

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 2014

- Integrate low-lead brass into existing inventory and monitor performance for deficiencies.
- 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.
- Update parts supply needed to support vehicles coming on-line through the leasing program.

CENTRAL SUPPLY FUND BUDGET SUMMARY

	2011	2012	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	260,216	286,739	302,440	335,700	\$33,260
CONTRACTUAL	47,105	52,151	53,870	52,285	(1,585)
SUPPLIES	32,814	36,560	31,500	31,500	0
OTHER	<u>22,000</u>	<u>23,000</u>	<u>24,160</u>	<u>24,300</u>	<u>140</u>
TOTAL	<u>\$362,135</u>	<u>\$398,450</u>	<u>\$411,970</u>	<u>\$443,785</u>	<u>\$31,815</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
INVENTORY CONTROL CHARGES					
STREET DIVISION	91,800	91,800	100,800	106,800	6,000
TRAFFIC DIVISION	42,080	46,200	46,200	48,950	2,750
PARKING DIVISION	29,630	21,000	21,000	22,250	1,250
PROPERTY UNIT	52,250	42,000	42,000	44,500	2,500
EQUIPMENT UNIT	34,430	37,800	37,800	40,050	2,250
WATER DIVISION	167,330	172,200	172,200	182,450	10,250
INTEREST INCOME	<u>8,292</u>	<u>3,674</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>425,812</u>	<u>414,674</u>	<u>420,000</u>	<u>445,000</u>	<u>25,000</u>

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CENTRAL SUPPLY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 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

- Personnel expenses increase as wages increase, including a budgeted 2% salary adjustment for non-union employees and salary study recommendations to adjust pay bands. Health insurance expense increases as well with employee changes in coverage.
- Contractual expenses reduce slightly due to changes in purchase of services charges.

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$457	\$471	\$495	\$520	\$546
Expenses	<u>457</u>	<u>471</u>	<u>485</u>	<u>500</u>	<u>515</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>10</u>	<u>20</u>	<u>31</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>37</u>	<u>57</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$37</u>	<u>\$57</u>	<u>\$88</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 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 SUPPLY FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

Account	Description	2012 ACTUAL	2013 BUDGET	8 MONTH ACTUAL	2014 BUDGET	CHANGE 14-13
71112	Salaries Permanent	199,134	199,502	134,786	211,678	12,176
71122	Salaries Overtime Perm	218	6,000	1,958	6,000	-
71129	Salary Adjustment	-	3,990	-	9,602	5,612
71251	IMRF	41,080	44,664	28,851	47,865	3,201
71253	Unemployment	615	720	474	720	-
71262	Workmen's Compensation	551	608	404	659	51
71263	Health Insurance	44,844	46,644	27,974	58,864	12,220
71264	Life Insurance	297	312	184	312	-
TOTAL PERSONNEL		286,739	302,440	194,631	335,700	33,260
72203	Wireless	-	110	-	110	-
72213	Telephone	2,453	2,350	891	2,500	150
72252	Maint-Equipment	18,198	20,000	6,084	20,000	-
72263	Microcomputer	15,390	15,390	10,260	12,080	(3,310)
72264	Vehicle Repairs	4,108	2,500	5,063	4,000	1,500
72265	Fuel	808	530	545	950	420
72267	Risk Management	2,120	1,800	1,200	870	(930)
72271	Rental Equipment	-	2,000	-	2,420	420
72272	Rental Building	8,910	9,090	6,060	9,230	140
72282	Prof Fee Auditing	104	100	-	125	25
72290	Education	60	-	-	-	-
TOTAL CONTRACTUAL		52,151	53,870	30,103	52,285	(1,585)
75501	Public Works	13,710	10,000	5,846	10,000	-
75520	Small Equipment And Tools	20,639	20,000	14,270	20,000	-
75527	Linens And Laundry	1,573	1,000	561	1,000	-
75560	Office General Supplies	638	500	271	500	-
75570	Computer Noncapital	-	-	1,499	-	-
TOTAL SUPPLIES		36,560	31,500	22,447	31,500	-
76780	Depreciation	-	460	307	-	(460)
77725	Purch Service-General Fd	23,000	23,700	15,800	24,300	600
TOTAL OTHER		23,000	24,160	16,107	24,300	140
TOTAL CENTRAL STORES		398,450	411,970	263,288	443,785	31,815