

ORDINANCE NO. _____(N.S.)
**AN ORDINANCE AMENDING ARTICLE XXVII OF THE SAN DIEGO COUNTY
ADMINISTRATIVE CODE, RELATING TO THE BOARD OF SUPERVISORS**

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

Section 1. Section 503 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 503. AGENDA FOR MEETINGS OF THE BOARD.

- (a) The Clerk of the Board of Supervisors shall prepare and issue an agenda for each regular meeting of the Board. A regular meeting of the Board shall be held on Tuesdays and Wednesdays according to a schedule established each year by the Chair of the Board of Supervisors. The Tuesday portion of the meeting shall be known as the Legislative session. The Wednesday portion of the meeting is to be known as the Land Use session. The Legislative and Land Use sessions shall constitute a single meeting. The agenda for the regular meetings of the Board shall be prepared, issued and posted by the Clerk pursuant to rules adopted by the Board, at least 72 hours prior to the meeting date. All agendas shall be posted outside of the San Diego County Administration Center as indicated in Board Policy A-72, "Board of Supervisors' Agenda and Related Processes," and on the bulletin board at the North Chamber (Room 310), Third Floor, San Diego County Administration Center. Copies of the agenda shall be available in the office of the Clerk of the Board of Supervisors and posted County's Internet website.
- (b) Any item not on the agenda for a meeting shall not be considered by the Board at such meeting, except as follows:
 - (1) Upon determination by a majority vote of the Board that an emergency situation exists. An emergency situation is limited to:
 - (a) Emergency - Work stoppage crippling activity, or other activity that severely impairs public health, safety or both;
 - (b) Dire emergency - Crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that may endanger the public health, safety, or both.

The determination shall be made prior to Board consideration of the emergency item.

- (2) If all Board Members are not present, upon determination by a two-thirds vote, or a unanimous vote if less than two-thirds of the members are present, of the Board that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the Agenda being posted. The determination shall be made prior to Board consideration of the item.
- (3) The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item and at the prior

meeting, the item was continued to the meeting at which action is being taken.

- (c) Any item on the agenda for any regular Legislative or Land Use session which has not been considered and acted upon at such meeting or continued to a subsequent meeting shall be deemed continued to the following regular Legislative or Land Use session. All such items shall be relisted on the agenda for the following regular meeting.

Section 2. Section 504 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 504. DUTIES.

Each member of the Board of Supervisors is required as a part of their official duties to:

- (1) Attend the State Legislature and Congress and any committees thereof, meet with legislators or legislators-elect to present the County's legislative programs and to meet with representatives of executive or administrative agencies of State, Federal or local government, including cities, counties, school districts and special districts, concerning County business and affairs.
- (2) Consult with private persons and corporations and with officials and employees of Federal, State and local governments, including cities, counties, school districts and special districts, for the purpose of obtaining information relating to legislative or administrative matters pending before the Board of Supervisors or which reasonably may be anticipated to come before the Board of Supervisors within the near future or for the purpose of carrying out County programs.
- (3) Attend lectures, seminars and other educational meetings pertaining directly to County business or affairs.
- (4) To appoint and employ such personnel as may be authorized by the Compensation Ordinance of the County of San Diego for the specific supervisorial district. All appointments and employments shall be in accordance with the provisions of the County Charter and of the rules and policies established thereunder, and County ordinances.

Section 3. Section 504.1 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 504.1. REIMBURSEMENT FOR EXPENSES.

- (a) Each member of the Board may, subject to the provisions of Sections 504 and 504.1, incur and be reimbursed for necessary expenses incurred when carrying out the duties as such member.
- (b) Reimbursement for necessary expenses incurred in performing the foregoing duties, irrespective of the nature or type of expense, other than travel expenses, shall be claimed by members of the Board pursuant to the provisions of these rules and regulations even though other County Administrative Code provisions may be

applicable. Members of the Board and their staff should use the County's standard procurement methods as the first option for payment of expenses, before seeking reimbursement for expenses. No expenses incurred in performing such duties shall be reimbursable unless a statement of expense showing (a) the name of the member of the Board and (b) the amount of the expense, date the expense was incurred and a general description of the subject matter giving rise to the expense is filed with the Auditor and Controller on forms to be prescribed by the Auditor and Controller within 30 days of the date the expense was incurred. The filing of a claim in accordance with the provisions of this Administrative Code within such 30 day period shall be deemed to be in compliance with the provisions of this section requiring the filing of a statement of expense.

- (c) All claims for reimbursement subject to this section shall be on forms prescribed by the Auditor and Controller and shall include the following information:
 - (1) Description - An adequate description of the nature of the expense claimed and the date and time involved.
 - (2) Location and Payee - Identification of location where expense was incurred and identification of person or corporation paid, e.g., name and location of restaurant if meal expense was incurred.
 - (3) Purpose - A description of the purpose for which the expense was incurred and the nature of the County business conducted.
 - (4) Identification - The designation by name and affiliation of other individuals or groups involved and on behalf of whom an expense was incurred and for which reimbursement is being claimed.
 - (5) Amount - The amount claimed. Documentation (invoice, credit card charge slip, etc.) verifying that the expense was incurred should be submitted for all expenditures and must be submitted for all expenditures for which reimbursement is claimed.
- (d) Limitation in Expense. No expense in excess of \$300 incurred for any one event for which reimbursement is sought pursuant to these rules and regulations shall be incurred without prior approval of or ratification by the Board of Supervisors.
- (e) Provisions of this section do not apply to travel expenses.

Section 4. Section 504.2 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 504.2. BOARD REPRESENTATIVES.

A member of the Board of Supervisors may specifically direct their Chief of Staff or Legislative Assistant in the office of the Board of Supervisors to consult with persons, corporations, legislators, legislators-elect, officers and employees, to attend meetings and to meet with representatives of executive or administrative agencies as specified in Section 504.1 and within the limitations set forth in subdivisions (d) and (e) of said section.

Section 5. Section 504.11 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 504.11. RETENTION OF PAYMENTS FOR SERVING ON OTHER GOVERNMENT BOARDS OR COMMISSIONS.

In addition to the annual compensation prescribed for each member of the Board of Supervisors by Ordinance No. 3995 (New Series), as amended, or by any superseding ordinance, each member of the Board of Supervisors who serves on the Board of Directors or Executive Committee of any governmental board, commission or organization may retain such payments or compensation as may be provided by law for such board, commission or organization or the State of California for such services.

Section 6. Section 504.12 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 504.12. TRAINING OF SUPERVISOR-ELECT.

- (A) (1) Except as provided in subdivision (b), upon request of a supervisor-elect, county moneys appropriated to the office budget of the district to which the individual has been elected, may be used prior to the assumption of office, for the training and orientation of that supervisor-elect including the payment of course fees, travel, and per diem expenses, course materials, and consultant fees.
- (2) Such training and orientation programs and expenses therefor shall be those the Board deems proper and beneficial to the exercise of supervisorial duties by newly elected supervisors.
- (3) In order to receive training and orientation funds:
 - (a) The supervisor-elect shall make a written request of the Chair of the Board of Supervisors, indicating the amount of funds needed and the contents of the training program.
 - (b) The Board of Supervisors shall approve the maximum amount of funds to be expended.
- (B) Upon the written request of a supervisor-elect, the Chief Administrative Officer (CAO) may authorize the use of county moneys appropriated to the CAO's Office of Economic Development and Government Affairs for the cost of the segment(s) of the California State Association of Counties New Supervisors Institute Training attended by the supervisor-elect prior to their assumption of office; such costs include the payment of course fees, travel, and per diem expenses and course materials associated with that training specifically.

Section 7. 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