

Public Works–Central Stores

Mission Statement

It is the mission of the Central Stores Division to service City departments with necessary equipment and tools.

- **Primary Functions**→ Central Stores is responsible for providing centralized inventory to the Property and Equipment Maintenance units, as well as to the Traffic, Engineering, and Water Division.

2011 Accomplishments →

- Continued to provide inventory to City departments in a timely fashion.
- Utilized the centralized purchasing and accounting procedures to insure accountability for all the resources Central Supply manages.

2012 Goals and Objectives →

- Continue cross training of all Central Stores personnel.
- Track all contracts for Public Works to eliminate delays in contractual changes and improve contractual monitoring process.
- Re-organize the small tool room. This includes updating equipment, labeling all items, and the taking of a complete physical inventory.
- Begin implementing OSHA requirements including correct safety equipment, proper usage and storage of chemicals, and safely secure the items in the wing shed.
- Begin integrating no-lead parts in to the Water Division inventory to comply with the Reduction of Lead in Drinking Water Act signed in to law this year by President Obama.

Public Works–Central Stores

Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	275,963	298,055	275,963	305,727	7,672
CONTRACTUAL	60,661	57,590	60,661	57,510	(80)
SUPPLIES	33,682	37,700	33,682	31,600	(6,100)
OTHER	19,756	24,200	19,756	23,460	(740)
TOTAL	<u>\$390,062</u>	<u>\$417,545</u>	<u>\$390,062</u>	<u>\$418,297</u>	<u>\$752</u>

STAFFING REVIEW					
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	INCREASE (DECREASE)
CENT/STORES UNIT	<u>3.25</u>	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
TOTAL	<u>3.25</u>	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

FUNDING SOURCE					
	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>	
INVENTORY CONTROL CHARGES					
STREET DIVISION	91,800	22.0	100,800	24.0	
TRAFFIC DIVISION	42,080	10.1	46,200	11.0	
PARKING DIVISION	29,630	7.1	21,000	5.0	
PROPERTY UNIT	52,250	12.5	42,000	10.0	
EQUIPMENT UNIT	34,430	8.2	37,800	9.0	
WATER DIVISION	<u>167,330</u>	<u>40.1</u>	<u>172,200</u>	<u>41.0</u>	
CENTRAL STORES TOTAL	<u>\$417,520</u>	<u>100.0</u>	<u>\$420,000</u>	<u>100.0</u>	

Budget Analysis

The Central Stores budget increases 0.2% for 2012, to \$418,297. Personnel costs increase \$7,672 due to regular step and longevity wage increases and fringe benefit rate increases. All personnel accounts increased slightly.

Contractual accounts decrease \$80 due to a number of adjustments in internal service charges. Supply accounts decrease \$6,100 to reflect actual usage. Other expenses drop \$740 after a purchase of services increase of \$1,000, offset by a decrease of \$1,740 in depreciation expense.

In 2011, the Central Stores Division spent \$390,062 or 93.4% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

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Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

CENTRAL STORES FUND 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$431	\$444	\$466	\$489	\$513
Expenses	<u>431</u>	<u>444</u>	<u>457</u>	<u>471</u>	<u>485</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>9</u>	<u>18</u>	<u>28</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>36</u>	<u>54</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$36</u>	<u>\$54</u>	<u>\$82</u>

Personnel Review

PUBLIC WORKS CENTRAL STORES FUND				
BENEFITS AND SALARIES		2011	2012	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$191,175	\$194,233	\$3,058
OVERTIME		6,000	6,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$197,175</u>	<u>\$200,233</u>	<u>\$3,058</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$40,342	\$41,709	\$1,367
UNEMPLOYMENT TAX		720	720	0
WORKMEN'S COMPENSATION		434	561	127
HEALTH INSURANCE		59,072	62,192	3,120
LIFE INSURANCE		312	312	0
TOTAL BENEFITS		<u>\$100,880</u>	<u>\$105,494</u>	<u>\$4,614</u>
TOTAL COMPENSATION		<u>\$298,055</u>	<u>\$305,727</u>	<u>\$7,672</u>
	POSTION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	(DECREASE)
CENTRAL SUPPLY SUPERVISOR	E-6	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
INVENTORY CONTROL CLERK	A-21	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>4.00</u>	<u>4.00</u>	<u>0.00</u>