

Operations - State of Division Summary

Division:	Operations
Department:	Central Warehouse
Department Head:	Walt Gordon

Staffing (08/09):

Cost Center Numbers for employees (list all that are applicable) 4205, 4107

	Number of Employees
Total Department:	<u>25</u>
Admin	<u> </u>
Prof / Tech	<u>6</u>
Instructional	<u> </u>
ESP	<u>19</u>

Note: Includes one (1) SFS Warehouse Technician II.

Budget Summary (without personnel) (08/09):

General Revenue Budget:	<u>\$198,467.06</u>
Federal Project Budget (specify)	<u> </u>
State Project Budget (specify)	<u> </u>

Department Summary:

1. **Scope of Operations**

Provide specifics / facts about department; major responsibilities

- \$10 Million in issues annually, 42% is food, 30-40% is textbooks, 12% is instructional and the remainder is split between Maintenance, Custodial and Transportation Parts.
- Oversees the ordering and distribution and accounting for over 1 million gallons of fuel annually.
- Provides additional services such as FCAT delivery, accommodation storage, table and chair loaners, delivery of Food Service equipment and new Custodial dispensers, etc, valued at over \$460,000.

2. **Recent Efficiency / Cost Reduction Initiatives (08/09)**

Provide list of general revenue budget cuts and other cost reduction strategies currently being implemented

- Reduced electric consumption \$39,000 over base year.
- Eliminated student position for \$5,000 saving.
- Merge Food and Instructional Deliveries to save fuel
- Upgrade of Refrigeration Plant \$900K to provide max energy efficiency.
- Encourage other departments to provide web based forms to reduce inventory of printed forms
- Initiative to reschedule Food Service, Textbook and Custodial end of year and beginning of year orders to maximize reflective of Warehouse delivery capabilities has eliminated overtime.

3. Successes (last 4 years – 2004 – 2008)

List major accomplishments for department for the past 4 years

- Developed into Hurricane Central for distribution of pickup of food and supplies for recovery efforts to District and community at large.
- Led the effort on Closure and Consolidation 2007, logistically and instruction development.
- In 2007 completed 12 year Student Furniture Replacement cycle to upgrade every school in District.
- Error free and timely, efficient distribution of FCAT Tests.
- Continued to show financial viability as an Enterprise operation.
- Developed continual school visit program to determine customer satisfaction.
- Increased automation of delivery process to reduce manual effort, injuries and improve efficiency.
- Leading the effort to encourage Custodial, Food Service and Transportation to reduce Custodial Stock line items and standardize products.
- Planning for implementation of Media Center's Math textbook special project that will save District \$40K. 70-80 pallets of textbooks will be received and verified in short order, processed and stored until delivery at end of school year.
- Over 90% of instructional material is delivered within 48 hours of customer order.
- USDA and State Health Inspections for food storage consistently outstanding.
- Responded to USDA Ground Beef Recall by efficiently segregating and picking up bad product to preclude any illness.
- Annual Inventory Accuracy rates exceed Industry standards.
- Fuel was supplied and available during all hurricane situations.

4. Department Short Term Goals (to be accomplished by the end of 2008 – 2009)

Each department should include some part of CHART implementation

Short term goals should be measurable;

- Recover lost custodial supply business currently being provided by commercial contractors to 12 schools, represents 20% of Custodial business.
- Streamline Maintenance requisitioning process to improve speed of service and accountability.
- Remove surcharge from all commodities except Food. Departmental Budgets can be reduced to compensate. This would reduce cost of Maintenance, Custodial and Transportation and make the Warehouse supremely cost effective over commercial vendors. Would keep more District funds in the District.
- Expand Warehouse security by installation of security cameras.
- Expand website to include more photo's and customer enhancement features.

5. Department Long Range Goals (specify time line)

Discuss where the department would like to accomplish in the future

- Continue to be Districts supplier and logistician of choice.
- Maintain cost effective and modern delivery fleet and material handling equipment.
- Continue to be competitive using national bids and bulk purchases which benefit the District in providing the best price.

6. Major Challenges for Department

- Purchasing Card/selected vendors are being promoted over the Warehouse for like item purchases. This creates competitive price questions, possible accountability issues. Discordant and confusing message to District personnel as to whom they should purchase from. Training Workshops by Finance totally ignore Warehouse availability, resources and services in favor of selected vendors, despite Superintendent memo to the contrary.
- Surcharge on commodities, except for Food, creates a difficult competitive atmosphere for Warehouse. Our purpose is to provide goods and services to the District at the lowest possible price, not make a “profit” from them. Surcharge inflates the costs of Maintenance, Custodial and Transportation artificially and makes them less competitive in outsourcing comparisons.
- Concern that MUNIS Warehouse element is less than current capability provided by OASIS and whether our recommendations can be incorporated and funded.
- Transportation Parts is currently working in 3 different computer systems, causing excessive manual effort. Situation is deteriorating. Manpower has always been short by one person. 2 storekeepers available to man a 13 hour window. Billet was provided from within, District chopped.