

Lane County - Service Option Sheet - FY 22-23 Proposed

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
Proposed Budget Total	\$87,808	\$119,109	\$31,301	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 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 during 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:

_____	\$250	back to the Discretionary General Fund
_____	\$0	into other non Discretionary County Funds
_____	\$0	directly to community members (child support payments)