

**AN ORDINANCE AMENDING  
ADMINISTRATIVE CODE SECTIONS  
CLEAN VERSION**

## AN ORDINANCE AMENDING ADMINISTRATIVE CODE SECTIONS

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

**Section 1.** Section 23.102 of the Administrative Code is hereby amended to read as follows:

### SEC. 23.102. REGISTRATION.

(a) Except as provided in section 23.103, an individual who, on behalf of any corporation, firm, organization or individual other than themselves attempts to influence any County Decision by contacting, personally or by telephone any of the following County Officers or Employees shall prior to the contact, or within 5 days of the contact, register with the Clerk of the Board of Supervisors ("Clerk of the Board") as a County legislative advocate:

- (1) Members of the Board of Supervisors
- (2) Members of Planning Commission
- (3) Members of Assessment Appeals Board
- (4) Members of Civil Service Commission
- (5) Board Representatives of the Board of Supervisors
- (6) County Assessor/Recorder/County Clerk
- (7) Assistant County Assessor/Recorder County Clerk
- (8) Chief Deputy, Assessor/Recorder/County Clerk
- (9) District Attorney
- (10) Assistant District Attorney
- (11) Sheriff
- (12) Undersheriff
- (13) County Treasurer/Tax Collector
- (14) Assistant County Treasurer/Tax Collector
- (15) Chief Deputy, Treasurer/Tax Collector
- (16) Director of Planning and Development Services
- (17) Assistant Director of Planning and Development Services
- (18) Director of General Services
- (19) Assistant Director of General Services
- (20) Chief Administrative Officer
- (21) Assistant Chief Administrative Officer/Chief Financial Officer
- (22) Members of San Diego County Capital Asset Leasing Corporation (SANCAL) Board of Directors
- (23) Director of Purchasing and Contracting
- (24) Assistant Director of Purchasing and Contracting

(b) An individual representing a firm of which they are a member shall be deemed to be representing an individual other than themselves.

(c) The registration requirement imposed by this section shall apply to all individuals conducting the activities described in subsection (a) above. A corporation, firm, or organization employing persons engaged in lobbying activities may not elect to register in its own name.

(d) The Clerk of the Board shall maintain a current list of all individuals registered under this section and update the list at least once a month.

**Section 2.** Section 31.103 of the Administrative Code is hereby amended to read as follows:

### SEC. 31.103. EMERGENCY SERVICES IN THE COUNTY.

(a) Director of Emergency Services; Succession; Statutory Designations.

(1) The County Chief Administrative Officer (CAO) shall be the County of San Diego Director of Emergency Services ("Director") and shall be responsible for the operational response to an emergency. In the event the CAO is unavailable to serve as Director, the person(s) designated as the CAO's successor as Director of Emergency Services are, in order of succession, the Assistant Chief Administrative Officer/Chief Financial Officer (ACAO/CFO), the Deputy Chief Administrative Officer of the Public Safety Group (DCAO-PSG), and the Director of the Office of Emergency Services.

(2) The Board of Supervisors for the County of San Diego hereby designates the County of San Diego Director of Emergency Services, and in the event the Director is unavailable, the Director's successors as set forth above, as

the County of San Diego official(s) who may proclaim local emergencies, promulgate orders and regulations, and command the aid of citizens, in the County of San Diego Operational Area pursuant to the California Emergency Services Act, including but not limited to Government Code sections 8610, 8630 and 8634.

(b) County of San Diego Operational Area. Pursuant to the Joint Exercise of Powers Act (Government Code sections 6500 et seq.) and the California Emergency Services Act (Government Code sections 8550 et seq.), the County of San Diego and incorporated cities have entered into a joint powers agreement entitled the "Unified San Diego County Emergency Services Agreement" ("Emergency Services Agreement"). The Emergency Services Agreement establishes the Unified San Diego County Emergency Services Organization ("USDCESO") and Unified Disaster Council ("UDC"). The Emergency Services Agreement organizes and structures the County of San Diego Operational Area and provides for unified and coordinated emergency services among the parties to the Emergency Services Agreement. The purpose of USDCESO, the UDC and the Emergency Services Agreement is to coordinate and facilitate regional plans and programs for the preservation and safety of life and property, and to make provisions for the execution of plans, programs and mutual aid assistance in the event of emergencies or disasters without limiting statutory jurisdictional authority.

(c) Emergency Services In The Unincorporated Areas Only of the Operational Area.

(1) The Director of Emergency Services is authorized to:

(A) Control and direct the efforts of the emergency services organization of the unincorporated area and to implement the County of San Diego Operational Area Emergency Plan.

(B) Request the Board proclaim the existence or threatened existence of a countywide local emergency if the Board is in session or proclaim a local emergency if the Board is not in session, subject to ratification by the Board within seven days.

(C) Direct the coordination and cooperation between public and private agencies located in the unincorporated area and staff of the emergency services organization and resolve questions of authority and responsibility that may arise among them.

(2) Whenever a state of war emergency exists, the Governor or the Director of the State Office of Emergency Services proclaims a state of emergency or a local emergency is proclaimed in the unincorporated area, the Director of Emergency Services is empowered to:

(A) Make and issue rules and regulations on matters within the County of San Diego's police power, provided the rules and regulations are confirmed by the Board of Supervisors at the earliest possible time.

(B) Obtain vital resources for the protection of life and property and bind the County of San Diego for the fair market value of the resources and if necessary, commandeer the resources for public use.

(C) Require emergency services of any County officer or employee and to command the aid of as many citizens as may be necessary. Any person required to serve under this paragraph shall be entitled to all privileges, benefits and immunities as are provided by State law for registered disaster service workers.

(D) Requisition necessary personnel or material of any County department or agency.

(E) Execute all of the special powers conferred by this chapter or by resolution adopted pursuant to this chapter, all powers conferred by any statute or agreement approved by the Board of Supervisors or any other lawful authority and to exercise all police powers vested in the County of San Diego by the State Constitution and general laws. Nothing in this section is intended to limit any of the powers or authority conferred by federal or state law.

**Section 3.** Section 57 of the Administrative Code is hereby amended to read as follows:

#### SEC. 57. HOLIDAYS / OFFICE HOURS.

Except as otherwise provided in this Administrative Code or by resolution of the Board all County offices shall be open to the public from 8:00 a.m. to 5:00 p.m. on every day of the week except Saturdays, Sundays and the following holidays:

- (a) January 1<sup>st</sup>, known as "New Year's Day".
- (b) The third Monday in January, known as "Martin Luther King Day".
- (c) The third Monday in February, known as "President's Day".
- (d) March 31, known as "Farmworkers Day".
- (e) The last Monday in May, known as "Memorial Day".
- (f) June 19<sup>th</sup>, known as "Juneteenth."
- (g) July 4<sup>th</sup>, known as "Independence Day".
- (h) The first Monday in September, known as "Labor Day".
- (i) November 11th, known as "Veteran's Day."
- (j) The Thursday in November appointed as Thanksgiving Day.

- (k) The Friday after Thanksgiving Day.
- (l) December 25<sup>th</sup>, known as "Christmas Day".

If a County holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday; if a County holiday falls on a Sunday, the following Monday shall be deemed to be the holiday. For purpose of this section any holiday appointed by the President or Governor pursuant to subdivision (n) of Section 6700 of the Government Code, except for Thursday in November appointed as Thanksgiving Day, shall not be a holiday unless established as a County holiday by ordinance or resolution of the Board of Supervisors.

Notwithstanding the above, the Chief Administrative Officer may approve limited closure of County offices to the public during holiday periods up to eight hours per day to be determined by the Chief Administrative Officer and the head of the office or department having supervision over the County office being closed to the public.

Such determination is to reduce costs and shall take into consideration the day and hours when public convenience and necessity are least impacted as a result of the County office being closed to the public and shall provide appropriate notice that such changes in office hours will occur, along with instructions for emergencies, and availability of other offices.

**Section 4.** Section 110 of the Administrative Code is hereby amended to read as follows:

**SEC. 110. ALL OFFICES TO FOLLOW BUDGET AND FINANCIAL PROCEDURES SET FORTH IN THIS ARTICLE.**

All officials, persons, officers, departments, services, institutions, districts, boards and commissions for whom or for which the Board is required to adopt an annual budget as provided for in Section 29000, et seq., of the Government Code shall be governed by the following sections of this Article which are general in their nature.

The Assistant Chief Administrative Officer/Chief Financial Officer shall perform all duties considered necessary by the Board of Supervisors, and the Chief Administrative Officer for the formulation of the County's annual budget and for the financial management of County operations.

**Section 5.** Section 110.1 of the Administrative Code is hereby amended to read as follows:

**SEC. 110.1. FINANCIAL REPORTS.**

The Assistant Chief Administrative Officer/Chief Financial Officer, through the Chief Administrative Officer, shall provide a quarterly budget status report to the Board of Supervisors that may also recommend changes to appropriations to address unanticipated needs or to make technical adjustments to the budget in accordance with the County Budget Act. The reports shall include projections of appropriation and revenue variances by fund and budget unit through the end of the current fiscal year. These reports shall be placed on the Board's agenda consideration and posted online as required by law.

**Section 6.** Section 111 of the Administrative Code is hereby amended to read as follows:

**SEC. 111. ASSISTANT CHIEF ADMINISTRATIVE OFFICER/CHIEF FINANCIAL OFFICER TO SUPPLY FORMS FOR ESTIMATES OF (1) SALARIES AND EMPLOYEE BENEFITS AND (2) SERVICES AND SUPPLIES AND OTHER OBJECTS OF EXPENDITURES.**

On or about the 10th day of February, the Assistant Chief Administrative Officer/Chief Financial Officer shall present to the officer who is the head of each office, department, institution and district and to each board and commission budget forms prepared by said Assistant Chief Administrative Officer/Chief Financial Officer on which such officer, board or commission shall prepare estimates of (1) Salaries and Employee Benefits expenditures and (2) Services and Supplies, Other Charges, Fixed Assets and Expenditure Transfers and Reimbursements for the next ensuing fiscal year.

**Section 7.** Section 113 of the Administrative Code is hereby amended to read as follows:

**SEC. 113. ESTIMATES TO BE SUBMITTED TO ASSISTANT CHIEF ADMINISTRATIVE OFFICER/CHIEF FINANCIAL OFFICER AND CHIEF ADMINISTRATIVE OFFICER**

The officer who is the head of each office, department, institution and district and each board and commission shall file with the Assistant Chief Administrative Officer/Chief Financial Officer and the Chief Administrative Officer on the forms furnished by the Assistant Chief Administrative Officer/Chief Financial Officer, itemized estimates of proposed expenditures required by such office, department, institution, district, board or commission for the next

ensuing fiscal year, together with an itemized estimate showing the anticipated revenue from sources other than property taxation, that will accrue to the office, department, institution, district, board or commission and such additional information thereon as may be required by the Assistant Chief Administrative Officer/ Chief Financial Officer and the Chief Administrative Officer. The estimates of Salaries and Employee Benefits, Services and Supplies, Other Charges, Fixed Assets, estimated revenues, and Expenditure Transfers and Reimbursements shall be submitted as required herein not later than the 20th day of April of each year.

**Section 8.** Section 114 of the Administrative Code is hereby amended to read as follows:

**SEC. 114. ASSISTANT CHIEF ADMINISTRATIVE OFFICER/CHIEF FINANCIAL OFFICER TO FILE BUDGET ESTIMATES WITH CHIEF ADMINISTRATIVE OFFICER.**

On or about the fourth week of May of each year the Assistant Chief Administrative Officer/ Chief Financial Officer shall file with the Chief Administrative Officer who in turn shall file with the Board, a copy of the tabulation of the budget estimates of proposed expenditures and anticipated revenue for each office, department, institution, district, board and commission for the next ensuing fiscal year, as required by the provisions of Section 29062 of the Government Code.

**Section 9.** Section 116 of the Administrative Code is hereby amended to read as follows:

**SEC. 116. BOARD TO EXAMINE BUDGET ESTIMATES AND APPROVE BUDGET RECOMMENDATIONS OF CHIEF ADMINISTRATIVE OFFICER.**

Upon submission to the Board of Supervisors of the Assistant Chief Administrative Officer/ Chief Financial Officer's tabulation of budget estimates and the recommendations of the Chief Administrative Officer with respect thereto, said Board shall consider them and make such revisions, reductions or additions as it deems advisable. Unless the Board finds it impractical to do so, not later than the fourth week of June of each year, the Board shall approve by resolution the tabulation with the revisions, additions and changes in conformity with its judgement and conclusions as to a proper financial program for the next succeeding fiscal year in accordance with Section 29064 of the Government Code.

**Section 10.** Section 122 of the Administrative Code is hereby amended to read as follows:

**SEC. 122. CAO'S IMMEDIATE OFFICE.**

(a) There shall be in the Office of the Chief Administrative Officer the following positions:

- (1) Asst. CAO/Chief Financial Officer, who shall be the principal assistant to the CAO;
- (2) Director, Office of Ethics, Compliance and Labor Standards;
- (3) Director, Economic Development and Government Affairs
- (4) Director, Office of Equity and Racial Justice;
- (5) Chief Evaluation Officer, Office of Evaluation, Performance and Analytics;
- (6) CAO Chief of Staff;
- (7) CAO Project Manager;
- (8) CAO Policy Director; and
- (9) Chief Binational Affairs Officer

**Section 11.** Section 122.1 of the Administrative Code is hereby amended to read as follows:

**SEC. 122.1. APPOINTMENT AND EMPLOYMENT OF PERSONNEL.**

The CAO shall appoint and employ such personnel as may be necessary to carry out the duties of the Office of Chief Administrative Officer. The authority of the CAO to appoint and employ personnel may be exercised by the Asst. CAO/Chief Financial Officer, Deputy Chief Administrative Officers, and the Deputy Chief Administrative Officer/Director of the Health and Human Services Agency with respect to the

personnel allocated to each official or that official's Office or Group. All appointments and employments made pursuant to this section shall be in accordance with the provisions of the County Charter, Civil Service Rules, County ordinances and of the rules and policies established thereunder.

**Section 12.** Section 125 of the Administrative Code is hereby amended to read as follows:

**SEC. 125. CAO STAFF OFFICES.**

(a) There shall be in the Office of the Chief Administrative Officer the following Staff Offices:

- (1) Office of Economic Development and Government Affairs;
- (2) Office of Ethics, Compliance and Labor Standards;
- (3) Office of Equity and Racial Justice;
- (4) Office of Evaluation, Performance, and Analytics.

The CAO shall exercise general supervision of said staff offices.

(b) The CAO shall be the appointing authority of the Assistant Chief Administrative Officer/Chief Financial Officer, Directors of the Office of Economic Development and Government Affairs, the Office of Ethics, Compliance and Labor Standards, Office of Equity and Racial Justice, and Office of Evaluation, Performance, and Analytics, each of whom shall be in the Unclassified Service of the County. Such appointments shall be in accordance with the County Charter, County ordinances, and of the rules and policies established there under.

**Section 13.** Section 470 of the Administrative Code is hereby amended to read as follows:

**SEC. 470. AUTHORITY TO CONDUCT OFFICIAL BUSINESS OUTSIDE THE GEOGRAPHIC BOUNDARIES OF SAN DIEGO COUNTY (OUT-OF-COUNTY BUSINESS) AND WITHIN SAN DIEGO COUNTY (IN-COUNTY BUSINESS).**

(a) Except as otherwise provided, the Board of Supervisors (Board) delegates the authority for approving specific travel requests within San Diego County (in-County business) and outside the geographical boundaries of San Diego County (out-of-County business) to the Chief Administrative Officer and individual elected officials.

(b) For purposes of this section, the Chief Administrative Officer includes the following authorized representatives: Assistant Chief Administrative Officer/Chief Financial Officer (ACAO/CFO), Deputy Chief Administrative Officers (DCAO), the Director, Health and Human Services (Agency Director) and Department Heads. Department Heads may delegate in County and out-of-County business signatory authority to Executive Management (EM or UM) level staff within their Department or Agency.

(c) The Chief Administrative Officer, or authorized designee, may approve in-County and out-of-County travel requests and expense claims. However, personal travel requests and expense claims of authorized representatives (ACAO/CFO, DCAO, or Agency Director (HHSA)) require approval of the Chief Administrative Officer.

(d) In extraordinary circumstances, travel outside of the United States that requires prior Board approval as defined in this section, may be taken prior to receiving approval of the Board of Supervisors. Such out-of-County business must be presented for Board ratification at the next appropriate meeting.

These administrative procedures apply only to discretionary County business travel. They do not apply to "operational" travel that occurs in the course of carrying out the functions of a department in a business as usual situation. Examples include travel by Sheriff's deputies, County attorneys, public defenders, and deputy district attorneys or their investigators in connection with a pending case, or prisoner or witness transportation. "Operational travel" is subject to GSA per diem rates.

(e) Out-of-County business must be authorized as described above in order to qualify for reimbursement of related actual and necessary expenses. Prior to being taken, any request for out-of-County business activity must be submitted to the Chief Administrative Officer, or authorized designee, for approval on a form prescribed by the Auditor & Controller. Upon return, a claim containing actual and necessary expenditures will be submitted to the Chief Administrative Officer, or authorized designee, for approval prior to processing by the Auditor & Controller,

provided, however, that elected County officials may approve claims relating to their own approved out-of- County business.

(f) The Chief Administrative Officer, or authorized designee, may approve the following:

- Out-of-County business requests.
- Resultant claims.
- County business advances per Section 473.1.
- Unusual actual County business expenses per Section 472.1.
- Mode of transportation, including most appropriate available public carrier, per Section 474.
- Authorized County activities per Section 471.

(g) County business that is required by Federal or State law or court order shall be subject to the provisions of this Article unless otherwise specified.

(h) County officers and employees in the performance of official duties may conduct out-of-County business without specific authorization outside of the County of San Diego and into the Counties of Orange, Riverside, or Imperial. Specific approval must be obtained from the Board for travel to destinations outside of the United States. Business travel to Mexico and Canada is exempt from this restriction and should be budgeted.

(i) When on official County business, employees will not conduct County business at the expense of persons doing or seeking to do business with the County, without prior approval of the Chief Administrative Officer, or authorized designee.

(j) All payments made by the County pursuant to this Article shall be subject to applicable IRS rules and guidelines.

**Section 14.** Section 472.1 of the Administrative Code is hereby amended to read as follows:

#### SEC 472.1 UNUSUAL ACTUAL EXPENSES.

Actual incurred expenses in excess of those specified in Section 472 may be claimed and reimbursed for individual meals and lodging only under the following limited circumstances if satisfactory written justification for the necessity for incurring such expenses is submitted with the claim pursuant to Section 473. Meal reimbursements in excess of the current GSA per diem rate will be subject to federal and state taxes and reported as taxable income on Form W-2 according to IRS guidelines.

(a) Unusual costs may be reimbursed for meals taken at a banquet, breakfast, or luncheon organized by a non-County entity where the established price of the meal usually includes facility, speaker, or other costs.

(b) Unusual costs may be reimbursed for accommodations at or near the location of the meeting or conference site involved to minimize added ground transportation expenses and facilitate the purpose for which County business has been authorized, provided that other reasonable, less expensive accommodations are not readily available. There will be no unusual cost reimbursement for lodging within the County, or for Retreats located in or outside the County organized solely for the benefit of County Employees and Officials.

The Chief Administrative Officer may approve, or may delegate to the Assistant Chief Administrative Officer/Chief Financial Officer authority to approve specific exceptions to these restrictions for unique circumstances upon presentation of satisfactory justification.

**Section 15.** Section 496 of the Administrative Code is hereby amended to read as follows:

#### SEC. 496. AUTOMOBILE ALLOWANCE.

Each of the Elected Officials and Executive Management Staff ("EMS") hereinafter designated, as such designation may be hereafter modified from time to time, are entitled to be paid a monthly allowance as hereinafter set forth for the use of a non-County- owned vehicle in the performance of their duties subject to the following conditions:

(a) The Elected Official or EMS possesses a valid California driver's license appropriate to the class of vehicle being operated.

(b) Each such Elected Official or EMS shall at his or her own expense for the period covered by such allowance provide insurance protecting such Elected Official or EMS in the use of such vehicle against liability for bodily injury and property damage in not less than the following amounts: bodily injury, each person, \$100,000; each accident \$300,000; property damage \$25,000.

(c) In accordance with Board of Supervisors Policy H-10, Elected Officials and EMS may be provided a County-owned vehicle in lieu of the authorized automobile allowance if justified by their duties. Such request must be approved by the Chief Administrative Officer.

(d) Elected Officials and EMS who receive an automobile allowance shall not be entitled to be reimbursed for public transit within the County.

(e) Elected Officials or EMS covered by Board of Supervisors Policy H-10 shall not drive (except for a County-owned vehicle provided to the Elected Official or EMS in lieu of an automobile allowance) nor be transported in a County-owned vehicle, except on the rare occasion when such transport is unavoidable or would otherwise be extremely impracticable to avoid and in any event should not occur more than three times in any calendar month.

(f) Elected Officials and EMS who receive an automobile allowance or who have been provided a County-owned vehicle in lieu of an automobile allowance shall not be transported in a private vehicle owned by County staff while on County business except on the rare occasion when such transport is unavoidable or would otherwise be extremely impracticable to avoid and in any event should not occur more than three times in any calendar month.

(g) Elected Officials and EMS who receive an automobile allowance or who have been provided a County-owned vehicle in lieu of an automobile allowance shall not be entitled to mileage reimbursement for miles driven within the limits of San Diego County.

The following table of rates of automobile allowances is established for Elected Officials and EMS who are authorized to receive such allowances and who satisfy the conditions above. Such persons shall be paid that monthly amount set forth in the allowance rate appearing after the title of that Elected Official or EMS:

Rate Allowance	Monthly Allowance
A	\$1,000
B	\$ 750
C	\$ 675
D	\$ 600

and the following County officers be paid a monthly allowance at the rate herein specified:

<b>Elected Official</b>	<b>Rate Allowance</b>
Member, Board of Supervisors	
First District	A
Second District	A
Third District	A
Fourth District	A
Fifth District	A
Assessor/Recorder/County Clerk	A
District Attorney	A
Sheriff	A
Treasurer-Tax Collector	A

<b>Executive Management Staff</b>	<b>Rate Allowance</b>
Chief Administrative Officer	A
Assistant Chief Administrative Officer/Chief Financial Officer	B
Chief Information Officer	C
County Counsel	C
Deputy Chief Administrative Officer	C
Deputy Chief Administrative Officer/ Director, Health and Human Services	C
Director, Human Resources	C
Agricultural Commissioner/Sealer of Weights and Measures	D
Air Pollution Control Officer	D
Auditor & Controller	D

Chief Evaluation Officer	D
Chief Medical Examiner	D
Chief Medical Officer	D
Chief Operations Officer, HHS	D
Chief Probation Officer	D
Chief Sustainability Officer	D
Clerk of the Board of Supervisors	D
Director, Aging and Independence Services, Public Administrator/Public Guardian	D
Director, Animal Services	D
Director, Behavioral Health Services	D
Director, County Fire	D
Director, County Library	D
Director, Child Support Services	D
Director, County Communications Office	D
Director, Department of Public Works	D
Director, Departmental Operations	D
Director, Environmental Health and Quality	D
Director, General Services	D
Director, Housing and Community Development Services	D
Director, Office of Emergency Services	D
Director, Office of Equity and Racial Justice	D
Director, Office of Ethics, Compliance and Labor Standards	D
Director, Office of Economic Development and Governmental Affairs	D
Director, Parks and Recreation	D
Director, Planning and Development Services	D
Director, Purchasing and Contracting	D
Director, Regional Operations	D
Executive Officer, Citizens Law Enforcement Review Board	D
Executive Officer, Civil Service Commission	D
Public Defender	D
Public Health Officer	D
Registrar of Voters	D
Retirement, Chief Executive Officer	D
Director, Child and Family Well-Being	D

**Section 16.** Amendments to these codes shall take effect June 12, 2026. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY

Damon. M. Brown, County Counsel

BY: Heather Murray, Principal Deputy County Counsel