

ORDINANCE NO. 9314 (NEW SERIES)

AN ORDINANCE AMENDING SECTIONS 470, 472, 472.1, 473, 476,
AND 479 OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE
RELATING TO OUT-OF-COUNTY AND IN-COUNTY BUSINESS

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

Section 1. 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) 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 or 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.

(i) For business conducted by the County Treasurer/Tax Collector Department, the following requirements apply:

- File with the Board of Supervisors annually an out-of-County business program that details all planned department travel activities for the coming year.

- In addition to the requirement for a detailed out-of-County business program, obtain approval from the Board of Supervisors for all travel for:

- Out-of-County business requiring longer than 24 hours;
- Out-of-state travel, regardless of duration.

(Amended by Ord. No. 7602 (N.S.), effective 4-13-89; amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7765 (N.S.), operative 7-12-90; amended by Ord. No. 7771 (N.S.),

operative 8-2-90; amended by Ord. No. 8410 (N.S.), effective 7-7-94; amended by Ord. No. 8495 (N.S.), effective 2-9-95; amended by Ord. No. 8571 (N.S.), effective 8-24-95; amended by Ord. No. 9250 (N.S.), effective 10-19-00)

Section 2. Section 472 of the Administrative Code is hereby amended to read as follows:

SEC. 472. NORMAL MAXIMUM EXPENSES.

Pursuant to Sections 913 and 913.1 of the County Charter, the maximum 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 maximum amounts authorized for reimbursement for necessary and actual expenses incurred while engaged in authorized County activities are also herein established. The following amounts (hereinafter referred to as "normal maximums") shall be the maximum amounts payable as such reimbursement except as provided in Section 472.1. The Auditor and Controller shall periodically review said maximum amounts and file any resulting recommendations for adjustments with the Board.

Transportation

Carrier services, including taxi-cabs, vehicle rental and storage of vehicle....	Actual Cost
Privately owned aircraft, in or out-of-County....	Equivalent of the fare appropriate available public carrier as determined by the Auditor and Controller
Privately owned vehicle, out-of-County....	Equivalent of the fare via the most appropriate available public carrier as determined by the Auditor and Controller, or actual mileage at \$.32 mile, whichever is less.
Privately owned vehicle, in County....	\$.32 per mile.

When out-of-County travel using a privately owned vehicle or aircraft is authorized, the cost of 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

\$99.00 per night, plus taxes, for hotel, motel and similar lodging (includes any message service or similar separate lodging charges). Actual room tax may be reimbursed even if it is computed on room costs which exceed the \$99.00 maximum.

A reasonable amount determined by the Chief Administrative Officer, based upon the type of equipment used and the nature of the out-of-County business, not to exceed \$99.00 per night, 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.

Meals and Incidentals

Breakfast . . . \$ 9.00

Lunch . . . \$11.00

Dinner . . . \$24.00

Meals and incidentals for one day . . . \$46.00

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 are to include tips, transfers, and phone calls necessary to reserve lodging accommodations.

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 prior to 7:00 a.m. or such travel is completed by return to

office or place of residence after 8:00 a.m.; no reimbursement shall be made for lunch unless such travel commences prior to 11:30 a.m. or is completed after 1:00 p.m.; and no reimbursement shall be made for dinner unless such travel commences prior to, or is completed after, 7:00 p.m.

Telephone - Fax - Registration

Telephone, fax and registration charges or fees . . . Actual Cost

Rental of Work or Conference Facilities

A reasonable amount determined by the Chief Administrative Officer based upon the type of meeting, course, or session, and the number of participants.

Miscellaneous Expenses

Depending on duration of the out-of-County business, for miscellaneous items such as laundry and dry cleaning, an amount determined by the Chief Administrative Officer to be reasonable and necessary for the conduct of County business. In addition to any reimbursement for use of a privately owned vehicle, \$.25 shall be paid for each mile an authorized privately or publicly owned trailer is towed on business for the County by that vehicle.

(Amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 8653 (N.S.), effective 4-18-96, operative 7-5-96; amended by Ord. No. 8926 (N.S.), effective 7-16-98, operative 7-3-98; amended by Ord. No. 8930 (N.S.), effective 8-13-98, operative 7-3-98; amended by Ord. No. 8933 (N.S.), effective 8-20-98, operative 7-3-98)

Section 3. 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 Assistant Chief Administrative Officer authority to approve specific exceptions to these restrictions for unique circumstances upon presentation of satisfactory justification.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90)

Section 4. 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 Auditor and Controller on claim or other forms prescribed by the Auditor and 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 receipt 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. All claims of \$50 or less shall be paid out of petty cash.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90)

Section 5. Section 476 of the Administrative Code is hereby amended to read as follows:

SEC. 476. FURNISHING MEALS DURING MEETINGS.

(a) The head of any County office or department, upon approval of the Chief Administrative Officer, and any member of the Board may provide at County expense or be reimbursed for the expense of providing meals to any person in the service of the County, including himself, when such persons in performing their duties are attending conferences or meetings, at which County business is conducted, held during a meal period. The cost of such meals shall not exceed the amounts specified in Section 472.

(b) Any member of the Board and head of any County office or department may provide at County expense or be reimbursed for the expense of providing refreshments to any person in service of the County, including himself, when such person in performing their duties are attending conferences, workshops, or meetings, at which County business is conducted. The cost of refreshments, including minor snacks and supplies such as cups, napkins, etc., shall not exceed \$5.00 per person. This reimbursement allowance is not intended for routine meetings, but should be limited to select instances where circumstances warrant, such as offsite retreats, team building, and other special events.

Section 6. Section 479 of the Administrative Code is hereby amended to read as follows:

SEC. 479. TRANSPORTATION, MEALS AND LODGING AND OTHER REIMBURSEMENT FURNISHED PERSONS DONATING SERVICES AND FINALISTS CONSIDERED FOR EXECUTIVE APPOINTMENTS.

(a) The head of a County office or department may provide at County expense or be reimbursed for providing transportation, meals and lodging as hereinafter specified:

(1) When a person, at the request of such head of an office or department, furnishes services to the County without compensation (other than reimbursement for actual and necessary travel expenses), and the period during which the services are performed includes mealtime, the person may be furnished a meal during such period.

(2) When a person, at the request of such head of an office or department furnishes services to the County without compensation (other than reimbursement of actual and necessary travel expenses) and the performance of said services requires that the person travel to a County facility, such person may be furnished transportation, meals and lodging necessarily incidental to the performance of such services, or may be reimbursed the expense incurred therefor. Such person may also be reimbursed unusual costs which are reasonable and necessary for the person to travel to and attend a meeting when requested by the head of an office or department, such as the cost of an attendant to care for the person while traveling to and from and attending the meeting.

(b) Where a person, at the request of the Director, Department of Human Resources, serves on a board of special examiners (consisting of one or more persons) without compensation (other than actual and necessary travel expenses), the Director may furnish at County expense or be reimbursed the expense of furnishing such person transportation, meals and lodging necessarily incidental to the performance of such services or such person may be reimbursed the expense incurred therefor.

(c) The Director, Department of Human Resources, may from time to time assign employees of the department to accompany the special examining boards at meal time for the purpose of discussing with such boards the examining procedures and other matters relating to conduct of civil service examinations. The Director may furnish at County expense a meal to such employee or be reimbursed the expense of furnishing such meal or such employee may be reimbursed the expense of furnishing such meal or such employee may be reimbursed the expense incurred therefor.

(d) The Chief Administrative Officer may authorize the head of a department or office to furnish or reimburse at County expense the costs of transportation, meals and lodging incurred by candidates appearing before an appointing authority or special examining board for appointment consideration to an unclassified executive or classified executive position or other positions identified by the Director of Human Resources as requiring extraordinary scientific, professional or expert qualifications. Such candidates must have been certified as finalists in the selection process established by the Director of Human Resources for a vacant position in the classes designated above.

(e) The cost of transportation, meals and lodging furnished pursuant to this section shall not exceed the amounts specified in Section 472.

(Amended by Ord. No. 7427 (N.S.), effective 2-4-88; amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90)

Section 7. Effective and Operative Date. This Ordinance shall take effect thirty (30) days after its adoption. Within fifteen (15) days after the date of adoption of this Ordinance, a summary shall be published once with the names of those members voting for and against the same in a newspaper of general circulation published in the County of San Diego.

Section 8. Operative Date. This Ordinance shall be operative on April 30, 2001.

PASSED, APPROVED AND ADOPTED this 13th day of March 13, 2001.