

Meeting Date: 1/7/14 (17)

ORDINANCE NO. 10315 (NEW SERIES)

AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE

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

Section 1. Section 77.1 of the Administrative Code is hereby amended to read as follows:

SEC. 77.1. REPAYMENT OF SPECIALIZED TRAINING EXPENSES.

- (a) The County may recover specialized training expenses from an employee who terminates employment within one year of completion date of such training consistent with the following schedule of reimbursement:

Completion Date	Reimbursement
Within 3 months	100%
After 3 months - before 6 months	50%
After 6 months - before 12 months	25%
After 1 year	0%

- (b) In cases where specialized training is to be made available, the Appointing Authority shall include in the request for training authorization a signed agreement between the County and the employee which provides that training costs in excess of \$1,000 (\$1,500 for employees in classes designated CC, CS, DA, PD and PM) for any single training session or related series of training sessions will be reimbursed to the County if the employee terminates prior to one year for any reason other than death, disability retirement or judicial appointment.
- (c) Training costs shall be calculated to include:
1. Travel expenses
 2. Meals and lodging expenses
 3. Registration or tuition expenses
 4. Books and other related materials expenses
- (d) At the request of the Appointing Authority, the Deputy Chief Administrative Officer/Auditor & Controller may consider a reduction of, or a complete release from, the employee's obligation if extreme hardship can be demonstrated in writing.
- (e) Specialized training is determined by the Appointing Authority, and generally does not include conferences or training that is required for performing the basic functions and duties of employee's classification.
- (f) Further, this provision shall not apply to training with no net cost to the County by virtue of being covered by an offsetting grant or other reimbursement.
- (g) Eligibility: All employees except those in classes designated DI, DM, DS, PD, PM and SM

Section 2. Section 90 of the Administrative Code is hereby amended to read as follows:

SEC. 90. RECOGNITION OF DEPARTMENT.

There is in the County a Department of Auditor and Controller, hereafter in this Article referred to as the Department, under the supervision of the Deputy Chief Administrative Officer/Auditor & Controller.

Section 3. Section 90.1 of the Administrative Code is hereby amended to read as follows:

SEC. 90.1. RECOGNITION OF DEPUTY CHIEF ADMINISTRATIVE OFFICER/AUDITOR & CONTROLLER.

There is in the County a position of Deputy Chief Administrative Officer/Auditor & Controller. Such position shall be in the Unclassified Services of the County and shall be filled by appointment of the Chief Administrative Officer in accordance with the County Charter, Civil Service Rules and County Ordinance.

Section 4. Section 90.2 of the Administrative Code is hereby amended to read as follows:

SEC. 90.2. DUTIES OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER/AUDITOR & CONTROLLER.

The Deputy Chief Administrative Officer/Auditor & Controller shall act under the supervision of the Chief Administrative Officer and shall exercise general supervision of all functions of the Department and shall enforce such rules and regulations as are prescribed and approved by the Board of Supervisors.

Section 5. Section 90.3 of the Administrative Code is hereby amended to read as follows:

SEC. 90.3. DEPUTY CHIEF ADMINISTRATIVE OFFICER/AUDITOR & CONTROLLER TO APPOINT PERSONNEL.

The Deputy Chief Administrative Officer/Auditor & Controller shall appoint and employ such personnel as may be necessary to conduct the business of the Department. All appointments and employments made by the Deputy Chief Administrative Officer/Auditor & Controller shall be in accordance with the provisions of the County Charter, Civil Service Rules and County ordinances.

Section 6. Section 90.4 of the Administrative Code is hereby amended to read as follows:

SEC. 90.4. DEPUTY CHIEF ADMINISTRATIVE OFFICER/AUDITOR & CONTROLLER TO PREPARE BUDGET AND SUPERVISE EXPENDITURES.

The Deputy Chief Administrative Officer/Auditor & Controller shall prepare and submit to the Chief Administrative Officer the required annual itemized estimates of the expenditures and revenues for the Department. The Deputy Chief Administrative Officer/Auditor & Controller shall supervise the expenditure of all funds allocated to the Department.

Section 7. Section 91 of the Administrative Code is hereby amended to read as follows:

SEC 91. AUDITING AND FINANCIAL FUNCTIONS OF THE DEPARTMENT.

The Deputy Chief Administrative Officer/Auditor & Controller is the chief accounting officer of the County and shall perform all accounting duties assigned by the County Charter and general law. The Deputy Chief Administrative Officer/Auditor & Controller shall perform all duties considered necessary by the Board of Supervisors, and the Chief Administrative Officer for the formulation of the County's annual budget and for the financial management of County operations.

Section 8. Section 91.1 of the Administrative Code is hereby amended to read as follows:

SEC. 91.1. PREPARATION AND FILING OF ANNUAL INVENTORY.

Each officer or person required by Section 24051 of the Government Code to file an inventory shall file such inventory annually or at such interval as prescribed by the Deputy Chief Administrative Officer/Auditor & Controller, but in no case in excess of three years. The inventory shall be filed with the Deputy Chief Administrative Officer/Auditor & Controller. Two separate inventories shall be prepared in two sections: the Materials and Supplies Inventory, and Fixed Assets Inventory. The Materials and Supplies Inventory shall show all such county property for inventories exceeding an established threshold, determined by the Deputy Chief Administrative Officer/Auditor & Controller, in the person's possession or charge at the close of business on May 31 for off-line inventories and June 30 for on-line inventories. The Materials and Supplies Inventory shall be filed annually on June 30, for fiscal year ending on that date. The Fixed Assets Inventory shall show all such county property in the person's possession or charge at the close of business date established by the Deputy Chief Administrative Officer/Auditor & Controller and shall be filed biannually.

Section 9. Section 91.2 of the Administrative Code is hereby amended to read as follows:

SEC. 91.2. ACCOUNTABILITY, ACCEPTANCE AND RECEIPTING OF INVENTORIES.

Each officer or person enumerated in Section 24051 of the Government Code shall immediately upon assuming his position, either in an acting or permanent capacity, accept accountability for the inventory on hand, and shall receipt for and accept such inventory on a form prepared by and to be filed with the Deputy Chief Administrative Officer/Auditor & Controller. If such officer or person succeeds himself, the preparation, receipting for and acceptance of the inventory on hand may be postponed until the time for the next regular annual inventory or inventories.

Section 10. Section 91.3 of the Administrative Code is hereby amended to read as follows:

SEC. 91.3. NON-PAYMENT FOR FAILURE TO FILE INVENTORY OR FINANCIAL REPORTS.

The Deputy Chief Administrative Officer/Auditor & Controller shall not draw his warrant for the final salary of any officer or person leaving County service who is required by Section 24051 of the Government Code to deliver an inventory, or under authority of Section 34 of the County Charter to file financial reports, until the officer or person has delivered or filed such inventory or financial reports in the prescribed time and manner pursuant to regulations governing their delivery or filing. These regulations shall be in writing and shall be made a part of the County's Administrative Manual.

The Deputy Chief Administrative Officer/Auditor & Controller shall establish procedures to ensure that such officers or persons receive timely notification of the necessity to file said inventories or financial reports and of the penalty provisions of this section. If any officer or person, subject to the provisions of this section, terminates County employment without having delivered or filed required inventory or financial reports, the Deputy Chief Administrative Officer/Auditor & Controller shall immediately notify the officer or person and the Chief Administrative Officer of such fact. Any officer or person to whom notice of failure to deliver or file an inventory or financial report is sent may appeal the Deputy Chief Administrative Officer/Auditor & Controller's determination to the Chief Administrative Officer within 10 days. The Chief Administrative Officer or his designee shall investigate the matter and either require the salary to be paid or uphold the Deputy Chief Administrative Officer/Auditor & Controller determination not to pay the salary until said inventory or financial report is delivered or filed.

Section 11. Section 91.4 of the Administrative Code is hereby amended to read as follows:

SEC. 91.4. COPY OF SPECIAL DISTRICT AUDITS PROVIDED TO GRAND JURY.

The Deputy Chief Administrative Officer/Auditor & Controller shall make a copy of any audit report of a special district prepared by an independent public accountant and shall transmit said copy, along with his statement indicating the extent of compliance with Government Code section 26909, to the Grand Jury.

Section 12. Section 91.5 of the Administrative Code is hereby amended to read as follows:

SEC. 91.5. AUDITOR AND CONTROLLER RECORDS AND REPORTS.

- (a) The Deputy Chief Administrative Officer/Auditor & Controller shall be responsible for keeping accounts showing the financial transactions of all County departments, offices and other subdivisions of the County. Such accounts and accounting procedure shall be in conformance with generally accepted accounting principles and requirements prescribed by the State Controller and shall be adequate to record:
- (1) All budgeted revenue and appropriations, together with additions or transfers thereto and expenditures or transfers therefrom;
 - (2) All amounts or unexpended appropriations which have been legally encumbered, and the unencumbered, unexpended balances of such appropriations;
 - (3) All revenues accrued and liabilities incurred;
 - (4) All cash receipts and disbursements;
 - (5) All transactions affecting the custody or disposition of County assets.
- (b) The Deputy Chief Administrative Officer/Auditor & Controller shall periodically prepare a statement for each reporting period showing such information with respect to the financial conditions of each budget appropriation and the condition of estimated revenues as the Board requires. The statement shall be detailed as to assets, liabilities, revenues, expenditures, appropriations, and unencumbered fund balances in such a manner as to show the financial condition of the county and of each fund and budget unit thereof for that portion of the fiscal year to and including the end of that reporting period. The statement shall also show the cash position of the County in each fund as of the last day of that reporting period. A copy of each statement shall be filed by the Deputy Chief Administrative Officer/Auditor & Controller with the Board, and with such other officials or persons as the Board may designate, not later than the twentieth day following the end of the reporting period. Reporting periods will be prescribed by the Deputy Chief Administrative Officer/Auditor & Controller but shall not be longer than one month.
- (c) The Deputy Chief Administrative Officer/Auditor & Controller shall devise adequate systems of internal check of all departments and offices of the County relative to the custody, collection or disbursement of public funds.

Section 13. Section 91.7 of the Administrative Code is hereby amended to read as follows:

SEC. 91.7. DEPOSITS.

- (a) Each officer of the County or of a judicial district in the County authorized to collect money shall deposit daily into the County treasury all money collected by or under control of that officer that is payable into the County treasury. Each item deposited shall be properly classified as to funds and accounts affected. Deposits into the County treasury may be made through one or more bank accounts in accordance with rules prescribed by the Deputy Chief Administrative Officer/Auditor & Controller.
- (b) The daily deposit required in (a) above may be waived in writing by the Deputy Chief Administrative Officer/Auditor & Controller upon application of a County officer, if either of the following conditions exist:
- (1) The aggregate of moneys collected is less than \$100, or
 - (2) The headquarters of the officer or employee making collections is so located as to make daily deposit infeasible.

Officers or employees exempted from the daily deposit requirements will deposit accumulated collections on the last working day of each week.

Section 14. Section 91.8 of the Administrative Code is hereby amended to read as follows:

SEC. 91.8. ESTABLISHMENT, INCREASE, REDUCTION OR DISCONTINUANCE OF REVOLVING FUNDS.

The County Deputy Chief Administrative Officer/Auditor & Controller shall perform the function of the Board of Supervisors to establish, increase, reduce or discontinue any of the revolving funds of County officers provided for in Title 3, Division 3, Chapter 2, Article 2 of the Government Code commencing with Section 29320. In doing so, the Deputy Chief Administrative Officer/Auditor & Controller shall be subject to the same requirements and limitations otherwise prescribed for the Board of Supervisors; shall, in lieu of acting by resolution, act by signed statement having the same content otherwise prescribed for resolution of the Board of Supervisors; and shall render a written report to the Board of Supervisors at the end of each fiscal year identifying the revolving funds in existence during the fiscal year, the amount of such funds, and the officer using the fund.

Section 15. Section 92. of the Administrative Code is hereby amended to read as follows:

SEC. 92. REVENUE AND RECOVERY FUNCTIONS OF THE DEPARTMENT.

The Department will provide professional collections and revenue recovery services which will serve all levels of County Government to maximize the recovery of moneys due and owing. The Deputy Chief Administrative Officer/Auditor & Controller shall review and make recommendations upon all budget requests for collection of accounts receivable which may be assigned to the Department. In carrying out these functions, the Department shall perform such functions as may be assigned to it including the following:

- (a) The billing and collections of moneys for health care provided by the Health and Human Services Agency. This includes recovery from State and Federal subsidized programs.
- (b) The billing and collection of costs for the support and maintenance of minors placed by order of the Juvenile Court in any of the County Juvenile Probation Facilities or out of home placements.
- (c) The billing and collection on welfare frauds and overpayments.
- (d) The billing and collection of General Relief repayments. Further, the Deputy Chief Administrative Officer/Auditor & Controller is authorized to defer billing, or compromise and settle a General Relief account when investigation reveals that such action is in the best interest of the County.
- (e) The processing, maintenance and recovery on Grants of Liens in favor of the County.
- (f) Act on behalf of the Chief Probation Officer to collect fines, restitution, costs of probation supervision, costs of presentence investigation, and other associated fees and costs.
- (g) Screen felony and misdemeanor defendants who request court-appointed attorneys to determine whether they can afford to pay for their own legal defense in lieu of County paid services.
- (h) Enforce recovery on accounts receivable for all County departments when directed to do so by the Chief Administrative Officer and the Board or by agreement between the Office of Revenue and Recovery and County departments.
- (i) The billing and collection of fines and fees for State or court agencies by signed agreement between the Office of Revenue and Recovery and the agency.

Section 16. Section 94. of the Administrative Code is hereby amended to read as follows:

SEC. 94. FEES.

The Deputy Chief Administrative Officer/Auditor & Controller shall charge and collect the fees prescribed in this Article for services performed by him or her.

Section 17. Section 114. of the Administrative Code is hereby amended to read as follows:

SEC. 114. DEPUTY CHIEF ADMINISTRATIVE OFFICER/AUDITOR & CONTROLLER TO FILE BUDGET ESTIMATES WITH CHIEF ADMINISTRATIVE OFFICER.

On or about the fourth week of May of each year the Deputy Chief Administrative Officer/Auditor & Controller shall file with the Chief Administrative Officer who in turn shall file with the Board, a copy of the tabulation of the budget estimates of proposed expenditures and anticipated revenue for each office, department, institution, district, board and commission for the next ensuing fiscal year, as required by the provisions of Section 29062 of the Government Code.

Section 18. Section 122 of the Administrative Code is hereby amended to read as follows:

SEC. 122. CHIEF ADMINISTRATIVE OFFICER'S IMMEDIATE OFFICE.

- (a) There shall be in the office of the Chief Administrative Officer the following positions:
- (1) Asst CAO/Chief Operating Officer, who shall be the principal assistant to the Chief Administrative Officer;
 - (2) Deputy Chief Administrative Officer;
 - (3) Deputy Chief Administrative Officer/Auditor & Controller;
 - (4) Director, Office of Ethics and Compliance;
 - (5) Director, Office of Strategy and Intergovernmental Affairs;
 - (6) CAO Chief of Staff; and
 - (7) CAO Project Manager.

These positions shall be in the Unclassified Service and shall be filled by appointment by the Chief Administrative Officer in accordance with the County Charter, County ordinances, and of the rules and policies established thereunder.

- (b) The Asst CAO/Chief Operating Officer, the Deputy Chief Administrative Officers, and the Deputy Chief Administrative Officer/Auditor & Controller shall oversee, on behalf of the Chief Administrative Officer, and participate in the development and implementation of policies and programs for groupings of County departments; advise the Chief Administrative Officer on such policies and programs within such departmental groupings; direct major or complex special projects; evaluate the performance of department and program heads; serve as liaison between departmental groupings; provide direction and review of departmental budget; review departmental items of broad significance to go before the Board of Supervisors; represent the County and the Chief Administrative Officer in meetings with community agencies, commissions, committees and other public groups; appoint authorized Office or Group personnel in accordance with the County Charter and of the rules and policies established thereunder, Civil Service Rules and County ordinances; and perform related functions assigned by the Chief Administrative Officer.
- (c) The Director, Office of Ethics and Compliance, shall be the responsible official for managing the ethics and compliance programs for the County of San Diego with an emphasis on program oversight, education, training, monitoring, reporting and corrective action; responsibilities include facilitation and support to assure compliance with applicable federal and state laws, rules, regulations, ethical standards, statutes and County of San Diego-specific policies and procedures, and the identification of alleged non-compliance for corrective action purposes. This includes receiving and investigating complaints alleging improper government activity including, but not limited to: abuse of authority, gross mismanagement, significant waste of County funds, improper billings, conflicts of interest, patient and client privacy, patient and client safety, alleged violations of federal and state funding requirements and potential danger to public safety or health; and, shall be responsible for receiving and investigating complaints of discrimination on the basis of race, color, religion, national origin, sex, sexual orientation or other prohibited discriminatory acts under federal or state law or County ordinances and policies and shall make appropriate recommendations, establish written procedures to address such complaints; and, perform other duties as assigned by the Chief Administrative Officer.

- (d) The Director, Office of Strategy and Intergovernmental Affairs shall oversee on behalf of the Chief Administrative Officer, the County of San Diego's legislative advocacy; manage the Legislative Program of the Board of Supervisors; monitor and evaluate federal and state legislation and policies impacting the County of San Diego; manage the activities of the County representatives in Washington, DC and Sacramento; facilitate, recommend, implement and communicate legislative policy positions; serve as a liaison with offices of federal and state elected officials and stakeholders on legislative matters; and be responsible to perform such other duties as the Chief Administrative Officer may from time to time assign.
- (e) The CAO Chief of Staff and CAO Project Managers shall, under the administrative direction of the Chief Administrative Officer, be responsible for providing administrative coordination, including planning and support, for highly complex special projects of a temporary nature in the Chief Administrative Office.

Section 19. Section 122.1 of the Administrative Code is hereby amended to read as follows:

SEC. 122.1. APPOINTMENT AND EMPLOYMENT OF PERSONNEL.

The Chief Administrative Officer shall appoint and employ such personnel as may be necessary to carry out the duties of the Office of Chief Administrative Officer. The authority of the CAO to appoint and employ personnel may be exercised by the Asst CAO/Chief Operating Officer, Deputy Chief Administrative Officers, and the Deputy Chief Administrative Officer/Auditor & Controller with respect to the personnel allocated to each official or that official's Office or Group. All appointments and employments made pursuant to this section shall be in accordance with the provisions of the County Charter, Civil Service Rules, County ordinances and of the rules and policies established thereunder

Section 20. Section 470 of the 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: Asst CAO/Chief Operating Officer, Deputy Chief Administrative Officer/Auditor & Controller, 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 Chief Administrative Officer, or authorized designee. 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 Deputy Chief Administrative Officer/Auditor & 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 Deputy Chief Administrative Officer/Auditor & 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 21. Section 472 of the Administrative Code is hereby amended to read as follows:

SEC. 472. NORMAL MAXIMUM REIMBURSABLE RATES AND AMOUNTS.

Pursuant to Sections 913 and 913.1 of the County Charter, the normal maximum rates and amounts to be paid as reimbursement for actual and necessary expenditures related to authorized County business are established in this Section and Section 472.1. The Deputy Chief Administrative Officer/Auditor & Controller shall periodically review these reimbursable rates and amounts and, as necessary, prepare adjustments for the Board's approval

Transportation

The amount of reimbursement shall equal the actual cost of carrier services, including taxi-cabs, shuttles, vehicle rental and storage of vehicle.

For transportation by privately owned aircraft, the amount of reimbursement shall equal the equivalent fare for the appropriate available out-of-County public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller. For transportation by privately owned vehicle, the reimbursable amount shall be equivalent to the fare of the most appropriate available public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller, or the calculated actual mileage reimbursement, whichever is less. Mileage shall be reimbursed using the IRS mileage rate in effect at the County at the time of travel. In the event the IRS increases or decreases the reimbursement rate for mileage, the County will adjust its rate of reimbursement to equal the IRS rate within sixty (60) days of the effective date of the IRS increase.

When out-of-County travel is authorized using a privately owned vehicle or aircraft, the cost of the actual and necessary transportation, including parking fees at the destination shall also be eligible for reimbursement. The number of meals, nights of lodging, and days in a duty out-of-County business status shall be limited to the number which would have been required if transportation were furnished by the most appropriate available public carrier.

Lodging

The cost of lodging is limited to the amount arranged through the approved County travel agent. If booked outside the County travel agent, reimbursement shall be limited to the lesser of the published GSA per diem rate for the time and location of travel (GSA rates can be accessed via the Auditor and Controller's website) or the actual cost incurred. For locations not specifically listed in the schedule of GSA schedule, the per diem rate for the closest location to the vicinity of travel, as determined by the Deputy Chief Administrative Officer/Auditor & Controller, shall be used as the basis for reimbursement. Actual room tax may be reimbursed even if it is computed on room costs which exceed the stated rate.

Reimbursement for lodging involving the use of field camping equipment, including tents, campers, trailers, mobile homes, and similar portable or vehicular lodging equipment provided by the person in the service of the County shall be based upon the type of equipment used and the nature of the out-of-County business. Such reimbursement shall not exceed either: the amount arranged through the approved County travel agent; the relevant GSA per diem rate as determined by Deputy Chief Administrative Officer/Auditor & Controller; a reasonable amount determined by the Chief Administrative Officer, or authorized designee; or a combination of any of the items listed above.

Meals and Incidentals

GSA per diem rates based on the location of travel will be used for the reimbursement of meals and incidentals. These rates include any applicable tax and gratuity. Where the cost of a meal or meals is included as part of a registration charge or fee, there shall be no per diem meal reimbursement for the applicable meal period covered by such registration. Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel maids, and hotel servants in foreign countries, transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. Incidental expenses do not include expenses for laundry, cleaning and pressing of clothing, lodging taxes, or personal internet and telephone charges.

No reimbursement shall be made for alcoholic beverages of any kind.

No reimbursement shall be made for breakfast unless such out-of-County travel commences from office or place of residence by 7:00 a.m. or such travel is completed by return to office or place of residence at or after 8:00 a.m.; no reimbursement shall be made for lunch unless such travel commences at or before 11:30 a.m. or is completed at or after 1:00 p.m.; and no reimbursement shall be made for dinner unless such travel commences by, or is completed at or after, 7:00 p.m. GSA first and last day meals and incidentals reimbursement rates do not apply.

Telephone - Fax - Internet - Registration

The actual cost of business related telephone, fax, internet and registration charges or fees shall be reimbursed.

Rental of Work or Conference Facilities

A reasonable amount determined by the Chief Administrative Officer, or authorized designee, based upon the type of meeting, course, or session, and the number of participants shall be the basis for reimbursement.

Miscellaneous Expenses

Depending on the duration of the out-of-County business, the reimbursement for miscellaneous items such as laundry and dry cleaning, shall be an amount that is determined by the Chief Administrative Officer, or authorized designee, to be reasonable and necessary for the conduct of County business. In addition to any reimbursement for use of a privately owned vehicle, 40% of the effective IRS mileage rate or a reasonable amount determined by the Chief Administrative Officer, or authorized designee, shall be reimbursed for each mile an authorized privately or publicly owned trailer is towed on business for the County by that vehicle.

Section 22. Section 472.1 of the Administrative Code is hereby amended to read as follows:

SEC. 472.1. UNUSUAL ACTUAL EXPENSES.

Actual incurred expenses in excess of those specified in Section 472 may be claimed and reimbursed for individual meals and lodging only under the following limited circumstances if satisfactory written justification for the necessity for incurring such expenses is submitted with the claim pursuant to Section 473. This justification is required in order to address the potential tax liability issues that arise when Internal Revenue Service standards (set out in Section 472) are exceeded.

- (a) Unusual costs may be reimbursed for meals taken at a banquet, breakfast, or luncheon organized by a non-County entity where the established price of the meal usually includes facility, speaker, or other costs.

- (b) Unusual costs may be reimbursed for accommodations at or near the location of the meeting or conference site involved to minimize added ground transportation expenses and facilitate the purpose for which County business has been authorized, provided that other reasonable, less expensive accommodations are not readily available. There will be no unusual cost reimbursement for lodging within the County, or for Retreats located in or outside the County organized solely for the benefit of County Employees and Officials.

The Chief Administrative Officer may approve, or may delegate to the Asst CAO/Chief Operating Officer authority to approve specific exceptions to these restrictions for unique circumstances upon presentation of satisfactory justification.

Section 23. Section 473 of the Administrative Code is hereby amended to read as follows:

SEC. 473. CLAIM FOR EXPENSES.

For any expense which is reimbursable under this Article, a complete statement shall be filed with the Deputy Chief Administrative Officer/Auditor & Controller on claim or other forms prescribed by the Deputy Chief Administrative Officer/Auditor & Controller within 30 days of the date the expense was incurred. Original receipts for all individual expenditures in excess of the per diem allowance set out in Section 472 and for convention and registration fees regardless of amounts shall be filed with the statement. If an original statement is not available, the claimant must provide a description explaining why the actual receipt is not being presented. When available, the brochure or announcement describing the activity attended shall also be filed with the claim.

Section 24. Section 473.1 of the Administrative Code is hereby amended to read as follows:

SEC. 473.1. PREPAYMENTS.

- (a) Whenever any person in the service of the County is required to conduct business on behalf of the County, a request may be made for a prepayment of County business expenses and expenses incidental to such County business. Such a request is to be made on a form prescribed by the Deputy Chief Administrative Officer/Auditor & Controller. The minimum advance allowable is \$100.
- (b) Upon the presentation of an approved request filed in accordance with procedures prescribed by the Deputy Chief Administrative Officer/Auditor & Controller, a warrant shall be drawn payable to such person in the amount of the prepayment.
- (c) Within 10 days after return, the person receiving such prepayment shall file with the Deputy Chief Administrative Officer/Auditor & Controller a statement per Section 473 for the County business for which a prepayment was made and pay to the County any unexpended balance. An individual may not request or receive another prepayment until any outstanding prepayments have been settled.

Section 25. Section 474 of the Administrative Code is hereby amended to read as follows:

SEC. 474. MODE OF TRANSPORTATION.

- (a) Unless otherwise authorized, the mode of transportation for out-of-County business shall be by the most appropriate available public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller.
- (b) The Chief Administrative Officer may authorize County business by privately owned vehicle or aircraft in lieu of public carrier.
- (c) The head of any County office, department or institution is authorized to allow and direct any subordinate person in the service of the County who is authorized to participate in authorized County activities within the County to use a privately owned vehicle or aircraft. The Chief Administrative Officer is authorized to allow and direct such use of private conveyance for any person in the service of the County who is authorized to participate in authorized County activities within the County. Authorization shall be granted in accordance with rules and regulations and on forms prescribed by the Deputy Chief Administrative Officer/Auditor & Controller.

Section 26. Section 495 of the Administrative Code is hereby amended to read as follows:

SEC. 495. TRANSPORTATION REIMBURSEMENT.

The County shall reimburse employees paid on a biweekly basis for costs incurred in traveling to and from work, as follows:

- (a)
 - (1) Up to sixty-five dollars (\$65) off the full purchase price for all employees in classes designated AE, CL, CM, FS, HS, MM, PR, PS, RN, SO, SS or SW; or up to thirty dollars (\$30) off the full purchase price for all employees in classes DI, DM, DS or SM, for the employee's own use of a:
 - (a) full monthly San Diego Metropolitan Transit Development Board "Ready Pass" or a similar monthly pass,
 - (b) full monthly County Transit Systems Bus Pass or similar monthly pass,
 - (c) full monthly North County Transit District "Coaster Plus Pass" or a similar monthly pass, provided that an employee will not be reimbursed for any amount in excess of the actual cost of any monthly transit pass.
 - (2) Up to eighty-five dollars (\$85) off the full purchase price for all employees in classes designated AM, AS, CE, CEM, CR, DA, EM, MA, NA, NE, NM, NS, PD, PM, PO or UM:
 - (a) full monthly San Diego Metropolitan Transit Development Board "Ready Pass" or a similar monthly pass,
 - (b) full monthly County Transit Systems Bus Pass or similar monthly pass,
 - (c) full monthly North County Transit District "Coaster Plus Pass" or a similar monthly pass, provided that an employee will not be reimbursed for any amount in excess of the actual cost of any monthly transit pass.
 - (3) Up to eighty-five dollars (\$85) of the purchase price for all employees in classes CC and CS for the employee's own use of a:
 - (a) full monthly North County Transit District Sprinter Breeze Pass, Coaster Pass or Regional Premium Pass,
 - (b) full monthly San Diego Metropolitan Transit Development System Trolley, Shuttle Route, Local & Urban Routes, Premium Express, or Rural Routes,
 - (c) fully monthly South Bay Rapid Bus or similar passes,
 - (d) full daily for:
 - (i) North County Transit District Sprinter Breeze Pass, Coaster Pass or Regional Premium Pass,
 - (ii) San Diego Metropolitan Transit Development System Trolley, Shuttle Route, Local & Urban Routes, Premium Express, or Rural Routes passes,
 - (iii) South Bay Rapid Bus or similar passes.
- (b) For employees who incur parking expenses at the locations listed below in (d), reimbursement will be as follows:
 - (1) Fifty dollars (\$50) per month for classes designated DS and SM;
 - (2) Two hundred dollars (\$200) per month for classes designated AM, AS, DA, PD, PM, or PO

(3) Fifty dollars (\$50) per month for all other employees.

On-street, metered parking is excluded for classes designated AM, AS, DA, DI, DM, PD, PM, PO, and SW; or

- (c) (1) Twenty-five dollars (\$25) per month for all other employees who incur expense as a participant in the County Ride Sharing Program through SANDAG at the locations listed below in (d);
- (2) Twenty-five dollars (\$25) per month for all other employees who incur expense as a participant in the Ride Sharing Program at the locations listed below in (d), including the County Operations Center for classes designated CR.
- (d) Applicable work locations for (b)(3) and (b)(4) and (c) above: 220 W. Broadway; 225 Broadway; 330 W. Broadway; 1409 Fourth Avenue; 964 Fifth Avenue; 1501 6th Avenue; 1130 10th Avenue; 1173 Front Street; and other locations certified to the Deputy Chief Administrative Officer/Auditor & Controller by the Chief Administrative Officer. Eligibility for (b) and, (c) above is to be determined through certification by the appointing authority that the employee has incurred expense under the conditions stated above in at least the amount specified. The administration of transportation reimbursements are subject to the rules and regulations of the Deputy Chief Administrative Officer/Auditor & Controller.
- (e) Ten dollars (\$10) reimbursement per month for each eligible employee in the DI and DM classes who incurs parking expenses (excluding on-street, metered parking) at the locations listed below in (g).
- (f) Ten dollars (\$10) reimbursement per month for each eligible employee in the DI and DM classes who incurs expense as a participant in the County Ride-Sharing Program at the locations listed below in (g).
- (g) Applicable locations for (e) and (f) above: San Diego Courthouse, Hall of Justice, Jail and Ash Street Facility. Eligibility for (e) and (f) above is to be determined through certification by the appointing authority that the employee has incurred either, a) parking expense of at least ten dollars (\$10); or b) expense as a participant in the County Ride-Sharing Program of at least ten dollars (\$10) per month, subject to the rules and regulations of the Deputy Chief Administrative Officer/Auditor & Controller.
- (h) The established mileage reimbursement rate shall be paid to employees in eligible classes who, for the benefit of management, are employed at or transferred to a work location more than fifteen miles from the employee's home. This reimbursement shall be limited to those miles driven to and from work in excess of thirty round trip miles.

Eligible Classes:

005502 Appraiser IV

005503 Appraiser III

005504 Appraiser II

005505 Appraiser I

005510 Appraiser Trainee

005511 Property Assessment Specialist I

005512 Supervising Appraiser I

005513 Supervising Appraiser II

005517 Property Assessment Specialist II

005518 Property Assessment Specialist III

- 005526 Audit Appraiser III
- 005527 Audit Appraiser II
- 005528 Audit Appraiser I
- 005529 Supervising Audit Appraiser
- 005530 Audit Appraiser Specialist

- (i) Whenever an employee who is employed as an Environmental Health Specialist II 4722 or an Environmental Health Specialist III - 4723 is transferred for the benefit of management to a headquarter more than twenty (20) miles from his/her home, the employee shall be paid at the established rate for all miles driven to work in excess of twenty (20) miles.
- (j) Employees in eligible classes may be reimbursed for a combination of transit expenses under subsection (a) above and parking expenses under subsection (b) above for a combined total of up to two hundred dollars (\$200).

Eligible Classes: Classes designated AM, AS, CE, CEM, DA, EM, MA, NA, NE, NM, NS and UM.

Section 27. Section 496 of the Administrative Code is hereby amended to read as follows:

SEC. 496. AUTOMOBILE ALLOWANCE.

Each of the County Officers and Executive Management Staff hereinafter designated, as such designation may be hereafter modified from time to time, may elect to be paid a monthly allowance as hereinafter set forth for the use of a non-county vehicle in the performance of their duties subject to the following conditions:

- (a) The allowance shall cover all costs of acquisition, maintenance, servicing, lubrication, fuel and operation of said vehicle for such County use.
- (b) Each such officer shall at his own expense for the period covered by such allowance provide insurance protecting such officer in the use of such vehicle against liability for bodily injury and property damage in not less than the following amounts: bodily injury, each person, \$100,000; each accident \$300,000; property damage \$25,000.
- (c) Election to utilize the allowance shall be in writing and filed with the Chief Administrative Officer.
- (d) The following table of rates of automobile allowances is established, and officers authorized to receive such allowances shall be paid that monthly amount set forth in the allowance rate appearing after the title of that officer:

<u>Rate Allowance</u>	<u>Monthly Allowance</u>
A	\$1,000
B	750
C	675
D	600

and the following County officers be paid a monthly allowance at the rate herein specified:

<u>Officer</u>	<u>Rate Allowance</u>
Member, Board of Supervisors:	
First District	A
Second District	A

Third District	A
Fourth District	A
Fifth District	A
Assessor/Recorder/County Clerk	A
District Attorney	A
Treasurer-Tax Collector	A
Sheriff	A
Chief Administrative Officer	A
Asst CAO/Chief Operating Officer	B
County Counsel	C
Deputy Chief Administrative Officer/Auditor & Controller	C
Chief Information Officer	C
Deputy Chief Administrative Officer	C
Director, Health and Human Services Agency	C
Director, Human Resources	C
Retirement, Chief Executive Officer	D
Agricultural Commissioner/Sealer of Weights and Measures	D
Executive Officer, Citizens Law Enforcement Review Board	D
Executive Officer, Civil Service Commission	D
Clerk of the Board of Supervisors	D
Director, County Library	D
Chief Medical Examiner	D
Director, Office of Emergency Services	D
Director, Office of Ethics and Compliance	D
Director, Media and Public Relations	D
Director, Office of Strategy and Intergovernmental Affairs	D
Air Pollution Control Officer	D
Director, Animal Services	D
Director, Environmental Health	D
Director, General Services	D
Director, Housing and Community Development	D
Director, Parks and Recreation	D
Director, Planning and Development Services	D
Director, Purchasing and Contracting	D

Public Defender	D
Director, Department of Public Works	D
Registrar of Voters	D
Deputy Director, HHSA (serving as Regional Managers)	D
Chief Operations Officer, HHSA	D
Child Support Services Director	D

Section 28. Effective Date. Sections 1, 21, 22, 23, 24, 26, and 27 of this ordinance affect compensation and shall take effect upon adoption and all other sections of 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.

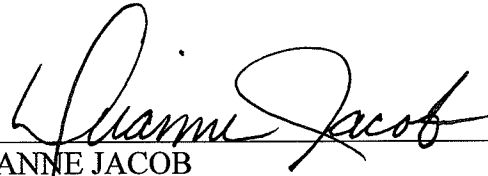
Section 29. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	1/10/2014
Section 2	2/7/2014
Section 3	2/7/2014
Section 4	2/7/2014
Section 5	2/7/2014
Section 6	2/7/2014
Section 7	2/7/2014
Section 8	2/7/2014
Section 9	2/7/2014
Section 10	2/7/2014
Section 11	2/7/2014
Section 12	2/7/2014
Section 13	2/7/2014
Section 14	2/7/2014
Section 15	2/7/2014
Section 16	2/7/2014
Section 17	2/7/2014
Section 18	2/7/2014
Section 19	2/7/2014
Section 20	2/7/2014
Section 21	1/10/2014
Section 22	1/10/2014
Section 23	1/10/2014
Section 24	1/10/2014
Section 25	2/7/2014
Section 26	1/10/2014
Section 27	1/10/2014

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

BY: Dennis I. Floyd, Senior Deputy County Counsel

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 7th day of January, 2014.




DIANNE JACOB
Chairwoman, 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 7th day of January, 2014.

THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors

By  _____
Sarah Panfil, Deputy



Ordinance No. 10315 (N.S.)

01-07-14 (17)