



# MENDOCINO COUNTY - GENERAL SERVICES AGENCY

## MONTHLY OPERATIONAL UPDATE – JUNE 2023

### GENERAL SERVICES AGENCY



#### Other

General Services Agency staff are excited to announce new 'touchdown space' available for County employees to utilize/reserve as needed. There are three (3) cubicle style workstations in the touchdown space:

- Space One (1) - Desktop Computer Station
- Space Two (2) - Laptop Docking Station
- Space Three (3) - Desk/Workstation (to be expanded to include a laptop docking station soon)



County Staff interested in reserving touch down space can contact GSA at 707-234-6066.

The City of Ukiah Recycled Water Phase 4 Draft Project, as noted on The City of Ukiah's webpage is expected to be operational by Fall of 2024. The construction of the project includes trenching and installing recycled water pipe, water valves, and boxes in several locations. This project will boost the recycled water project's capacity from 1,000 acre-feet per year to 1,500 acre-feet per year. During the project's timeline, areas like Low Gap, Brush Street, Frank Zeek School, Ukiah High School, Pomolita School and more will have construction throughout until the project's completion. For more information on this project, please go to:

[City of Ukiah - Recycled Water - Phase 4](#)

**Building Maintenance Work Orders: Year to Date**

- Work Orders Received: **2,740**
- Work Orders Completed: **2,733**
- Work Orders Open: **205**
- During FY 21-22: Fleet totaled 302 Vehicles (Excluding Department of Transportation)
  - 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: 1121 Scheduled, 1119 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-One (21) in BU 2310, Six (6) in BU 2070, One (1) in BU 0464, One (1) in BU 4011, One (1) in BU 2851, One (1) in 2860, Two (2) in BU 5010.

Facilities answered Five (5) after hours emergencies this month for a total of half Eight and Three Quarters (8.75) hours of overtime.

**Attachments**

Capital Improvements Projects Timeline Sheet  
Capital Projects Tracking Summary  
General Service Agency (GSA) Project Timelines

## **AGENCY WIDE ACTIVITIES**

**Internal Service Fund (ISF)/Cost Allocation Development- Facilities, Fleet and Central Services  
General Services Agency education, outreach, and resource availability**