

**ORDINANCE NO. 9259 (NEW SERIES)**

**AN ORDINANCE AMENDING SECTIONS 502, 503, 504.1, 504.2, 504.10 AND  
504.11 OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE  
RELATING TO THE BOARD OF SUPERVISORS**

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

**Section 1.** Section 502, 503, 504.1, 504.2, 504.10 and 504.11 of the County of San Diego Administrative Code are hereby amended to read as follows:

**SEC. 502. ADJOURNED MEETINGS.**

Notwithstanding anything to the contrary herein contained, any meeting or session of the Board of Supervisors may be adjourned for cause, in good faith, to any time, or from time to time, when necessary for the expeditious transactions of business. Any adjourned meeting or session of the Board of Supervisors shall be deemed to be and shall become and is hereby made a part of all regular meetings and sessions.

**SEC. 503. AGENDA FOR MEETINGS OF THE BOARD.**

- (a) The Clerk of the Board of Supervisors shall prepare and issue an agenda for each regular meeting of the Board. The agenda for the regular Land Use and Tuesday meetings of the Board shall be prepared, issued and posted by the Clerk pursuant to rules adopted by the Board. All agendas shall be posted at the South Entrance of the First Floor of the San Diego County Administration Center and on the bulletin board at the North Chamber (Room 310), Third Floor, San Diego County Administration Center. Copies of the agenda shall be available in the office of the Clerk of the Board of Supervisors.
- (b) Any item not on the agenda for a meeting shall not be considered by the Board at such meeting, except as follows:
  - (1) Upon determination by a majority vote of the Board that an emergency situation exists. An emergency situation is limited to:
    - (a) Work stoppage or other activity which severely impairs public health, safety or both;
    - (b) Crippling disaster which severely impairs public health, safety, or both. The determination shall be made prior to Board consideration of the emergency item.

- (2) Upon determination by a two-thirds vote, or a unanimous vote if less than two-thirds of the members are present, of the Board that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the Agenda being posted. The determination shall be made prior to Board consideration of the item.
  - (3) The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item and at the prior meeting, the item was continued to the meeting at which action is being taken.
- (c) Any item on the agenda for any regular Tuesday or Land Use meeting which has not been considered and acted upon at such meeting or continued to a subsequent meeting shall be deemed continued to the following regular Tuesday or Land Use meeting. All such items shall be relisted on the agenda for the following regular meeting.

#### **SEC. 504. DUTIES.**

Each member of the Board of Supervisors is required as a part of his or her official duties to:

- (1) Attend the State Legislature and Congress and any committees thereof, meet with legislators or legislators-elect to present the County's legislative programs and to meet with representatives of executive or administrative agencies of State, Federal or local government, including cities, counties, school districts and special districts, concerning County business and affairs.
- (2) Consult with private persons and corporations and with officials and employees of Federal, State and local governments, including cities, counties, school districts and special districts, for the purpose of obtaining information relating to legislative or administrative matters pending before the Board of Supervisors or which reasonably may be anticipated to come before the Board of Supervisors within the near future or for the purpose of carrying out County programs.
- (3) Attend lectures, seminars and other educational meetings pertaining directly to County business or affairs.
- (4) To appoint and employ such personnel as may be authorized by the Compensation Ordinance of the County of San Diego for the specific supervisorial district. All appointments and employments shall be in accordance with the provisions of the County Charter, the Rules for Unclassified Service, and County ordinances.

**SEC. 504.1. REIMBURSEMENT FOR EXPENSES.**

- (a) Each member of the Board may, subject to the provisions of Sections 504 and 504.1, incur and be reimbursed for necessary expenses incurred when carrying out his duties as such member.
- (b) Reimbursement for necessary expenses incurred in performing the foregoing duties, irrespective of the nature or type of expense, other than travel expenses, shall be claimed by members of the Board pursuant to the provisions of these rules and regulations even though other County Administrative Code provisions may be applicable. No expenses incurred in performing such duties shall be reimbursable unless a statement of expense showing (a) the name of the member of the Board and (b) the amount of the expense, date the expense was incurred and a general description of the subject matter giving rise to the expense is filed with the Auditor and Controller on forms to be prescribed by the Auditor and Controller within 30 days of the date the expense was incurred. The filing of a claim in accordance with the provisions of this Administrative Code within such 30 day period shall be deemed to be in compliance with the provisions of this section requiring the filing of a statement of expense.
- (c) All claims for reimbursement subject to this section shall be on forms prescribed by the Auditor and Controller and shall include the following information:
  - (1) Description - An adequate description of the nature of the expense claimed and the date and time involved.
  - (2) Location and Payee - Identification of location where expense was incurred and identification of person or corporation paid, e.g., name and location of restaurant if meal expense was incurred.
  - (3) Purpose - A description of the purpose for which the expense was incurred and the nature of the County business conducted.
  - (4) Identification - The designation by name and affiliation of other individuals or groups involved and on behalf of whom an expense was incurred and for which reimbursement is being claimed.
  - (5) Amount - The amount claimed. Documentation (invoice, credit card charge slip, etc.) verifying that the expense was incurred should be submitted for all expenditures and must be submitted for all expenditures in excess of \$25 for which reimbursement is claimed.
- (d) Limitation in Expense. No expense in excess of \$300 incurred for any one event for which reimbursement is sought pursuant to these rules and regulations shall be incurred without prior approval of or ratification by the Board of Supervisors.

- (e) Limitation on Total Expenses. The Board of Supervisors shall by resolution establish the maximum dollar limit which any Supervisor and/or the Supervisor's Chief of Staff or Legislative Assistant may claim during a specified time period.
- (f) Provisions of this section do not apply to travel expenses.

**SEC. 504.2. REIMBURSEMENT OF BOARD REPRESENTATIVES.**

A member of the Board of Supervisors may specifically direct his or her Chief of Staff or Legislative Assistant in the office of the Board of Supervisors to consult with persons, corporations, legislators, legislators-elect, officers and employees, to attend meetings and to meet with representatives of executive or administrative agencies as specified in Section 504.1 and within the limitations set forth in subdivisions (d) and (e) of said section. A Chief of Staff or Legislative Assistant may not be authorized to conduct out-of-County business pursuant to this section without approval of the Board of Supervisors.

**SEC. 504.3. CLAIMS OF MEMBERS OF THE BOARD OF SUPERVISORS.**

A claim against the County presented by a member of the Board of Supervisors for per diem and mileage or for service rendered by such member need not be presented to the District Attorney or County Counsel. Such claim shall be presented to the County Auditor and Controller. The allowance of the claim by the County Auditor and Controller shall constitute authority for the issuance of a warrant on the County treasury for such an amount of each such claim as the County Auditor and Controller finds to be a correct and legal County charge pursuant to Government Code Section 29707.1.

**SEC. 504.10. BOARD PROCLAMATIONS.**

The Chair of the Board of Supervisors may issue on behalf of the Board proclamations giving official recognition to special days, weeks, months and events and calling the attention to the public thereto.

**SEC. 504.11. [RETENTION OF PAYMENTS FOR SERVING ON OTHER GOVERNMENT BOARDS OR COMMISSIONS.]**

In addition to the annual compensation prescribed for each member of the Board of Supervisors by Ordinance No. 3995 (New Series), as amended, or by any superseding ordinance, each member of the Board of Supervisors who serves on the Board of Directors or Executive Committee of any of the governmental commissions or organizations hereafter described may retain such payments or compensation as may be

provided by law for such commission or organization or the State of California for such services:

Local Agency Formation Commission

Metropolitan Transit District Board

North County Transit District

San Diego Association of Regional Governments (SANDAG) Board of Directors

San Diego Association of Regional Governments (SANDAG) Regional Transportation Board

San Diego Coastal Commission

San Diego Transit Corp.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of October, 2000.