

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.

2010 Accomplishments →

- Continued to provide inventory to City departments in a timely fashion.
- Completed and began utilizing the centralized purchasing and accounting procedures.

2011 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.

Public Works–Central Stores

Budget Summary

| PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY | | | | | |
|---|------------------|------------------|------------------|------------------|-------------------|
| | 2009 | 2010 | 2010 | 2011 | INCREASE |
| | <u>ACTUAL</u> | <u>BUDGET</u> | <u>ACTUAL</u> | <u>BUDGET</u> | <u>(DECREASE)</u> |
| PERSONNEL | 202,176 | 285,130 | 275,963 | 298,055 | 12,925 |
| CONTRACTUAL | 51,880 | 64,810 | 60,661 | 57,590 | (7,220) |
| SUPPLIES | 39,215 | 37,700 | 33,682 | 37,700 | 0 |
| OTHER | 20,989 | 21,000 | 19,756 | 24,200 | 3,200 |
| TOTAL | <u>\$314,260</u> | <u>\$408,640</u> | <u>\$390,062</u> | <u>\$417,545</u> | <u>\$8,905</u> |

| STAFFING REVIEW | | | | | |
|------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2008 | 2009 | 2010 | 2011 | INCREASE |
| | <u>3.25</u> | <u>3.25</u> | <u>4.00</u> | <u>4.00</u> | <u>(DECREASE)</u> |
| CENT/STORES UNIT | 3.25 | 3.25 | 4.00 | 4.00 | 0.00 |
| TOTAL | <u>3.25</u> | <u>3.25</u> | <u>4.00</u> | <u>4.00</u> | <u>0.00</u> |

| FUNDING SOURCE | | | | | |
|---------------------------|------------------|-------------------|------------------|-------------------|--|
| | 2010 | 2010 | 2011 | 2011 | |
| | <u>AMOUNT</u> | <u>PERCENTAGE</u> | <u>AMOUNT</u> | <u>PERCENTAGE</u> | |
| INVENTORY CONTROL CHARGES | | | | | |
| STREET DIVISION | 90,500 | 22.0 | 91,800 | 22.0 | |
| TRAFFIC DIVISION | 41,480 | 10.1 | 42,080 | 10.1 | |
| PARKING DIVISION | 29,360 | 7.1 | 29,630 | 7.1 | |
| PROPERTY UNIT | 51,710 | 12.5 | 52,250 | 12.5 | |
| EQUIPMENT UNIT | 33,940 | 8.2 | 34,430 | 8.2 | |
| WATER DIVISION | 165,110 | 40.1 | 167,330 | 40.1 | |
| CENTRAL STORES TOTAL | <u>\$412,100</u> | <u>100.0</u> | <u>\$417,520</u> | <u>100.0</u> | |

Budget Analysis

The Central Stores budget increases \$8,905 (2.2%) for 2011, to \$417,545. Personnel costs increase \$12,925 due to position reclassification (\$6,100) and rate increases for IMRF (\$1,800) and health insurance (\$4,500).

Contractual accounts decrease \$7,220 (11.1%) due to a decrease in vehicle repairs of \$7,600 and a decrease of \$740 in fuel, offset by an increase in building rental of \$1,120. Supply accounts remain unchanged. Other expenses rise \$3,200 due to a change in the purchase of services amount.

In 2010, the Central Stores Division spent \$390,062 or 95.5% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

Five Year Financial Forecast

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 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.

Public Works–Central Stores

CENTRAL STORES FUND 2012-2016 FINANCIAL FORECAST (IN 000'S)

| | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Revenues | \$430 | \$443 | \$465 | \$488 | \$512 |
| Expenses | <u>430</u> | <u>443</u> | <u>456</u> | <u>470</u> | <u>484</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 | | 2010 | 2011 | INCREASE/ |
| SALARY | | <u>BUDGET</u> | <u>BUDGET</u> | <u>(DECREASE)</u> |
| PERMANENT | | \$185,053 | \$191,175 | \$6,122 |
| 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>\$191,053</u> | <u>\$197,175</u> | <u>\$6,122</u> |
| BENEFITS | | | | |
| ILLINOIS MUNICIPAL RETIREMENT | | \$38,554 | \$40,342 | \$1,788 |
| UNEMPLOYMENT TAX | | 246 | 720 | 474 |
| WORKMEN'S COMPENSATION | | 420 | 434 | 14 |
| HEALTH INSURANCE | | 54,553 | 59,072 | 4,519 |
| LIFE INSURANCE | | 304 | 312 | 8 |
| TOTAL BENEFITS | | <u>\$94,077</u> | <u>\$100,880</u> | <u>\$6,803</u> |
| TOTAL COMPENSATION | | <u>\$285,130</u> | <u>\$298,055</u> | <u>\$12,925</u> |
| | POSITION | 2010 | 2011 | INCREASE/ |
| POSITION TITLE | <u>RANGE</u> | <u>EMPLOYEES</u> | <u>EMPLOYEES</u> | <u>(DECREASE)</u> |
| 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> |