



MENDOCINO COUNTY – GENERAL SERVICES AGENCY MONTHLY OPERATIONAL UPDATE

GENERAL SERVICES AGENCY



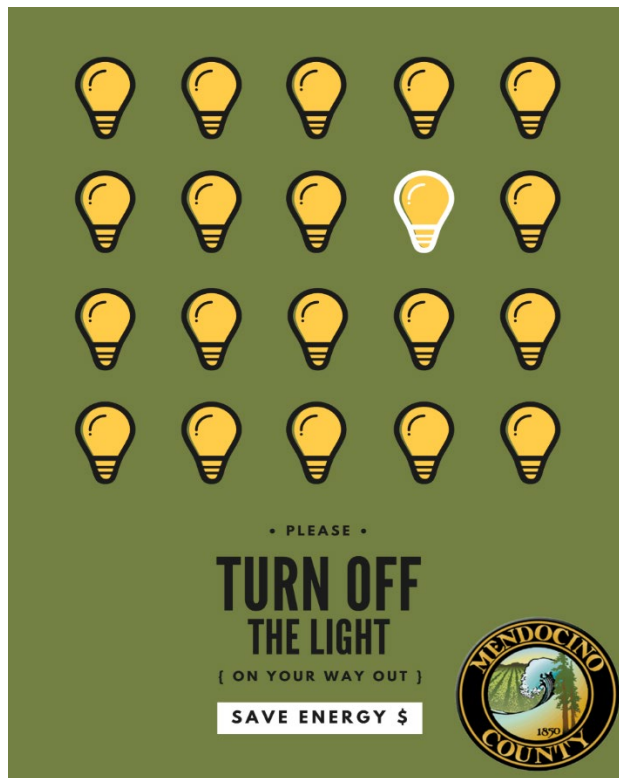
Other

Staff have been partnering with the Cultural Services Agency on multiple real property related projects. Staff has been asked to develop a works of/checklist for a possible property acquisition/merger on the coast. This project is ongoing.

Staff hosted a meeting with the Anderson Valley Senior Citizen's Center and the American Legion Post #385 regarding their MOU for the premises located at 14470 Highway 128, Boonville, also known as the Boonville Veterans Memorial Building. Negotiations for an updated agreement are ongoing.

Staff have worked with various departments this month in drafting several amendments, extensions, and new agreements for real property.

In 2001, the County of Mendocino adopted upon 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). Pursuant to the 2001 Energy Conservation "Policy" This "policy", although not adopted by the Board, was in place until 2006, at which time the Board adopted the "Sustainable Practices Policy (No. 44). Policy No. 44 includes the following section regarding enforcement and implementation: 7.1.10 Develop internal procedures dealing with the following categories: Purchasing and Procurement, Recycling, Energy, Water and Green Building. In keeping with the various policies adopted by the Board and current industry standards regarding energy conservation, the General Services Agency, at the direction of the Chief Executive Officer, has shared information regarding energy conservation with County departments and operations and encouraging implementation of various emergency conservation measures based on policy and best practices.



The Central Services Division supports with the auditing and processing of invoices and payments to ensure accurate and timely payments to our vendors.

March Payments:

Purchase Order Batches: Processed-four batches, 44 purchase orders for payment.

Accounts Payable Batches: Processed- three batches, 26 invoices for payment.

Facilities answered two (2) after hours emergencies this month for a total of ten and one half (10.5) hours of overtime.

Building Maintenance Work Orders: Year to Date

- Work Orders Received: 2,278
- Work Orders Completed: 2,268
- Work Orders Open: 203
- During FY 2021-22: Fleet totaled 314 Vehicles (Excluding Department of Transportation)
 - County Yearly Standard for Optimal Utilization is 10,000 Miles per year
 - Analysis continues on all fleet in order 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: 940 Scheduled, 921 Completed (98%)
 - Vehicles Maintenance Reporting: Twenty-Five (25) vehicles are currently not delivered but overdue for maintenance. Please see below for a reporting by budget unit (BU).
 - Sixteen (16) in BU 2310, Three (3) in BU 2070, One (1) in BU 4050, One (1) in BU 4011, One (1) in BU 0448, Two (2) in 2510, One (1) in BU 6110.

Attachments

- Project Summary Report - Schedule
- Project Summary Report - Budget
- General Services Agency - Project Timelines
- Facility Condition Analysis Update

AGENCY WIDE ACTIVITIES

Internal Service Fund (ISF)/Cost Allocation Development- Facilities, Fleet and Central Services

General Services Agency education, outreach, and resource availability