

FLEET • PARKS
FACILITIES & MATERIALS
PROCUREMENT • FISCAL



2021 ANNUAL REPORT



Take a closer look to see what we do for the  COUNTY of VENTURA



General Services Agency

DIRECTOR & SENIOR STAFF



David J. Sasek, P.E.
Director



Craig Clutts, P.E.
Chief Deputy Director
FACILITIES &
MATERIALS
DEPARTMENT



Greg Bergman, C.P.A.
Administrative
Services Director
ADMINISTRATION



Christopher Melton, M.L.T.M.
Deputy Director
FLEET SERVICES
DEPARTMENT



J. Colter Chisum, P.E.
Deputy Director
PARKS DEPARTMENT



I am incredibly proud of the resilience and character shown by GSA employees in 2021 as we navigated the unknown for another successful year.

It is amazing how quickly 2021 flew by and it proved to be another unprecedented year not only for the County of Ventura but for our entire country. COVID-19 was still a major focal point and factor in the day-to-day lives of most people and continued to influence how we, as a County and as the General Services Agency, conducted our business to serve customers. The employees of our Agency embodied what it meant to be essential and personified **Great Service Always** at all levels.

Our staff provided vital services to ensure the health and safety of their fellow County employees – from installing disinfecting stations and conducting high-risk cleanings to modifying and controlling facility access in compliance with Public Health orders, and even launching a special Courier dispatch service to support testing and vaccine distribution. Human Resources assisted our employees with a variety of COVID-related questions and continued to ensure a safe work environment through their education and implementation of COVID-19 safety protocols, including contact tracing.

In addition to keeping our County safe, GSA was also busy accomplishing some impressive feats. We had an incredible year of staff suggestions and initiative through Lean Six Sigma, which totaled \$624K in savings! Fleet took delivery of several new EV charging stations for the remote motorpool and reduced the number of underused vehicles across 10 agencies through its vehicle utilization review efforts. The GSA Procurement Department received national accreditation by the National Institute of Governmental Purchasing (NIGP). Maintenance and Utilities launched their new 3-MW solar facility in Fillmore. As staff returned from Disaster Service Worker assignments, GSA Grounds planted 157 trees! Also, the Parks Department initiated many new projects this past year, including hosting its first California Coastal Clean-Up with over 50 volunteers.

As the Agency Director, I am incredibly proud of the resilience and character shown by GSA employees as we navigated the unknown to have another successful year. But do not take my word for it - the fortitude of our Agency is at the forefront of every story, on each page that follows, and is exemplified by all the GSA employees who accomplish this work day in and day out.

David J. Sasek, Agency Director



Contact Information

PROCUREMENT

ventura.org/general-services-agency/procurement-services

Purchasing Assistance:
(805) 654-3750

GSA ADMINISTRATION

General Assistance: (805) 654-3701

PARKS

ventura.org/parks-department

Reservation Line: (805) 654-3951

Park Ranger Desk: (805) 672-2071

Park Maintenance Desk:
(805) 672-2073

Parking Citations: (805) 672-2002

General Questions and Comments:
county.parks@ventura.org

FLEET

ventura.org/general-services-agency/fleet-home

Email: Fleet.Dispatch@ventura.org

After-Hours Contact Number:
(805) 672-2060

Saticoy: (805) 672-2060

Car Wash: 24/7 Fuel Site: 24/7

Government Center: (805) 654-3908

Car Wash Hours: 7 a.m. – 4 p.m.

Fuel Site: 24/7

East Valley: (805) 494-8270

Fuel Site: 24/7

FACILITIES & MATERIALS

Business Support Services:

ventura.org/general-services-agency/business-support

Maintenance Dispatch: (805) 654-3878
or

venturagsa.maintstar.co/portal/#//myRequests

Email: gsa.maintenance@ventura.org

Projects: (805) 654-1356

Security Control: (805) 654-2931

Featured Project

Customize Parks Utility Truck Boxes and Increased Parts Accessibility

A simple reorganization, completing a 5S on the Parks maintenance trucks, streamlined daily tasks and unnecessary time spent looking for parts and tools. This 5S has been completed across 4 vehicles, achieving a \$4,494 in soft savings.



Orlando Gonzalez-Martinez
Parks Maintenance Worker IV

▪ Enhanced Covid Messaging during Parks Closures	\$4,494	▪ Vehicle Utilization Statistics Report Development	\$100,819
▪ Parks Voucher Handling Policy Changes Phase 1	\$7,751	▪ Battery Level Review and Response Program.....	\$12,078
▪ Streamline Reservation Cancellation Policy.....	\$7,500	▪ Inventive Rebranding of PWA Vehicles	\$15,201
▪ Chargebacks for Disputed Reservations Process	\$2,963	▪ GSA Visual Entrance Displays Automation	\$1,185
▪ Improve Current Parks Reservation System.....	\$8,989	▪ Telework Manual Creation	\$1,185
▪ Park Rangers Phone & Tablet Consolidation.....	\$11,727	▪ Boardroom AMX Screen Replacement.....	\$8,000
▪ Implement Agency Conference Call Line	\$593	▪ Digitization of HR Interview & Selection Forms.....	\$119,770
▪ Parks Automatic Friendly Messages: Covid Cancellations & Refunds.....	\$2,124	▪ Revise Manager and New Employee Communication	\$1,580
▪ Shower Mainline Blockage Solution.....	\$3,386	▪ Eliminate Redundant Performance Assessments Memos	\$987
▪ Maintenance Responsibility Flow Chart for Leased Tenants	\$4,967	▪ Paperless Procurement Contract Processing.....	\$3,367
▪ Placing Maintenance Leases To Buildings Online.....	\$34,787	▪ Improved Contract Management Via Bonfire.....	\$1,037
▪ Compact Sewage Grinder Rebuild (Muffin Monster)	\$12,000	▪ Accountant Recurring Invoice Checklist.....	\$889
▪ Records Center Agreement for DA Box Requests.....	\$2,568	▪ Parks Lease Consolidation into ServiceNow.....	\$247
▪ Sewage Blockage Picote Maintenance Machine	\$33,900	▪ Introduction of Supplemental PRC2 Uses.....	\$1,185
▪ Electrical Rate Review at Foster Library.....	\$2,244	▪ Conversion of Outside Bank to Treasury Accounts	\$84,556
▪ Fleet Initiated PWA & HCA Van Share During Pandemic	\$18,572	▪ Graphics Print-2-Mail Automation for VCwater	\$15,226
▪ Removal of Fleet Blue Invers Card.....	\$216	▪ Quadient Impress for Mail Communications Platform ...	\$15,000
▪ MEO Trailer Fabricated By Fleet	\$41,000	▪ Proactive Paper Products Inventory Review.....	\$41,995
		TOTAL	\$624,088

COMPREHENSIVE AGENCY SUCCESS

FLEET

- 1,881 vehicles & heavy equipment worth \$62.2 million maintained
- 67% of the Motor Pool is hybrid or electric
- 103 vehicles and heavy equipment worth \$5.3 million purchased
- 10.7 million miles driven
- 991,188 gallons of fuel served
- 7 fuel storage facilities operated
- 117,000-gallon fuel-storage capacity
- 10,378 fleet work orders completed

BUSINESS SUPPORT SERVICES

- 10 million pages of digital print output managed
- 3,604 online VCPrint orders received
- 663 design projects completed
- 4 million pieces of mail and packages processed
- \$235,000 in USPS commercial mail postage savings
- 1.2 million images scanned for HSA digital mail workflows
- 26,000 invoices and packing slips processed through AIM
- 69,000 record containers managed
- 6 courier routes serve 300 stops daily
- 586 surplus pick-ups, and 1,451 online auctions generated \$1.2 million in surplus revenue

MAINTENANCE

- 68 facilities maintenance staff
- 114 buildings maintained
- 3.1 million square feet of facilities maintained
- 17,919 corrective maintenance work orders completed
- 6,370 preventive maintenance work orders completed
- \$16.2 million in facilities maintenance work completed
- \$10.6 million in utility expenses managed
- 200 refrigeration alarms managed and monitored for HCA clinics

PARKS

- 21 full-time staff/19 park hosts
- 15 regional facilities for camping and day use
- 6 local parks support 7-days-a-week operations
- 2 Special Assessment Districts
- 5,302 acres, including 3 oceanfront camping parks and 3 golf courses
- 3 County historic sites maintained
- 466 campsites in inventory
- 96,248 camping nights booked
- Campground utilization has increased by 200% since FY 07-08
- 76% increase in park attendance since FY 07-08

PROJECTS

- 5 full-time Facility Project Specialists
- 106 facilities projects completed
- \$15 million worth of projects completed
- 730 furniture work orders completed

PROCUREMENT

- 14 full-time Procurement staff
- 27,634 transactions processed
- \$498 million in products and services procured
- 38 million copies managed under the County copier program

SPECIAL SERVICES

- 47 custodial and landscaping staff
- 3 million square feet of facilities cleaned
- 238 acres of landscaping maintained
- 409 security cameras monitored
- 980 card readers maintained/manage

TECHNOLOGY

- 2,464 Information Technology service requests
- 68 VPN and remote work-specific service requests
- 15 laptops deployed to support employees working from home
- 2,007 Digital Systems Electronic Technicians' (DSETs) work orders fulfilled
- Continued Zoom integration for public meetings supported in Board of Supervisors' meeting room

254

Lean Six Sigma
Events completed
since 2008

nearly
\$9.5
million saved

36

Lean Six Sigma
Events completed
in 2021:

19 JDI

16 A3s

1 VSAs



FLEET INITIATED PWA & HCA VAN SHARE DURING PANDEMIC

When HCA expressed the need to transport staff among COVID-19 vaccination sites, all available passenger vans were already issued for COVID response efforts. However, Fleet staff found two 11-passenger vans that Public Works Watershed Protection District could loan to HCA. Through Fleet staff's strong relationships and outreach, more vaccination sites were serviced with delivered personnel at a substantially lower cost, \$18,572 in hard savings, using PWA's vans over an outside rental agency.



BOARDROOM AMX SCREEN REPLACEMENT

Ethan Edmonds and Wayne Kirkland support the Clerk of the Board. When one of four programmable screens malfunctioned, GSA staff, inherently thinking lean, questioned a proprietary vendor quote. Through the County's preferred computer equipment reseller, they found and completed the screen replacement inhouse to great success and customer satisfaction, especially with new expanded virtual meetings. Their initiative and skill produced \$8,000 in hard savings and a new process with future savings for other screens.

UTILIZE SEWAGE BLOCKAGE PICOTE MAINTENANCE MACHINE

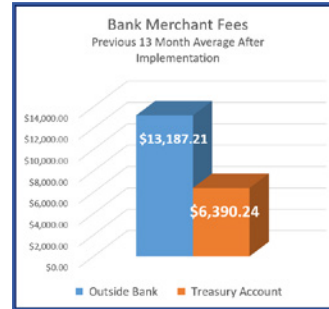
GSA's Lean Six Sigma philosophy brought forth a staff suggestion from Nathan Paul that at the current use will save Maintenance's customers on average \$33,900 in hard savings annually after initial costs. He recommended the Picote machine to rehabilitate and restore pipe capacity instead of replacing sewer piping, avoiding costly repairs. This successful process improvement and more efficient maintenance technique reduces job costs and accelerates the number and volume of repairs completed.



IMPLEMENTING STRAIGHTFORWARD SOLUTIONS TO REALIZE LARGE COST SAVINGS

CONVERSION OF OUTSIDE BANK TO TREASURY ACCOUNTS

GSA Accounting diligently reconciles County parks' and community centers' reservations and revenue. Accounting joined with Treasury, Parks staff, and the reservation vendor to convert outside bank accounts to County Treasury accounts. A complex conversion, task steps and value streams were mapped to ensure a smooth transition unnoticeable to Parks customers wishing to reserve by credit cards. Revised procedures realized significant merchant fee savings; the monthly average rate reduced from \$13,187 to \$6,390. Together with reduced bank fees over three accounts, first-year savings amounted to \$84,556 with \$83,617 in hard savings.

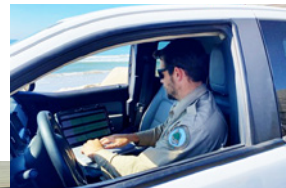


PAPER PRODUCTS INVENTORY REVIEW AND PROACTIVE PRICING COMPARISONS

GSA Inventory Management staff Melyssa Vicencio and James Dorman created a process of proactive communication regarding pricing changes with suppliers before enactment, allowing time for research and alternative action. Specifically, the custodial budget benefited in direct cost savings by these inventory actions and negotiations for jumbo toilet paper, multi-fold towel savings of \$6 per case and center-pull towels savings of \$1.62 per case. This project exceeded expectations, for a cost-saving of \$41,955 hard savings year over year.

CONSOLIDATE PHONE AND TABLET PROGRAM FOR PARK RANGERS

At the March 2021 GSA Leadership Council, Parks proudly presented their communications Just Do It which saved a total of \$11,727 with \$8,764 in hard savings to their budget. Analyzing comparative data, they switched service providers, utilized hot spots to create more dependable cell and tablet reception, and combined accounts to remove monthly data plans. Parks staff can now provide superior service and reservation management to their customers from improved communication reliability.



Total FY 20-21 Savings:

\$624,088

Annual soft savings:

\$218,975

Annual hard savings:

\$405,113

Staff hours saved

4,349

Grounds planted

157
trees

256

new RAP boxes distributed, largely in part due to GSA's America Recycles Day display

Housekeeping

Since the beginning of the pandemic, the custodial staff made a significant shift in how they provide service. Their focus shifted to high-touch areas: handrails, doors, restrooms, etc.

They also shifted duties so that they would be observed handling these tasks when on-sight staff arrived every day to reassure County employees that these services were taking place. Due to their diligence, they were not only able to define the enhanced cleaning protocols, they could confirm that it was regularly taking place, as more County employees returned to work in the latter half of 2021.



All 33 members of the Housekeeping staff were honored with the GSA Director's Award of Excellence at the end of 2021 for their continued efforts to keep County employees safe during the ongoing pandemic.

Grounds

- Grounds expanded the tree inventory at the Government Center campus in spite of drought and groundwater quality challenges. In 2021, GSA Grounds planted 157 trees, with varieties including: Red Pistache, Canary Island Pines, Forest Redbuds, Easter Redbuds, Juniper and Texas Lilac.
- Upon the return of staff from Disaster Service emergency worker assignments, several previously delayed projects were revitalized, including: projects were undertaken. Pruning and re-mulching of the Xylosma plants along Hill Street, remediating the hill adjacent to Victoria Avenue, restoring the Veteran's Memorial plantings, and reestablishing the hill adjacent to the HOJ loading dock to discourage foot traffic through plants onto safer sidewalks.
- Grounds received 2 grants from PWA Integrated Waste Management for \$11,096 to purchase 8 new trash/recycling combos and 10 additional Slim Jims.



America Recycles Display



Government Center Tree Planting

MAINTENANCE

Maintenance

- Partnering with the Probation Agency, maintenance prepared the Juvenile Justice Facility through painting, plumbing repairs, security upgrades, and glass replacement to accept residents from the California Youth Authority.
- Assisted contractors and Projects team at Todd Road Jail installing new boilers, kitchen repairs, and upgrades with door electronics rectifying wiring issues on the fly.



Ross Matarazzo
Todd Road Jail Maintenance



TRJ Old Boiler Removed



TRJ New Boiler Installation

- Performed work in house to upgrade the Nyeland Acres Community Center to improve the environment for the community, including painting, tile work, lighting, restroom repairs, and flooring repairs and replacement.



24,289

Work Orders

6,370

preventative and

17,919

corrective

114

buildings maintained

\$16.2 million

in facilities
maintenance work
completed

\$10.6 million

in utility expenses
managed

Todd Road Jail Cooling Tower Replacement

Value: \$1.18 Million

Projects and Maintenance together replaced 25-year-old original cooling towers. The project involved activating temporary towers while the new towers were constructed, and placed into operation by County Building and Safety on December 9, 2021.



Project Manager Sam Jamshidi at the Cooling Tower Replacement Job Site

Saticoy Yard Parking Traffic Flow and Slurry

Value: \$361.5K

Resealed, repainted, and restriped the Saticoy facility to ensure a continued safe work environment for vehicle and pedestrian access. To minimize impact to clients and not disrupt workflow for PWA, GSA Parks and Fleet, Watershed, and RMA customers, the project was completed in 4 sections over 4 weekends.



Repaving Project at Saticoy



New GE CT Scanner

SPH CT Scanner Replacement

Value: \$441.2K

Projects teamed with JOC contractor MTM to assist the County's Santa Paula Hospital upgrade to a new Phillips Scanner to better serve the community. They tackled challenges that included supply-chain issues and navigating the older facility to accommodate the new scanner footprint.

Hall of Administration 4th Floor Ceiling and Lighting Replacement

Value: \$994.1K

This 12,500 SF project replaced existing fluorescent light fixtures with LED lights. The overall fixture count was reduced by 90 while still providing the same illumination.

Projects also installed a new suspended ceiling grid with newly converted concealed sprinkler heads, and put in new covers for HVAC supply/return grills.



HOA 4th Floor Ceiling & Lighting Replacement

EMERGENCY REMEDIATION/ ENERGY ENTERPRISE

FACILITIES & MATERIALS

Vanguard 1st Floor Flood Remediation

Value: \$1.6 Million

In the early morning hours of Sunday, October 31, 2021 a leak to an existing underground fire riser line at the HSA Vanguard facility resulted in extensive damage as a mixture of soil and mud consumed most of the first floor. GSA Maintenance and Projects team mobilized to begin remediation efforts. These included preventing contaminants from settling; removing moisture from the building; moving out a total of 169 system furniture offices and various internal offices; and removal of drywall (due to water levels), flooring material (carpeting and VCT flooring), and asbestos containing material.

The upfront remediation efforts were completed on December 2, 2021 and additional work will continue into the early summer months of 2022, pending HSA re-organization decisions for the facility.



Vanguard Building Flooding



Vanguard Building Remediation

Energy Enterprise

In partnership with Ventura Solar, LLC a new off-site solar panel array installation, located in Fillmore, went online in September 2021. The former superfund site was repurposed into the current 3-MW solar photovoltaic system, consisting of more than 11,000 solar panels and estimated to reduce more than 2,000 metric tons of greenhouse gas emissions.



Fillmore Solar Array Farm



3-MW Solar Photovoltaic System

Estimated annual savings:

\$100K

or a total estimated savings between

\$3.9

and

\$5.4 million

over the life of the 25-year agreement.



GSA Retail - Logo Merchandise

GSA RETAIL

The new County of Ventura logo merchandise was a hit especially to show support at the 2021 Corporate games.

Security

- Supported the County's COVID Public Health response by modifying and controlling facility access including significant reprogramming of automated exterior door schedules and card reader deactivations, actively asserting compliance with mask orders, and implementing health screenings at multiple facilities.
- Redesigned County ID Badges to create easier and quicker visual identification of credentialed personnel by enlarging the photo on the ID and enhancing visible color coding of authorized access levels.



Special Services

- Received special thanks from VC Fire Chief Charlie Sullenberger for providing outstanding customer service and assistance to the Annual Firefighter's Memorial, held on November 17, 2021.
- Provided individual training on the EMS room reservation program to Health Care Agency and VC Fire Departments' new employees. Together developed client documents:
 - Tips for scheduling in EMS
 - Available GSA Conference Rooms and Assembly Rooms
 - Equipment fees checklist
 - Event setup options
- EMS Monthly Billing Improvement: new exports are directly imported to the database eliminating intermediary IT process steps like billing queries with database reports available for GSA Accounting.



Fire Fighters Memorial Flag Raising 2021

VEHICLE MANAGEMENT TRANSFORMATIONS

FLEET

Underutilized Vehicle Reductions

Fleet won the SEAward in 2021 from the CEO Service Excellence Council in recognition of their efforts to right size the County Fleet based on the Utilization reports they developed. Ten different agencies to date reduced their assigned vehicle counts, for a total of 22 vehicles saving the County and its agencies over \$100,000 annually.

New Online Garaging Program

As custodian for garaging information for all County Fleet vehicles, GSA Fleet Services turned a formerly cumbersome paper-based process into a leaner online process by contracting with Business Support Services. The solution is a digital online form that agencies can access to update their vehicles' garaging location(s). The garaging form was successfully rolled out in January 2021. The rollout also incorporated a new database, with reporting to assist with vehicle analysis and requests from agency management.

Fleet Expertise At Work

Custom specialty vehicles fabricated and delivered:

- Office of Emergency Services Mobile COVID testing trailer
- Medical Examiner Temporary Morgue trailer
- HCA mobile clinic



OES Mobile COVID Testing Trailer



Jeff Brown in MEO Trailer

EV Transition Phase II

Fleet's Electric Vehicle (EV) Transition Strategy continues with the electrification of the Remote Motor Pools (RMP).

Utilizing a \$950K grant from the California Electric Commission, Fleet purchased 18 Chevrolet Bolt EVs and 9 solar-powered dual-port charging stations.

These solar chargers are deployed at four locations throughout the County where employees can access them to conduct County business.



Chevy Volt EVs at Dual-Port Charging Station

Annual savings of more than **\$100K** for supported agencies

Utilizing a **\$950K** grant from the California Electric Commission, Fleet purchased

18 Chevrolet Bolt EVs and **9** solar-powered dual-port charging stations

PARKS

RENOVATION AND RESTORATION LET'S GO CAMPING!

15%
increase in
camping nights

over
20,000

work hours from host
& volunteer programs

Hosted **1st** California
Coastal Clean-Up
Day with over 50
volunteers

- Camp use nights up 15% from previous peak in FY18/19 of 83,501 to 96,248 in FY20/21 even with COVID closures in December and January months.
- Adaptive and Responsive: While only 65 vouchers were issued in FY18/19, it was all hands on deck to issue over 2,734 vouchers during the Public Health mandatory closures to return over \$199,883 back to our customers.
- Manages 44 leases including updating leases for Saticoy Golf Course and Faria concessionaire.
- Increased focus on Parks website and social media presence with ranger-led camper safety campaigns.



Filming Social Media Campaign On Camper Safety



Coastal Cleanup Day Volunteers



Coastal Clean Up Day
September 18, 2021

2021 ACCOMPLISHMENTS

Parks Department project highlights:

- Casitas Springs Community Center remodel
- Rincon straight-in parking & salt brush clearing
- Camp Comfort Tent Camping expansion
- Toland Park Brush Clearance
- Faria Beach Concessionaire Renovation
- Kenney Grove landscape and drainage improvements
- Clean-up from February storm damage
- Conducted 1st tree planting live via zoom during County Board of Supervisors meeting
- Initiated design for
 - Saticoy Golf Course Clubhouse
 - Lewis Road Park
 - Rincon restriping
 - Punta Gorda camping expansion
 - Oak Park Renovation



Staff Installing Straight-In Parking Signs



Camp Comfort Tent Camping Pilot with Boy Scouts



Toland Brushing for Phase 1 Camping



Santa Rosa Park Tree Planting

1st
ever live tree planting
at a BOS meeting
through zoom at
Saticoy Park



Saticoy Park Tree Planting
for BOS Meeting

The GSA Administration team celebrated a total of **140** years of service!



GSA Fiscal Accountants

Fiscal

- GSA fiscal assistants standardized communications within their developed Automated Invoice Management program (AIM). This Just Do It adjusted the routing of rejected invoices to the correct budget unit, saving processing time and rework.
- Working with Facility Projects, Fiscal corrected the process for misaligned program numbers to general accounting encumbrance GAE documents releasing over \$300K in revenue.
- Implemented new Notice of Change procedures through FM Internet software allowing for enhanced and timely tracking of billing services.
- Accountant Andrew Smith helped digitize a variety of processes when the Fiscal team transitioned to telecommuting during the pandemic. His work proved invaluable and was maintained even after returning to the office.
- The GSA Administration team celebrated a total of 140 years of service between HR, IT, Procurement, Fiscal, and Business Support Services. Congratulations to our Administration employees!



Fiscal Assistants Chastity Gaynor and Magdalena Cervantes



Director David Sasek & Andrew Smith



GSA Services Awards - Business Support Services

PROCUREMENT/HUMAN RESOURCES

Procurement

Ventura County GSA Procurement earned accreditation from the **National Institute for Government Procurement as a Quality Public Procurement Department (NIGP -QPPD)**. This stringent application process established GSA as an industry leader recognized for excellence in operations, best practices implemented, and their ongoing pursuit of distinction.

In addition, five members of the Procurement staff attained their NIGP Certified Procurement Professional certification (NIGP-CPP): Cliff Chroust, Boyd Donovan, Curtis Heath, Jody Howard, and Julie Miller.

2021 contract highlights:

- Public Health administrators thanked Procurement for authorizing gift card purchases to support vaccine drives around the County.
- Enabled CEO to utilize grant money through the Hotel Room bid for housing at-risk homeless during COVID.
- Expedited an expert witness contract that helped County attorneys bring a child abuse case to a close.



Boyd Donovan with NIGP Award

GSA Human Resources Department:

- GSA HR stepped up in countless ways, in addition to their daily duties, to assist employees in trying times. They answered numerous sensitive COVID-related questions for staff trying to understand their options with regard to situations such as quarantine restrictions or caring for loved ones. They ensured a safe workplace by educating managers about COVID safety protocols, even quickly learning contact tracing. Needless to say, the GSA HR team truly provided support and great service always for GSA staff!



The HR Team: Crystal Zendejas, Luz Avitud, Alicia Ibarra, Lucy Fernandez

Creative Services designed over

663

projects

Produced over

4,700

VC Print orders

Surplus Property generated over

\$1.2 million

in revenue from

586

surplus pick-ups

\$235K

in USPS commercial postage savings

Document Management

- Designed and created many different agencies' reports, including the CEO's State of the County, Agricultural Department's Crop and Livestock Report, VCHCP LiveWell magazine and more.
- Print-to-Mail program completed the Tax Collector's Annual Property Tax mailing, over 500K pieces, and forming new service platform to meet future needs of the County's property tax system.
- VCPrint – the County's web-to-print solution, scaled a storefront for specialty COVID signage while producing over 4,700 on-line orders.

Warehouse/Distribution

- Daily central dock services enable chain-of-custody, loss prevention, and package tracking.
- 586 surplus pickups with 1,451 online auctions generated 1.2M in surplus revenue
- Inventory Management processed the District Attorney's Victims Restitution Property program generating over \$177K back to victims.

Mail Center

- Launched special Courier dispatch and transportation services to support Public Health's COVID-19 testing and vaccine distribution efforts.
- Provided uninterrupted and safe courier services during COVID-19 response, covering 6 courier routes and over 300 daily stops.



Ignacio "Nacho" Fernandez handling Tax Collector envelope forms insertion



Ryan Pimentel moving Tax Collector envelopes to storage



Ali Esquivel transferring mail to USPS

INFORMATION TECHNOLOGY GROUP

IT Group

- DSETs deployed WebCam solutions to support virtual meetings in all of GSA's meeting rooms: Lower Plaza Assembly Room, Multi-Purpose Room, Pacific Conference Room and the Service Building Training Room.
- IT worked with contractor EMCOR to implement a new virtual server solution after identifying an older depreciated HVAC controls server running on outdated hardware. This project decreases security risk with new modernized software, increases reliability, and resulted in annual reoccurring cost savings of \$5,441.
- Board of Supervisor meeting support could have been jeopardized due to limited size production booths, exposures, and quarantine restrictions. DSETs and CEO-IT proactively expanded production booth operations into the Caribbean Conference Room to ensure adequate support for the crucial Board meetings and new live social media feeds to keep the public informed while maintaining social distancing and limiting risk factors.

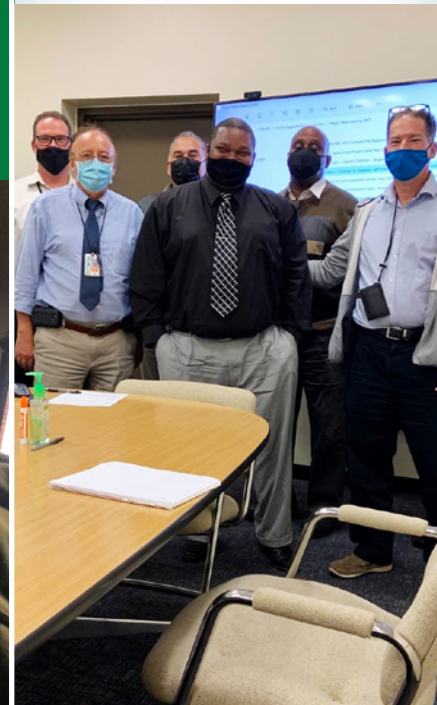


Wayne Kirkland monitors virtual meetings

HVAC Systems
annual reoccurring
cost savings of
\$5,441.⁵²



Digital Systems Electronic Technicians (DSET) setting up for Board of Supervisors meetings



IT technician Tim Baker (center) with Facility Projects as they implement FMI

AWARDS & HONORS

ACCOLADES

Fleet placed
#29th in
 NAFA's Green
 Fleets and
#64th in
 100 Best Fleets.

2021 Annual
 Achievement of
 Excellence in
 Procurement
22nd
 consecutive year

Fleet mentioned as a Notable Fleet in the top 100 of Government Fleet Magazine's leading fleets.



Rick Bobosky and Diana Maldonado with the 2020 California Counties Facilities Service Association (CCFSA) Award of Excellence to GSA Maintenance for 15th consecutive year.

NIGP The Institute for Public Procurement

QPPD Accreditation from the National Institute of Governmental Purchasing – NIGP-CPP status earned for 2021-2024

2021 WINNER
 SOUTHERN CALIFORNIA

Worth The Green Fee



**Soule Park
 Golf Course**

Presented by
GreensKeeper.org

Soule Park won GreensKeeper.org's "Worth the Green Fee" award for Southern CA.



Robert Crawford, Staff Services Manager, Fleet Services – receives 1st place in the 2021 CGSA Lieb & Kronberg Excellence in Service Award. This is the 4th consecutive year winning 1st place!



Probation Department Challenge Coin presented to the Ventura County Office of Education's Disaster Service Workers, GSA team members Erica Agnew and Rick Bobosky.

ACCOLADES



Steve Nelles, celebrating 20 years of service, receives his years of service certificate at the annual ceremony for Business Support Services.



Melyssa Vicencio is presented her STAR Award by Director David Sasek, April 4, 2021



Jesse Chavez, celebrating 5 years of service, receives his years of service certificate at the annual ceremony for GSA Maintenance.



Sheriff OES Challenge Coin presented in July 2021 to Business Support Services Warehouse Distribution Team for ongoing support in sourcing and distributing PPE and other emergency supplies during the COVID-19 pandemic.

AWARDS & HONORS



DIRECTOR'S

Challenge Coins

- Denise Santoyo, Management Assistant IVC, Administration
- Brittany Stephens, Administrative Assistant IV, Administration
- Paul Almanza, Custodian II, Housekeeping
- Paul Anda, Custodian III, Housekeeping
- Ariana Ayala, Custodian II, Housekeeping
- John Barron, Custodian II, Housekeeping
- Pedro Baylon, Custodian III, Housekeeping
- Kenneth Bowman, Custodian II, Housekeeping
- Ron Casas, Custodian II, Housekeeping
- Salvador Duarte, Custodian III, Housekeeping
- Juan Esparza, Custodian II, Housekeeping
- Maria Espinosa, Custodian II, Housekeeping
- Ronnie Everman, Custodian II, Housekeeping
- Emmanuel Fogata, Custodian II, Housekeeping
- Janina Gonzalez-Wallace, Custodial Supervisor, Housekeeping
- Andrew Juarez, Custodian II, Housekeeping
- Efrain Leyva, Custodian II, Housekeeping



Brittany Stephens Challenge Coin for Chairing California General Services Association Conference



Denise Santoyo Challenge Coin for Organizing the 1st Virtual All Hands Meeting



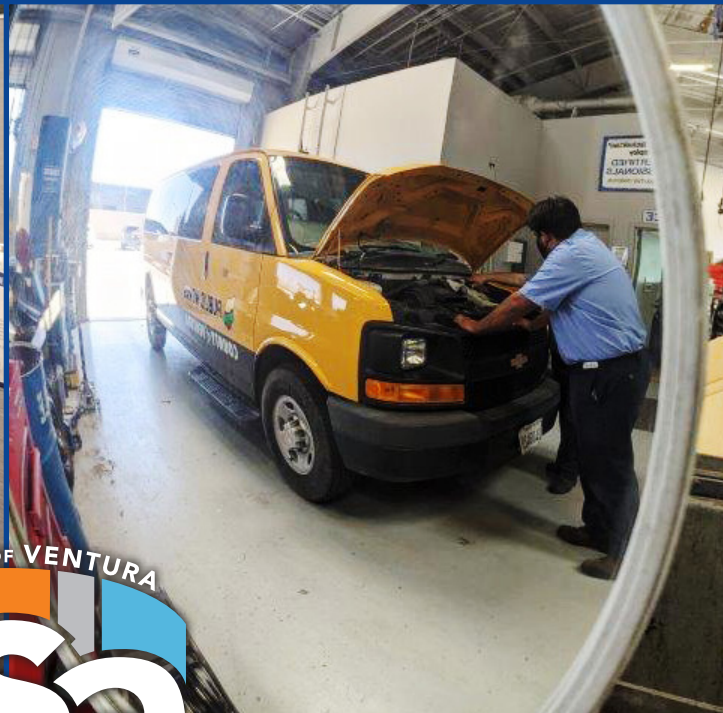
Housekeeping Challenge Coins

AWARD OF EXCELLENCE

- Sandra Lopez, Custodian II, Housekeeping
- Joseph Macias, Custodian III, Housekeeping
- Rose Magdaleno, Custodian III, Housekeeping
- Joe Magdaleno, Custodian III, Housekeeping
- Edelia Meraz, Custodian II, Housekeeping
- Sean Mumper, Custodian II, Housekeeping
- Jose Nunez, Custodian III, Housekeeping
- Alejandro Ramirez, Custodian II, Housekeeping
- Ellen Reclusado, Custodian III, Housekeeping
- Enrique Reily, Custodian II, Housekeeping
- Feliciano Rodriguez, Custodian II, Housekeeping
- Cinthya Santos de Perez, Custodian III, Housekeeping
- Kelli Stewart, Custodial Supervisor, Housekeeping
- Zabri Torres, Custodian II, Housekeeping
- Edgar Villasenor, Custodial Supervisor, Housekeeping
- Robert Windrem, Custodian II, Housekeeping



The 2021 County Executive Office Challenge Coin was awarded to GSA Procurement and to GSA Maintenance in recognition of "good government" for COVID-19 Pandemic Response Team efforts in 2021.



COUNTY OF VENTURA
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