

City of Penticton: Financial Plan Reporting Structure

General

Utilities



General Government	Transportation Services	Recreation and Culture	Environmental Health Services	Public Health and Safety	Protective Services	Environmental Development Services	Electrical Supply	Sewer System	Water Utility
Mayor and Council	Transit	Parks	Solid Waste Management	Cemetery	RCMP	Tourism	Electrical Utility	Engineering	Engineering
Corporate Administration	Operations	SOEC			Fire Services	Development Services		AWWTP	WTP
Communications	Fleet	Recreation			Building and License	Development Engineering		Sewer Collection	Water Distribution
Facilities	Roads and Maintenance	Library			Bylaw Enforcement	Planning			
Finance	Street Lighting	Museum			Dog Control	Economic Development			
Information Technology	Traffic Control					Land Management			
Human Resources						Engineering			
Revenue & Collections									
Procurement									
Municipal Grants									

Public Works

Engineering

Electric

Development Services

Financial Services

Recreation & Culture



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Overview

- Stock inventory and provide central purchasing services for the City
- Oversee disposition of surplus and obsolete equipment and materials
- Prepare request for quotes, request for proposals and invitations to tender
- Prepare contracts for services

Issued 528 purchase orders totalling \$4,462,000
Processed 2,750 warehouse transactions
totalling \$1,448,000
Saved \$2,283,000 by obtaining quotes
Issued 48 Request for Quotes, Request for
Proposals and Tenders

Implementing new corporate credit card
program
Generated \$91,000 disposing of
surplus/obsolete material and equipment



2017 Accomplishments

- Implementing digital on-line bidding process.
- Working with valley Purchasing Managers for consistency in templates.
- Added numerous items to inventory for Telus upgrade project.
- Completed annual inventory count.



2018 Initiatives

- Complete bar coding for inventory products
- Update Purchasing Policy
- Explore vendor managed inventory
- Label and organized outside inventory



Staffing

*General - Other
Procurement*

2017 2018

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Highlights

*General - Other
Procurement*

	2018 Budget	% change	Trend
Total Revenue	0		→
Operational Expense	494,355		↑
Total Internal Allocation In	11,200		→
Total Internal Allocation Out	<u>0</u>		→
Net Operating Expense	505,555	6.53%	↑
Total Capital	0		→
Cost per Capita	14.97		↑
% of Property Tax	1.58%		→



2018 Budget

*General - Other
Procurement*

Expenses	2017 Budget	2017 Forecast	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Goods and Services	83,950	67,570	69,068	69,874	70,694	71,531	72,384
Forklift Amortization	3,250	3,250	3,250	3,250	3,250	3,250	3,250
Salaries and Benefits	380,510	405,943	422,037	427,639	433,353	439,182	445,127
Internal Allocation In	12,700	12,700	11,200	11,320	11,442	11,567	11,695
Internal Allocation Out	0	-14,877	0	0	0	0	0
Net Operating Expense	480,410	474,585	505,555	512,082	518,740	525,530	532,456



Key Changes

- Modest increase in net operating expenses from salaries to address increased capacity in department.
- No planned capital expenses.



Summary

- Continue to maximize the long-term value of the City's dollar recognizing the best value while considering price, quality, service, delivery, training, performance, experience and other criteria to determine the total cost of ownership.
- To maintain a high standard of equity, honesty and open communication and to ensure that all suppliers are given fair and equal access to do business with the City.



Questions

