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February 27, 2024

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

**SUBJECT: Mid-Year Budget Report and Approval of Fiscal Year 2023-24 Budget Adjustment Recommendations; Adoption of Resolution Adding One Regular Full Time Equivalent Position; Approval of Acceptance of Donation from Canine Foundation in Amount of \$73,026; Receive and File the Summary of Charge Description Master Changes Made by the County Executive Officer and Health Care Agency Director; Receive and File Semi-Annual Grant Activity Report; (Recommendations 1, 3, 5-21, and 23-26 Require 4/5ths Vote)**

**RECOMMENDATION:**

1. Receive and file the Fiscal Year 2023-2024 Mid-Year Budget Report.
2. Approve the Fiscal Year 2023-2024 Mid-Year budget adjustment recommendations 1-3, 5-9, 11-21, and 23-26 as set forth in this letter and authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations, revenue, net position, and fund balance (4/5ths vote required for Recommendations 1, 3, 5-9, 11-21, and 23-26).
3. Adopt the attached resolution (Exhibit 1) establishing one (1) new regular full-time equivalent (FTE) position effective March 3, 2024, as detailed in Recommendation 4.
4. Approve the acceptance of a donation from the Canine Foundation in the amount of \$73,026 and authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and revenue, as detailed in Recommendation 10 (4/5ths vote required for Recommendation 10).
5. Receive and file the attached Summary of Charge Description Master Changes Made by the County Executive Officer and Health Care Agency Director (Exhibit 2), as detailed in Recommendation 22.

6. Receive and file the attached Semi-Annual Grant Activity Report (Exhibit 3), as detailed in Recommendation 27.

**STRATEGIC PLAN PRIORITY:**

The budget adjustments presented in this Board letter support the Fiscal Responsibility and Economic Vitality strategic priority of the County Strategic Plan with meeting the goal of maintaining a transparent and balanced budget, while funding essential services.

**INTRODUCTION:**

On June 21, 2023, your Board adopted the County of Ventura budget for the current Fiscal Year (FY) 2023-2024. Following are the key data for the adopted budget:

\$2.857 billion	Total County appropriations
\$1.347 billion	Total General Fund appropriations
\$1.344 billion	Total General Fund estimated revenues
10,276	Total County full-time equivalent position allocations
5,491	Total General Fund full-time equivalent position allocations

As is common during the year, a number of events occurred that require budgetary adjustments. Most of the following recommended actions require necessary accounting transactions to properly account for those events. The impacts include a reduction of \$180,000 in the General Fund – Fund Balance-Assigned to Program Mitigation account.

**GENERAL FUND**

**County Executive Office-Human Resources – Division 1010, Unit 1016**

**Recommendation #1:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and adjust fund balance as follows (requires 4/5ths vote):

INCREASE	1010-1016	Services and Supplies	\$	180,000
DECREASE	General Fund – Fund Balance-Assigned to Program Mitigation		\$	180,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	General Fund – Fund Balance-Assigned to Program Mitigation
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 180,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 180,000</u>	<u>\$ 0</u>
Net Costs:	\$ 180,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for County Executive Office – Division 1010</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 34,727,259	\$ 52,542,310	\$ 52,542,310	\$ 0
Revenue	\$ 18,560,539	\$ 22,248,061	\$ 22,248,061	\$ 0
Net Cost	\$ 16,166,720	\$ 30,294,249	\$ 30,294,249	\$ 0

**Discussion for Recommendation #1:**

The increase in appropriations is for the Equity Praxis Group, LLC contract. Under the County’s Diversity, Equity and Inclusion program, Equity Praxis Group, LLC will conduct racial equity assessment of the County workforce, develop and conduct racial equity training, and facilitate the development of a racial equity action plan (REAP). It was originally anticipated that this funding would be encumbered in FY 2022-23, however, based on the contract start date of July 2023, it could not be encumbered in FY 2022-23 nor was it eligible for rebudgeting in FY 2023-24.

**Special Accounts and Contributions – Division 1050**

**Recommendation #2:**

It is recommended that your Board authorize a \$25,000 increase to the delegated authority of the County Executive Officer or her designee to approve certain minor contributions from a total amount of \$100,000 per fiscal year to a revised total amount of \$125,000 per fiscal year with a not-to-exceed amount of \$5,000 per contribution.

**Fiscal/Mandates Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation.

**Discussion for Recommendation #2:**

On November 5, 2013, your Board delegated specified authority to the County Executive Office to approve contributions not to exceed \$5,000 per transaction up to a total amount of \$25,000 per fiscal year to non-government entities that are deemed to be providing a service to the public in accordance with the law. Since then, your Board has approved subsequent increases of \$10,000 on March 7, 2017, \$10,000 on March 27, 2018, \$20,000 on June 4, 2019, and \$30,000 on March 10, 2020, to a total amount of up to \$100,000 per fiscal year. The vast majority of these contributions fall between \$1,000 and \$2,500.

Contributions have been provided to community groups such as the Ventura Civic Alliance, a regional collaborative to promote a healthy and sustainable future for Ventura County; Children’s Service Auxiliary, a non-profit organization supporting court-dependent children and transitioning youth; Gold Coast Veterans Foundation, a non-profit provider servicing the military community of Ventura County; El Concilio, a non-profit community service organization serving rural low-income limited or non-English speaking community members; and the Economic Development Collaborative – Ventura County, an organization that promotes economic growth to maintain the county’s economic vitality, among others.

The County Executive Office is requesting authorization to increase this authority from \$100,000 to \$125,000 per fiscal year, with a not-to-exceed amount of \$5,000 per transaction. There are sufficient appropriations in the FY 2023-2024 Adopted Budget to absorb the \$25,000 increase and it would be our office’s intent to include the total revised amount of \$125,000 as part of subsequent years’ budgets. Any contribution in excess of \$5,000 or that would cause the aggregate amount to exceed \$125,000 in the fiscal year would be brought to your Board for approval.

**Special Accounts and Contributions – Division 1050 and Capital Projects – Division 1060**

**Recommendation #3:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations as follows (requires 4/5ths vote):

INCREASE	DIV 1050	Other Financing Uses	\$	750,000
DECREASE	DIV 1060	Other Financing Uses	\$	750,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	General Fund
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 0	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 0	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Special Accounts and Contributions – Division 1050</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 80,689,599	\$ 145,209,144	\$ 135,380,135	\$ 9,829,009
Revenue	\$ 5,954,000	\$ 5,954,000	\$ 6,004,481	\$ 50,481
Net Cost	\$ 74,735,599	\$ 139,255,144	\$ 129,375,654	\$ 9,879,490

<b>FY 2023-24 Budget Projection for Capital Projects – Division 1060</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 600,000	\$ 70,286,733	\$ 70,286,733	\$ 0
Revenue	\$ 0	\$ 12,740,000	\$ 12,740,000	\$ 0
Net Cost	\$ 600,000	\$ 57,546,733	\$ 57,546,733	\$ 0

**Discussion for Recommendation #3:**

On December 19, 2023, your Board approved a \$750,000 funding match from Capital Projects for the E.P. Foster Library upgrade project. However, contributions are typically administered through Special Accounts and Contributions. This adjustment is necessary to make that budgetary correction.

**District Attorney – Division 2100, Unit 2102**

**Recommendation #4:**

It is recommended that your Board adopt the attached resolution (Exhibit 1) establishing one (1) new regular FTE position effective March 3, 2024, as detailed below:

Position No.	Job Code	Position Title	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	01611	Administrative Assistant III	DAO	2102	1.0	Bi-weekly	\$63,676.92 - \$89,305.18

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost is estimated at \$41,675; annualized estimated cost is \$83,352.

**Discussion for Recommendation #4:**

For the last 25 years, the District Attorney’s Office (DAO) has had one position within its grant unit, handling roughly 12-14 grants. Now, with more than 40 external funding sources, including 23 grants amounting to nearly \$15 million, the addition of an Administrative Assistant III position is requested to help DAO continue to secure and claim external grant funding. The increasing success in obtaining grant funding has permitted DAO to provide significantly enhanced services to crime victims and the community. As regulations and guidelines applicable to grant recipients have grown in complexity, and oversight and close scrutiny of grant performance by the granting

agencies has increased in recent years, the additional position is vital to the continued success of the unit. The cost of the requested position will be partially offset by administrative cost allowances in the grants.

**Sheriff Police Services – Division 2500, Units 2501 and 2521**

**Recommendation #5:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2501	Fines Forfeitures & Penalties	\$	12,721
INCREASE	2500-2501	Services and Supplies	\$	12,721
INCREASE	2500-2521	Charges for Services	\$	3,431
INCREASE	2500-2521	Services and Supplies	\$	3,431

**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: Mobile Data Terminal (MDT) Trust, Trust Fund-Account N952-811U / Warrant Trust, Trust Fund-Account N952-811K  
 Funding Match Required: No  
 Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 16,152	\$ 0
Costs:		
Direct	\$ 16,152	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 16,152</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #5:**

Each of the Ventura County Sheriff's Office (VCSO) patrol vehicles is equipped with an MDT. The MDTs improve the deputies' efficiencies and effectiveness by providing means through which to communicate and conduct research check for wants and warrants on persons and vehicles, compose and transmit crime and incident reports in the field and much more. Sheriff staff began the process of procuring new MDTs to replace the current

ones that have reached their projected end-of-life and are no longer supported by the manufacturer. This adjustment increases appropriations with revenue from MDT Trust (N952-811U) to offset the cost of the replacement MDTs for the contract cities in the amount of \$3,431, and revenue from Warrant Trust (N952-811K) to offset the cost of the replacement MDTs for the county patrol vehicles in the amount of \$12,721.

**Sheriff Police Services – Division 2500, Unit 2503**

**Recommendation #6:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2503	Intergovernmental Revenues	\$	213,000
INCREASE	2500-2503	Services and Supplies	\$	213,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Training Trust, Trust Fund-Account N952-811V
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 213,000	\$ 0
Costs:		
Direct	\$ 213,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 213,000	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #6:**

Several expenses directly related to the Sheriff's Training Academy have been incurred in FY 2023-24 which require supplemental financial support from the Sheriff's Operating Reserve Trust Account (N952-811V). The expenses are as follows: replacement of video security cameras at Training Academy, \$30,000; installation of a temporary parking lot at Training Academy, \$70,000; Training Academy computer replacements, \$23,000; Training Academy furniture upgrade and replacement, \$40,000; In-Service Training and Community Room at Thousand Oaks Mall, including furniture, \$50,000.

The Sheriff's Operating Reserve Trust account may be used for supplies, recruiting training officers, instructional equipment/services, contract services, consultants, lease of facilities, or other lawful costs of conducting the Sheriff's training programs.

**Sheriff Police Services – Division 2500, Units 2503, 2521, 2523, 2527 and 2529**

**Recommendation #7:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

DECREASE	2500-2503	Salaries and Benefits	\$	25,799
DECREASE	2500-2521	Intergovernmental Revenues	\$	90,040
DECREASE	2500-2521	Salaries and Benefits	\$	78,182
DECREASE	2500-2521	Services and Supplies	\$	11,858
DECREASE	2500-2523	Intergovernmental Revenues	\$	43,745
DECREASE	2500-2523	Salaries and Benefits	\$	39,002
DECREASE	2500-2523	Services and Supplies	\$	4,743
DECREASE	2500-2527	Intergovernmental Revenues	\$	67,040
DECREASE	2500-2527	Salaries and Benefits	\$	63,260
DECREASE	2500-2527	Services and Supplies	\$	3,780
DECREASE	2500-2529	Intergovernmental Revenues	\$	71,061
DECREASE	2500-2529	Salaries and Benefits	\$	39,348
DECREASE	2500-2529	Services and Supplies	\$	5,914

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	California Department of Justice, U.S. Department of Homeland Security, California Office of Traffic Safety
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ (271,886)	\$ 0
Costs:		
Direct	\$ (271,886)	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ (271,886)</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #7:**

VCSSO manages over 35 grants. While every effort is made to implement and expend the entire grant award, there are times when it is not possible to utilize the entire grant award prior to the expiration of the grant. There are currently three grants that have expired and have remaining appropriations that will remain unspent and revenues not achieved. This adjustment reduces grant revenue budgets and reduces associated appropriations for the remaining funds that were unspent related to the following grants: 2022 Gun Violence Reduction Program \$27,338; 2020 Operation Stonegarden Grant Program \$43,723; Selective Traffic Enforcement Program \$200,825.

**Sheriff Police Services – Division 2500, Unit 2506**

**Recommendation #8:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2506	Charges for Services	\$	13,549
INCREASE	2500-2506	Services and Supplies	\$	13,549

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Disbursement Fee, Trust Fund-Account N951-810B
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 13,549	\$ 0
Costs:		
Direct	\$ 13,549	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 13,549	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #8:**

Using broadband satellite internet technology offered by Starlink, VCSO has equipped some patrol vehicles assigned to work in remote areas with vehicular satellite antennas capable of providing in-motion internet service from anywhere in California. Sheriff's deputies are then able to leverage the benefits of this functionality by connecting cellular telephones and portable radios, enabling communication at locations that are not traditionally covered by cellular telephone providers or the County's public safety radio system. Trust funds will be used for the purchase of equipment that will be installed on law enforcement vehicles.

**Sheriff Police Services – Division 2500, Units 2521**

**Recommendation #9:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2521	Miscellaneous Revenues	\$	13,723
INCREASE	2500-2521	Services and Supplies	\$	13,723

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Bicycle Patrol Trust, Trust Fund-Account N952-811R
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 13,723	\$ 0
Costs:		
Direct	\$ 13,723	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 13,723	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #9**

East County patrol has a need for electric bicycles to provide an alternative platform for patrolling the city of Thousand Oaks and the surrounding county areas. The use of bicycles as a patrol function allows deputies to provide saturation patrol to neighborhoods, community spaces, and special events. They also serve as a platform to create direct community outreach, as deputies are significantly more accessible to those they serve. The use of electric pedal assist bicycles enhances efficiency and the ability to reach greater areas of operation.

The Bicycle Patrol fund was established in May of 1999 through the acceptance of donations. This adjustment increases appropriations with offsetting revenues from the Bicycle Patrol Trust (N952-811R) in the amount of \$13,723 to offset the cost of the new bicycles and related equipment.

**Sheriff Police Services – Division 2500, Unit 2527**

**Recommendation #10:**

It is recommended that your Board:

1. Approve the acceptance of a donation of \$73,026 from the Canine Foundation, pursuant to the County of Ventura Administrative Policy Manual, Policy No. Chapter VII (B) - 9, Donated Cash or Assets; and
2. Authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2527	Miscellaneous Revenue	\$	73,026
INCREASE	2500-2527	Services and Supplies	\$	73,026

**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: Canine Foundation Donations  
 Funding Match Required: No  
 Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 73,026	\$ 0
Costs:		
Direct	\$ 73,026	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 73,026</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #10:**

VCISO recently received a donation of a canine to replace a recently retired canine assigned to the Therapeutic Inmate Management Unit, where services are provided to inmates suffering from mental health conditions. VCISO is requesting your Board's approval to accept the donation-in-kind of a canine, valued at \$16,544, and a cash donation of \$56,482 from the Canine Foundation. The cash donation will be used for expenses in support of the donated canine.

**Sheriff Police Services – Division 2500, Unit 2529**

**Recommendation #11:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2529	Intergovernmental Revenues	\$ 139,838
INCREASE	2500-2529	Salaries and Benefits	\$ 65,956
INCREASE	2500-2529	Services and Supplies	\$ 73,882

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Cal OES Enhancing Law Enforcement Activities Subaccount (ELEAS), Trust Fund- Account N952-811X
Funding Match Required:	No
Impact on Other Departments:	None

<b><u>Summary of Revenues and Costs:</u></b>	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 139,838	\$ 0
Costs:		
Direct	\$ 139,838	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 139,838</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #11:**

On April 17, 2012, your Board authorized the Sheriff to accept funds from the California Office of Emergency Services (Cal OES) as a sub-recipient of the San Luis Obispo County Sheriff's continuing Sexual Assault Felony Enforcement (SAFE) Program. Since 2012, VCSO has continued to receive these funds on an annual basis. These funds are held in the County's Cal OES ELEAS SAFE Trust Fund (N952-811X), which has a current balance of \$393,056. VCSO seeks to budget \$139,838 of this balance. These funds are currently being used for registered sex offender compliance checks, out of compliance warrant investigations, training courses in investigating sex crimes, and equipment utilized to support investigative tasks.

**Sheriff Police Services – Division 2500, Unit 2529**

**Recommendation #12:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2529	Fines Forfeitures and Penalties	\$	62,000
INCREASE	2500-2529	Other Charges	\$	62,000

**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: 11489 Health & Safety, Trust Fund-Account  
 N952-811B  
 Funding Match Required: No  
 Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 62,000	\$ 0
Costs:		
Direct	\$ 62,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 62,000</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	<u>\$ 91,186,377</u>	<u>\$ 103,181,647</u>	<u>\$ 103,181,647</u>	<u>\$ 0</u>

**Discussion for Recommendation #12:**

VCISO currently maintains several trust funds derived from criminal asset forfeitures. Trust fund account N952-811B is restricted by the State of California for the sole use of providing grant opportunities to community-based organizations. These organizations utilize the grant funds to provide prevention and intervention programs designed to combat drug abuse and divert gang activity, with a primary target group of at-risk youth. These prevention and intervention programs are an important part of the of the Sheriff's community policing approach and they provide needed resources to organizations who are vital to our community members.

In FY 2023-24, \$50,000 was originally budgeted to provide these grants, however, this entire amount has already been awarded and VCISO anticipates the need for an additional \$62,000 to fulfill the anticipated applications for the remainder of the fiscal year.

**Sheriff Police Services – Division 2500, Unit 2529**

**Recommendation #13:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2529	Fines Forfeitures and Penalties	\$ 170,000
INCREASE	2500-2529	Services and Supplies	\$ 170,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	11489 Health and Safety Code, Trust Fund-Account N952-811H
Funding Match Required:	No
Impact on Other Departments:	None

<b><u>Summary of Revenues and Costs:</u></b>	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 170,000	\$ 0
Costs:		
Direct	\$ 170,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 170,000</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #13:**

VCSSO anticipates the need to budget an additional \$170,000 from the California Asset Forfeiture Trust Account (N952-811H) for the following projects: \$115,000 to support criminal investigations (such as outside laboratory expenses, surveillance equipment, and essential training); \$5,000 for replacement stock of perishable equipment; \$50,000 towards the remodel of the Toxicology Laboratory and the cubicle design within the Forensic Services Bureau (FSB).

The California Asset Forfeiture program allows authorized law enforcement agencies to receive a portion of funds seized pursuant to California Health and Safety Code 11489 in order to use them in support of law enforcement operations.

**Sheriff Police Services – Division 2500, Unit 2543**

**Recommendation #14:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2543	Services and Supplies	\$	400,000
INCREASE	2500-2543	Intergovernmental Revenues (9231)	\$	400,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	State Proposition 172, Trust Fund-Account N600-721B
Funding Match Required:	No
Impact on Other Departments:	None

<b><u>Summary of Revenues and Costs:</u></b>	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 400,000	\$ 0
Costs:		
Direct	\$ 400,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 400,000</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #14:**

The FSB toxicology laboratory is currently undergoing a renovation that includes the installation of new generators and the construction of a new room with air conditioner, power, and gas lines. These improvements will improve the lab environment for both staff and lab equipment/instrumentation by stabilizing noise and temperature levels. Additionally, with the growth of the FSB over the last 20+ years in response to increasing case backlogs and changes in laws, the FSB has maxed out its current office space footprint. VCSO has been working with the General Services Agency (GSA) to assess the space and have conceived a viable solution to create more workstations within the existing space. Funding streams, including grants, have been identified to help fund roughly 60% of the renovation costs. The remaining balance will be funded through State Proposition 172 Trust Fund Account.

**Sheriff Police Services – Division 2500, Unit 2544 and District Attorney – Division 2100, Unit 2103**

**Recommendation #15:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2544	Intergovernmental Revenues	\$ 206,227
INCREASE	2500-2544	Salaries and Benefits	\$ 150,616
INCREASE	2500-2544	Services and Supplies	\$ 19,802
INCREASE	2500-2544	Other Charges	\$ 35,809
DECREASE	2100-2103	Intergovernmental Revenues	\$ 206,227
DECREASE	2100-2103	Salaries and Benefits	\$ 206,227

**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: U.S. Office of Justice Programs, Department of Justice (DOJ)  
 Funding Match Required: No  
 Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 206,227	\$ 0
Costs:		
Direct	\$ 206,227	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 206,227	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

<b>FY 2023-24 Budget Projection for District Attorney – Division 2100, Unit 2103</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 45,697,950	\$ 60,088,081	\$ 60,088,081	\$ 0
Revenue	\$ 10,269,303	\$ 17,697,655	\$ 17,697,655	\$ 0
Net Cost	\$ 35,428,647	\$ 42,390,426	\$ 42,390,426	\$ 0

**Discussion for Recommendation #15:**

The Bureau of Justice Assistance (BJA) FY21 National Sexual Assault Kit Initiative (SAKI) grant program is administered by the DOJ. This multi-year grant was approved by your Board on February 8, 2022, for both VCSO and DAO. The purpose of this grant is to provide funding to reduce the number of sexual assault kits awaiting analysis to ultimately solve crimes and thereby help to increase public safety. On July 6, 2023, a budget grant award modification was submitted to the DOJ, which included the transfer of unspent allocations from DAO to VCSO. Although the appropriations and revenues were included as part of the re-budget process during the current fiscal year, the funds need to be transferred from DAO to VCSO.

**Sheriff Police Services – Division 2500, Unit 2544 and District Attorney – Division 2100, Unit 2103**

**Recommendation #16:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2544	Intergovernmental Revenues	\$	39,111
INCREASE	2500-2544	Salaries and Benefits	\$	20,636
INCREASE	2500-2544	Services and Supplies	\$	18,475
DECREASE	2100-2103	Intergovernmental Revenues	\$	39,111
DECREASE	2100-2103	Salaries and Benefits	\$	39,111

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	U.S. Office of Justice Programs, DOJ
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 26,636	\$ 18,475
Costs:		
Direct	\$ 26,636	\$ 18,475
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 26,636	\$ 18,475
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

<b>FY 2023-24 Budget Projection for District Attorney – Division 2100, Unit 2103</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 45,697,950	\$ 60,088,081	\$ 60,088,081	\$ 0
Revenue	\$ 10,269,303	\$ 17,697,655	\$ 17,697,655	\$ 0
Net Cost	\$ 35,428,647	\$ 42,390,426	\$ 42,390,426	\$ 0

**Discussion for Recommendation #16:**

The BJA FY23 National SAKI grant program is administered by the DOJ. The purpose of this grant is to provide funding to reduce the number of sexual assault kits awaiting

analysis to ultimately solve crimes and thereby help to increase public safety. On October 31, 2023, the DOJ submitted a request to modify the budget to include mandatory training, and the budget was modified accordingly. Also, a budget was added to partially cover a Program Administrator III position to track the grant expenses. This adjustment transfers funds from DAO to VCSO to offset these additional expenses.

**Sheriff Police Services – Division 2500, Unit 2545**

**Recommendation #17:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2500-2545	Intergovernmental Revenues	\$	39,821
INCREASE	2500-2545	Services and Supplies	\$	39,821

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	GSA – Parks Off Highway Trust Account (N832-766A)
Funding Match Required:	No
Impact on Other Departments:	Minimal Impact on GSA

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 39,821	\$ 0
Costs:		
Direct	\$ 39,821	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 39,821	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Police Services – Division 2500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 191,758,553	\$ 239,616,878	\$ 239,616,878	\$ 0
Revenue	\$ 100,572,176	\$ 136,435,231	\$ 136,435,231	\$ 0
Net Cost	\$ 91,186,377	\$ 103,181,647	\$ 103,181,647	\$ 0

**Discussion for Recommendation #17:**

VCSO Aviation Unit received unanticipated revenue of \$39,821 from the GSA Parks Off Highway Trust Account due to helicopter emergency responses to off highway vehicle (OHV) medevac rescues. The revenue will be used to offset the cost of annual inspection and repairs to the current Bell Huey 205 (Copter 8) helicopter. Copter 8 is commonly used in off-highway recreation areas during search and rescue operations and medical evacuations. The cost for the inspection is estimated at more than \$90,000.

This trust was set up pursuant to Public Resources Code Section 5090.50 which provides for the support of OHV law enforcement activities.

**Sheriff Detention Service – Division 2550, Units 2551 and 2557**

**Recommendation #18:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	2550-2551	Services and Supplies	\$	30,000
INCREASE	2550-2557	Intergovernmental Revenues	\$	30,000

**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: Government Code Section 30061 through 30063 Supplemental Law Enforcement Services Fund (SLESF) -Jail Construction and Operations (COPS) Trust-Account (N601-722B)  
 Funding Match Required: No  
 Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 30,000	\$ 0
Costs:		
Direct	\$ 30,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 30,000	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Sheriff Detention Service – Division 2550</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 135,613,272	\$ 143,236,708	\$ 143,236,708	\$ 0
Revenue	\$ 61,934,849	\$ 67,793,351	\$ 67,793,351	\$ 0
Net Cost	\$ 73,678,423	\$ 75,443,357	\$ 75,443,357	\$ 0

**Discussion for Recommendation #18:**

On September 12, 2023, your Board approved the use of \$468,646 from the SLESF Jail Construction and Operations Trust (N601-722B) to fund a portion of a new security fence that will surround the Thousand Oaks Police Station and East Valley Jail. Final project costs have been received by GSA and are approximately \$30,000 more than originally anticipated. An additional \$30,000 is requested to fund those costs.

**HCA Behavioral Health – Division 3200**

**Recommendation #19:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	3200-3201	Salaries and Benefits	\$	312,000
INCREASE	3200-3201	2011 Realignment Sales Tax Mental Health (9113)	\$	312,000
INCREASE	3200-3203	Salaries and Benefits	\$	735,000
INCREASE	3200-3203	Other Charges	\$	171,000
INCREASE	3200-3203	2011 Realignment Sales Tax Mental Health (9113)	\$	477,000
INCREASE	3200-3203	Charges for Services	\$	429,000
INCREASE	3200-3205	Salaries and Benefits	\$	351,000
INCREASE	3200-3205	Charges for Services	\$	351,000
INCREASE	3200-3209	Other Charges	\$	136,000
INCREASE	3200-3209	2011 Realignment Sales Tax Mental Health (9113)	\$	136,000
INCREASE	3200-3215	Other Charges	\$	697,000
INCREASE	3200-3215	2011 Realignment Sales Tax Mental Health (9113)	\$	697,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Short Doyle/Medi-Cal (SD/MC) Federal Financial Participation (FFP), 2011 Realignment
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 2,402,000	\$ 3,474,306
Costs:		
Direct	\$ 2,402,000	\$ 3,474,306
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 2,402,000</u>	<u>\$ 3,474,306</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for HCA Mental Health – Division 3200</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/ (Deficit)</b>
Appropriations	\$ 113,055,300	\$ 120,014,474	\$ 123,849,32	\$ (3,834,855)
Revenue	\$ 95,467,723	\$ 97,659,131	\$ 101,560,140	\$ 3,901,009
Net Cost	\$ 17,587,577	\$ 22,355,343	\$ 22,289,189	\$ 66,154

**Discussion for Recommendation #19:**

An increase in appropriations is being requested to ensure there are sufficient funds to cover unanticipated costs, including increased salaries and benefits costs as hiring and retention efforts have resulted in fewer vacancies than previously budgeted, increased costs for hospitalization services, and an increased number of clients receiving supportive housing services. The unanticipated cost increases will be funded with Medi-Cal reimbursements and 2011 Realignment revenue.

**HCA Behavioral Health – Division 3220 and County Executive Office – Division 1010 Recommendation #20:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and revenue as follows (requires 4/5ths vote):

DECREASE	3220-3223	Services and Supplies	\$	260,000
DECREASE	3220-3223	Miscellaneous Revenue	\$	260,000
INCREASE	1010-1013	Services and Supplies	\$	260,000
INCREASE	1010-1013	Miscellaneous Revenue	\$	260,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Opioid Settlement Funds
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Revenue:	\$ 260,000	\$ 260,000
Costs:		
Direct	\$ 260,000	\$ 260,000
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 260,000	\$ 260,000
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Substance Use Services – Division 3220</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/ (Deficit)</b>
Appropriations	\$ 32,562,193	\$ 38,653,916	\$ 32,935,394	\$ 5,718,522
Revenue	\$ 31,853,989	\$ 33,455,817	\$ 30,298,472	\$ (3,157,345)
Net Cost	\$ 708,204	\$ 5,198,199	\$ 2,636,922	\$ 2,561,177

<b>FY 2023-24 Budget Projection for County Executive Office– Division 1010</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/ (Deficit)</b>
Appropriations	\$ 34,727,259	\$ 52,542,310	\$ 49,546,142	\$ 2,996,168
Revenue	\$ 18,560,539	\$ 22,248,061	\$ 21,909,455	\$ (338,606)
Net Cost	\$ 16,166,720	\$ 30,294,249	\$ 27,636,687	\$ 2,657,562

**Discussion for Recommendation #20:**

On September 26, 2023, your Board approved the County's multi-year plan for an expanded, multi-agency strategy to combat the opioid crisis. The plan included \$260,000 to the Behavioral Health Department (BHD) for community messaging and expansion of the current media campaign to increase awareness of fentanyl risks and its impact on Ventura County. Given the countywide impact, a centralized approach to community messaging through the County Executive Office (CEO) Public Information Office is being taken. As a result, a budget adjustment is needed to transfer funds from BHD to CEO.

**NON-GENERAL FUND**

**Ventura County Library – Fund S060, Division 3610**

**Recommendation #21:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the accounting transactions necessary to revise appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	3610-3611	Salaries and Benefits	\$ 107,722
INCREASE	3610-3611	Services and Supplies	\$ 27,320
INCREASE	3610-3611	Intergovernmental Revenues	\$ 135,042

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	California State Library Grant
Funding Match Required:	No
Impact on Other Departments:	Minor impact on Assessor, Auditor-Controller and Treasurer-Tax Collector

<b><u>Summary of Revenues and Costs:</u></b>	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 135,042	\$ 0
Costs:		
Direct	\$ 135,042	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	<u>\$ 135,042</u>	<u>\$ 0</u>
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Ventura County Library – Division 3610</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 12,359,158	\$ 12,810,561	\$ 12,810,561	\$ (451,403)
Revenue	\$ 11,559,158	\$ 11,559,158	\$ 11,559,158	\$ 0
Net Cost	\$ 800,000	\$ 1,251,403	\$ 1,251,403	\$ (1,251,403)

**Discussion for Recommendation #21:**

On April 25, 2023, your Board authorized acceptance of the Lunch at the Library grant funds from the California State Library in the amount of \$135,042. Historically, awards from the State for this program have been less than \$25,000 and approved administratively. Due to timing, Ventura County Library did not include this grant award in its budget for FY 2023-24, and the revenues and appropriations were not re-budgeted at 2022-23 fiscal year end. As a result, a budget adjustment is needed to re-establish revenues and appropriations for this grant in FY 2023-24.

**Ventura County Medical System – Division 3300**

**Recommendation #22:**

It is recommended that your Board receive and file the Summary of Charge Description Master Changes for FY 2023-24 (Exhibit 2) made by the County Executive Officer and Health Care Agency (HCA) Director pursuant to delegated authority.

**Fiscal/Mandates Impact:**

There is minimal impact associated with this item.

**Discussion for Recommendation #22:**

On June 21, 2023, your Board approved the Ventura County Medical Center (VCMC) budget and the VCMC Charge Description Master, setting prices for medical services at County hospitals. In conjunction with adopting the budget and Charge Description Master, your Board delegated authority to the County Executive Officer and HCA Director to make limited adjustments to the Charge Description Master and directed that the County Executive Officer and HCA Director report adjustments made pursuant to this delegated authority to your Board as part of the mid-year report. Exhibit 2 is a report on the adjustments to the Charge Description Master made pursuant to your Board's delegation thus far this fiscal year.

**CSA 3 Camp Chaffee – Fund S510, Division 4100**

**Recommendation #23:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and adjust fund balance as follows (requires 4/5ths vote):

INCREASE	DIV 4100	Services and Supplies	\$	10,000
DECREASE	Fund S510	Fund Balance – Restricted Public Protection	\$	10,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	County Service Area No. 3 – Fund Balance - Restricted Public Protection
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 10,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 10,000	\$ 0
Net Costs:	\$ 10,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for County Service Area No. 3 – Division 4100</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 18,516	\$ 18,516	\$ 18,516	\$ 0
Revenue	\$ 12,770	\$ 12,770	\$ 12,770	\$ 0
Net Cost	\$ 5,746	\$ 5,746	\$ 5,746	\$ 0

**Discussion for Recommendation #23:**

County Service Area No. 3 (CSA 3) provides road improvement and maintenance services for the non-County road section of Camp Chaffee Road (Sky High Drive) in the Foster Park area. In 2021, crack seal paving was completed on the non-County road sections of Camp Chaffee Road (Sky High Drive), extending the useful life of the road for an estimated seven years. The road saw increased wear and tear from larger vehicles, accelerating deterioration in four areas. These areas were cleaned out and new asphalt was installed in September 2023 to maintain the road’s integrity. A transfer of \$10,000 is required to fund this repair.

**GSA-Mail Center – Fund I220, Division 4640, Unit 4645**

**Recommendation #24:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and adjust net position as follows (requires 4/5ths vote):

INCREASE	4640-4645	Equipment	\$	105,000
DECREASE	Fund I220	Unrestricted Net Position	\$	105,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Unrestricted Net Position
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 105,000	\$ 0
Costs:		
Direct	\$ 105,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 105,000	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for GSA-Mail Center – Division 4640, Unit 4645</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 4,028,447	\$ 4,041,982	\$ 3,891,051	\$ 150,931
Revenue	\$ 4,162,201	\$ 4,162,201	\$ 4,162,201	\$ 0
Net Cost	\$ 133,754	\$ 120,219	\$ 271,150	\$ 150,931

**Discussion for Recommendation #24:**

To comply with United States Postal Services (USPS) regulations, all mailers nationwide will be required to update their postage meters and postage systems to meet upcoming USPS technology and Intelligent Mail Indicia (IMI) standards. USPS will no longer be allowing any vendor to distribute postage meters that are not IMI compliant by June 30, 2024, and these decertified meters must be taken out of service by December 31, 2024. As a result, additional appropriations are needed to purchase the proper equipment to remain compliant with USPS requirements.

**ITSD-Network Services – Fund I510, Division 4850**

**Recommendation #25:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and adjust net position as follows (requires 4/5ths vote):

INCREASE	DIV 4850	Computer Software	\$ 1,300,000
DECREASE	Fund I510	Unrestricted Net Position	\$ 1,300,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Unrestricted Net Position
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 1,300,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 1,300,000	\$ 0
Net Costs:	\$ 1,300,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for ITSD-Network Services – Division 4850</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 21,629,267	\$ 21,890,317	\$ 18,912,983	\$ 2,977,334
Revenue	\$ 25,237,194	\$ 48,505,050	\$ 25,417,145	\$ (23,087,905)
Net Cost	\$ 3,607,267	\$ 26,614,733	\$ 6,504,162	\$ (20,110,571)

**Discussion for Recommendation #25:**

The Cisco Collaboration Applications and Infrastructure, the County’s voice communications systems currently used, have reached their projected end-of-life and are no longer supported by the manufacturer. Upgrading the environments is essential in providing stable and supportable voice communications for all County of Ventura agencies. Part of this upgrade will also be to implement additional features that Cisco Voice over Internet Protocol (VoIP) provides, including Cisco Emergency Responder and Expressway. The upgrade project was budgeted in FY 2022-23; however, the project did not start, and appropriations were not rolled over to FY 2023-24. As a result, an increase in appropriations is needed as the project is now moving forward and will likely be completed by July of this year. The cost of this upgrade will initially be covered by the Information Technology Services Department (ITSD) and subsequently recovered in future years through the ITSD Internal Service Fund rate beginning FY 2024-25.

**Harbor Department-Fish and Wildlife – Fund S080, Division 5160**

**Recommendation #26:**

It is recommended that your Board authorize the Auditor-Controller’s Office to process the accounting transactions necessary to revise appropriations and adjust fund balance as follows (requires 4/5ths vote):

INCREASE	DIV 5160	Other Financing Uses	\$	23,500
DECREASE	Fund S080	Unreserved Fund Balance	\$	23,500

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Fish & Game Settlement- District Attorney's Office
Funding Match Required:	No
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 23,500	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 23,500	\$ 0
Net Gain/(Loss):	\$ (23,500)	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection for Harbor Department-Fish and Wildlife – Division 5160</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 17,050	\$ 17,050	\$ 17,050	\$ 0
Revenue	\$ 17,050	\$ 17,050	\$ 17,400	\$ 350
Net Gain/(Loss)	\$ 0	\$ 0	\$ 350	\$ 350

Note: Net loss will be covered by Unreserved Fund Balance

**Discussion for Recommendation #26:**

Pursuant to subdivision (l) of Fish and Game Code Section 13103, funds received in civil penalties may be transferred to DAO to offset administrative costs incurred in investigating and prosecuting civil and criminal actions for violations of the Fish and Game Code. Due to penalties received from civil judgments in FY 2022-23 coming in higher than budgeted, an increase in appropriations is necessary to transfer funds to DAO.

**COUNTY EXECUTIVE OFFICE**

**Recommendation #27:**

Receive and file the attached semi-annual grant activity report (Exhibit 3) for FY 2023-24.

**Discussion for Recommendation #27:**

In accordance with the County's Administrative Policy Manual, Chapter II – 5, all grants administratively approved by the County Executive Office shall be presented semi-

annually to your Board for acceptance. A semi-annual grant activity report for fiscal year 2023-24 is attached as Exhibit 3.

The Auditor-Controller's Office, County Counsel, and affected departments have reviewed this letter. Should you have any questions, please feel free to contact me at (805) 654-3531.

Sincerely,



Kaye Mand  
County Chief Financial Officer



Sevet Johnson, PsyD  
County Executive Officer

- Exhibit 1: Resolution of the Board of Supervisors Establishing One Regular FTE Position
- Exhibit 2: Summary of Charge Description Master Changes for FY 2023-24
- Exhibit 3: FY 2023-24 Semi-Annual Grant Activity Report