

**AN ORDINANCE AMENDING THE  
ADMINISTRATIVE CODE**

Meeting Date: 9/23/14 (16)

**ORDINANCE NO. 10355 (NEW SERIES)**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ADMINISTRATIVE CODE**

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

**Section 1.** Subsection (a) of Section 23.102 of the Administrative Code is hereby amended to read as follows:

**SEC. 23.102. REGISTRATION.**

(a) Except as provided in section 23.103, an individual who, on behalf of any corporation, firm, organization or individual other than himself attempts to influence any County decision by contacting, personally or by telephone any of the following County officers or employees shall prior to the contact, or within 5 days of the contact, register with the Clerk of the Board of Supervisors as a County legislative advocate:

- (1) Members of the Board of Supervisors
- (2) Members of Planning Commission
- (3) Members of Assessment Appeals Board
- (4) Members of Civil Service Commission
- (5) Members of San Diego County Air Pollution Control District Hearing Board
- (6) Confidential Investigators of the Board of Supervisors
- (7) Board Representatives of the Board of Supervisors
- (8) County Assessor
- (9) Chief Deputy, Assessor/Recorder/County Clerk
- (10) District Attorney
- (11) Assistant District Attorney
- (12) Sheriff
- (13) Undersheriff
- (14) County Treasurer
- (15) Chief Deputy, Treasurer/Tax Collector
- (16) Director of Planning and Development Services
- (17) Director of General Services
- (18) Chief Administrative Officer
- (19) Assistant Chief Administrative Officer
- (20) Members of San Diego County Capital Asset Leasing Corporation (SANCAL) Board of Directors
- (21) Director of Purchasing and Contracting

**Section 2.** Section 81 of the Administrative Code is hereby amended to read as follows:

**SEC. 81. CITIZENSHIP REQUIREMENTS.**

Except as authorized by the County Charter, no person shall be certified to the hereinafter specified positions in the classified Civil Service or employed or appointed to the hereinafter specified positions or offices in the unclassified service, unless such person is a native-born or fully naturalized citizen of the United States or an alien lawfully permitted to work in the United States. This provision applies to the following County officers and employees: Members of the Assessment Appeals Board, Members of the Civil Service Commission, Members of the Planning Commission, Members of the Noise Control Hearing Board, Chief Deputy, Assessor/Recorder/County Clerk, Assistant District Attorney, Chief Deputy District Attorney, Undersheriff, Assistant Sheriff, Chief Deputy, Chief Deputy, Treasurer/Tax Collector, all members of Executive Management specified in the Compensation Ordinance of the County of San Diego, County Counsel, Assistant County Counsel, Hearing Officer-Appeals appointed by the Board of Supervisors, and all Commanders, Captains, Lieutenants, Sergeants and Deputy Sheriffs in the Sheriff's Department and all peace officers, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.

**Section 3.** Section 84.91 of the Administrative Code is hereby amended to read as follows:

**SEC. 84.91. MEMBERSHIP AND SELECTION.**

The Council shall consist of following voting members:

- (a) Five (5) at-large members, one (1) nominated by each Supervisor and confirmed by the Board of Supervisors. Members appointed at-large by the Board of Supervisors shall have no potential or actual financial conflicts of interest in the capacity of activities they conduct. In addition, an at-large member shall not be an officer, member of the board of directors, executive director, employee, subcontractor, or other person with any financial interest in an organization that may be funded by County Children's Trust Funds. At-large members shall fit in one or more of the following categories:
  - (1) Former recipient of services for children and families;
  - (2) Nonprofit, community, or voluntary agency; and
  - (3) Expert in children and family issues.
- (b) Four (4) members shall be nominated as follows and confirmed by the Board of Supervisors:
  - (1) Director, Child Welfare Services;
  - (2) Chief Probation Officer, Designee;
  - (3) Juvenile Court, Designee and
  - (4) Consumer.

The public official members shall serve terms concomitant with their position.

- (c) All members designated in Section 84.91 (a) and (b) may designate an alternate representative when they are unable to attend regularly scheduled public forums or meetings. Such alternates shall be designated in writing by the member and shall be subject to the policy governing attendance.

**Section 4.** Section 84.95 of the Administrative Code is hereby amended to read as follows:

**SEC. 84.95. ORGANIZATION.**

- (a) Officers. The Director, Child Welfare Services serves as the Council's Chair. The Council shall elect from its membership, Vice Chair, Secretary and other officers as may be deemed necessary for the conduct of its business as prescribed herein. Elected officers will serve a term of four (4) years. Officers will be elected at the first regularly scheduled meeting of the calendar year in which their term expires.
- (b) Rules. The Council shall prepare and adopt the necessary rules and policies for the conduct of its business.
- (c) Quorum. A majority of members currently appointed to the Council shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval.
- (d) Meetings. The Council shall establish a regular quarterly public forum and meeting schedule and shall give public notice of the time and place of public forums and meetings in compliance with the requirements of the Brown Act. All forums and meetings of the Council shall be open and public and all persons shall be permitted to attend any forums and meetings of the Council.

**Section 5.** Section 250 of the Administrative Code is hereby amended to read as follows:

**SEC. 250. COUNTY SERVICE AREA 69 RESIDENT USER FEE.**

A fee of \$900.00 and a mileage charge of \$20.00 per mile (minimum 1 mile) shall be charged to residents of County Service Area 69 who are transported for Basic or Advanced Life Support to a hospital by a County Service Area 69 provider. The Deputy Chief Administrative Officer/Director, Health and Human Services Agency, or the Director's designee may waive said fee for those residents financially unable to pay the fee.

**Section 6.** Section 253 of the Administrative Code is hereby amended to read as follows:

**SEC. 253. COUNTY SERVICE AREA 17 RESIDENT USER FEE.**

A fee of \$400 plus \$20 per mile (minimum one mile) shall be charged to residents of County Service Area 17 who are transported to a hospital by a County Service Area 17 provider. The Deputy Chief Administrative Officer/Director, Health and Human Services Agency, or the Director's designee may waive said fee for those residents financially unable to pay the fee.

**Section 7.** Section 300.4 of the Administrative Code is hereby amended to read as follows:

**SEC. 300.4. VACANCIES.**

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Absences from more than one-third of the regularly scheduled meetings in any 12-month period or three consecutive regularly scheduled meetings.
- (4) Or for any reason specified in Government Code Section 1770.

When a vacancy occurs as the result of missing one-third of the regularly scheduled meetings in one 12-month period or three consecutive regularly scheduled meetings, both the member and the Deputy Chief Administrative Officer/Director, Health and Human Services Agency shall be notified by the Committee Chair. Vacancies shall be filled by nomination as set forth in Sections 300.1 and 300.6 and with the concurrence of the Deputy Chief Administrative Officer/Director, Health and Human Services Agency.

If a vacancy occurs, a new appointee shall serve for the unexpired term of the member being replaced.

**Section 8.** Section 300.5 of the Administrative Code is hereby amended to read as follows:

**SEC. 300.5. ORGANIZATION.**

- (a) Officers. The Committee shall select from its membership a Chair and a Vice Chair.
- (b) Rules. The Committee shall prepare and adopt the necessary rules and regulations for the conduct of its business.
- (c) Quorum. A majority of members currently appointed to the Committee shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval.
- (d) Minutes. The Committee shall keep written minutes of its meetings, a copy of which shall be filed with the office of the Deputy Chief Administrative Officer/Director, Health and Human Services Agency.
- (e) Meetings. The Committee shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with requirements of the Brown Act. All meetings of the Committee shall be open to the public and all persons shall be permitted to attend any meetings of the Committee.

**Section 9.** Section 300.8 of the Administrative Code is hereby amended to read as follows:

**SEC. 300.8. DUTIES AND RESPONSIBILITIES.**

The Committee shall have the following duties and responsibilities:

- (a) To review and make recommendations on policies and programs affecting foster parents and placement.
- (b) To review and make recommendations on issues pertaining to foster parents and placement.
- (c) To act as an open forum in the review of problems concerning foster parents and placement.
- (d) To recommend solutions and cost effective measures to alleviate problems and issues relating to foster parents and placement as well as the foster care program.
- (e) To improve communication and teamwork among the foster parent community, the Health and Human Services Agency, other private placement agencies, educational systems and health care agencies.
- (f) To perform such other duties as might be assigned to the Committee by the Deputy Chief Administrative Officer/Director, Health and Human Services Agency.

**Section 10.** Section 300.10 of the Administrative Code is hereby amended to read as follows:

**SEC. 300.10. STAFF ASSISTANCE.**

The Deputy Chief Administrative Officer/Director, Health and Human Services Agency shall provide the necessary staff assistance to the Foster Care Services Committee.

**Section 11.** Schedule E of Section 364.4 of the Administrative Code is hereby amended to read as follows:

**SEC. 364.4. OFFICE OF THE TREASURER/TAX COLLECTOR.**

The following fees shall be paid to the Office of the Treasurer Tax Collector for providing the following services:

**SCHEDULE E - TIME AND MATERIAL LABOR RATES**

**STANDARD BILLING RATES/TIME AND MATERIAL RATES:** Unless otherwise specified, all fees and time and material charges shall be calculated and will be charged using the following standard hourly billing rates:

**TAX COLLECTION**

<b>CLASS</b>	<b>CLASS TITLE</b>	<b>TIME &amp; MATERIAL RATE</b>
000270	Chief Dep, Treas/Tax Collector	\$183.00
002169	Manager TTC	\$126.00
002457	Tax Payment Processor	\$62.00
002458	Senior Tax Payment Processor	\$68.00
002482	Assistant Manager TTC	\$118.00
002563	TTC Specialist	\$63.00
002564	Senior TTC Specialist	\$63.00
002565	Supervisor TTC Specialist	\$63.00
002566	Principal TTC Specialist	\$63.00
002567	Tax Payment Enforcement Officer	\$78.00
002568	Senior Tax Payment Enforcement Officer	\$101.00

**TREASURY**

<b>CLASS</b>	<b>CLASS TITLE</b>	<b>TIME &amp; MATERIAL RATE</b>
0002780	Chief Dep, Treas/Tax Collector	\$202.00
000286	Investment Officer	\$214.00
000288	Chief Investment Officer	\$215.00
002169	Manager TTC	\$141.00
002425	Associate Accountant	\$99.00
002482	Assistant Manager TTC	\$132.00
002505	Senior Accountant	\$88.00
002563	TTC Specialist	\$88.00
002564	Senior TTC Specialist	\$88.00
002565	Supervisor TTC Specialist	\$88.00
002405	Staff Accountant	\$88.00

1. **MISCELLANEOUS:** The fee for items not listed in the above fee schedules, including research, shall be determined by the actual costs incurred by the Office of the Treasurer Tax Collector. The cost will be determined by using the labor rates specified in Schedule E, Time and Material Labor Rates.

**Section 12.** 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 Deputy Chief Administrative Officer/Director, Health and Human Services Agency 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 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 13.** Section 494 of the Administrative Code is hereby amended to read as follows:

**SEC. 494. JOB-REQUIRED LICENSES.**

- (a) The County shall reimburse any permanent employee in eligible classes who works at least eighty (80) hours per biweekly pay period, for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew. This reimbursement shall not cover any costs to the employee of becoming eligible for, or initially obtaining, such license. Reimbursement shall also not apply to any license necessary for the legal operation of vehicles or mechanical equipment.

Eligible Classes: Classes designated AE, AM, AS, CL, CR, CM, DA, DI, DM, DS, FS, HS, MA, MM, PR, PS, RN, SS and SW

Eligible EM Classes:

000922 Deputy Public Health Officer  
002118 Children's Medical Health Officer  
002221 Public Health Officer

Eligible UM Class:

000304 EMS Medical Director

- (b) Notwithstanding (a) above, the County shall reimburse an eligible employee for the entire cost when required, prior to the normal renewal date, to obtain a driver's license graded higher than Class C. If the license upgrade is not required prior to the normal renewal date, the County shall reimburse the amount which exceeds the fee of a Class C driver's license.

Eligible Classes: Classes designated CM, CR, DS, PS and SW

- (c) Notwithstanding (a) above, the County shall reimburse an eligible employee for the amount which exceeds the fee for a Class C driver's license when required to have a Class B driver's license.

Eligible Classes: Classes designated DS and PO.

- (d) Notwithstanding (a) above, the County shall reimburse any permanent part-time employee paid at a biweekly rate for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew during the term of this Agreement; however, such employee must have completed one year of County service.

Eligible Classes: Class designated RN.

- (e) Notwithstanding (a) above, the County will reimburse the following classes for obtaining and for renewing County-desired and County-required licenses and certificates.

Eligible Classes:

005392 Agricultural/Standards Inspector  
005393 Senior Agricultural/Standards Inspector  
005394 Supervising Agricultural/Standards Inspector

**Section 14.** 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:

Rate Allowance	Monthly Allowance
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A	\$1,000
B	750
C	675
D	600

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

Officer	Rate Allowance
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
Sheriff	A
Treasurer-Tax Collector	A
Chief Administrative Officer	A
Assistant Chief Administrative Officer/ Chief Operating Officer	B
Chief Information Officer	C
County Counsel	C
Deputy Chief Administrative Officer	C
Deputy Chief Administrative Officer/Auditor & Controller	C
Deputy Chief Administrative Officer/Director, Health and Human Services Agency	C
Director, Human Resources	C
Agricultural Commissioner/Sealer of Weights and Measures	D
Air Pollution Control Officer	D
Chief Medical Examiner	D
Chief Operations Officer, HHSA	D
Clerk of the Board of Supervisors	D
Director, Animal Services	D
Director, County Library	D
Director, Child Support Services	D
Director, Department of Public Works	D
Director, Environmental Health	D
Director, General Services	D
Director, Housing and Community Development	D
Director, Media and Public Relations	D
Director, Office of Emergency Services	D



Director, Office of Ethics and Compliance	D
Director, Office of Strategy and Intergovernmental Affairs	D
Director, Parks and Recreation	D
Director, Planning and Development Services	D
Director, Purchasing and Contracting	D
Director, Regional Operations	D
Executive Officer, Citizens Law Enforcement Review Board	D
Executive Officer, Civil Service Commission	D
Public Defender	D
Registrar of Voters	D
Retirement, Chief Executive Officer	D
Director, Child Welfare Services	D

**Section 15.** Section 911 of the Administrative Code is hereby amended to read as follows:

**SEC. 911. SAN DIEGO COUNTY SOCIAL SERVICES ADVISORY BOARD.**

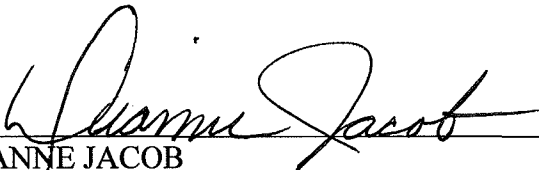
There is hereby created and established the San Diego County Social Services Advisory Board. The Social Services Advisory Board shall constitute a citizens advisory board on public welfare as required by section 710 of the County Charter. This Advisory Board is established to solicit citizen input on public welfare and welfare to work services administered by the Health and Human Services Agency and to advise the Board of Supervisors and the Deputy Chief Administrative Officer/Director, Health and Human Services Agency on matters pertaining to the delivery of services as defined in Section 911.8.

**Section 16.** Effective Date. All sections 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.

APPROVED AS TO FORM AND LEGALITY  
COUNTY COUNSEL BY

Dennis Floyd, Senior Deputy County Counsel

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 23<sup>rd</sup> day of September, 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 23<sup>rd</sup> day of September, 2014.

THOMAS J. PASTUSZKA  
Clerk of the Board of Supervisors

By   
\_\_\_\_\_  
Elizabeth Miller, Deputy



Ordinance No. 10355 (N.S.)

09-23-14 (16)