

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.

2009 Accomplishments →

- Continued to provide inventory to City departments in a timely fashion.
- Began centralized purchasing and accounting procedures into one location.

2010 Goals and Objectives →

- Increase inventory totals by 30% to provide support for field operations by implementing new satellite locations.
- Cross train all Central Stores personnel in new organizational structure.
- Centralize all Public Works purchasing and accounting procedures into one location.
- Track all contracts for Public Works to eliminate delays in contractual changes and improve contractual monitoring process.

Budget Summary

| PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY | | | | | |
|---|-----------------------|-----------------------|---------------------------|-----------------------|---------------------------|
| | 2008 <u>ACTUAL</u> | 2009 <u>BUDGET</u> | 2009 <u>ACTUAL</u> | 2010 <u>BUDGET</u> | INCREASE (DECREASE) |
| PERSONNEL | 219,743 | 275,637 | 202,176 | 285,130 | 9,493 |
| CONTRACTUAL | 33,926 | 64,750 | 51,880 | 64,810 | 60 |
| SUPPLIES | 4,474 | 37,500 | 39,215 | 37,700 | 200 |
| OTHER | <u>19,589</u> | <u>23,300</u> | <u>20,989</u> | <u>21,000</u> | <u>(2,300)</u> |
| TOTAL | <u>\$277,732</u> | <u>\$401,187</u> | <u>\$314,260</u> | <u>\$408,640</u> | <u>\$7,453</u> |
| STAFFING REVIEW | | | | | |
| | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | INCREASE (DECREASE) |
| CENT/STORES UNIT | <u>3.25</u> | <u>3.25</u> | <u>3.90</u> | <u>3.90</u> | <u>0.00</u> |
| TOTAL | <u>3.25</u> | <u>3.25</u> | <u>3.90</u> | <u>3.90</u> | <u>0.00</u> |
| FUNDING SOURCE | | | | | |
| | | 2009 <u>AMOUNT</u> | 2009 <u>PERCENTAGE</u> | 2010 <u>AMOUNT</u> | 2010 <u>PERCENTAGE</u> |
| INVENTORY CONTROL CHARGES | | | | | |
| STREET DIVISION | | 90,500 | 21.4 | 90,500 | 22.0 |
| TRAFFIC DIVISION | | 41,480 | 9.8 | 41,480 | 10.1 |
| PARKING DIVISION | | 32,360 | 7.7 | 29,360 | 7.1 |
| PROPERTY UNIT | | 55,710 | 13.2 | 51,710 | 12.5 |
| EQUIPMENT UNIT | | 33,940 | 8.0 | 33,940 | 8.2 |
| WATER DIVISION | | <u>168,110</u> | <u>39.9</u> | <u>165,110</u> | <u>40.1</u> |
| CENTRAL STORES TOTAL | | <u>\$422,100</u> | <u>100.0</u> | <u>\$412,100</u> | <u>100.0</u> |

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Budget Analysis

The Central Stores budget increases \$7,453 (1.9%) for 2010. Personnel costs increase \$9,490 as a result of IMRF and health insurance rate increases.

Contractual accounts increase \$60 (0.1%) and supply accounts increase \$200 (.5%) as a result of a decrease in public work supplies (\$10,000) and increase in small tools (\$10,200).

In 2009, the Central Stores Unit spent \$314,260 or 78.3% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

| CENTRAL STORES FUND 2011-2015 FINANCIAL FORECAST (IN 000'S) | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| Revenues | \$421 | \$434 | \$456 | \$479 | \$503 |
| Expenses | <u>421</u> | <u>434</u> | <u>447</u> | <u>460</u> | <u>474</u> |
| Excess (Deficit) | <u>0</u> | <u>0</u> | <u>9</u> | <u>19</u> | <u>29</u> |
| Beginning Balance | <u>27</u> | <u>27</u> | <u>27</u> | <u>36</u> | <u>55</u> |
| Ending Balance | <u>\$27</u> | <u>\$27</u> | <u>\$36</u> | <u>\$55</u> | <u>\$84</u> |

Personnel Review

| PUBLIC WORKS CENTRAL STORES FUND | | | | |
|----------------------------------|-----------------|--------------------|--------------------|--------------------|
| BENEFITS AND SALARIES | | 2009 | 2010 | INCREASE/ |
| SALARY | | BUDGET | BUDGET | (DECREASE) |
| PERMANENT | | \$185,053 | \$185,053 | \$0 |
| OVERTIME | | 6,000 | 6,000 | 0 |
| MERIT PAY | | 0 | 0 | 0 |
| SALARY ADJUSTMENT | | <u>(1,437)</u> | <u>0</u> | <u>1,437</u> |
| TOTAL SALARIES | | <u>\$189,616</u> | <u>\$191,053</u> | <u>\$1,437</u> |
| BENEFITS | | | | |
| ILLINOIS MUNICIPAL RETIREMENT | | \$33,326 | \$38,554 | \$5,228 |
| UNEMPLOYMENT TAX | | 246 | 246 | 0 |
| WORKMEN'S COMPENSATION | | 431 | 420 | (11) |
| HEALTH INSURANCE | | 51,714 | 54,553 | 2,839 |
| LIFE INSURANCE | | 304 | 304 | 0 |
| TOTAL BENEFITS | | <u>\$86,021</u> | <u>\$94,077</u> | <u>\$8,056</u> |
| TOTAL COMPENSATION | | <u>\$275,637</u> | <u>\$285,130</u> | <u>\$9,493</u> |
| POSITION TITLE | POSITION | 2009 | 2010 | INCREASE/ |
| | RANGE | EMPLOYEES | EMPLOYEES | (DECREASE) |
| CENTRAL SUPPLY SUPERVISOR | E-6 | 0.90 | 0.90 | 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>3.90</u> | <u>3.90</u> | <u>0.00</u> |