Fiscal Year 2023 - 2024
Maintenance of Effort Budget

Board of Supervisors Early Budget Work Session
April 11, 2023
By Kimberly Gasaway, Director
Mission
Vision
Values

• Our Mission is to emphasize the importance of organizational innovation, responsiveness, accountability, and efficiency in service delivery.

• Our Vision is to be valued as a Class A provider of logistical support services.

• Our Values are to satisfy County program staff through productive relationships and leading by example with equity and integrity.
Vision 2026 Alignment

**Accessible Infrastructure**

Prepare a Strategic Real Estate Master Plan for operational and administrative buildings to include reduction of underutilized space, consideration of hybrid work, demand for parking, decentralized services, and long-range operational plans.

Deliver maintenance and preservation of facility needs projects identified in the facility conditions assessments to protect the County’s capital investment.

**Prosperous and Vibrant Economy**

Perform a control assessment of the Small, Local, and Emerging Business policy waiver processes and procedures to ensure the integrity of the program.

Develop a construction trades apprentice program for County trades positions.

Develop an integrated web-based portal for procurement of goods, services, and construction contracts.

**Healthy Environment**

Propose an updated Green Building Ordinance to implement the Built Environment measures in the County’s Climate Action Plan for Government Operations.

Develop a County fleet electrification plan in preparation for the state’s 2035 zero emission vehicle mandate to achieve a net-zero fleet by 2045.
GSA Delivers Countywide Logistical Services and Support

**Building Maintenance**
Provides full maintenance, landscaping, and janitorial services for the County’s 5.6 million square feet of 130 owned buildings.

**Capital Programs**
Manages capital improvements in County owned facilities. The department provides professional programs, and project management services to all County agencies.

**Procurement**
Procures goods and services Countywide and manages programs to increase business opportunities for small, local, and women and minority vendors.

**Strategic Capital / Real Property**
Manages Countywide short and long-range planning and utilization of real estate assets, and facility leases.

**Logistics Services**
Operates the County’s vehicle fleet, interdepartmental mail delivery, Property and Salvage, and County parking lots/garages.

**Sustainability**
Oversees the implementation and reporting of the County’s Climate Action Plan for Government Services. We create partnerships and programs to ensure the health and future of our communities.
GSA Highlighted Accomplishments

• Finalized the 2023 – 2026 Climate Action Plan for Government Services and Operations.

• Achieved compliance with SB 1383 and AB 1826 organics recycling laws by adding compost and mixed recycling service to 131,000 square feet at three County facilities including Santa Rita Jail.

• Developed a Countywide Procurement training program through the County Education Center.

• Provided real estate services for non-congregant shelter in partnership with the Community Development and Health Care Services Agency under the State’s Room Key and Home Key Programs.

• Completed a County fleet Electrification Assessment and Plan for electronic vehicle infrastructure.

• Updated the County’s Portfolio Management Efficiency, Effectiveness, and Sustainability Policy to reduce employee space utilization rate to no more than 200 square foot per person and developed alternative workspace strategies including office hoteling models.

• Amended Administrative Code to increase the informal construction bid threshold from $60K to $200K, aligning the County with the California Public Contract Code.

• Procured $8 million of job order contracts for facility major maintenance needs.
Mandated Services

Federal
- National Pollutant Discharge Elimination System
- Americans with Disabilities Act Projects

State
- Hazardous Materials Abatement
- Energy Conservation
- Environmental Protection AB 32
- Facility Maintenance
- Real Property Management

County Policies and Ordinances
- Procurement preference for small, local, emerging businesses
- Green building ordinance
- Waste reduction and recycling
- Local hazard mitigation plans
Productivity & Revenue Enhancement Strategies

Space Reduction
Develop, promote, and implement hybrid workspace environments for improved space utilization in County facilities.

Evaluation of parking revenue fee increases
Propose parking revenue increases in County owned facilities to reduce the net County cost of operations, maintenance, and asset replacement needs.

Leverage State and Federal funding programs
Lock in low Solar Net Energy metering (NEM 2.0) program rates by applying for permits with PG&E (utilities apply for relief/changes with the California Public Utilities Commission).

Combining energy efficiency, replacing deficient equipment, and installing solar will yield the best Return On Investment.
## Financial Summary FY 2023–2024

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2022–23 Approved Budget</th>
<th>FY 2023–24 Maintenance of Effort Budget</th>
<th>Change from FY 2022–23 Approved to FY 2023–24 MOE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Percentage</td>
<td>Amount</td>
</tr>
<tr>
<td>Appropriations</td>
<td>$22,586,708</td>
<td>$23,283,698</td>
<td>$696,990</td>
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<tr>
<td>Revenue</td>
<td>$11,136,183</td>
<td>$10,509,405</td>
<td>($626,778)</td>
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<tr>
<td>Net County Cost</td>
<td>$11,450,525</td>
<td>$12,774,293</td>
<td>$1,323,768</td>
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<tr>
<td>FTE – Management</td>
<td>37.92</td>
<td>33.91</td>
<td>-4.01</td>
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<tr>
<td>FTE – Non-Management</td>
<td>54.69</td>
<td>54.52</td>
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<tr>
<td>Total</td>
<td>92.61</td>
<td>88.43</td>
<td>-4.18</td>
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## Financial Summary FY 2023–2024

<table>
<thead>
<tr>
<th>Internal Service Fund</th>
<th>FY 2022–23 Approved Budget</th>
<th>FY 2023–24 Maintenance of Effort Budget</th>
<th>Change from FY 2022–23 Approved to FY 2023–24 MOE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Percentage</td>
<td></td>
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<tr>
<td>Appropriations</td>
<td>$157,119,842</td>
<td>($564,099)</td>
<td>-0.4%</td>
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<tr>
<td>Revenue</td>
<td>$157,119,842</td>
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<td>-0.4%</td>
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<tr>
<td>Net County Cost</td>
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<td>$0</td>
<td>0.0%</td>
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<tr>
<td>FTE – Management</td>
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<td>FTE – Non-Management</td>
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<td>Total</td>
<td>345.67</td>
<td>345.66</td>
<td>-0.01</td>
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## Major Components of Net County Cost (NCC) in Millions

<table>
<thead>
<tr>
<th>Component</th>
<th>Net County Cost Change</th>
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<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$0.4</td>
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<tr>
<td>Increased costs in counsel charges and shuttle services contract</td>
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<td>Internal Service Fund adjustments</td>
<td>$0.1</td>
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<td>Decreased revenue from County overhead reimbursement</td>
<td>$0.8</td>
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<td>Increased revenue in Parking and Veterans’ Memorial Buildings</td>
<td>($0.3)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1.3</strong></td>
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GENERAL FUND APPROPRIATION BY PROGRAM
Total Appropriations: $23.3M

- GSA Admin: $6.0M, 26%
- Purchasing: $8.9M, 38%
- Veteran’s Buildings: $1.1M, 5%
- Property & Salvage: $1.4M, 6%
- Unallocated Space: $1.4M, 6%
- Grants: $0.1M, 0%
- Parking: $4.4M, 19%
INTERNAL SERVICE FUND APPROPRIATION BY PROGRAM

Total Appropriations: $156.6M

Building Maintenance, $138.6M, 89%

Motor Vehicles, $18.0M, 11%
GENERAL FUND APPROPRIATION BY MAJOR OBJECT

Total Appropriations: $23.3M

- Salaries & Employee Benefits: $13M (53%)
- Non-Discretionary Services & Supplies: $7.1M (29%)
- Discretionary Services & Supplies: $4.3M (18%)
- Intra Fund Transfers: ($1.2M)
INTERNAL SERVICE FUND APPROPRIATION BY MAJOR OBJECT
Total Appropriations: $156.6M

- **Total Appropriations:** $156.6M
- **Salaries & Employee Benefits:** $51.0M, 33%
- **Discretionary Services & Supplies:** $85.5M, 55%
- **Non-Discretionary Services & Supplies:** $8.5M, 5%
- **Other Charges:** $9.9M, 6%
- **Other Financing Uses:** $1.7M, 1%
GENERAL FUND TOTAL REVENUE BY SOURCE
Total Revenues: $10.5M

- Fines, Forfeits & Penalties, $0.1M, 1%
- Use of Money & Property, $1.8M, 17%
- Other Revenues, $2.0M, 19%
- State Aid, $0.1M, 1%
- Charges for Current Services, $6.5M, 62%
INTERNAL SERVICE FUND TOTAL REVENUE BY SOURCE

Total Revenues: $156.6M

- Use of Money & Property, $143.2M, 91%
- Other Revenues, $12.5M, 8%
- Other Financing Sources, $0.9M, 1%
Thank you!