



# COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE  
**SEVET JOHNSON, PsyD**  
County Executive Officer

**Mike Pettit**  
Assistant County Executive Officer

July 23, 2024

**Scott Powers**  
County Chief Financial Officer

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject: Approval of Modifications to Administrative Policy Manual Chapter III-01 Asset Management of County Vehicles; Approval of Modifications to Administrative Policy Manual Chapter V-01 Information Technology Policies, Standards & Guidelines**

**Recommendations:**

1. Approve modifications to Administrative Policy Manual Chapter III-01 Asset Management of County Vehicles, as shown in Exhibits 1 and 2, attached hereto;
2. Approve modifications to the Administrative Policy Manual Chapter V-01 Information Technology Policies, Standards & Guidelines, as shown in Exhibits 3 and 4, attached hereto.

**Fiscal Mandates/Impacts:**  
None

**Strategic Plan:**

This recommendation is consistent with your Board's strategic plan priorities of Fiscal Responsibility and Economic Vitality and a Diverse and Innovative Workforce Dedicated to Service Excellence. These policy updates promote responsible and efficient use of public funds and continuous improvement to provide efficient and effective services.

**Discussion:**

The Ventura County Administrative Policy Manual (Admin Manual) is a compilation of policies and procedures that all County of Ventura (County) and dependent special districts observe in common for internal administrative and operational efficiency. The Admin Manual is intended to provide guidance and direction and to assist staff in the management of County operations and dependent special district business. Periodically, the County reviews the Admin Manual and updates policies to implement and maintain current best practices.

### Fleet County Vehicle Policy

As part of the agency mission to provide ongoing service excellence GSA Fleet Services continually reviews processes, procedures, and operational best practices to effectively and efficiently manage the County's fleet of vehicles and heavy equipment. This is especially true given the current environment of rising costs, challenging supply chains, accelerating technology, and changing regulatory requirements regarding adoption of zero emission vehicles (ZEV) and electric vehicles (EV).

During a recent review of the Admin Manual, it was determined by staff that certain policies and procedures related to County Vehicles needed clarification and reinforcement. These updates include:

- Language clarifying the acquisition of alternate fuel vehicles was added
- Justifications for acquiring a new vehicle to replace a current vehicle not meeting utilization standards will need to be approved by the Agency Director of the requesting department and the CEO
- Additional guidance on use of Motor Pool vehicles was added to the policy
- Existing policy guidance regarding the process and steps to acquire new vehicles and replace existing vehicles was clarified

### Information Technology Governance

In January 2024, IT Services adopted an IT Governance Framework based on the Information Systems Audit and Control Association's (ISACA) Control Objectives for Information Technology (COBIT). This is not an IT only framework but more of a business focused set of IT objectives prioritizing value creation. The framework includes objectives for the following areas: Strategy, Operations and Infrastructure, Financial Management, Project Management, Security and Risk, Data and Business Intelligence, and Resource Management.

Utilizing ISACA's COBIT Framework for establishing IT objectives instead of the framework previously utilized, the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF), provides a more robust and comprehensive reference for the County's own IT Governance Framework. To reflect this new framework adoption by IT Services, staff recommend updates to the Admin Manual identifying this new standard.

In addition to the Governance Framework update, references to the Business Technology Committee (BTC) were removed from the policy as this committee is no longer in existence.

This letter has been reviewed by County Counsel, Auditor-Controller's Office, Information Technology Services Department, and the General Services Agency.

If you have any questions regarding this item, please contact Mike Kumazawa at (805)

477-7232 or Mike Pettit at (805) 654-2864.

Sincerely,



Mike Kumazawa  
Program Management Analyst



Sevet Johnson, PsyD  
County Executive Officer

Attachments:

- 1 – Chapter\_III-01\_Asset\_Management\_of\_County\_Vehicles\_redline
- 2 – Chapter\_III-01\_Asset\_Management\_of\_County\_Vehicles\_clean
- 3 – Chapter\_V-01 Information Technology Policies Standards Guidelines\_red line
- 4 – Chapter\_V-01 Information Technology Policies Standards Guidelines\_clean