

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Sunset Review Process

**Policy
Number**

A-76

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Purpose

To establish a Sunset Review Process for policies, codes and ordinances related to County Programs.

Background

On December 13, 1977 (103), the Board of Supervisors approved the application of a Sunset Review Process to routinely and systematically evaluate and reconsider: (1) the Board of Supervisors Policy Manual; (2) each Article of the Administrative Code; (3) each Title of the County Code of Regulatory Ordinances; and (4) each individual uncodified ordinance or resolution. This policy provides for the implementation of this Sunset Review Process.

Policy

It is the policy of the Board of Supervisors that:

1. Sunset Review shall be a cyclical ongoing process applied to all policies, codes and ordinances adopted by the Board of Supervisors.
2. Exceptions include:
 - a. One-time Actions. One time actions such as an ordinance consolidating elections on a specific date or resolutions honoring a person or event, or awarding a contract or a grant shall not require Sunset Review.
 - b. Actions Requiring Extraordinary Processes. Certain ordinances, if re-enacted, would require extraordinary processes, such as Environmental Impact Reports or Meet and Confer processes. These would be unnecessarily costly if the Board wished simply to continue an existing ordinance, rather than delete or revise it. Accordingly, Sunset Review shall not be applied to land use (general plan, zoning and subdivision ordinances, etc.) or personnel related ordinances (Compensation Ordinance and Civil Service Commission Rules).
 - c. Waivers. The Board of Supervisors may make exceptions to this policy and by minute order waive application of Sunset Review to specific policies, codes and ordinances as deemed appropriate.

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3. The Sunset Review of all County policies, codes and ordinances shall be submitted to the Board of Supervisors for review and approval on a seven-year cycle. The Chief Administrative Officer (CAO) shall establish sunset dates and maintain the procedures and scheduling to ensure compliance with this policy.
4. The responsibilities for performing the tasks involved in Sunset Review include the following:
 - a. Chief Administrative Officer. The CAO shall develop and maintain a Sunset Review Schedule and assign coordination of the review to appropriate Management Groups for completion by their assigned departments.
 - b. Departments. Departments shall review policies, codes, and ordinances as scheduled; seek concurrence from other affected departments; seek citizen committee input when appropriate; and make recommendations to (DCAO) regarding the continuance, deletion or revision of such policies, codes and ordinances.
 - c. Citizen Committees. Citizen Committees shall provide comments to departments on staff recommendations.
 - d. DCAO with assistance of County Counsel. The DCAO shall provide recommendations including comments by citizen committees to Board of Supervisors. County Counsel shall review and approve all Sunset Review items proposed to the Board of Supervisors.
 - e. Board of Supervisors. The Board of Supervisors shall determine to continue, delete or revise each policy, code or ordinance.

Sunset Date

This policy will be reviewed for continuance by 12-31-23.

Board Action

02-14-78 (5)
08-29-78 (58b)
10-30-84 (95)
05-10-88 (31)
06-20-89 (62)
12/8/98 (53)
6-15-04 (25)
12-9-08 (33)
12-08-09 (32)
10-18-16 (15)

CAO Reference

1. County Counsel