

ORDINANCE NO. 9552 (NEW SERIES)

AN ORDINANCE TO AMEND SECTION 470 OF THE COUNTY ADMINISTRATIVE CODE TO DELETE TRAVEL RESTRICTIONS ON THE TREASURER/TAX COLLECTOR'S DEPARTMENT

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

Section 1. Section 470 of the County Administration Code is hereby amended to read:

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) At the beginning of each fiscal year, the Chief Administrative Officer shall present to the Board of Supervisors an annual out-of-County business program that summarizes expenditures and revenues for each department's activities that will be attended outside the County by persons in the service of the County.

(1) Such summary will include:

- All business trips within or outside the State of California regardless of duration,

(2) Such summary will not include:

- business trips within the State involving no expense other than salary regardless of anticipated duration;

- business trips expressly required by Federal or State law or court order.

(b) Unanticipated out-of-County business of the type normally included in the program that subsequently becomes known and which requires an increase in appropriations shall be presented to the Board through the Chief Administrative Officer in advance of such out-of-County business. The Chief Administrative Officer may delegate to the Chief Financial Officer, Assistant Chief Administrative Officer, Deputy Chief Administrative Officer, Agency Director, or Department Head, the authority to approve out-of-County business, requiring salary-only, which begins and ends during business hours of the same day, wherein the only County expense is a County vehicle or private mileage reimbursement.

(c) In extraordinary circumstances, out-of-County business that requires prior Board approval as defined in this section, may be taken prior to receiving such approval upon obtaining prior approval of the Chief Administrative Officer. Such out-of-County business must be presented for Board ratification at the next appropriate meeting.

(d) 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 for

approval on a form prescribed by the Chief Financial Officer and Controller. Upon return, a claim containing actual and necessary expenditures will be submitted to the Chief Administrative Officer for approval prior to processing by the Chief Financial Officer and Controller, provided, however, that elected County officials may approve claims relating to their own approved out-of-County business.

(e) The Chief Administrative Officer may delegate authority to approve:

- 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.

This delegation may be to, but no further than, the levels of:

- Chief Financial Officer.
- Assistant Chief Administrative Officer.
- Deputy Chief Administrative Officer.
- Agency Director.
- Department Head.

The Chief Administrative Officer may delegate out-of-County business signatory authority to the Chief Financial Officer, Assistant Chief Administrative Officer or Deputy Chief Administrative Officer level for approval of out-of-County business requests and resultant claims for appointed Department Heads themselves. Department Heads may delegate their out-of-County business signatory authority to only Executive Management level staff within their Department of Agency.

(f) 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.

(g) 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 when incidental to the conduct of business in San Diego County.

(h) 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.

Section 2. Effective Date: This Ordinance shall take effect and be in force thirty (30) days after the date of its passage, and before the expiration of fifteen (15) days after its passage, a summary shall be published once with the names of the members voting for and against the same in the San Diego Transcript, a newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED and ADOPTED this 6th day of May, 2003.

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, Slater, Roberts, Horn

ATTEST my hand and the seal of the Board of Supervisors this
6th day of May, 2003.

THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors

By Kellie C. Kellogg
Kellie C. Kellogg, Deputy Clerk



APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

By [Signature]
CHIEF DEPUTY COUNTY COUNSEL

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