

ORDINANCE NO. 9601 (N.S.)

AN ORDINANCE AMENDING SECTIONS 398.5, 398.16, 409 AND 415 OF THE
SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO
TRANSFER OF THE DEPARTMENT OF GENERAL SERVICES'
RECORDS MANAGEMENT AND PRINT SERVICES FUNCTIONS TO THE
DEPARTMENT OF PURCHASING AND CONTRACTING.

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

Section 1. Sections 398.5 of the San Diego County Administrative Code is hereby amended to read as follows:

SECTION 398.5. FUNCTIONS OF DEPARTMENT.

The Department shall perform such functions as may be assigned to it, including the following:

(a) Provide facilities management, including development, implementation, cost management and programming responsibilities of the County's annual Capital Improvement Program.

(b) With regard to County Facilities:

(1) Provide project management, plans and specifications for the construction, alterations or repair of County buildings, structures, improvements, and equipment.

(2) Inspect and supervise the construction, alteration and repair work on all County Facilities whether such work is performed by County forces and equipment or under contract. In the case of contracted construction or repair work, the Director shall require the work to be done in accordance with the plans and specifications filed with the Board, when required by State Statutes, and from time to time as the Board may direct, report to the Board regarding the progress and cost of all such work.

(3) Develop standards for the construction of County facilities.

(4) Adhere to County-adopted standards for the utilization of space within County facilities.

(5) Maintain a record of the drawings and plans for all construction, alterations and repair of County facilities.

(c) Exercise responsibility for the lease of real property for County use, the management and monitoring of such leases and the termination, extension or renewal of lease agreements.

(d) The real property lease functions of the Department shall apply to all real property owned by or leased by or to the County, except such property acquired by the County for public road, highway or bridge construction, flood control, solid waste disposal, open space, airport and park purposes, and land leased by the County for exclusive use of the Department of Public Works for rock quarries, sand and gravel pits or borrow pits.

(e) Operate and maintain County facilities including the structural, mechanical, electrical, plumbing and lighting systems, and the adjoining grounds and parking lots.

(f) Provide custodial and trash removal services required for County facilities.

(g) Provide security protection services for County facilities and property.

(h) Acquire, maintain and operate the County's automotive and construction equipment and machinery except such equipment purchased out of special district or other limited purposes funds.

(i) [RESERVED]

(j) [RESERVED]

(k) Control and manage the inter-office and related mail services for County departments.

(l) Budget for, manage and monitor the County's utilities, with the exception of voice, data, and video communications, consumption and related costs.

(m) Exercise responsibility for the appraisal, acquisition, leasing and disposal of all real property owned by the County including easements, right-of-way, permits and concessions; except as otherwise provided in this Code. Where a lessee of County property, in accordance with provisions of the lease, desires to sublease all or a portion of the leased premises for purposes permitted by the lease terms, and where the sublease is subordinate to the master lease in all respects, and where there is no anticipated diminution in rent to the County or service to the public, the Director is hereby authorized on behalf of the County as lessor to consent to such subleases.

(n) Operate a relocation assistance program, pursuant to rules and regulations established by the Board of Supervisors, to assist persons, businesses or farm operations required to relocate because of the acquisition of real property by the County.

(o) Establish and maintain a Real Property inventory of all land and improvements owned by the County, except public streets and highways.

(p) [RESERVED]

(q) Direct and administer a budget unit which is responsible for the management of rents and leases, county-wide automotive and construction equipment and machinery and major maintenance funded projects

Section 2. Section 398.16 is hereby amended to read as follows:

SECTION 398.16. INTERNAL SERVICE FUNDS.

The Director of the Department of General Services shall administer Internal Service Funds for Facilities Management.

(a) The Internal Service Funds may finance (1) equipment, (2) materials, (3) supplies, (4) services, (5) labor expenses, and (6) all other expenses incurred in establishing and operating the service activities.

(b) The Director may provide for the fixing and collection of charges from the recipients of activities financed by the Internal Service Funds, and such charges may include all expenses in providing the service activity, including operational costs, depreciation and acquisition of new and replacement equipment.

(c) The Internal Service Funds shall be accounted for as prescribed by the Auditor and Controller.

Section 3. Section 409 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 409. RECORDS STORAGE.

The Department of Purchasing and Contracting will perform the following records storage functions:

- (a) Manage the County's blanket purchase order for off-site records storage and provide microfilming, imaging, microfilm vault storage and reference services to County departments;
- (b) Administer a uniform Records Management Program encompassing all County departments and offices; and
- (c) Manage the County's copy center, and provide central duplicating services including printing services to County departments and to other public agencies as may be directed by the Board.

Section 4. Section 415 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 415. INTERNAL SERVICE FUNDS.

The Department of Purchasing and Contracting shall administer Internal Service Funds for Document Services, in accordance with the following procedures.

- (a) The Internal Service Funds may finance (1) equipment, (2) materials, (3) supplies, (4) services, (5) labor expenses, and (6) all other expenses incurred in establishing and operating the service activities.
- (b) The Director may provide for the fixing and collection of charges from the recipients of activities financed by the Internal Service funds, and such charges may include all expenses in providing the service activity, including operational costs, depreciation and acquisition of new and replacement equipment.

The Internal Service funds shall be accounted for as prescribed by the Auditor and Controller.

Section 5. This ordinance shall take effect and be in force thirty days after its passage, and before the expiration of fifteen days after its passage, a summary hereof shall be published once with the names of the members of this Board voting for and against it in a newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED AND ADOPTED this 30th day of September, 2003.