNMENT GROUP (10/8/24 – First Reading; 10/22/24 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)

## **SUSTAINABILITY IMPACT STATEMENT**

County of San Diego (County) staff reviewed and, where necessary, is recommending amendments to existing policies and code provisions in alignment with our current County sustainability goals and practices. The recommendations before the Board include updates to Board Policies that incorporate the goal of proper use of county resources to work towards sustainability efforts. Recommendations also ensure policies reflect updated regulations provided by the California Resources Board (CARB). Additionally, the recommendations include updates that promote economic sustainability.

## **FISCAL IMPACT**

Funds for Recommendations 2 and 4 as they relate to changes proposed for Board Policy B-74 are not included in the Fiscal Year 2024-25 Operational Plan for Public Works and Parks and Recreation. If approved, this request will result in increased estimated costs and revenue for Fiscal Year 2024-25 of approximately \$155,000 in Public Works and \$25,000 in Parks and Recreation. These are estimates based on prior implementation of Board Policy B-74 requirements in other County landscaping contracts. However, variables including scope and if a Request for Proposal is required could cause the actual fiscal impact to vary. For Parks and Recreation, the additional cost would be absorbed through reduced contracts scope and redirecting operations staff to perform certain activities otherwise performed by contract staff. The funding source would be redirection of existing one-time General Purpose Revenue for the Comprehensive Tree Program. For Public Works, the cost increase will be absorbed by the department through the redirection of existing revenue from various special revenue funds and through reduced contract scope. There will be no additional staff years.

The estimated annual ongoing fiscal impact starting in Fiscal Year 2025-26 is \$310,000 in Public Works and \$50,000 in Parks and Recreation. The funding source is anticipated to be various special revenue funds for Public Works and General Purpose Revenue for Parks and Recreation and will be included in the Fiscal Year 2025-26 Operational Plan based on available funding source. There will be no additional staff years.

## **BUSINESS IMPACT STATEMENT**

N/A

## **ADVISORY BOARD STATEMENT**

N/A

## **BACKGROUND**

In accordance with Board of Supervisors (Board) Policy A-76, Sunset Review Process, the Finance and General Government Group (FG3) periodically reviews certain Board Policies, provisions of the San Diego County Code of Administrative Ordinances (Administrative Code), and provisions of the San Diego County Code of Regulatory Ordinances (Regulatory Code) to ensure that they reflect current Board standards and practices. FG3 also reviews for any changes in laws, policies

**SUBJECT:** SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE FINANCE AND GENERAL GOVERNMENT GROUP (10/8/24 – First Reading; 10/22/24 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)

or regulations that govern County departmental operations and services and recommends amendments accordingly.

**Recommendation #5 & October 22, 2024 Recommendations**

County staff have reviewed and recommend changes to the below listed Administrative Code provisions. Recommendation #5 is the first of two steps in approving changes to the Administrative Code. If approved, the ordinances that are being submitted for introduction and first reading on October 8, 2024, would return for a second reading and consideration on October 22, 2024. On October 8, 2024, the Board may also consider a sunset review date of December 31, 2031, for these code provisions.

a. Administrative Code Article XII-D Department of Human Resources

Minor Changes are recommended to terminology used to provide clarity around processes in the Department of Human Resources, including its purpose of appointments of personnel, functions of the department, preparation of its budget and supervision of expenditures, reports of personnel transactions, processing of workers compensation claims, plans for accident prevention and safety, roles of a risk manager, powers and duties of loss prevention unit, appointments of Department Safety officers and establishing their duties.

b. Administrative Code Article VII Budget and Financial Procedures and Appropriation, Revenue and Staffing Limitations

Changes expand the use of one-time over-realized General Purpose Revenue generated by greater-than-anticipated assessed value growth to include replenishing the General Fund minimum reserve balance requirement as needed, update references of Deputy Chief Administrative Officer/Chief Financial Officer to Chief Financial Officer, and recommendations to update pronoun references.

c. Administrative Code Article VIII Chief Administrative Officer

Changes were made to reflect updated department names and staff titles. The CAO Policy Director, Chief Binational Affairs Officer, Chief Financial Officer, and Chief People Officer positions were added to CAO staff roster.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Approval of these recommended actions will support the Strategic Initiatives of Sustainability, Equity, Empower, Community, and Justice in the County of San Diego's 2024-2029 Strategic Plan.

Respectfully submitted,

**SUBJECT:** SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE FINANCE AND GENERAL GOVERNMENT GROUP (10/8/24 – First Reading; 10/22/24 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)



EBONY N. SHELTON  
Chief Administrative Officer

**ATTACHMENT(S)**

Attachment AP – AN ORDINANCE AMENDING ARTICLE XII-D OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE DEPARTMENT OF HUMAN RESOURCES (Clean)

Attachment AQ – AN ORDINANCE AMENDING ARTICLE XII-D OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE DEPARTMENT OF HUMAN RESOURCES (Info)

Attachment AR – AN ORDINANCE AMENDING ARTICLE VII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO BUDGET AND FINANCIAL PROCEDURES AND APPROPRIATION, REVENUE AND STAFFING LIMITATIONS (Clean)

Attachment AS – AN ORDINANCE AMENDING ARTICLE VII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO BUDGET AND FINANCIAL PROCEDURES AND APPROPRIATION, REVENUE AND STAFFING LIMITATIONS (Info)

Attachment AT – AN ORDINANCE AMENDING ARTICLE VIII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE CHIEF ADMINISTRATIVE OFFICER (clean)

Attachment AU – AN ORDINANCE AMENDING ARTICLE VIII OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE CHIEF ADMINISTRATIVE OFFICER (info)

Attachment AV – Summary of Ordinances