



February 6, 2024

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

**SUBJECT: Approval of the Fiscal Year 2024-25 Budget Development Manual, Internal Rates and Charges for Working Purposes, and Budget Process Calendar and Authorization for the County Executive Officer to Make Any Necessary Changes to the Manual and Calendar**

**RECOMMENDATIONS:**

1. Approve the Fiscal Year (FY) 2024-25 Budget Development Manual (BDM) for department use during the County's FY 2024-25 budget process (attached as Exhibit 2) and authorize the County Executive Officer (CEO) or their designee to modify the BDM as necessary during the coming fiscal year's budget process.
2. Approve the FY 2024-25 internal rates and charges, included in Sections V and VI of the BDM, for working purposes during the budget process. Actual Board adoption of the final FY 2024-25 internal rates will coincide with approval of the final budget.
3. Approve the following FY 2024-25 budget process calendar and authorize the CEO to make any necessary changes:

Mid Feb – Mid March	Department Budget Meetings with CEO
Late March - May	Department Budget Presentations to the Board of Supervisors
Tuesday, June 4	CEO Preliminary Budget recommendations presentation to the Board of Supervisors
Monday, June 17	Budget Hearings

**BUDGET DEVELOPMENT MANUAL HIGHLIGHTS:**

- Retirement Contribution Rates Increased from 18.23% to 18.56%
  - Impact of the Alameda Decision was not captured in the Actuarial Study
- General Services Agency Rates Increased by 4.46%
- Information Technology Services Rates Increased by 3.1%
- Workers Compensation Rates Increased by 1.59%
- General Liability Rates Decreased by 6.2%

The above percentages represent average overall rate increases. Estimated charges to departments in the Budget Development Manual are specific to each budget unit and may incorporate impacts resulting from different experiences or additional programs and service level increases.

Internal Service Funds deliver services in a cost-effective manner and to recover costs of providing the services. Overall, the rates reflect increases in operational costs due to inflationary pressures, including increases in salary and benefits, and cost of goods and services.

**BACKGROUND:**

The BDM serves as the formal starting point for the County's annual budget process. The BDM is a resource to be used throughout the County's budget process, establishing procedures and guidelines to ensure the standardized preparation and submittal of all departmental budgets. Information included in the BDM is summarized in Exhibit 1.

The County Executive Office follows common best practices used by numerous government entities including program level budgeting and performance measures. This is an on-going process and departments continue to evaluate and refine their performance measures. This additional detail provides your Board with important information on individual programs within departments.

**DISCUSSION OF RECOMMENDATIONS:**

Recommendation #1 seeks approval of the BDM as an instructional document for departments' use during the preparation and submittal phase of the FY 2024-25 budget process. Adherence to the BDM guidelines and use of applicable rates and charges provide for a standardized Preliminary Budget document. Publication of the BDM does not preclude the issuance of directives that could change the original guidelines or information during the budget development process. Budget preparation is a process that requires adjustments and revisions as new data develops and circumstances dictate. Recommendation #1, by delegating authority to the CEO to modify the BDM as necessary, recognizes the likelihood of BDM changes and the need for dissemination of information by the County Executive Office to departments through Budget Information Letters.

Recommendation #2 seeks approval for working purposes of the rates included in the BDM for next fiscal year for use in the development of applicable line-item budget appropriations for user departments. However, future adjustments may still be

necessary. Any changes to the rates listed in the BDM will be included in information presented to your Board during the FY 2024-25 budget process.

Recommendation #3 seeks approval of the initial FY 2024-25 budget process calendar as presented in the BDM as well as a delegation of authority to the CEO to modify the calendar if necessary.

The Auditor-Controller's Office and County Counsel have reviewed this letter. If you have any questions concerning this letter or the FY 2024-25 Budget Development Manual, please contact me at 654-3531.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kaye Mand".

Kaye Mand  
County Chief Financial Officer

A handwritten signature in blue ink, appearing to read "Sevet Johnson".

Sevet Johnson, PsyD  
County Executive Officer

Exhibit 1 – Budget Development Manual Overview  
Exhibit 2 – FY 2024-25 Budget Development Manual