



MENDOCINO COUNTY - GENERAL SERVICES AGENCY

MONTHLY OPERATIONAL UPDATE – OCT/NOV 2023

GENERAL SERVICES AGENCY

Other

Central Services has rolled out its purchasing program training. To those interested in setting up training, contact Scott Morgan, Administrative Services Manager, at 707-234-6053, or email to: morgans@mendocinocounty.gov.

New “How To” slide shows are in development for Requisition Entry, Purchase Order Receiving and Surplus Work Order Entry. These instructional presentations will be available through Microsoft Teams for County-wide use.

Building Maintenance Work Orders (Year to Date):

- Work Orders Received: 1,163
- Work Orders Completed: 1,226
- Work Orders Open: 155

*Facilities answered **Seven (7)** after hours call outs this month a total of **Thirteen (13)** hours of overtime

Garage Statistics (Year to Date):

- Work Orders Received: 358
- Work Orders Completed: 342
- Open Work Orders: 16



for

***Overdue Vehicles by BU (Forty-Three (43) Total):** 2070 – Four (4), 2310 – Thirty-Five (35), 2560 – One (1), 2851 – One (1), 4051 – One (1), 5010 – Three (3)

Fleet Statistics: (Year to Date):

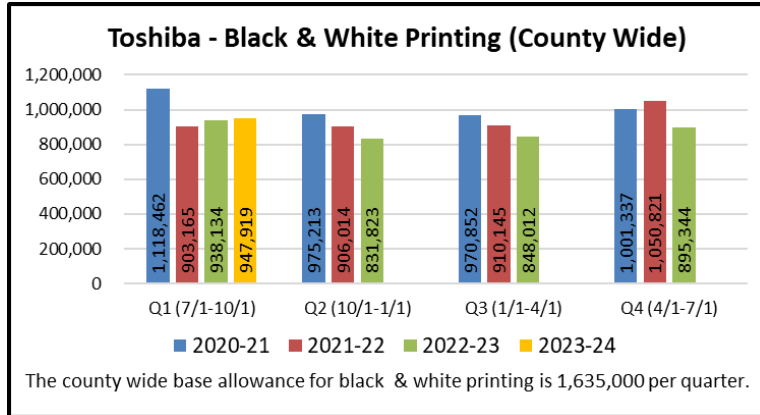
- Number of Fleet Vehicles Currently Serviced by Garage: 290
- Number of Fleet Vehicles Total: 301**
- Between 1 July 23 and 30 Sept 23 The County fleet has driven approximately 640,000 total miles and consumed approximately 30,000 Gallons of Fuel
- Ten (10) Fleet Vehicles have been submitted for Surplus this FY
- Two (2) New County Vehicles have been purchased this FY by Budget Unit 4050
- Three (3) New County Vehicles have been leased through Enterprise Fleet Management

*Vehicles not currently serviced by the County Garage: 4 DOT, 4 Sheriff's Office Special Operations, 2 Bookmobiles, 1 Ag Crane Truck

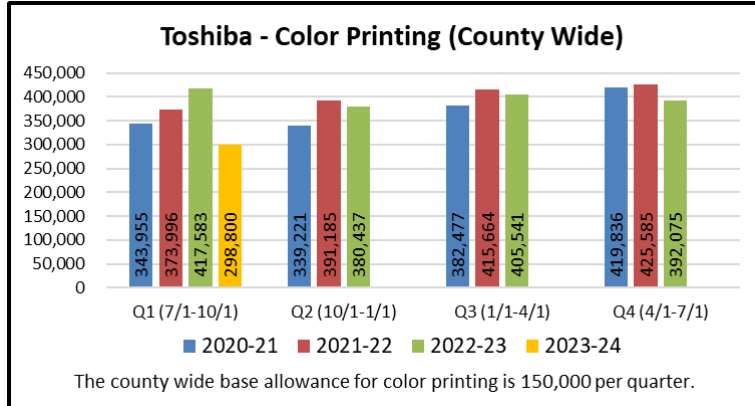
Toshiba Printing Statistics Reporting:

GSA is responsible for the administration, support and maintenance of the County’s multifunction copier device contract with Toshiba, with approximately 110 multifunctional copier devices in use today under this program. GSA tracks the departmental usage of the printing services as well as the associated expenses. Mendocino County pays a premium price for color printing counts over the county-wide base allowance, of 150,000 prints per quarter and for black and white printing counts over the county-wide base allowance, of 1,635,000 prints per quarter. Staying within the county-wide base allowance for color and black and white printing will reduce the yearly Toshiba accounting to \$71,500, saving the County roughly \$40,000 per year.

Toshiba – Black & White Printing:



Toshiba – Color Printing:



Toshiba – Printing Total:

