

# 2014 Budget

## Purchasing Department



# Purchasing Department Overview

- The Purchasing Department is composed of 5 FTE CUPE members and 1 FTE exempt - 4 Clerical, 1 Storekeeper/Buyer and the Purchasing Manager.
- The Purchasing Department provides central purchasing services for the City while maintaining the highest ethical standards in dealing with both users and suppliers of goods and services.

# Purchasing Department Overview

- The clerical staff provides support for the Purchasing, Public Works, Fleet, Facilities, Parks, Engineering and Electrical Departments.
- As part of the Agresso conversion, the Purchasing Secretary duties now includes matching, scanning and processing invoices to enable payments be made more efficiently.

# Purchasing Department Overview

- The Storekeeper/Buyer purchases, receives and issues inventory items as well as oversees the disposition of surplus and obsolete equipment and materials.
- The Purchasing Manager works with City departments to prepare RFQs, RFPs, EOIs, Tenders and contracts for award of services.

# Department Goals for 2014

- Implement a barcode system for warehouse inventory to increase accuracy and efficiency.
- To reduce the number of inventory items stored in the warehouse.
- Work with valley municipalities to take advantage of group purchases and contract services.

# Purchasing Department budget

	2013 Budget	2013 Projected	2014 Budget
Purchasing Wages	257,275	257,270	255,000
Wage Allocation - Engineering	43,600	43,600	42,000
Wage Allocation - PW Roads	10,840	10,840	9,300
Wage Allocation - PW Solid Waste	10,840	10,840	9,300
Wage Allocation - PW Sanitary	6,325	6,325	6,350
Wage Allocation - PW Water	9,780	9,780	9,300
Wage Allocation - Parks	10,840	10,840	8,100
Wage Allocation - Fleet	17,550	17,550	17,500
Wage Allocation - Electrical	42,950	42,950	55,750
<b>TOTAL WAGES</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$412,600</b>

# Purchasing Department budget

	2013 Budget	2013 Projected	2014 Budget
Inventory Count	5,000	5,500	4,500
Freight	5,000	5,000	5,000
Advertising	0	0	500
Vehicle Mileage	0	600	600
Forklift Depreciation	2,000	2,000	2,000
Supplies/Small Tools	1,500	600	750
Statutes and Subscriptions	0	0	500
Legal Review of RFP, Tender Templates	0	0	2,000
Stationery – Yards	0	7500	15,000
<b>TOTAL EXPENSES</b>	<b>\$8,500</b>	<b>\$8,200</b>	<b>\$30,850</b>
<b>TOTAL PURCHASING BUDGET</b>	<b>\$418,500</b>	<b>\$418,200</b>	<b>\$443,450</b>



**Questions?**

