

AN ORDINANCE AMENDING COUNTY OF SAN DIEGO ADMINISTRATIVE
CODE ARTICLE XXVIa RELATING TO OUT-OF-COUNTY/IN-COUNTY BUSINESS

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

Section 1: Article XXVIa, Section 470 of the County of San Diego 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, Deputy Chief Administrative Officers, 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 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 require approval of the Chief Administrative Officer.

(d) In extraordinary circumstances, travel outside of the continental 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.

(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 and 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 and 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.

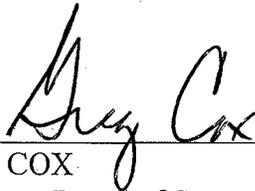
(g) County business that is required by Federal or State law or court order shall be subject to the provisions of this Article unless otherwise specified.

(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 continental United States. Incidental business travel to Mexico 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.

Section 2: Effective Date. This ordinance shall take effect thirty (30) days after its adoption. 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.

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 3rd day of December, 2013.



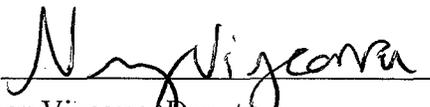
GREG COX
Chairman, Board of Supervisors
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Cox, Jacob, D. Roberts, R. Roberts, Horn

ATTEST my hand and the seal of the Board of Supervisors this 3rd day of December, 2013.

THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors

By 
Nancy Vizcarra, Deputy

Ordinance No. 10311 (N.S.)

12-03-2013 (37)

