

# **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.

### **2008 Accomplishments →**

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

### **2009 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 contract for Public Works to eliminate delays in contractual changes and improve contractual monitoring process.

# Public Works–Central Stores

## Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	261,827	245,878	219,743	275,637	29,759
CONTRACTUAL	44,975	65,230	33,926	64,750	(480)
SUPPLIES	2,064	30,300	4,474	37,500	7,200
OTHER	<u>17,577</u>	<u>21,900</u>	<u>19,589</u>	<u>23,300</u>	<u>1,400</u>
TOTAL	<u>\$326,443</u>	<u>\$363,308</u>	<u>\$277,732</u>	<u>\$401,187</u>	<u>\$37,879</u>
<b>STAFFING REVIEW</b>					
	2006	2007	2008	2009	INCREASE (DECREASE)
CENT/STORES UNIT	<u>3.25</u>	<u>3.25</u>	<u>3.15</u>	<u>3.90</u>	<u>0.75</u>
TOTAL	<u>3.25</u>	<u>3.25</u>	<u>3.15</u>	<u>3.90</u>	<u>0.75</u>
<b>FUNDING SOURCE</b>					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
INVENTORY CONTROL CHARGES					
STREET DIVISION	0	0.0	90,500	53.8	
TRAFFIC DIVISION	16,000	5.0	41,480	10.6	
PROPERTY UNIT	25,600	8.0	55,710	14.3	
EQUIPMENT UNIT	118,400	37.0	33,940	8.7	
WATER DIVISION	<u>160,000</u>	<u>50.0</u>	<u>168,110</u>	<u>66.4</u>	
CENTRAL STORES TOTAL	<u>\$320,000</u>	<u>100.0</u>	<u>\$389,740</u>	<u>153.8</u>	

## Budget Analysis

The Central Stores budget increases \$37,879 (9.4%) for 2009. Personnel costs increase \$29,760 due to the reallocation of a Senior Account Clerk and reclassification of Superintendent and Supervisor.

Contractual accounts decrease \$480 (0.7%) and supply accounts increase \$7,200 (19.2%) primarily due to the addition of costs associated with the tool room and reallocation of internal service charges. The expenses related to the tool room will be charged back to both the Street and Water Divisions.

In 2008, the Central Stores Unit spent \$277,732 or 76.4% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

## Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 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 2010-2014 FINANCIAL FORECAST (IN 000'S)

	2010	2011	2012	2013	2014
Revenues	\$413	\$425	\$446	\$468	\$491
Expenses	<u>413</u>	<u>425</u>	<u>438</u>	<u>451</u>	<u>465</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>8</u>	<u>17</u>	<u>26</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>35</u>	<u>52</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$35</u>	<u>\$52</u>	<u>\$78</u>

# Public Works–Central Stores

## Personnel Review

<b>PUBLIC WORKS CENTRAL STORES FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$157,155	\$185,053	\$27,898
OVERTIME		5,700	6,000	300
MERIT PAY		1,688	(1,437)	(3,125)
SALARY ADJUSTMENT		<u>2,879</u>	<u>0</u>	<u>(2,879)</u>
<b>TOTAL SALARIES</b>		<b><u>\$167,422</u></b>	<b><u>\$189,616</u></b>	<b><u>\$22,194</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$29,433	\$33,326	\$3,893
UNEMPLOYMENT TAX		198	246	48
WORKMEN'S COMPENSATION		5,023	431	(4,592)
HEALTH INSURANCE		43,556	51,714	8,158
LIFE INSURANCE		246	304	58
<b>TOTAL BENEFITS</b>		<b><u>\$78,456</u></b>	<b><u>\$86,021</u></b>	<b><u>\$7,565</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$245,878</u></b>	<b><u>\$275,637</u></b>	<b><u>\$29,759</u></b>
	<b>POSITION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
SUPERINTENDENT	E-12	0.10	0.00	(0.10)
CENTRAL SUPPLY SUPERVISOR	E-6	1.00	0.90	(0.10)
SENIOR ACCOUNT CLERK	A-21	0.05	1.00	0.95
INVENTORY CONTROL CLERK	A-21	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>3.15</u></b>	<b><u>3.90</u></b>	<b><u>0.75</u></b>