



# MENDOCINO COUNTY - GENERAL SERVICES AGENCY

## MONTHLY OPERATIONAL UPDATE – JULY/AUGUST 2023

### GENERAL SERVICES AGENCY

#### Other

Central Services Purchasing Division has rolled out its purchasing program training. To those interested in setting up training, contact Scott Morgan, Purchasing Program Manager at 707-234-6053, or email to:

[morgans@mendocinocounty.gov](mailto:morgans@mendocinocounty.gov).

New “How To” slide shows are in development for Requisition Entry, Purchase Order Receiving and Surplus Work Order Entry. These instructional Power Point presentations will be available through Microsoft Teams for County wide use. The first slide show, How to Write a Requisition, will be available mid-September.

#### **Building Maintenance Work Orders (Year to Date):**

- Work Orders Received: 497
- Work Orders Completed: 516
- Work Orders Open: 194
- As of July 1, 2023: Fleet totaled 297 Vehicles (excluding Department of Transportation) 4 of which are in the surplus process
- County Yearly Standard for Optimal Utilization is 10,000 Miles per year
- Analysis continues to determine the most effective use of fleet. Potential streamlining and shared use of fleet is also in progress.

#### **Fleet Statistics: (Year to Date):**

- Work Orders: 149 Scheduled, 130 Completed
- Vehicles Maintenance Reporting: Thirty-Three (33) vehicles are currently not delivered but overdue for maintenance. Please see below for a reporting by budget unit (BU).
  - Twenty (20) in BU 2310, Three (3) in BU 2070, Two (2) in BU 2510, Four (4) in BU 1610, One (1) in BU 2851, One (1) in 2860, Two (2) in BU 2810

Facilities answered sixteen (16) after hours emergencies this month for a total of twenty-five and three quarters (25.75) hours of overtime.

#### **Board Directives Update**

22-25d - Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to investigate the current child support services building and proceed with analysis regarding the purchase of that building. General Services Agency is working collaboratively with the Executive Office and County Counsel. Staff plan to begin feasibility work in FY 23/24. In progress.

23-03a - Board Directive: GENERAL CONSENSUS OF THE BOARD to direct staff to use remaining carbon reduction funds for projects to reduce the County's footprint, including replacing vehicles, heat pumps, and any associated vehicle charging stations at county facilities in whatever arrangement results in the highest return on investment; and Direct staff to return to the Board with a Carbon Reduction Fund savings plan at a future meeting. The General Services Agency presented the plan during the July 25, 2023, Board of Supervisors Meeting.

23-03b – Board Directive: GENERAL CONSENSUS OF THE BOARD to direct the CEO and Director of General Services Agency to return with a plan to the Board for facilities reduction with a developed team of department heads to reports quarterly in the CEO’s report. The CEO will be providing regular updates in the CEO Report on the Right Sizing initiative, including potential facilities reductions and progress made.