



# OFFICE OF THE DISTRICT ATTORNEY

COUNTY OF VENTURA, STATE OF CALIFORNIA

**GREGORY D. TOTTEN**  
District Attorney

**MICHAEL D. SCHWARTZ**  
Chief Assistant District Attorney

**MICHAEL K. FRAWLEY**  
Chief Deputy District Attorney  
Administrative Services

**CHERYL M. TEMPLE**  
Chief Deputy District Attorney  
Special Prosecutions

**MICHAEL R. JUMP**  
Chief Deputy District Attorney  
Victim & Community Services

**W. CHARLES HUGHES**  
Chief Deputy District Attorney  
Justice Services

**R. MILES WEISS**  
Chief Deputy District Attorney  
Criminal Prosecutions

**MICHAEL BARAY**  
Chief Investigator  
Bureau of Investigation

March 12, 2019

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

Re: Ratification of the District Attorney's Acceptance of Increased Funds from the Victim Witness Assistance Program in the Total Amount of \$1,031,581 from the California Office of Emergency Services; Approval of a Resolution Establishing Three Fixed-Term Positions in the District Attorney's Office effective March 12, 2019, through March 11, 2020; and Authorization for the Auditor-Controller to Process the Necessary Accounting Transactions to Increase Appropriations and Revenue for Unit 2103. (RECOMMENDATION 3 REQUIRES 4/5THS VOTE)

## RECOMMENDATIONS:

It is recommended that your Board:

1. Ratify the District Attorney's acceptance of Victim Witness Assistance Program funds from the California Office of Emergency Services in the amount of \$1,031,581, exceeding the anticipated amount by \$243,690.
2. Approval of a resolution establishing the following fixed-term positions in the District Attorney's Office effective March 12, 2019, through March 11, 2020.

Job Code	Description	Business Unit	Department	FTE	Compensation Frequency	Annual Salary Range
00586	Victim Advocate III	DAOVC	2103	1.0	Biweekly	\$40,321.97 to \$56,703.08

Job Code	Description	Business Unit	Department	FTE	Compensation Frequency	Annual Salary Range
00031	Administrative Assistant II	DAOVC	2103	1.0	Biweekly	\$49,232.14 to \$69,048.84

Job Code	Description	Business Unit	Department	FTE	Compensation Frequency	Annual Salary Range
01611	Administrative Assistant III	DAOVC	2103	1.0	Biweekly	\$54,156.22 to \$75,952.65

3. Authorize the Auditor-Controller to process the necessary accounting adjustments for the following appropriations and revenue (4/5ths vote required):

Increase 2100 – 2103 Intergovernmental Revenue	\$243,690
Increase 2100 - 2103 Salaries & Benefits	\$243,690

FISCAL/MANDATE IMPACT:

Mandatory:	No
Source of Funding:	California Office of Emergency Services
Funding Match Required:	\$0
Impact on Other Departments:	None

Summary of Revenue and Total Costs:

	<u>FY 2018/19</u>	<u>FY 2019/20 (Estimated)</u>
Revenue:	\$ 1,031,581	\$ 1,031,581
Costs:		
Direct:	\$ 1,031,581	\$ 1,031,581
Indirect:	\$ Minimal	\$ Minimal
Total Costs:	\$ 1,031,581	\$ 1,031,581
Net County Cost Including Indirect:	\$ 0	\$ 0

CURRENT FY BUDGET PROJECTIONS:

Current FY 2018/2019 Budget Projection for DAO/2103 as of December 31, 2018:

	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Deficit/(Savings)
Appropriations	\$37,210,977	\$38,882,258	\$38,164,358	(\$717,900)
Revenue	\$7,880,883	\$8,517,883	\$8,496,245	\$21,638
Net Cost	\$29,330,094	\$30,364,375	\$29,668,113	(\$696,262)

REASON FOR RATIFICATION:

This grant was approved in the adopted budget. The District Attorney's Office subsequently learned that it would receive an increased award. The office quickly acted to preserve the program and increased funding while seeking County Executive Office approval pending a prepared submission for your Board's approval.

DISCUSSION:

The District Attorney's Office has been designated as the major provider of comprehensive services to crime victims in Ventura County since 1979. This has enabled our county to receive grant funding through the State of California's Office of Emergency Services for a host of programs designed to improve services and outcomes for victims of crime.

The largest award is the Victim Witness Assistance Program. We were excited to learn that this year's application was awarded an additional \$243,690, in addition to the requested amount of \$787,891, for a total of \$1,031,581. The increased funding must be used to expand the current resources and was approved based on the creation of three additional positions to enhance victim services. The additional resources include a Mass Casualty Victim Advocate (Administrative Assistant II), to support the on-going services provided to those impacted by the Borderline shooting and develop protocols for future responses. The funding also supports the implementation of a supervising victim advocate (Administrative Assistant III) and an additional Victim Advocate III. The increased funding and new victim services' team members will enhance and expand the services to our victim clientele.

Board of Supervisors  
County of Ventura  
March 12, 2019  
Page 4

This item has been reviewed by the County Executive Office, Auditor-Controller's Office, and County Counsel. If you have questions regarding this item, please contact Michael Jump, Director, Victim Services and Community Outreach at 654-2331.

Very truly yours,



GREGORY D. TOTTEN  
District Attorney

GDT/sg

Attachments:

Exhibit 1 - Grant Application  
Exhibit 2 - Grant Award

cc: Michael Powers, County Executive Officer  
Jeffery S. Burgh, Auditor-Controller  
Shawn Atin, Chief Deputy Executive Officer