



MENDOCINO COUNTY - GENERAL SERVICES AGENCY

MONTHLY OPERATIONAL UPDATE – DECEMBER 2023

GENERAL SERVICES AGENCY

Effective County Government

2023 Accomplishments:

Fleet: Garage

A robust garage cost analysis was conducted to compare different cost models ultimately leading to the selection of a time and materials-based model showing true costs per vehicle based around a competitive hourly maintenance rate. The cost benefit analysis also compared the expenses of operating a county garage vs utilizing outside local vendors. This analysis transitioned to a request for proposals ultimately leading to a Prime vendor selection process to take over overall fleet maintenance operations.

Fleet: Telematics

Fleet facilitated the roll out of advanced telematic device usage on county vehicles. There are currently 72 telematics devices installed in the 149 qualified county vehicles. Fleet is working with Enterprise to order the remaining devices needed to complete installation of advanced telematic devices on the remaining 149 vehicle.

Central Services: Sustainable Practices

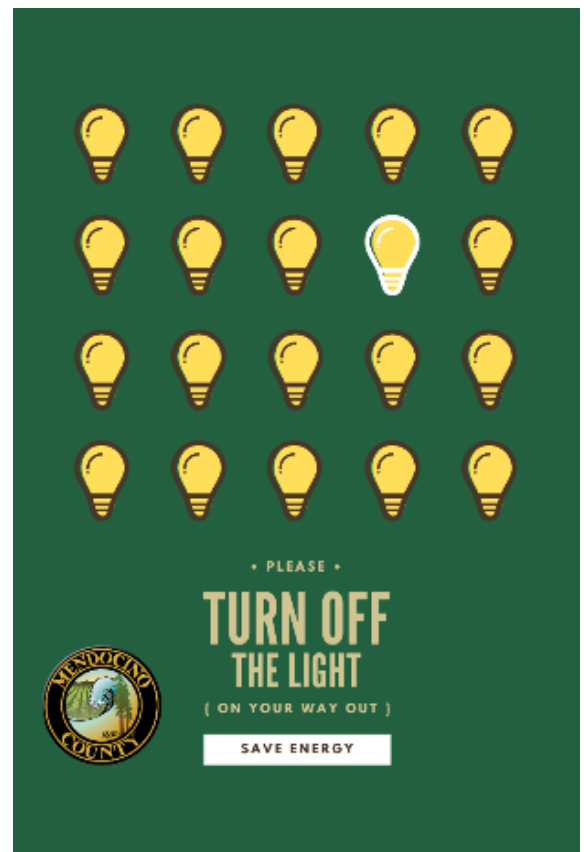
In 2023, the County partnered with Sonoma Clean Power to bring Do It Yourself (DIY) Energy and Water Savings Toolkits to all branches of the Mendocino County Library. The County is committed to sharing practical actions people can take to address the climate crisis. To that end, GSA staff have been educating departments on measures they can take to reduce their overall carbon footprint. This includes but is not limited to, properly sorting organic waste from trash, and recycling containers, purchasing recycled office products, and turning off the lights when appropriate.

Central Services: Recycled Office Supplies

GSA has been working with Fishman Supply to create a recycled office supply list available to all departments. That list is now live and online. Purchasers who would like to view the list will need to login to the Fishman's website and select Order Forms. The current listed is labeled Office Supplies Recycled. As more items become available, they will be added to the list.

Central Services: Credit Card Payment Implementation

Starting April 2023, GSA implemented the utilization of Point & Pay for credit and debit card payments for fees payable to the department.



Central Services: Veterans Hall Rentals

GSA has been pushing to better market Veterans Halls available for rental in 2023. Staff have been utilizing free avenues for marketing, which include regular social media posts and fliers that are also displayed during Board of Supervisor meeting livestreams. Staff have been developing updates to the fee structure and reservation system for Veteran Hall Rentals and are excited to share our progress with the Board in the new year. We anticipate bringing forward revisions to the adopted rules and regulations associated with the Halls along with updated fee structures that will include rentals for half day reservations which will appeal to more prospective renters.

Central Services: Real Property/Leasing

The Board gave direction to begin reducing the County's overall footprint in 2023. GSA has successfully moved Probation, Behavioral Health and Recovery Services, and Public Health into the Willits Justice Center (WJC) from the Willits Integrated Services Center (WISC). This has allowed GSA to negotiate and execute a lease with CAL FIRE to occupy County Building #62 at the WISC. This will allow GSA to cost recover a portion of the costs associated with that building. The long-term goal is to further reduce our footprint within Willits and co-locate programs in a cost-effective manner. This year, we have successfully decommissioned one (1) building that has been under-utilized and is no longer fit for rental.

Further, GSA has been working with several other tenants to update agreements and memorialize other long-standing relationships.

The County has negotiated a lease with the Air Quality Management District (AQMD) that will be mutually beneficial to the County and AQMD and will help to offset County costs.

Central Services: Enterprise Fleet Auctions

GSA has begun utilizing Enterprise Fleet Auctions along with Public Surplus. Currently General Services is working on its first sale through Enterprise Fleet.

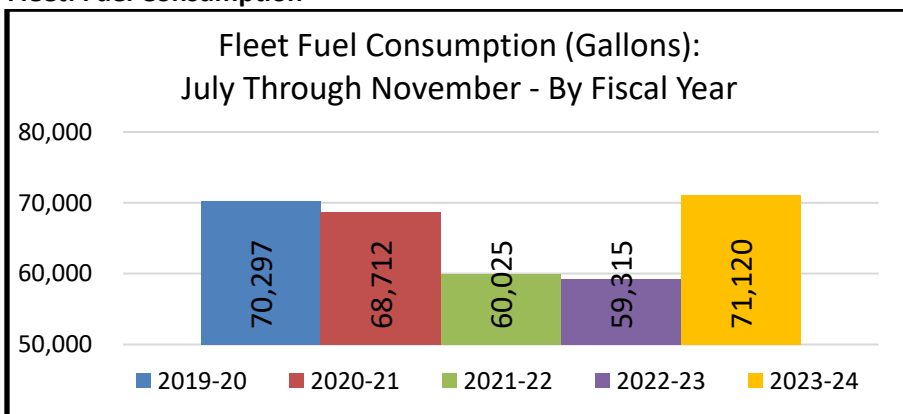
Central Services: Surplus

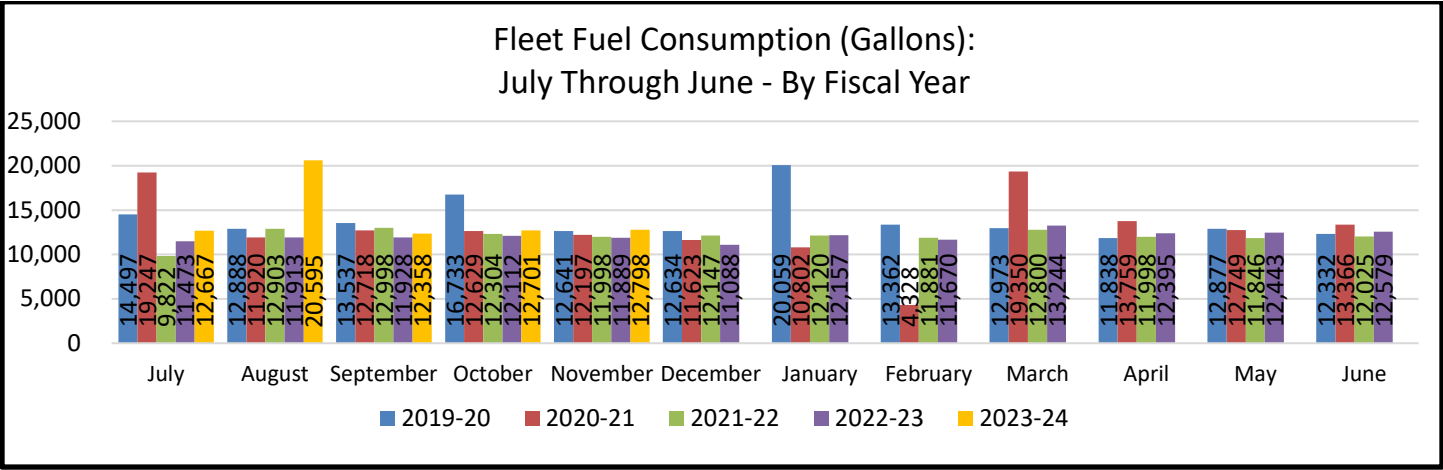
2023 total surplus sales: \$137,904.72

Surplus sales are contributed to GSA's continued use of Public Surplus (publicsurplus.com), an online auction service specifically created for public agencies selling surplus property, to post and sell Mendocino County surplus items that no longer meet the needs of the County. To find surplus items for purchasing, visit Publicsurplus.com, Select Region: California, Select Agency: County of Mendocino, select: View All Auctions for County of Mendocino.

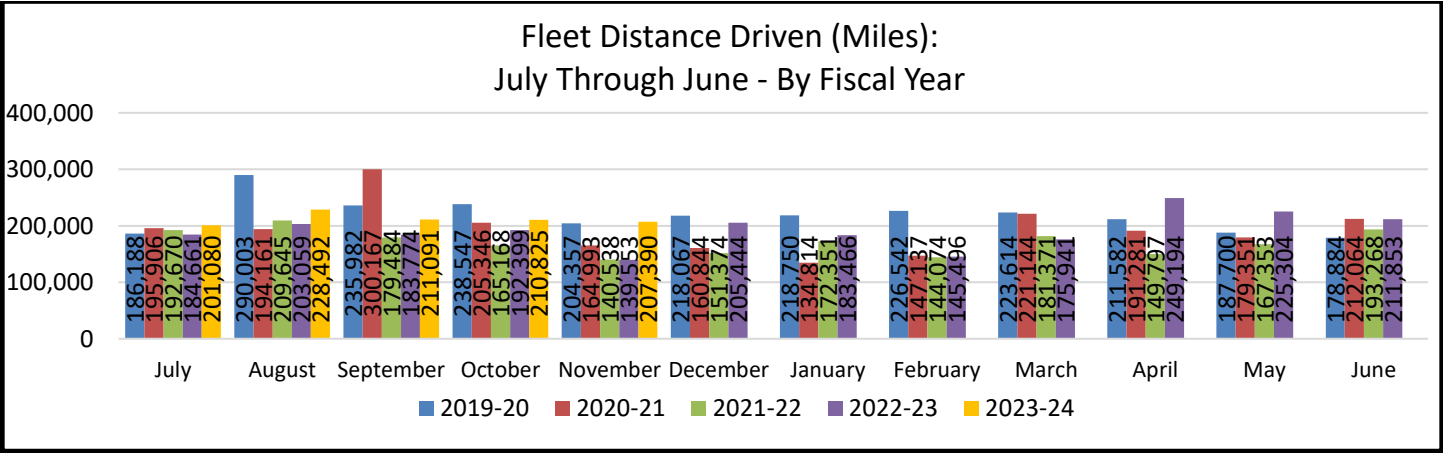
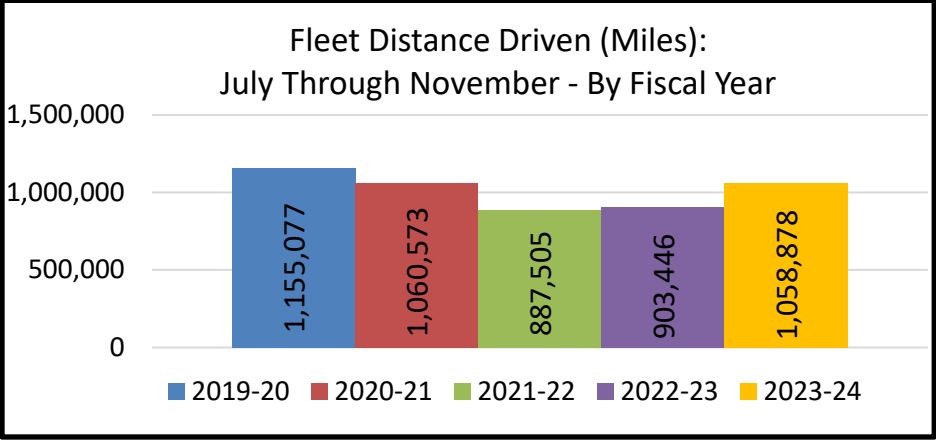
FY2023-2024 Standard Monthly Reporting's:

Fleet: Fuel Consumption



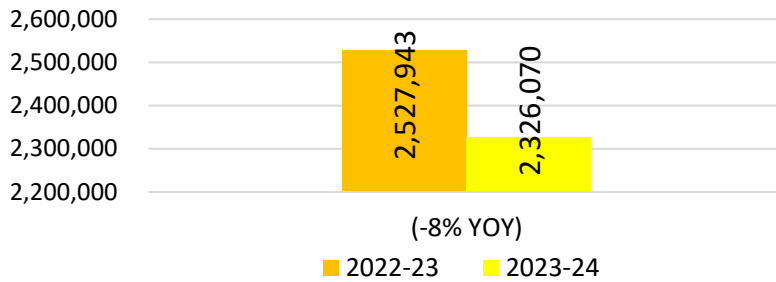


Fleet: Mileage



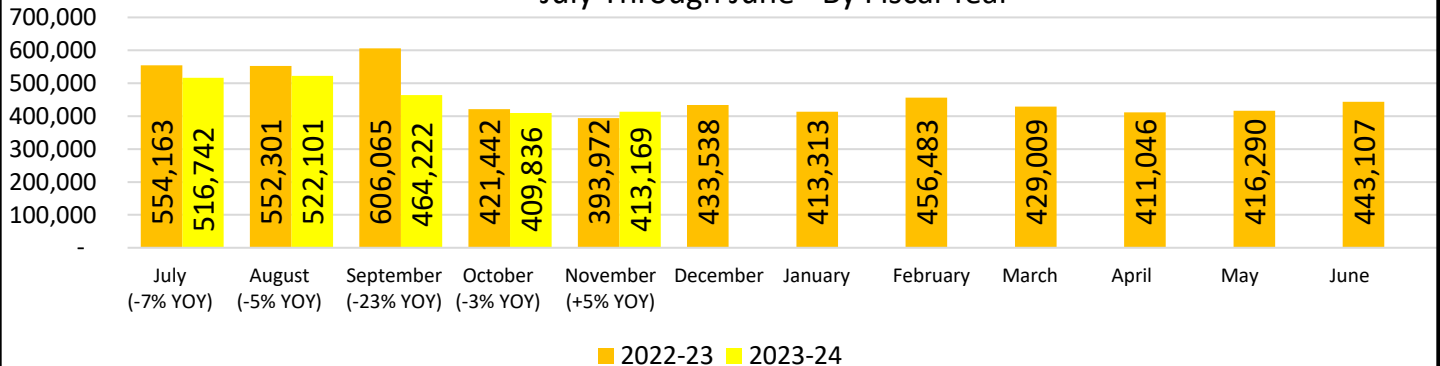
Facilities: Utility

County Facilities - Electricity Usage Totals (kWh) July Through November - By Fiscal Year



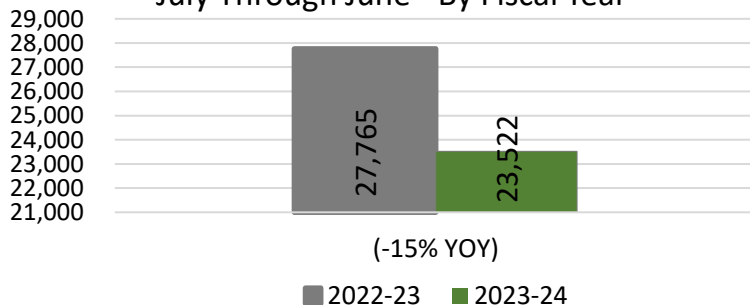
Data includes Mendocino County facility electricity consumption with all City of Ukiah and PG&E accounts.

County Facilities - Electricity Usage Totals (kWh) July Through June - By Fiscal Year



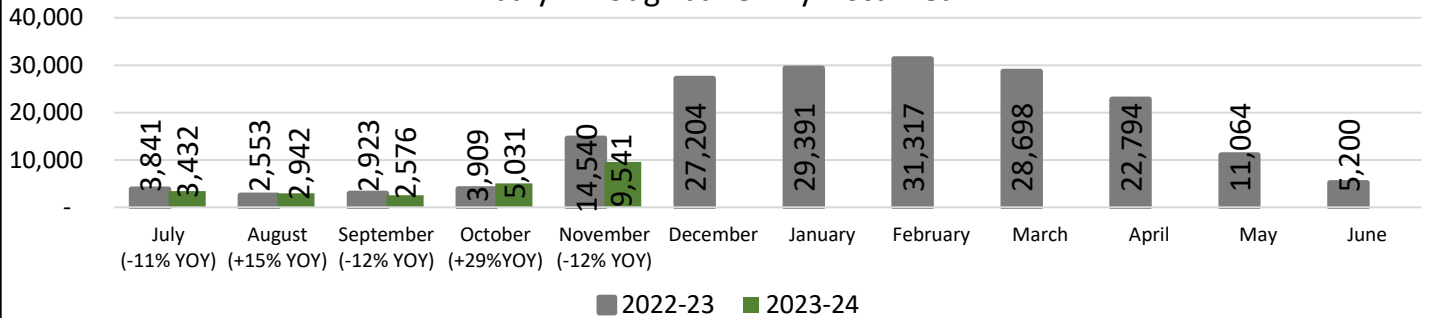
Data includes Mendocino County facility electricity consumption with all City of Ukiah and PG&E accounts.

County Facility - Gas Usage Totals (Including: Natural Gas, Propane, Kerosine) July Through June - By Fiscal Year



Data includes Mendocino County facility gas usage from various vendors. Please note the standard for measurement is different between the types of gases, for the purpose of this reporting the totals are based on the total standard of measurement utilized.

County Facility - Gas Usage Totals
(Including: Natural Gas, Propane, Kerosine)
July Through June - By Fiscal Year



Data includes Mendocino County facility gas usage from various vendors. Please note the standard for measurement is different between the types of gases, for the purpose of this reporting the totals are based on the total standard of measurement utilized.

Central Services: Surplus

December 2023 total surplus sales: \$4,115.10

GSA continues to update the online surplus catalog. Several departments have utilized the resource. These items have been kept out of the landfill while saving the County money. For more information regarding the online surplus catalog please email purchasingrequests@mendocinocounty.gov.