

ORDINANCE NO. 10185 (NEW SERIES)

AN ORDINANCE AMENDING COUNTY OF SAN DIEGO
ADMINISTRATIVE CODE ARTICLE VII RELATING TO BUDGET PROCEDURE &
APPROPRIATION, REVENUE AND STAFFING LIMITATION

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

Section 1: ARTICLE VII of the County of San Diego Administrative Code is hereby amended to read as follows:

SEC. 110. ALL OFFICES TO FOLLOW BUDGET PROCEDURE SET FORTH IN THIS ARTICLE.

All officials, persons, officers, departments, services, institutions, districts, boards and commissions for whom or for which the Board is required to adopt an annual budget as provided for in Section 29000, et seq., of the Government Code shall be governed by the following sections of this Article which are general in their nature.

SEC. 111. AUDITOR TO SUPPLY FORMS FOR ESTIMATES OF (1) SALARIES AND EMPLOYEE BENEFITS AND (2) SERVICES AND SUPPLIES AND OTHER OBJECTS OF EXPENDITURES.

On or about the 10th day of February, the Auditor shall present to the officer who is the head of each office, department, institution and district and to each board and commission budget forms prepared by said Auditor on which such officer, board or commission shall prepare estimates of (1) Salaries and Employee Benefits expenditures and (2) Services and Supplies, Other Charges, Fixed Assets and Expenditure Transfers and Reimbursements for the next ensuing fiscal year.

SEC. 112. [RESERVED.]

SEC. 113. ESTIMATES TO BE SUBMITTED TO AUDITOR AND CHIEF ADMINISTRATIVE OFFICER.

The officer who is the head of each office, department, institution and district and each board and commission shall file with the Auditor and the Chief Administrative Officer on the forms furnished by the Auditor, itemized estimates of proposed expenditures required by such office, department, institution, district, board or commission for the next ensuing fiscal year, together with an itemized estimate showing the anticipated revenue from

sources other than property taxation, that will accrue to the office, department, institution, district, board or commission and such additional information thereon as may be required by the Auditor and the Chief Administrative Officer. The estimates of Salaries and Employee Benefits, Services and Supplies, Other Charges, Fixed Assets, estimated revenues, and Expenditure Transfers and Reimbursements shall be submitted as required herein not later than the 20th day of April of each year.

SEC. 114. CHIEF FINANCIAL OFFICER/GENERAL MANAGER TO FILE BUDGET ESTIMATES WITH CHIEF ADMINISTRATIVE OFFICER.

On or about the fourth week of May of each year the Chief Financial Officer/General Manager 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.

SEC. 115. CHIEF ADMINISTRATIVE OFFICER TO EXAMINE BUDGET ESTIMATES, HOLD HEARINGS AND SUBMIT RECOMMENDATIONS TO BOARD.

The Chief Administrative Officer, upon receipt of budget estimates filed as provided in Section 113, shall, as required by Section 29061 of the Government Code, immediately proceed to examine the same and make such investigations and studies in regard thereto as he may deem necessary, and to hold hearings on said budget estimates and to examine such estimates, which said hearings and examinations shall be concluded by said Chief Administrative Officer and his recommendations with respect to said estimates submitted to the Board on or about the fourth week of May of each year.

SEC. 116. BOARD TO EXAMINE BUDGET ESTIMATES AND APPROVE BUDGET RECOMMENDATIONS OF CHIEF ADMINISTRATIVE OFFICER.

Upon submission to the Board of Supervisors of the Auditor's tabulation of budget estimates and the recommendations of the Chief Administrative Officer with respect thereto, said Board shall consider them and make such revisions, reductions or additions as it deems advisable. Unless the Board finds it impractical to do so, not later than the fourth week of June of each year, the Board shall approve by resolution the tabulation with the revisions, additions and changes in conformity with its judgement and conclusions as to a proper financial

program for the next succeeding fiscal in accordance with Section 29064 of the Government Code.

SEC. 117. BOARD TO HOLD HEARINGS AND TO ADOPT BUDGET.

Following submission to the Board of Supervisors of the recommendations of the Chief Administrative Officer and prior to adoption of the final County budget, said Board shall hold such hearings as may be necessary to permit any officer, board, commission or person whose estimates are recommended for increase or reduction by the Chief Administrative Officer to have a hearing thereon.

Unless the Board of Supervisors finds it impractical to so do, not later than the 20th day of June of each year it shall commence public hearings on the proposed County Budget pursuant to the provisions of Section 29080, et seq., of the Government Code. As soon as practicable after the conclusion of such public hearings, the Board shall cause to be made such revisions of, deductions from, or increases or additions to the proposed budget it deems advisable and, unless it finds it impractical to so do, not later than the second week of August the Board shall, by resolution, adopt the budget as finally determined, pursuant to the provisions of Section 29088, et seq., of the Government Code.

SEC. 118 [RESERVED.]

SEC. 118.1. [RESERVED.]

SEC. 118.2. [RESERVED.]

SEC. 119. [RESERVED.]

Section 2: Effective Date. 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.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 6th day of December, 2011.