

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.

2012 Accomplishments →

- Began implementing plan for low-lead brass changeover, mandated to be completed by January 1, 2014.
- Monitored safety equipment for OSHA compliance.
- Continued to provide parts and services to the operating divisions in a timely manner.
- Continued updating and implementing changes in the finance area of Central Supply.
- Effectively operated the small tool room.

2013 Goals and Objectives →

- 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 Division

Budget Summary

CENTRAL SUPPLY FUND BUDGET SUMMARY					
	2010	2011	2012	2013	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	275,963	260,216	305,727	302,440	(\$3,287)
CONTRACTUAL	60,661	47,105	57,510	53,870	(3,640)
SUPPLIES	33,682	32,814	31,600	31,500	(100)
OTHER	19,756	22,000	23,460	24,160	700
TOTAL	<u>\$390,062</u>	<u>\$362,135</u>	<u>\$418,297</u>	<u>\$411,970</u>	<u>(\$6,327)</u>

STAFFING REVIEW					
	2010	2011	2012	2013	INCREASE
	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>(DECREASE)</u>
CENTRAL SUPPLY	3.15	4.00	4.00	4.00	0.00
TOTAL	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

FUNDING SOURCE					
	2010	2011	2012	2013	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<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>

Budget Analysis

- 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 purchase of services charges.

Five Year Financial Forecast

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.

CENTRAL SUPPLY FUND 2014-2018 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>

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Personnel Review

CENTRAL SUPPLY FUND				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$194,233	\$199,502	\$5,269
OVERTIME		6,000	6,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>3,990</u>	<u>3,990</u>
TOTAL SALARIES		<u>\$200,233</u>	<u>\$209,492</u>	<u>\$9,259</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$41,709	\$44,664	\$2,955
UNEMPLOYMENT TAX		720	720	0
WORKMEN'S COMPENSATION		561	608	47
HEALTH INSURANCE		62,192	46,644	(15,548)
LIFE INSURANCE		312	312	0
TOTAL BENEFITS		<u>\$105,494</u>	<u>\$92,948</u>	<u>(\$12,546)</u>
TOTAL COMPENSATION		<u>\$305,727</u>	<u>\$302,440</u>	<u>(\$3,287)</u>
	POSTION	2012	2013	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</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>

**CENTRAL SUPPLY FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

Account	Description	2011 ACTUAL	2012 BUDGET	7 MONTH ACTUAL	2013 BUDGET	CHANGE 13-12
71112	Salaries Permanent	183,226	194,233	113,855	199,502	5,269
71122	Salaries Overtime Perm	762	6,000	-	6,000	-
71129	Salary Adjustment	-	-	-	3,990	-
71251	IMRF	36,956	41,709	23,476	44,664	2,955
71253	Unemployment	426	720	523	720	-
71262	Workmen's Compensation	430	561	319	608	47
71263	Health Insurance	38,138	62,192	25,663	46,644	(15,548)
71264	Life Insurance	278	312	169	312	-
TOTAL PERSONNEL		260,216	305,727	164,005	302,440	(7,277)
72203	Wireless	-	110	-	110	-
72213	Telephone	2,314	2,350	594	2,350	-
72252	Maint-Equipment	16,235	20,000	6,010	20,000	-
72263	Microcomputer	12,040	15,390	8,978	15,390	-
72264	Vehicle Repairs	2,329	5,000	2,939	2,500	(2,500)
72265	Fuel	839	530	377	530	-
72267	Risk Management	610	2,120	1,237	1,800	(320)
72271	Rental Equipment	-	3,000	-	2,000	(1,000)
72272	Rental Building	12,640	8,910	5,198	9,090	180
72282	Prof Fee Auditing	98	100	-	100	-
TOTAL CONTRACTUAL		47,105	57,510	25,333	53,870	(3,640)
75501	Public Works	12,031	10,000	5,649	10,000	-
75520	Small Equipment And Tools	18,616	20,000	18,132	20,000	-
75527	Linens And Laundry	1,315	1,000	1,024	1,000	-
75560	Office General Supplies	466	600	187	500	(100)
75570	Computer Noncapital	386	-	-	-	-
TOTAL SUPPLIES		32,814	31,600	24,992	31,500	(100)
76780	Depreciation	-	460	268	460	-
77725	Purch Service-General Fd	22,000	23,000	13,417	23,700	700
TOTAL OTHER		22,000	23,460	13,685	24,160	700
TOTAL CENTRAL STORES		362,135	418,297	228,015	411,970	(10,317)