

General Services Agency

Fiscal Year 2023-24 Budget



FACILITIES
BG-1610



FLEET
GA-1620



CAPITAL IMPROVEMENTS
CI-1710; CP-1712; CA-1713



CENTRAL SERVICES
GS-1160



PARKS
PK-7010



General Services Agency – Mission Statement

The mission of the General Services Agency (GSA) is to provide vital, sustainable, and innovative services to ensure that the County accomplishes its goals and objectives for the public good.

GSA provides capital improvements, facility management, financial and procurement services, mail services, real estate services, and vehicle operations.

GSA Facilities & Fleet Division - Core Functions

GSA strives to promote a safe, healthy environment for County employees and visitors, including a full range of maintenance and custodial services for County owned buildings and properties.

- Maintenance of County Real Property
- Custodial Services
- Capital Project Management
- Building Renovations
- Grounds/Parks Maintenance
- HVAC Systems Management
- Energy Management
- Electric Vehicle Integration
- Fleet Administration

County Occupied & Maintained Properties

County Occupied & Maintained Properties

- 80 Owned properties
- 66 Leased properties
- 92 Owned buildings
- 38 Leased buildings
- 15 Leased property / owned building
- 11 Parks & misc. access areas
- **145 Total Buildings** excluding repeater sites / parks
- **146 Total properties** excluding repeater sites / parks

Total Building Square Feet/Acres Under County Ownership

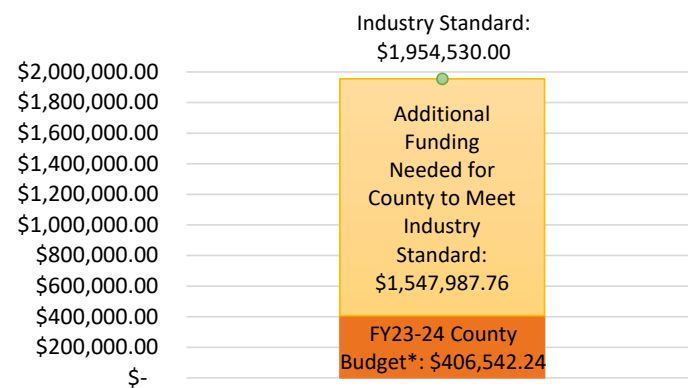
- 660,235 Owned
- 49,272 Leased
- 122,677 Leased / Owned
- 443 Acres (Parks)
- **832,184 Total** excluding repeater sites / parks

Industry Standard vs. FY23-24 County Rate



Industry Standard vs. FY23-24 County Budget*

Based on County Owned Building Sq Ft of 781,812*



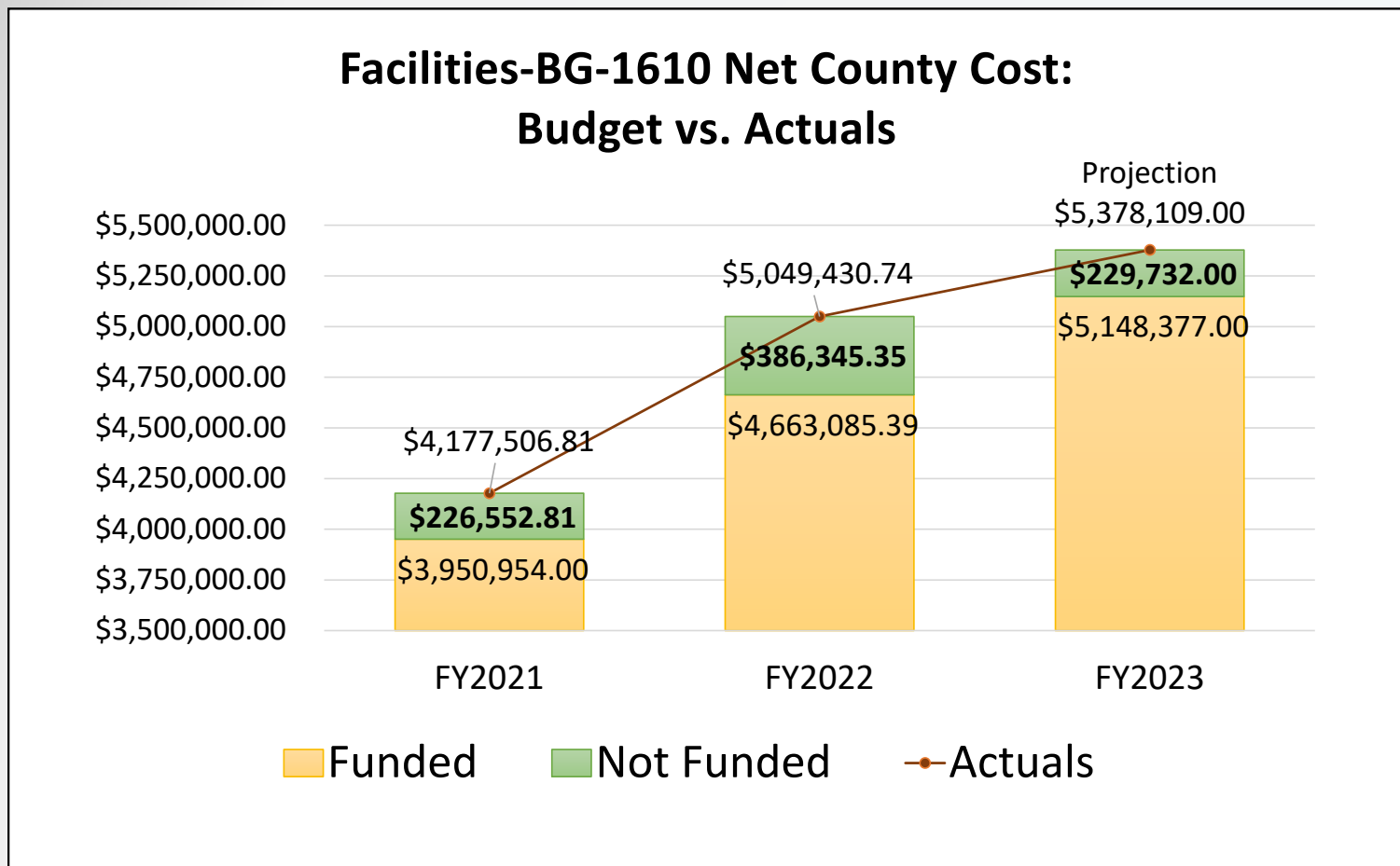
*Not Including Parks or Repeater Sites

GSA Facilities & Fleet (BG) - Budget Statistics

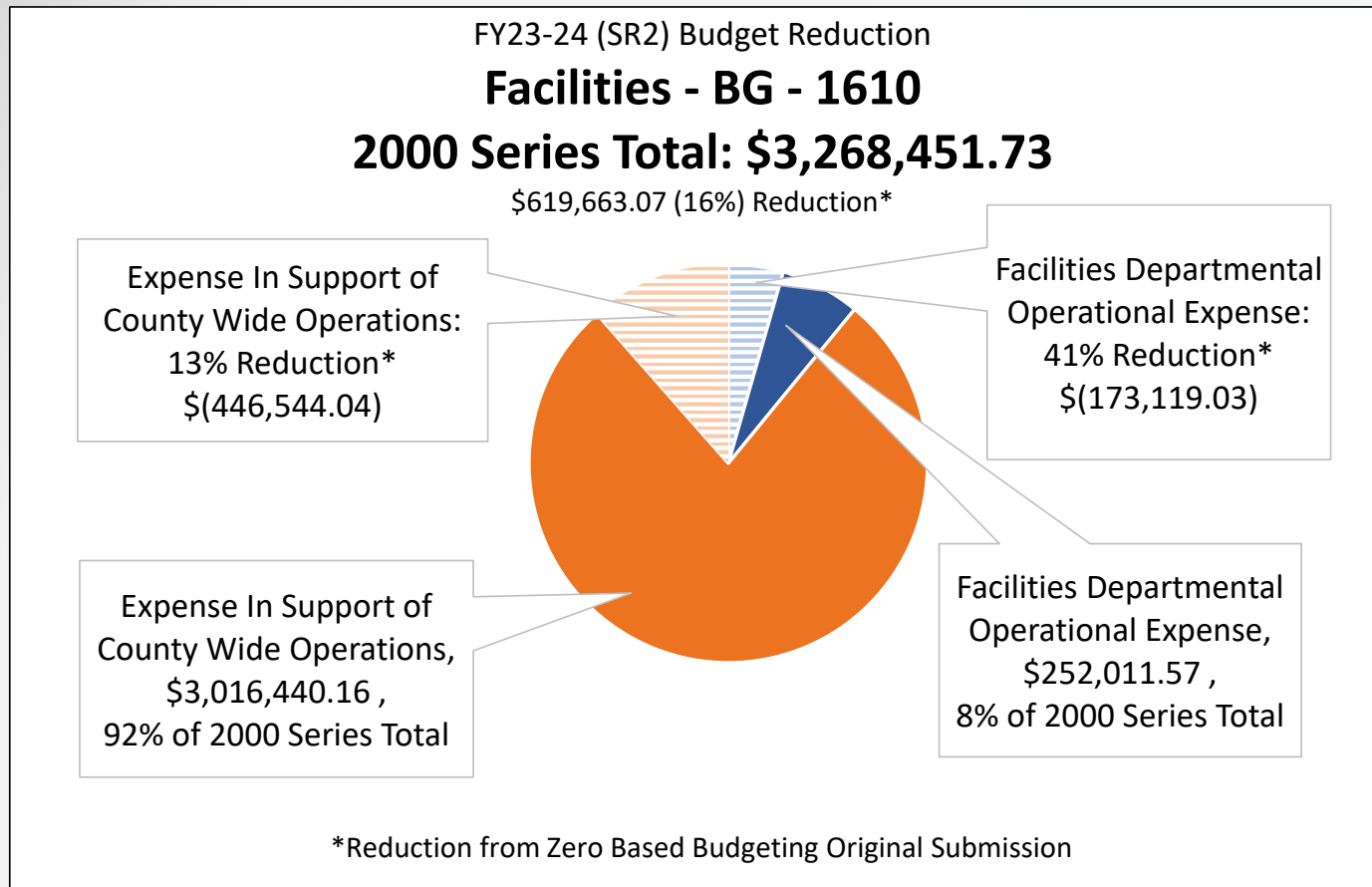
- Facilities operating budget includes county wide support to all owned and leased real property and fleet
- BG operating budget includes payment of utilities under Facilities administration, which have been structurally underfunded for several Fiscal Years
- GSA's core mandates include ensuring life, health, and safety of all County owned properties and buildings
- Industry Standard funding for building maintenance is on average \$2.50 per square foot or higher depending on the building type
- Current BG operational funding for building maintenance is approximately \$0.52 per square foot which is approximately 80% below industry standard

FY 2023-24			
Department Submitted (Zero Based Budget)	CEO Requested Reduction Phase I	CEO Requested Reduction Phase II	Potential Structural Deficit
\$6,515,183.00	\$6,256,526.99	\$5,590,703.00	\$924,480.80

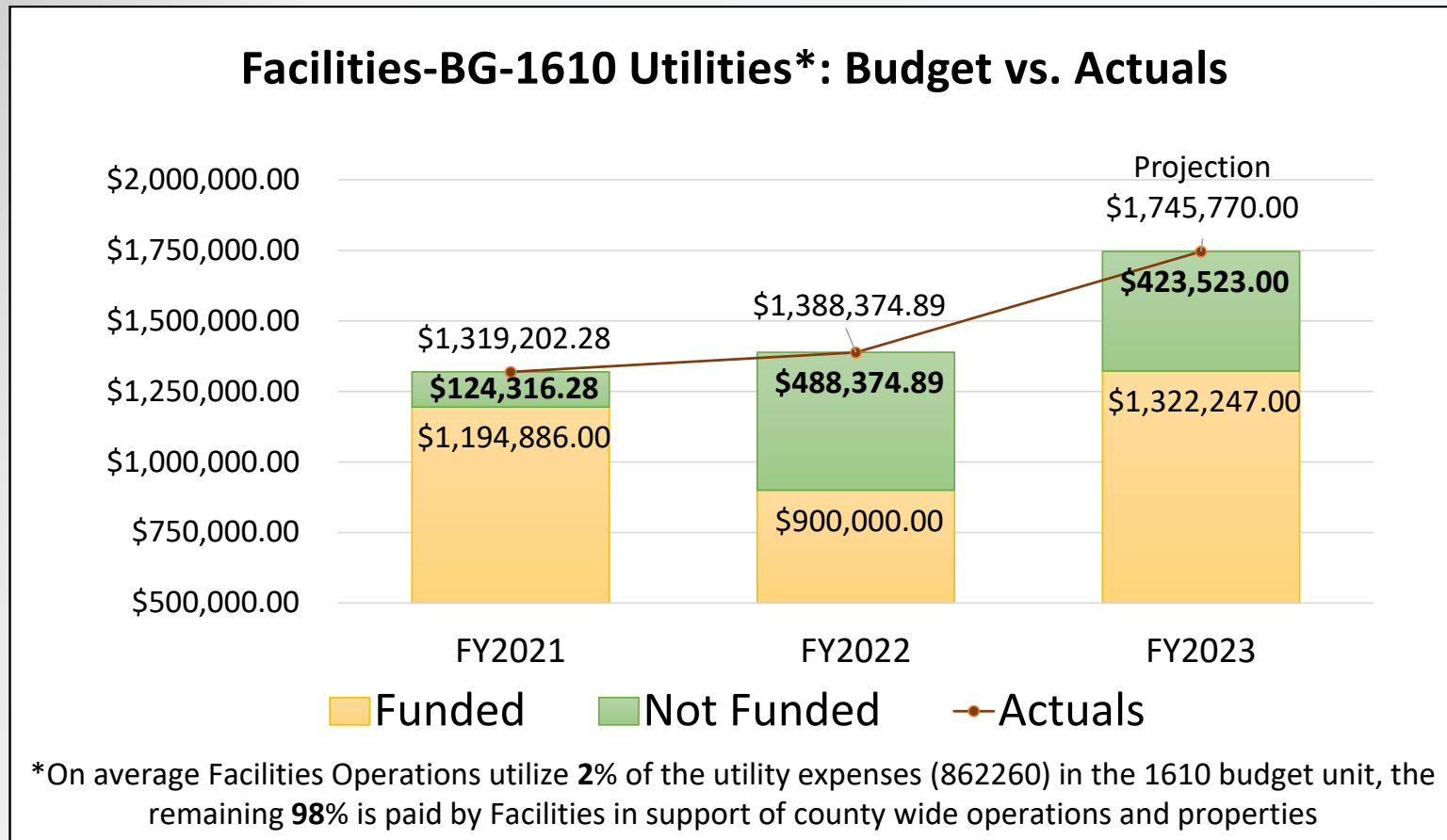
Facilities & Fleet – BG - Budget vs Actuals (3 FY)



Facilities & Fleet – BG - 2000 Series Budget Breakdown



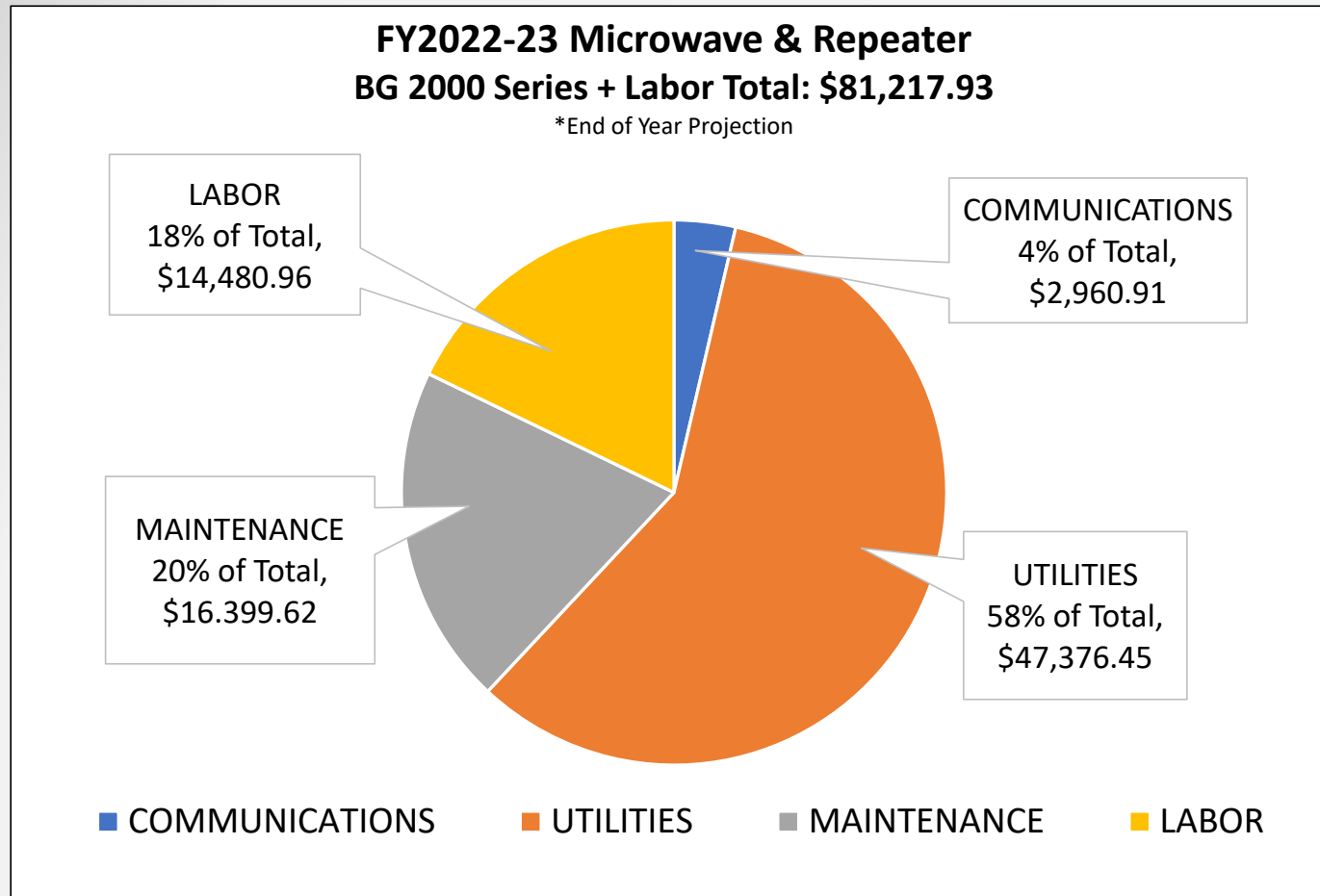
Facilities & Fleet - BG - Administered Utility Expense



Draft Capital Improvement Plan (CIP) Process

- Based on building condition and space needs analysis reports
- Includes Cost of Ownership projections for each building or facility
 - Annualized replacement cost per facility
 - Prioritized upgrade and replacement projects based on need in 5-year increments
- Planning resource for a sound Capital Improvement fund
- Presentation anticipated in Quarter 3 of Fiscal Year 2023/24
- Current Capital Improvement Fund
 - Relies on over \$10,000,000 in Grants
 - Limited funding for critical and emergency projects from carry forward CI funding

Microwave Facilities Operational Cost Breakdown



Microwave System Facilities Replacement Cost Model

In coordination with the Microwave System Cost of Ownership, the facility cost model provides projections for:

- Annualized replacement cost per site
- Cost basis for use of space/system
- Prioritized replacement projects based on facility condition

Site hardening projects currently in progress through the CDBG MIT-RIP Grants

5 Years:

- Site and access road maintenance and repairs

10-15 Years:

- Site security and defensible space
- Doors, locks and hardware
- Mechanical systems (HVAC)

20-25 Years:

- Exterior cladding, roofing and weatherization
- Electrical fixtures & lighting systems
- Generator
- Interior finishes

40-50 Years:

- Microwave equipment tower
- Electrical system switchgear & panels



GSA Facilities and Fleet - GA

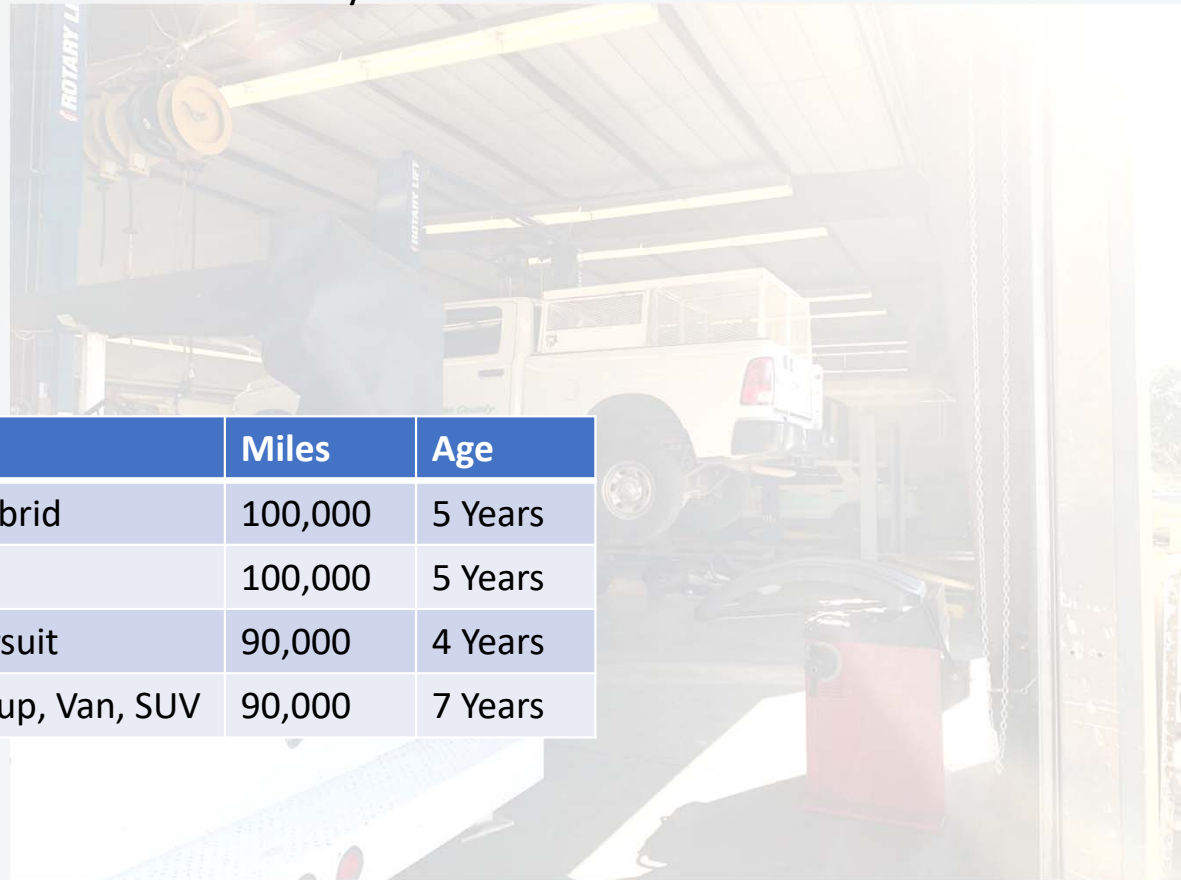
Responsible for the maintenance and safe operation of more than 317 vehicles in the County fleet. The average age of the Fleet is seven (7) years old and includes 25 Hybrid Vehicles which is 8% of the fleet.

Works in progress:

- Cost Benefit Analysis of Garage Operations
- Fleet efficiency analysis
- Electrification of the County's Fleet

Fleet Replacement Schedule:

Vehicle Type	Miles	Age
Mid-Size Sedan/Hybrid	100,000	5 Years
Full Size Sedan	100,000	5 Years
Police Cruiser / Pursuit	90,000	4 Years
4X4 ½ & 1 Ton Pickup, Van, SUV	90,000	7 Years



GSA - Parks - PK

- Historically, the County's parks systems have not had a funding stream
- In 2018, Parks Administration was transferred to the Cultural Services Agency
- 2021 Parks Administration was transferred back to GSA based on the results of the Parks Needs Assessment Phase I and II
 - Parks Administration funding was absorbed into BG and GS
 - The funding represented in the PK Budget/Org were transferred from BG and GS per Board direction for parks cost reporting transparency
- GSA will be presenting adjustments at Q1 to increase PK revenues due to grant administration labor offset (approximately \$100k)

FY 2023-24			
Department Submitted (Zero Based Budget)	Reduction Phase I	Reduction Phase II	Potential Structural Deficit
\$322,610.00	\$322,610.00	\$108,513.00	\$214,097.00

GSA Central Services - GS

The Central Services Division's primary responsibility is the cost-effective acquisition of materials and equipment on behalf of County departments.

Services provided to County departments include:

- Education and Enforcement of Policy No. 1
- Oversight of Competitive Bidding
- Real Property Acquisition and Management
- County Wide Mail Service
- Administration of County's Fixed Asset
- County Wide Surplus Administration
- Parks Administration
- Budget Development for GSA*
- Budget Administration for GSA*
- Personnel Administration for GSA*
- Warehouse / Inventory Management
- Sustainable Practices
- Energy Management & Savings Education
- Grant Administration

FY 2023-24			
Department Submitted (Zero Based Budget)	CEO Requested Reduction Phase I	CEO Requested Reduction Phase II	Potential Structural Deficit
\$650,697.30	\$619,607.30	\$575,190.00	\$75,407.30

**GSA = BU 1160, 1610, 1620, 7010, 7110, 1710, 1712*

Conclusion

General Services Agency provides Internal services necessary to support all other departments and operations within the County of Mendocino.

- FY 2023-24 General Services Agency operating funding levels will realize structural deficits in most program areas