

# 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			
Human Resources	Storm Water	Museum			Dog Control	Economic Development			
Finance	Street Lighting					Land Management			
Information Technology	Traffic Control					Engineering			
Revenue & Collections									
<b>Procurement</b>									
Municipal Grants									

Public Works

Engineering

Electric

Development Services

Financial Services

Recreation & Culture



[pentiction.ca](http://pentiction.ca)

# Overview

The Procurement and Inventory Services Department provides procurement services to all City departments and is also responsible for:

- Following established competitive procedures
- Ensuring fair, open and transparent processes
- Managing City inventory
- Disposal of City assets

- Issued 792 purchase orders totalling \$8,175,000  
- Processed 3,905 inventory withdrawals totalling \$976,000  
- Saved \$4,600,000 by obtaining quotes

- Issued 107 Request for Quotes, Request for Proposals and Tenders  
- Generated \$49,000 from asset disposal



# 2018 Accomplishments

- ✓ Inventory Bar coding system
- ✓ Bonfire online procurement portal
- ✓ Standardized Request for Proposal, quotes and contract documents
- ✓ Updated Procurement Policy
- ✓ Organized inventory and warehouse



# 2018 Accomplishments

- ✓ Department Audit
- ✓ Streamlined purchase orders process
- ✓ Post bid results on City's website
- ✓ Sale of the recycled pavers



# Challenges & Opportunities

- **Spring Flood Events**
  - Opportunity to work more closely with the Regional District to improve communications for enhanced efficiencies.
- **Substantial Increase of Inventory**
  - Opportunity to improve inter-departmental communications to minimize impacts.



# 2019 Initiatives

- Implement Bar Coding System
- Amend Procurement Policy
- Implement Contract Management System



# Staffing

*General - Other  
Procurement*

2018      2019

6

6



# Highlights

## General - Other Procurement

	2019 Budget	% change	Trend
Total Revenue	0	0.0%	→
Operational Expense	575,957	19.3%	↑
Total Internal Allocation In	60,700		↑
Total Internal Allocation Out	<u>0</u>		→
Net Operating Expense	636,657		↑
Total Capital	0		→
Cost per Capita	18.86		↑
% of Property Tax	1.91%		↑





# 2019 Budget

## General - Other Procurement

Expenses	2018 Budget	2018 Forecast	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Goods and Services	94,068	<b>85,070</b>	<b>76,600</b>	77,500	78,418	79,354	80,309
Forklift Amortization	3,250	<b>3,250</b>	<b>3,250</b>	3,250	3,250	3,250	3,250
Salaries and Benefits	427,037	<b>394,550</b>	<b>496,107</b>	501,700	507,406	513,225	519,161
Internal Allocation In	11,200	<b>18,500</b>	<b>60,700</b>	26,700	27,700	28,700	29,700
Internal Allocation Out	0	<b>0</b>	<b>0</b>	0	0	0	0
Net Operating Expense	535,555	<b>501,370</b>	<b>636,657</b>	609,150	616,774	624,529	632,420



# Decision Request

- \$30,000 to research, purchase and implement a Contract Management System.

# Questions

