

Central Supply Division

MISSION STATEMENT

It is the mission of the Central Supply Division to service City departments with necessary parts, tools, and equipment to accomplish their respective missions.

PRIMARY FUNCTIONS

Central Supply is responsible for providing centralized inventory to the operating divisions in Public Works, providing purchasing, budgeting, and accounting support at various levels as needed.

OBJECTIVES FOR FISCAL YEAR 2013

- Complete preparation for low-lead brass changeover, to be complete by year end.
- Continue monitoring safety equipment for OSHA compliance.
- Continue to provide parts and services to the operating divisions in a timely manner.
- Continue updating and implementing changes in the finance area of Central Supply.
- Continue operating the small tool room in an effective manner.

CENTRAL SUPPLY FUND BUDGET SUMMARY

APPROPRIATION	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2012 <u>ESTIMATE</u>	2013 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	260,216	305,727	286,538	302,440	(3,287)
CONTRACTUAL	47,105	57,510	52,147	53,870	(3,640)
SUPPLIES	32,814	31,600	36,374	31,500	(100)
OTHER	<u>22,000</u>	<u>23,460</u>	<u>23,460</u>	<u>24,160</u>	<u>700</u>
TOTAL	<u>\$362,135</u>	<u>\$418,297</u>	<u>\$398,519</u>	<u>\$411,970</u>	<u>(\$6,327)</u>

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
INVENTORY CONTROL CHARGES					
STREET DIVISION	90,500	91,800	91,800	100,800	9,000
TRAFFIC DIVISION	41,480	42,080	46,200	46,200	0
PARKING DIVISION	29,360	29,630	21,000	21,000	0
PROPERTY UNIT	51,710	52,250	42,000	42,000	0
EQUIPMENT UNIT	33,940	34,430	37,800	37,800	0
WATER DIVISION	165,110	167,330	172,200	172,200	0
INTEREST INCOME	<u>2,304</u>	<u>8,292</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$414,404</u>	<u>\$425,812</u>	<u>\$411,000</u>	<u>\$420,000</u>	<u>\$9,000</u>

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CENTRAL SUPPLY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSITION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (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>

BUDGET HIGHLIGHTS

- Wage increases, including a budgeted 2% wage increase for 2013, are offset by changes in health coverage for a net reduction in personnel expenses.
- Contractual expenses reduce due to changes in purchase of services charges.

CENTRAL SUPPLY FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$424	\$437	\$459	\$482	\$506
Expenses	<u>424</u>	<u>437</u>	<u>450</u>	<u>464</u>	<u>478</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>

The 2014-2018 five-year forecast assumes operations will continue as they are programmed for 2013 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.