



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

GREG COX  
First District

DIANNE JACOB  
Second District

PAM SLATER  
Third District

RON ROBERTS  
Fourth District

BILL HORN  
Fifth District

**DATE:** June 12, 2002

**TO:** Board of Supervisors

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S PROPOSED OPERATIONAL PLAN – FISCAL YEARS 2002-03 AND 2003-04 – CHANGE LETTER (District: All)

### SUMMARY:

#### Overview

On May 14, 2002 (11-13), the Board of Supervisors received the Fiscal Years 2002-03 and 2003-04 Chief Administrative Officer's Proposed Operational Plan and set dates and times for public hearings and deliberations. This is a request to amend the Proposed Operational Plan based on updated expenditure and revenue information and recent Board actions.

#### Recommendation(s)

##### CHIEF ADMINISTRATIVE OFFICER

1. Accept the appropriation and funding changes to the Fiscal Year 2002-03 and 2003-04 Chief Administrative Officer's Proposed Operational Plan as shown in the attached CAO Proposed Change Letter.
2. Authorize the Chief Financial Officer to make adjustments as necessary between object accounts with no increases in total departmental appropriations in order to clarify all budget items.

#### Fiscal Impact

The proposed changes increase the Chief Administrative Officer's Proposed Operational Plan by \$67.5 million in Fiscal Year 2002-03 and by \$37.5 million in Fiscal Year 2003-04. A 5.0 staff year increase is recommended in Fiscal Year 2002-03 which carries into Fiscal Year 2003-04. The increases are offset by program revenues, Agency/Group reserves, and fund balances.

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**Business Impact Statement**

The proposed changes to the Proposed Operational Plan include the purchase of goods and services from the private sector.

**Advisory Board Statement**

Individual advisory boards will review and comment separately on portions of the Proposed Operational Plan.

**BACKGROUND:**

The purpose of this Change Letter is to update the Chief Administrative Officer's Proposed Operational Plan with information that became available after the document was presented to your Board on May 14, 2002. Separate Agency/Group letters regarding referrals to budget will be submitted in the Operational Plan Deliberations Supplement 2002 at the beginning of deliberations. Recommended changes are summarized below:

**PUBLIC SAFETY GROUP**

The recommended changes for the Public Safety Group increase the Proposed Operational Plan by \$12.9 million in Fiscal Year 2002-03 and \$1.1 million in Fiscal Year 2003-04.

Significant changes for Fiscal Year 2002-03 include: \$10.1 million in re-budgets for projects that will not be completed this year; funding for the Justice Data Integration (JDI) System; funding for the High Technology Identity Theft Program; nine security staff for anti-terrorist concerns at the Hall of Justice and the County Administration Center; three staff to enhance the overall maintenance and repair services in the Sheriff's seven detention facilities; and the deletion of 12 staff years previously held vacant for the East Mesa Juvenile Hall.

**HEALTH AND HUMAN SERVICES AGENCY**

The recommended changes for the Health and Human Services Agency increase the Proposed Operational Plan by \$35.8 million in Fiscal Year 2002-03 and \$34.0 million in Fiscal Year 2003-04.

Significant changes for Fiscal Year 2002-03 include: \$29.4 million as a technical adjustment to establish appropriations in the Tobacco Settlement Special Revenue Fund; \$0.7 million in re-budgets for projects that will not be completed this year; funding to annualize contract costs in Children's Mental Health Services; funding for Prop 36 Substance Abuse & Crime Prevention Act programs; and funding for continual development and implementation of the CalWIN computer welfare system.

**LAND USE AND ENVIRONMENT GROUP**

The recommended changes for the Land Use and Environment Group increase the Proposed Operational Plan by \$4.8 million in Fiscal Year 2002-03 and \$4.4 million in Fiscal Year 2003-04. Restoration of five staff years previously proposed for deletion in the CAO Proposed

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Operational Plan is included in these recommendations, resulting in a net reduction of one staff year.

Significant changes for Fiscal Year 2002-03 include: \$4.4 million in re-budgets for projects that will not be completed this year; funding for exotic fruit fly pest detection programs; and five staff for responding to bio-terrorism threats, enforcing debris/trash regulations, establishing a County Fire Response Team, and for Road Fund activities.

**COMMUNITY SERVICES GROUP**

The recommended changes for the Community Services Group increase the Proposed Operational Plan by \$0.9 million in Fiscal Year 2002-03 and \$0.5 million in Fiscal Year 2003-04.

Significant changes for Fiscal Year 2002-03 include: capital projects at three branch libraries; and rental assistance for the Emancipated Foster Youth program.

**FINANCE AND GENERAL GOVERNMENT GROUP**

The recommended changes for the Finance and General Government Group increase the Proposed Operational Plan by \$3.2 million in Fiscal Year 2002-03 and decrease the Plan by \$2.5 million in Fiscal Year 2003-04.

Significant changes for Fiscal Year 2002-03 include: \$0.5 million in re-budgets for projects that will not be completed this year; funding in the Information Technology ISF balancing expenditures with those transferred from operating departments; and funding for salary and benefit adjustments to the current market rates for classifications in the Department of Human Resources with particularly high attrition rates.

**CAPITAL PROGRAM**

The recommended changes for the Capital Program increase the Proposed Operational Plan by \$9.3 million in Fiscal Year 2002-03.

Significant changes for Fiscal Year 2002-03 include additional appropriations for 22 new and ten existing Capital Outlay Fund projects, and three existing Library Projects.

**FINANCE-OTHER**

The recommended changes for the Finance-Other Program increase the Proposed Operational Plan by \$0.6 million in Fiscal Year 2002-03.

Significant changes for Fiscal Year 2002-03 include: increased Community Enhancement funding based on over-realized Transient Occupancy Tax (TOT) revenues from Fiscal Year 2000-01; and increases General Purpose Revenue Contributions to the Capital Outlay Funds for improvements to various County Parks.

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The changes noted above are contained in the attached *CAO Proposed Operational Plan Change Letter Fiscal Years 2002-2003 & 2003-2004*. The Summary of Changes presents a Countywide view, each Group/Agency section summarizes the changes for that Group/Agency, and changes are detailed by Department/Program.

Board of Supervisor deliberations on the Proposed Operational Plan and requested changes are scheduled to begin on June 24, 2002.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Walter Ekard". The signature is written in a cursive style with a large, prominent "W" and "E".

WALTER F. EKARD  
Chief Administrative Officer

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**AGENDA ITEM INFORMATION SHEET**

**CONCURRENCE(S)**

**COUNTY COUNSEL REVIEW**

Written Disclosure per County Charter  
Section 1000.1 Required

  
 Yes

Yes

No

**GROUP/AGENCY FINANCE DIRECTOR**

Yes

N/A

**CHIEF FINANCIAL OFFICER**

Requires Four Votes

Yes

Yes

N/A

No

**GROUP/AGENCY INFORMATION  
TECHNOLOGY DIRECTOR**

Yes

N/A

**COUNTY TECHNOLOGY OFFICE**

Yes

N/A

**DEPARTMENT OF HUMAN RESOURCES**

Yes

N/A

**Other Concurrence(s):** N/A

**ORIGINATING DEPARTMENT:** Auditor and Controller

**CONTACT PERSON(S):**

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**AUTHORIZED REPRESENTATIVE:**



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**AGENDA ITEM INFORMATION SHEET**  
(continued)

**PREVIOUS RELEVANT BOARD ACTIONS:**

5/14/2002 (11-13), Received the Chief Administrative Officer's Proposed Operational Plan for Fiscal Years 2002-03 and 2003-04.

**BOARD POLICIES APPLICABLE:**

N/A

**BOARD POLICY STATEMENTS:**

N/A

**CONTRACT NUMBER(S):**

N/A