Warehouse Org. 2020

Expenditures	FY13-14 Actuals	FY 14-15 Adjusted Budget	FY15-16 Approved Budget
Personnel Services	$ 252,335	$ 247,068	$ 194,738
Operating	56,313	51,238	64,401
Debt Service	2,079	2,081	2,081
Capital Outlay	-	-	-
Total:	$ 310,727	$ 300,387	$ 261,220
Full-Time Positions	4	4	3
Part-Time Positions	0	0	0

Purpose and Mission:

The Warehouse Division of the City of New Bern continues to meet the demands and needs of our customers by providing quality material at the lowest possible cost to all city departments. We work as a team to create a customer service focused organization. It has been a great challenge this past year to meet department's needs due to increasing prices and extended time for delivery. The Warehouse Division is committed to doing our part during these tough economic times.

The Warehouse works hard to monitor inventory. This past fiscal year we had 98% accuracy after inventory count verification.

The Warehouse is responsible for selling surplus assets on GovDeals. Also, scrap metal and wire are liquidated.

These revenues are recorded in the appropriate funds based on their organizations.

One of our missions will be to focus on our organization with the capability to accomplish our priorities.

FY15-16 Budget Highlights:

Personnel Services:

- Senior storekeeper position frozen for 2015- 2016

Operating:

- Increase amount in temporary service for assistance in warehouse area

City of New Bern Budget
Fiscal Year 2015-16

Fund:	General
Department:	Finance
Organization:	Warehouse

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
Personnel Services:					
Salaries					
1111-2020-61101	Salaries - Regular	155,901	158,618	124,548	124,548
1111-2020-61103	Salaries - Accum Vac Payout	7,220	0	0	0
1111-2020-61106	Salaries & Wages Storm Regular	758	0	0	0
1111-2020-61121	Salaries - Overtime	3,765	4,000	4,000	4,000
1111-2020-61122	Salaries & Wages Storm Overtime	394	0	0	0
1111-2020-61131	Salaries - Standby	6,786	6,000	6,000	6,000
1111-2020-61141	Salaries - Call Back	812	1,000	1,000	1,000
Subtotal Salaries		175,636	169,618	135,548	135,548
Fringe Benefits					
1111-2020-62110	Social Security Tax	10,330	10,517	8,404	8,404
1111-2020-62112	Medicare Tax	2,416	2,460	1,966	1,966
1111-2020-62210	State Retirement	12,418	11,992	9,042	9,042
1111-2020-62220	401K	7,552	8,481	6,778	6,778
1111-2020-62810	Health/Life Insurance	43,983	44,000	33,000	33,000
Subtotal Fringe Benefits		76,699	77,450	59,190	59,190
Total Personnel Services		252,335	247,068	194,738	194,738
Current Obligations & Services:					
1111-2020-72130	Employee Travel & Training	1,770	2,070	2,070	2,070
1111-2020-72210	Telephone Service	523	500	500	500
1111-2020-72310	Utilities	24,451	21,000	21,000	21,000
1111-2020-72410	Printing	241	350	350	350
1111-2020-72520	R & M - Equipment	2,848	1,700	1,700	1,700
1111-2020-72532	Central Garage Charges	5,429	6,324	5,416	5,416
1111-2020-72590	R & M - Other	125	400	400	400
1111-2020-72610	Freight, Express, Deliveries	4,968	4,800	4,800	4,800
1111-2020-72820	Temporary Help Services	0	0	15,000	15,000
1111-2020-72890	Miscellaneous Other Services	511	725	725	725
Total Current Obligations & Services		40,866	37,869	51,961	51,961
Fixed Charges & Other Services:					
1111-2020-73130	Copier Rental	2,031	2,190	2,190	2,190
1111-2020-73190	Miscellaneous Other Rentals	245	250	254	254
1111-2020-73230	S & M Contracts-Communication Eq	987	1,494	1,566	1,566
1111-2020-73810	Dues & Subscriptions	3,780	335	330	330
Total Fixed Charges & Other Services		7,043	4,269	4,340	4,340

City of New Bern Budget
Fiscal Year 2015-16

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
Supplies & Materials:					
1111-2020-74110	Uniforms	496	500	500	500
1111-2020-74120	Janitorial Supplies	156	300	300	300
1111-2020-74510	Fuel Charges	1,386	1,100	1,100	1,100
1111-2020-74610	Office Supplies & Materials	1,123	700	700	700
1111-2020-74752	Heating & Utility Supplies	0	100	100	100
1111-2020-74930	IT Supplies	1,082	1,300	1,300	1,300
1111-2020-74944	Fuel Charges Non-Highway	2,873	2,250	2,250	2,250
1111-2020-74990	Miscellaneous Supplies	1,116	2,850	1,850	1,850
1111-2020-74999	Non-Declared Storm Charges	172	0	0	0
Total Supplies & Materials		8,404	9,100	8,100	8,100
Installment Payments:					
1111-2020-77101	I/P Principal Payments	1,741	1,778	1,814	1,814
1111-2020-77201	I/P Interest Payments	339	303	267	267
Total Installment Payments		2,079	2,081	2,081	2,081
Warehouse Totals:		310,727	300,387	261,220	261,220

POSITION SUMMARY

Fund:	General	
Department:	Finance	
Org:	Purchasing/Warehouse	2020

PERSONNEL

		FY2014-15		Approved FY2015-16
	Grade	Funded	Positions Filled	Funded
Purchasing and Warehouse Manager	17	1	1	1
Warehouse Assistant	9	1	1	1
Inventory Control Clerk	7	1	1	1
Senior Storekeeper	8	1	1	0
	Full-Time Total	**4**	**4**	**3**

Warehouse

Org. 2020

Travel & Training Request 2015-16
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
10/5/2015	Contracting for Construction & Design Services	Chapel Hill NC	Warehouse Assistant	$820
2/22/2016	Carolina Association of Governmental Purchasing Conference	Chapel Hill NC	Warehouse Manager and Assistant	$1,100
3/1/2016	Forklift Recertification - OSHA Requirement	City Warehouse	Manager, Asst., Clerk	$150
				$2,070

Warehouse

Org. 2020

Dues & Subscriptions 2015-16
GL Acct # 73810

Name of Organization	Projected Cost
Carolina Association of Government Purchasing	$150
National Institute of Government Purchasing	$180
	$330