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March 19, 2019

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

**SUBJECT: Mid-Year Budget Report and Approval of Fiscal Year 2018-19 Budget Adjustment Recommendations; Adoption of Resolutions Adding and Deleting Positions; Approval of Position and Unit Transfers; Receive and File the Summary of Charge Description Master Changes Made by the County Executive Officer and Health Care Agency (HCA) Director and Provide Direction, as Necessary; Receive and File Grants Report (Recommendations 2-7, 9-12, 14-15 and 17-19 Require 4/5ths Vote)**

**INTRODUCTION:**

On June 18, 2018, your Board adopted the County of Ventura budget for the current Fiscal Year (FY) 2018-2019. Following are the key data for the adopted budget:

\$2.238 billion	Total County appropriations
\$1.107 billion	Total General Fund appropriations
\$1.107 billion	Total General Fund estimated revenues
8,950	Total County Full Time Equivalent position allocations
5,156	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 transactions to properly account for those events.

The impacts include a reduction of \$1,580,000 in the General Fund - Assigned Program Mitigation Fund Balance account, leaving a balance of \$50.6 million and a reduction of \$45,847 in the General Fund Restricted for Health Care account, leaving a balance of \$3.5 million.

The recommended actions also result in an overall net increase of five full-time equivalent positions (FTE) due to operational needs: two FTEs in the Public Defender's Office, one each in Health Care Agency administration and Area Agency on Aging, and 1 fixed-term position in the Auditor-Controller's Office.

## **POSITION ADJUSTMENTS**

### **Recommendation #1:**

It is recommended that your Board adopt a resolution (Exhibit 1) deleting seven (7) unfunded and vacant positions in various units and establishing eleven (11) new regular full-time equivalent positions effective March 24, 2019, and one (1) fixed-term position effective March 24, 2019, through December 31, 2021, in various units. Discussion is provided below for Recommendations #1A through #1H.

### **Public Defender Office – Division 2200, Units 2201 and 2202**

#### **Recommendation #1A:**

One new position is recommended in Budget Unit 2201 and one new position is recommended in Budget Unit 2202, as detailed below:

<b>Position No.</b>	<b>Job Code</b>	<b>Description</b>	<b>Dept.</b>	<b>Unit</b>	<b>FTE</b>	<b>Compensation Frequency</b>	<b>Annual Range</b>
NEW	01024	Office Systems Coordinator III	PDO	2201	1.0	Bi-weekly	\$63,383.65 - \$88,901.37
NEW	00219	Attorney III	PDO	2202	1.0	Bi-weekly	\$126,759.29 - \$154,084.51

#### **Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost is estimated at \$85,000; annualized estimated cost is \$294,000.

#### **Discussion for Recommendation #1A:**

The Public Defender is requesting the addition of 1.0 FTE Office Systems Coordinator (OCS) III and 1.0 FTE Attorney III.

The Public Defender has only one (1) OCS employee to handle all requests and demands of 108 employees. With the implementation of the Enterprise Content Management System (ECM), the additional OCS will assist with the design of digital files, automating the process, digitizing closed files, and assisting with current IT challenges the department faces on a daily basis. In addition, the OCS will assist with handling computer and printer issues, software and hardware support, VCIJIS queries, and collecting data, all of which is currently being handled by one (1) OCS employee.

The new Attorney III will be an immigration attorney who will assist other attorneys in meeting the requirements announced by the United States Supreme Court in *Padilla v. Kentucky* (2010) 559 U.S. 356, that defense counsel competently advise noncitizen defendants of the potential adverse immigration consequences of a guilty plea or other disposition. In addition to providing immigration law guidance in appropriate cases, the immigration attorney will also provide regular immigration law training to staff.

**HCA Administration and Support Services – Division 3000**

**Recommendation #1B:**

One new position is recommended in Budget Unit 3000, as detailed below:

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	00732	Chief Deputy Director Strategy and Growth	HCA	3000	1.0	Bi-weekly	\$157,142.86 - \$220,000.00

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost is offset by the transfer of position no. 00026221 from Budget Unit 3000 to Budget Unit 3301 (Recommendation #8); annualized estimated cost is \$355,000, which includes a \$25,000 annual maximum pay-for-performance plan payment.

**Discussion for Recommendation #1B:**

This new position will provide executive oversight of HCA's clinical integration program, development and implementation of organizational strategies, and will be responsible for the business development and strategic planning operations, including marketing, managed care contracting, risk management and revenue-enhancing functions. Additionally, this position will serve as the business development adviser to the Director of HCA and the organization's management teams. This position is distinguished from other executive HCA positions by its eligibility for the pay-for-performance plan with a maximum payment of \$25,000 annually, as outlined in Section 623 of the Management Resolution.

**HCA Emergency Medical Services – Division 3090**

**Recommendation #1C:**

The deletion of one position and the addition of one new position are recommended for Budget Unit 3091, as detailed below:

**Delete:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
00022808	00301	Sr Registered Nurse-Pub Hlth	HCA	3091	1.0	Hourly	\$85,240.29 - \$101,904.30

**Add:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	00307	Sr Registered Nurse-Hospital	HCA	3091	1.0	Hourly	\$88,771.74 - \$106,142.04

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. Additional annualized estimated cost is \$6,400.

**Discussion for Recommendation #1C:**

This recommendation requests changes in staffing to accommodate the need for an Emergency Medical Services (EMS) Senior Registered Nurse – Hospital position to provide oversight for hospital specialty care programs. The classification specifications for the Senior Registered Nurse-Public Health do not include the specifications needed at this time.

**HCA Behavioral Health Department – Division 3200 and Division 3260**

**Recommendation #1D:**

The deletion of one position is recommended for Budget Unit 3263 and the addition of one new position is recommended for Budget Unit 3201, as detailed below:

**Delete:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
00010409	00431	Behavioral Health Clinician IV	HCA	3263	1.0	Bi-weekly	\$58,836.47 - \$82,428.58

**Add:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	01611	Administrative Assistant III	HCA	3201	1.0	Bi-weekly	\$54,156.22- \$75,952.65

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost for Budget Unit 3201 is estimated at \$25,000; annualized estimated cost is \$110,000. Annualized estimated cost reduction for Budget Unit 3263 is \$127,000.

**Discussion for Recommendation #1D:**

County Mental Health Plans and Drug Medi-Cal Organized Delivery Systems are required to provide uniform provider credentialing and re-credentialing pursuant to Title 42 of the Code of Federal Regulations, Part 438.214. The credentialing process is one component of the comprehensive quality improvement system. The credentialing process includes registration, certification, licensure, and/or professional association membership. Credentialing ensures that providers are licensed, registered, waived, and/or certified as required by state and federal law. The requested position adjustment will provide the appropriate staff to assist in meeting this requirement.

**HCA Behavioral Health Department – Division 3220**

**Recommendation #1E:**

The deletion of four positions and the addition of four new positions are recommended for Budget Unit 3221, as detailed below:

**Delete:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
00027936	00343	Psychiatric Technician-IPU	HCA	3221	1.0	Hourly	\$60,078.35 - \$64,665.21
00027937	00343	Psychiatric Technician-IPU	HCA	3221	1.0	Hourly	\$60,078.35 - \$64,665.21
00027938	00343	Psychiatric Technician-IPU	HCA	3221	1.0	Hourly	\$60,078.35 - \$64,665.21
00027939	00343	Psychiatric Technician-IPU	HCA	3221	1.0	Hourly	\$60,078.35 - \$64,665.21

**Add:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	01347	Office Assistant IV	HCA	3221	2.0	Hourly	\$36,720.84 - \$51,352.90
NEW	01474	Alcohol/Drug Treatment Specialist II	HCA	3221	2.0	Hourly	\$40,178.95 - \$56,261.14

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. Annualized estimated cost reduction is \$65,000.

**Discussion for Recommendation #1E:**

After the Drug Medi-Cal Organized Delivery System (DMC-ODS) launch, it was determined that the Substance Abuse Disorder (SUD) Access Line requires additional administrative/clerical support more appropriately suited for the Office Assistant IV classification. The Office Assistant IV will perform a variety of clerical duties in support of the DMC-ODS program including the Alcohol and Drug Treatment Specialist II (ADTS II), the office and operations. Primary duties of the ADTS II include answering the DMC-ODS SUD Access Line to conducting SUD screenings (not clinical assessments), providing information and referrals, scheduling appointments, organizing and maintaining documentation, assisting the public and beneficiaries with information requests, and organizing and collecting data for the program management system.

**HCA Behavioral Health Department – Division 3240**

**Recommendation #1F:**

The deletion of one position and the addition of one new position are recommended for Budget Unit 3241, as detailed below:

**Delete:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
00025233	01474	Alcohol/Drug Treatment Specialist II	HCA	3241	1.0	Hourly	\$40,178.95 - \$56,261.14

**Add:**

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	01345	Office Assistant III	HCA	3241	1.0	Hourly	\$34,162.49 - \$47,772.76

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. Annualized estimated cost reduction is \$12,000.

**Discussion for Recommendation #1F:**

This recommendation requests adjustment to position classifications to fulfill operational needs within the Driving Under the Influence programs. An additional Office Assistant is needed in Thousand Oaks to support enrollment and reporting requirements.

**Area Agency on Aging – Division 3500**

**Recommendation #1G:**

One new position is recommended for Budget Unit 3501, as detailed below:

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	00648	Sr Accounting Technician	AAA	3501	1.0	Hourly	\$46,117.41 - \$64,684.72

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost is estimated at \$10,000; annualized estimated cost is \$97,000.

**Discussion for Recommendation #1G:**

The number and complexity of the grant programs in the AAA are growing and an additional fiscal position is required to meet the growing federal, state and County reporting

timelines and demands. This position is funded in part by additional funding for administration awarded by the California Department of Aging.

**Auditor-Controller's Office Audit Division – Division 1500, Unit 1550**

**Recommendation #1H:**

One new fixed-term position is recommended for Budget Unit 1550, effective March 24, 2019 through December 31, 2021, as detailed below:

Position No.	Job Code	Description	Dept.	Unit	FTE	Compensation Frequency	Annual Range
NEW	00933	Senior Internal Auditor/Analyst	ACO	1550	1.0	Hourly	\$68,067.59 - \$95,294.63

**Fiscal/Mandates Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost is estimated at \$29,000; annualized estimated cost is \$115,000.

**Discussion for Recommendation #1H:**

The Internal Audit Division is charged with conducting independent and objective assurance activities designed to add value and improve the County's operations. The requested fixed-term position is crucial to the internal audit function, providing oversight for the County's Control Self-Assessment Program and leading audit staff on complex audits. There has been an extended vacancy in this single-position classification, and this fixed-term position, effective March 24, 2019 through December 31, 2021, will allow the division to backfill the position in the incumbent's absence.

**GENERAL FUND**

**Special Accounts and Contributions – Division 1050**

**Recommendation #2:**

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	Salaries and Benefits	\$	500,000
DECREASE	General Fund – Fund Balance-Assigned to	Program Mitigation	\$	500,000

**Fiscal/Mandates Impact:**

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

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 500,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 500,000	\$ 0
Net Costs:	\$ 500,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for Special Accounts &amp; Contributions – Division 1050</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 59,249,531	\$ 60,393,187	\$ 60,771,558	\$ (378,371)
Revenue	\$ 13,182,636	\$ 13,182,636	\$ 13,216,728	\$ 34,092
Net Cost	\$ 46,066,895	\$ 47,210,511	\$ 47,554,830	\$ (344,279)

**Discussion for Recommendation #2:**

The General Fund – Special Accounts and Contributions unit provides for the centralized funding of the termination pay and “cash in lieu of leave hours” program cost for the County’s General Fund units. The County Executive Office is requesting additional appropriations in the amount of \$500,000 to facilitate the payment of this program for FY 2018-19.

**Sheriff Police Services – Division 2500, Unit 2523**

**Recommendation #3:**

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	2500-2523	Miscellaneous Revenue	\$	9,213
INCREASE	2500-2523	Services and Supplies	\$	9,213

**Fiscal/Mandates Impact:**

Mandatory: No  
Source of Funding: Irene Parks Bequest (N952-811S)  
Funding Match Required: None  
Impact on Other Departments: None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 9,213	\$ 0
Costs:		
Direct	\$ 9,213	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 9,213	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for Sheriff's Central County Patrol – Division 2500, Unit 2523</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 21,601,398	\$ 21,972,506	\$ 21,908,596	\$ 63,910
Revenue	\$ 18,189,475	\$ 18,307,419	\$ 18,289,919	\$ (17,500)
Net Cost	\$ 3,411,923	\$ 3,665,087	\$ 3,618,677	\$ 46,410

**Discussion for Recommendation #3:**

On September 11, 2012, your Board authorized the Sheriff's Office to accept a bequest of \$100,000 from the Irene Parks Estate. These funds have been held in trust until the determination was made as to how they would be utilized.

Since it was learned that Irene Parks had previously lived in Camarillo, the Sheriff designated that the Camarillo Patrol Station will use this money for the betterment of the Camarillo Patrol Station. Mounted Enforcement Unit (MEU) is utilized in Camarillo for events such as the annual Christmas Parade, National Night Out and for added security during the Black Friday outlet mall shopping season, which now spans across the course of more than just one day. We are recommending your Board approve the budget adjustment in the amount of \$9,213 for the purchase of radios for the MEU.

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

**Recommendation #4:**

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):

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INCREASE	2500-2527	Other Financing Sources	\$	66,469
INCREASE	2500-2527	Services and Supplies	\$	6,469
INCREASE	2500-2527	Equipment	\$	60,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	General Services Agency – Parks Off Highway Trust Account (N832-766A)
Funding Match Required:	None
Impact on Other Departments:	Minimal Impact on General Services Agency (GSA)

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 66,469	\$ 0
Costs:		
Direct	\$ 66,469	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 66,469	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

FY 2018-19 Budget Projection for Sheriff's West County Patrol – Division 2500, Unit 2527				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 38,879,176	\$ 40,531,480	\$ 41,402,283	\$ (870,803)
Revenue	\$ 12,681,213	\$ 12,681,213	\$ 12,683,169	\$ 1,956
Net Cost	\$ 26,197,963	\$ 27,850,267	\$ 28,719,114	\$ (868,847)

**Discussion for Recommendation #4:**

The Ventura County Sheriff's Lockwood Valley Station is responsible for about 610 square miles in the northern portion of Ventura County's remote forest and unincorporated area. There are approximately 230 miles of dedicated Off Highway Vehicle (OHV) trails. Deputies from the Lockwood Station use a combination of 4x4 patrol vehicles, motorcycles and quads to accomplish patrolling these areas. The Ventura County Sheriff's Lockwood Valley Station needs a modern/safe OHV capable of transporting supplies and patients to and from OHV areas, OHV safety gear, tires, and other OHV supplies. We are recommending your Board approve the budget adjustment in the amount of \$66,469 for the purchase of a new OHV side-by-side vehicle, equipment, supplies, and maintenance for the year, which will be funded with GSA Parks Off Highway Trust Account. This trust was set up pursuant to Public Resources Code Section 5090.50 which provides for the support of OHV law enforcement activities.

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

**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	2500-2527	Miscellaneous Revenue	\$	113,425
INCREASE	2500-2527	Other Financing Uses	\$	113,425

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Sheriff's Trust Fund (N952-811C)
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 113,425	\$ 0
Costs:		
Direct	\$ 113,425	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 113,425	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

FY 2018-19 Budget Projection for Sheriff's West County Patrol – Division 2500, Unit 2527				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 38,879,176	\$ 40,531,480	\$ 41,402,283	\$ (870,803)
Revenue	\$ 12,681,213	\$ 12,681,213	\$ 12,683,169	\$ 1,956
Net Cost	\$ 26,197,963	\$ 27,850,267	\$ 28,719,114	\$ (868,847)

**Discussion for Recommendation #5:**

The Sheriff's Office of Emergency Services (OES) will be replacing three aging and/or inadequate OES vehicles. OES field-based activity requires the ability to access off-road locations and tow equipment trailers to and from the scene of emergency incidents. The estimated cost to purchase two OES utility trucks and one emergency response SUV is \$113,425, including costs for equipment consoles, lights, and radios. These three new vehicles will replace two similar direct charge vehicles and one Fusion that is part of the County fleet.

The total cost of these vehicles will be funded by the Sheriff's Trust Fund. Sheriff's OES has \$113,425 of administrative fees in the Sheriff's Trust Fund that have been collected from the Public Assistance claims filed with FEMA in 2005. In keeping with the intent of the FEMA program, these fees are used for emergency preparedness projects like vehicle replacement. We are recommending that your Board approve the budget adjustment in the amount of \$113,425 for the purchase of two utility trucks and one emergency response SUV.

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

**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	2500-2529	Intergovernmental Revenue	\$	125,950
INCREASE	2500-2529	Services and Supplies	\$	125,950

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	CalOES Enhancing Law Enforcement Activities Subaccount, Trust Fund-Account N952-811X
Funding Match Required:	None
Impact on Other Departments:	No Additional Impact

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 125,950	\$ 0
Costs:		
Direct	\$ 125,950	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 125,950	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for Sheriff's Major Crime Investigations – Division 2500, Unit 2529</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 18,235,715	\$ 18,775,456	\$ 19,025,557	\$ ( 250,101)
Revenue	\$ 4,910,235	\$ 4,910,235	\$ 4,978,415	\$ 68,180
Net Cost	\$ 13,325,480	\$ 13,865,221	\$ 14,047,142	\$ ( 181,921)

**Discussion for Recommendation #6:**

On April 17, 2012 your Board authorized the Sheriff to accept Realignment grant funds from the Cal OES Local Law Enforcement Services Account (LLESA) as a sub-recipient of

the San Luis Obispo County Sheriff's Sexual Assault Felony Enforcement (SAFE) Program. The current program is now being funded through the Enhancing Law Enforcement Activities Subaccount (ELEAS).

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 surveillance operations and other investigative tasks. There is no firm expiration date for these realignment funds and we now recommend that your Board budget \$125,950 of the \$544,481 held in the County's CalOES ELEAS SAFE Trust Fund (N952-811X).

**RMA Planning Department — Division 2910, Unit 2911**

**Recommendation #7:**

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):

INCREASE	2910-2911	Services and Supplies	\$	60,000
INCREASE	2910-2911	Charges for Services	\$	60,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Land Use Permit Fees
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 60,000	\$ 0
Costs:		
Direct	\$ 60,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 60,000	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for RMA Planning – Division 2910, Unit 2911</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 6,073,737	\$ 7,777,450	\$ 8,316,835	\$ (539,385)
Revenue	\$ 4,058,736	\$ 4,058,736	\$ 3,694,720	\$ (364,016)
Net Cost	\$ 2,015,001	\$ 3,718,714	\$ 4,622,115	\$ (903,401)

**Discussion for Recommendation #7:**

External consultant services were procured to assist the Planning Division in processing discretionary entitlement permits to meet state-mandated timeframes. In addition, external resources are necessary in anticipation of permit applications from the Thomas and Hill-Woolsey Fire property owners beginning the rebuilding process. The external contracts will be utilized on an as-needed basis and will assist in ensuring that permitting services are provided in a timely manner while Thomas and Hill-Woolsey Fire property owners receive expedited service.

This recommendation is cost neutral as the fees paid by permit applicants will offset the consultant costs.

**HCA Administration and Support Services – Division 3000; Ventura County Medical Center – Division 3300**

**Recommendation #8:**

Authorize the Director of Human Resources to transfer the following regular position allocation from Health Care Agency (HCA) Budget Unit 3000 – Administration and Support Services to HCA Budget Unit 3301 – Ventura County Medical Center (VCMC), effective March 24, 2019:

Position No.	Job Code	Description	Dept.	From Unit	To Unit	FTE	Compensation Frequency	Annual Range
00026221	00394	Chief Deputy Director HCA	HCA	3000	3301	1.0	Bi-weekly	\$185,085.75 - \$259,145.46

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budget to accommodate the above recommendation. The current fiscal year cost to Budget Unit 3301 is estimated at \$92,000; annualized estimated cost is \$369,000. As part of HCA's organizational realignment, HCA has recently eliminated a Deputy Director Position.

**Discussion for Recommendation #8:**

As HCA continues to undergo organizational realignment, the agency has determined that an additional resource is essential to support the operational needs of VCMC. For this reason, the Chief Deputy Director-HCA position will be transferred from HCA Administration to VCMC. The Chief Deputy Director-HCA will serve as a Chief Operating Officer over VCMC and Santa Paula hospitals and will operate under the supervision and in support of the Hospital Chief Executive Officer. This transfer will result in increased support and resources to the Hospital Chief Executive Officer to achieve the desired operational goals to provide quality care and monitor and maintain regulatory compliance.

**HCA Medical Examiner — Division 3070**

**Recommendation #9:**

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 3070	Buildings and Improvements	\$	330,000
DECREASE	General Fund – Fund Balance-Assigned to		\$	330,000
	Program Mitigation			

**Fiscal/Mandates Impact:**

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

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 330,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 330,000	\$ 0
Net Costs:	\$ 330,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for HCA Medical Examiner – Division 3070</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 3,373,700	\$ 3,547,748	\$ 3,629,685	\$ (82,207)
Revenue	\$ 121,000	\$ 121,000	\$ 203,283	\$ 82,283
Net Cost	\$ 3,252,700	\$ 3,426,478	\$ 3,426,402	\$ 76

**Discussion for Recommendation #9:**

The recommended funding will address two issues at the Medical Examiner's facility. The current autopsy suites do not have floor drains. This extensive project will install four new floor drains at the Medical Examiner's facility. This project is complicated by the existing 24" mat slab foundation. This scope includes removal and replacement of the existing cabinets as well. The project is necessary in order for the Medical Examiner to achieve a National Associate of Medical Examiner's Autopsy Facilities Accreditation. Floor drains are one of the requirements for this accreditation.

The second project is the installation of a fume hood in the autopsy suite. The purpose of installing this equipment is to protect staff from toxic fumes while performing examinations. Currently the examiners do not have a safe area to remove and check poisoned or toxic organs that require investigation. In addition, there are several investigative chemical processes that may be processed in a fume hood with a proper exhaust mechanism that would benefit staff safety.

**HCA Emergency Medical Services – Division 3090**

**Recommendation #10:**

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):

INCREASE	3090-3091	Fines Forfeitures & Penalties	\$	30,000
INCREASE	3090-3091	Equipment	\$	30,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Maddy Trust Fund N855-766B
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
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><u>FY 2018-19 Budget Projection for HCA Emergency Medical Services, Unit 3091</u></b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 4,134,564	\$ 4,269,290	\$ 4,292,826	\$ (23,536)
Revenue	\$ 3,539,799	\$ 3,539,799	\$ 3,563,770	\$ 23,971
Net Cost	\$ 594,765	\$ 729,491	\$ 729,056	\$ 435

**Discussion for Recommendation #10:**

Emergency Medical Services plans an upgrade for an electrical generator to provide uninterrupted power to the building located at 2220 East Gonzales Road in Oxnard for use during catastrophic emergency events. Preliminary steps require engineering design for this project with total engineering services cost estimated at \$30,000, to be funded by the Emergency Service fund within the Maddy Trust account. This request carries no additional net county cost.

**HCA Public Health – Division 3100**

**Recommendation #11:**

It is recommended that your Board authorize the Auditor-Controller's Office to process the

accounting transactions necessary to revise revenue as follows (requires 4/5ths vote):

INCREASE	3100-3109	Tobacco Settlement Revenue	\$	45,847
DECREASE		General Fund Restricted for Health Care	\$	45,847

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	General Fund Restricted for Health Care
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 45,847	\$ 0
Costs:		
Direct	\$ 0	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 0	\$ 0
Net Costs:	\$ (45,847)	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for HCA Emergency Medical Services, Unit 3109</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 3,801,501	\$ 3,827,109	\$ 3,717,793	\$ 109,316
Revenue	\$ 2,968,169	\$ 2,968,169	\$ 2,926,735	\$ (41,434)
Net Cost	\$ 833,332	\$ 858,940	\$ 791,058	\$ 67,882

**Discussion for Recommendation #11:**

Last fiscal year, Public Health officials worked to stem an outbreak of tuberculosis in the City of Oxnard. As it became apparent that the efforts and associated costs of testing and case management would continue into Fiscal Year 2018-19, the Public Health Director requested that unspent funding allocated through the Tobacco Settlement Program (TSP) in FY 2017-18 be held in trust to be used this fiscal year to defray those costs. The Restricted for Health Care Funding was reimbursed in the amount of \$45,847 as a result of a FY 2017-18 CAFR adjustment. It is recommended that a similar amount be allocated to budget Unit 3109, as requested.

**HCA Women, Infants, and Children – Division 3120**

**Recommendation #12:**

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):

INCREASE	Div 3120	Intergovernmental Revenue	\$	30,800
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INCREASE	Div 3120	Services and Supplies	\$	30,800
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**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	US Dept. of Agriculture Food and Nutrition Services; California Dept. of Public Health
Funding Match Required:	None
Impact on Other Departments:	None

### Summary of Revenues and Costs:

<b><u>Summary of Revenues and Costs:</u></b>	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 30,800	\$ 0
Costs:		
Direct	\$ 30,800	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 30,800	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

**FY 2018-19 Budget Projection for HCA Women Infants and Children, Division 3120**

	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 4,985,335	\$ 5,024,609	\$ 5,055,411	\$ (30,802)
Revenue	\$ 4,755,335	\$ 4,755,335	\$ 4,786,137	\$ 30,802
Net Cost	\$ 230,000	\$ 269,274	\$ 269,274	\$ 0

### **Discussion for Recommendation #12:**

Additional appropriations in the amount of \$30,800 are requested to accommodate the unanticipated increase in facility maintenance costs. The program requires additional appropriations in the current fiscal year, which will be completely offset by additional revenue in grant funds from the California Department of Public Health.

**HCA Behavioral Health Department – Division 3200, 3220, 3240 and 3260**

### Recommendation #13:

Authorize the Director of Human Resources to transfer the following regular position allocations to the appropriate organization units as indicated below, effective March 24, 2019:

Position No.	Job Code	Description	Dept.	From Unit	To Unit	FTE	Compensation Frequency	Annual Range
00027302	01474	Alcohol & Drug Specialist II	HCA	3273	3225	1.0	Hourly	\$40,178.95 - \$56,261.14
00025478	01476	Alcohol & Drug Specialist III	HCA	3225	3273	1.0	Hourly	\$47,542.55 - \$66,618.48
0003268	00233	Senior Registered Nurse-Mental Health	HCA	3207	3273	1.0	Hourly	\$92,148.68 - \$110,181.13
00027389	00430	Behavioral Health Clinician III	HCA	3273	3207	1.0	Bi-Weekly	\$56,058.23 - \$78,523.44
00027621	00431	Behavioral Health Clinician IV	HCA	3263	3205	1.0	Bi-Weekly	\$58,836.47 - \$82,428.58

**Fiscal Impact:**

Sufficient appropriations are available within the adjusted budgets to accommodate the above recommendation. The current fiscal year cost is estimated as follows: Budget Unit 3200, \$76,000; Budget Unit 3220, (\$23,000); Budget Unit 3260, (\$54,000). Annualized estimated cost is as follows: Budget Unit 3200, \$213,000; Budget Unit 3220, \$74,000; Budget Unit 3260, \$232,000.

**Discussion for Recommendation #13:**

This recommendation requests Unit changes as positions are realigned to accommodate funding changes and operational needs. These changes will eliminate the need for payroll cost adjustments between organizational units.

**Human Services Agency – Division 3410 and Division 3420**

**Recommendation #14:**

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):

INCREASE	Unit 3413	Other Charges	\$ 2,100,000
INCREASE	Unit 3413-9072	2011 Realignment Rev-Sales Tax	\$ 1,000,000
INCREASE	Unit 3413-9073	1991 Realignment Rev-Sales Tax	\$ 1,000,000
DECREASE	Unit 3424	Other Charges	\$ 2,100,000
DECREASE	Unit 3424-9072	2011 Realignment Rev-Sales Tax	\$ 1,000,000
DECREASE	Unit 3421-9073	1991 Realignment Rev-Sales Tax	\$ 1,000,000

**Fiscal/Mandates Impact:**

Mandatory: No  
Source of Funding: 1991 and 2011 Realignment – Trust Funds  
N520-719B, N505-716A (CalWORKS) and  
N505-716B (Family Support)

Funding Match Required: None  
Impact on Other Departments: None

**Summary of Revenues and Costs:**

<b><u>Division 3410</u></b>	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 2,000,000	\$ 0
Costs:		
Direct	\$ 2,100,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 2,100,000	\$ 0
Net Costs:	\$ 100,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b><u>Division 3420</u></b>	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ (2,000,000)	\$ 0
Costs:		
Direct	\$ (2,100,000)	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ (2,100,000)	\$ 0
Net Costs:	\$ (100,000)	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for Human Services Agency – Division 3410</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 173,291,246	\$ 175,825,435	\$ 172,076,488	\$ 3,748,947
Revenue	\$ 151,924,377	\$ 151,924,377	\$ 152,224,377	\$ 300,000
Net Cost	\$ 21,366,869	\$ 23,901,058	\$ 19,852,111	\$ 4,048,947

<b>FY 2018-19 Budget Projection for HSA CalWORKs – Division 3420</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 77,201,000	\$ 77,201,000	\$ 70,713,743	\$ 6,487,257
Revenue	\$ 74,001,000	\$ 74,001,000	\$ 66,018,612	\$ (7,982,388)
Net Cost	\$ 3,200,000	\$ 3,200,000	\$ 4,695,131	\$ (1,495,131)

**Discussion for Recommendation #14:**

Wraparound/intensive care services provide intensive, community-based, family-centered, culturally relevant services designed to maintain Wraparound-enrolled youth in the most appropriate and lowest level of care placement. In the past, Wraparound activities were funded with state General Funds through the direct aid claims process by the Agency. However, state funding has been realigned under both 1991 and 2011 Realignment to fund Wraparound services and these costs are no longer covered through the claims process. Accordingly, the appropriations and revenues for Wraparound activities are being moved to the Agency's Program Operations Division. This move of appropriations and revenues will shift net county cost from the Direct Aid Division to the Program Operations Division, but will have no net impact on the Agency overall.

**Area Agency on Aging – Division 3500**

**Recommendation #15:**

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	3500-3501	Services and Supplies	\$ 3,698,392
DECREASE	3500-3501	Intergovernmental Revenue	\$ 3,698,392

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Centers for Medicare and Medicaid Services (CMS), Dept. of Health Care Services (Medicare)
Funding Match Required:	Yes: Match Provided by Existing Net Cost and Sub-Recipients/Contractors
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ (3,698,392)	\$ 0
Costs:		
Direct	\$ (3,698,392)	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ (3,698,392)	\$ 0
Net Costs:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for AAA, Division 3500</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 10,617,348	\$ 11,107,510	\$ 7,409,118	\$ 3,698,392
Revenue	\$ 9,417,348	\$ 9,722,367	\$ 6,023,975	\$ (3,698,392)
Net Cost	\$ 1,200,000	\$ 1,385,143	\$ 1,385,143	\$ 0

**Discussion for Recommendation #15:**

The current year's budget includes pass-through vendor direct program expenditures and revenues in the amount of \$4,372,598 for the new Home and Communities Based Alternatives (HCBA) program. However, in August 2018 when the HCBA program commenced, the Department of Health Care Services (DHCS) advised that due to billing software constraints the vendor direct program expenditures would continue to be paid through the Medi-Cal third-party payer and would not pass through local agencies as previously anticipated. Therefore, a reduction in budgeted revenues and expenditures is necessary.

Further, the agency was awarded additional Baseline and One-Time-Only funding from the California Department of Aging in the Fall of 2018, in the amounts of \$583,886 and \$81,278, respectively, under the Area Plan contract funding. This funding is primarily used for Title IIIC (Senior Nutrition), Title IIIB (Supportive Services), Ombudsman, and Title IIIE (Family Caregiver Services) programs.

The above adjustments in revenues plus changes in various other programs in the amount of \$9,042 comprise the total reduction in revenue of \$3,698,392.

**NON-GENERAL FUND**

**Ventura County Medical Center – Division 3300**

**Recommendation #16:**

It is recommended that your Board receive and file the Summary of Charge Description Master Changes for FY 2018-19 (Exhibit 2) made by the County Executive Officer and Health Care Agency (HCA) Director pursuant to delegated authority and provide any direction as your Board determines is necessary regarding adjustments to the Charge Description Master.

**Fiscal/Mandates Impact:**

There is minimal impact associated with this item.

**Discussion for Recommendation #16:**

On June 18, 2018, 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.

**Fund E510, Division 3390 and Fund G001, Division 1050**

**Recommendation #17:**

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):

**Fund E510**

INCREASE	Div 3390	Other Financing Sources	\$	750,000
INCREASE	Div 3390	Services and Supplies	\$	750,000

**Fund G001**

INCREASE	Div 1050	Other Financing Uses	\$	750,000
DECREASE	General Fund – Fund Balance-Assigned to Program Mitigation		\$	750,000

**Fiscal/Mandates Impact:**

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

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 750,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 750,000	\$ 0
Net Costs:	\$ 750,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for HCA-VCHCP – Fund E510, Division 3390</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 80,367,832	\$ 80,538,697	\$ 79,206,719	\$ 1,331,978
Revenue	\$ 83,218,732	\$ 83,218,732	\$ 81,886,754	\$ (1,331,978)
Net Cost	\$ 2,850,900	\$ 2,680,035	\$ 2,680,035	\$ 0

<b>FY 2018-19 Budget Projection for Special Accounts and Contributions – Fund G001, Division 1050</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 59,249,531	\$ 59,609,961	\$ 60,786,758	\$ (1,176,797)
Revenue	\$ 13,182,636	\$ 13,182,636	\$ 13,216,728	\$ 34,092
Net Cost	\$ 46,066,895	\$ 46,427,325	\$ 47,570,030	\$ (1,142,705)

**Discussion for Recommendation #17:**

On October 9, 2018, your Board approved the County's Flexible Benefits Program and health plan rates for the 2019 plan year. Due to an error in the rate setting process, an additional \$750,000 from General Fund – Fund Balance Assigned for Program Mitigation is needed to subsidize the Ventura County Health Care Plan medical rates for the 2019 plan year. This amount is in addition to the \$750,000 subsidy previously approved by your Board funded by the Medical Benefits ISF Unrestricted Net Position to help mitigate the impact of increased medical premium costs to County employees.

**Public Works Agency-Watershed Protection District – Division 4200**

**Recommendation #18:**

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

DECREASE	FUND S700	Fund Balance – Restricted Public	\$ 1,000,000
		Protection	
INCREASE	Div 4200	Services and Supplies	\$ 1,600,000
INCREASE	Div 4200	Charges for Services	\$ 600,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	WPD Admin – Fund Balance-Restricted Public Protection
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 600,000	\$ 0
Costs:		
Direct	\$ 1,600,000	\$ 0
Indirect-Agency/Dept.	0	0
Indirect-County CAP	0	0
Total Costs	\$ 1,000,000	\$ 0
Net Costs:	\$ 1,000,000	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for WPD Admin – Unit 4200</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 3,870,300	\$ 4,179,860	\$ 5,770,900	\$ (1,591,040)
Revenue	\$ 3,690,400	\$ 3,690,400	\$ 4,291,000	\$ 600,000
Net Cost	\$ 179,900	\$ 489,460	\$ 1,479,900	\$ (990,400)

**Discussion for Recommendation #18:**

The request for additional appropriations in this Watershed Protection District (WPD) unit is mainly due to an increase in projected Public Works' labor charges associated with several projects, including: grant funding research; update design manual to current industry standards; dam inundation studies including analysis and mapping of dam breach scenarios as required by the California Division of Safety of Dams; and various Developer Special Inspection/Permit projects.

**Fund I500, Division 4800**

**Recommendation #19:**

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):

**Fund I500**

INCREASE	4800-4802	Services and Supplies	\$ 1,300,000
INCREASE	4800-4802	Charges for Services	\$ 1,300,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Information Services ISF Revenue
Funding Match Required:	None
Impact on Other Departments:	None

**Summary of Revenues and Costs:**

	<b><u>FY 2018-19</u></b>	<b><u>FY 2019-20</u></b>
Revenue:	\$ 1,300,000	\$ 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:	\$ 0	\$ 0
Recovered Indirect Costs:	\$ 0	\$ 0

<b>FY 2018-19 Budget Projection for IT Services ISF – Division 4800</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 29,826,774	\$ 34,389,704	\$ 31,401,621	\$ 2,988,083
Revenue	\$ 27,671,155	\$ 30,171,155	\$ 31,986,207	\$ 1,815,052
Operating Gain/(Loss)	\$ (2,155,619)	\$ (4,218,549)	\$ 584,586	\$ 4,803,135

**Discussion for Recommendation #19:**

Based on the mid-year review of the Information Technology Services Department (IT Services) Services and Supplies appropriations there currently is a shortfall in the required software maintenance appropriations to complete fiscal year 2019.

IT Services is requesting \$1.3 million in additional appropriations. IT Services will not need to increase its rates to accommodate these increased expenses as they will be billed directly to the customers that have a need for the software.

**County Executive Office**

**Recommendation #20:**

Receive and file grant listing report (Exhibit 3) for fiscal year 2018-19

**Discussion for Recommendation #20:**

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.

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



Michael Powers  
County Executive Officer

- Exhibit 1: Resolution of the Board of Supervisors
- Exhibit 2: Summary of Charge Description Master Changes for FY 2018-19
- Exhibit 3: Fiscal Year 2018-19 Grants Report