



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

PALOMA AGUIRRE
First District

JOEL ANDERSON
Second District

TERRA LAWSON-REMER
Third District

MONICA MONTGOMERY STEPPE
Fourth District

JIM DESMOND
Fifth District

DATE: November 4, 2025 and November 18, 2025

07

TO: Board of Supervisors

SUBJECT

SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE CHIEF ADMINISTRATIVE OFFICE (11/4/25 – First Reading; 11/18/25 – 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 Chief Administrative Office (CAO) 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. CAO 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 Board Policy A-130, County of San Diego Volunteer Policy until December 31, 2026 4) approval of the first reading of the Ordinances on November 4, 2025 and adoption of the Ordinances on November 18, 2025.

Today's recommendations request the Board's approval of the introduction of ordinances (first reading) to amend the corresponding administrative codes with needed changes. If the Board takes action as recommended, then on November 18, 2025, staff recommends the Board adopt the Ordinances (second reading). If the proposed ordinances are altered on November 18, 2025, then on that date a subsequent meeting date will be selected for the ordinances' adoption.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

1. Determine no change is necessary and approve the sunset review date of December 31, 2032, for the following Board of Supervisors Policies and Administrative Code provisions:

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- a. A-26 Responsibilities and Duties of the Chairperson and Vice Chairperson of San Diego County Board of Supervisors
 - b. A-80 Publication of Ordinance Summaries and Display Advertisement
 - c. B-26 Non-Acceptance of Surety Bonds
 - d. B-38 Tuition Refund Program
 - e. B-44 Audit Follow Up
 - f. Administrative Code Article IV, San Diego County Commission on the Status of Women and Girls
 - g. Administrative Code Article L, Treasurer and Tax Collector Eligibility and Educational Requirements
 - h. Administrative Code Article XXXIII, County Hearing Officer
2. Approve amendments and the sunset review date of December 31, 2032, for the following Board of Supervisors Policies:
 - a. A-73, Openness in County Government
 - b. B-3, Recovery of Payments Made in Error
 3. Defer the sunset review of the following Board of Supervisors Policy until December 31, 2026:
 - a. A-130, County of San Diego Volunteer Policy
 4. Approve the introduction of the following Ordinances (First Reading):

AN ORDINANCE AMENDING ARTICLE V OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE AUDITOR AND CONTROLLER

AN ORDINANCE AMENDING ARTICLE IX OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE OFFICE OF COUNTY COUNSEL

If, on November 4, 2025, the Board takes the action as recommended by recommendation 4, then, on November 18, 2025:

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

AN ORDINANCE AMENDING ARTICLE V OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE AUDITOR AND CONTROLLER

AN ORDINANCE AMENDING ARTICLE IX OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE OFFICE OF COUNTY COUNSEL

2. Approve the sunset review date of December 31, 2032, for these ordinances.

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EQUITY IMPACT STATEMENT

County departments are guided by several Administrative Codes, and Board Policies in order to serve the region and customers consistently and equitably. The periodic review of County codes and policies ensures that departments keep documents up to date, provide clarifying language and continue to guide departmental practices. Today's recommendations will contribute to providing equitable, inclusive, and consistent service to the community and customers. The revisions proposed in this Board Letter enable the County of San Diego to provide residents the opportunity to review the updates that are made for consistency, clarity, and accuracy.

SUSTAINABILITY IMPACT STATEMENT

County of San Diego (County) staff reviewed and, where necessary, are recommending amendments to existing policies and code provisions in alignment with our current County sustainability goals and practices.

FISCAL IMPACT

There is no fiscal impact associated with these recommendations. There will be no change in net General Fund cost and 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 Chief Administrative Office (CAO) 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. CAO also reviews for any changes in laws, policies or regulations that govern County departmental operations and services and recommends amendments accordingly.

Recommendation #1

The Board Policies and Administrative Code provisions listed in Recommendation #1 have been reviewed by County staff, and staff recommend that no changes are necessary. The recommendation requests approval of a new sunset date of December 31, 2032, for these policies and code provisions.

Recommendation #2

SUBJECT: SUNSET REVIEW OF BOARD OF SUPERVISORS POLICIES, COUNTY ADMINISTRATIVE CODE, AND COUNTY REGULATORY CODE PROVISIONS ASSIGNED TO THE CHIEF ADMINISTRATIVE OFFICE (11/4/25 – First Reading; 11/18/25 – Second Reading, unless the ordinances are modified on second reading) (DISTRICTS: ALL)

The Board Policies in Recommendation #2 have been reviewed by County staff. Staff recommend the following changes to these policies, as well as the approval of a sunset date of December 31, 2032:

- a) A-73, Openness in County Government
Amendments include minor typographical edits.
- b) B-3, Recovery of Payments Made in Error
Amendments include additional guidance to assist County departments and provide clarity on who is responsible for payments made in error, actions to be taken when this occurs and how invoices will be processed for payments made in error.

Recommendation #3

The County supports and encourages the use of volunteers to cultivate and enhance civic engagement and participation. Currently, the Clerk of the Board of Supervisors provides coordination support, and volunteer programs are department-based and managed as appropriate. Given recent organizational changes, additional time is needed to best advise amendments to any policies related to the County's Volunteer Program. As such, staff recommends deferring the sunset review for the following Board Policy to allow for further review and evaluation within the larger framework.

- a) A-130, County of San Diego Volunteer Policy

Recommendation #4 & November 18, 2025 Recommendations

County staff have reviewed and recommend changes to the below listed Administrative Code provisions. Recommendation #4 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 November 4, 2025, would return for a second reading and consideration on November 18, 2025. On November 4, 2025, the Board may also consider a sunset review date of December 31, 2032, for these code provisions.

- a. Administrative Code Article V - Auditor and Controller
An amendment to update the reference that the Auditor & Controller shall act under the supervision of the Chief Financial Officer instead of the Deputy Chief Administrative Officer.
- b. Administrative Code Article IX - Office of County Counsel
Amendments to clarify language that County Counsel has authority to settle actions against the County, in certain cases without Board approval. The proposed language will clarify County Counsel's ability to settle litigation matters, with Board approval when necessary and within County Counsel designated authority (\$100,000).

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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 2025-2030 Strategic Plan.

Respectfully submitted,



EBONY N. SHELTON
Chief Administrative Officer

ATTACHMENT(S)

Attachment A – Board Policies and Administrative Code without Changes

Attachment B – A-73 (Clean)

Attachment C – A-73 (Info)

Attachment D – B-3 (Clean)

Attachment E – B-3 (Info)

Attachment F – AN ORDINANCE AMENDING ARTICLE V OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE AUDITOR AND CONTROLLER (Clean)

Attachment G – AN ORDINANCE AMENDING ARTICLE V OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE AUDITOR AND CONTROLLER (Info)

Attachment H – AN ORDINANCE AMENDING ARTICLE IX OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE OFFICE OF COUNTY COUNSEL (Clean)

Attachment I – AN ORDINANCE AMENDING ARTICLE IX OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE, RELATING TO THE OFFICE OF COUNTY COUNSEL (Info)

Attachment J – Summary of Ordinances