

Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations manage County storage and excess property, internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. Detailed reporting is required under County policy and state law.

Budget at a Glance

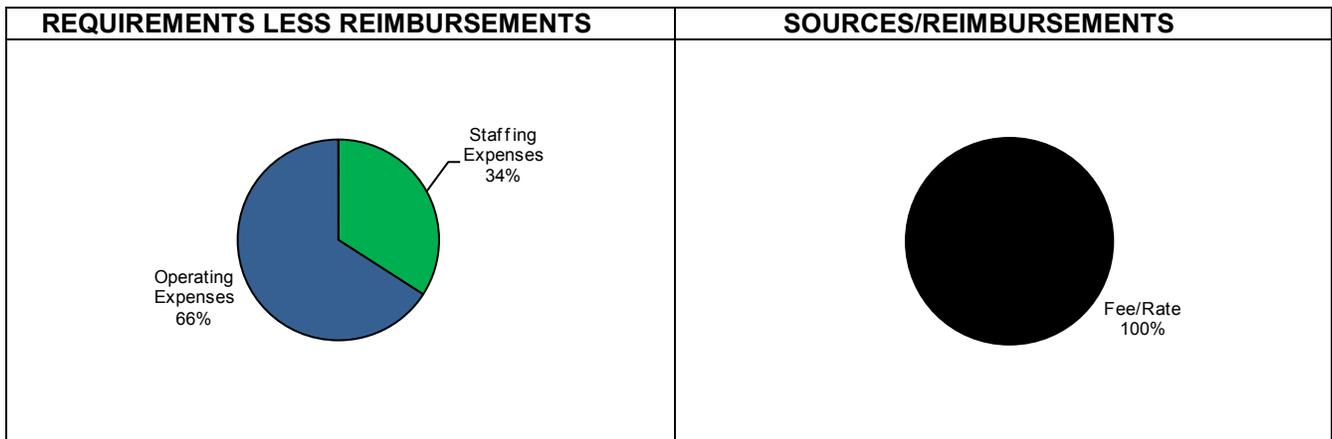
Total Requirements	\$370,581
Total Sources	\$375,000
Net Budget	\$4,419
Estimated Unrestricted Net Assets	\$94,052
Use of Unrestricted Net Assets	\$0
Total Staff	2

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

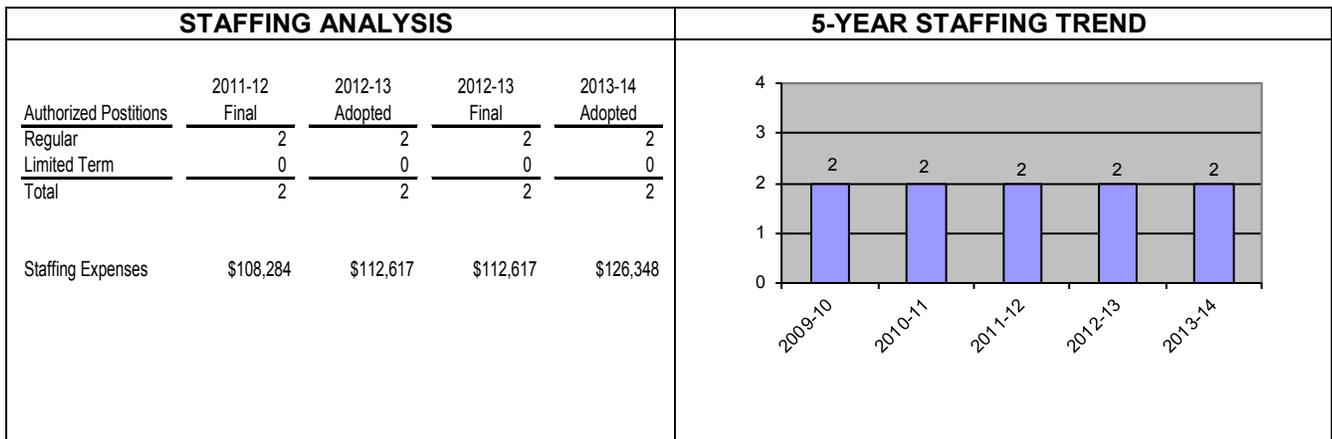
On February 26, 2013, (Item No. 42), the Board approved changes to the rate structure. The hard drive wiping and the per-item handling rates were eliminated, the storage rate was increased, and a 0.5% rate will be assessed on encumbrances of commodities frequently received at Surplus Property.

This rate change addresses the projected overspending of unrestricted net assets. However, plans for any significant discretionary expenditures will be monitored closely and perhaps delayed until this budget unit is adequately funded.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
 FUNCTION: General
 ACTIVITY: Surplus and Storage

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	98,737	102,719	107,184	111,814	112,617	126,348	13,731
Operating Expenses	143,947	301,165	244,293	242,209	261,325	244,233	(17,092)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	333,042	360,903	332,148	352,031	268,045	375,000	106,955
Other Revenue	(489)	0	0	15,120	1,221	0	(1,221)
Total Revenue	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Net Budget	89,869	(42,981)	(19,329)	13,128	(104,676)	4,419	109,095
				Budgeted Staffing	2	2	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Overall requirements of \$370,581 consists primarily of operating expenses which includes COWCAP, insurance charges, facilities charges, professional services, and transfers for a share of services provided by administrative staff budgeted in Purchasing's general fund budget unit. Sources of \$375,000 include auction revenue, revenue from the new rates, and proceeds from recycling with outside vendors. It also includes reimbursement from Human Services for the participation of Community-Based Organizations in the Surplus Property program.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements of \$370,581 are flat versus the prior year due to slight increases in staffing expenses which are offset by slight reductions in operating expenses. Overall sources are anticipated to increase by \$105,734 based on recent changes in surplus rates. On February 26, 2013 (Item No. 42), the Board approved a change to the rate structure of Surplus Property. Storage rates increased from \$0.33 per cubic foot to \$0.38 per cubic foot. In addition, the computer hard drive certification rate and the per-item handling rate were eliminated. In place of the previous handling rate structure, a new rate of 0.5% was established and will be assessed on encumbrances of the types of commodities that are most frequently received at the Surplus Division for recycling, auction or other disposal. These rate adjustments are anticipated to result in an increase of \$106,955 in revenue and ensure the long term financial sustainability of the Division.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$126,348 fund two budgeted regular positions. No staffing changes are planned at this time. The current staffing levels are able to manage the workload with careful planning for staff absences.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surplus Property and Storage	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Surplus Property and Storage	
Classification	
1	Stores Supervisor I
1	Storekeeper
2	Total

