

Lane County - Service Option Sheet - FY 19-20 Adopted

SOS C11: **Warehouse**

Service Category: General Government

Dept: CAO-Operations

| | | | |
|-----------------|------|-------------|-------|
| Mandate | None | Related | SHALL |
| Leverage | None | Some | HIGH |

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Executive Summary

Warehouse provides storage, reissue and disposal of surplus property; orders and distributes custodial supplies; prepares JEs and vouchers; is contract originator for some CAO contracts. Provides mail room coverage when mail clerk is absent. There is 1 warehouse stores clerk.

Service Descriptions

| | Revenue | Expense Total | General Fund | FTE |
|-----------------------------|-----------|---------------|--------------|------|
| Adopted Budget Total | \$153,864 | \$124,251 | (\$29,613) | 1.00 |
| Addition | \$0 | \$10,000 | \$10,000 | 0.00 |

Financial Services has a one-time addition of \$10,000 to the warehouse budget for the purpose of purchasing and installing additional racking systems for the storage of Lane County inventory. The additional storage capacity will help to effectively manage the warehouse space and alleviate the need to store items in different locations. It allows for better accounting of current items in the warehouse and assists in creating an inventory management program for the systems furniture used by the entire County.

| | | | | |
|------------------------------|-----------|-----------|------------|------|
| Current Service Level | \$153,864 | \$124,251 | (\$29,613) | 1.00 |
|------------------------------|-----------|-----------|------------|------|

Responsible for organization of warehouse, inventory and location of stored or surplus items. Works with County departments to meet equipment needs from surplus items to avoid purchase of new items; works with non-profits for donation of surplus property, lists items for auction. Orders and distributes custodial supplies for the County, prepares JEs and vouchers for same and for Purchasing; receives shipments, distributes to proper department. Performs duties of the mail clerk in her absence. Acts as originator for some County Administration contracts.

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

| | |
|----------------------|---|
| _____ \$29,613 _____ | back to the Discretionary General Fund |
| _____ \$0 _____ | into other non Discretionary County Funds |
| _____ \$0 _____ | directly to community members |