

**COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
TUESDAY, NOVEMBER 04, 2025**

**MINUTE ORDER NO. 7**

**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:
  - 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.

### **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

## **ACTION:**

ON MOTION of Supervisor Montgomery Steppe, seconded by Supervisor Aguirre, the Board of Supervisors took action as recommended, on Consent; and took action to further consider and adopt the Ordinances on November 18, 2025.

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

State of California)  
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER  
Clerk of the Board of Supervisors



Signed  
by Andrew Potter

