



Central Services Project Report

October/November 2023

Project	Milestones	Start Date	Estimated Completion Date	Completed Date	Status	Notes
Sustainable Practices Campaign	Fliers and Materials	6/2023	N/A	N/A	Complete	Sonoma Clean Power - sending physical fliers (Complete).
	Social Media Posts	7/2023	N/A	N/A	On Going	Partnered with the Cultural Services Agency and Sonoma Clean Power to bring DIY Energy and Water Savings Toolkits to all branches of the Mendocino County Library.
	Departmental Education & Outreach	10/2023	12/2023		On Going	Contacting additional departments to conduct in person educational sessions.
	Develop continued educational workshops / webinars / videos	7/2023	12/2023		On Going	
	Schedule Educational workshops / webinars	7/2023	12/2023		On Going	
	Distribution of Materials to Departments	7/2023	N/A	N/A	On Going	Teams channel created to share resources and information to departments. Reported on CEO Report and shared link to access Team and Channel for sustainable practices materials.
Blanket Purchase Order Tracking	Work with Auditor for MUNIS Tracking	3/2023	12/2023		In Progress	Delayed due to Annual Audit. Working with Auditors office test mode to track spend in MUNIS. Set up in MUNIS needs additional time.
	Develop Procedure	2/2023	1/2024		In Progress	Delayed due to testing not being completed.
	Educate County staff on Procedure	12/2023	2/2024		Not started	Delayed due to testing not being completed.
Parks	Parks Marketing/Outreach Plan	4/2024	12/2023		On Going	Partnering with Visit Mendocino to brand the County's park system, create marketing materials, and create new signage throughout the parks.
	Parks On-line Reservations	2/2023	N/A		On hold	Met with several Reservations software companies. Completing Cost Benefit prior to implementation. No current funding to implement. On hold until funding is available.
County Wide General Services Agency - Education and Training Program	General Services Agency Purchasing 101 Training	10/2022	4/2023	06/2023	On Going	Repeat Quarterly.
	Work Order Training	2022	12/2023		On Going	Scheduling trainings, information available on the County Central Services Team, Purchasing Channel.
	Facility Modification / Vehicle Requests / Fixed Assets for Budget	8/2023	11/2023		On Going	Scheduled for November 30, 2023.
	Competitive Bidding - How to complete and RFP for Departments.	8/2023	12/2023		On Going	Power Point needs review and kick off training scheduled.
	MUNIS Receiving and Issuing Reqs	4/2023	12/2023		On Going	In Teams
	Pcard, Credit Card Training	5/2023	12/2023		On Going	One on One training as requested.
Planet Bids	Review Competitive Bidding on Planet Bids - General Services Agency Only	10/2023	N/A		Not started	Delayed due to funding.
	Analysis of Benefit of Implementation of Planet Bids County Wide	6/2023	N/A		Not Started	Delayed due to funding.
	Meet with stakeholders regarding Cost for implementation of Planet Bids	1/2024	2/2024		Not Started	Delayed due to funding.
	Develop Procedure for Planet Bids Utilization	5/2024	7/2024		Not started	Delayed due to funding.
	Develop Training to County Staff	8/2024	10/2024		Not started	Delayed due to funding.
	Train County Staff on Planet Bids	5/2025	6/2025		Not started	Delayed due to funding.
	Implementation of Planet Bids County Wide	2/2022	7/2025		On Going	Delayed due to funding.
CAMS	IT Working with CAMS for Data being moved from MUNIS to CAMS	2022	12/2023		On Going	IT timeline for completion is 12/2023.
	Data Entry in CAMS - Project Ledger	4/2023	9/2023		Pending Entry into Munis	Sent to the CAMS Team for data entry 10/24/2023. Once entered updates will need to be make in house.

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CAMS	Building Out Munis to CAMS - Account Inquiry Import Interface	8/2023	11/2023		On Going	IT and Cascade are in communication. A data set has been selected and the interface is in the development stage. IT has selected a template for the data format from Munis and it has been sent to Cascade for review.
	Data Entry in CAMS - Account History	8/2023	10/2023		Pending Interface Creation	Building Ledger in CAMS must be complete.
	CAMS Implementation	2022	1/2024		On Going	
ISF Development	Data Collection - Purchasing, Buildings, Fleet	2022	11/2023		On Going	2.5 years data
	Analyze data to determine cost per service	8/2023	12/2023		Not started	Add data
	Develop Cost Recovery formula	12/2023	12/2024		Not started	Develop initial cost recovery formula, allow time to refine formula
	Meet with Stakeholders	1/2024	12/2024		Not started	Need to have time to refine formula and address stakeholder questions.
	Implementation for ISF	2022	7/1/25		On Going	
GSA - Recentralization	Review and Update GSA Task Lists	12/2023	11/2023		On Going	Continuously reviewing, improving and updating.
	Update Onboarding Process	10/2022	11/2023		On Going	Continuously reviewing, improving and updating.
	Review and Update GSA Desk Guides	11/2022	11/2023		On Going	Continuously reviewing, improving and updating.
	Cost Allocation - Review	10/2022	11/2023		On Going	Continuously reviewing, improving and updating.
	Review GSA Emergency Plan	4/2023	5/2023	6/2023	On Going	Review at least once a year.
Grant Administration	Bower Park Restoration and Improvement Project	12/13/2023	1/31/2026		On Going	Project to be completed by 12/31/2025; Final reports due 1/31/2026; Grant performance 7/1/2021 to 6/30/2026; Total Project - \$2.200,000.
	RFP - Parks Landscape Architect for Bower Park Restoration and Improvement Project	08/14/2023	10/30/2023		On Going	RFP Issued 08/14/2023; Inquiry Deadline 09/01/2023; Submission Deadline 09/22/2023; Approximate Contract Start Date 11/01/2023
	CEC - Electrical Vehicle	11/16/2022	2/1/2027		On Going	Project to be completed by 3/31/2028; Final report due 2/1/2027; Grant performance 11/16/2022 - 05/03/2027; Total Project - \$824,982.
	RFP - ESCO - CEC - Electrical Vehicle	10/2023	10/11/2023		On Going	RFP for ESCO being developed.
	Mill Creek - Per Capital Grant	12/13/2023	6/30/2028		On Going	Grant performance 7/1/2021 to 6/30/2026; Total Project - \$497,000. State extended the project to end 6/30/2028; RFP Awarded - 7/2023.
Surplus	Surplus Catalog on Teams	08/2023	08/2023	08/2023	Complete	Surplus Catalog channel started on Teams to feature list of surplus items available for County Departments to reuse. Item number, description and pictures are being updated regularly.
	Post surplus property on publics surplus.com	2023	2023	2023	On Going	See CEO Report Narrative for update.
EOC	Review and Update EOC Vendor Lists	12/2022	10/2023		On Going	Review and update in Progress.
Efficiencies	Work with Client First to review efficiencies for County wide GSA functions.	10/2023	12/2023		On Going	Met with Client First on 10/03/2023. Completed first draft of the project roster. Reviewing the Discussion Guide that summarizes the high-level assessment plan for workstreams such as work orders/asset management, inventory, and project accounting.

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