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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

September 28, 1990
PS:Admin:90063:RDR:rr

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR PART-TIME CLERICAL ASSISTANT FOR CENTRAL
STORES

SUMMARY

The Procurement Services Division of General Services is requesting budgetary approval to add a part-time Clerical Assistant to the Central Stores staff to assist in the processing of surplus and unclaimed property.

BACKGROUND

The Central Stores Section of the Procurement Services Division of General Services Department is responsible for disposing of all City surplus and unclaimed property. While some property is redistributed to City departments, sold as scrap or salvaged, most of it is sold through public auctions or sealed bids. The money is deposited in the General Fund. Last fiscal year (1989-90), Central stores more than doubled the income received from surplus property--\$49,006 as compared to approximately 19,000 in 1988-89. This was the result of more unclaimed property being turned over to Central Stores and a concerted effort on the part of staff to hold regular auctions/sealed bids.

Currently, Central Stores staff picks up unclaimed property from the Police Department at least twice a month. Two years ago, the pick-ups were only once a month or every other month. Each pick-up contains 200-300 items ranging from small items such as jewelry or tools to large items such as furniture. In addition, each week approximately 50 items of City surplus are either picked up or delivered to Central Stores.

Two major problems are confronting Central Stores in the area of surplus property: 1) Lack of space for the increasing amount of property that accumulates between sales; and 2) Lack of staff to process property and prepare it for sale/auction. During the summer, the Central Stores has had workers provided by the Summer Youth Employment Program who have assisted in preparing surplus and unclaimed property for sale/auction. It is therefore felt that the addition of a part-time clerical assistant year round would provide the following benefits:

- o Staff will be able to prepare surplus and unclaimed property for sale or auction on a more frequent basis;
- o More frequent auctions will eliminate space and storage problems;
- o Increased staff assistance will permit more items to be prepared for auction, thereby increasing the money generated for the general fund; (On the current auction schedule, there are usually so many unclaimed property items that certain surplus items never reach the auction and must remain in storage.)

The part-time clerical assistant would work less than 1040 hours per year and would be classified as non-career, non-benefit qualified. Responsibilities would include the following auction related duties:

- o Assisting staff in surplus/unclaimed pick-ups from the Police and other City departments;
- o Receiving and logging-in surplus/unclaimed items;
- o Assigning property to proper storage areas;
- o Transferring surplus/unclaimed property data from the receiving sheets to the computer;
- o Updating the City's auction mailing list;
- o Preparing property for auction/sale;
- o Assisting staff in other Central Stores duties (e.g. answering phones/counter; filling orders; receiving and stocking; data input).

FINANCIAL DATA

This position will require approximately \$4,650.00 for the remainder of fiscal year 1990-91. Funds are currently available in the Procurement Services Division budget as a result of salary savings (101-190-1922). In addition, the additional staff support will allow for increased income from surplus/unclaimed property sales.

POLICY CONSIDERATIONS

Chapter 12, Articles V and VI of the Sacramento City Code gives the responsibility for disposing of surplus and unclaimed property to the Purchasing Department (Procurement Services Division). Because of the increasing amounts of unclaimed property being turned over to surplus, a part-time clerical assistant is needed to help in processing and preparing the property for auction/sale.

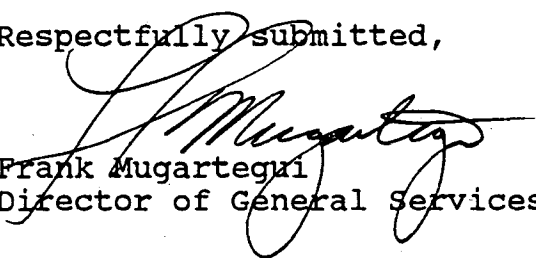
M/WBE IMPACT

There is no impact.

RECOMMENDATION


It is recommended that the Budget and Finance Committee approve the addition of a .50 FTE, non-career Clerical Assistant to the staff of the Central Stores section of the Procurement Services Division and forward this request to the City Council.

Respectfully submitted,



Frank Mugartegui
Director of General Services

Recommendation Approved:



Jack Crist
Deputy City Manager

Contact Person:

Robbin DeShields Randolph
Procurement Services Manager
449-5553

October 9, 1990
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION ADDING .50 FTE NON-CAREER CLERICAL ASSISTANT TO THE STAFF OF THE CENTRAL STORES SECTION OF THE PROCUREMENT SERVICES DIVISION, DEPARTMENT OF GENERAL SERVICES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Effective November 1, 1990, the Procurement Services Division of the Department of General Services is authorized to add .50 FTE non-career Clerical Assistant to the staff of the Central Stores section to assist in the disposition of surplus and unclaimed property.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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