

BUDGET DEVELOPMENT MANUAL

COUNTY OF VENTURA



**COUNTY EXECUTIVE OFFICE
2019-20**

**County of Ventura
County Executive Office**

FY 2019-20 Budget Development Manual

➤ Available online at the CEO website under “Publications”

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SECTION I. COUNTY BUDGET GUIDELINES

A. Ventura County Mission, Values and Guiding Principles

On September 13, 2011, the Board of Supervisors updated the County's Mission Statement and Values and identified guiding principles for planning and consistent decision making. These guideposts are to be used to develop strategic, business and operating plans and identify programs and services to attain desired outcomes, set objectives and measure outcomes. The statements are reproduced here to reaffirm the importance of these principles in guiding the planning and defining the purpose of the County's budget development process.

1. Mission:

To provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy and vibrant community.

2. Values:

Build and foster public trust through:

- Ethical behavior
- Transparency and accountability
- Equitable treatment and respect of all constituents
- Excellence in service delivery

3. Guiding Principles:

We focus on serving our residents and business communities by:

- Adopting carefully considered policies
- Staying competitive through the implementation of proven practices and the effective use of technology
- Delivering services in a business and constituent friendly, customer-service driven, cost effective manner
- Utilizing strategic thinking and action
- Promoting an action-oriented, empowered, and accountable workforce
- Planning for and developing programs to meet future needs
- Operating in a fiscally responsible manner

B. Ventura County Budget Principles, Policies and Guidelines

In keeping with the strategic goals of good government and financial stability identified in the County's 2011-16 Strategic Plan, the following principles, policies and guidelines reaffirm and continue the County's sound financial management practices. The budget is a resource-allocation policy document. As such, particular attention should be focused on policy issues, such as tax policy, funding priorities and "macro" problems as described in the budget document.

Opportunities should be provided for public input at the beginning of the budgeting process, as well as during the governing body's public review and budget adoption. In an effort to encourage public involvement, these principles, policies and guidelines were developed to provide sufficient information to help frame the policy development and review process.

1. Structurally Balanced Budget for All Funds

The County will not budget appropriations and other financing uses in excess of estimated revenues and other financing sources expected to be received in the same year that would reduce fund balances below acceptable levels. This “pay as you go” approach mandates that any increase in expenditures, decreases in revenues or combination of the two that would result in a budget imbalance would require cost cutting and/or revenue enhancement, rather than using fund balances to support ongoing operations. Balancing the bottom line with effective service and program efficiencies will ensure that the County provides public services in a financially responsible manner.

- a. At the start of the County’s annual budget process the County Executive Office will establish the necessary budget guidelines needed to produce balanced budgets.
- b. Any year-end operating surpluses should revert to fund balance for use: first, maintaining policy-set fund balance levels; second, funding one-time expenditures, including capital improvement projects.
- c. Departments may not receive credit for budget reductions by shifting programs or net cost to other departments.
- d. Budget reductions should first be considered and determined on the basis of program priorities and their relative merit to other programs within an agency/department and fund. In support of this principle, the County Executive Office will focus its attention on departmental program impacts. Offsetting revenue estimates must be considered on a case-by-case basis.
- e. Increased net cost for future inflationary costs, including negotiated employee salary and benefit increases, must be funded through projected ongoing revenues or offset by net cost reductions in departments’ budgets.
- f. State or federal funding reductions for specific programs/services must be offset by corresponding cuts in same County budgets and programs or offset by net cost decreases in alternate programs. Reduction of discretionary funding by the State or federal government must be offset by specific net cost departmental budget cuts.
- g. The use of performance measures and benchmarking is an important tool for evaluating whether programs are being managed efficiently and effectively. Preparation of performance measures/benchmarks for all programs by departments for the annual Preliminary Budget is required.
- h. Departments must annually review all significant mandates and discuss their impact(s) on departmental programs presented in the Preliminary Budget. Wherever possible, departments should reduce or eliminate any County subsidy for unfunded State and federal mandates.
- i. If General Fund grants and subventions for specific non-mandated programs do not recover full costs, department budgets must so specify. Differences should be covered from their existing budgets.
- j. Sunset clauses will be established on any new County regulations to assure periodic review of their necessity and relevance.
- k. Appropriation of unanticipated revenue for governmental funds requires prior Board of Supervisors approval.

- I. All unrestricted surplus trust/agency funds will be transferred to the General Fund as available financing. When possible, departments shall maximize the use of restricted funds while adhering to all laws, rules and regulations governing the use of these funds.
- m. The resources of the Debt Service Funds are legally designated for, and restricted to, payment of long-term debt. The County's current reserving policy shall be maintained (see Debt Policy).

2. Inflation and Growth

If normal revenue inflation and/or growth do not keep up with expenditure/expense inflation, the departments will be required to decrease expenditures/expenses and/or seek new revenue sources.

3. Contingencies and Fund Balances

a. Contingencies and Fund Balances

- i. The recommended minimum adopted level of General Fund Contingency will be \$2 million.
- ii. General Fund amounts assigned for litigation and audit disallowances will be recommended to the County Executive Officer by County Counsel and the Auditor-Controller, respectively.
- iii. The recommended minimum level for the General Fund Unassigned Fund Balance - Subsequent Years Financing is 10% of total appropriations. These designated funds should be replenished through the budget process. The long term goal for this account is 15% of total appropriations.
- iv. If unforeseen circumstances occur which cause fund balances to drop below their targeted levels, then the County Executive Office will present the Board with various options for curing any such deficiencies, including appropriation reductions and/or new revenue sources in the current or future years.

b. Debt Service Reserve Funds

Reserve levels are established as prescribed by the bond covenants adopted at the time of issuance of debt.

4. Enterprise Funds

- a. Enterprise Funds are established to provide services primarily outside the County government and are operated on full cost-recovery basis through charges for services.
- b. All rates and fees used for Enterprise Fund billing purposes will be reviewed by the Auditor-Controller's Office and approved by the Board as part of the budget process. If agencies/departments have to recalculate their rates and fees to reflect any significant Board-adopted budget actions, they shall be resubmitted for approval.

5. Internal Service Funds

- a. Internal Service Funds are established to provide services primarily within County Government and are operated on a full cost recovery basis through charges for services.

- b. All rates and fees used for Internal Service Funds will be reviewed by the Auditor-Controller's Office and approved by the Board as part of the budget process. If agencies/departments have to recalculate their rates and fees to reflect any significant Board-adopted budget actions, they shall be resubmitted for approval.
- c. The County will maintain appropriate reserves in the General Liability, Workers Compensation, and Medical Insurance Funds (and other funds as appropriate) to meet statutory requirements and actuarial projected needs.

6. Long-Range Planning

For decision-making purposes, the County will maintain a long-range fiscal perspective through the use of an annual operating budget and a three-year to five-year budget forecast with revenue and expenditure projections to be presented to the Board by the County Executive Office.

7. Capital Improvements and Acquisitions

The County Executive Office shall prepare an updated Five-Year Capital Improvement Plan each budget cycle. Projects will be reviewed in keeping with the goals of funding priority projects and protecting county assets.

8. Debt Policy

Debt is utilized by the County of Ventura to provide general or specific benefits to its citizens. Debt proposals must be closely coordinated with the County's capital and operating budget process and must take into account the impact of the proposed debt issue on the County's credit rating and total debt burden. Repayment of the borrowed funds is of paramount concern to the County and, therefore, the proper structuring and continued management of County debt is critical. For these reasons and to assure that debt is utilized only when it is in the best overall interest of the County, a formalized debt utilization review and coordination function is established and outlined in the County's Debt Utilization Policy.

9. Generally Accepted Accounting Principles

The County will always conduct the County's financial affairs and maintain records in accordance with Generally Accepted Accounting Principles as established by the Government Accounting Standards Board, Financial Accounting Standards Board, State Controller's Accounting and Auditing Manual, and federal and State requirements.

10. Budget Monitoring and Adjustments

- a. Departments are responsible for monitoring budgets on a monthly basis to ensure year-end compliance with each budget unit's appropriations and adjusted net cost amount.
- b. Departments must immediately notify CEO of projected adjusted budget net cost overruns and develop corrective action plans to achieve a year-end balanced budget.
- c. The CEO will initiate quarterly budget monitoring processes, including projection submissions by departments, and will prepare summary reports for the Board of Supervisors as appropriate.

- d. The CEO will identify and recommend resolution to projected net cost overruns in departments' adjusted budgets. Necessary budget adjustments will be recommended to the Board by the CEO as soon as possible.
- e. Any new net cost programs or expanded services must be offset by new revenue or net cost reductions in existing programs.

11. Annual Rate and Fee Adoption

Each fiscal year, consolidated departmental public rate and fee recommendations on a full cost recovery basis will be presented to the Board of Supervisors for adoption as soon as possible prior to the Budget Hearings.

C. County Budget Process as Legal Compliance

The County budget process is also the method used to respond to a set of required legal actions and compliance with the State of California Government Code §29000 through §30200, also referred to as the County Budget Act. These sections govern the filing of budget requests and preparation of the recommended and adopted budgets. The recommended budget is commonly referred to as the "Preliminary Budget" in Ventura County. Specific responsibilities are charged to the Board of Supervisors, the County Executive Officer, the Auditor-Controller, and officials in charge of budget units.

A summary of the sections relevant to the filing of estimates is:

1. §29040. Charges officials responsible for budget units with submitting itemized estimates of financing sources, financing uses and any other matter required by the Board to the County Executive Officer or Auditor as the Board directs.
2. §29042. Charges the County Executive Officer or Auditor, as designated by the Board, with responsibility for prescribing the form of worksheets to be used in filing budget requests.
3. §29043. Charges the Auditor with responsibility for estimating bonded debt service requirements.
4. §29044. Charges the Auditor with responsibility for recommending and supporting with data any necessary revisions to estimates of financing sources and filing such recommendations and data with the County Executive Officer.
5. §29045. Provides for redesignating responsibility for filing budget requests in event of failure of responsible official to do so.
6. §29061. Charges the County Executive Officer or Auditor, as designated by the Board, to review the budget requests and prepare a recommended budget.
7. §29083. Charges the County Executive Officer or Auditor to revise the recommended budget to reflect actions of the Board in developing the adopted budget.

The entire budget process is governed by code. Those sections that are applicable to department responsibilities in attending hearings and providing additional documentation at later points in the process will be covered by Budget Information Letters (BILs) or other memo(s) at later dates as necessary.



SECTION II. THE COUNTY BUDGET PROCESS

A. Purpose of the County Budget

County agencies/departments are assigned a major planning responsibility in providing needed and desired public services. The budget is a financial plan to carry out this responsibility. It is both a policy-making and a legal instrument. Consequently, administrators must identify their program objectives and corresponding financing estimates through the budget. In order to do this effectively, a thorough understanding of the County budget process is essential.

The County budget is the translation into dollar amounts of the personnel, supplies, equipment and facilities needed to accomplish the functions of government during a fiscal year. The budget is a road map the County uses to meet public demands and program needs based on the financial constraints placed upon it. It must, therefore, be developed within the limits of the financial resources available to the County.

Thus, the department budget should be an accurate financial plan for measuring and achieving certain goals for which the department is responsible. The process of preparing the annual budget provides an excellent opportunity for departments to review and evaluate individual programs, functions and performance measures. In addition, departmental budgets should provide the County Board of Supervisors with program information, evaluation data and projections needed to make funding decisions within available resources.

B. A Successful Budget

A successful budget contains the following elements:

- It reflects the policies of the organization's top decision-makers.
- It is timely.
- It is accurate.
- It has sufficient back-up detail.
- It is user-friendly for both decision-makers and interested others.

Throughout the County's budget process these elements should be kept in mind and followed to the extent possible by process participants. These elements provide everyone with a broad evaluation standard for determining a "successful" budget process.

C. Purpose of the Budget Development Manual

The primary purpose of the Budget Development Manual is to establish procedures and guidelines to standardize the preparation and submittal of all the basic and supplemental information which represent a department's budget. The Manual is a guide to be used throughout the County's budget cycle. Such common use by all County departments will bring greater simplicity, consistency and efficiency to budget preparation.

The Manual also identifies a number of different key roles for specific County departments during the annual budget process. For example, the Information Technology Services Department and General Services Agency review applicable service requests from departments, as well as prepare centralized service Internal Service Fund rates. The County Executive Office is designated to review department budget estimates and develop recommendations for Board of Supervisors consideration. The Auditor-Controller's Office is responsible for preparation of the

Adopted Budget document. These various roles are defined through a combination of legal State Government Code sections, other State guidelines and local administrative directives.

D. Budget Information Letters (BILs)

Additional budget guidelines during the FY 2019-20 budget process may be distributed by the County Executive Office (CEO) to departments through numbered "Budget Information Letters" (BILs) which should be considered addenda to the Budget Development Manual.

E. Budget Development

The budget process involves the development of Department Request component as well as a Preliminary Budget component which reflects the County Executive Officer's recommendation to the Board of Supervisors.

1. Base Budget

The Base reflects the projected full cost of the current year's program levels, but could include reductions if/as necessitated by the level of available funding, particularly in the General Fund, where the Base is often referred to as the Target.

The Base incorporates negotiated and estimated salaries and benefits, (incorporating vacancy funding levels and based upon current staffing levels); mid-year Board-approved appropriations and revenue changes; inflation adjustments; and elimination of one-time, non-recurring expenditures and revenues.

a. General Fund (Targets)

The CEO will be preparing a General Fund FY 2019-20 Forecast (current operating levels expressed in next fiscal year's dollars). Based upon the CEO's assessment of the overall FY 2019-20 General Fund status, the CEO will issue to agencies/departments a Net Cost Target for each General Fund Agency. These Targets may reflect service level reductions if available funding cannot support forecasted requirements.

General Fund departments must submit Base Requests at Net Cost levels equaling their Targets. The CEO will be recommending Preliminary Budgets at the assigned Target Net Cost levels unless a *bona fide* need to depart from the Target Net Cost can be clearly and convincingly demonstrated. Agencies/departments will have the opportunity to meet with the CEO to discuss the Targets.

Individual narratives in the Preliminary Budget book must include information on the potential public program service level impacts from final adoption of Target Net Cost budgets.

b. Non General Fund

The Non-General Funds will be responsible for submitting Base requests from zero, as opposed to entering variances to a set of figures initially provided by the CEO. Department requests should reflect: negotiated and estimated salaries and benefits, utilizing the CEO provided Salaries and Benefit Forecast; mid-year Board-approved appropriations and revenue changes; and inflation adjustments; and elimination of one-time, non-recurring expenditures and revenues. Requests are to be developed within the limitations of available financing.

F. Budget Process Responsibilities

1. Department Responsibilities

All departments will be responsible for data input and preparation of required budget information as specified in this Budget Development Manual and any subsequent BILs by the specified due dates. Departments will be notified by the CEO regarding any of the submitted materials that do not meet the specified guidelines as well as any changes, updates or additional information required.

BUDGET REQUEST COMPONENT CHECKLIST			
	Applies to	Organization Level	Method of Submittal
<input type="checkbox"/> Base Request dollars and justification text	All funds	Org Level Where Budgeting Occurs	BPS Budget Form
<input type="checkbox"/> Budget Unit Description narrative	All funds	Division Level	BPS
<input type="checkbox"/> Program Description narrative	All funds	Org Level Where Budgeting Occurs	BPS Budget Forms
<input type="checkbox"/> Department's Program Discussion narrative			
<input type="checkbox"/> Current Fiscal Year Accomplishments narrative			
<input type="checkbox"/> Next Fiscal Year Objectives narrative			
<input type="checkbox"/> Future Impacts narrative			
<input type="checkbox"/> Performance Measures: developed in conjunction with CEO Analyst			
<input type="checkbox"/> Grant Information Worksheet	All funds	Division Level	Excel
<input type="checkbox"/> Organization Chart	All funds	-	PDF
<p><i>NOTE: Use of this checklist does not substitute for reading this <u>Manual</u>. The full Instructions in the body of the <u>Manual</u> supersede the abbreviated notations listed here</i></p>			
<p>DUE DATES: Non-General Fund Budget Requests – Monday, April 1, 2019 General Fund Budget Requests – Monday, April 8, 2019</p>			

2. CEO Responsibilities

- a. For the General Fund, the CEO will develop a Net Cost Target for each General Fund Agency/Department, based upon an assessment of the overall FY 2019-20 General Fund status. Section IV of this Manual details the Target development process.
- b. The CEO will receive and review all departmental budget materials submitted to ensure compliance with specified guidelines. The CEO will notify departments regarding required changes, updates or additional information required.
- c. For Non-General Fund, the CEO will provide a salary and benefit forecast similar to that prepared for the General Fund departments. Each Non-General Fund budget is to be developed within the limitation of the fund's available financing.
- d. The CEO will coordinate departmental program revenue review with the Auditor-Controller. Funding and reduction recommendations for Board of Supervisors consideration are also developed by the CEO, if necessary.
- e. The CEO will compile the preliminary budget and record revisions to reflect the actions of the Board at the public hearing.

3. Auditor-Controller Responsibilities

Auditor-Controller may review revenue estimates and inform the CEO as to departmental program revenue issues needing resolution. As necessary, Auditor-Controller and CEO may meet with each other and departments to resolve revenue issues. The Auditor-Controller is responsible for filing a copy of the adopted budget in the format prescribed by the State with the offices of the clerk of the board and the State Controller.

SECTION III. SUBMITTAL DATES

In order for the budget process to proceed as smoothly and efficiently as possible, your department's cooperation is essential. Established budget submittal dates as well as future deadlines should be strictly followed. In addition, it is critical that department data input and related materials be thoroughly and accurately completed in a timely manner. This will minimize most changes and/or corrections.

FY 2019-20 Budget Process Calendar (subject to revision)

Date	Item
Tuesday, March 19	Second Quarter AP06 Budget Status Report to the Board.
Wednesday, March 13 – Friday, March 29	Department Head budget meetings with CEO to discuss Budget targets and issues.
Monday, April 1	Non-General Fund Requested Budgets due from Departments. Includes required data and narrative input and related materials.
Monday, April 8	General Fund Requested Budgets due from Departments. Includes required data and narrative input and related materials.
Friday, May 31	<u>FY 2019-20 Preliminary Budget Book</u> available.
Tuesday, June 4	CEO Preliminary Budget recommendations presentation to Board of Supervisors.
Monday, June 17	Budget Hearings begin*

*Note: State law requires completion of Budget Hearings within 14 days after they begin.



SECTION IV. BUDGET DEVELOPMENT

A. INTRODUCTION

Agencies/departments will have the opportunity to review the targets before they are finalized and are encouraged to discuss them with their assigned CEO Analyst.

Program Budgeting and Performance Measures

The CEO will continue to work with departments to develop and refine performance measures for all budgeted programs. Departments should review and refine performance measures for all budgeted programs. Departments should review performance measures identified during the last budget cycle to determine whether these are still the best metrics for their programs. If performance measures need to be revised, please discuss with your assigned CEO Analyst.

B. BASE BUDGET

1. General Fund

The CEO's FY 2019-20 Forecast for each General Fund Agency is a starting point for developing Net Cost Targets. The Forecast is an estimate of current service levels in next year's dollars, while incorporating adjustments annualizing partial year activities as well as adjustments for one-time or non-recurring financial activity. If sufficient financing is identified, the forecast may become the Agency's Net Cost Base Budget. If General Fund forecasted financing is not sufficient to cover forecasted appropriations it will be necessary to make adjustments to the General Fund Agencies' Net Cost Targets, thus creating each Agency's Net Cost Base Budget.

a. Salaries and Benefits (1000 Accounts)

i. SBFS Accounts

BPS' Salaries and Benefits Forecasting System (SBFS) forecasts expenditures relating to position allocations. SBFS accounts are:

1101	Regular Salaries
1106	Supplemental Payments
1121	Retirement Contribution
1122	OASDI Contribution
1123	FICA-Medicare
1124	Safe Harbor
1125	In-Lieu Contribution
1141	Group Insurance
1142	Life Insurance/Department Heads & Management
1143	State Unemployment Insurance
1144	Management Disability Insurance
1165	Workers' Compensation Insurance
1171	401K Plan

Staffing levels reflected in SBFS are those in place as of the end of Pay Period 19-02 (January 12, 2019). SBFS salaries and benefits projections include known negotiated changes approved by the Board. Estimates for

budget purposes may be included in the SBFS projections for unions/management which are either currently in negotiations with the County, or whose terms may expire prior to June 30 or during next fiscal year.

All salaries and associated benefits for filled positions will be projected at estimated full cost for the new year.

All vacant positions are calculated at the bottom step utilizing a Vacancy Funding Level. The Vacancy Funding Level will be determined by the CEO.

ii. Regular Position Staffing Changes

For FY 2019-20 all Base Budget staffing changes must be made centrally to the SBFS system by the CEO. Staffing allocation changes through Pay Period 19-02 (January 12, 2019), have been included in the projection.

Position additions and changes that are approved through administrative or Board action from Pay Period 19-03 through the end of the Budget process will be entered into SBFS by CEO staff during the budget process. Any resulting dollar transfers associated with such staffing changes need to be coordinated with the department's CEO Analyst.

Any staffing adjustments to be made in the new budget year (e.g., transfers between budget units) must be coordinated through your CEO Analyst.

iii. Non-SBFS Accounts

Non-SBFS accounts relate to Salaries and Benefits expenses that are not projected based strictly upon position allocations. These expenditures may vary greatly among budgets depending on the agency's/department's operations. See Section V of this Manual for specific information on other Non-SBFS Accounts. The main Non-SBFS accounts used for budget purposes are:

- 1102 Extra Help
- 1105 Overtime
- 1107 Terminations/Buydowns*
- 1108 Call-Back Staffing
- 1128 Retiree Health Payment 1099
- 1129 Supplemental Retirement Plan Part D and Replacement Benefit Plan

*For the General Fund, Account 1107, Terminations and Buydowns, is budgeted centrally in the Special Accounts and Contributions budget unit. Therefore, General Fund departments should not budget any amounts in Account 1107. Only Non-General Fund departments need to budget for Account 1107.

b. Services and Supplies (2000 Accounts)

i. ISF Accounts

In most cases, the FY 2019-20 General Fund Targets reflect the estimated annual costs for the accounts shown on the charts in Section VII of this Manual. These accounts are displayed below.

- 2032 Voice/Data ISF
- 2033 Radio Communications ISF
- 2071 General Insurance Allocation ISF
- 2114 Facilities/Materials Square Foot Allocation ISF
- 2164 Mail Center ISF
- 2165 Purchasing Charges ISF
- 2167 Copy Machine Charges ISF
- 2201 Employee Health Services HCA
- 2202 Information Technology ISF
- 2203 County Geographical Information Systems Expense ISF
- 2206 Special Services ISF
- 2241 Building Leases/Rentals Non-County Owned
- 2244 Storage Charges ISF
- 2263 Installations Electrical Equipment ISF
- 2301 Gas and Diesel Fuel ISF
- 2302 Transportation Charges ISF
- 2303 Motorpool ISF

ISF annual estimates usually represent a combination of certain fixed costs (e.g., depreciation and indirect costs) and usage (e.g. mileage charges) based on equipment assignment and/or usage as specified under each of the ISF account subheadings presented in Section VI of this Manual. Carefully review ISF descriptions in order to adjust for the costs of components not included in the charts.

If adjustments are to be made to any of the annual estimate amounts, please discuss first with the applicable ISF manager. If you receive concurrence regarding your proposed change with the ISF manager, discuss with your CEO Analyst during the Target development process.

For specifics about ITSD and GSA rates and estimated charges, refer to information provided with the annual estimates in Section VI of this Manual. Base Requests are not to include new ISF service levels. Requests for additional ISF service levels need to be submitted separately to your CEO Analyst.

For the few other 2000 ISF accounts (not included in the above listing), in most cases, no inflation factor has been applied to the current year adopted budget amount.

ii. Non-ISF Accounts

For the following accounts, mainly associated with MOA or Management Resolution benefits, no inflation factor has been added to FY 2018-19 adopted budget amount: 2022 (Uniform Allowance), and 2141 (Textbook and Tuition).

For any other 2000 accounts, in most cases, no inflation factor has been applied to the current year adopted budget amount.

Components of Other Professional and Specialized Services (account 2199) must be explained/defined in the Justify Column and/or Justification Tab of the department's Base Request budget form in BPS as applicable. Explanations must be provided for any of these accounts currently being used, as well as for first-time use of any other of these accounts. Additionally, significant variances from the prior year adopted Budget in any other 2000 accounts must be explained.

c. Other Charges (3000 Accounts)

Debt Service charges per the chart included in Section VI of this Manual are included in the Forecast. Any other 3000 amounts will be developed by the CEO (with review and input from applicable departments).

d. Fixed Assets (4000 Accounts) and Other Financing Uses Accounts (5000 Accounts)

There may be amounts for fixed asset replacement included by the CEO in the Target budgets (with review and input from applicable departments).

e. Revenue (8000 and 9000 Accounts)

The final Forecast and Target amounts are determined by the CEO. For initial Forecast development, no inflation factor has been applied to Adopted Budget Revenue Account amounts. Upon review and input from departments, CEO Analysts will adjust as necessary.

f. Department Variances from Net Cost Targets

In order for the CEO to track potential use of available General Fund resources during Budget Target development and throughout the budget process, it is imperative that any potential adjustments to CEO targets that change the net cost be discussed with the assigned CEO Analyst.

Any net cost increases that are added to the Base Request Budget will not be recommended in the Preliminary Budget unless the CEO Analyst has concurred with the change(s).

Adjustments generally acceptable for the Preliminary Budget are adjustments between expenditure accounts and/or adjustments between revenue accounts. However, any significant adjustment, including allocation of service level reductions assigned by the CEO, must be explained in the Justify column and/or

the Justification Tab of the Base Request budget form in BPS (e-mail additional information to CEO Analyst and Auditor-Controller Accountant, if necessary).

2. Non-General Funds

Non-General Fund agencies/departments will not be issued any formal equivalent to General Fund targets. Non-General Fund agencies/departments are required to submit budget requests with appropriations levels which can be covered within available financing.

Any significant changes from the FY 2018-19 Adopted Budget or to estimated charges in Section VI of this Manual must be explained in the Justify column or on the Justification Tab of the Base Request budget form in BPS (e-mail additional information to CEO Analyst and Auditor-Controller Accountant, if necessary).

a. Salaries and Benefits (1000 Accounts)

i. SBFS Accounts

BPS' Salaries and Benefits Forecasting System (SBFS) forecasts expenditures relating to position allocations. SBFS accounts are:

- 1101 Regular Salaries
- 1106 Supplemental Payments
- 1121 Retirement Contribution
- 1122 OASDI Contribution
- 1123 FICA-Medicare
- 1124 Safe Harbor
- 1125 In Lieu Contributions
- 1141 Group Insurance
- 1142 Life Insurance/Department Heads & Management
- 1143 State Unemployment Insurance
- 1144 Management Disability Insurance
- 1165 Workers' Compensation Insurance
- 1171 401K Plan

Staffing levels reflected in SBFS reflect those in place as of the end of Pay Period 19-02 (ending January 12, 2019). As necessary, a few vacant positions may display at zero FTE's due to depletion of all available hours by filled and other vacant positions within that budget unit and classification.

SBFS salaries and benefits projections include known negotiated changes or other adjustments that the Board has approved. Estimates for budget purposes may be included in the SBFS projections for unions/management which are either currently in negotiations with the County, or whose terms may expire prior to June 30.

Depending on the timing of Salaries and Benefits adjustments for which no change has as yet been determined or estimated (as included in Section V

of this Manual), adjustments may be made by the CEO at the Preliminary Budget stage. Estimates for budget purposes may be included in the SBFS projections for unions/management which are either currently in negotiations with the County, or whose terms expire prior to June 30.

All salaries and associated benefits for filled positions will be projected at estimated full cost for the new year.

All vacant positions will be calculated at the bottom step utilizing a vacancy funding level determined by the CEO.

ii. Regular Position Staffing Changes

For FY 2019-20, all Base Budget staffing changes must be made centrally to the SBFS system by the CEO. Staffing allocation changes through Pay Period 19-02 (ending January 12, 2019), have been included in the projection.

Position additions and changes that are approved through administrative or Board action from Pay Period 19-03 through the end of the Budget process will be entered into SBFS by CEO staff during the budget process. Any dollar transfer between budget level orgs or other dollar adjustments associated with such staffing changes needs to be coordinated with the department's CEO Analyst.

Any staffing adjustments to be made in the new budget year (e.g., transfers between budget units) must be coordinated through your CEO Analyst. If necessary, department org projections can be rerun by the CEO to take into account major staffing adjustments.

iii. Non-SBFS Accounts

Non-SBFS accounts relate to Salaries and Benefits expenses that are not projected based strictly upon position allocations. These expenditures may vary greatly among budgets depending on the agency's/ department's operations. The main Non-SBFS Accounts used for budget purposes are:

- 1102 Extra Help
- 1105 Overtime
- 1107 Terminations/Buydowns
- 1108 Call-Back Staffing
- 1128 Retiree Health Payment 1099
- 1129 Supplemental Retirement Plan Part D and Replacement Benefit Plan

As a reminder, Non-General Funds will need to budget appropriately for Account 1107 (Terminations and Buydowns). See Section V of this Manual for more information on budgeting for these accounts.

b. **All Other Expenditure Accounts and All Revenue Accounts**

Amounts should be developed by the Non-General Fund departments who may wish to use the General Fund assumptions as a guideline. Justification is to be entered into the BPS system for any significant changes from the current year Adopted Budget or to any of the estimated charges included in Section VI of this Manual.

Explanations are required for all components of Other Professional and Specialized Services (account 2199). For any other expenditure or revenue account where there is a significant amount change from the current year Adopted Budget amount must be explained/defined on the Justification tab and/or in the Justify Column of the budget org's Base Request budget form in BPS.

C. NARRATIVES

Departments are responsible for all their text input and accuracy (except CEO Comments). CEO staff will not edit for departments. Text length for each type of narrative is limited to the space available in the budget system for that narrative.

1. Budget Unit Description

For most departments, the Budget Unit Description text for each Division used in the FY 2018-19 Preliminary Budget book will be carried over from the prior year. Agencies/departments need only to update the existing text. Departments should closely review this narrative to avoid duplicating text included under the Program Description narratives. Any budget units with a mission statement or equivalent are encouraged to incorporate it into the Budget Unit Description, if not already present.

2. Program Description Narrative

The Program Description Narrative from the prior year is not carried forward in the system. Agencies/departments will need to update the description for each of their budgeted programs as part of developing their Requested Budgets. At the end of the narrative indicate whether the program is mandated and, if so, whether or not a service level is specified.

3. Department's Program Discussion

The agency/department is responsible to write its comments for each program to appear in the Preliminary Budget book under the heading "Department's Program Discussion". The CEO Analyst has a separate area to provide comments under the heading "County Executive Office Comments". CEO Analysts will not be editing agency/department budget discussion comments.

To complete the Budget Request, the Department's Program Discussion should take into consideration all known major elements related to the Target (for General Fund) and Base Request (for Non-General Fund) level of operations. It should focus on major budget changes from the current year Adopted Budget and discuss program service level impacts from these changes. Major appropriations, revenue and staffing changes should be addressed.

The template below is provided as a guideline for agency/department comments. Do not list basic parameters, e.g., salary and benefit adjustments, application of inflation factors, changes in ISF charges, in your summary.

“The FY 2019-20 Preliminary Budget reflects no operational or revenue changes from the prior year Adopted Budget (if the budget includes an increase or reduction from the prior year Adopted Budget, briefly describe). Ongoing mid-year adjustments include: (describe net cost and FTE adjustment and purpose; include any permanent increases or reductions approved mid-year at the end of this paragraph). Other than mid-year changes, revenue adjustments to the prior year Adopted Budget reflect the following: an increase (decrease) of (dollars) due to (explain). Staffing changes include (list amount of full-time equivalent position allocations grouped by Classification Title).”

For Non-General Funds only: “Financing is available within the fund to cover the net cost”. If there is a negative net cost, provide an explanation.

4. Organization Chart

Similar to prior years, an agency/department organization chart is to be included as part of the budget submission.

D. ACCOMPLISHMENTS AND OBJECTIVES

Departments are responsible for preparing descriptions of their current year accomplishments and out-year objectives by program.

1. FY 2018-19 Accomplishments

Instructions: Use this section to list, in numbered format, i.e., (1), (2), etc., program accomplishments and improvements made or in progress during the current fiscal year. Avoid listing in this section workload indicator information, such as how many of a certain type of case handled.

The narrative should include the impact of the accomplishment or improvement as well as specific cost saving, revenue enhancement or other efficiency information whenever possible. One source of information for determining FY 2018-19 Accomplishments is the list of departmental Objectives included in the FY 2018-19 Preliminary Budget book.

Examples:

- (1) Revised Records Retention Program and process.
- (2) Implemented the Disaster Service Worker Training Program for all employees.
- (3) Revised and implemented the New Employee Orientation Handbook.

2. FY 2019-20 Objectives

Instructions: Use this section to list, in numbered format, e.g., (1), (2), etc., planned program achievements and improvements for the new budget year.

FY 2019-20 Objectives should take into consideration all known elements related to the Target (for General Fund) and Base Request (for Non-General Fund) level of operations.

Any major revisions to the Objectives listing which would need to be made due to significant service level changes from the Requested Stage to the Preliminary Stage should be coordinated with the assigned CEO Analyst.

Avoid listing workload indicator information, such as how many of a certain type of case handled.

You may wish to consider the County's Strategic Plan in preparing this section.

Each item should include the expected impact of the Major Planned Achievement or Improvement as well as the anticipated fiscal year when the achievement or improvement will be completed. Include cost saving, revenue enhancement, or other efficiency information whenever possible.

Examples:

- (1) Test, train, and implement upgrade.
- (2) Develop and deliver training programs that help employees and managers accomplish the goals of the County of Ventura Service Excellence plan.
- (3) Prepare for successful State Merit System Audit.

E. FUTURE IMPACTS

Instructions: Use this section to list, in numbered format, e.g., (1), (2), etc., major legislative, financial, societal or other policy issues which could have significant potential impact on your agency or department during the next three fiscal years. Include estimated future dollar impact, if possible.

Examples:

- (1) Keeping pace with technological advancements in mapping and database management.
- (2) Current proposals to restructure state and federal reimbursement for health care and the potential failure that reimbursements will not keep pace with rising costs.

F. PERFORMANCE MEASURES

Performance measurement is the ongoing monitoring and reporting of program accomplishments. Performance measures address the type of program activities conducted (process), the direct products and services delivered by a program (outputs), and the results of those products and services (outcomes). Performance measures are an important component of long term strategic planning and decision making and should be linked to all budgeted programs.

Departments/Agencies are required to update performance measures and targets identified in the 2018-19 budget process. Departments/Agencies should review these performance measures to determine whether they are still the best metrics for their programs. If performance measures need to be revised, please discuss with your assigned CEO Analyst.

G. GRANTS, SUBVENTIONS AND SUBSIDIES

The policy for Approval of Grants, Subventions and Subsidies is outlined in Chapter II-5 of the Administrative Policy Manual. All references to grants in this Section also include subventions and subsidies.

Authorization for grant application has been incorporated into the Preliminary Budget process. A recommendation will be included in the CEO's Preliminary Budget Board letter to approve applications for grants that are listed on Attachment B to the letter. Inclusion of the specific grants on the attachment will eliminate the need to file a separate Board letter for approval of each respective grant application.

To facilitate the preparation of the Grant Information Worksheet, an excel template is available for download from the CEO's intranet site. See Section VII of this Manual for links to documents.

SECTION V. SALARIES AND EMPLOYEE BENEFITS

The information presented in this Section is based on information available as of January 12, 2019. Any substantive changes to this information made after that date will be communicated to the affected departments.

FY 2019-20 Forecast Using Salary and Benefit Forecasting System (SBFS)

The salaries and benefits forecast is calculated against the payroll database of the base pay period 19-02, ending January 12, 2019. The parameters included in this Section have generally been used in the development of the information factored into the BPS Salary and Benefit Forecasting System (SBFS) projection for FY 2019-20. The forecast may also include other assumptions to better reflect costs for budgeting purposes.

SBFS is not used to project extra help and overtime. Budgeting for Account 1107-Termination Pay and Vacation Buydowns, Account 1128-Management Retiree Health Benefit, and Account 1129 – Supplemental Retirement Plan Part D and Replacement Benefit Plan are explained later in this Section. All other 1000 Object Salaries and Benefits for Regular employees, Fixed-Term employees, Limited Benefit employees and Optimum Census Staffing employees are projected by SBFS.

SBFS projects on a monthly basis. Merit increases and associated benefit adjustments, as well as any cost of living increases effective anytime during a month are normally factored into the forecast effective the first of the month following the effective date.

For FY 2019-20, the system projects all filled positions as of their status at pay period 19-02. Vacant positions are funded at 10% of full cost.

A. Object 1101 – Regular Salaries

Regular Salaries include gross salaries for all Full-Time, Part-Term, Per-Diem Pool, and Optimum Census Staffing (HCA only) employees. Gross pay for Extra Help and Intermittent employees is not included in the 1101 Object.

The following lists MOAs/Management Resolution status. There are no known changes or scheduled adjustments as of this writing. Departments will be notified via Budget Information Letters (BILs) of any material changes affecting Regular Salaries. The publication of such information is subject to approval by the Board of Supervisors.

- **California Nurses Association (CNA):** The current CNA contract expires January 23, 2020. The contract includes a General Salary Increase (GSI) of 1.5% and a Market Based Adjustment (MBA) increase of 0.1% in January 2018 and January 2019.
- **California Nurses Association (CNA) - Per Diem Unit:** The current CNA contract expires January 23, 2021. The contract includes a General Salary Increase (GSI) of 1.5% in January 2018, January 2019 and January 2020.
- **Criminal Justice Attorney's Association of Ventura County (CJAAVC):** The current CJAAVC contract expires May 15, 2020 and includes a 1.5% GSI in May 2018 and May 2019.
- **In-Home Support Services (IHSS):** The current contract expires June 11, 2021 and includes a GSI of \$.018 per hour in June 2019 and June 2020.
- **International Union of Operating Engineers (IUOE):** The current IUOE contract expires January 23, 2020 and includes a 1.5% GSI in January 2018 and January 2019.
- **Management:** The current Management Resolution is effective as of April 10, 2018 and includes a GSI of 1.5% in January 2018 and January 2019.
- **Service Employees' International Union (SEIU), Local 721:** The current SEIU contract expires December 14, 2019 and includes a GSI of 1.5% in January 2018 and January 2019.
- **Service Employees' International Union (SEIU), Local 721 - Student Workers Unit:** The current SEIU Student Workers contract expired February 25, 2019.
- **Specialized Peace Officers Association of Ventura County (SPOAVC):** The current SPOAVC contract expires April 16, 2021 and includes a 1.5% GSI and MBA increase of 1% in April 2018, and a 1.5% GSI in April 2019 and April 2020.
- **Ventura County Deputy Sheriff's Association (VCDSA):** The current VCDSA contract expires April 30, 2021 and includes a GSI of 1.5% in May 2018, May 2019 and May 2020.

- **Ventura County Professional Firefighters Association (VCPFA)**: The current VCPFA contract expires July 31, 2021 and includes a GSI of 1.5% in July 2018, June 2019 and June 2020
- **Ventura County Professional Peace Officers Association (VCPPOA)**: The current VCPPOA contract for the Patrol Unit expires September 19, 2020 and includes a GSI of 1.5% in September 2018 and September 2019. The Probation Unit contract expires July 31, 2021 and includes a GSI of 1.5% in June 2018, June 2019 and June 2020.
- **Ventura County Sheriff's Corrections Officers' Association (VCSCOA)**: The current VCSCOA contract expires July 30, 2021 and includes a GSI of 1.5% and MBA increase of 3% in June 2018 and August 2019, and a GSI of 1.5% in August 2020.
- **Ventura Employees Association (VEA)**: The current VEA contract expires December 14, 2019 and includes a GSI of 1.5% in December 2018.

B. Object 1102 – Extra Help and Intermittent (Information on Fixed-Term, Limited Benefit and HCA-OCS, budgeted in Object 1101, also provided.)

The table below is provided as a reference for budgeting Extra Help, Intermittent, Fixed-Term, Limited Benefit and HCA-OCS. As noted in the discussion of Object 1101, salary costs for Fixed-Term, Limited Benefit and OCS employees are budgeted in Object 1101. Fixed-Term employees are treated as Regular County employees for purpose of the SBFS Projection.

REFERENCE TABLE
EXTRA HELP / INTERMITTENT / FIXED-TERM / LIMITED BENEFIT / OCS

	EXTRA HELP	INTERMITTENT	FIXED-TERM	PER-DIEM POOL	HCA-OPTIMUM CENSUS STAFFING (OCS)
OBJECT	1102	1102	1101	1101	1101
REASONS FOR APPOINTING	To cover peak workloads, emergency workloads of limited duration, vacation relief, and situations involving fluctuating staff. (PRR Sec.230)	To cover temporary and fluctuating work on day-to-day basis (PRR Sec. 234)	To fill position for a project of limited term not to exceed three years (PRR Sec.232)	To provide specialized Health Care and Information Systems which tend to be part time or intermittent, are otherwise permanent.	To provide specified HCA staffing (SEIU classes only) where workload fluctuates due to changes in patient census. Replaces extra help, intermittent, and per diem workers in SEIU bargaining units at HCA. (SEIU MOA Art.36-A)
LIMITATIONS	May not be employed more than 720 hours in fiscal year, unless an extension is granted by the Human Resources Director (PRR Sec.1103-A)	May not be employed for more than 1664 hours in fiscal year, unless an extension is granted by the Human Resources Director (PRR Sec.1103-B)	Expires at the end of the term designated at time of appointment, normally 1-3 years (PRR Sec.1109)	Per-Diem Pool employees shall not be guaranteed any specific number of hours and may be sent home during a shift if there is not sufficient work. (SEIU MOA Art.37-C)	Maximum of 40% of employees filling each SEIU-represented class at HCA may be OCS employees; no OCS employees may fill regular classified position for more than 10 days. (SEIU MOA Art.36-B)
MERIT INCREASES	Not eligible	Eligible	Eligible	None. The salary for each classification is a flat rate.	Not eligible
SALARY AND BENEFITS	Appropriate step of Salary Range, Safe Harbor, Medicare, Unemployment Insurance, Worker's Comp, Specified Hospital Employees Eligible for Shift Differential	Appropriate step of Salary Range, Safe Harbor, Medicare, Unemployment Insurance, Worker's Comp, Specified Hospital Employees Eligible for Shift Differential	Treated as Regular County Employee	Safe Harbor (less than 64 hrs/pp); Retirement-no County pickup (once 64 hrs/pp or more), Benefits limited to SEIU MOA Art.37-C.	Minimum of Salary Range; VCHCP (no flexible credit allowance): Safe Harbor (less than 64 hrs/pp); Retirement-no County pickup (once 64 hrs/pp or more), shift differential for classifications listed on Supplemental Pay Table in this Section of the Manual.

C. Object 1105 – Overtime

Overtime is paid in accordance with the various MOAs. It is subject to OASDI (Object 1122), Medicare (Object 1123), Unemployment Insurance (Object 1143) and Worker's Compensation (Object 1165).

D. Object 1106 – Supplemental Pay

Supplemental Pay is in accordance with negotiated MOAs and the Management Resolution. Supplemental Pay codes are in Section VII of this Manual. Supplemental Pay is subject to Retirement (Object 1121), Unemployment Insurance (Object 1143), Worker's Compensation (Object 1165), and Medicare (Object 1123). It is also subject to OASDI (Object 1122) for all employees, except Safety and part-time employees (less than 64 hours). See Section VII for a link to Earnings Codes.

E. Object 1107 – Termination Pay and Vacation Buyback

This Object is used for Termination Pay, Vacation Buyback, and Retirement costs associated with Vacation Buyback. Appropriations for these costs for General Fund organizations are budgeted in the General Fund's Special Accounts and Contributions organization (1050) by the County Executive Office. Non-General Fund organizations should budget the appropriate amount directly using Object 1107. As a reminder, General Fund departments that receive reimbursement for these costs need to budget the offsetting revenue.

F. Object 1108 – Call-Back Staffing

This Object is used for payment of hours worked on call-back from standby. It is also used for employees eligible to accumulate comp time at time and a half who choose to cash-in those hours. Such cashed-in hours are paid at the straight time rate. For budget purposes, you may continue to use Object 1106 (for payment of call-back from standby) and Object 1105 (for cashed-in comp bank time), unless these costs are substantial. Call-back staffing is subject to Unemployment Insurance (Object 1143), Medicare (Object 1123) and Worker's Compensation (Object 1165). It is also subject to OASDI (Object 1122) for all employees, except Safety. Retirement (Object 1121) is charged against certain call-back staffing payments.

G. Object 1121 – Retirement Contribution For Regular Employees

- **Object 1121 – Retirement Contribution:** This is the County Retirement contribution for qualifying full-time and part-time employees.

Retirement (Object 1121) is charged against the following: all Regular Salaries (Object 1101); Supplemental Pay (Object 1106); Vacation Buyback (Object 1107), County Flexible Credit Allowance (Object 1141), and certain Services and Supplies benefits (Uniform Allowance, Safety Shoes, Automobile Allowance).

The state wide Public Employee Pension Reform Act (PEPRA) is effective for all employees hired on or after January 1, 2013. PEPRA requires that employees pay for one-half of the “Normal” cost for their retirement benefit. Under PEPRA, only base salary (object 1101) is to be used to calculate the Retirement Contribution. For budget purposes, the PEPRA rates are blended into the rates of other members to develop composite rates for General and Safety members.

FY 2019-20 composite rates for budgeting Retirement costs (Account 1121) are noted below. Actual contributions will vary depending on employment status and tier of the individual employee.

TYPE OF MEMBER	RETIREMENT RATE FOR BUDGET (object 1121)	
	Effective PP 18-15	Effective PP 19-15
General Members	18.68%	20.34%
Safety Members	54.33%	54.85%

H. Object 1122 – OASDI/FICA; Object 1123 – Medicare

OASDI (Object 1122) and Medicare (Object 1123) are calculated as a percentage of Regular Salaries (Object 1101); associated Overtime (Object 1105); Supplemental Pay (Object 1106), Termination Pay/Vacation Buyback (Object 1107), Call-Back Staffing (Object 1108), Flexible Credit Allowance (1141) and certain Services and Supplies benefits (see Part S of this Section), for regular full-time and part-time employees (less than 64 hours). Specifics for employee groups are shown below.

For Extra Help and Intermittent, Medicare only (Object 1123) is calculated as a percentage of Extra Help and Intermittent (Object 1102), any associated Overtime (Object 1105), Supplemental Pay (Object 1106); OASDI is not applicable to Extra Help Intermittent and Permanent part-time (less than 64 hours) pay. For new hires, Objects 1122 and 1123 charges start immediately at the date of hire.

Rates and salary maximums for Calendar Year 2019 (effective pp 19-01) are as follows:

- (1) For all non-Safety Regular Full-time (64 hours or more), Fixed-Term, Limited Benefit and OCS employees, the County contribution is as follows:

Object	Description	Rate
1122	OASDI	6.20% on the first \$132,900 of salary earned; maximum withholding for the calendar year is \$8,239.80
1123	Medicare	1.45%* on salary earned

- (2) For Regular Safety employees hired on or after April 1, 1986, the following County contribution rate should be applied to Regular Salaries (Object 1101) and associated Overtime (Object 1105):

Object	Description	Rate
1123	Medicare	1.45%* on salary earned

- (3) For Regular Safety and non-Safety employees hired before April 1, 1986, the County contribution is as follows:

Object	Description	Rate
1123	Medicare	Exempt from withholding

- (4) For all Extra Help, Intermittent and Permanent part-time employees working less than 64 hours bi-weekly, the following County contribution rate should be applied to Regular Salaries (Object 1101), and Extra Help and Intermittent (Object 1102) as applicable:

Object	Description	Rate
1123	Medicare	1.45%* on salary earned

* There is an additional 0.9% withheld from the **employee** on salary over \$200,000; does not impact employer withholding

I. Object 1124 – Retirement Contribution for Extra Help, Intermittent, Permanent Part-Time, and OCS Part-Time Employees working less than 64 hours bi-weekly (Safe Harbor)

The County cost for the Retirement Plan for Extra Help, Intermittent, Permanent part-time, and OCS part-time employees working less than 64 hours bi-weekly (Safe Harbor – Object Account 1124) is calculated as a percentage of Regular Salaries (Object Account 1101 and Object Account 1102, as applicable) and Supplemental Pay (Object Account 1106), as follows:

Object	Description	Rate
1124	Safe Harbor	11.97% on the salary earned.

Note: Safe Harbor does not apply to Extra Help, Intermittent, and OCS employees who are currently receiving County retirement benefits through the Ventura County Employees' Retirement Association.

J. Object 1125 – In Lieu Contributions (VCDSA only)

For VCDSA, both the Sheriff's Department and the District Attorney's Office use this Object. According to Article 7, Sec. 708A of the VCDSA MOA:

The County shall make a bi-weekly contribution to the VCDSA Retiree Medical Reimbursement Trust in an amount equal to the cost of one and one-half percent (1.5%) of salary, including "roll-ups", for all classifications within the VCDSA representation units. These contributions shall be utilized to pay all or a portion of health insurance premiums for eligible future retirees and dependents.

"Salary" will be defined exclusively as regular wages, overtime, holiday pay, annual leave redemption and supplemental pay, excluding items not impacted by "salary" increases (such as P.O.S.T. certification pay, bilingual pay, patrol bonus, motorcycle bonus). "Roll-ups" will be defined exclusively as County paid 1) retirement contributions (not including pension obligation bond debt service), 2) Medicare Premiums, 3) unemployment insurance premiums, 4) worker's compensation premium, 5) 401(k) contributions, and 6) the In-Lieu Contributions specified in this Section.

K. Object 1128 – Retiree Health Payment 1099

This object is used for the Management Retiree Health Benefit. Per the Management, Confidential Clerical and Other Unrepresented Employees Resolution, Article 5, Section 504, non-probationary employees covered by the resolution who retire after July 1, 1999 under the Ventura County retirement plan shall receive monthly payments. The payment amount is equal to the monthly equivalent of the active employee composite rate for the Ventura County Health Care Plan. All retirees hired or promoted into a classification covered under this resolution before July 3, 2005 are eligible for this benefit. Eligibility to receive this benefit is based on the retiree's longevity as an employee and as reported by the Ventura County Employees' Retirement Association: For every five (5) years of service completed with the County of Ventura the retiree is entitled to one year of health benefit. The benefit shall not extend beyond five years from the date of active retirement.

Benefit payments will be processed monthly by County Executive Office and checks issued by the Auditor-Controller. The payment will be charged directly against the department from which eligible employees retire. Appropriations for these costs for General Fund budget units are budgeted in the General Fund's Special Accounts and Contributions budget by the County Executive Office. As is done for Object Account 1107 (Vacation Buydown and Termination Pay), the offsetting appropriations will be transferred from Special Accounts and Contributions, on an ongoing basis, to the applicable General Fund budget to offset the expenditure. Non-General Fund budget units will need to budget for the appropriate amount directly against Object Account 1128. Non-General Funds should budget \$1,046.06 per month per eligible retiree for the entire fiscal year. If there is any change mid-year, budget adjustments will be considered if necessary.

The monthly payment amount through December 31, 2019 is \$1,046.06. Effective January 1, 2020 the monthly payment amount is subject to change with the adoption of the Plan Year 2020 premium rate for the Ventura County Health Care Plan.

L. Object 1129 – Supplemental Retirement Plan Part D and Replacement Benefit Plan

This object is used for the retirement contribution for the Elected Department Head (EDH) benefit. The EDH benefit was implemented in April 2001 to provide a supplemental retirement benefit for the five elected department heads. The annual County contribution to fund the benefit is allocated and charged to the budgets of the elected department heads vested with the benefit.

Retirement Contribution for Elected Department Benefit				<i>Detail of FY 2019-20 Contribution</i>	
Department	Unit	FY 2018-19	FY 2019-20	<i>Active</i>	<i>Retired</i>
Assessor	1612	\$2,189	\$14,250	14,250	0
Auditor-Controller **	1510	\$49,765	\$52,525	0	52,525
County Clerk/Recorder **	1901	\$45,849	\$50,700	0	50,700
District Attorney *	2102	(\$1,364)	(\$14,270)	(49,869)	35,599
Treasurer-Tax Collector **	1701	\$32,820	\$35,395	0	35,395
Grand Total		\$129,259	\$138,600	(\$35,619)	\$174,219

* **NOTE:** The budget of the District Attorney is charged with two EDH retirement contributions to fund the benefit for the current and retired Elected Department heads.

** **NOTE:** The budgets of the Auditor-Controller, the County Clerk/Recorder, and the Treasurer-Tax Collector are charged with two EDH retirement contributions to fund the benefit of the retired Elected Department Heads.

M. Object 1141 – Group Insurance (Flexible Credit Allowance)

The Flexible Credit Allowance is applied towards health benefits for Regular employees working 40 or more hours bi-weekly. At the employee's discretion, any allowances remaining following health plan enrollment selections may be allocated to the employee's Health Care or Dependent Care Flexible Spending Accounts or paid to the employee as cash back included on the employee's pay advice.

For newly eligible employees, the Flexible Credit Allowance begins in the first pay period after the enrollment is received and processed.

Flexible Credit Allowances are as follows:

Regular Employees	MOA Expiration Date	Full Time > 60hr/ Bi-weekly	Part Time 40 - 59hr/ Bi-weekly
Criminal Justice Attorneys' Association of Ventura County (CJAAVC)	5/15/2020	\$447.00	\$447.00
California Nurses Association (CNA)	1/23/2020	\$397.00	\$278.00
International Union of Operating Engineers (IUOE)	1/23/2020	\$447.00	\$313.00
Management	N/A	\$447.00	\$313.00
Service Employees International Union (SEIU), except OCS	12/14/2019	\$447.00	\$313.00
Specialized Peace Officers Association of Ventura County (SPOAVC) Note: Flex Credit amount changes 12/15/2019 to \$447 FT & \$313 PT	4/16/2021	\$397.00	\$278.00
Ventura County Deputy Sheriff's Association (VCDSA) Note: Flex Credit amount changes 5/3/2020 to \$432 FT & \$324 PT	4/30/2021	\$372.00	\$279.00
Ventura County Professional Firefighters Association (VCPFA)	7/31/2021	\$372.00	\$372.00
Ventura County Professional Peace Officers Association (VCPPOA) – Probation Specific	7/31/2021	\$397.00	\$278.00
Ventura County Professional Peace Officers Association (VCPPOA) – Patrol Specific	9/19/2020	\$447.00	\$313.00
Ventura County Professional Sheriff's Correctional Officers Association (VCSCOA)	7/30/2021	\$397.00	\$278.00
Ventura Employees Association (VEA)	12/14/2019	\$447.00	\$313.00
(1) Health Insurance plan for enrolled OCS's shall be established on a separate basis from regular full-time and regular part-time employees. Each eligible OCS shall be enrolled in the VCHCP medical plan only and shall not be afforded the other benefits associated with the Flexible Benefits Program.			

Information is current at this time; Flexible Credit allowances are subject to Memorandum of Agreement changes.

N. Object 1142 – Life Insurance for Department Heads and Management

There have been no changes in the eligibility or coverage amount from the prior year. The benefit is \$50,000 for all eligible employees under the age of 70 years; Age 70 through 74 years is 65% of benefit (\$32,500) and 75 years or over is 50% of benefit (\$25,000).

For all Management, Confidential Clerical, Other Unrepresented, CJAAVC, SEIU, VEA, IUOE, SPOAVC, VCPPOA Patrol Unit and Probation Unit employees and VCERA, the cost is \$1.55 per bi-week for 26 bi-weeks for a total of \$40.30 annually. The current insured rates are guaranteed through December 31, 2019.

Management Life premium rates and plan benefits are subject to change pursuant to Memorandum of Agreement negotiations, contract negotiations, and upon contract renewal.

For new hires, Management Life Insurance charges begin at the first pay period that includes the date of hire.

O. Object 1143 – State Unemployment Insurance

Effective July 1, 2019 (pay period 19-15), the proposed Unemployment Insurance rate is 0.05% of Regular Salaries (Object Account 1101), Extra Help (Object Account 1102), Overtime (Object Account 1105), Supplemental Pay (Object Account 1106), and Call-Back Staffing (Object Account 1108). For new hires, Unemployment charges start immediately at the date of hire.

P. Object 1144 – Management Disability Insurance

The current insured rates are guaranteed through December 31, 2019. The Long Term Disability (LTD) premium rates are subject to change upon contract renewal. LTD rates are calculated per \$100 of Regular Salaries (Object Account 1101).

Representation	Rate*
Class 1	
Management, Confidential Clerical, and Unrepresented Others	\$0.741
Class 2	
CJAAVC	\$0.767
VEA (Professional Engineers)	\$0.767
Class 3	
SEIU, Local 721 (Eligible Nursing Care Coordinators and Clinical Coordinators only)	\$0.417
CNA	\$0.417
VCSCOA (Sheriff's Service Technicians)	\$0.417
Class 4	
IUOE	\$0.417
Class 5	
VEA (Appraisers Only)	\$0.417

For new hires, LTD charges start immediately after the first day of active work.

Note: In addition to the LTD Premium costs, on a quarterly basis, departments will be charged the applicable FICA Employer portion plus the associated 3% MetLife admin fee, for the LTD Benefit that is paid out to their employees.

* Long Term Disability coverage and rates are subject to Memorandum of Agreement changes. The current rate guarantee period is from 11/1/17 through 12/31/19.

Q. Object 1165 – Workers’ Compensation Insurance

Workers’ Compensation rates are based on multiyear loss experience by class. These rates are applied to each \$100 of gross salary.

Effective June 30, 2019 (pay period 19-15), Worker’s Compensation rates will be as listed in the following chart.

Workers Comp Employee Classes	Class No.	2019-20 Rate/\$100
Fire	7706	15.82
Sheriff	7720	11.40
Clerical	8810	2.04
Hospital	8830	2.99
Non-Manual	9410	1.69
Manual	9420	12.46

For FY 2019-20 Worker’s Compensation five-year average experience factor percentages (comprised of 30% exposure and 70% experience for the preceding five years) will be applied to the gross calculation of employee mix in a given department. Department experience factors for FY 2019-20 are listed in the tables below. Department experience factors are the same for all General Fund and Non-General Fund budgets within a Department, unless otherwise indicated.

COUNTY DEPARTMENT	EXP. FACTOR	COUNTY DEPARTMENT	EXP. FACTOR
Agricultural Commissioner	318.66%	Harbor Department	90.85%
Airports	253.43%	Health Care Agency	99.07%
Animal Regulation	146.68%	Human Services Agency	140.91%
APCD	105.55%	Information Technology Services	82.26%
Area Agency on Aging	73.12%	LAFCO	40.63%
Assessor	58.85%	Law Library	48.40%
Auditor-Controller	44.32%	Probation Agency	69.44%
Board of Supervisors	39.96%	Public Defender	113.60%
Child Support Services	246.20%	Public Works Agency	108.91%
Civil Service Commission	41.26%	Resource Management Agency	137.66%
County Clerk and Recorder	58.57%	Retirement	176.25%
County Counsel	40.77%	Sheriff	99.19%
County Executive Office	74.80%	Treasurer-Tax Collector	129.33%
District Attorney	72.63%	Ventura County Library	140.58%
Fire Protection	102.56%		
General Services Agency	91.33%		
Grand Jury	87.08%		

R. Object 1171 – 401K Plan

Costs for the 401(k) Plan apply to Management classifications in accordance with Article 19, Section 1901 of the current Management Resolution. The Agreements with CJA AVC, SEIU, VEA, CNA, VCSCOA, SPOAVC, IUOE, VCDSA, and VCPPOA also include provisions for employees represented by those unions to participate in the County's 401(k) Plan. The matching formulas are listed below. The Agreement with VCPFA provides for employee participation in the 401(k) program; however County match is only applicable to the Auxiliary Unit.

For CJA AVC and Management, 401(k) earnings are the total of Regular Salaries (Account 1101) and Supplemental Pay (1106). For all others, 401(k) earnings are based on Regular Salaries (Account 1101) only.

For the listed percentage of 401(k) earnings contributed by an employee to the 401(k) Plan, the County will provide the match indicated for eligible employees who elect to participate in the program.

Employee Contribution	County Match									
	Mgmt. CJA AVC	SEIU	VEA	CNA	VCSCOA	SPOAVC	VCPPOA	VCPFA <i>Auxiliary Unit only</i>	IUOE*	VCDSA
1.0%-1.49%	1.00%	N/A	N/A	N/A	N/A	1.00%	1.00%	N/A	0.75%	1.00%
1.5%-1.74%	1.00%	1.50%	1.50%	1.50%	N/A	1.50%	1.00%	1.50%	0.75%	1.00%
1.75%-1.99%	1.00%	1.75%	1.50%	1.50%	N/A	1.50%	1.00%	1.50%	0.75%	1.00%
2.0%-2.49%	1.50%	1.75%	1.75%	1.50%	N/A	2.00%	2.00%	1.50%	0.75%	2.00%
2.5%-2.62%	1.50%	1.75%	1.75%	1.50%	2.50%	2.50%	2.00%	1.50%	0.75%	2.00%
2.63%-2.99%	1.50%	1.75%	1.75%	1.50%	2.50%	2.50%	2.00%	1.50%	0.75%	2.00%
3.0%-3.49%	1.75%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
3.5%-3.99%	1.75%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
4.0%-4.49%	2.00%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
4.5%-4.99%	2.00%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
5.0%-5.49%	2.50%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
5.5%-5.99%	2.50%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%
6.0%-100%	3.00%	1.75%	2.00%	1.50%	2.50%	2.50%	2.50%	1.50%	0.75%	2.50%

The County match indicated above for eligible employees who elect to participate in the program is subject to Memorandum of Agreement changes.

* Pursuant to Section 6.06-C of their bargaining agreement, eligible IUOE-represented employees receive a 1% employer contribution to the 401(k) Plan, whether they make employee contributions or not. This 1% contribution is in addition to any County match received as a result of making employee contributions. In addition to the automatic 1% contribution, the County will also make a \$32.00 bi-weekly contribution to your 401(k). This contribution is in lieu of County contributions previously made to the Union's Insurance Trust Subsidy.

S. Benefits Included in the 2000 Objects

Employee benefits to be budgeted in the 2000 Objects include the following. Consult the applicable MOA/Management Resolution for guidance in determining amounts to be budgeted.

Object 2022 – Uniform Allowance*
Object 2131 – Membership and Dues
Object 2199 – Management Physicals
Object 2291 – Private Vehicle Mileage
Object 2291 – Automobile Allowance*
Object 2272 – Training - ISF
Object 2273 – Education Conference and Seminars (for Textbook and Tuition)
*Retirement and Medicare apply for all classifications receiving these benefits. OASDI applies for those non-Safety classifications receiving these benefits.



SECTION VI. RATES AND CHARGES / BUDGETING FOR ISF EQUIPMENT

A. Introduction – Rates and Charges

This Section provides information on "Rates and Charges" for the FY 2019-20 budget process, other than for Salaries and Benefits presented in Section V. Details on Information Technology Services Department (ITSD) and General Services Agency (GSA) ISF rates are included. Also included are ITSD and GSA charts of "FY 2019-20 Internal Service Funds Estimated Charges" to help in facilitating the budgeting of ISF charges. Estimated VCMC charges for Employee Health Services (based on approximately 50% of billed charges); CEO Liability and General Insurance charges; rent payments to Department of Airports; CEO Finance Division's Debt Service schedule; Human Resources Division's Alcohol and Drug Testing Rates and Estimated Charges; Public Works Agency (PWA) Building Leases and Rentals; Cost Allocation Plan Revenue Allocations to General Fund Central Service Departments; Cost Allocation Plan Charges (for Non-General funds) and Depreciation Charges information (for proprietary Non-General funds) prepared by the Auditor-Controller; and the Treasurer-Tax Collector's estimated interest earnings rate are also included in this Section.

B. Budgeting for ISF Equipment

Fixed asset (\$5,000 or more) replacements are usually funded by the ISF and require ISF and CEO approval and no departmental budgeting. Fixed asset initial acquisitions, including those related to additional positions, should be separately requested and clearly delineated in the departmental budget request. This does not apply to fixed asset initial acquisitions pertaining to a new service offered by an ISF where the purchase is funded by the ISF. ISF fixed assets and non-fixed asset items otherwise funded should be budgeted by user Departments in Account 5111 Transfers Out.

Service Provider Item/Service Request Form: As a reminder, all budget requests for new ISF equipment/services, must be sent to **the department's assigned CEO Analyst** no later than the Requested Budget due date for your department. A "Service Provider Item/Service Request" form is to be used to submit all such requests by Agency priority. See Section VII for a link to the form.

Vehicle Justification Form: A "Vehicle Justification Form" must be used for all requests for additional department assigned vehicles except Sheriff's motorcycles. The form must be sent to the Fleet Operations Manager who will review the request and then send it to the department's assigned CEO Analyst for further review and approval.

C. County Executive Office

Liability and General Insurance

Budgeting Account Number: Liability and General Insurance Allocation-ISF – Account 2071

Contact Person: Leonardo Selvaggi, 662-6534

SERVICES PROVIDED: Risk Management – Liability and Insurance provides liability claims processing and litigation management, legal defense through outside private law firms and County Counsel, risk identification and measurement, insurance requirements, procurement and monitoring, risk transfer and hospital malpractice liability.

GENERAL INFORMATION: Risk Management's mission is to minimize the adverse effects of accidental loss on the organization. The County of Ventura is primarily self-insured and funded for General Liability and Automobile Liability. Funding is based on yearly outside actuarial analysis utilizing data on paid and incurred losses from previous years. Premiums are allocated to County agencies/departments using a formula that incorporates historical losses and staffing levels. Insurance policy coverage premiums for those exposures that are not self-insured are allocated first to the agency/department for which the insurance coverage pertains, such as Airport Liability, Aircraft, Fire Department Equipment, Harbor Liability, Library Books, Hospital Liability and Malpractice, and Parks & Recreation. Any property insurance coverage, such as Fire, Earthquake and Flood, that are not specific to an agency/department are allocated based on square feet occupied by the agency/department for all properties covered.

D. FY 2019-20 Treasurer-Tax Collector's Interest Earnings Rate

For FY 2019-20, use an interest earnings rate of 2.5% when estimating interest earnings on cash available within your fund. (The rate recommended by the Treasurer-Tax Collector for the FY 2018-19 Budget process was 2.4%).

E. General Services Agency

1. GSA FACILITIES & MATERIALS SQUARE FOOTAGE CHARGE

Budget Account: F&M Square Footage Allocation - ISF - Account 2114
Contact Person: Account/Billing -Yolanda Ruiz, 654-2427

SERVICES PROVIDED: This charge represents the cost of all non-discretionary base services to tenant agency/departments allocated on the basis of square footage space occupied. Estimated annual charges are indicated on charts included in this Manual. The estimated annual charges for FY 19-20 include the actual costs of services provided by GSA. Services included in the Square Footage allocation charge are (a) housekeeping and grounds, (b) facilities maintenance and utilities, and (c) special services, including security. The charge will vary by facility and/or tenant in a facility depending on space occupied and services delivered to the building. Monthly square footage billings will provide breakdowns of the square footage charge by facility, service type, and budget unit. Services beyond basic service levels can be provided on a time and materials basis. Please speak with the appropriate contact person to inquire about additional services. Discretionary charges should be budgeted as instructed below.

Billing questions should be directed to the Account/Billing contact person listed in each service type section. GSA billing detail and invoices can be located in the Service Now System countyofventura.service-now.com. For assistance with accessing billing data and invoices in Service Now, please contact Kelsey Throckmorton, 477-7229.

A. GSA Housekeeping (Unit 4721) and Grounds (Unit 4723)

Budget Account: Other Household Expense (Rubbish) – Account 2056
Housekeeping Grounds – ISF – Account 2058
Square Footage Allocation – ISF – Account 2114
Contact Person: Rosalind Harris, 654-3721
Maintenance Dispatch, 654-3878

SERVICES PROVIDED: Housekeeping and Grounds provides custodial, pest control, solid waste management, landscaping services, and grounds maintenance for the Government Center Complex and other facilities in outlying areas through use of in-house staff in combination with work release/work training programs, and various contract services.

GENERAL INFORMATION: The basic housekeeping service level includes emptying trash receptacles and recycling bins from central collection points, stocking and sanitizing restrooms, cleaning kitchens and break rooms, stocking associated paper supplies, cleaning tables and counters, vacuuming, dusting, carpet cleaning, interior and exterior office window cleaning, spot-cleaning walls, carpets and office doors, routine pest and insect control, and trash-hauling services. The annual estimate of these charges has been included in the Budget Development Manual and the frequency of these services is listed below. Computer equipment cleaning services are not provided. Requests for spot cleaning spills should be reported to Maintenance Dispatch as soon as possible in order to maintain a safe and clean working environment. Chair cleaning is not part of the basic service but will be performed on a time and materials basis and will be performed as scheduling allows. Common area upkeep charges are shared by all

tenants in a building based on the square footage occupied by each tenant. Housekeeping also performs contract administration for those outlying facilities with contracted services.

Individual departments in a multi-tenant building or groups of departments may not reduce the basic service level, although they may opt to request an increase in service with a corresponding increase in charges to the requesting department. Permanent increases in service levels require CEO approval. In no case will a service be allowed to decrease below acceptable health and safety standards. Listed below are the housekeeping tasks and frequencies provided in the basic service.

Housekeeping Service Levels/Frequencies	
Trash collection	Daily
Recycling (where available)	Twice weekly
Restrooms, cleaned and stocked	Daily
Kitchen/break rooms, cleaned and stocked	Daily
Clean tables & counters	Daily
Vacuum	Twice weekly
Dusting	Once weekly
Carpet cleaning	Twice yearly
Mop restroom floors	Daily
Mop non-restroom, non-carpeted floors	Weekly
Spot clean tile/ceramic floor	As needed
Strip and wax flooring	Twice yearly
Window cleaning – interior office	Once yearly
Window cleaning – exterior	Once yearly
Spot clean (carpet, walls, doors)	Upon request
Indoor pest and insect control	As needed
Trash hauling	As needed
RAP (Recycle) boxes	Upon request

Grounds service includes turf maintenance, irrigation system maintenance, monitoring and repairs, weed abatement for fire suppression, seasonal planting and upkeep, tree replacement, shrub and tree trimming, exterior pest and insect control, and sidewalk, walkway, courtyard/atrium and parking lot cleaning and sweeping. Frequency of service depends on the acreage and type of plantings at a particular site. Services may be performed by in-house staff or contracted vendors.

All housekeeping/grounds work will be charged on a time and materials basis for those departments not part of the GSA square footage-based service.

DISCRETIONARY/TIME AND MATERIALS: If a departmental request is outside the scope of the basic service level received as part of the GSA Square Footage Allocation Charge, it is considered discretionary. Discretionary work will be charged on a time and materials basis. A written estimate of the scope and cost of the discretionary work will be presented to the department for approval prior to the work being initiated. Examples of discretionary services are the performance of any of the standard tasks with a service level greater than the basic level, requests for services not normally performed, and requests for service or landscape

changes where existing conditions are otherwise adequate and safe. Requests that require a turn-around time of less than 48 hours may incur a surcharge.

One trash receptacle is provided per workstation. Blue bins are provided upon request and/or emptied by custodial personnel. Recycle (RAP) boxes are provided for employees to collect recyclable materials at their workstations. Delivery or pick up can be arranged by contacting GSA Maintenance Dispatch at 654-3878. Training and education regarding sustainable practices and recycling is available at no cost upon request.

B. GSA Facilities Maintenance (Unit 4703) and Utilities (Unit 4705)

Budget Account: Square Footage Allocation – ISF – Account 2114
Other Maintenance – ISF – Account 2116
Contact Person: Rob Harris, 654-3883
Maintenance Dispatch, 654-3878

SERVICES PROVIDED: Facilities Maintenance performs corrective maintenance repairs and an extensive preventive maintenance and inspection program for GSA-maintained facilities, security systems, and equipment.

The Maintenance division also includes the Utilities division, which is responsible for greenhouse gas emissions reduction at GSA-maintained facilities. This unit also monitors and pays utility bills for electricity, gas, and water at most County facilities.

GENERAL INFORMATION: Basic service level includes activities, processes and workflows required to keep facilities and their supporting infrastructure in proper operating condition through planned preventive and predictive maintenance; and corrective (repair) maintenance to prevent failure and/or degradation, and to meet their intended function during their life cycle. Examples of routine repairs and services covered through the Facilities/Materials Square Footage Allocation charge include fire/life/safety systems, HVAC systems, locksmith service, roof maintenance, ceiling, glass, carpet and tile replacement, signage, lamp replacement, painting, plumbing, electrical repairs, and security hardware

Maintenance requests should be reported to Maintenance Dispatch as soon as possible in order to maintain a safe working environment.

DISCRETIONARY/TIME AND MATERIALS: If a department's request is outside the scope of the basic service level received as part of the GSA Square Footage Allocation Charge, then it is considered discretionary. Discretionary work will be charged on a time and materials basis. A written estimate of the scope and cost of the discretionary work will be presented to the department prior to the work being initiated. Examples of discretionary services include, but are not limited to, electrical wiring for new equipment, painting, construction work, duplicating existing keys, rekeying locks, creating department-specific informational signs for building interiors, installing new plumbing fixtures at new locations, installation of new security systems, and maintenance and repair of existing security systems for non-square-footage tenants. Major projects require CEO approval.

C. GSA Utilities (Unit 4705)

Budget Account: Utility Service Fee/Non-GSA Utility Customers (Utilities-ISF) Account
2311, 2056, 2313, 2314
Contact Person: Rob Harris, 654-3883
Mike Duncan, 658-4372

SERVICES PROVIDED: GSA manages ECOVA/ENGIE, a utility payment and management program for the County. GSA Utility Customers pay a flat monthly utility rate for the fiscal year that is inclusive of ECOVA/ENGIE fees. Non-GSA utility customer accounts are subject to actual vendor utility costs and the pass-through fees in the GSA Comprehensive Rate Sheet under Unit 4705. A semiannual pass-through charge will be assessed to each Non-GSA utility customer account. This will be allocated based on percentage of expenses paid for each account during the evaluation period and the increased Cost Allocation Plan charges assessed to GSA.

D. GSA Special Services (Unit 4661)

Budget Account: Square Footage Allocation – ISF – Account 2114
Special Services – ISF – Account 2206
Contact Person: Rosalind Harris, 654-3721
Security, 654-3816
Special Events, 477-7187
Access Card Adds, Deletes, and Changes, 477-7189
Conference Room and Audio-Visual Reservations, 477-1554

SERVICES PROVIDED: Special Services manages or administers the following: security guard contract, 24-hour electronic monitoring of alarm systems, security information, permit parking, conference room reservations, audio/visual equipment requests, I.D. badges, fire drills, special events, tour escorts, building access, vending machines, and enforcement of parking regulations.

GENERAL INFORMATION: Core security hours for buildings with on-site security guards are Monday through Friday, 7:00 a.m. to 5:30 p.m. County-sponsored public use will not be authorized on weekends, holidays, or outside of the core security hours, unless security services are purchased by the department sponsoring the discretionary activity.

DISCRETIONARY SECURITY SERVICES: Basic security service is provided through the F&M Square Footage Allocation charge for guard services provided during core hours. Services beyond the basic service level are considered discretionary and will be charged directly to the recipient at an hourly rate. Security service fees for approved non-County-sponsored special events will be charged directly to the user at an hourly rate for the number of security officers required. Permanent increases in service levels require CEO approval.

MONITORING: Special Services Division also provides panic alarm and facility intrusion alarm monitoring services from the Security Command Center (SCC) located at the Government Center on a fee-for-service basis.

ROOM RESERVATIONS: There is no charge to County departments for the use/reservation of GSA-managed conference rooms. Each room has been assigned a “Standard” setup. The standard setup is free. All other room configurations are chargeable at the “Custom” room setup rate. This rate includes the custom setup and the room returned to its standardized setup upon completion. Customers will also be charged for rooms reserved and not used unless prior notice is received.

AUDIO/VISUAL EQUIPMENT: A rental fee is charged for the use of audio/visual equipment for both County and Non-County users. Internet access is available in all conference rooms at no cost. Outdoor or other non-secured venues require that a GSA audio/visual operator remain at the event for the duration.

MISCELLANEOUS:

OTHER SPECIALIZED SECURITY SERVICES: Special Services also offers a variety of specialized security services, including confidential minor theft investigations, site risk assessments, and the development and annual update of evacuation plans. Please call for pricing information.

EMERGENCY PREPAREDNESS: These services are available to assist departments in preparing for various disasters, evacuations and emergency situations. For assistance please call 650-4079.

OUTDOOR FUNCTIONS: A Special Use Permit is required for outdoor functions. The charges for these activities vary depending on the size of the group and equipment requirements. There is no cost to County departments for the permit. Contact GSA Special Services to obtain a permit and for equipment rental information and pricing.

SPECIAL EVENT & FILM PERMITS: A Special Use Permit is required to host an event or film in a common area of a County building or on the grounds. There is no cost to County departments for the permit. Contact GSA Special Services to obtain a permit and for equipment rental information and pricing. The charges for these activities vary depending on the size of the group and equipment requirements.

2. GSA PROJECTS GROUP (Unit 4741)

Budget Account: Facilities Projects – ISF – Account 2115
Interiors Maintenance – ISF – Account 2116
Contact Person: Phil Nelson, Manager GSA Projects Group, 645-1356

FACILITIES PROJECT MANAGEMENT: GSA Projects Group has responsibility for project management of significant facility repairs, infrastructure replacement and upgrade, and remodeling of County facilities in support of GSA required maintenance and other GSA and client budget programs. Example projects include mechanical & HVAC, power distribution & lighting, plumbing, roofing, interior remodeling, paving, painting, carpet & flooring, system & free-standing furniture, signage, card-access, cameras, window treatment, etc. Project Management services are offered to all County agencies on a discretionary basis for their budgeted facilities and interior tenant improvement remodeling projects.

GSA Projects Group can provide project budget estimates for major projects as well as addressing client requirements for design work, furniture procurement, installation, and interiors remodeling. Many facility projects require the services of architects and/or engineers for design and permitting, and to assist the client with determination of appropriate scope, feasibility, and budget estimate.

GSA Projects Group contracting procedures include Blanket Delivery Orders (BDO), Specific Delivery Orders (DO), and Job Order Contract Work Orders (JOC WO). Notices to Proceed are issued for JOC WOs and DOs. A GAE document in VCFMS is used to encumber these fixed-price contracts directly against the client funding indicated on the NTP. JOC and DO billings occur automatically in VCFMS and are not detailed in the GSA Service Now billing. These billings draw down against the GAE encumbrance and can be monitored real time in VCFMS to demonstrate their facilities-related budget execution plan. GSA Projects Group also maintains extensive standing BDO contracts with local vendors and consultants for smaller project efforts, which bill on basis of Time & Materials (T&M) actual costs to the client at the time of vendor invoicing, with the billing detail made available in the GSA Service Now billing.

Projects managed by GSA Projects Group are charged a Project Management (PM) fee based on a set percentage of all actual costs of each project. In instances where a Project Manager expends time but a project is not completed (e.g. development of scope, planning or design effort commenced with subsequent client cancellation), project management fees will be charged on an hourly basis.

INTERIORS & SYSTEMS FURNITURE: The Interiors function of GSA Projects Group provides project management for the modular system furniture program and related Interiors installations. This includes procurement and installation for office workgroup moves, workstation additions, and minor repairs or adjustments to existing modular furniture components. Typical Interiors effort includes furniture design, procurement of desks, chairs, tables, file/storage cabinets, bookcases, task lights and system furniture installations. Moving services and packing assistance is available upon request. Small jobs are managed as internal work orders and are completed with both GSA and vendor labor. Work orders are billed to the client on a time and materials basis. Larger interiors projects are performed by outside vendors and contracted for as described in the Projects section above.

As approved by the Board in 2017, the total Furniture Project PM fee will be capped on Furniture Projects that exceed \$500,000 in project value. In FY 19-20, the maximum Furniture Project fee charged to customers will be \$54,500. Furniture projects that are valued at \$100,000 or greater should be coded to a 4000 level object.

3. GSA PROCUREMENT SERVICES (Unit 4621)

Budget Account: Purchasing – ISF – Account 2165
Convenience Copier Program – ISF – Account 2167
Contact Person: Cliff Chroust, 654-3718
Boyd Donavon, 654-3778

SERVICES PROVIDED: Procurement Services purchases and obtains goods and services for the County by performing the following: process purchase requisitions, issue Purchase Orders (POs) and PO Change Orders, issue and evaluate bids, proposals, and quotations, assist with bid

specifications, draft contracts, manage surplus sales and auctions, provide purchasing training, verify licenses and insurance coverage, manages vendor registration, and assists with vendor performance issues. Procurement also manages the Convenience Copier and Procurement Credit Card programs and assists with compliance of the Living Wage Program and Green Procurement policies.

GENERAL INFORMATION: Due to the upgrade of the Ventura County Financial Management System, VCFMS, and the restructuring of documents utilized in the new system, the volume of purchasing documents and workload associated with managing these documents substantially changed. For fiscal year 19-20 Procurement adopted a rate model centered on a percent of expenditure and per document cost, which better approximates work completed on behalf of our customer departments. The revised fee utilizes expenditures from procurement documents, the total number of procurement documents, and is then stabilized using a rolling 4-year average of prior three fiscal years billings including the calculated fee.

Below are some of the services provided by Procurement:

Requests for Proposals (RFP): RFP service includes consultation and work-up of requirements with the requesting department, preparation of proposal documents, proposal evaluation, vendor negotiation and RFP award.

MASTER AGREEMENTS (MA): Procurement Services establishes Master Agreements when a vendor's products or services are used Countywide and/or when a contract is awarded to a specific vendor. MAs are used to obtain goods or services at a fixed price, or under fixed terms and conditions. MAs bypass the requisition process.

INTERNET CATALOGS (PMA): Procurement Services establishes and maintains internet-based punch-out catalog agreements for physical goods to expedite ordering and delivery of products based on a contract award and vendor web capabilities.

RAPID ACQUISITION PROGRAM (RAP): RAP provides a faster, more streamlined ordering process for orders up to \$10,000 in value. Agencies and departments must be enrolled in the program and staff must undergo the necessary training.

PROCUREMENT CARD PROGRAM: This program provides a convenient method for departments to make small dollar purchases. GSA administers the issuance of cards, training, and account maintenance.

CONVENIENCE COPIER PROGRAM: This program administers the placement and rental of copiers and multi-functional machines and includes all supplies and equipment maintenance. Program costs are recovered through per-copy charges based on actual copy machine volume. Estimated annual charges for departments are indicated in the FY 2019-20 General Services Agency ISF Estimated Charges under object 2167.

4. GSA CENTRAL WAREHOUSING & DISTRIBUTION SERVICES (Unit 4643)

Budget Account: Stores – ISF – Account 2168
Contact Person: Christopher Ramirez, Manager, 654-3811
James Dorman, Warehouse Supervisor (Surplus), 645-3749
Ruben Silva, Warehouse Services/Sales, 654-3763
Erica Agnew, Warehouse Services/Sales, 654-3763
Timothy Jackson, Warehouse Services/Sales, 645-1311

SERVICES PROVIDED: Central Warehousing and Distribution Services provide the following services: sale of Countywide common-use items, warehousing of department-owned inventory, dock receiving and staging, surplus property pick up, warehousing, disposition, and departmental document/product warehouse management with web shopping-cart access.

GENERAL INFORMATION: Business Support Services reduces the departmental cost of administering a material handling program with its central warehousing services.

CENTRAL WAREHOUSING (CW): CW sells and delivers common use County publications and forms (PAOF), record boxes, envelopes, and other County specialty items. Ordering is accomplished via the web at <http://docushare/docushare/dsweb/HomePage>. Enter your ID number and regular local network password to place orders. In addition you can request materials and service by e-mailing GSASore.Surplus@ventura.org; please include your budget unit and brown mail number to help speed order requests.

DOCUMENT/PRODUCT INVENTORY MANAGEMENT: Intranet view and order access is provided to your departmental documents/products. After a review of your needs, documents/products are maintained either physically at CW and/or in a digital library for print-on-demand via GSA Document Management. CW coordinates distribution services for these managed items using GSA couriers at no extra cost.

SURPLUS WAREHOUSE: The surplus property warehouse is located at the Government Center Service Building. To view surplus that is available for reuse go to <http://myvcweb/index.php/surplus> for more information. Surplus items selected may be picked up by appointment or departments can request a delivery of an item/s to their location. Warehouse services labor fees may apply for large pick-ups requiring two or more staff, or for project surplus coordination and for the return of surplus delivered and rejected by the department. To arrange for the inspection of surplus property and/or to inquire about special surplus pick-up arrangements, call the Surplus Warehouse at 645-1311. Otherwise, for surplus pick-up requests go to <http://myvcweb/index.php/surplus> to initiate the process.

WAREHOUSE SERVICES: Material handling and docking services to receive shipments and other County orders are provided. Dock Services will provide secured staging of products received for pick up by the ordering department or a scheduled delivery of the product to the department can be arranged. Dock services will assess a per box or item fee for items received. All expedited carrier packages are barcode scanned, labeled, and tracked to point of delivery. Delivery point confirmation can be obtained by calling the warehouse service employees (please reference the FedEx/UPS/USPS tracking number). An hourly rate will apply for the delivery of pallets or oversized items in addition to receiving fee. A delivery fee may apply for items redelivered to

departments. Boxes or items received at the dock and held at the department's request for more than one night will be assessed a staging fee per night while being warehoused. If the item or boxes are on pallets, the staging fee will be per pallet. The staging fee will apply the second business day after a department has been notified that their shipment has been received. Closed crate and open pallet storage of department-owned goods is provided and can include inventory management services to alert as replenishment is needed.

NEW FOR FY 19-20:

Leveraging its staff expertise and facilities, the GSA Surplus program has expanded shared service partnerships with the City of Santa Paula and the Calleguas Municipal Water District. The Board of Supervisors also authorized GSA to utilize Memorandums of Understanding (MOU's) templates to facilitate future asset liquidations sales and services with other Ventura County entities. In addition, special auctions for non-County owned assets are returning proceeds to the Public Guardian and District Attorney's Office.

Please note as of FY 17-18, GSA Business Support no longer manages shoe vouchers. To aid in this transition, GSA Business Support can merge employee data into a variable data template to create shoe voucher documents. Shoe vendors should remit the invoices directly to the issuing agency for payment processing as noted. Agencies that issue shoe vouchers should budget their safety shoe expense to object 2021.

5. GSA RECORDS CENTER (Unit 4641)

Budget Account: Storage Charges – ISF – Account 2244
Contact Person: Shawn Mitchell, Supervisor, 662-6864
Joshua Gannon, Customer Service, 650-4015

SERVICES PROVIDED: The GSA Records Center provides secure records storage and file plan administration to meet state and county retention policy standards and compliance. Records are coded to automate proper retention schedules and destruction reporting.

GENERAL INFORMATION: The Records Center minimizes office space devoted to inactive records/documents through its records management program and also supports records imaging programs.

RECORDS STORAGE CENTER: Located at the Government Center Service Building, secure transfer and delivery is scheduled via an on-line portal along with a barcode tracking system at <http://entgsaprdweb01.ent.co.ventura.ca.us/oneilOrder/>. For additional program information and account setup please call the contact person(s) listed above or view program highlights at <https://gsarecords.businesscatalyst.com>

6. GSA MAIL SERVICES (Unit 4645)

Budget Account: Mail & Courier Charges – ISF – Account 2164
Contact Person: Kate Mason, Mail & Courier Supervisor 654-2425
Christopher Ramirez, Manager 654-3811
Charlotte Cubitt-Serrano, Service Information 654-2775

SERVICES PROVIDED: Mail services include sorting and batching incoming U.S. mail and brown mail, metering/sealing all outgoing U.S. mail, business reply mail processing, and presort First-Class and Standard mail delivery. GSA leverages county-wide volume to maintain United States Postal Service (USPS) approved permits and certified address processing services to maximize automation and achieve postage discounts.

GENERAL INFORMATION: In the Mail Center, incoming USPS and brown mail are sorted and batched to an approved Brown Mail delivery number and then distributed via the GSA Courier Service. Current USPS postage rates are based on class, weight and customer conformance with USPS mail and package standards. Mail Center handling charge varies according to the level of compatibility compliance and size of the mail piece. Handling charge includes metering, sealing and delivery to USPS. Most outgoing County mail is metered at a discount rate. The Mail Center utilizes certified postal software and includes bar coding, tagging and preparing USPS forms to qualify for maximum discounts. USPS postage charges decrease with the increased use of automation compatible mail. Full automation is accomplished by utilizing the GSA Print-to-Mail program. Integrated presort and address correction data tools are available for business applications and website integrations.

Postage rates are based on 1st class metered mail weighing 1 oz., unless otherwise noted. Postage rates shown reflect rates approved by the USPS as of January, 2019 and are subject to change. Contact the GSA Mail Center at 654-2425 to review how to prepare automation compatible mail in order to achieve maximum postage discounts.

Departments will be charged a \$25 administrative fee for unauthorized use of a GSA expedited carrier account or the use of a carrier air-bill for FedEx, OnTrac and UPS. Unauthorized use includes purchases made at a UPS or FedEx Kinkos location. These purchases cause additional GSA administrative work researching purchases to reconcile a carrier invoice before it can be paid. The use of an air-bill is discouraged since it by-passes GSA negotiated discount rates and exploits the carrier's ability to add additional surcharges and fees. This fee may also be assessed for research performed by the Mail Center or Administrative staff for mail and expedited package research of poorly addressed mail that did not originate from GSA, postage recovery and package or letter research to return an item to an agency or individual. The \$25 dollar fee can be avoided if departments contact GSA Business Support to notify in advance of their intended uses of the account at a carrier store. The fee may be reversed if a department takes steps to eliminate the use of air-bills when using a GSA carrier account.

NEW OR IMPROVED FOR FY 19-20:

GSA Business Support now offers expanded tracking features for internal brown mail and external shipments.

SendSuite Live shipping software in the Mail Center and at the HOA Media Center allows for competitive rate shopping and is designed to limit common surcharges such as address correction, delivery area and additional handling fees.

COURIER SERVICES: Courier Services provides daily pick-up and delivery service for internal Brown Mail along with mail and parcel distribution from USPS, Fed-Ex, UPS, and other parcel and shipping companies. Each courier route stop is assessed an annual maintenance/setup fee. A courier delivery charge is assessed per delivery per stop. Package tracking and barcoding is available for all service with an account: <http://gsa-scl.ent.co.ventura.ca.us/sclintraweb/>

7. GSA DOCUMENT MANAGEMENT SERVICES (Unit 4641)

Budget Account: Graphics Charge – ISF – Account 2166
Contact Person: Rogesh Raja Shanmugam Mohanraj, 654-3755 | rogesh@ventura.org
Jeff Chiarella, Graphic Supervisor, 654-3743 | jeff.chiarella@ventura.org

SERVICES PROVIDED: GSA Document Services supports document workflows from creation to capture. We leverage County-wide volume and technology to deliver documents with greater efficiency and less cost.

DESIGN SERVICES: Graphic design and production consultation creates professional-looking documents with managed output. Full-color banner and poster creation is also available.

GRAPHICS: Full-service digital printing, copying, high-resolution commercial color, binding, and finishing services. A complete line of paper and envelope stock is available. Letter fulfillment services include folding, inserting, tabbing, and inkjet address application.

PRINT-TO-MAIL AUTOMATION: Host document templates and schedule data transmissions to output documents across mail, web, or e-mail channels. Address quality filters yield both reduced postage and higher delivery rates.

E-FORMS: Migrate paper and manual office workflows to online forms and data capture. GSA expertise and consulting create not only documents, but business process solutions. Linking data to graphical dashboards and analytics can help finance and business managers gain insight, reduce risk, and drive business planning.

CROSS-MEDIA OUTPUT: Cross-media services combine data, message, media, and technology to track and improve the return on investment (ROI) of each client outreach.

SCAN SERVICES: Many documents exist only in paper format, making them difficult and expensive to file, share, and archive. The GSA Scan Center includes high-speed scanners, software, and skilled operators to convert and index your paper documents into electronic documents. Distributed scan software can also be installed on-site. Automate your invoice and record content.

AIM – (AUTOMATED INVOICE MANAGEMENT): Digital mailroom services automate Accounts Payable data entry and invoice routing -- creating staff efficiencies, discount terms capture, and data integrations with VCFMS.

DOCUSHARE: Our subscription fees support web-based platforms to host document workflows, enabling workgroups to share, publish and capture content. Docushare can be connected to web-services and print systems to deliver an end-to-end document lifecycle solution. Hard copy and electronic content is managed with greater ease and efficiency.

VCPRINT: The County's online print portal makes it easy to order print-on-demand documents. Upload documents and track delivery and billing status in real-time.

GENERAL INFORMATION: Services provided by GSA Business Support will be charged directly to the requesting department and will be billed monthly. GSA leverages the entire County's estimated annual production volume to pass along the lowest rates possible. Along with on-line order history, a comprehensive and detailed catalog of document services and products can be estimated via VCPrint.

For high volume quotes and offset print brokerage services, please contact Jeff Chiarella at 654-3743 or vcprint@ventura.org.

8. GSA TRANSPORTATION - ISF (Unit 4571)

Budget Account: Gas/Fuel Charges – ISF – Account 2301
Transportation Charges – ISF – Account 2302
Motor Pool – ISF – Account 2303
Direct Charge Vehicle Work Orders – Account 2304
Contact: Christopher Melton, 672-2041

SERVICES PROVIDED: GSA Fleet Operations provides central ownership and administrative control for the County fleet, regardless of the fund, for the following: specification/contract writing; purchasing; maintenance; asset management; preventative maintenance; auto body repair and paint; up-fit; parts store and warehouse; licensing; contract inspections; regulatory smog checks; towing; telematics and Motor Pool hardware installation and software monitoring, and repairing assets; replacement of automobiles, trucks, vans, vessels and other vehicles and equipment (including farm equipment); fueling; fuel management; and maintaining all fuel sites. Motorcycles are not included at this time for maintenance, but Fleet Operations, through its up-fit shop, installs emergency equipment and radios. Fleet Operations will be responsible for mounting and installation of **all** equipment onto Fleet assets.

GENERAL INFORMATION: Departments will be charged fixed costs, variable rates, and pass-through costs.

Fixed costs: Fixed costs include a monthly Agency and County overhead charge, and a fixed replacement rate. The fixed replacement rate includes 100% of the vehicle acquisition cost and costs to prepare the vehicle for placement in service, including communication equipment installation, divided by the estimated useful life of the vehicle (useful life to be determined by GSA Fleet); and interest expense if the vehicle is internally financed. NEW for FY 19-20: GSA Fleet has been approved to begin using a replacement policy based on various data streams to create a point rating for each vehicle (Points Report). Historically, County vehicles were retired from service and replaced based on a set schedule utilizing only time and/or miles as the criteria to dictate replacement. Factors now taken into consideration are: Vehicle Age, Vehicle Mileage or Engine Hours (depending on vehicle type), Severity of Service, Reliability, and Total Maintenance and Repair Costs. This will result in the possible early replacement or an extension to the life cycle of a vehicle. GSA Fleet will be working with departments to evaluate the vehicle Points totals for their assigned vehicles and schedule replacement dates based on the Points Report. Also NEW for FY 19-20: ACO and CEO approved the recovery of the remaining 15% value on all vehicles still under monthly recovery, where the recovery amount was based on only 85% of the

asset value. Beginning in FY 19-20, GSA Fleet will add the 15% value to the remaining value to be recovered, and will recalculate the monthly payment to represent full recovery in the current useful life determined by GSA Fleet. When these vehicles are retired and sold at auction, the proceeds will be held by GSA Fleet for the department to which the vehicle was assigned, and used to offset/reduce the cost of future vehicle acquisition for that department.

Variable rate: The variable rate is billed based on miles driven each month. This rate includes the operational costs and departmental indirect costs. These rates are calculated annually based on accumulated costs and total number of miles driven by class.

Pass-through costs: Pass-through costs include the monthly cost for telematics charges, when so equipped. Additionally, departments will be directly charged for all fuel usage.

BDM estimates for Object 2302 reflect the fixed rate, variable mileage rate and telematics charges, when so equipped, based on vehicles currently assigned to the Department, including any anticipated FY 19-20 vehicle replacements. Fuel will be billed to Object 2301 at the actual fuel cost per gallon plus a per-gallon surcharge to recover operational expenses related to administrative costs of inventory and ordering, fuel storage, mandated monitoring, compliance, and fuel site maintenance and dispensing. BDM estimates for Object 2303 reflect estimates for motor pool use based on FY 17-18 motor pool activity. Estimates will not be provided for Object 2263 for installation and repair of electronic equipment in vehicles. Agencies will need to budget their own appropriations. Direct charge vehicle work orders will be billed to Object 2304 and BDM estimates will not be provided for direct charge vehicle work orders. Agencies will need to budget their own estimates related to repairs of their direct charge vehicles/equipment in Object 2304.

Vehicle damage costs are not covered by Transportation annual rates. Costs for damages from accidents and vandalism are reimbursed by the Liability and General Insurance Fund. Annual losses are included in the Risk Management calculation of general insurance premiums. Departments with damaged vehicles resulting from operator abuse will be directly charged. Discretionary vehicle modification (including painting and body work) will be charged to the department requesting the work.

At the end of its useful life an asset will be evaluated for replacement. If the asset is to be replaced and if a department wants to replace it with another asset that is determined to be an upgrade that generates a premium cost to GSA Fleet, the department will be billed for that premium cost up front when the vehicle is assigned to the department.

When service "loaners" are provided, a fuel surcharge will be added to the variable rate based on current price per gallon. Loaners are only available for non-direct-charge vehicles. Central Motor Pool should be used if a temporary replacement is needed for a direct-charge vehicle.

Central Motor Pool: Motor Pool vehicles can be reserved online at the Motor Pool Reservation link found on the GSA Fleet Operations web page <http://fleet.invers.com/vec/>. This website will allow you to make a reservation, view the status of your reservation request(s) and provide the ability to cancel or make changes to your reservation request(s). Reservations may be cancelled on-line prior to the beginning of a reservation at no charge. There will be a flat \$27 "no show" fee for reservations that are initiated but the user does not pick up the reserved vehicle. The minimum usage charge per trip is \$10.

Car Wash: Fleet Operations operates the car wash locations at the Saticoy yard and at the Government Center. Direct charge (DC) vehicles, Heavy Equipment, Special Districts and non-County vehicles will be charged for their use of the car wash.

DEPARTMENT GUIDELINES FOR REQUESTING ADDITIONAL DEPARTMENT ASSIGNED VEHICLES: All requests for additional department assigned automobiles, trucks, vans, vessels and other vehicles and equipment (including farm equipment), except Sheriff's motorcycles, must include an *Additional Asset Form* and must be sent to the Fleet Deputy Director who will review the request and then send it to the department's assigned CEO Analyst. The department will be responsible for filling out the *Additional Asset Form*. This form can be found on the GSA Fleet web page at <http://myvcweb/index.php/fleet-services> under GSA Fleet Forms.

Additional assets will require that all capital costs be paid in full, up front upon assignment of the vehicle to the department. In addition, a monthly amount rental charge will be incurred by the department in order to fund the subsequent vehicle replacement. The CEO Analyst will coordinate the necessary review of these funding outlays and requirements with the GSA Fleet Deputy Director and will forward the signed approved *Additional Asset Form* to GSA Fleet Services, Location Code #5030.

Requests for assets identified as grant-funded on the *Additional Asset Form* will be treated as one-time requests. Grant-funded assets are not charged a fixed rate per month and consequently not scheduled for replacement, but will have a lifecycle assigned to them for final disposition. Thus, departments must make a request each time they wish to purchase or replace a grant-funded asset. If a department wishes to request an additional, **ongoing** department assigned asset, it should not be identified as grant-funded in the *Additional Asset Form* and should follow the guidelines above. All new grant-funded and new direct charge assets will be charged a monthly overhead, monthly telematics costs when so equipped, and fuel costs. In addition, maintenance and repair costs for grant assets will be directly charged to the assigned department.

NON-COUNTY ENTITIES AND SPECIAL DISTRICT GUIDELINES FOR REQUESTING VEHICLES: All requests for automobiles, trucks, vans, vessels and other vehicles and equipment (including farm equipment), must include an *Additional Asset Form* and be sent to the Fleet Deputy Director who will review the request. Additional assets will require that all capital costs be paid in full, up front upon assignment to the agency/district. All non-County and special district asset purchases will be treated as one-time requests and will not be charged a fixed rate per month, and consequently not scheduled for replacement. Thus, non-County entities and special districts must make a request each time they wish to purchase or replace an asset.

The estimated vehicle costs in the following schedule are derived from manufacturer's latest quoted price and will vary depending upon the latest prices and options required. Vehicle fixed monthly cost will be vehicle specific. Please contact Fleet Deputy Director for pricing of specialized vehicles and for vehicle types not listed below.

Estimated Budget Amounts for Commonly Requested Vehicles	
Vehicle Type	"Est." Monthly Rental Rate
Compact sedan	\$210.00
Mid-size sedan	300.00
Hybrid Mid-size sedan	315.00
SUV, Police package (class 75)	1,446.00
Mini-Van, 7 Passenger	335.00
Full-size van, Cargo	369.00
Full-size van, 12/15 Passenger	320.00
Mini-Pickup truck	351.00
½ Ton pickup truck	333.00

9. GSA HEAVY EQUIPMENT – ISF (Unit 4551)

Budget Account: Heavy Equipment - ISF - Account 2233
 Contact: Christopher Melton, 672-2041

SERVICES PROVIDED: GSA Heavy Equipment Operations provides central ownership and administrative control for the County Heavy Equipment fleet regardless of fund for the following: Specification/contract writing, purchasing (to include replacement of heavy construction and maintenance equipment and contract inspections of additional equipment), asset management, repair, preventative maintenance, body work and painting, licensing, DOT compliance, and regulatory compliance. Services include the maintenance and repair of heavy construction equipment and vehicles over one ton in size. In conjunction with GSA Fleet Operations, GSA Heavy Equipment Operations also provides electronic equipment and repair of accessories in assets including telematics hardware installation and software monitoring. These services also include in-field repair services and maintenance to minimize transport fees and downtime to customer departments. GSA Fleet Operations will be responsible for mounting and installations of all equipment onto Fleet assets.

GENERAL INFORMATION: Departments will be charged a monthly agency overhead charge, a monthly fixed rate, and a variable rate (charged by total number of either miles driven, or hourly or fixed monthly activity). The fixed rate includes 100% of the vehicle acquisition cost and costs to prepare the vehicle for placement in service, including communication equipment installation, divided by the estimated useful life of the vehicle; and interest expense if the vehicle is internally financed. The variable mileage rate includes the prior year's operational costs, maintenance costs and departmental indirect costs. These rates are calculated annually and costs are allocated to vehicle classes on a ratio of historical class operating costs. Mileage will be the primary allocation base when possible. Alternatively, variable costs will be based on an hourly or fixed monthly activity as reported by PWA Fiscal. These charges will be billed to Object 2233.

Fuel and Telematics will no longer be included in the variable rate. PWA will be charged by GSA Transportation ISF for the direct consumption of fuel to the PWA department to which the vehicles or equipment is assigned. Fuel will be charged at the actual fuel cost per gallon plus a per-gallon surcharge to recover operational expenses related to administrative costs of inventory and

ordering, fuel storage, mandated monitoring, compliance, and fuel site maintenance and dispensing. Fuel will be billed to Object 2301. Telematics will be a monthly fixed charge, if the vehicle is so equipped. Telematics will be charged to Object 2302.

NON-GENERAL-FUND DEPARTMENT GUIDELINES FOR REQUESTING ADDITIONAL HEAVY EQUIPMENT:

All PWA Roads and PWA Watershed Protection District requests for additional vehicles must be sent to the Fleet Deputy Director, who will review the request and then send it to the department's assigned CEO Analyst. The department will be responsible for filling out the *Additional Asset Form*. This form can be found on the GSA Fleet web page at <http://myvcweb/index.php/fleet-services> under GSA Fleet Forms. The CEO Analyst will coordinate the necessary review of these requested vehicle requirements with the Fleet Deputy Director, and will forward the signed approved *Additional Asset Form* to GSA Fleet Services, Location Code #5030. Additionally, PWA should contact GSA Fleet Services for price information for items being requested and budget the appropriate amount in Account 5111 of the applicable budget unit.

NOTE REGARDING REPLACEMENT CONTRIBUTION FOR HEAVY EQUIPMENT: PWA may also be required to budget an amount in Account 5111 of the Roads' or the Watershed Protection District's budget to provide any funding required for equipment replacement above the original purchase.

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type	BDM Rate FY18-19	BDM Rate FY19-20
4621	Purchasing	2165	Purchasing Technician (Hourly Labor Rate)	\$ 73.80	\$ 79.88
4621	Purchasing	2165	Principal/Senior Buyer (Hourly Labor Rate)	\$ 101.16	\$ 107.17
4621	Purchasing	2167	Per copy or printed page charge - Black & White	\$ 0.03	\$ 0.03
4621	Purchasing	2167	Per copy or printed page charge – Color (limited availability)	\$ 0.100	\$ 0.105
4641	Document Management	2166	Digital Printing - Volume: Tier based pricing available based on format, turn-around time, and production demand.	Per Quote	Per Quote
4641	Document Management	2166	Black and White, 8.5 x 11	\$ 0.05	\$ 0.05
4641	Document Management	2166	Color, 8.5 x 11 (4-color digital press)	\$ 0.30	\$ 0.30
4641	Document Management	2166	Graphic Design Services - (Hourly Labor Rate)	\$ 82.88	\$ 79.35
4641	Document Management	2166	Document Scanning and Indexing	Per Quote	Per Quote
4641	Document Management	2166	Labor Rate for Special Handling	\$ 57.66	\$ 63.00
4641	Document Management	2166	Inserting	\$ 0.05	\$ 0.05
4641	Document Management	2166	Inserting, each additional insert	\$ 0.03	\$ 0.04
4641	Document Management	2166	Tabbing	\$ 0.06	\$ 0.08
4641	Document Management	2166	Pressure seal letter printing	\$ 0.08	\$ 0.08
4641	Document Management	2166	Pressure inserting	\$ 0.04	\$ 0.04
4641	Document Management	2166	USPS Letter Fulfillment	\$ 0.10	\$ 0.10
4641	Document Management	2166	Inkjet Mail Addressing (per piece)	\$	\$ 0.02
4641	Document Management	2166	Docushare Management Annual Fee	\$ 5,000.00	\$ 5,000.00
4641	Document Management	2166	Docushare Department Level Management	\$ 2,500.00	\$ 2,500.00
4641	Document Management	2166	Docushare Seat Licenses - CPX Workflow	\$ 300.00	\$ 330.00
4641	Document Management	2166	Docushare Seat Licenses - CAL's Write/Scan	\$ 100.00	\$ 110.00
4641	Document Management	2166	Docushare Seat Licenses - Read Only	\$ 50.00	\$ 55.00
4641	Document Management	2166	Presort Job Setup (Non-automated)	\$	\$ 30.00
4641	Document Management	2166	VDP Annual Template Hosting Fees	\$ 250.00	\$ 250.00
4641	Document Management	2166	eForm Application/Development - Hourly	\$ 111.57	\$ 117.71
4641	Document Management	2166	SQL RepGen Database Hosting	\$ 5,000.00	\$ 5,000.00
4641	Document Management	2166	eForm Annual Template Hosting Fee	\$ 1,000.00	\$ 1,000.00
4641	Document Management	2166	eForm Annual Workflow Hosting Fee	\$ 5,000.00	\$ 5,000.00
4641	Document Management	2166	Psigen AP Hosting Fee - Team Management	\$ 1,545.00	\$ 1,605.00
4641	Document Management	2166	Psigen Fusion License Fee	\$ 300.00	\$ 330.00
4641	Document Management	2166	AIM AP Index Fee	\$ 2.05	\$ 2.20
4641	Document Management	2166	AIM Template and Fusion Development (Hourly Labor Rate)	\$ 82.88	\$ 73.72
4641	Document Management	2166	AIM Docushare License Fee	\$ 100.00	\$ 110.00
4641	Document Management	2244	Storage of Size A Container (monthly)	\$ 0.41	\$ 0.44
4641	Document Management	2244	Storage of Size B Container (monthly)	\$	\$ 0.88
4641	Document Management	2244	Receive NEW Records Box	\$ 2.00	\$ 2.00
4641	Document Management	2244	Refile of Container	\$ 2.50	\$ 2.50
4641	Document Management	2244	Refile of Filefolder	\$ 3.00	\$ 3.00
4641	Document Management	2244	Filefolders Moved To New Box	\$	\$ 2.50
4641	Document Management	2244	Permanent withdrawal of Container	\$ 4.00	\$ 4.00
4641	Document Management	2244	Permanent withdrawal of Filefolder	\$ 4.00	\$ 4.00
4641	Document Management	2244	Rush Box Pull	\$ 4.00	\$ 4.00
4641	Document Management	2244	Rush Filefolder Pull	\$ 6.00	\$ 6.00
4641	Document Management	2244	Standard Courier Pickup or Delivery	\$ 10.00	\$ 10.00
4641	Document Management	2244	Delivery of Container or File	\$ 1.25	\$ 1.50
4641	Document Management	2244	Pickup of Container or File	\$ 1.25	\$ 1.50
4641	Document Management	2244	Receive of a Container/File	\$	\$ 1.75
4641	Document Management	2244	Standard Pull of Filefolder	\$	\$ 3.00
4641	Document Management	2244	Standard Pull of Container	\$	\$ 2.50

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type	BDM Rate FY18-19	BDM Rate FY19-20
4641	Document Management	2244	Tracking/Storage of Filefolder		\$ 0.05
4641	Document Management	2244	Rush Service (Hourly Labor Rate)	\$ 55.98	\$ 55.79
4641	Document Management	2244	Shred of Container	\$ 4.00	\$ 4.00
4641	Document Management	2244	Active File Destruction		\$ 1.00
4641	Document Management	2244	Re-Boxing of Container	\$ 5.75	\$ 5.75
4641	Document Management	2244	Data Entry at the Filefolder Level	\$ 3.00	\$ 3.00
4641	Document Management	2244	Special Handling/Secure Fee	\$ 5.50	\$ 5.50
4641	Document Management	2244	Labor Fee for Special Service Requests (Hourly Labor Rate)	\$ 55.98	\$ 55.79
4643	Warehouse/Distribution	2168	Restocking Fee/Obsolete Disposal (SSC)	\$ 7.25	\$ 7.25
4643	Warehouse/Distribution	2168	Charge per Requisition (CS)	\$ 10.50	\$ 11.00
4643	Warehouse/Distribution	2168	Charge per Line Item on Requisition (CS)	\$ 3.85	\$ 3.85
4643	Warehouse/Distribution	2168	Cubic Feet of Document/Supplies Storage	\$ 0.65	\$ 0.65
4643	Warehouse/Distribution	2168	Square Feet of Document/Supplies Storage	\$ 0.99	\$ 0.99
4643	Warehouse/Distribution	2168	Inventory Management (SIM)	Per Quote	Per Quote
4643	Warehouse/Distribution	2168	Incoming Expedited BOX Receipt/Delivery/Tracking (UPS/FEDEX/WWE)	\$ 5.65	\$ 5.65
4643	Warehouse/Distribution	2168	Incoming Expedited ENVELOPE Receipt/Delivery/Tracking (UPS/FEDEX/WWE)	\$ 2.49	\$ 2.49
4643	Warehouse/Distribution	2168	Warehouse Services Hourly Labor Rate	\$ 73.46	\$ 65.62
4643	Warehouse/Distribution	2168	Pallet Storage	\$ 60.00	\$ 60.00
4643	Warehouse/Distribution	2168	Crate Storage	\$ 45.00	\$ 45.00
4643	Warehouse/Distribution	2168	Pallet Received/Delivered or Dock Staging Services		\$ 52.19
4643	Warehouse/Distribution	2168	Special Pickup/Delivery I (Low Volume/Small)	\$ 5.50	\$ 5.50
4643	Warehouse/Distribution	2168	Special Pickup/Delivery II (Mid Volume/Large)	\$ 11.25	\$ 11.25
4643	Warehouse/Distribution	2168	Forklift Certifications (SSC) Hourly Labor Rate	\$ 107.53	\$ 116.23
4643	Warehouse/Distribution	2168	Form/envelope ordering set up fee	\$ 25.00	\$ 25.00
4643	Warehouse/Distribution	2168	Surplus Vehicle Sales	\$ 500.00	\$ 500.00
4643	Warehouse/Distribution	2168	Shared Services Surplus Sales	Per Quote	Per Quote
4645	Mail Center	2164	U.S. Mail, 1oz letter, Automation-compatible (e.g. address is typed or printed and formatted to meet basic USPS standards) - POSTAGE FEE	\$ 0.424	\$ 0.428
4645	Mail Center	2164	U.S. Mail, 1oz letter, Automation-compatible (e.g. address is typed or printed and formatted to meet basic USPS standards) - HANDLING FEE	\$ 0.070	\$ 0.075
4645	Mail Center	2164	U.S. Mail, 1oz letter, Handwritten (e.g. handwritten with an address formatted to meet basic USPS standards) - POSTAGE FEE	\$ 0.458	\$ 0.460
4645	Mail Center	2164	U.S. Mail, 1oz letter, Handwritten (e.g. handwritten with an address formatted to meet basic USPS standards) - HANDLING FEE	\$ 0.082	\$ 0.085
4645	Mail Center	2164	U.S. Mail, 1oz letter, Full First Class (e.g. the address format does not meet USPS standards) - POSTAGE FEE	\$ 0.470	\$ 0.500
4645	Mail Center	2164	U.S. Mail, 1oz letter, Full First Class (e.g. the address format does not meet USPS standards) - HANDLING FEE	\$ 0.112	\$ 0.120
If letter mail is not receiving automation compatible discounted postage please contact the GSA mail center to obtain an address/packaging best practice review.					
4645	Mail Center	2164	Large Envelope, 1oz Full First Class (e.g. the address format or packaging does not meet USPS standards and /or requirements) - POSTAGE FEE	\$ 1.000	\$ 1.000
4645	Mail Center	2164	Large Envelope, 1oz Full First Class (e.g. the address format or packaging does not meet USPS standards and /or requirements) - HANDLING FEE	\$ 0.112	\$ 0.120
If flat mail is not receiving automation compatible discounted postage please contact the GSA mail center to obtain an address/packaging best practice review.					
4645	Mail Center	2164	"Print-to-Mail" First Class Mail Management - POSTAGE FEE	Current USPS Rate	Current USPS Rate
4645	Mail Center	2164	"Print-to-Mail" First Class Mail Management - HANDLING FEE	\$ 0.0577	\$ 0.060
4645	Mail Center	2164	"Print-to-Mail" Data Conversion	\$ 0.039	\$ 0.040
4645	Mail Center	2164	"Print-to-Mail" Data Merge and Document Formatting	\$ 0.039	\$ 0.040
4645	Mail Center	2164	Setup Fees Mail List Processing	\$ 51.50	\$ 75.00
4645	Mail Center	2164	Permitted Business Reply Processing/Address Service - HANDLING FEE	\$ 0.082	\$ 0.085
4645	Mail Center	2164	Address Service Update Card Processing (Ancillary Endorsement Service)	\$ 0.082	\$ 0.085
4645	Mail Center	2164	First Class Parcel/Package - POSTAGE FEE	\$ 3.00	\$ 3.07
4645	Mail Center	2164	First Class Parcel/Package - HANDLING FEE	\$ 0.150	\$ 0.160
4645	Mail Center	2164	Other USPS First Class Mail Service (e.g. International, Postcards) - POSTAGE FEE	Current USPS Rate	Current USPS Rate
4645	Mail Center	2164	Other USPS First Class Mail Service (e.g. International, Postcards) - HANDLING FEE	\$ 0.112	\$ 0.120
4645	Mail Center	2164	U.S. Mail Certified Services w/Return Receipt for First Class Letter	\$ 0.450	\$ 0.460
4645	Mail Center	2164	Expedited packages, UPS, FedEx, OnTrac, USPS Express, WWE-Government Discounted Expedited Carrier Rate, GSA Fee 25% of postage (NTE \$5.00)	25% of postage NTE \$5.00	25% of postage NTE \$5.00

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type	BDM Rate FY18-19	BDM Rate FY19-20
4645	Mail Center	2164	Mail Center Administrative Fee	\$ 25.00	\$25.00
4645	Mail Center	2164	Special Pickup/Delivery II (Mid Volume/Large)	\$ 11.25	\$11.25
4645	Mail Center	2164	Special Pickup/Delivery I (Low Volume/Small)	\$ 5.50	\$5.50
4645	Mail Center	2164	Brown Mail Assignment/Sub-sort to Master Sort Bin	\$106	\$109
4645	Mail Center	2164	Low Volume	\$ 1,100.00	\$1,133.00
4645	Mail Center	2164	Mid-Volume	\$ 1,600.00	\$1,648.00
4645	Mail Center	2164	High Volume	\$ 2,500.00	\$2,575.00
4645	Mail Center	2164	Unlimited Volume	\$ 3,450.00	\$3,553.50
4645	Mail Center	2164	Brown Mail Annual Fee - Master Brown Mail	\$ 278.00	\$286.44
4645	Mail Center	2164	Courier - 1x per day (\$11.93 per stop)	\$ 11.59	\$11.93
4645	Mail Center	2164	Courier - 2x per day (\$10.08 per stop x 2)	\$ 19.58	\$20.16
4645	Mail Center	2164	Courier - 3x per day (\$10.08 per stop x 3)	\$ 29.37	\$30.24
4645	Mail Center	2164	Courier Services (hourly rate Special Delivery/Labor)		\$58.57
4645	Mail Center	2164	Unscheduled Delivery (Service fee dependent on distance and service required)	Per Quote	Per Quote
4645	Mail Center	2164	Post Office Pick Up	Per Quote	Per Quote
4661	Special Services	2206	Security Guard Regular Rate	\$ 50.63	\$ 57.55
4661	Special Services	2206	Security Guard Premium Rate (less than 48 hours notice)	\$ 75.95	\$ 86.33
4661	Special Services	2206	Metasys System Alarm Monitoring	\$ 24.00	\$ 27.00
4661	Special Services	2206	Temperature Alarm Monitoring	\$ 23.00	\$ 26.00
4661	Special Services	2206	Panic Alarm Monitoring	\$ 13.00	\$ 15.00
4661	Special Services	2206	Interactive Door Control	\$ 106.00	\$ 121.00
4661	Special Services	2206	After-Hours Dispatching	\$ 207.00	\$ 237.00
4661	Special Services	2206	Dispatch Activity	\$ 5.00	\$ 6.00
4661	Special Services	2206	Camera Monitoring	\$ 31.00	\$ 35.00
4661	Special Services	2206	Camera Maintenance (HSA)	\$ 24.00	\$ 27.00
4661	Special Services	2206	Fire/Life/Safety Remote Monitoring	\$ 49.00	\$ 56.00
4661	Special Services	2206	Intrusion Alarm Remote Monitoring	\$ 49.00	\$ 56.00
4661	Special Services	2206	On-Site Alarm Response	\$ 196.00	\$ 224.00
4661	Special Services	2206	Elevator Dispatch	\$ 35.00	\$ 40.00
4661	Special Services	2206	Card Reader	\$ 28.82	\$ 32.00
4661	Special Services	2206	Audio Recorder (Digital/Tape/CD)	\$ 23.00	\$ 24.00
4661	Special Services	2206	Poster Display (Information Towers) Weekly Rate	\$ 5.00	\$ 5.00
4661	Special Services	2206	Trade Show Quality Floor Display Weekly Rate	\$ 10.00	\$ 10.00
4661	Special Services	2206	Trade Show Display Transport, Setup and Removal	\$ 54.00	\$ 56.00
4661	Special Services	2206	Laptop computer	\$ 41.00	\$ 43.00
4661	Special Services	2206	Large Digital Frame (no laptop required)	\$ 21.00	\$ 22.00
4661	Special Services	2206	Electronic Display Board Weekly Rate		\$ 35.00
4661	Special Services	2206	Electronic White Board		\$ 30.00
4661	Special Services	2206	Microphone	\$ 9.00	\$ 9.00
4661	Special Services	2206	Room Utilities Lighting/Air Cooling (after hours 0-4 hours)	\$ 276.00	\$ 287.00
4661	Special Services	2206	Room Utilities Lighting/Air Cooling (after hours 4+ hours hours)	\$ 574.00	\$ 597.00
4661	Special Services	2206	Portable Lectern	\$ 23.00	\$ 24.00
4661	Special Services	2206	Portable PA System	\$ 96.00	\$ 24.00
4661	Special Services	2206	TV Monitor on Cart	\$ 29.00	\$ 29.00
4661	Special Services	2206	Computer Presentation (Computer and Monitor)	\$ 23.00	\$ 24.00
4661	Special Services	2206	Digital Recorder	\$ 23.00	\$ 24.00
4661	Special Services	2206	Projectors (Overhead, 35mm & 16mm)	\$ 23.00	\$ 24.00
4661	Special Services	2206	Projector (Portable)	\$ 23.00	\$ 24.00
4661	Special Services	2206	Room Audio	\$ 96.00	\$ 24.00

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type		BDM Rate FY18-19		BDM Rate FY19-20
4661	Special Services	2206	Easel	\$	8.00	\$	8.00
4661	Special Services	2206	Easel with Flip Chart	\$	23.00	\$	24.00
4661	Special Services	2206	Backdrop/display (includes delivery)	\$	153.00	\$	159.00
4661	Special Services	2206	Easy Pop Up Tent Setup			\$	50.00
4661	Special Services	2206	On-Site A-V operator (Hourly Labor Rate)	\$	93.87	\$	101.02
4661	Special Services	2206	Skype for Business	\$	23.00	\$	23.00
4661	Special Services	2206	Custom Event Set Up (Unit 4703 Maint. Labor Rate)	\$	93.87	\$	101.02
4661	Special Services	2206	Custom Room Set Up (Unit 4703 Maint. Labor Rate)	\$	93.87	\$	101.02
4661	Special Services	2206	Equipment Delivery/Pickup	\$	50.00	\$	50.00
4661	Special Services	2206	Site Inspection Fee (Cleaning)	\$	25.00	\$	25.00
4661	Special Services	2206	LCD Wall Mounted TV	\$	29.00	\$	30.00
4661	Special Services	2206	Business card	\$	2.00	\$	2.00
4661	Special Services	2206	4x6 card	\$	3.00	\$	3.00
4661	Special Services	2206	Letter size	\$	3.00	\$	3.00
4661	Special Services	2206	Legal & 11x17 size	\$	4.00	\$	4.00
4661	Special Services	2206	Lamination and photo for provided card	\$	6.00	\$	6.00
4661	Special Services	2206	Lamination, photo, and clip for provided card	\$	7.00	\$	7.00
4661	Special Services	2206	Digital key fobs	\$	13.00	\$	14.00
4661	Special Services	2206	Webinar & PolyComm	\$	73.00	\$	76.00
4661	Special Services	2206	ID Badges	\$	34.00	\$	36.00
4661	Special Services	2206	Reprinting due to customer error	\$	6.00	\$	6.00
4661	Special Services	2206	Extra photograph (on plastic card)	\$	4.00	\$	4.00
4661	Special Services	2206	Employee ID photo extraction	\$	7.00	\$	5.00
4661	Special Services	2206	Renewal/Visitor (Badge only-does not include access card)	\$	5.00	\$	5.00
4661	Special Services	2206	Blank card (No access)	\$	5.00	\$	5.00
4661	Special Services	2206	Replacement fee for lost access card	\$	31.00	\$	31.00
4661	Special Services	2206	Custom Badge Design	\$	270.00	\$	281.00
4661	Special Services	2206	Retail Supplies		Cost plus 13%		Cost plus 13%
4661	Special Services	2206	Background Checks	\$	34.17	\$	34.17
4661	Special Services	2206	Security Operations Manager (Hourly Labor Rate)	\$	118.72	\$	126.63
4661	Special Services	2206	Evacuation Maps (Planning and/or Drawing)		Per Quote		Per Quote
4661	Special Services	2206	Special Events Application Fee	\$	52.00	\$	54.00
4661	Special Services	2206	Filming Application Rate	\$	52.00	\$	54.00
4661	Special Services	2206	Filming Daily Site Fee	\$	1,500.00	\$	1,500.00
4661	Special Services	2206	Equipment Rental Fees (stages, canopies, etc.)		Per Quote		Per Quote
4661	Special Services	2206	HOA LPAR				
4661	Special Services	2206	HOA LPAR 1-3 hours	\$	80.00	\$	83.00
4661	Special Services	2206	HOA LPAR 3-5 hours	\$	161.00	\$	167.00
4661	Special Services	2206	HOA LPAR >5 hours	\$	321.00	\$	334.00
4661	Special Services	2206	HOA MPR				
4661	Special Services	2206	HOA MPR 1-3 hours	\$	80.00	\$	83.00
4661	Special Services	2206	HOA MPR 3-5 hours	\$	121.00	\$	167.00
4661	Special Services	2206	HOA MPR >5 hours	\$	241.00	\$	334.00
4661	Special Services	2206	HOA Caribbean Conf Room				
4661	Special Services	2206	HOA Caribbean Conf Room 1-3 hours	\$	15.00	\$	60.00
4661	Special Services	2206	HOA Caribbean Conf Room 3-5 hours	\$	26.00	\$	80.00
4661	Special Services	2206	HOA Caribbean Conf Room >5 hours	\$	47.00	\$	128.00
4661	Special Services	2206	HOJ Pac Conf Room				
4661	Special Services	2206	HOJ Pac Conf Room 1-3 hours	\$	80.00	\$	83.00
4661	Special Services	2206	HOJ Pac Conf Room 3-5 hours	\$	121.00	\$	126.00

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type	BDM Rate FY18-19	BDM Rate FY19-20
4661	Special Services	2206	HOJ Pac Conf Room>5 hours	\$ 241.00	\$ 250.00
4661	Special Services	2206	HOA Atlantic Conf Room		
4661	Special Services	2206	HOA Atlantic Conf Room 1-3 hours	\$ 80.00	\$ 83.00
4661	Special Services	2206	HOA Atlantic Conf Room 3-5 hours	\$ 121.00	\$ 126.00
4661	Special Services	2206	HOA Atlantic Conf Room >5 hours	\$ 241.00	\$ 250.00
4661	Special Services	2206	HOA MCR (Mediterranean Conf Room)		
4661	Special Services	2206	HOA MCR (Mediterranean Conf Room) 1-3 hours	\$ 80.00	\$ 60.00
4661	Special Services	2206	HOA MCR (Mediterranean Conf Room) 3-5 hours	\$ 121.00	\$ 80.00
4661	Special Services	2206	HOA MCR (Mediterranean Conf Room) >5 hours	\$ 241.00	\$ 128.00
4661	Special Services	2206	Serv Bldg Training Room		
4661	Special Services	2206	Serv Bldg Training Room 1-3 hours	\$ 80.00	\$ 83.00
4661	Special Services	2206	Serv Bldg Training Room 3-5 hours	\$ 121.00	\$ 126.00
4661	Special Services	2206	Serv Bldg Training Room >5 hours	\$ 241.00	\$ 250.00
4703	Maintenance	2116	Maintenance Engineer Support (Hourly Labor Rate)	\$ 95.82	\$ 99.95
4703	Maintenance	2116	Building Equipment Utility Worker (Hourly Labor Rate)	\$ 65.51	\$ 69.31
4703	Maintenance	2116	Trades (Hourly Labor Rate)	\$ 84.93	\$ 94.93
4703	Maintenance	2116	DSET (Hourly Labor Rate)	\$ 93.87	\$ 101.02
4703	Maintenance	2116	Facility Operation Spec (Hourly Labor Rate)	\$ 113.22	\$ 120.85
4703	Maintenance	2116	Maintenance Mark Up	10.90%	10.90%
4705	Utilities		Utility Manager Labor Rate (Hourly Labor Rate)	\$ 121.99	\$ 127.20
4705	Utilities	2056, 2311, 2313, 2314	Non-GSA Customer Engie Setup or Closure (Accountant Rates @15m)	\$ 34.09	\$ 32.91
4705	Utilities	2056, 2311, 2313, 2315	Non-GSA Customer Engie Account Set Up (Non-GSA Customer)	\$ 18.00	\$ 18.00
4705	Utilities	2056, 2311, 2313, 2316	Non-GSA Customer Engie Monthly Account Mgt.	\$ 3.25	\$ 3.25
4705	Utilities	2056, 2311, 2313, 2316	Non-GSA Customer CAP Cost Recovery (See BDM)	% Varies	% Varies
4721	Housekeeping	2058	Housekeeping (T&M Rate) (Hourly Labor Rate)	\$ 48.64	\$ 51.18
4723	Grounds	2058	Grounds Maintenance Worker (Hourly Labor Rate)	\$ 74.38	\$ 75.02
4721/4723	Housekeeping/Grounds	2056/2058	Housekeeping/Grounds (Markup)	-	27.5%
4741	Facilities Projects	2116	Project Manager (Hourly Labor Rate)	\$ 119.79	\$ 134.69
4741	Facilities Projects	2116	Interiors Management & Design(Hourly Labor Rate)	\$ 90.19	\$ 88.39
4741	Facilities Projects	2116	Interiors Labor (Hourly Labor Rate)	\$ 64.24	\$ 69.73
4741	Facilities Projects	2115/4000	Project PM Fee (% of Project Value)	10.90%	10.90%
4741	Facilities Projects	2115/4000	Furniture PM Fee CAP per project that exceeds \$500,000	\$ 54,500	\$ 54,500
4571	Transportation	2302	Class 51 Mileage Rate	\$ 0.22	\$ 0.24
4571	Transportation	2302	Class 52 Mileage Rate	\$ 0.16	\$ 0.19
4571	Transportation	2302	Class 53 Mileage Rate	\$ 0.22	\$ 0.24
4571	Transportation	2302	Class 54 Mileage Rate	\$ 0.25	\$ 0.22
4571	Transportation	2302	Class 55 Mileage Rate	\$ 0.27	\$ 0.28
4571	Transportation	2302	Class 56 Mileage Rate	\$ 0.22	\$ 0.18
4571	Transportation	2302	Class 57 Mileage Rate	\$ 0.24	\$ 0.22
4571	Transportation	2302	Class 58 Mileage Rate	\$ 0.20	\$ 0.17

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type	BDM Rate FY18-19	BDM Rate FY19-20
4571	Transportation	2302	Class 60 Mileage Rate	\$ 0.83	\$ 1.31
4571	Transportation	2302	Class 62 Mileage Rate	\$ 0.19	\$ 0.18
4571	Transportation	2302	Class 65 Mileage Rate	\$ 0.20	\$ 0.19
4571	Transportation	2302	Class 67 Mileage Rate	\$ 0.19	\$ 0.18
4571	Transportation	2302	Class 68 Mileage Rate	\$ 0.36	\$ 0.33
4571	Transportation	2302	Class 69 Mileage Rate	\$ 0.19	\$ 0.18
4571	Transportation	2302	Class 70 Mileage Rate	\$ 0.42	\$ 0.31
4571	Transportation	2302	Class 71 Mileage Rate	\$ 0.21	\$ 0.20
4571	Transportation	2302	Class 72 Mileage Rate	\$ 1.97	\$ 1.62
4571	Transportation	2302	Class 73 Mileage Rate	\$ 0.19	\$ 0.19
4571	Transportation	2302	Class 74 Mileage Rate	\$ 0.18	\$ 0.15
4571	Transportation	2302	Class 75 Mileage Rate	\$ 0.30	\$ 0.25
4571	Transportation	2302	Class 76 Mileage Rate	\$ 0.17	\$ 0.15
4571	Transportation	2302	Class 77 Mileage Rate	\$ 1.00	\$ 1.00
4571	Transportation	2302	Class 61Fixed/Variable rate	\$ 263.70	\$ 239.43
4571	Transportation	2302	Class 63Fixed/Variable rate	\$ 73.29	\$ 96.64
4571	Transportation	2304	Auto Mechanic II (Hourly Labor Rate)	\$ 109.32	\$ 101.08
4571	Transportation	2304	Auto Service Worker (Hourly Labor Rate)	\$ 92.56	\$ 73.78
4571	Transportation	2304	Body/Paint Mechanic (Hourly Labor Rate)	\$ 108.58	\$ 98.43
4571	Transportation	2304	Auto Systems Tech III (Hourly Labor Rate)	\$ 108.31	\$ 98.10
4571	Transportation	2303	Class 51x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 52x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 53x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 54x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 65x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 67x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 76x Fixed Motorpool Hourly Rate	\$ 3.49	\$ 3.42
4571	Transportation	2303	Class 51v Variable Motorpool Mileage Rate	\$ 0.20	\$ 0.24
4571	Transportation	2303	Class 52v Variable Motorpool Mileage Rate	\$ 0.20	\$ 0.19
4571	Transportation	2303	Class 53v Variable Motorpool Mileage Rate	\$ 0.25	\$ 0.24
4571	Transportation	2303	Class 54v Variable Motorpool Mileage Rate	\$ 0.22	\$ 0.22
4571	Transportation	2303	Class 65v Variable Motorpool Mileage Rate	\$ 0.20	\$ 0.19
4571	Transportation	2303	Class 67v Variable Motorpool Mileage Rate	\$ 0.19	\$ 0.18
4571	Transportation	2303	Class 76v Variable Motorpool Mileage Rate	\$ 0.17	\$ 0.15
4571	Transportation	2303	Class 51 Fuel Motorpool Fuel Estimate per Mile	\$ 0.07	\$ 0.10
4571	Transportation	2303	Class 52 Fuel Motorpool Fuel Estimate per Mile	\$ 0.11	\$ 0.17
4571	Transportation	2303	Class 53 Fuel Motorpool Fuel Estimate per Mile	\$ 0.13	\$ 0.20
4571	Transportation	2303	Class 54 Fuel Motorpool Fuel Estimate per Mile	\$ 0.06	\$ 0.08
4571	Transportation	2303	Class 65 Fuel Motorpool Fuel Estimate per Mile	\$ 0.11	\$ 0.17
4571	Transportation	2303	Class 67 Fuel Motorpool Fuel Estimate per Mile	\$ 0.07	\$ 0.12
4571	Transportation	2303	Class 76 Fuel Motorpool Fuel Estimate per Mile	\$ 0.06	\$ 0.06
4571	Transportation	2302	Overhead Rate per month per Vehicle	\$ 86.00	\$ 92.00
4571	Transportation	2302	Overhead Rate per month per Trailer	\$ 30.00	\$ 32.00
4571	Transportation	2302	Overhead Rate per month per Misc. Eq.	\$ 51.00	\$ 55.00
4571	Transportation	2301	County Fuel Markup per gallon	\$ 0.22	\$ 0.24
4571	Transportation	2301	Voyager Fuel Markup per gallon	\$ 0.07	\$ 0.07
4571	Transportation	2104	Parts Markup % of vendor part cost	30%	29%
4571	Transportation	2304	Sublet Mark up % of vendor cost	17%	17%
4571	Transportation	2302	Telematics Parts Mark up % of vendor cost	27%	27%
4571	Transportation	2302	Loaner Surcharge per mile for fuel recovery	\$ 0.23	\$ 0.33

General Services Agency
Fiscal Year 2019-20
Comprehensive Rate Sheet

Unit	Department	Object	Rate Type		BDM Rate FY18-19		BDM Rate FY19-20
4571	Transportation	2301	Per car wash	\$	9.99	\$	10.01
4571	Transportation	2303	Motor Pool Minimum Fee	\$	10.00	\$	10.00
4571	Transportation	2303	Motor Pool No Show Fee CMP RMP Cancel reservation after start time	\$	20.00	\$	27.00
4571	Transportation	2303	Motor Pool Return vehicle with less than a 1/2 tank of gas	\$	50.00	\$	50.00
4571	Transportation	2303	Motor Pool Return CMP-Travel vehicle without full tank of gas	\$	50.00	\$	50.00
4551	Heavy Equipment	2233	HE Mileage Rate Class-1	\$	0.33	\$	0.18
4551	Heavy Equipment	2233	HE Mileage Rate Class-2	\$	0.63	\$	0.71
4551	Heavy Equipment	2233	HE Mileage Rate Class-3	\$	0.96	\$	1.04
4551	Heavy Equipment	2233	HE Mileage Rate Class-4	\$	3.01	\$	2.67
4551	Heavy Equipment	2233	HE Mileage Rate Class-5	\$	2.06	\$	2.85
4551	Heavy Equipment	2233	HE Mileage Rate Class-6	\$	0.50	\$	0.46
4551	Heavy Equipment	2233	HE Mileage Rate Class-7	\$	2.00	\$	5.66
4551	Heavy Equipment	2233	HE Mileage Rate Class-8	\$	28.84	\$	38.89
4551	Heavy Equipment	2233	HE Mileage Rate Class-9	\$	29.48	\$	52.18
4551	Heavy Equipment	2233	HE Mileage Rate Class-10	\$	23.12	\$	25.39
4551	Heavy Equipment	2233	HE Mileage Rate Class-12	\$	12.58	\$	28.99
4551	Heavy Equipment	2233	HE Mileage Rate Class-13	\$	54.45	\$	85.46
4551	Heavy Equipment	2233	HE Mileage Rate Class-14	\$	185.66	\$	-
4551	Heavy Equipment	2233	HE Mileage Rate Class-15	\$	41.18	\$	41.07
4551	Heavy Equipment	2233	HE Mileage Rate Class-16	\$	9.25	\$	37.36
4551	Heavy Equipment	2233	HE Mileage Rate Class-17	\$	33.55	\$	36.09
4551	Heavy Equipment	2233	HE Mileage Rate Class-18	\$	16.20	\$	3.56
4551	Heavy Equipment	2233	HE Mileage Rate Class-19	\$	20.01	\$	120.13
4551	Heavy Equipment	2233	HE Mileage Rate Class-21	\$	3.91	\$	2.54
4551	Heavy Equipment	2233	HE Mileage Rate Class-4801	\$	2.60	\$	2.57
4551	Heavy Equipment	2233	HE Mileage Rate Class-4803	\$	18.81	\$	5.59
4551	Heavy Equipment	2233	HE Mileage Rate Class-4804	\$	41.19	\$	3.07
4551	Heavy Equipment	2233	HE Mileage Rate Class-4805	\$	61.81	\$	168.85
4551	Heavy Equipment	2233	HE Mileage Rate Class-4806	\$	19.76	\$	36.39
4551	Heavy Equipment	2233	HE Mileage Rate Class-4807	\$	184.06	\$	1,539.31
4551	Heavy Equipment	2233	HE Mileage Rate Class-4808	\$	223.54	\$	153.67
4551	Heavy Equipment	2233	HE Mileage Rate Class-4809	\$	16.71	\$	31.34
4551	Heavy Equipment	2233	HE Mileage Rate Class-4810	\$	2,670.18	\$	561.17
4551	Heavy Equipment	2233	HE Mileage Rate Class-4811	\$	150.79	\$	90.47
4551	Heavy Equipment	2233	HE Mileage Rate Class-4812	\$	22.83	\$	29.72
4551	Heavy Equipment	2233	HE Mileage Rate Class-4813	\$	34.55	\$	27.31
4551	Heavy Equipment	2233	HE Mileage Rate Class-4814	\$	113.67	\$	45.68
4551	Heavy Equipment	2233	HE Mileage Rate Class-4816	\$	6.13	\$	4.91
4551	Heavy Equipment	2233	HE Mileage Rate Class-4818	\$	373.52	\$	416.43
4551	Heavy Equipment	2233	HE Mileage Rate Class-4819	\$	1,344.62	\$	438.33
4551	Heavy Equipment	2233	HE Mileage Rate Class-4820	\$	327.60	\$	178.50
4551	Heavy Equipment	2233	HE Vehicles/All Trucks-Monthly Overhead Rate	\$	151.00	\$	148.00
4551	Heavy Equipment	2233	HE Trailers (Class 16)-Monthly Overhead Rate	\$	53.00	\$	52.00
4551	Heavy Equipment	2233	HE Heavy Construction EQ-Monthly Overhead Rate	\$	151.00	\$	148.00
4551	Heavy Equipment	2233	HE Misc. EQ-Monthly Overhead Rate	\$	90.00	\$	89.00
4551	Heavy Equipment	2304	Heavy Equipment Mechanic II (Hourly Labor Rate)	\$	150.43	\$	127.98
4551	Heavy Equipment	2304	Heavy Equipment Service Worker (Hourly Labor Rate)	\$	121.32	\$	105.85

F. Information Technology Services Department

1. Network Services Fund - Voice/Data

Budget Account Number: Voice Data ISF - Account 2032

Contact Person: Brian Palmer, 654-3398

SERVICES PROVIDED: Voice and Data services include activity surrounding telephone services, Voice Mail, third party Telephone Company phone charges, Data Network Access (wired and wireless), and Voice/Data Install/Repair Time and Material charges. More specifically, these accounts include charges for telephone sets, lines for existing sets, the Unified FAX Service, new lines for FAX machines, modems, service enhancements, automatic call distribution (ACD), LAN, WAN, and adds, moves or changes.

GENERAL INFORMATION: Voice and Data Network Access rates include normal maintenance and support for the voice and data network. New services will be billed on a time and material basis until the service is established as a component of the existing network, at which time maintenance and support will become part of the basic service rate. Replacement phones will be included as part of the Voice Network Access rate unless the replacement is because of employee negligence, in which case it will be replaced on a Time & Material basis.

The Countywide Network Security function is responsible for insuring availability and confidentiality of data, as well as protection against computer viruses, network intrusions, and denial of service attacks, among other cybersecurity threats.

The Voice Data-ISF includes a monthly rate per handset for recurring voice network access charges plus a dollar value for calls made off the County network. VoIP installations are the responsibility of the requesting Department/Agency from a funding point of view.

Fiscal Year 2019/20 Network Fund (I510) Voice and Data Rates (Account 2032)

Service	Unit of Measure	Service Rates per Month	
		FY 2018/19	FY 2019/20
Voice Network Access Charge	Per Access	\$ 26.75	\$ 26.75
Off-Network Phone Support	Per Device	\$ 7.95	\$ 7.95
Off Network Fax/Modem	Per Device	\$ 3.25	\$ 3.25
Data Network Access Charge	Per Access	\$ 15.30	\$ 15.30
Cyber Security Allocation	Per Account	\$ 15.13	\$ 15.13
Fiber Broadband (INET Service)	Per Access	\$ 350.00	\$ 350.00

2. Network Fund - Network Services - Radio-ISF*Budget Account Number:* Radio Communications - Account 2033*Contact Person:* Brian Palmer, 654-3398

SERVICES PROVIDED: Radio Communication Services include various radio/electronic equipment service, single user equipment fixed asset and radio/electronic equipment install, repair time, and material activity. This account includes activity for the expansion and maintenance of the radio microwave network and repair/installation of various public safety radio/electronic equipment.

GENERAL INFORMATION: All Radio Communication rates include normal system maintenance and support; however, incremental or new services will be charged on a time and material basis until the incremental or new service is imbedded into the existing platform at which time support services will be provided within the service rate.

New microwave sites continue to be added as Network Services deploys point to point equipment to replace carrier based interconnect. The carrier replacement microwave will be charged on a time and material basis until the incremental or new service is imbedded into the existing platform, at which time support services will be provided within the service rate.

Fiscal Year 2019/20 Network Fund (I510)**Radio Communications Equip. & Services (Account 2033)**

Service	Unit of Measure	Service Rates per Month	
		FY 2018/19	FY 2019/20
Radio Repeater Access			
1 to 5 Units	Per Access	\$ 48.15	\$ 48.15
6 to 15 Units	Per Access	\$ 64.75	\$ 64.75
16 to 30 Units	Per Access	\$ 101.65	\$ 101.65
Over 30 Units	Per Access	\$ 190.60	\$ 190.60
Vault Charge	Per Device	\$ 90.00	\$ 90.00
Microwave Assisted Broadband (Ceragon MW)	Per Access	\$ 800.00	\$ 800.00
Microwave Express (Ubiquity MW)	Per Access	\$ 400.00	\$ 400.00

Fiscal Year 2019/20 Network Fund (I510)**Network Services Labor Rates (Accounts 2032 & 2033)**

Labor Services	Unit of Measure	Labor Rates Per Hour	
		FY 2018/19	FY 2019/20
Manager, IT Services Project	Per Hour	\$ 130.35	\$ 130.35
Telecommunications Equip Installation/Repair	Per Hour	\$ 81.10	\$ 81.10
Telecommunications Engineer/Analyst Rate	Per Hour	\$ 112.55	\$ 112.55
Security Analyst	Per Hour	\$ 138.65	\$ 138.65
Stand-by Rate	Per Hour	0.25 hourly rate	0.25 hourly rate
Overtime Rate	Per Hour	1.50 hourly rate	1.50 hourly rate

3. Information Systems Fund - Information Systems Technology*Budget Account Number:* Information Technology - Account 2202

<i>Contact Person(s):</i> Application Services	Bill De La Espriella	654-7647
Enterprise Services	Ed Althof	650-4024
Geographic Info Services	Ed Althof	650-4024
Technical Services	Brian Palmer	654-3398

SERVICES PROVIDED: Information Systems Technology provides technology consulting, design, software and mobile application development, implementation, operation, and maintenance support services for automated computer systems coupled with infrastructure support services in the areas of data center operations, server, database, desktop, laptop and mobile devices. A 24/7 service desk is available to support around the clock service to agencies and departments. Service rates for Data Center Operations displayed below include normal maintenance and support as incremental new services will be provided on a time and material basis until such service becomes integrated into the specific data center operation, at which time the maintenance and support will be included in the service rate.

Application Services provides custom application design and development. This includes mobile applications for native iOS and Android mobile devices and an Enterprise App Store specifically for County of Ventura employees. Also, other web-based services are provided, including website design, development, and hosting, graphic design, web application development, SQL report development, implementation, hosting, and support, and database hosting and administration.

GENERAL INFORMATION: In an effort to maintain the level of quality service that the County has come to expect of the Information Services fund and also recover the cost of providing these services, please note that labor services, Office 365, and Enterprise Content Management charges will be increasing.

Fiscal Year 2019/20 Information Systems Fund (I500)
Application/Technical Services ISF Rates (Acct 2202)

Labor Services	Unit of Measure	Labor Rates Per Hour	
		FY 2018/19	FY 2019/20
Enterprise IT Manager	Per Hour	\$ 143.35	\$ 146.22
Manager, ITSD Project	Per Hour	\$ 130.35	\$ 132.96
Applications Architect/Supervisor	Per Hour	\$ 112.00	\$ 120.00
Information Systems Analyst	Per Hour	\$ 95.50	\$ 98.00
Information Systems Programmer/Analyst	Per Hour	\$ 77.40	\$ 77.40
Stand-by Rate	Per Hour	0.25 hourly rate	0.25 hourly rate
Overtime	Per Hour	1.50 hourly rate	1.50 hourly rate

Service	Unit of Measure	Service Rates Per Month	
		FY 2018/19	FY 2019/20
Data Base Administration (Shared server)	Per Data Base	\$ 200.70	\$ 200.70
Data Base Administration (Agency server)	Per Data Base	\$ 131.50	\$ 131.50
Desktop Support Services	Per Desktop	\$ 77.00	\$ 77.00
Office 365 – G1 License	Per License	\$ 10.95	\$ 11.90
Office 365 – G3 License	Per License	\$ 17.50	\$ 19.02
Print Services	Per User	\$ 5.60	\$ 5.60
Housing, IT Services Data Center	Per KWH	\$ 0.25	\$ 0.25
Server Back-Up Services	Per Server	\$ 152.10	\$ 152.10
Server Analyst Support – VM Ware Server	Per Server	\$ 125.00	\$ 125.00
Server Analyst Support – Physical Server	Per Server	\$ 150.00	\$ 150.00
Storage	Per GB	\$ 0.15	\$ 0.15
VM Ware Server – Production (Small)	Per Server	\$ 105.00	\$ 105.00
VM Ware Server – Production (Medium)	Per Server	\$ 157.50	\$ 157.50
VM Ware Server – Production (Large)	Per Server	\$ 315.00	\$ 315.00
Mobile Device Management (MDM) - Basic	Per Device	\$ 3.10	\$ 3.10
Mobile Device Management (MDM) – Enhanced	Per Device	\$ 4.10	\$ 4.10
Unix Support	Per Server	\$ n/a	\$ 275.00
Website Hosting	Per Site	\$ 40.00	\$ 40.00
		Service Rates Per Year	
		FY 2018/19	FY 2019/20
Enterprise Content Management (ECM) Filenet			
Less than 100,000	Pages	\$ 3,500	\$ 3,500
Between 100,001 and 400,000	Pages	\$ 8,000	\$ 8,000
Between 400,001 and 1,000,000	Pages	\$ 20,000	\$ 20,000
Between 1,000,001 and 2,500,000	Pages	\$ 50,000	\$ 50,000
Between 2,500,001 and 4,000,000	Pages	\$ 80,000	\$ 80,000
Between 4,000,001 and 6,000,000	Pages	\$ 125,000	\$ 125,000
Between 6,000,001 and 10,000,000	Pages	\$ 170,000	\$ 170,000
Between 10,000,001 and 20,000,000	Pages	\$ 220,000	\$ 220,000
Between 20,000,001 and 50,000,000	Pages	\$ 270,000	\$ 270,000
Over 50,000,000	Pages	\$ n/a	\$ 320,000
IBM, Kofax, Laserfiche End User Licenses	License	Time & Material	Time & Material

Fiscal Year 2019/20 Information Systems Fund (I500)
Application/Technical Services ISF Rates (Acct 2202)

Service	Service Rates Per Year	
	FY 2018/19	FY 2019/20
Enterprise Applications		
Property Tax Application	\$ 2,361,830	\$ 2,305,407
VCFMS Application – v. 3.10	\$ 1,463,408	\$ 1,434,412
VCHRP Application	\$ 2,147,192	\$ 2,094,248
VCIJIS Application	\$ 1,249,876	\$ 1,120,244
Enterprise Content Management (ECM) Laserfiche	\$ 116,393	\$ 131,188
Agency Specific Application		
Accela Application	\$ 50,121	\$ 36,026
AILIS5 – Intranet	\$ 9,251	\$ 9,251
Billing Application – GSA	\$ 6,926	\$ 6,926
Certificate of Insurance Application	\$ 6,926	\$ 6,926
CHI Application	\$ 6,926	\$ 6,926
CIS Database Support	\$ 282,285	\$ 278,571
Citizen Complaint Application	\$ 6,926	\$ 6,926
CMR Application	\$ 6,926	\$ 6,926
Corporate Games Application	\$ 6,926	\$ 6,926
Disaster Preparedness Database	\$ 35,826	\$ 29,403
EAP Case Management Application	\$ 6,926	\$ 6,926
Equipment SW & Heavy Equip Inventory Application	\$ 6,926	\$ 6,926
FCGMA Application	\$ 6,926	\$ 6,926
Lean 6 Application	\$ 6,926	\$ 6,926
Portal Application – COB	\$ 6,926	\$ 6,926
Prop 36 Application	\$ 6,926	\$ 6,926
Transportation Permit Application	\$ 6,926	\$ 6,926
VC Health Care Plan Application	\$ 6,926	\$ 6,926
Vendor Registration Application	\$ 6,926	\$ 6,926
Web Tax	\$ 11,443	\$ 11,443
Wellness Application	\$ 6,926	\$ 6,926

4. Information Systems Fund – Geographic Information Services (GIS)*Budget Account Number:* GIS ISF - Account 2203*Contact Person:* Ed Althof, 650-4024

SERVICES PROVIDED: The Geographic Information Services Division of ITSD provides County agencies with up-to-date digital maps of parcels, street centerlines, addresses, aerial imagery and hundreds of other data layers, along with the mapping tools needed to display and analyze this data. The GIS data is accessible on a desktop PC or on the Intranet/Internet via the County “Web Portal.”

GENERAL INFORMATION: County agencies interested in access to the GIS database or the development of new mapping applications on the Intranet/Internet should contact the County DCIO – Geographic Information Services, Ed Althof, to discuss project scope and costs.

Fiscal Year 2019/20 Information Systems Fund (I500)
Geographic Information Labor Services Rates (Account 2203)

Labor Service	Unit of Measure	Labor Rates Per Hour	
		FY 2018/19	FY 2019/20
Application Architect/Supervisor	Per Hour	\$ 112.00	\$ 120.00
Information Systems Analyst	Per Hour	\$ 95.50	\$ 98.00
Information Systems Programmer/Analyst	Per Hour	\$ 77.40	\$ 77.40

G. Estimated FY 2019-20 Charges for Certain ISF Accounts

For the CEO's FY 2019-20 General Fund Base Budget, adjustments have been input to reflect the changes necessary to show the estimated annual costs for the accounts shown on the charts that immediately follow this page. These annual estimates usually represent a combination of certain fixed costs (e.g. depreciation and indirect costs) and usage (e.g. mileage charges) based on equipment assignment and/or usage as specified under each of the ISF account subheadings presented earlier in this Section of the Manual. In most instances, these estimates were computed based on actuals as of November 2018 or FY 2017-18 actuals. Depending on the department, the annual estimates presented here may not include all components (e.g. service additions and/or modifications subsequent to November 2018) of ISF charges incurred by a department. Therefore, be sure to carefully read the preceding ISF descriptions in this Section of the Manual in order to adjust the estimates to include costs for components not included in the chart. For specifics about rates and estimated charges, please contact GSA or ITSD.

For General Fund departments, if you believe that any of the Base Budget amounts require adjustment, please contact the applicable ISF Manager. If you receive concurrence from the ISF that the estimate requires adjustment, contact your CEO Analyst with an explanation during the development of the Budget Target.

For Non-General Fund departments, if the amount of your budget request for any line item is significantly different from the amounts shown in the following charts, please explain that adjustment in the Justify line column or Justification Tab of the BPS Budget Form.

REMINDER: Departmental requests should not include new ISF service levels. Requests for additional ISF service levels need to be submitted to your CEO Analyst.

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	1000	1001	BOS DISTRICT 1	24,108	6,175	143	1,535	564	0	0	476	6,937	196	40,134
G001	1000	1002	BOS DISTRICT 2	6,221	5,391	359	491	0	0	0	0	0	393	12,855
G001	1000	1003	BOS DISTRICT 3	4,985	5,552	185	426	384	0	0	0	0	0	11,532
G001	1000	1004	BOS DISTRICT 4	0	4,094	143	32	0	0	0	0	0	0	4,269
G001	1000	1005	BOS DISTRICT 5	17,920	5,430	167	180	564	0	0	0	0	0	24,261
G001	1010	1011	CEO COMMUNITY DEVELOP	13,112	67	669	0	0	1,014	0	0	0	869	15,731
G001	1010	1012	CEO FINANCE AND BUDG	37,292	72	1,645	37	0	1,494	0	0	0	3,080	43,620
G001	1010	1013	CEO COUNTY GOVERNME	18,745	5,221	1,139	598	384	243	0	0	0	2,173	28,503
G001	1010	1014	CEO DEPARTMENT ADMIN	196,147	6,332	1,990	27,912	3,792	705	0	0	0	330	237,208
G001	1010	1015	CLERK OF THE BOARD OF	42,476	9,128	1,511	7,532	2,772	11,952	0	0	0	1,076	76,447
G001	1010	1016	CEO HUMAN RESOURCES	108,002	34,257	5,065	24,457	0	3,575	0	0	0	803	176,159
G001	1010	1017	HUMAN RESOURCES HCA	87,248	0	890	5,370	1,728	1,842	0	0	0	0	97,078
G001	1010	1018	SUPPLEMENTAL RETIREM	2,278	19	1,670	0	0	0	0	0	0	0	3,967
G001	1010	1019	INDUSTRIAL RELATIONS	14,673	0	982	0	0	554	0	0	0	0	16,209
G001	1010	1020	DISABILITY MANAGEMENT	0	0	697	0	0	0	0	0	0	0	697
G001	1010	1021	CEO SUSTAINABILITY	5,076	0	41	0	0	0	0	0	0	0	5,117
G001	1030	1032	EMPOWER	0	31	570	0	0	0	0	0	0	0	601
G001	1050	1050	SPECIAL ACCOUNTS AND	982,638	6,472	1,422	0	3,084	0	0	0	0	0	993,616
G001	1110	1113	FACILITIES	1,848,996	0	0	0	0	0	0	0	0	0	1,848,996
G001	1500	1510	ADMINISTRATION	386,249	68,390	2,100	1,208	1,860	0	0	0	0	429	460,236

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	1500	1520	PROPERTY TAX	0	1,033	0	375	0	0	0	0	0	0	1,408
G001	1500	1530	GENERAL ACCOUNTING	0	3,552	281	461	0	0	0	0	0	0	4,294
G001	1500	1540	FINANCIAL REPORTING	0	31	1,300	431	0	0	0	0	0	84	1,846
G001	1500	1550	INTERNAL AUDIT	0	0	155	111	0	0	0	0	0	142	408
G001	1500	1560	BUSINESS TECHNOLOGY	0	0	5,776	463	0	0	0	0	0	0	6,239
G001	1580	1580	VCFMS UPGRADE	0	0	1	0	0	0	0	0	0	0	1
G001	1590	1591	PTACS ADMINISTRATION	0	0	12,916	857	384	0	0	0	0	0	14,157
G001	1590	1592	PTACS ASSESSOR	0	0	2,774	0	0	0	0	0	0	0	2,774
G001	1600	1612	PROPOSITION 13	434,771	62,754	4,885	39,037	1,536	1,079	0	213	0	19,563	563,838
G001	1600	1613	PROPOSITION 8 DECLINE	0	0	0	0	0	0	0	0	0	1,584	1,584
G001	1600	1614	RESTRICTED NON PROP 1	0	0	0	0	0	0	0	0	0	3,505	3,505
G001	1600	1615	PERSONAL PROPERTY	0	10	0	0	0	0	0	0	0	11,549	11,559
G001	1600	1617	CHANGED ASSESSMENTS	0	0	0	0	0	0	0	0	0	2,064	2,064
G001	1600	1620	PUBLIC SERVICE	0	0	0	0	0	0	0	0	0	382	382
G001	1700	1701	ADMINISTRATION	26,494	534	140	97	768	0	0	0	0	113	28,146
G001	1700	1702	TAX COLLECTION DIVISIO	97,885	49,196	2,164	1,023	5,820	0	0	0	0	1,912	158,000
G001	1700	1703	TREASURY DIVISION	41,974	39	942	324	2,940	3,171	0	0	0	1,436	50,826
G001	1800	1801	ADMINISTRATION	197,779	8,330	2,196	10,289	564	3,352	0	0	0	927	223,437
G001	1850	1850	CIVIL SERVICE COMMISSI	4,897	3,325	653	0	0	0	0	0	0	0	8,875
G001	1900	1901	CLERK AND RECORDER	149,892	53,719	5,870	7,948	3,312	0	0	8	0	2,234	222,983
G001	1920	1921	ELECTIONS	294,350	35,658	6,525	4,876	3,564	0	0	3,802	6,036	2,192	357,003
G001	2000	2001	CIVIL GRAND JURY	92,728	3,271	125	2,763	2,076	0	0	0	0	0	100,963

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	2100	2101	SPECIAL PROSECUTIONS	0	5,330	2,550	7,189	0	0	0	33,233	126,946	0	175,248
G001	2100	2102	ADMINISTRATION	0	45,530	765	13,392	0	172,000	0	1,485	0	0	233,172
G001	2100	2103	CRIMINAL PROSECUTION	975,084	25,748	17,141	103,818	17,772	0	0	70,500	256,586	244	1,466,893
G001	2100	2104	2011 PUBLIC SAFETY REA	0	63	0	0	0	0	0	0	0	0	63
G001	2200	2201	ADMINISTRATION	277,994	19,638	1,359	20,746	360	81,254	0	0	0	0	401,351
G001	2200	2202	CRIMINAL DEFENSE REPR	0	28	2,743	0	0	0	0	11,433	64,023	0	78,227
G001	2200	2203	NON CRIMINAL DEFENSE	0	0	18	0	0	0	0	1,483	5,438	0	6,939
G001	2500	2501	ADMINISTRATION	0	8,917	1,433	1,870	0	0	0	8,464	13,233	0	33,917
G001	2500	2503	SUPPORT SERVICES	363,586	25,970	19,174	9,322	4,992	5,814	0	37,972	188,584	1,023	656,437
G001	2500	2505	OFFICE OF EMERGENCY	0	12	3,295	0	0	0	0	0	0	0	3,307
G001	2500	2507	RECORDS	53,408	176	1,844	5,586	384	0	0	0	0	1,081	62,479
G001	2500	2521	EAST COUNTY PATROL	635,140	3,298	6,337	15,453	12,288	0	0	710,422	1,869,322	2,434	3,254,694
G001	2500	2523	CENTRAL COUNTY PATRO	145,890	0	2,046	3,480	6,912	0	0	305,859	833,997	113	1,298,297
G001	2500	2525	GANG UNIT	17,620	0	403	2,093	0	0	0	28,118	97,387	0	145,621
G001	2500	2527	WEST COUNTY PATROL	483,184	1,018	17,254	5,684	8,760	0	0	442,040	1,196,619	2,474	2,157,033
G001	2500	2529	MAJOR CRIME INVESTIGA	549,498	8,426	14,006	2,832	0	0	0	243,413	634,778	0	1,452,953
G001	2500	2541	TECHNICAL SERVICES	0	279	6,224	0	2,688	836	0	7,778	32,172	0	49,977
G001	2500	2543	FORENSIC SERVICES	0	1,769	21,738	16,717	10,656	7,693	0	1,769	13,958	0	74,300
G001	2500	2545	AVIATION UNIT	39,281	3,269	23,884	472	0	0	0	29,105	139,991	0	236,002
G001	2500	2547	INFORMATION SERVICES	0	135	3,275	0	768	0	0	5,121	19,702	0	29,001
G001	2550	2551	DETENTION ADMINISTRAT	0	2,827	28,792	4,256	384	0	0	20,433	91,248	0	147,940
G001	2550	2553	MAIN JAIL	3,032,016	3,444	7,980	27,439	11,004	0	0	7,842	18,663	6,301	3,114,689

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	2550	2555	COURT SERVICES	103,707	23,919	2,134	9,852	2,700	0	0	118,397	370,448	0	631,157
G001	2550	2557	EAST COUNTY JAIL	96,474	0	28	0	768	0	0	3,261	8,982	0	109,513
G001	2550	2559	ELECTRONIC MONITORIN	0	0	1,217	0	0	0	0	7,475	44,901	0	53,593
G001	2550	2561	TODD ROAD JAIL	3,537,718	233	10,914	12,963	4,608	0	0	32,698	108,218	0	3,707,352
G001	2600	2610	ADMINISTRATIVE SERVIC	99,855	30,785	3,604	5,459	1,920	3,302	0	11,093	56,689	0	212,707
G001	2600	2621	JUVENILE FACILITY OPER	531,207	535	9,925	9,552	6,528	0	0	1,250	11,580	0	570,577
G001	2600	2622	JUVENILE FACILITY HOUS	1,920,343	0	5,696	3,075	0	0	0	4,404	35,694	0	1,969,212
G001	2600	2623	INTAKE AND COMMUNITY	37,547	0	1,175	3,024	0	0	0	3,600	6,580	0	51,926
G001	2600	2624	YOUTH OFFENDER BLOCK	384,056	0	1,559	0	768	0	0	0	0	0	386,383
G001	2600	2631	JUVENILE COURT SERVIC	0	0	322	11,027	768	0	0	507	6,988	0	19,612
G001	2600	2632	JUVENILE FIELD SERVICE	186,490	5,025	7,180	10,575	2,688	0	0	14,846	87,220	0	314,024
G001	2600	2633	PLACEMENT UNIT	0	0	808	0	0	0	0	1,873	10,146	0	12,827
G001	2600	2634	JUVENILE JUSTICE CRIME	18,901	0	4,453	1,743	0	0	0	1,975	10,641	0	37,713
G001	2600	2651	ADULT COURT SERVICES	105,955	0	289	0	1,152	0	0	373	3,840	0	111,609
G001	2600	2652	PUBLIC SAFETY REALIGN	191,466	109	1,406	0	1,920	0	0	294	4,651	0	199,846
G001	2600	2653	ADULT FIELD SERVICES	179,865	5,700	5,347	9,268	8,064	0	0	21,256	124,388	0	353,888
G001	2600	2680	ALTERNATIVE CUSTODY F	101,580	9,186	2,327	1,932	1,152	0	0	13,807	47,197	0	177,181
G001	2600	2690	PROFESSIONAL STANDAR	0	0	0	0	0	0	0	0	416	0	416
G001	2600	2691	PROFESSIONAL STANDAR	143,493	217	2,751	3,881	0	0	0	285	5,601	0	156,228
G001	2600	2692	ORGANIZATIONAL SUPPO	0	0	200	0	384	0	0	0	0	0	584
G001	2800	2810	PESTICIDE USE ENFORCE	0	35	617	0	0	0	0	7,982	44,580	0	53,214
G001	2800	2820	PIERCES DISEASE CONTR	0	37	46	0	0	0	0	20,267	59,446	0	79,796

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	2800	2830	INSPECTION SERVICES	0	75	24	0	0	0	0	6,834	18,967	0	25,900
G001	2800	2840	PEST EXCLUSION QUARA	0	186	93	0	0	0	0	17,893	73,143	0	91,315
G001	2800	2850	ADMINISTRATION	49,485	8,689	293	10,622	0	0	0	1,911	404	0	71,404
G001	2900	2901	RMA ADMINISTRATION	83,768	19,110	3,014	9,429	0	1,478	0	96	0	41	116,936
G001	2910	2911	PERMITTING	168,398	5,152	1,132	10,808	0	0	0	0	0	3,593	189,083
G001	2910	2913	PLANS AND ORDINANCES	0	6	546	0	0	0	0	0	0	1,100	1,652
G001	2910	2915	GRANTS AND SPECIAL PR	0	0	956	0	0	0	0	0	0	1,009	1,965
G001	2910	2917	COMPREHENSIVE GENER	0	0	49	0	0	0	0	0	0	0	49
G001	2920	2921	INSPECTIONS	107,878	165	1,295	6,250	540	0	0	25,622	69,037	0	210,787
G001	2920	2923	PLAN CHECK	0	0	1,212	0	0	0	0	0	0	0	1,212
G001	2920	2925	PERMIT PROCESSING	0	0	100	0	0	0	0	0	0	0	100
G001	2930	2931	HAZARDOUS MATERIALS	3,552	0	1,602	0	1,920	0	0	10,362	65,177	0	82,613
G001	2930	2933	COMMUNITY SERVICES	223,932	18,645	2,751	20,858	564	0	0	17,852	128,688	0	413,290
G001	2930	2937	VECTOR CONTROL PROG	0	0	580	0	384	0	0	21,054	47,658	0	69,676
G001	2930	2939	TECHNICAL SERVICES	0	0	919	0	0	0	0	8,241	43,589	0	52,749
G001	2950	2951	RMA WEIGHTS AND MEAS	46,056	3,503	372	0	0	0	0	12,373	40,194	0	102,498
G001	2950	2953	RMA BUILDING AND ZONI	18,512	3,156	276	0	0	0	0	3,352	26,173	0	51,469
G001	3000	3000	HCA ADMIN AND SUPPOR	140,467	2,887	36,875	25,632	1,152	0	0	39,039	4,572	2,389	253,013
G001	3070	3070	HCA MEDICAL EXAMINER	0	137	4,459	1,568	0	0	0	14,818	35,413	0	56,395
G001	3090	3091	EMERGENCY MEDICAL SE	60,365	113	3,124	15,336	0	0	0	7,630	15,193	69	101,830
G001	3090	3093	EMERGENCY PREPAREDN	48,557	0	4,683	0	0	0	0	4,728	4,341	249	62,558
G001	3100	3101	HIV AIDS PROGRAMS	0	18	2,023	0	0	451	0	2,481	11,731	317	17,021

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	3100	3103	PUBLIC HEALTH ADMINIST	510,658	4,886	10,891	18,141	384	2,815	0	697	0	38	548,510
G001	3100	3105	HEALTH EDUCATION AND	0	120	10,097	15,582	0	0	0	5,844	20,522	9,101	61,266
G001	3100	3107	FIELD NURSING AFLP AND	0	234	1,450	0	0	197	0	15,524	76,396	21,477	115,278
G001	3100	3109	CLINICS, TB, CD, AND IZ	0	5,131	9,670	3,622	0	1,037	0	7,922	31,065	10,586	69,033
G001	3100	3111	LAB AND VITAL RECORDS	0	271	8,598	3,856	0	0	0	0	0	534	13,259
G001	3120	3120	HCA WOMEN INFANTS AN	28,741	5,360	1,792	575	0	0	0	799	304	651	38,222
G001	3140	3141	CALIFORNIA CHILDRENS	0	21,659	1,999	15,210	0	16	0	0	0	1,026	39,910
G001	3140	3143	CHILD HEALTH DISBLTY P	0	535	922	0	0	0	0	886	2,883	2,260	7,486
G001	3140	3145	CHILDHOOD LEAD POISO	0	5	68	0	0	0	0	0	0	0	73
G001	3160	3161	ADMINISTRATION	0	55,726	1,830	31,154	0	0	0	5,097	17,823	0	111,630
G001	3160	3162	LICENSING	0	0	730	0	0	0	0	0	0	0	730
G001	3160	3163	SHELTER OPERATIONS	358,753	0	8,708	2,928	0	0	0	20,882	42,739	0	434,010
G001	3160	3164	VETERINARY SERVICES	0	0	1,990	6,404	0	0	0	0	0	0	8,394
G001	3160	3165	FIELD SERVICES	0	0	1,948	0	0	0	0	48,225	167,683	8	217,864
G001	3200	3201	MHL ADMINISTRATION	303,930	26,276	9,163	25,426	2,304	396	0	2,772	4,267	1,167	375,701
G001	3200	3203	MHL ADULT SERVICES	667,095	3,316	10,086	0	0	21	0	2,821	15,851	11,554	710,744
G001	3200	3205	MHL YOUTH FAMILY PRO	133,375	16,363	16,958	14,052	0	0	0	7,351	31,417	713	220,229
G001	3200	3207	MHL QUALITY ASSURANC	34,478	109	1,427	2,672	0	1,738	0	0	0	0	40,424
G001	3200	3209	MHL MANAGED CARE SER	0	0	2,672	0	0	0	0	0	0	0	2,672
G001	3200	3213	MHL JUVENILE JUSTICE P	0	0	97	0	0	0	0	0	0	0	97
G001	3220	3221	ADP SUPPORTIVE SERVIC	0	0	52	0	0	0	0	0	0	0	52
G001	3220	3223	ADP PREVENTION SERVIC	22,865	0	3,808	2,886	0	0	0	482	7,213	0	37,254

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
G001	3220	3225	ADP NON-RESIDENTIAL S	206,536	9,731	2,514	13,774	0	0	0	9,299	20,642	0	262,496
G001	3220	3231	ADP NARCTC TREATMENT	0	0	694	0	0	0	0	0	0	0	694
G001	3220	3233	ADP ADMINISTRATION	40,443	0	1,958	0	0	327	0	0	0	0	42,728
G001	3240	3241	DUI PROGRAM SERVICES	147,913	6,414	2,038	22,395	0	0	0	0	0	0	178,760
G001	3240	3243	DUI ADMINISTRATION	27,106	0	1,398	0	0	116	0	0	0	0	28,620
G001	3410	3411	ADMINISTRATION	3,726,420	925,705	65,220	297,313	152,436	197,144	0	111,603	460,957	4,705	5,941,503
G001	3410	3412	ADULT AND FAMILY SERV	0	0	923	0	0	0	0	0	0	73,141	74,064
G001	3410	3413	CHILDREN AND FAMILY S	0	0	10,033	0	0	0	0	132	0	81,639	91,804
G001	3410	3414	COMMUNITY SERVICES D	0	0	803	0	0	0	0	0	0	48,384	49,187
G001	3410	3415	EMPLOYMENT AND SUPP	0	0	2,456	0	0	0	0	0	0	0	2,456
G001	3430	3431	RAIN TRANSITIONAL LIVIN	191,842	0	2,566	0	0	0	0	15,268	33,566	0	243,242
G001	3440	3441	PUBLIC ADMINISTRATOR	3,652	10,811	1,001	0	720	2,152	0	12,658	38,819	5,672	75,485
G001	3500	3501	OLDER AMERICANS PROG	142,855	9,758	7,876	10,404	1,536	1,067	0	2,221	12,570	17,647	205,934
G001	3500	3503	AAA- MSSP	30,706	0	732	814	0	0	0	0	0	10	32,262
G001	3500	3507	AAA CARE TRANSITIONS	0	0	0	0	0	0	0	0	0	116	116
G001	3600	3600	VENTURA COUNTY LIBRA	0	5	0	0	0	0	0	670	7,281	0	7,956
G001	3700	3700	FARM ADVISOR	83,035	6,169	0	1,793	0	0	0	8,183	38,553	0	137,733
G001	4000	4001	PUBLIC WORKS GENERAL	0	2,839	67	0	0	0	0	0	0	0	2,906
G001	4000	4009	PUBLIC WORKS GENERAL	0	888	0	0	0	0	0	0	0	0	888
G001	4040	4040	PUBLIC WORKS INTEGRA	47,710	5,327	1,987	5,400	0	0	0	914	5,137	1,403	67,878
G001	4500	4501	GSA REQUIRED MAINTEN	0	46	3,637	0	0	0	0	0	0	0	3,683
General Fund				27,007,377	1,789,267	589,587	1,056,437	308,424	508,835	0	2,711,148	8,283,794	371,305	42,626,174

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
C020	2595	2595	TRJ HEALTH AND PROGR	0	0	51	0	0	0	0	0	0	0	51
E100	4300	4300	WATERWORKS DISTRICT	0	73,621	21,215	0	0	0	0	0	425	0	95,261
E100	4305	4305	WATERWORKS DISTRICT	68,672	0	16,037	0	0	0	0	380	3,070	0	88,159
E110	4320	4320	WATERWORKS DISTRICT	5,296	38	916	0	0	0	0	0	0	0	6,250
E120	4330	4330	WATERWORKS DISTRICT	0	24,538	878	0	0	0	0	0	0	0	25,416
E130	4340	4340	WATERWORKS DISTRICT	0	5,867	8,238	0	0	0	0	0	213	0	14,318
E141	4360	4360	WATERWORKS DISTRICT	0	26,287	772	0	0	0	0	0	0	0	27,059
E150	4370	4370	CAMARILLO AIRPORT SAN	0	361	136	0	0	0	0	0	0	0	497
E200	5100	5101	HARBOR ADMINISTRATIO	0	3,595	2,815	1,240	0	0	0	34	5,056	247	12,987
E200	5100	5103	MARKETING PROGRAM	0	0	1,182	0	0	0	0	0	0	0	1,182
E200	5100	5105	HARBOR SAFETY	0	0	3,041	0	0	0	0	6,053	7,946	0	17,040
E200	5100	5107	BEACHES	0	0	530	0	0	0	0	186	9,204	0	9,920
E200	5100	5109	HARBOR CONCESSIONS	0	0	4,901	0	0	0	0	0	0	0	4,901
E200	5100	5111	HARBOR MAINTENANCE	0	0	5,729	0	0	0	0	15,276	28,783	0	49,788
E200	5150	5150	HARBOR CAPITAL PROJE	0	8	165	0	0	0	0	0	0	0	173
E300	5000	5001	OXNARD AIRPORT ADMINI	0	0	165	0	0	0	0	0	0	0	165
E300	5000	5003	OXNARD AIRPORT OPERA	0	0	456	0	0	0	0	3,500	8,505	0	12,461
E300	5000	5005	OXNARD AIRPORT MAINT	0	0	2,542	0	0	0	0	9,063	15,412	0	27,017
E300	5020	5021	CAMARILLO AIRPORT AD	0	7,676	1,855	9,726	0	0	0	1,793	8,382	0	29,432
E300	5020	5023	CAMARILLO AIRPORT OPE	0	0	205	0	0	0	0	8,577	13,413	0	22,195
E300	5020	5025	CAMARILLO AIRPORT MAI	400	0	7,111	0	384	0	0	14,822	24,729	0	47,446
E310	5060	5060	CAMARILLO AIRPORT ROA	0	0	69	0	0	0	0	0	0	0	69

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
E400	4760	4761	GSA PARKS OPERATIONS	23,319	539	8,622	709	0	16	0	79,143	190,318	0	302,666
E400	4760	4763	GSA PARKS GRANTS AND	0	0	3,255	0	0	0	0	0	0	0	3,255
E410	4770	4770	OAK VIEW SCHOOL PRES	0	0	1,222	0	0	0	0	0	0	0	1,222
E500	3300	3301	VCMC HOSPITAL	1,444,371	203,572	461,487	344,027	4,404	3,943	0	51,907	118,774	48,144	2,680,629
E500	3300	3361	VCMC INPATIENT PSYCHI	0	0	6,377	7,753	0	0	0	567	3,675	0	18,372
E500	3300	3371	SANTA PAULA HOSPITAL	2,058	11,340	33,069	0	0	0	0	0	0	0	46,467
E510	3390	3390	VENTURA COUNTY HEALT	199,178	45,934	7,396	17,445	4,224	1,491	0	0	0	884	276,552
I100	4400	4411	CENTRAL SERVICES ISF	178,786	19,654	3,305	11,551	4,608	4,041	0	733	2,189	1,082	225,949
I100	4400	4412	REAL ESTATE ISF	21,202	139	127	0	0	0	0	0	0	1,336	22,804
I100	4400	4421	ENGINEERING ISF	56,414	512	1,261	7,649	312	2,758	0	2,650	14,731	2,939	89,226
I100	4400	4422	DEVELOPMENT SERVICES	39,247	0	458	0	0	709	0	3,057	17,954	0	61,425
I100	4400	4423	SURVEY ENGINEERING	76,719	223	2,863	0	384	0	0	4,096	13,446	63	97,794
I100	4400	4431	WATERSHED PROTECTIO	277,602	3,090	3,117	22,706	0	0	0	41,377	161,856	1,656	511,404
I100	4400	4432	WATERSHED PROTECTIO	205,044	3,428	4,771	4,763	0	0	0	1,684	821	0	220,511
I100	4400	4441	TRANSPORTATION GENE	124,863	301	1,383	6,343	0	0	0	18,010	68,182	2,590	221,672
I100	4400	4442	TRANSPORTATION OPER	212,251	3,207	3,138	534	384	0	0	971	0	0	220,485
I110	4450	4451	WATER AND SANITATION	107,502	8,166	3,918	9,496	0	0	0	102,786	383,714	327	615,909
I200	4550	4551	GSA HEAVY EQUIPMENT	87,909	0	4,144	0	0	0	0	18,328	0	0	110,381
I210	4570	4571	GSA FLEET SERVICES	354,412	3,908	67,550	3,234	7,776	16	0	0	0	0	436,896
I220	4600	4601	GSA ADMINISTRATION	177,761	8,232	1,560	4,591	888	6,497	0	0	0	2,332	201,861
I220	4620	4621	PURCHASING	54,817	13,068	8,363	0	0	438	0	0	0	483	77,169
I220	4640	4641	DOCUMENT MANAGEMEN	176,843	5,222	12,179	2,371	1,920	0	0	0	0	566	199,101

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
I220	4640	4643	WAREHOUSE/DISTRIBUTI	95,886	32	2,420	0	1,608	41	0	4,126	19,007	0	123,120
I220	4640	4645	MAIL CENTER	14,302	39	8,437	152	1,188	161	0	18,900	37,868	0	81,047
I220	4660	4661	GSA SPECIAL SERVICES	39,854	5,338	8,031	1,820	0	0	0	327	4,644	76	60,090
I230	4700	4701	FACILITIES AND MAINTEN	31,388	5,330	716	0	0	0	0	0	0	552	37,986
I230	4700	4703	MAINTENANCE	196,235	5,376	48,205	1,268	32,616	0	0	68,013	287,330	1,108	640,151
I230	4700	4705	UTILITIES	1,365	0	6,206	0	0	0	0	0	0	0	7,571
I230	4720	4721	HOUSEKEEPING	52,299	0	14,181	0	1,920	0	0	1,721	13,829	0	83,950
I230	4720	4723	GROUNDS	32,836	5,221	8,462	395	1,536	0	0	6,925	34,356	0	89,731
I230	4740	4741	FACILITIES PROJECTS	40,755	5,243	45,518	158	0	0	0	7,181	39,455	0	138,310
I300	1300	1300	CEO RISK ADMINISTRATIO	21,471	0	2,332	785	384	0	0	0	0	1,078	26,050
I300	1310	1310	CEO WORKERS COMPENS	0	0	8,202	0	0	0	0	0	0	0	8,202
I320	1320	1320	CEO LIABILITY INSURANC	0	0	10,767	0	0	0	0	0	0	0	10,767
I400	1400	1401	TRANSPORTATION	0	0	270	0	0	0	0	0	0	0	270
I400	1400	1402	DEFERRED COMPENSATI	6,027	1,862	1,446	21	0	0	0	0	0	0	9,356
I410	1410	1410	PERSONNEL UNEMPLOYM	0	0	50	0	0	0	0	0	0	0	50
I420	1420	1421	ADMINISTRATION	29,077	1,073	399	883	0	285	0	0	0	0	31,717
I420	1420	1422	EMPLOYEE ASSISTANCE	0	3,209	419	1,383	0	0	0	0	0	0	5,011
I420	1420	1423	WELLNESS	4,897	1,199	1,601	0	0	0	0	0	0	0	7,697
I420	1420	1424	WORK AND FAMILY	2,350	0	273	0	0	0	0	0	0	0	2,623
I430	1430	1430	WAGE SUPPLEMENT	0	122	0	0	0	0	0	0	0	0	122
I500	4800	4801	ITSD ADMINISTRATIVE AN	0	214	6,715	16,113	1,920	143	0	0	0	677	25,782
I500	4800	4802	ITSD TECHNICAL SERVICE	194,002	12,009	18,552	1,256	384	0	0	0	0	3,146	229,349

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
I500	4800	4803	ITSD APPLICATION SERVI	0	0	14,355	0	0	0	0	0	0	60	14,415
I500	4800	4804	ITSD ENTERPRISE SERVICE	0	0	9,694	0	0	0	0	0	0	0	9,694
I500	4800	4805	ITSD GEOGRAPHIC INFOR	0	31	1,349	0	0	0	0	0	0	0	1,380
I510	4850	4851	ITSD NETWORK SERVICE	131,007	299	39,079	3,261	0	26	0	38,524	117,286	1,153	330,635
S010	4080	4081	ROAD FUND GENERAL	0	0	1,372	0	0	0	0	0	0	0	1,372
S010	4080	4082	ROAD FUND OPERATIONS	0	0	30,603	0	0	0	0	395,992	29,725	0	456,320
S010	4080	4083	ROAD FUND INFRASTRUC	0	0	180	0	0	0	0	0	0	0	180
S030	1240	1241	CONTINUUM OF CARE	0	0	418	0	0	0	0	0	0	0	418
S040	2570	2570	SHERIFF INMATE WELFARE	0	290	6,998	4,052	0	0	0	1,243	1,585	0	14,168
S040	2580	2580	SHERIFF INMATE COMMIS	0	12,436	8,288	0	0	0	0	2,755	1,098	0	24,577
S050	2250	2251	PROGRAM OPERATIONS	131,029	75,766	6,020	12,944	4,608	0	0	438	4,307	0	235,112
S050	2250	2253	DCSS CALL CENTER	0	57	338	0	0	0	0	0	0	0	395
S060	3610	3611	LIBRARY BRANCHES	70,711	0	9,741	672	0	0	0	232	1,604	0	82,960
S060	3610	3613	LIBRARY ADMINISTRATIO	0	15,389	1,214	2,165	2,844	0	0	8,209	22,179	0	52,000
S060	3610	3615	LIBRARY COLLECTION DE	0	0	1,005	0	0	0	0	0	0	0	1,005
S060	3610	3617	LIBRARY TECHNOLOGY	0	0	5,513	0	0	0	0	0	0	0	5,513
S060	3610	3619	LIBRARY CHILDREN PROG	0	0	109	0	0	0	0	0	0	0	109
S060	3610	3623	LIBRARY ADULT LITERAC	0	0	43	0	0	0	0	0	0	0	43
S060	3610	3625	LIBRARY FACILITIES	0	0	2,588	0	0	0	0	0	0	0	2,588
S090	3470	3471	DOMESTIC VIOLENCE	0	0	895	0	0	0	0	0	0	0	895
S110	3450	3451	WORKFORCE INVESTMEN	0	157	2,865	1,990	0	3,126	0	0	0	74	8,212
S110	3450	3452	WORKFORCE INVESTMEN	0	5,979	452	1,379	0	5,644	0	0	0	53	13,507

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
S120	3260	3261	MHS CSS YOUTH AND FA	116,984	0	110	765	5,244	0	0	916	4,682	0	128,701
S120	3260	3263	MHS PEI	24,093	0	8,412	0	0	0	0	131	1,769	0	34,405
S120	3260	3265	MHS WET	3,192	0	2,574	0	0	0	0	0	0	0	5,766
S120	3260	3267	MHS CFTN	14,976	0	2,603	0	0	0	0	0	0	0	17,579
S120	3260	3269	MHS INN	3,316	0	435	0	0	0	0	792	10,173	0	14,716
S120	3260	3271	MHS ADMINISTRATION	5,764	0	1,458	4,664	0	0	0	50	0	80	12,016
S120	3260	3273	MHS CSS ADULT SERVICE	588,907	19,680	28,944	28,660	0	0	0	65,433	209,374	0	940,998
S130	4090	4095	UNINCORPORATED STOR	25,338	0	2,742	0	0	0	0	0	0	0	28,080
S400	4780	4780	NYELAND ACRES COMMU	16,309	0	44	0	0	0	0	0	0	0	16,353
S510	4100	4100	CSA 3 CAMP CHAFFEE	0	0	36	0	0	0	0	0	0	0	36
S520	4110	4110	CSA 4 OAK PARK	0	0	2,085	0	0	0	0	0	0	0	2,085
S530	4120	4120	CSA 14 UNINCORPORATE	0	0	548	0	0	0	0	0	0	0	548
S540	4130	4130	CSA 29 NORTH COAST OP	0	0	360	0	0	0	0	0	0	0	360
S550	4140	4140	CSA 30 NYELAND ACRES	0	0	330	0	0	0	0	0	0	0	330
S570	4150	4150	CSA 34 EL RIO OPERATIO	0	0	101	0	0	0	0	0	0	0	101
S600	2700	2701	FISCAL AND ADMIN	0	17,175	7,724	84,954	3,840	2,071	0	0	0	0	115,764
S600	2700	2711	PREVENTION	0	0	2,491	0	0	0	0	0	0	0	2,491
S600	2700	2721	OPERATIONS AND SUPPO	2,043,347	0	119,162	0	0	0	0	0	0	4,020	2,166,529
S600	2700	2731	FIRE CAPITAL PROJECTS	0	0	1,647	0	0	0	0	0	0	0	1,647
S700	4200	4200	WATERSHED PROTECTIO	0	590	840	0	0	0	0	0	0	209	1,639
S710	4210	4211	WPD ZONE 1 GENERAL	0	0	961	0	0	0	0	0	0	0	961
S710	4210	4212	WPD ZONE 1 NPDES	0	0	151	0	0	0	0	0	0	0	151

FY 2019-20 GENERAL SERVICES AGENCY ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2114 Facility Use	2164 Mail Center	2165 Purch Fees	2167 Copy Charges	2206 Special Charges	2244 Storage Charges	2263 Install Elect Equip	2301 Fuel Charges	2302 Trans. Charges	2303 Motorpool	Total
S710	4210	4213	WPD ZONE 1 OPERATION	0	0	1,425	0	0	0	0	13,278	0	0	14,703
S710	4210	4214	WPD ZONE 1 INFRASTRUC	0	0	497	0	0	0	0	0	0	0	497
S720	4220	4221	WPD ZONE 2 GENERAL	0	0	1,893	0	0	0	0	0	0	0	1,893
S720	4220	4222	WPD ZONE 2 NPDES	0	0	1,377	0	0	0	0	0	0	0	1,377
S720	4220	4223	WPD ZONE 2 OPERATION	0	0	23,271	0	0	0	0	0	638	0	23,909
S720	4220	4224	WPD ZONE 2 INFRASTRUC	0	907	935	0	0	0	0	0	0	0	1,842
S730	4230	4231	WPD ZONE 3 GENERAL	0	0	482	0	0	0	0	0	213	0	695
S730	4230	4233	WPD ZONE 3 OPERATION	0	0	18,430	0	0	0	0	2,897	425	0	21,752
S730	4230	4234	WPD ZONE 3 INFRASTRUC	0	0	51	0	0	0	0	0	0	0	51
S731	4239	4239	WATERSHED PROTECTIO	0	0	66	0	0	0	0	0	0	0	66
S740	4240	4241	WPD ZONE 4 GENERAL	0	0	63	0	0	0	0	401,524	25,228	0	426,815
S740	4240	4243	WPD ZONE 4 OPERATION	0	0	70	0	0	0	0	0	0	0	70
S800	3460	3461	IHSS PUBLIC AUTHORITY	10,900	979	615	0	0	0	0	0	0	10,780	23,274
Non-General Fund				7,843,283	668,528	1,287,828	623,878	83,376	31,406	0	1,424,600	1,967,573	85,715	14,016,187
Grand Total for All Funds				34,850,660	2,457,795	1,877,415	1,680,315	391,800	540,241	0	4,135,748	10,251,367	457,020	56,642,361

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	1000	1001	BOS DISTRICT 1	4,635	0	10,982	163	15,780
G001	1000	1002	BOS DISTRICT 2	8,957	6,000	10,971	163	26,091
G001	1000	1003	BOS DISTRICT 3	8,282	4,800	11,260	163	24,505
G001	1000	1004	BOS DISTRICT 4	8,530	4,800	11,181	163	24,674
G001	1000	1005	BOS DISTRICT 5	5,291	0	10,970	163	16,424
G001	1010	1011	CEO COMMUNITY DEVELOPMENT	4,432	0	16,029	0	20,461
G001	1010	1012	CEO FINANCE AND BUDGETS	8,060	0	333,014	0	341,074
G001	1010	1013	CEO COUNTY GOVERNMENT	7,413	0	57,295	0	64,708
G001	1010	1014	CEO DEPARTMENT ADMINISTRATION	26,565	0	49,226	9,854	85,645
G001	1010	1015	CLERK OF THE BOARD OF SUPERVISORS	9,138	0	235,750	0	244,888
G001	1010	1016	CEO HUMAN RESOURCES	21,711	0	879,417	0	901,128
G001	1010	1017	HUMAN RESOURCES HCA	19,843	0	80,198	0	100,041
G001	1010	1018	SUPPLEMENTAL RETIREMENT PLAN	1,100	0	3,546	0	4,646
G001	1010	1019	INDUSTRIAL RELATIONS	5,093	0	71,634	0	76,727
G001	1010	1020	DISABILITY MANAGEMENT	1,933	0	63,845	0	65,778
G001	1010	1021	CEO SUSTAINABILITY	0	0	11,495	0	11,495
G001	1050	1050	SPECIAL ACCOUNTS AND CONTRIBUTIONS	7,157	0	12,736	0	19,893
G001	1490	1491	HR PAYROLL SYSTEM	2,345	0	72,446	0	74,791

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	1500	1510	ADMINISTRATION	221,731	0	114,735	0	336,466
G001	1500	1520	PROPERTY TAX	4,316	0	651,386	815	656,517
G001	1500	1530	GENERAL ACCOUNTING	11,947	0	2,469,773	0	2,481,720
G001	1500	1540	FINANCIAL REPORTING	11,802	0	4,793	0	16,595
G001	1500	1550	INTERNAL AUDIT	5,478	0	2,054	0	7,532
G001	1500	1560	BUSINESS TECHNOLOGY	40,456	0	1,839,255	0	1,879,711
G001	1580	1580	VCFMS UPGRADE	184	0	0	0	184
G001	1590	1591	PTACS ADMINISTRATION	257,718	0	56,526	0	314,244
G001	1600	1612	PROPOSITION 13	107,957	0	1,107,103	98,396	1,313,456
G001	1700	1701	ADMINISTRATION	5,446	0	10,259	0	15,705
G001	1700	1702	TAX COLLECTION DIVISION	21,237	0	987,754	1,512	1,010,503
G001	1700	1703	TREASURY DIVISION	6,912	0	44,280	0	51,192
G001	1800	1801	ADMINISTRATION	33,923	0	71,848	815	106,586
G001	1850	1850	CIVIL SERVICE COMMISSION	688	0	2,221	0	2,909
G001	1900	1901	CLERK AND RECORDER	57,158	4,800	163,554	815	226,327
G001	1920	1921	ELECTIONS	50,728	0	372,088	6,823	429,639
G001	2000	2001	CIVIL GRAND JURY	19,138	0	5,810	0	24,948
G001	2100	2101	SPECIAL PROSECUTIONS DIVISION	43,188	0	14,607	0	57,795
G001	2100	2102	ADMINISTRATION	19,432	0	10,087	0	29,519

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	2100	2103	CRIMINAL PROSECUTIONS DIVISION	317,233	15,954	695,405	2,710	1,031,302
G001	2100	2104	2011 PUBLIC SAFETY REALIGNMENT	3,496	0	1,369	0	4,865
G001	2200	2201	ADMINISTRATION	135,690	9,600	530,275	815	676,380
G001	2500	2501	ADMINISTRATION	21,960	0	0	0	21,960
G001	2500	2503	SUPPORT SERVICES	153,614	4,800	0	0	158,414
G001	2500	2507	RECORDS	9,697	0	233,672	0	243,369
G001	2500	2521	EAST COUNTY PATROL	163,421	1,039,923	0	43,299	1,246,643
G001	2500	2523	CENTRAL COUNTY PATROL	72,139	12,797	0	11,551	96,487
G001	2500	2525	GANG UNIT	3,922	0	0	0	3,922
G001	2500	2527	WEST COUNTY PATROL	272,782	949,199	0	14,317	1,236,298
G001	2500	2529	MAJOR CRIME INVESTIGATIONS	109,749	13,920	0	0	123,669
G001	2500	2541	TECHNICAL SERVICES	36,909	0	0	0	36,909
G001	2500	2543	FORENSIC SERVICES	51,148	0	16,814	0	67,962
G001	2500	2545	AVIATION UNIT	12,501	1,080	0	0	13,581
G001	2500	2547	INFORMATION SERVICES AND CRIME ANAL	392,022	0	2,884,360	0	3,276,382
G001	2550	2551	DETENTION ADMINISTRATION	29,320	0	2,100	0	31,420
G001	2550	2553	MAIN JAIL	121,937	84,794	0	0	206,731
G001	2550	2555	COURT SERVICES	45,936	0	0	0	45,936
G001	2550	2557	EAST COUNTY JAIL	694	0	0	0	694

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	2550	2559	ELECTRONIC MONITORING	1,508	0	0	0	1,508
G001	2550	2561	TODD ROAD JAIL	83,029	99,671	0	0	182,700
G001	2600	2610	ADMINISTRATIVE SERVICES	126,916	28,800	1,253,556	0	1,409,272
G001	2600	2621	JUVENILE FACILITY OPERATIONS ADMINIST	76,693	777	7,392	0	84,862
G001	2600	2622	JUVENILE FACILITY HOUSING	53,950	0	25,335	0	79,285
G001	2600	2623	INTAKE AND COMMUNITY CONFINEMENT	8,808	0	3,195	0	12,003
G001	2600	2624	YOUTH OFFENDER BLOCK GRANT	5,675	0	1,598	0	7,273
G001	2600	2631	JUVENILE COURT SERVICES	12,283	0	2,882	0	15,165
G001	2600	2632	JUVENILE FIELD SERVICES	84,973	0	7,198	0	92,171
G001	2600	2633	PLACEMENT UNIT	5,207	777	2,054	0	8,038
G001	2600	2634	JUVENILE JUSTICE CRIME PREVENTION AC	8,944	0	1,369	0	10,313
G001	2600	2651	ADULT COURT SERVICES	23,095	0	8,131	0	31,226
G001	2600	2652	PUBLIC SAFETY REALIGNMENT	25,817	0	10,556	0	36,373
G001	2600	2653	ADULT FIELD SERVICES	81,703	10,722	13,923	0	106,348
G001	2600	2680	ALTERNATIVE CUSTODY PROGRAMS	21,073	2,287	1,369	0	24,729
G001	2600	2691	PROFESSIONAL STANDARDS AND TRAININ	13,923	0	3,566	0	17,489
G001	2600	2692	ORGANIZATIONAL SUPPORT SERVICES	2,259	0	10,727	0	12,986
G001	2800	2810	PESTICIDE USE ENFORCEMENT	0	0	335	0	335
G001	2800	2840	PEST EXCLUSION QUARANTINE	2,577	0	0	0	2,577

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	2800	2850	ADMINISTRATION	48,867	9,600	68,690	13,093	140,250
G001	2900	2901	RMA ADMINISTRATION	70,647	0	84,628	115,565	270,840
G001	2910	2911	PERMITTING	24,137	0	7,446	0	31,583
G001	2910	2913	PLANS AND ORDINANCES	4,985	0	1,598	0	6,583
G001	2910	2915	GRANTS AND SPECIAL PROGRAMS	8,317	0	3,424	0	11,741
G001	2910	2917	COMPREHENSIVE GENERAL PLAN UPDATE	182	0	0	0	182
G001	2920	2921	INSPECTIONS	16,287	10,820	4,622	0	31,729
G001	2920	2923	PLAN CHECK	2,821	0	1,141	0	3,962
G001	2920	2925	PERMIT PROCESSING	7,826	0	1,141	0	8,967
G001	2930	2931	HAZARDOUS MATERIALS	14,457	0	3,652	0	18,109
G001	2930	2933	COMMUNITY SERVICES	31,914	0	9,130	0	41,044
G001	2930	2935	MANDATED NON REVENUE ADMINISTRATIO	5,016	0	2,739	0	7,755
G001	2930	2937	VECTOR CONTROL PROGRAM	5,639	0	4,108	0	9,747
G001	2930	2939	TECHNICAL SERVICES	6,630	0	1,369	0	7,999
G001	2950	2951	RMA WEIGHTS AND MEASURES	5,630	0	1,826	0	7,456
G001	2950	2953	RMA BUILDING AND ZONING ENFORCEMEN	6,785	0	2,282	0	9,067
G001	3000	3000	HCA ADMIN AND SUPPORT SERVICES	462,486	0	488,754	815	952,055
G001	3070	3070	HCA MEDICAL EXAMINER	19,162	0	8,139	0	27,301
G001	3090	3091	EMERGENCY MEDICAL SERVICES	15,156	0	5,225	0	20,381

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	3090	3093	EMERGENCY PREPAREDNESS	7,022	0	200	0	7,222
G001	3100	3101	HIV AIDS PROGRAMS	3,915	0	0	0	3,915
G001	3100	3103	PUBLIC HEALTH ADMINISTRATION	205,989	9,600	60,032	0	275,621
G001	3100	3105	HEALTH EDUCATION AND FIRST FIVE	19,676	0	61	0	19,737
G001	3100	3107	FIELD NURSING AFLP AND CAL LEARN	7,651	0	0	9,630	17,281
G001	3100	3109	CLINICS, TB, CD, AND IZ	14,208	0	0	0	14,208
G001	3100	3111	LAB AND VITAL RECORDS	7,752	0	1,825	0	9,577
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	18,426	4,800	0	0	23,226
G001	3140	3141	CALIFORNIA CHILDRENS SERVICES	17,643	28,800	92,322	0	138,765
G001	3140	3143	CHILD HEALTH DISBLTY PREVENTION PRO	7,555	0	557	0	8,112
G001	3160	3161	ADMINISTRATION	55,005	0	98,054	0	153,059
G001	3160	3162	LICENSING	1,279	0	1,826	0	3,105
G001	3160	3163	SHELTER OPERATIONS	11,079	4,800	6,149	0	22,028
G001	3160	3164	VETERINARY SERVICES	182	0	456	0	638
G001	3160	3165	FIELD SERVICES	5,433	4,920	9,717	0	20,070
G001	3200	3201	MHL ADMINISTRATION	464,457	34,377	197,759	4,647	701,240
G001	3200	3203	MHL ADULT SERVICES	17,089	4,800	0	0	21,889
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICES	112,007	0	0	0	112,007
G001	3200	3207	MHL QUALITY ASSURANCE SERVICES	5,952	0	0	0	5,952

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
G001	3200	3213	MHL JUVENILE JUSTICE PROGRAM	3,345	0	0	0	3,345
G001	3220	3221	ADP SUPPORTIVE SERVICES	6,919	0	0	0	6,919
G001	3220	3223	ADP PREVENTION SERVICES	3,393	0	0	0	3,393
G001	3220	3225	ADP NON-RESIDENTIAL SERVICES	34,877	0	0	0	34,877
G001	3220	3233	ADP ADMINISTRATION	8,986	0	0	0	8,986
G001	3240	3241	DUI PROGRAM SERVICES	30,160	0	0	0	30,160
G001	3240	3243	DUI ADMINISTRATION	3,266	0	0	0	3,266
G001	3410	3411	ADMINISTRATION	1,787,511	76,800	4,244,705	11,862	6,120,878
G001	3430	3431	RAIN TRANSITIONAL LIVING CENTER	24,155	4,800	6,305	0	35,260
G001	3440	3441	PUBLIC ADMINISTRATOR AND PUBLIC GUA	10,843	0	4,337	0	15,180
G001	3500	3501	OLDER AMERICANS PROGRAMS	67,475	0	70,938	815	139,228
G001	3500	3503	AAA- MSSP	4,499	0	924	0	5,423
G001	3600	3600	VENTURA COUNTY LIBRARY ADMINISTRATI	321	0	0	815	1,136
G001	3700	3700	FARM ADVISOR	11,558	0	593	0	12,151
G001	4040	4040	PUBLIC WORKS INTEGRATED WASTE MANA	10,158	0	11,899	4,678	26,735
G001	4500	4501	GSA REQUIRED MAINTENANCE	229	0	0	0	229
General Fund				7,409,486	2,489,618	21,095,882	354,457	31,349,443
E100	4300	4300	WATERWORKS DISTRICT 1 MOORPARK WA	7,017	0	0	0	7,017
E100	4305	4305	WATERWORKS DISTRICT 1 MOORPARK SAN	2,986	0	0	0	2,986

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
E120	4330	4330	WATERWORKS DISTRICT 17 BELL CANYON	771	0	0	0	771
E130	4340	4340	WATERWORKS DISTRICT 19 SOMIS WATER	4,339	0	0	0	4,339
E150	4370	4370	CAMARILLO AIRPORT SANITATION	445	0	0	0	445
E200	5100	5101	HARBOR ADMINISTRATION	22,447	10,820	21,950	0	55,217
E200	5100	5105	HARBOR SAFETY	5,861	0	0	815	6,676
E200	5100	5109	HARBOR CONCESSIONS	681	0	0	0	681
E200	5100	5111	HARBOR MAINTENANCE	5,805	0	0	0	5,805
E300	5000	5003	OXNARD AIRPORT OPERATIONS	2,861	6,020	480	0	9,361
E300	5000	5005	OXNARD AIRPORT MAINTENANCE	764	0	0	0	764
E300	5020	5021	CAMARILLO AIRPORT ADMINISTRATION	35,662	0	41,657	5,658	82,977
E300	5020	5023	CAMARILLO AIRPORT OPERATIONS	4,362	578	0	0	4,940
E300	5020	5025	CAMARILLO AIRPORT MAINTENANCE	1,166	578	0	0	1,744
E400	4760	4761	GSA PARKS OPERATIONS	16,471	4,879	5,506	0	26,856
E500	3300	3301	VCMC HOSPITAL	2,767,443	159,600	1,443,441	11,935	4,382,419
E500	3300	3361	VCMC INPATIENT PSYCHIATRIC UNIT	18,330	0	0	0	18,330
E500	3300	3371	SANTA PAULA HOSPITAL	94,838	0	0	0	94,838
E510	3390	3390	VENTURA COUNTY HEALTH CARE PLAN	56,697	0	22,069	0	78,766
I100	4400	4411	CENTRAL SERVICES ISF	46,267	1,658	151,672	0	199,597
I100	4400	4412	REAL ESTATE ISF	5,125	0	7,999	2,072	15,196

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
I100	4400	4421	ENGINEERING ISF	13,343	777	30,948	2,072	47,140
I100	4400	4422	DEVELOPMENT SERVICES ISF	9,405	0	13,761	19,534	42,700
I100	4400	4423	SURVEY ENGINEERING	15,818	0	19,882	581	36,281
I100	4400	4431	WATERSHED PROTECTION GENERAL ISF	91,234	1,798	185,446	79,969	358,447
I100	4400	4432	WATERSHED PROTECTION OPERATIONS A	41,234	11,887	74,800	0	127,921
I100	4400	4441	TRANSPORTATION GENERAL ISF	44,238	1,220	71,669	39,718	156,845
I100	4400	4442	TRANSPORTATION OPERATIONS AND MAIN	34,619	17,032	57,851	12,430	121,932
I110	4450	4451	WATER AND SANITATION OPERATIONS ISF	67,388	19,977	136,802	2,072	226,239
I200	4550	4551	GSA HEAVY EQUIPMENT	2,873	10,377	1,285	0	14,535
I210	4570	4571	GSA FLEET SERVICES	46,805	777	6,740	0	54,322
I220	4600	4601	GSA ADMINISTRATION	58,090	0	90,556	0	148,646
I220	4620	4621	PURCHASING	13,474	0	38,132	0	51,606
I220	4640	4641	DOCUMENT MANAGEMENT	13,115	0	22,611	0	35,726
I220	4640	4643	WAREHOUSE/DISTRIBUTION SERVICES	14,326	0	8,810	0	23,136
I220	4640	4645	MAIL CENTER	2,655	0	6,365	0	9,020
I220	4660	4661	GSA SPECIAL SERVICES	122,666	777	3,941	1,509	128,893
I230	4700	4701	FACILITIES AND MAINTENANCE ADMINISTR	12,768	0	657	19,732	33,157
I230	4700	4703	MAINTENANCE	122,265	4,447	19,999	0	146,711
I230	4700	4705	UTILITIES	4,822	0	143	0	4,965

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
I230	4720	4721	HOUSEKEEPING	11,092	0	5,826	0	16,918
I230	4720	4723	GROUNDS	5,483	0	1,142	0	6,625
I230	4740	4741	FACILITIES PROJECTS	9,750	0	1,285	0	11,035
I300	1300	1300	CEO RISK ADMINISTRATION	9,943	0	31,962	0	41,905
I400	1400	1402	DEFERRED COMPENSATION	2,338	0	7,074	0	9,412
I420	1420	1421	ADMINISTRATION	8,318	0	26,327	0	34,645
I420	1420	1422	EMPLOYEE ASSISTANCE	6,302	4,800	76,603	0	87,705
I420	1420	1423	WELLNESS	1,777	0	138,480	0	140,257
I420	1420	1424	WORK AND FAMILY	722	0	2,827	0	3,549
S040	2570	2570	SHERIFF INMATE WELFARE	6,193	0	0	0	6,193
S040	2580	2580	SHERIFF INMATE COMMISSARY	2,729	0	0	0	2,729
S050	2250	2251	PROGRAM OPERATIONS	182,674	9,600	9,176	0	201,450
S050	2250	2253	DCSS CALL CENTER	27,074	0	1,349	0	28,423
S060	3610	3611	LIBRARY BRANCHES	64,963	0	0	0	64,963
S060	3610	3613	LIBRARY ADMINISTRATION	17,613	0	18,676	0	36,289
S060	3610	3615	LIBRARY COLLECTION DEVELOPMENT AND	2,716	0	0	0	2,716
S060	3610	3617	LIBRARY TECHNOLOGY	11,917	0	31,969	0	43,886
S060	3610	3619	LIBRARY CHILDREN PROGRAMMING	677	0	0	0	677
S060	3610	3623	LIBRARY ADULT LITERACY READ PROGRAM	1,109	0	0	0	1,109

FY 2019-20 INFORMATION TECHNOLOGY SERVICES ISF ESTIMATED CHARGES

Fund	Div	Budget Org	Org Name	2032 Voice / Data	2033 Radio	2202 Info Sys Tech	2203 GIS	Total
S110	3450	3451	WORKFORCE INVESTMENT BOARD	56,049	0	7,755	0	63,804
S120	3260	3261	MHS CSS YOUTH AND FAMILY SERVICE	3,602	0	0	0	3,602
S120	3260	3263	MHS PEI	1,461	0	0	0	1,461
S120	3260	3267	MHS CFTN	662	0	562	0	1,224
S120	3260	3269	MHS INN	907	0	0	0	907
S120	3260	3271	MHS ADMINISTRATION	9,135	0	0	0	9,135
S120	3260	3273	MHS CSS ADULT SERVICES	149,073	0	200	0	149,273
S540	4130	4130	CSA 29 NORTH COAST OPERATIONS AND M	508	0	0	0	508
S550	4140	4140	CSA 30 NYELAND ACRES OPERATIONS AND	445	0	0	0	445
S600	2700	2701	FISCAL AND ADMIN	2,986	0	3,345,365	0	3,348,351
S600	2700	2721	OPERATIONS AND SUPPORT SERVICES	752,611	1,255,995	0	58,873	2,067,479
S710	4210	4211	WPD ZONE 1 GENERAL	1,028	1,080	0	0	2,108
S730	4230	4231	WPD ZONE 3 GENERAL	1,334	0	0	0	1,334
S800	3460	3461	IHSS PUBLIC AUTHORITY	9,279	0	2,739	0	12,018
Non-General Fund				5,193,946	1,524,677	6,194,489	256,970	13,170,082
Grand Total for All Funds				12,603,432	4,014,295	27,290,371	611,427	44,519,525

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
G001	1000	1001	BOS DISTRICT 1	3,746
G001	1000	1002	BOS DISTRICT 2	2,581
G001	1000	1003	BOS DISTRICT 3	2,581
G001	1000	1004	BOS DISTRICT 4	2,581
G001	1000	1005	BOS DISTRICT 5	2,953
G001	1010	1014	CEO DEPARTMENT ADMINISTRATION	159,878
G001	1010	1017	HUMAN RESOURCES HCA	14,178
G001	1050	1050	SPECIAL ACCOUNTS AND CONTRIBUTIONS	22,348
G001	1110	1113	FACILITIES	117,955
G001	1500	1510	ADMINISTRATION	45,896
G001	1600	1612	PROPOSITION 13	82,085
G001	1700	1701	ADMINISTRATION	25,612
G001	1800	1801	ADMINISTRATION	38,547
G001	1850	1850	CIVIL SERVICE COMMISSION	628
G001	1900	1901	CLERK AND RECORDER	25,870
G001	1920	1921	ELECTIONS	20,160
G001	2000	2001	CIVIL GRAND JURY	1,928

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
G001	2100	2102	ADMINISTRATION	2,392,663
G001	2200	2201	ADMINISTRATION	99,348
G001	2500	2501	ADMINISTRATION	199,185
G001	2500	2503	SUPPORT SERVICES	42,026
G001	2500	2507	RECORDS	15,746
G001	2500	2521	EAST COUNTY PATROL	645,412
G001	2500	2523	CENTRAL COUNTY PATROL	233,457
G001	2500	2525	GANG UNIT	4,074
G001	2500	2527	WEST COUNTY PATROL	503,510
G001	2500	2529	MAJOR CRIME INVESTIGATIONS	355,514
G001	2500	2541	TECHNICAL SERVICES	11,336
G001	2500	2543	FORENSIC SERVICES	138,587
G001	2500	2545	AVIATION UNIT	132,668
G001	2500	2547	INFORMATION SERVICES AND CRIME ANALYSIS	12,882
G001	2550	2551	DETENTION ADMINISTRATION	156,360
G001	2550	2553	MAIN JAIL	549,090
G001	2550	2555	COURT SERVICES	82,305
G001	2550	2557	EAST COUNTY JAIL	4,638
G001	2550	2559	ELECTRONIC MONITORING	3,092

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
G001	2550	2561	TODD ROAD JAIL	269,162
G001	2600	2610	ADMINISTRATIVE SERVICES	186,615
G001	2600	2621	JUVENILE FACILITY OPERATIONS ADMINISTRATION	78,079
G001	2600	2622	JUVENILE FACILITY HOUSING	49,726
G001	2600	2623	INTAKE AND COMMUNITY CONFINEMENT	6,184
G001	2600	2624	YOUTH OFFENDER BLOCK GRANT	9,791
G001	2600	2631	JUVENILE COURT SERVICES	8,760
G001	2600	2632	JUVENILE FIELD SERVICES	17,546
G001	2600	2633	PLACEMENT UNIT	4,122
G001	2600	2634	JUVENILE JUSTICE CRIME PREVENTION ACT PROGRAM	4,122
G001	2600	2651	ADULT COURT SERVICES	25,867
G001	2600	2652	PUBLIC SAFETY REALIGNMENT	28,405
G001	2600	2653	ADULT FIELD SERVICES	36,676
G001	2600	2680	ALTERNATIVE CUSTODY PROGRAMS	4,122
G001	2600	2691	PROFESSIONAL STANDARDS AND TRAINING	6,654
G001	2600	2692	ORGANIZATIONAL SUPPORT SERVICES	3,363
G001	2800	2850	ADMINISTRATION	33,780
G001	2900	2901	RMA ADMINISTRATION	19,128
G001	2910	2911	PERMITTING	16,454

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
G001	2910	2913	PLANS AND ORDINANCES	4,638
G001	2910	2915	GRANTS AND SPECIAL PROGRAMS	4,122
G001	2910	2917	COMPREHENSIVE GENERAL PLAN UPDATE	1,546
G001	2920	2921	INSPECTIONS	118,192
G001	2920	2923	PLAN CHECK	4,122
G001	2920	2925	PERMIT PROCESSING	4,122
G001	2930	2931	HAZARDOUS MATERIALS	10,895
G001	2930	2933	COMMUNITY SERVICES	201,270
G001	2930	2935	MANDATED NON REVENUE ADMINISTRATION SUPPORT	5,153
G001	2930	2937	VECTOR CONTROL PROGRAM	3,092
G001	2930	2939	TECHNICAL SERVICES	4,638
G001	2950	2951	RMA WEIGHTS AND MEASURES	10,735
G001	2950	2953	RMA BUILDING AND ZONING ENFORCEMENT	5,537
G001	3000	3000	HCA ADMIN AND SUPPORT SERVICES	169,592
G001	3070	3070	HCA MEDICAL EXAMINER	15,900
G001	3090	3091	EMERGENCY MEDICAL SERVICES	527
G001	3100	3103	PUBLIC HEALTH ADMINISTRATION	94,155
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	371
G001	3140	3141	CALIFORNIA CHILDRENS SERVICES	900

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
G001	3140	3143	CHILD HEALTH DISBLTY PREVENTION PROGRAM	104
G001	3140	3145	CHILDHOOD LEAD POISONING PREVENTION	12
G001	3160	3161	ADMINISTRATION	92,279
G001	3160	3162	LICENSING	2,061
G001	3160	3163	SHELTER OPERATIONS	18,551
G001	3160	3164	VETERINARY SERVICES	4,638
G001	3160	3165	FIELD SERVICES	8,760
G001	3200	3201	MHL ADMINISTRATION	149,403
G001	3220	3233	ADP ADMINISTRATION	25,674
G001	3240	3243	DUI ADMINISTRATION	882
G001	3410	3411	ADMINISTRATION	1,006,507
G001	3410	3415	EMPLOYMENT AND SUPPORT SERVICES	84,508
G001	3430	3431	RAIN TRANSITIONAL LIVING CENTER	10,821
G001	3440	3441	PUBLIC ADMINISTRATOR AND PUBLIC GUARDIAN	7,424
G001	3500	3501	OLDER AMERICANS PROGRAMS	14,871
G001	3500	3503	AAA- MSSP	3,215
G001	3600	3600	VENTURA COUNTY LIBRARY ADMINISTRATION	515
G001	3700	3700	FARM ADVISOR	6,038
G001	4040	4040	PUBLIC WORKS INTEGRATED WASTE MANAGEMENT DIV	5,112

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
General Fund				9,060,858
E200	5100	5101	HARBOR ADMINISTRATION	93,661
E200	5100	5103	MARKETING PROGRAM	515
E200	5100	5105	HARBOR SAFETY	9,275
E200	5100	5107	BEACHES	515
E200	5100	5111	HARBOR MAINTENANCE	4,638
E300	5000	5003	OXNARD AIRPORT OPERATIONS	7,160
E300	5000	5005	OXNARD AIRPORT MAINTENANCE	17
E300	5020	5021	CAMARILLO AIRPORT ADMINISTRATION	28,606
E300	5020	5023	CAMARILLO AIRPORT OPERATIONS	7,942
E300	5020	5025	CAMARILLO AIRPORT MAINTENANCE	46
E400	4760	4761	GSA PARKS OPERATIONS	42,676
E500	3300	3301	VCMC HOSPITAL	1,512,510
E510	3390	3390	VENTURA COUNTY HEALTH CARE PLAN	22,673
I100	4400	4411	CENTRAL SERVICES ISF	68,734
I100	4400	4412	REAL ESTATE ISF	632
I100	4400	4421	ENGINEERING ISF	89,970
I100	4400	4422	DEVELOPMENT SERVICES ISF	1,039
I100	4400	4423	SURVEY ENGINEERING	11,250

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
I100	4400	4431	WATERSHED PROTECTION GENERAL ISF	265,242
I100	4400	4441	TRANSPORTATION GENERAL ISF	510,460
I110	4450	4451	WATER AND SANITATION OPERATIONS ISF	63,864
I200	4550	4551	GSA HEAVY EQUIPMENT	34,038
I210	4570	4571	GSA FLEET SERVICES	51,174
I220	4600	4601	GSA ADMINISTRATION	29,541
I220	4620	4621	PURCHASING	7,837
I220	4640	4641	DOCUMENT MANAGEMENT	18,193
I220	4640	4643	WAREHOUSE/DISTRIBUTION SERVICES	16,275
I220	4640	4645	MAIL CENTER	4,654
I220	4660	4661	GSA SPECIAL SERVICES	54,709
I230	4700	4701	FACILITIES AND MAINTENANCE ADMINISTRATION	77,938
I230	4700	4703	MAINTENANCE	49,703
I230	4700	4705	UTILITIES	573
I230	4720	4721	HOUSEKEEPING	45,201
I230	4720	4723	GROUNDS	5,502
I230	4740	4741	FACILITIES PROJECTS	6,820
I300	1300	1300	CEO RISK ADMINISTRATION	7,480
I400	1400	1402	DEFERRED COMPENSATION	1,156

FY 2019-20 C.E.O. LIABILITY AND GENERAL INSURANCE ISF ESTIMATED CHARGES - ACCOUNT 2071

Fund	Div	Budget Org	Org Name	Amount
I420	1420	1421	ADMINISTRATION	4,726
I420	1420	1422	EMPLOYEE ASSISTANCE	2,061
I420	1420	1423	WELLNESS	1,132
I420	1420	1424	WORK AND FAMILY	564
I500	4800	4801	ITSD ADMINISTRATIVE AND FISCAL SERVICES	47,361
I500	4800	4802	ITSD TECHNICAL SERVICES	27,832
I500	4800	4803	ITSD APPLICATION SERVICES	26,795
I500	4800	4804	ITSD ENTERPRISE SERVICES	13,398
I500	4800	4806	ITSD HEALTH CARE AGENCY SERVICES	1,031
I510	4850	4851	ITSD NETWORK SERVICES	25,251
S040	2570	2570	SHERIFF INMATE WELFARE	4,122
S040	2580	2580	SHERIFF INMATE COMMISSARY	3,607
S050	2250	2251	PROGRAM OPERATIONS	114,892
S060	3610	3613	LIBRARY ADMINISTRATION	51,641
S110	3450	3451	WORKFORCE INVESTMENT BOARD	18,035
S120	3260	3271	MHS ADMINISTRATION	35,224
S600	2700	2701	FISCAL AND ADMIN	572,834
Non-General Fund				4,102,725
Grand Total for All Funds				13,163,583

FY 2019-20 VCMC EMPLOYEE HEALTH SERVICES ISF ESTIMATED CHARGES - ACCOUNT 2201

Fund	Div	Budget Org	Org Name	Amount
G001	1010	1014	CEO DEPARTMENT ADMINISTRATION	3,000
G001	1500	1510	ADMINISTRATION	1,000
G001	1600	1612	PROPOSITION 13	2,000
G001	1700	1701	ADMINISTRATION	2,000
G001	1800	1801	ADMINISTRATION	1,000
G001	1900	1901	CLERK AND RECORDER	1,200
G001	1920	1921	ELECTIONS	2,000
G001	2100	2102	ADMINISTRATION	12,000
G001	2200	2201	ADMINISTRATION	6,500
G001	2500	2503	SUPPORT SERVICES	160,000
G001	2600	2690	PROFESSIONAL STANDARDS UNIT	60,000
G001	2800	2850	ADMINISTRATION	6,000
G001	2900	2901	RMA ADMINISTRATION	5,000
G001	2910	2911	PERMITTING	4,000
G001	2910	2913	PLANS AND ORDINANCES	4,000
G001	2930	2933	COMMUNITY SERVICES	6,500
G001	2950	2951	RMA WEIGHTS AND MEASURES	1,600
G001	3000	3000	HCA ADMIN AND SUPPORT SERVICES	1,600

FY 2019-20 VCMC EMPLOYEE HEALTH SERVICES ISF ESTIMATED CHARGES - ACCOUNT 2201

Fund	Div	Budget Org	Org Name	Amount
G001	3070	3070	HCA MEDICAL EXAMINER	800
G001	3090	3091	EMERGENCY MEDICAL SERVICES	200
G001	3100	3103	PUBLIC HEALTH ADMINISTRATION	32,000
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	800
G001	3140	3141	CALIFORNIA CHILDRENS SERVICES	400
G001	3160	3163	SHELTER OPERATIONS	2,000
G001	3200	3201	MHL ADMINISTRATION	105,000
G001	3220	3221	ADP SUPPORTIVE SERVICES	2,000
G001	3220	3223	ADP PREVENTION SERVICES	500
G001	3410	3411	ADMINISTRATION	70,000
G001	3500	3503	AAA- MSSP	1,200
G001	3700	3700	FARM ADVISOR	240
General Fund				494,540
E200	5100	5105	HARBOR SAFETY	6,200
E300	5020	5025	CAMARILLO AIRPORT MAINTENANCE	7,500
E400	4760	4761	GSA PARKS OPERATIONS	7,000
E510	3390	3390	VENTURA COUNTY HEALTH CARE PLAN	1,600
I100	4400	4431	WATERSHED PROTECTION GENERAL ISF	120,000
I200	4550	4551	GSA HEAVY EQUIPMENT	3,000

FY 2019-20 VCMC EMPLOYEE HEALTH SERVICES ISF ESTIMATED CHARGES - ACCOUNT 2201

Fund	Div	Budget Org	Org Name	Amount
I210	4570	4571	GSA FLEET SERVICES	8,000
I220	4600	4601	GSA ADMINISTRATION	25,000
I220	4620	4621	PURCHASING	5,000
I220	4640	4641	DOCUMENT MANAGEMENT	4,000
I220	4640	4645	MAIL CENTER	1,000
I230	4700	4701	FACILITIES AND MAINTENANCE ADMINISTRATION	8,000
I230	4720	4721	HOUSEKEEPING	10,000
I500	4800	4801	ITSD ADMINISTRATIVE AND FISCAL SERVICES	5,000
S050	2250	2251	PROGRAM OPERATIONS	2,500
S060	3610	3627	LIBRARY GENERAL AGENCY	7,500
S600	2700	2701	FISCAL AND ADMIN	275,000
Non-General Fund				496,300
Grand Total for All Funds				990,840

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
G001	1000	1002	BOS DISTRICT 2	625 W. Hillcrest Drive	71,747
G001	1000	1003	BOS DISTRICT 3	1203 Flynn Road #220	44,558
G001	1000	1004	BOS DISTRICT 4	980 Enchanted Way	56,277
G001	2100	2101	SPECIAL PROSECUTIONS DIVISION	5720 Ralston #300	317,956
G001	2100	2103	CRIMINAL PROSECUTIONS DIVISION	2639 Avenida Simi Simi Valley	1
G001	2100	2103	CRIMINAL PROSECUTIONS DIVISION	2982 Martha Drive Ventura	1
G001	2200	2201	ADMINISTRATION	789 S. Victoria Avenue Suite 307	174,469
G001	2500	2527	WEST COUNTY PATROL	106 Durley Ave.	1
G001	2500	2527	WEST COUNTY PATROL	3701 E. Las Posas Road Camarillo	1
G001	2500	2527	WEST COUNTY PATROL	402 S. Ventura Street Ojai	1
G001	2500	2527	WEST COUNTY PATROL	524 Sespe Avenue Fillmore	1
G001	2500	2527	WEST COUNTY PATROL	612 Spring Road	1
G001	2500	2527	WEST COUNTY PATROL	Lockwood Valley Rd	20,891
G001	2500	2529	MAJOR CRIME INVESTIGATIONS	5177 Camino Ruiz	422,960
G001	2500	2545	AVIATION UNIT	Lockwood Valley	679
G001	2600	2652	PUBLIC SAFETY REALIGNMENT	1721 Pacific Avenue, #140 & 210	129,447
G001	2600	2653	ADULT FIELD SERVICES	1721 Pacific Avenue, #140 & 210	129,447
G001	2600	2680	ALTERNATIVE CUSTODY PROGRAMS	4601 Telephone Rd#102,103 &106	90,201

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
G001	3000	3000	HCA ADMIN AND SUPPORT SERVICES	4053 Calle Tesoro, Unit E	23,378
G001	3100	3103	PUBLIC HEALTH ADMINISTRATION	620 W. Harvard Blvd.	20,433
G001	3100	3107	FIELD NURSING AFLP AND CAL LEARN	1133-B East Los Angeles Ave	31,687
G001	3100	3109	CLINICS, TB, CD, AND IZ	2500 South C Street (Area A&B of Area 1)	106,940
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	1133-B East Los Angeles Ave	51,269
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	125 W. Thousand Oaks Blvd.	55,599
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	2500 South C Street (Area A&B of Area 1)	119,303
G001	3120	3120	HCA WOMEN INFANTS AND CHILDREN	620 W. Harvard Blvd.	30,650
G001	3160	3163	SHELTER OPERATIONS	670 W Los Angeles Avenue Simi Valley	240
G001	3200	3201	MHL ADMINISTRATION	4256-4274 Telegraph Road	7,461
G001	3200	3201	MHL ADMINISTRATION	5740 Ralston Street 100,110,130,201,210	34,752
G001	3200	3203	MHL ADULT SERVICES	4256-4274 Telegraph Road	64,042
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICE	125 W. Thousand Oaks Blvd.	134,771
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICE	2500 South C Street (Area C&D)	44,189
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICE	500 Airport Way	18,306
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICE	5740 Ralston Street 100,110,130,201,210	291,007
G001	3200	3205	MHL YOUTH FAMILY PROGRAM SERVICE	725 E. Main Street, 3rd Floor	93,531
G001	3220	3223	ADP PREVENTION SERVICES	5850 Thille Street, Suite #104, 107 & 108	8,441
G001	3220	3225	ADP NON-RESIDENTIAL SERVICES	125 W. Thousand Oaks Blvd.	54,907
G001	3220	3225	ADP NON-RESIDENTIAL SERVICES	3150 Los Angeles Ave	34,404

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
G001	3220	3225	ADP NON-RESIDENTIAL SERVICES	5740 Ralston Street 100,110,130,201,210	13,200
G001	3220	3225	ADP NON-RESIDENTIAL SERVICES	5850 Thille Street Suite 203, 204, 205	83,487
G001	3240	3241	DUI PROGRAM SERVICES	125 W. Thousand Oaks Blvd.	124,789
G001	3240	3241	DUI PROGRAM SERVICES	3150 Los Angeles Ave	42,048
G001	3240	3241	DUI PROGRAM SERVICES	HCA - DUI Programs	75,972
G001	3410	3411	ADMINISTRATION	1001 Partridge Drive # 220	140,387
G001	3410	3411	ADMINISTRATION	2900 Madera Road	1,373,993
G001	3410	3411	ADMINISTRATION	2901 N. Ventura Road	977,201
G001	3410	3411	ADMINISTRATION	4245 Market Street #201,202,203,204,205,206,210,211,212,213,214	397,278
G001	3410	3411	ADMINISTRATION	4245 Market Street #,207,,209	85,675
G001	3410	3411	ADMINISTRATION	4601 Telephone Rd, #118	27,618
G001	3410	3411	ADMINISTRATION	5740 Ralston Street #304	78,060
G001	3410	3411	ADMINISTRATION	612 Spring Rd. Bldg. B Suite 301	57,498
G001	3410	3411	ADMINISTRATION	6401 Telephone Road	704,751
G001	3410	3411	ADMINISTRATION	725 E. Main Street	196,266
G001	3410	3411	ADMINISTRATION	80 East Hillcrest Drive #200	122,958
G001	3440	3441	PUBLIC ADMINISTRATOR AND PUBLIC	1001 Partridge Drive	183,497
General Fund					7,368,627
E110	4320	4320	WATERWORKS DISTRICT 16 PIRU SAN	S of Telephone Rd to WWD No. 16	340
E500	3300	3301	VCMC HOSPITAL	1133-B East Los Angeles Ave	48,666

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
E500	3300	3301	VCMC HOSPITAL	1227 East Los Angeles Ave.,	1,268,376
E500	3300	3301	VCMC HOSPITAL	125 W. Thousand Oaks Blvd.	497,130
E500	3300	3301	VCMC HOSPITAL	1320-1334 E. Main Street	41,733
E500	3300	3301	VCMC HOSPITAL	2000 Outlet Center Drive #110, 120, 130 & 140	429,214
E500	3300	3301	VCMC HOSPITAL	2189 Eastman Ave	351,405
E500	3300	3301	VCMC HOSPITAL	2400 South C Street	698,008
E500	3300	3301	VCMC HOSPITAL	254 W. Harvard Blvd. Suite B	90,209
E500	3300	3301	VCMC HOSPITAL	254 W. Harvard Blvd. Suite C & D	97,065
E500	3300	3301	VCMC HOSPITAL	2643 Saviers Road	27,340
E500	3300	3301	VCMC HOSPITAL	3180 Loma Vista Road	185,080
E500	3300	3301	VCMC HOSPITAL	3200 Rose Avenue	4,224
E500	3300	3301	VCMC HOSPITAL	325 Channel Islands Blvd.	254,499
E500	3300	3301	VCMC HOSPITAL	3801 Las Posas Rd, Suite 214	307,633
I420	1420	1422	EMPLOYEE ASSISTANCE	950 County Square Drive #213-215	34,020
I500	4800	4801	ITSD ADMINISTRATIVE AND FISCAL SE	1923-1957 Eastman Avenue	43,333
I500	4800	4802	ITSD TECHNICAL SERVICES	1923-1957 Eastman Avenue	133,610
I500	4800	4803	ITSD APPLICATION SERVICES	1923-1957 Eastman Avenue	180,554
I500	4800	4804	ITSD ENTERPRISE SERVICES	1923-1957 Eastman Avenue	104,721
I500	4800	4805	ITSD GEOGRAPHIC INFORMATION SER	1923-1957 Eastman Avenue	18,055
I510	4850	4851	ITSD NETWORK SERVICES	1923-1957 Eastman Avenue	115,555

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
I510	4850	4851	ITSD NETWORK SERVICES	1957 Eastman Ave. STE B	43,872
I510	4850	4851	ITSD NETWORK SERVICES	3500 Matilija Canyon Road	1,200
I510	4850	4851	ITSD NETWORK SERVICES	7535 Santa Susana Pass Road	34,497
I510	4850	4851	ITSD NETWORK SERVICES	Communications Tower Fillmore	4,429
I510	4850	4851	ITSD NETWORK SERVICES	Communications Tower Malibu	25,167
I510	4850	4851	ITSD NETWORK SERVICES	Frazier Mountain Park Road	26,913
I510	4850	4851	ITSD NETWORK SERVICES	Hall Mountain	17,096
I510	4850	4851	ITSD NETWORK SERVICES	Hall Mountain, Ventura, CA	112,231
I510	4850	4851	ITSD NETWORK SERVICES	ISD-Red Mountain Communications	19,739
I510	4850	4851	ITSD NETWORK SERVICES	ITS - Receiver box for Sheriff's Dept	600
I510	4850	4851	ITSD NETWORK SERVICES	ITS - Torrey Hill Rd.	27,200
I510	4850	4851	ITSD NETWORK SERVICES	Rincon Peak	20,057
I510	4850	4851	ITSD NETWORK SERVICES	South Mountain	73,232
I510	4850	4851	ITSD NETWORK SERVICES	South Mountain - Access Road	1,440
I510	4850	4851	ITSD NETWORK SERVICES	South Mountain Access Road	3,000
I510	4850	4851	ITSD NETWORK SERVICES	Ventu Park Road	30,898
S050	2250	2251	PROGRAM OPERATIONS	5171 Verdugo Way	921,903
S060	3610	3611	LIBRARY BRANCHES	1050 South Hill Road Ste 1	118,703
S060	3610	3611	LIBRARY BRANCHES	114 Padre Juan	15,671
S060	3610	3611	LIBRARY BRANCHES	1292 Los Angeles Ave	44,557

FY 2019-20 PUBLIC WORKS AGENCY - LEASE PAYMENT SCHEDULE ISF ESTIMATED CHARGES - ACCOUNT 2241

Fund	Div	Budget Org	Org Name	Location	Amount
S060	3610	3613	LIBRARY ADMINISTRATION	5600 Everglades Street, Unit A & B	117,621
S060	3610	3625	LIBRARY FACILITIES	57 Day Road Ventura	1
S060	3610	3625	LIBRARY FACILITIES	606 N. Ventura Avenue Ventura	1
S060	3610	3625	LIBRARY FACILITIES	651 E. Main Street Ventura	1
S120	3260	3263	MHS PEI	5740 Ralston Street 100,110,130,201,210	29,095
S120	3260	3269	MHS INN	125 W. Thousand Oaks Blvd.	9,983
S120	3260	3269	MHS INN	5740 Ralston Drive #200	90,481
S120	3260	3273	MHS CSS ADULT SERVICES	125 W. Thousand Oaks Blvd.	174,704
S120	3260	3273	MHS CSS ADULT SERVICES	2500 South C Street (Area C&D)	54,123
S120	3260	3273	MHS CSS ADULT SERVICES	2697 Saviers Road	108,020
S120	3260	3273	MHS CSS ADULT SERVICES	4256-4274 Telegraph Road	291,007
S120	3260	3273	MHS CSS ADULT SERVICES	5740 Ralston Drive #200	56,643
S120	3260	3273	MHS CSS ADULT SERVICES	725 E. Main Street, 3rd Floor	159,455
S600	2700	2721	OPERATIONS AND SUPPORT SERVICE	157 Scott Street	6,576
S600	2700	2721	OPERATIONS AND SUPPORT SERVICE	Cerro Noroeste (Mt. Abel), Kern County	10,584
Non-General Fund					7,581,470
Grand Total for All Funds					14,950,097

FY 2019-2020 Department of Airports Rental Charges
Object 2242

Facilities Rent Charges at the Camarillo Airport for FY 19-20. If you have any questions regarding these charges please contact Madeline Herrle at 388-4243 or Jorge Rubio at 388-4201

Budget Org	Department	Facility Use	FY 18-19 Rent	FY 19-20 Rent
2820	Ag Commissioner **	555 Airport Way, suites E and I (incl new expans)	\$ 87,445	\$ 117,387
3163	Animal Services	600 Aviation Drive	\$ 169,452	\$ 169,452
3201	Behavioral Health - MHL	333 Skyway	\$ 47,916	\$ 47,916
2102	District Attorney - Admin#	District attny special investigations unit (555 Airport Way, Suites G/H)	\$ 79,848	\$ 82,248
2721	Fire Protection District	165 Durley Avenue - Bldg 149 (HQ)	\$ 181,692	\$ 181,692
2721	Fire Protection District	Parking lot "B"	\$ 9,900	\$ 9,900
2721	Fire Protection District	New Fire HQ Mod Bldg (same lease at HQ)	\$ 132,000	\$ 132,000
2721	Fire Protection District ****	Station 50	\$ 15,576	\$ 24,410
2721	Fire Protection District	New FCC/Dispatch	\$ 47,604	\$ 47,604
3093	Public Health Dept - EPO##	Building 415 (Bunker & Lot)	\$ 18,246	\$ 20,964
2680	Probation Agency ***	Bldgs 252&256+ Surr. Area. Expires 11/19	\$ 153,000	\$ 227,809
2503	Sheriff Support Services *****	Range/Bunker	\$ 222,846	\$ 249,163
2529	Sheriff - Major Crimes *****	Ordinance Range	\$ 42,492	\$ 48,750
2545	Sheriff - Aviation Unit##	(Bldg 247) Hangar 3 - current	\$ 135,440	\$ 140,062
2545	Sheriff - Aviation Unit*	Hangar 3 - expansion into entire hangar 7/19	\$ -	\$ 117,997
4851	ITS - Network Services#	Bldg 277 - 355 Post	\$ 21,138	\$ 26,211
	Total		\$ 1,364,595	\$ 1,643,567

FY 2019-20 rental charges are projected to increase by \$278,971 (20.44%) from FY 18-19. The reason for change are the following adjustments:

- * Sheriff assumed to expand into balance of hgr 3 as of 7/19
- ** Ag Commissioner added 2,884 SF to premises as of 2/19
- *** Probation lease exp 11/19 & ended rent credit for demo of prev. facility; mo/mo lease on current rate w/ no offsets
- **** Station 50 has 5-yr rate adjustment in 7/19 if option exercised
- ***** Adjustment to new rate/fee as of 7/19
- # increase per lease
- ## Per Rent & Fee

COUNTY OF VENTURA
DEBT SERVICE AND OTHER LEASE PAYMENTS
FY 2019-2020 REQUESTED BUDGET

Unit	Debt Service FY 2019-2020											
	Debt Service FY 2018-2019 Adopted Budget	Requested Budget										
		Lease Principal	Purchase Interest	Principal	Capital Lease Interest (1)	Sales Tax	Other L-T Loans Principal	Interest	RCA Interest (1)	S-T Debt Interest	Contr. To Oth Funds	Total Requested Budget
		3311	3451	3315	3455	3571	3312	3452	3412	3471	5111	
GENERAL FUND												
<u>LRBs Series 2013A</u>												
1080 Ruben Castro Building	486,900	335,000	152,125									487,125
subtotal LRBs Series 2013A	486,900	335,000	152,125	-	-	-	-	-	-	-	-	487,125
<u>LRBs Series 2013B</u>												
1080 Debt Service												
Juvenile Justice Courthouse	1,087,818	622,900	15,573									638,473 (2)
Gonzales Road Building (2240)	658,559	377,100	9,428									386,528
1911 Williams Drive Building	2,515,875	1,660,000	849,750									2,509,750
subtotal LRBs Series 2013A	4,262,252	2,660,000	874,751	-	-	-	-	-	-	-	-	3,534,751
<u>LRRBs Series 2016A (Refunded 2009 COPs)</u>												
1080 Debt Service												
Fillmore Building	639,762	482,912	152,663									635,575
subtotal LRRBs Series 2016A	639,762	482,912	152,663	-	-	-	-	-	-	-	-	635,575
<u>Other Debt / Lease Payments</u>												
1080 Debt Service												
Interest on short-term debt	3,686,980									4,000,000		4,000,000
Interfund Borrowing Interest	113,020									770,000		770,000
Interest on short-term debt	3,800,000	-	-	-	-	-	-	-	-	4,770,000	-	4,770,000
subtotal "COPs", "LRBs", "Other"	9,188,914	3,477,912	1,179,539	-	-	-	-	-	-	4,770,000	-	9,427,451
<u>TECP / Revolving Credit Agreement</u>												
1080 Debt Service												
PTAC System	390,536						254,876		285,598			540,474
VCFMS Upgrade	2,031,906						1,593,949		286,834			1,880,783
JJC Office Building	138,000						120,048		20,818			140,866
Payroll System Upgrade	64,001						619,116		155,350			774,466
subtotal Debt Service TECP/RCA	2,624,443	-	-	-	-	-	2,587,989	-	748,600	-	-	3,336,589
3203 Behavioral Health												
Mental Health Rehab Center	180,256						120,685		62,220			182,905
subtotal Behavioral Health TECP/RCA	180,256	-	-	-	-	-	120,685	-	62,220	-	-	182,905
subtotal General Fund TECP/RCA	2,804,699	-	-	-	-	-	2,708,674	-	810,820	-	-	3,519,494
TOTAL GENERAL FUND	11,993,613	3,477,912	1,179,539	-	-	-	2,708,674	-	810,820	4,770,000	-	12,946,945

COUNTY OF VENTURA
DEBT SERVICE AND OTHER LEASE PAYMENTS
FY 2019-2020 REQUESTED BUDGET

		Debt Service FY 2019-2020											
		Requested Budget											
		Debt Service FY 2018-2019 Adopted Budget	Lease Principal	Purchase Interest	Principal	Capital Lease Interest (1)	Sales Tax	Other L-T Loans Principal	Interest	RCA Interest (1)	S-T Debt Interest	Contr. To Oth Funds	Total Requested Budget
Unit			3311	3451	3315	3455	3571	3312	3452	3412	3471	5111	
NON-GENERAL FUNDS													
WW #19 COPs													
4340	Waterworks #19 - Somis	229,800	72,000	88,931								51,692	212,623
LRBs Series 2013A													
3301	VCMC - Hospital Replacement Wing	15,215,348	3,920,000	12,426,700									16,346,700
4851	Network Services ISF												
	Sheriff Radios	425,000	380,000	33,000									413,000
	Microwave Towers	764,650	595,000	168,375									763,375
	Subtotal Unit 4851 LRBs 2013A	1,189,650	975,000	201,375	-	-	-	-	-	-	-	-	1,176,375
5115	Harbor - Harbor Revetment Towers	521,550	460,000	61,250									521,250
LRRBs Series 2016A (Refunded 2009 COPs)													
3301	VCMC												
	Clinic	3,567,340	2,207,089	1,352,939									3,560,028
	Subtotal "COPs" and "LRBs"	20,723,688	7,634,089	14,131,195	-	-	-	-	-	-	-	51,692	21,816,976
Other Debt / Lease Payments													
3301	VCMC-Interest on Inter-Fund												
	Loan from Workers Comp	-									-		-
	VCMC - BAPCC Capital Equip Lease	4,593,830			2,524,566	96,836							2,621,402
	VCMC - Winthrop Equip Lease	1,595,342			2,036,389	165,989	16,831						2,219,209
	VCMC - Phillips Equip Lease	3,450,902			3,067,748	283,568							3,351,316
	Subtotal Unit 3301 "Other/Lease"	9,640,074	-	-	7,628,703	546,393	16,831	-	-	-	-	-	8,191,927
4571	GSA-Interest on Inter-Fund loan from GF	95,000						340,000	90,000				430,000
4320	WW#16-Interest on Inter-Fund loan from GF	45,000						-	56,500				56,500
4320	WW#16 Piru Sanitation (State Revolving)	208,500						168,785	39,617				208,402
4370	Camarillo Airport Sanitation (State Revolving)	87,900						79,967	7,958				87,925
4155	CSA#34 El Rio Debt Service (State Revolving)	457,100						295,939	161,110				457,049
	Subtotal "Other Payments"	10,533,574	-	-	7,628,703	546,393	16,831	884,691	355,185	-	-	-	9,431,803
	Subtotal "COPs","LRBs","Other"	31,257,262	7,634,089	14,131,195	7,628,703	546,393	16,831	884,691	355,185	-	-	51,692	31,248,779

COUNTY OF VENTURA
DEBT SERVICE AND OTHER LEASE PAYMENTS
FY 2019-2020 REQUESTED BUDGET

		Debt Service FY 2019-2020										
		Requested Budget										
Unit	Debt Service FY 2018-2019 Adopted Budget	Lease	Purchase	Capital Lease		Sales Tax	Other L-T Loans		RCA	S-T Debt	Contr. To	Total Requested Budget
		Principal 3311	Interest 3451	Principal 3315	Interest (1) 3455		Principal 3312	Interest 3452	Interest (1) 3412	Interest 3471	Oth Funds 5111	
NON-GENERAL FUNDS (Continued)												
TECP / Revolving Credit Agreement												
3301	Ventura County Medical Center:											
	Magnolia Clinic Build Out	304,301					250,030		62,738			312,768
	Kitchen Lab	305,281					289,234		19,106			308,340
	subtotal	609,582	-	-	-	-	539,264	-	81,844	-	-	621,108
4571	Transportation - Sheriff's Busses	22,128					19,249		3,338			22,587
4705	General Services Agency											
	Todd Road Photovoltaic	213,556					165,710		55,273			220,983
4770	Oak View Assessment District	48,450					33,517		17,280			50,797
	subtotal TECP/RCA	893,716	-	-	-	-	757,740	-	157,735	-	-	915,475
TOTAL NON-GENERAL FUND		32,150,978	7,634,089	14,131,195	7,628,703	546,393	16,831	1,642,431	355,185	157,735	-	51,692

Debt service amounts are based on projects approved by the Board of Supervisors as of December 31, 2018. Debt service for Water Works #19 Certificates of Participation, Lease Revenue Bonds (Series 2013A & 2013B), Lease Revenue Refunding Bonds (Series 2016A), and TECP/RCA funded projects are included in the budgets of the individual departments.

Notes:

- (1) Debt service for TECP/RCA and Capital Leases is based on department draw downs and projections as of January, 2019.
- (2) Full cost reimbursement provided by Courthouse Construction Fund N726, Account 741C to General Fund, Unit 1080, Revenue Source 8831.

**COUNTY OF VENTURA
RENT EXPENSE
FY 2019-2020 REQUESTED BUDGET**

UNIT	FY 2018-2019 Requested Budget	FY 2019-2020			
		Building Rent 2242	Additional Rent 2246	Total Requested Budget	
GENERAL FUND					
1911 Williams Drive					
2632	VCP Juvenile Field Services	276,747	165,070	123,086	288,156
2633	VCP Juvenile Placement Unit	14,409	8,594	6,409	15,003
2634	VCP JJC Crime Prevention Act Prog	31,623	18,862	14,065	32,927
3201	MHL Administration	581,221	301,440	268,318	569,758
3203	MHL Adult Services	63,753	33,065	29,432	62,497
3205	MHL Youth/Family Services	86,554	44,891	39,958	84,849
3207	MHL Quality Assurance	60,496	31,375	27,928	59,303
3223	ADP Prevention Services	40,021	20,756	18,475	39,231
3225	ADP Non-Residential Services	264,318	137,084	122,021	259,105
3233	ADP Administration	29,782	15,447	13,749	29,196
3241	DUI Program Services	80,041	41,512	36,950	78,462
3243	DUI Administrative	20,011	10,378	9,238	19,616
	subtotal	1,548,976	828,474	709,629	1,538,103
Fillmore Building					
1080	CEO - Debt Service	17,888	16,430		16,430
3120	HCA - Women/Infant/Children	3,398	3,121	-	3,121
3225	ADP Non-Residential Services	15,216	13,976	-	13,976
3241	DUI Program Services	15,216	13,976	-	13,976
3261	MHS CSS Youth and Family Services	34,120	31,340	-	31,340
3411	HSA - Mental Health	60,979	56,011	-	56,011
	subtotal	146,817	134,854	-	134,854
2240 Gonzales					
3000	HCA - Admin	188	219	-	219
3103	HCA - Public Health Administration	31,649	37,046	-	37,046
3120	HCA - Women/Infant/Children	9,183	10,749	-	10,749
3141	HCA - California Childrens Services	15,014	17,574	-	17,574
	subtotal	56,034	65,588	-	65,588
TOTAL GENERAL FUND		1,751,827	1,028,916	709,629	1,738,545
NON-GENERAL FUNDS					
1911 Williams Drive					
3263	MHS PEI	42,813	22,204	19,764	41,968
3265	MHS WET	5,586	2,897	2,578	5,475
3267	MHS CFTN	26,293	13,636	12,138	25,774
3269	MHS INN	4,887	2,535	2,256	4,791
3271	MHS Administrative	9,541	4,948	4,404	9,352
3273	MHS CSS Adult Services	610,073	316,403	281,637	598,040
		699,193	362,623	322,777	685,400
Fillmore Building					
3301	VCMC	316,299	131,865	182,364	314,229
Ruben Castro Building					
3301	VCMC	124,508	124,508	-	124,508
2240 Gonzales					
3301	VCMC	185,187	25,658	83,034	108,692
TOTAL NON-GENERAL FUND		1,325,187	644,654	588,175	1,232,829

FY 2019-2020 ALCOHOL AND DRUG TESTING RATES
For Employees Performing Safety Sensitive Functions
Object 2122

The Human Resources Division has contracted with Addiction Medicine Consultants, Inc., to provide alcohol and drug testing required under the Department of Transportation (DOT) mandate to comply with the federal Omnibus Transportation Employee Testing Act of 1991.

The DOT regulations require that employees performing safety sensitive functions involving the operation of motor vehicles be placed in a test pool with a specified percentage randomly tested throughout the year. In addition to random tests, regulations require pre-employment, reasonable suspicion, post-accident, follow-up, and return to duty tests. Departments are charged for their portion of direct contract costs.

Random Tests:

There is an annual charge of \$60.00 per covered employee. This includes all random drug and alcohol testing, reports, and compliance. Services beyond the random testing will be charged by the fee schedule below. FY 2019-20 estimates for departments with covered employees are based on current contract rates. Contract rates are subject to change upon renewal.

Unit	Department	Annualized Estimate	Unit	Department	Annualized Estimate
2545	SHF Aviation Unit	\$660	4442	PWA Transp Op-Maint	\$3,780
2555	SHF Court Services	\$480	4451	PWA Water/Sanitation	\$540
2721	FPD Operations/Support	\$960	4551	GSA Heavy Equipment	\$300
2951	RMA Weights/Measures	\$120	4571	GSA Fleet Operations	\$120
4432	PWA Watershed Prot	\$2,940	4761	GSA Parks Operations	\$60

Other Tests: (Not included in the above annualized estimate)

Program cost per urine requisition processed \$49.50 per test per employee
 Breath Alcohol Per test mobile \$40.00 per test per employee

Charges listed are based on using preferred test sites. There will be an additional charge per test if non-preferred test sites are used.

Other Charges: (Not included in the above annualized estimate)

D/L Isomer Confirmation Test \$50.00 per test per employee
 Split Specimen GC/MS Confirmation Test \$150.00 per test per employee
 Employee Training Program \$150.00 per hour
 Supervisor's Training Program \$150.00 per hour
 Substance Abuse Professional \$150.00 per session

Procurement Charges (Estimate) \$50.00 annually/Unit

FY 2019-20
Cost Plan Revenue to General Fund Central Service Departments

FY 2019-20 estimated General Fund Central Service Department revenues below are allocations of FY 2019-20 Cost Plan charges received from Non-General Fund departments. The FY 2019-20 Cost Plan was based on FY 2017-18 actual charges. If you have any questions regarding this allocation, please contact Dawn Taylor at Dawn.Taylor@ventura.org.

VCFMS DIVISION	DEPARTMENT	REVENUE OBJECT	FY 2018-19 per 6/11/18 CAP AMOUNT	FY 2019-20 per 12/26/18 CAP AMOUNT
1010	County Executive Office	9731	3,911,795	4,280,062
1500	Auditor-Controller	9731	7,606,889	7,806,087
1800	County Counsel	9731	139,554	118,109
1850	Civil Service Commission	9731	66,732	59,612
1070	CEO-General Purpose(Indirect) Revenue	9731	5,259,385	3,263,828
TOTAL COST PLAN REVENUE			16,984,355	15,527,698

**Cost Allocation Plan FY 2018 Actual FY 2020 Budget Charges to Non-General Funds
Object 2158
(Credit amounts use Revenue Source 9731)**

If you have any questions regarding this schedule, please contact Dawn Taylor at 805-654-2961

BUDGET UNIT DESCRIPTION			FY 2018-2019	FY 2019-2020	VAR
	VCFMS	VCFMS	CAP CHARGES	CAP CHARGES	12/26/18 CAP
	FUND	UNIT	6/11/18 CAP Report	12/26/18 CAP Report	vs 6/11/18 CAP
					INC/(DEC)
CEO-C.D.B.G.*	S030	1211-1241	-	-	-
CEO-HAZARDOUS MATERIALS ISF (Fund Closed)	I300	1300	(244)	-	244
CEO-RISK ADMINISTRATION ISF	I300	1300	30,793	37,808	7,015
CEO-WORKERS COMPENSATION ISF	I300	1310	251,035	181,673	(69,362)
CEO-LIABILITY INSURANCE ISF	I320	1320	164,617	181,739	17,122
CEO-PERSONNEL SVCS-TRANSPORTATION ISF	I400	1401	(630)	53	683
CEO-PERSONNEL SVCS-DEFERRED COMP ISF	I400	1402	7,209	11,395	4,186
CEO-PERSONNEL-UNEMP INSUR BENEFITS ISF	I410	1410	4,400	2,763	(1,637)
CEO-PERSONNEL SVCS - MED INS ADMIN ISF	I420	1421	108,170	79,821	(28,349)
CEO-PERSONNEL SVCS - MED INS EAP ISF	I420	1422	11,030	14,853	3,823
CEO-PERSONNEL SVCS - MED INS WELLNESS ISF	I420	1423	4,546	9,521	4,975
CEO-PERSONNEL SVCS - MED INSUR WORK/FAM ISF	I420	1424	1,204	5,916	4,712
CEO-EMP BENEFITS MISC WAGE SUPP ISF	I430	1430	(2,191)	144	2,335
CSS-CHILD SUPPORT SVCS PRGM OPERATIONS	S050	2251	459,783	438,490	(21,293)
SHF-SHERIFF INMATE WELFARE	S040	2570	16,126	24,457	8,331
SHF-SHERIFF INMATE COMMISSARY	S040	2580	(38,448)	21,369	59,817
TRJ-TODD ROAD JAIL EXPAN HEALTH & PROG UNIT	C020	2595	-	3,015	3,015
FPD-FIRE PROTECTION DIST FISCAL AND ADMIN	S600	2701	2,359,138	1,993,377	(365,761)
RMA-CSA #32 ONSITE WASTEWATER MGMT	S560	2960	(705)	31	736
HCA-SPAY & NEUTER PROGRAM	S100	3170	(1,167)	(43)	1,124
HCA-MHSA CSS YOUTH & FAMILY SVCS	S120	3261	263,026	464,603	201,577
HCA-MHSA MHS PEI	S120	3263	89,090	65,936	(23,154)
HCA-MHSA MHS WET	S120	3265	3,506	2,001	(1,505)
HCA-MHSA MHS CFTN	S120	3267	17,897	13,130	(4,767)
HCA-MHSA MHS INN	S120	3269	69	(17,654)	(17,723)
HCA-MHSA MHS ADMIN	S120	3271	65,701	45,115	(20,586)
HCA-MHSA MHS CSS ADULT SVCS	S120	3273	822,845	792,217	(30,628)
HCA-VCMC HOSPITAL	E500	3301	6,534,007	5,276,733	(1,257,274)
HCA-VCMC INPATIENT PSYCHIATRIC UNIT	E500	3361	349,313	286,716	(62,597)
HCA-VCMC SANTA PAULA HOSPITAL	E500	3371	658,678	605,925	(52,753)
HCA-VENTURA COUNTY HEALTH CARE PLAN	E510	3390	943,566	506,924	(436,642)
HSA-WORKFORCE INVESTMENT BOARD ADMIN	S110	3451	3,445	15,856	12,411
HSA-WORKFORCE INVESTMENT ACT PROGRAM OPS	S110	3452	78,701	62,475	(16,226)
HSA-WORKFORCE DEV YOUTH SERVICES	S110	3452	-	-	-
HSA-IHSS PUBLIC AUTHORITY	S800	3461	153,017	124,215	(28,802)
HSA-DOMESTIC VIOLENCE	S090	3471	(4,201)	739	4,940
VCL-LIBRARY BRANCHES	S060	3611	70,014	142,447	72,433
VCL-LIBRARY ADMIN	S060	3613	(82,431)	18,754	101,185
VCL-COLLECTION DEVELOPMENT & PROCESSING	S060	3615	11,835	13,268	1,433
VCL-LIBRARY TECHNOLOGY	S060	3617	13,056	12,715	(341)
VCL-LIBRARY CHILDREN PROGRAMMING	S060	3619	20,585	12,912	(7,673)
VCL-LIBRARY ADULT PROGRAMMING	S060	3621	(4,187)	94	4,281
VCL-LIBRARY ADULT LITERACY READ PROGRAM	S060	3623	16,446	23,560	7,114
VCL-LIBRARY FACILITIES	S060	3625	(9,574)	(2,350)	7,224
VCL-LIBRARY GENERAL AGENCY	S060	3627	(907)	(58)	849
PWA-ROAD FUND GENERAL	S010	4081	100,007	(57,696)	(157,703)
PWA-ROAD FUND OPS & MAINT	S010	4082	72,047	67,851	(4,196)

**Cost Allocation Plan FY 2018 Actual FY 2020 Budget Charges to Non-General Funds
Object 2158
(Credit amounts use Revenue Source 9731)**

If you have any questions regarding this schedule, please contact Dawn Taylor at 805-654-2961

BUDGET UNIT DESCRIPTION			FY 2018-2019	FY 2019-2020	VAR
	VCFMS	VCFMS	CAP CHARGES	CAP CHARGES	12/26/18 CAP
	FUND	UNIT	6/11/18 CAP Report	12/26/18 CAP Report	vs 6/11/18 CAP
					INC/(DEC)
PWA-ROAD FUND INFRASTRUCTURE	S010	4083	154	300	146
PWA-STORM WATER UNINCORP	S130	4095	16,775	8,124	(8,651)
PWA-CSA #3 - CAMP CHAFFEE	S510	4100	(658)	(65)	593
PWA-CSA #4 - OAK PARK	S520	4110	5,544	4,707	(837)
PWA-CSA #14 - UNINCORP STREET LIGHTING	S530	4120	951	1,343	392
PWA-CSA #29 - NORTH COAST OPS & MAINT	S540	4130	5,576	5,300	(276)
PWA-CSA #30 - NYELAND ACRES	S550	4140	1,401	2,226	825
PWA-CSA #34 - EL RIO OPS & MAINT	S570	4150	11,345	5,761	(5,584)
PWA-WPD ADMIN	S700	4200	35,973	19,963	(16,010)
PWA-WPD ZONE 1 GENERAL	S710	4211	14,618	20,766	6,148
PWA-WPD ZONE 2 GENERAL	S720	4221	61,790	60,846	(944)
PWA-WPD ZONE 3 GENERAL	S730	4231	95,242	62,486	(32,756)
PWA-WPD ZONE 4 GENERAL	S740	4241	792	3,344	2,552
PWA-WW #1 MOORPARK WATER	E100	4300	163,487	100,517	(62,970)
PWA-WW #1 MOORPARK SANITATION	E100	4305	32,728	27,026	(5,702)
PWA-WW #16 PIRU WATER	E110	4320	(31)	3	34
PWA-WW #16 PIRU SANITATION	E110	4320	4,523	3,578	(945)
PWA-WW #17 BELL CANYON WATER	E120	4330	24,786	17,652	(7,134)
PWA-WW #19 SOMIS	E130	4340	14,577	18,597	4,020
PWA-WW #38 LAKE SHERWOOD	E141	4360	12,913	20,055	7,142
PWA-CAMARILLO AIRPORT SANITATION	E150	4370	(666)	1,463	2,129
PWA-CENTRAL SERVICES ISF	I100	4411	217,523	254,257	36,734
PWA-REAL ESTATE ISF	I100	4412	36,660	28,622	(8,038)
PWA-ENGINEERING SVCS ISF	I100	4421	(29,641)	70,241	99,882
PWA-DEVELOPMENT SVCS ISF	I100	4422	63,148	41,579	(21,569)
PWA-SURVEY ENGINEERING ISF	I100	4423	95,491	82,716	(12,775)
PWA-WPD GENERAL ISF	I100	4431	272,685	222,564	(50,121)
PWA-WPD OPS & MAINT ISF	I100	4432	(64,477)	145,177	209,654
PWA-TRANSPORTATION GENERAL ISF	I100	4441	3,870	(21,486)	(25,356)
PWA-TRANSPORTATION O&M ISF	I100	4442	159,557	161,587	2,030
PWA-WATER & SANITATION OPS ISF	I110	4451	85,295	138,004	52,709
PWA-SANTA ROSA RD ASSESSMENT DISTRICT	C010	4460	(585)	(103)	482
GSA - HEAVY EQUIPMENT ISF	I200	4551	65,812	50,457	(15,355)
GSA - FLEET OPERATIONS ISF	I210	4571	102,261	209,393	107,132
GSA - ADMIN ISF	I220	4601	241,010	254,415	13,405
GSA - PURCHASING ISF	I220	4621	31,267	78,371	47,104
GSA - DOCUMENT MANAGEMENT ISF	I220	4641	129,918	169,082	39,164
GSA - WAREHOUSE & DISTRIBUTION SVCS ISF	I220	4643	45,335	63,428	18,093
GSA - MAIL CENTER ISF	I220	4645	(1,226)	35,482	36,708
GSA - SPECIAL SVCS ISF	I220	4661	4,690	47,496	42,806
GSA - FACILITIES & MAINTENANCE ADMIN ISF	I230	4701	(17,755)	(16,873)	882
GSA - FACILITIES MAINTENANCE ISF	I230	4703	216,011	318,605	102,594
GSA - FACILITIES UTILITIES ISF	I230	4705	123,975	89,459	(34,516)
GSA - FACILITIES HOUSEKEEPING ISF	I230	4721	54,442	123,113	68,671
GSA - FACILITIES GROUNDS ISF	I230	4723	2,392	41,407	39,015
GSA - FACILITIES PROJECTS	I230	4741	196,410	80,299	(116,111)
GSA - PARKS OPERATIONS	E400	4761	9,930	76,222	66,292

**Cost Allocation Plan FY 2018 Actual FY 2020 Budget Charges to Non-General Funds
Object 2158
(Credit amounts use Revenue Source 9731)**

If you have any questions regarding this schedule, please contact Dawn Taylor at 805-654-2961

BUDGET UNIT DESCRIPTION			FY 2018-2019	FY 2019-2020	VAR
	VCFMS	VCFMS	CAP CHARGES	CAP CHARGES	12/26/18 CAP
	FUND	UNIT	6/11/18 CAP Report	12/26/18 CAP Report	vs 6/11/18 CAP
					INC/(DEC)
GSA-OAK VIEW SCHOOL PRESERV AND MAINT	E410	4770	47	1,528	1,481
GSA-NYELAND ACRES COMMUNITY CENTER CFD	S400	4780	806	581	(225)
ITS- ADMIN & FISCAL SVCS ISF	I500	4801	(79,671)	15,602	95,273
ITS-TECHNICAL SVCS ISF	I500	4802	191,198	122,580	(68,618)
ITS- APPLICATION SVCS ISF	I500	4803	202,563	102,741	(99,822)
ITS-GEOGRAPHIC INFO SVS	I500	4804	-		-
ITS-ENTERPRISE SVCS ISF	I500	4804	96,613	79,797	(16,816)
ITS-GEOGRAPHIC INFO SVS ISF	I500	4805	15,077	15,886	809
ITS- HEALTH CARE AGENCY SVCS ISF	I500	4806	9,048	5,874	(3,174)
ITS-NETWORK SVCS ISF	I510	4851	114,210	166,350	52,140
AIR-OXNARD AIRPORT ADMINISTRATION	E300	5001	17,065	6,075	(10,990)
AIR-OXNARD AIRPORT OPERATIONS	E300	5003	3,690	11,118	7,428
AIR-OXNARD AIRPORT MAINTENANCE	E300	5005	904	10,210	9,306
AIR-OXNARD AIRPORT SPECIAL PROJECTS	E300	5005	-	-	-
AIR-CAMARILLO AIRPORT ADMIN	E300	5021	31,801	34,337	2,536
AIR-CAMARILLO AIRPORT OPERATIONS	E300	5023	142	10,539	10,397
AIR-CAMARILLO AIRPORT MAINTENANCE	E300	5025	8,842	22,456	13,614
AIR-CAMARILLO AIRPORT ROADS & LIGHTING	E310	5060	845	379	(466)
HAR-HARBOR ADMIN	E200	5101	15,160	47,708	32,548
HAR-MARKETING PROGRAM	E200	5103	1,854	3,292	1,438
HAR-HARBOR SAFETY	E200	5105	41,679	39,089	(2,590)
HAR-BEACHES	E200	5107	15,601	22,052	6,451
HAR-HARBOR CONCESSIONS	E200	5109	10,599	14,307	3,708
HAR-HARBOR MAINTENANCE	E200	5111	3,459	10,122	6,663
HAR-HARBOR FISHERMAN'S WHARF	E200	5113	(771)	(134)	637
HAR-HARBOR STATE IMPROVEMENT AREAS	E200	5115	(786)	8,558	9,344
HAR-COMMERCIAL MARINA & WHARF	E200	5117	(906)	627	1,533
HAR-HARBOR CAPITAL PROJECTS DIVISION	E200	5150	(1,035)	3	1,038
HAR-FISH AND WILDLIFE	S080	5160	(499)	17	516
AIR POLLUTION CONTROL DISTRICT	O700	6150	103,881	94,016	(9,865)
AIR POLLUTION CONTROL DISTRICT GRANTS	O701	6155	35,192	18,165	(17,027)
VCERA RETIREMENT ADMIN	O710	6160	30,128	34,385	4,257
LAFCO	O720	6170	11,584	19,122	7,538
TOTAL ALLOCATION			16,984,355	15,527,698	(1,456,657)

*These Budget Unit cannot receive cost allocations

DEPRECIATION EXPENSE

Object
3611

DEPRECIATION EXPENSE

FY 2019-20 Forecast
Based on Capital Assets
as of June 30, 2018

Proprietary Funds Only

Displayed on the following page for all proprietary funds is a summary of Forecasted Depreciation for FY 2019-20. The forecast is based on capital assets recorded in the VCFMS Fixed Asset module as of June 30, 2018.

For FY 2019-20 budget purposes, adjustments must be made to the depreciation amounts for new capital assets acquired or estimated to be acquired (including CIP estimated to be placed in service) during the two-year period between July 1, 2018 and June 30, 2020. For FY 2019-20, do not use a full year in calculating the depreciation expense for additions, since few purchases are made at the beginning of the fiscal year. In addition, adjustments must be made for capital assets to be disposed of in the same two-year period. The forecast calculation adjusts for capital assets that will become fully depreciated during the two-year period.

Forecast Excel worksheets containing individual asset detail as of June 30, 2018 are available from the Auditor-Controller's Office to assist you in updating your calculations. As a reminder, in the VCFMS Fixed Asset module actual depreciation expense is calculated on the straight-line method. Depreciation expense for the year of purchase depends on the depreciation indicator set up for the asset type. It is calculated using the actual days elapsed from either the Acquisition Date (most capital assets) or In-Service Date (vehicles and certain Health Care Agency items). Subsequently, depreciation expense will be the annual amount for each year until the final year, when depreciation expense is calculated based on the number of days until the Disposition Date.

Depreciation expense is recorded monthly in VCFMS. You may wish to refer to FY2018-19 depreciation expense year-to-date on InfoAdvantage report GL001 to assist in your estimate for FY2019-20 budget purposes, but be mindful of additions and deletions.

If you have any questions regarding this schedule or procedure for calculating FY 2019-20 depreciation, please contact Lupe Lopez in the Auditor-Controller's Office, 805-654-3132.

DEPRECIATION EXPENSE SUMMARY
FY20 - FORECAST BASED ON CAPITAL ASSETS RECORDED IN VCFMS FIXED ASSET MODULE
AS OF JUNE 30, 2018

FUND	UNIT	DESCRIPTION	2019-2020 FORECAST
E100	4300	WaterWorks District 1 Moorpark Water	775,812
E100	4305	WaterWorks District 1 Moorpark Sanitation	1,063,672
E110	4320	Waterworks District 16 Piru Sanitation	222,127
E120	4330	Waterworks District 17 Bell Canyon Water	104,209
E130	4340	Waterworks District 19 Somis Water	341,420
E141	4360	Waterworks District 38 Lake Sherwood	129,230
E150	4370	Camarillo Airport Sanitation	34,269
E200	5101	Harbor Administration	277,071
E200	5105	Harbor Safety	40,127
E200	5107	Beaches	48,368
E200	5109	Harbor Concessions	31,310
E200	5111	Harbor Maintenance	21,363
E200	5115	State Imprv Areas	415,442
E200	5117	Commercial Marina and Wharf	1,796
E300	5001	Oxnard Airport Administration	955,756
E300	5005	Oxnard Airport Maintenance	1,206
E300	5021	Camarillo Airport Administration	987,285
E300	5025	Camarillo Airport Maintenance	5,618
E300	5041	Airports Capital Projects	320,044
E310	5060	Camarillo Airport Roads and Lighting	89,803
E400	4761	GSA Parks Operations	19,934
E400	4763	GSA Parks Grants and Capital Projects	1,012,943
E410	4770	Oak View School Preservation and Maintenance District	35,476
E500	33**	VCMC Hospital	18,722,094
E510	3390	Ventura County Health Care Plan	364,087
I100	4411	Central Services ISF	29,018
I100	4421	Engineering ISF	19,611
I100	4423	Survey Engineering ISF	9,465
I100	4431	Watershed Protection General ISF	3,125
I100	4432	Watershed Protection Operations and Maintenance ISF	43,211
I100	4441	Transportation General ISF	3,710
I100	4442	Transportation Operations and Maintenance ISF	33,282

DEPRECIATION EXPENSE SUMMARY
FY20 - FORECAST BASED ON CAPITAL ASSETS RECORDED IN VCFMS FIXED ASSET MODULE
AS OF JUNE 30, 2018

FUND	UNIT	DESCRIPTION	2019-2020 FORECAST
I110	4451	Water and Sanitation Operations ISF	51,333
I200	4551	GSA Heavy Equipment	901,846
I210	4571	GSA Fleet Operations	4,519,086
I220	4601	GSA Administration	21,270
I220	4641	Document Management	130,575
I220	4643	Warehouse and Distribution Services	7,317
I220	4645	Mail Center	16,686
I220	4661	GSA Special Services	88,987
I230	4701	Facilities and Maintenance Administration	108
I230	4703	Maintenance	18,915
I230	4705	Utilities	573,262
I230	4721	Housekeeping	9,128
I230	4723	Grounds	9,962
I420	1422	Employee Assistance Program	9,409
I420	1423	Wellness	797
I500	4802	ITSD Technical Services	245,264
I500	4803	ITSD Application Services	62,021
I500	4804	ITSD Enterprise Services	242,003
I500	4805	ITSD Geographic Information Services	9,748
I510	4851	ITSD Network Services	1,397,091
			34,476,692

Reallocate to appropriate Unit number 3301, 3311, 3361, 3371.



SECTION VII. REFERENCE

The following information is available on the County Executive Office intranet site located at <http://vcweb/ceo> under the FY 2019-20 Budget Development Manual (BDM) section. Click on Finance on the left under Divisions.

- Budget Preparation System (BPS) Instruction
- Grants Worksheet Template
- Service Provider Item/Service Request
- FY 2019-20 Accounting Period/Pay Period Calendar
- Supplemental Pay Codes
- Account 1106 Earnings Codes
- Job Code and Salary Listing
- Fund, Organization and Account Codes

