

Purchasing Warehouse

The mission of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate work routines of County departments without delay through purchase at wholesale or through contract pricing and to provide delivery service for stock items as well as varied classes of mail.

PROGRAM HIGHLIGHTS

1. Completed Phase III renovation project for Warehouse Offices in January 2002.
2. As part of Operations Complex master plan will relocate culvert pipe, limerock, and guardrail storage areas in coming months.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Purchasing Policy, revised 1/16/96
 Minority Business Enterprise Policy, revised 1/16/96
 Florida Statute, Chapter 274 "Tangible Personal Property"
 Florida Statute, Chapter 287 "Public Procurement"

SUMMARY OF KEY SERVICE FUNCTIONS

1. Issue supplies and materials.
2. Procure materials and supplies for warehouse.
3. Provide forklift services for other departments.
4. Provide delivery service for warehouse issuances.
5. Deliver inter-departmental, special, and U.S. mail to County facilities.
6. Process requisitions for Fleet Management and Operations Divisions.
7. Annually inventory warehouse stock.
8. Prepare and verify monthly billing for warehouse issuances.
9. Marketing research for needed commodities.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory or higher by 80% of respondents to survey	93%	93%	98%	98%
2) Cost per issuance	\$10.09	\$9.15	\$11.29	\$11.59
3) Operational costs as a % of total dollar value of issuances	23.00%	21.80%	23.00%	23.35%
4) Number of issuances	14,026	15,073	14,400	14,500

Purchasing - Warehouse

ACCOUNT NUMBER: 001-141-513

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$130,333	\$136,890	\$132,690	\$136,671	\$140,771	\$144,994	\$149,344
Operating	7,564	11,224	8,474	8,474	8,474	8,474	8,474
Capital Outlay							
Grants & Aid							
TOTAL	\$137,897	\$148,114	\$141,164	\$145,145	\$149,245	\$153,468	\$157,818
<u>STAFFING</u>							
Full Time	4.00	4.00	4.00	4.00	4.00	4.00	4.00
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at the No Increase Target (NIT) funding level which includes routine salary and wage adjustments.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

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ACCOUNT NUMBER: 001-141-513

PROGRAM EXPENDITURE DETAIL

Object		FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$96,934	\$97,383	\$100,512		\$100,512	\$100,512		\$100,512
51400	Overtime	475	600	600		600	600		600
52100	FICA Taxes	7,300	7,450	7,690		7,690	7,690		7,690
52200	Retirement	8,069	7,146	5,789		5,789	5,789		5,789
52300	L & H Insurance	13,090	19,694	13,553		13,553	13,553		13,553
52400	Workers' Comp.	4,464	4,617	4,546		4,546	4,546		4,546
TOTAL PERSONAL SERVICES		\$130,333	\$136,890	\$132,690		\$132,690	\$132,690		\$132,690
53400	Other Contract Svcs.	910	1,171	1,171		1,171	1,171		1,171
54100	Communication	517	435	435		435	435		435
54500	Insurance	604	604	604		604	604		604
54600	Repair & Maint.	457	815	1,250		1,250	1,250		1,250
54601	Vehicle Repair & Mtc.	2,377	5,443	2,258		2,258	2,258		2,258
55100	Office Supplies	195	200	200		200	200		200
55200	Operating Supplies	555	750	750		750	750		750
55210	Fuel & Oil	1,950	1,806	1,806		1,806	1,806		1,806
TOTAL OPERATING EXPENSES		\$7,564	\$11,224	\$8,474		\$8,474	\$8,474		\$8,474
PROGRAM TOTAL		\$137,897	\$148,114	\$141,164		\$141,164	\$141,164		\$141,164

PROGRAM STAFFING DETAIL

	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
<u>STAFFING TABLE</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
Auto Parts Specialist	1.00							
Materials Mngt Specialist		3.00	3.00		3.00	3.00		3.00
Warehouse Clerk	2.00							
Warehouse Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
Total	4.00	4.00	4.00		4.00	4.00		4.00