

## Surplus Property and Storage Operations

### DESCRIPTION OF MAJOR SERVICES

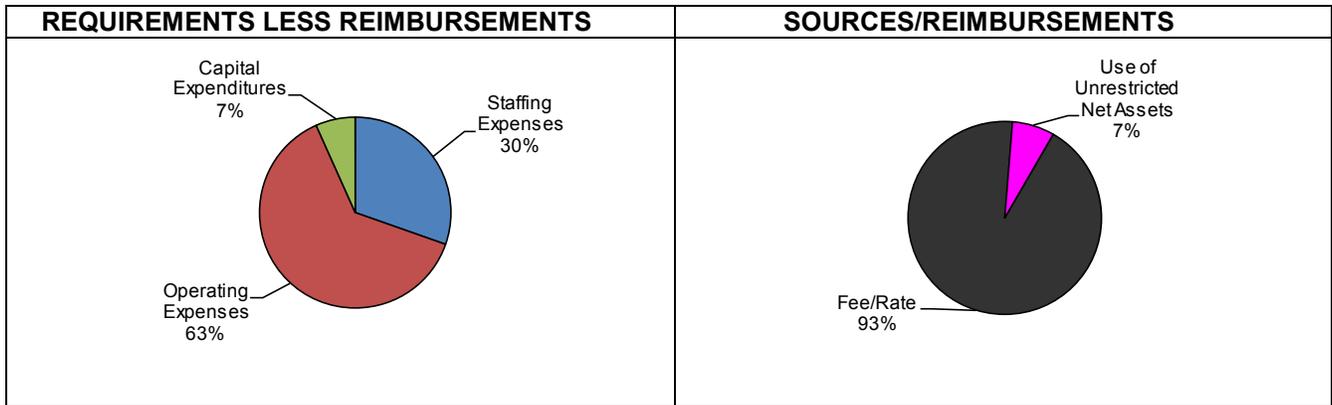
Surplus Property and Storage Operations manage County storage and excess property, internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. Detailed reporting is required under County policy and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

#### Budget at a Glance

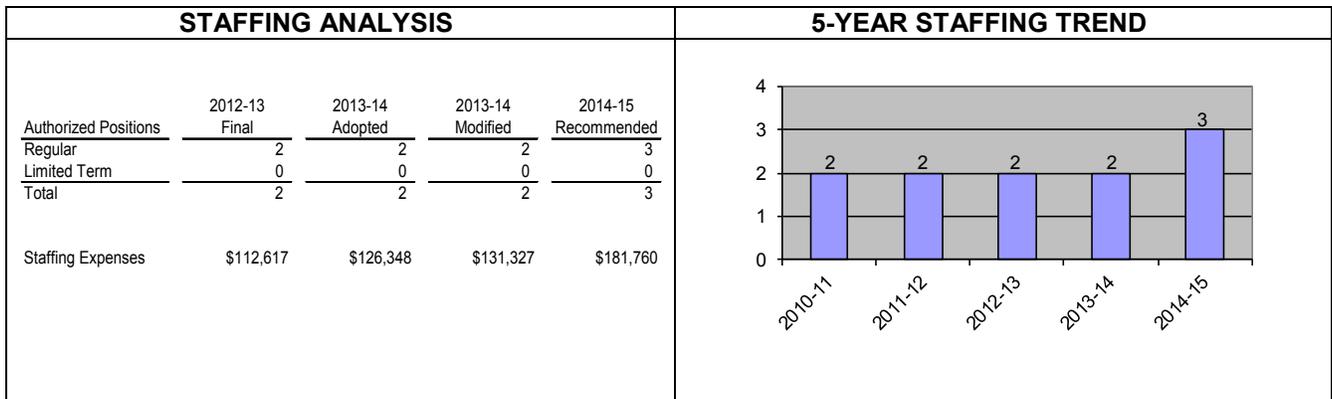
Requirements Less Reimbursements*	\$598,004
Sources/Reimbursements	\$555,876
Net Budget	(\$42,128)
Estimated Unrestricted Net Assets	\$123,778
Use of Unrestricted Net Assets	\$42,128
Total Staff	3
<small>*Includes Contingencies</small>	

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through a 0.75% rate assessed on purchases of furniture and equipment frequently received at Surplus Property and by user rates for Storage Operations. 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.

### 2014-15 RECOMMENDED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2014-15 RECOMMENDED BUDGET**

GROUP: Administration  
DEPARTMENT: Purchasing  
FUND: Surplus

BUDGET UNIT: IAV-PUR  
FUNCTION: General  
ACTIVITY: Surplus

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
<b>Requirements</b>							
Staffing Expenses	102,719	107,184	111,814	120,848	131,327	181,760	50,433
Operating Expenses	301,165	244,293	242,209	229,946	239,254	376,244	136,990
Capital Expenditures	0	0	0	0	0	40,000	40,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	403,884	351,477	354,023	350,794	370,581	598,004	227,423
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	403,884	351,477	354,023	350,794	370,581	598,004	227,423
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	403,884	351,477	354,023	350,794	370,581	598,004	227,423
<b>Sources</b>							
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	360,903	332,147	352,031	379,547	375,000	555,630	180,630
Other Revenue	0	0	15,120	95	0	246	246
Total Revenue	360,903	332,147	367,151	379,642	375,000	555,876	180,876
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	360,903	332,147	367,151	379,642	375,000	555,876	180,876
Net Budget*	(42,981)	(19,330)	13,128	28,848	4,419	(42,128)	(46,547)
				Budgeted Staffing	2	3	1

\*Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.

**MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET**

Requirements of \$598,004 consists primarily of operating expenses which include COWCAP, insurance charges, facilities charges, professional services, and transfers out to fund administrative support provided by staff in the Purchasing Department’s general fund budget unit.

Sources of \$555,876 include auction revenue; revenue from the storage and surplus handling rates; proceeds from recycling with outside vendors and a reimbursement from Human Services for the participation of Community Based Organizations in the Surplus Property Program.

This budget unit is showing a negative net budget of \$42,128 which is primarily due to one-time capital expenditures which are funded by assets carried over from the prior year.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are increasing by \$227,423 which includes increases in staffing expenses due to the addition of a new Storekeeper position, increased operating expenses including funding for enhanced auction services, and increased capital expenditures to allow for the replacement of a forklift which has exceeded its useful life.

Sources are increasing by \$180,876 due to an increase in the handling rate from 0.5% to 0.75%, which is assessed on purchase orders for commodities which are most frequently received at the Surplus Division for processing. This increase will allow the department to fund an additional position to address increased workload as well as enhance disposition activities at the surplus warehouse.



**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$181,760 fund 3 budgeted regular positions. This includes the addition of 1 Storekeeper position due to a 50% increase in the volume of surplus property since 2009-10 and the increased workload to recycle and reuse a larger percentage of surplus items in adherence to the Green County San Bernardino initiative.

**2014-15 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surplus Property and Storage	3	0	3	2	0	1	3
Total	3	0	3	2	0	1	3

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

