

Warehouse

Org. 2020

<u>EXPENDITURES</u>	<u>FY 08-09 ACTUAL</u>	<u>FY 09-10 CURRENT BUDGET</u>	<u>FY 10-11 REQUESTED BUDGET</u>	<u>FY 10-11 RECOMMENDED BUDGET</u>
Personnel Services	\$238,289	\$277,326	\$240,525	\$286,293
Operating	52,839	53,145	54,547	50,309
Debt Service	3,222	1,612	0	0
Capital Outlay	0	0	0	0
Total:	\$294,350	\$332,083	\$295,072	\$336,602
Full-Time Positions	5	5	5	5
Part-Time Positions	0	0	0	0

Purpose and Mission

The Warehouse Division continues to meet the demands and needs of our customers by providing quality material at the lowest possible cost to all city departments. We follow the General Statutes and City policies in procuring material and ensure that all departments adhere to these policies. A physical inventory is conducted by the Accounting Division each year at June 30th to verify the accuracy of our inventory. Last year the dollar amount was 99.8% accurate. We are also responsible for selling assets declared surplus on GovDeals. Revenue from these sales and also scrap metal and wire are recorded in the appropriate funds based on their origination. The Warehouse is committed to doing our part during these tough economic times. We have worked as a team this year to service departments with one less staff member and will continue to do so next year.

Budget Highlights

- The budget is reduced due to the frozen Storekeeper position not being funded as it is in the current budget.
- \$5,000 - UPS and freight line service for shipments is service provided for all City departments.
- \$3,000 - Temporary help if needed for staff assistance due to increased activity or extended staff illness.
- Software subscription to AURSI (Advanced Utility Resources & Supply Inc.) provides online electrical quotes and commodity history and has proven over the years to be beneficial to us in performing our job and saving money.

POSITION SUMMARY

Fund: General
 Department: Finance

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PERSONNEL

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
Warehouse				
Warehouse Manager	15	1	1	1
Warehouse Assistant	9	1	1	1
Inventory Control Clerk	7	1	1	1
Senior Storekeeper	8	1	1	1
Storekeeper	7	1	1 (1)	1 (2)
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Full-time		5	5	5
Part-time		0	0	0

- (1) Position is not funded in the budget request
 (2) Recommend reassignment of Liter Abatement Officer

Warehouse

DUES & SUBSCRIPTIONS 2010-11
Account #73810

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Name of Organization	Projected Costs
Sun Journal	\$170
Carolina Association Governmental Purchasing	\$100
Advanced Utility Resources & Supply Inc. – software subscription	\$3,300
TOTAL:	\$3,570

City of New Bern Budget
Fiscal Year 2010-11

Fund:	General	Number of Full-Time Equivilant Employees:				5
Department:	Finance	Number of New Positions Requested				0
Organization:	Warehouse	Number of New Positions Recommended				0
Account Number	Description	Actual Last Year FY2008-09	Current Budget FY2009-10	Estimated Entire Year FY2009-10	Department Request FY2010-11	Manager's Recommended FY2010-11
1111-2020-61101-710	Salaries - Regular	145,369	179,794	153,900	155,304	187,578
1111-2020-61102-710	Salaries - Holiday	4,196	0	0	0	0
1111-2020-61103-710	Salaries - Vacation	6,056	0	0	0	0
1111-2020-61104-710	Salaries - Sick	1,833	0	0	0	0
1111-2020-61121-710	Salaries - Overtime	2,696	3,700	3,600	3,700	3,700
1111-2020-61131-710	Salaries - Standby	6,472	6,460	6,441	6,460	6,460
1111-2020-61141-710	Salaries - Call Back	960	1,800	900	1,500	1,500
Salaries Sub-Total		167,582	191,754	164,841	166,964	199,238
1111-2020-62110-710	Social Security Tax	10,231	11,889	10,031	10,352	12,353
1111-2020-62112-710	Medicare Tax	2,393	2,781	2,351	2,421	2,889
1111-2020-62210-710	State Retirement	7,586	9,396	8,078	10,770	12,851
1111-2020-62220-710	401K	9,272	11,506	9,891	10,018	9,962
1111-2020-62810-710	Health/Life Insurance	41,225	50,000	40,000	40,000	49,000
Fringe Benefits Sub-Total		70,707	85,572	70,351	73,561	87,055
Personnel Services		238,289	277,326	235,192	240,525	286,293
1111-2020-72130-710	Employee Travel & Training	250	2,000	860	1,500	900
1111-2020-72210-710	Telephone Service	574	600	594	600	600
1111-2020-72310-710	Utilities	19,446	22,200	20,768	22,200	22,000
1111-2020-72410-710	Printing	241	500	250	400	400
1111-2020-72520-710	R & M - Equipment	2,532	2,000	536	1,200	1,200
1111-2020-72532-710	Central Garage Charges	4,370	4,415	4,212	4,415	4,377
1111-2020-72590-710	R & M - Other	264	1,000	579	500	500
1111-2020-72610-710	Freight, Express, Deliveries	4,076	4,300	4,800	5,000	5,000
1111-2020-72790-710	Advertising	0	200	120	200	200
1111-2020-72820-710	Temporary Help Services	3,679	0	0	3,000	0
1111-2020-72890-710	Miscellaneous Other Services	1,186	1,170	1,182	1,100	1,100
Current Obligations & Services		36,618	38,385	33,901	40,115	36,277
1111-2020-73130-710	Copier Rental	2,226	2,230	2,226	2,230	2,230
1111-2020-73160-710	Lease Payments-Computers	842	740	740	432	432
1111-2020-73810-710	Dues & Subscriptions	3,531	3,540	3,531	3,570	3,570
Fixed Charges & Other Services		6,599	6,510	6,497	6,232	6,232
1111-2020-74110-710	Uniforms	612	1,000	93	1,000	800
1111-2020-74120-710	Janitorial Supplies	141	400	250	300	300
1111-2020-74340-710	Other Medical Supplies	0	100	0	50	50
1111-2020-74410-710	Construction & Repair Supplies	5,020	0	0	0	0

City of New Bern Budget
Fiscal Year 2010-11

Account Number	Description	Actual Last Year FY2008-09	Current Budget FY2009-10	Estimated Entire Year FY2009-10	Department Request FY2010-11	Manager's Recommended FY2010-11
1111-2020-74510-710	Central Fuel Charges	1,481	1,850	1,620	1,850	1,850
1111-2020-74610-710	Office Supplies & Materials	406	1,200	450	1,000	800
1111-2020-74752-710	Heating & Utility Supplies	72	400	50	300	300
1111-2020-74930-710	IT Supplies	543	1,200	1,850	1,400	1,400
1111-2020-74944-710	Fuel Charges Non-Highway	794	1,300	1,520	1,500	1,500
1111-2020-74990-710	Miscellaneous Supplies	553	800	600	800	800
Supplies & Materials		9,622	8,250	6,433	8,200	7,800
1111-2020-77101-790	I/P Principal Payments	3,119	1,591	1,591	0	0
1111-2020-77201-795	I/P Interest Payments	103	21	21	0	0
Installment Payments		3,222	1,612	1,612	0	0
Warehouse TOTALS:		294,350	332,083	283,635	295,072	336,602