



# MENDOCINO COUNTY - GENERAL SERVICES AGENCY

## MONTHLY OPERATIONAL UPDATE – JUNE 2023

### GENERAL SERVICES AGENCY



#### An Effective County Government Organization

In 2001, the County of Mendocino adopted an Energy Conservation Policy that included mandatory and discretionary energy conservation measures. Subsequent to this 2001 Policy, in 2006, the Board of Supervisors Adopted the [Sustainable Practices Policy](#) (which was amended in 2009 and most recently in 2022). The policy intent is as follows:

- Institute practices that reduce waste by increasing efficiency and effectiveness.
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, and use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free.
- Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement.

The General Services Agency (GSA) recently kicked off an energy conservation campaign and plans to roll out education and training materials to all departments over the next several months. County staff have been asked to do their part in reducing our energy consumption, including eliminating outdated appliances, relying on natural light where appropriate, and turning off unused equipment when not in use.

GSA has kicked off a County-wide training program which will cover various program areas and topics. The first topic, "Purchasing 101", was hosted by the Purchasing division in June. There were approximately 40 County employees that attended the trainings. The GSA Purchasing Division has scheduled quarterly trainings. County employees are encouraged to join the Purchasing and Buying Team for more information about upcoming training opportunities for County employees, reach out to Scott Morgan, Administrative Services Manager/Purchasing Program Buyer at the contact information listed below. Additional training topics following "Purchasing 101" will be Competitive Bidding, Procurement, Exception to Bidding and Writing

Requisitions. To those interested in setting up additional training, contact Scott Morgan, Administrative Services Manager/Purchasing Program Buyer at 707-234-6053, or mail to [morgans@mendocinocounty.org](mailto:morgans@mendocinocounty.org).

Staff continues to work closely with Animal Care Services and the CEO to shutter the Fort Bragg Animal Shelter, which closed in early June. Staff are currently in the process of decommissioning the building that sits on City property.

Staff executed a short-term license agreement with the Sierra Nevada World Music Festival for use of the parking lot of County Building No. 2 known as the Boonville Veterans Memorial Building. The festival took place June 16-18, 2023.

Since the implementation of Point and Pay for credit, debit, and electronic check payments on April 26, 2023, the Parks division has received over \$3,500 (as of June 14, 2023). In many cases, this system has allowed the County to collect revenues we may have otherwise not received. It has also decreased the likelihood of vandalism of our iron ranger payment box at Indian Creek Campground.