



**FY2018 Accomplishments - Purchasing****Outcome # 1: Electronic Purchase Order Improvements****Target****Result****Strategy #1: Electronic Vendor Number Request Forms and W-9s**

Work with IT to prepare and test electronic form.	Dec 2017	On hold for Munis Implementation
Install form on appropriate platform.	Feb 2018	On hold for Munis Implementation
Educate City staff on use.	Mar 2018	On hold for Munis Implementation

**Outcome #2: Education****Target****Result****Strategy #1: Effective Communication with Employees in all Departments**

Work with HR to establish periodic employee training.	Oct 2017	Will work with new HR Director
Issue monthly Purchasing newsletter	Ongoing	Ongoing
Create 2018 Procedures Book and meet with City departments	April 2018	April 2018

**Outcome #3: Surplus****Target****Result****Strategy #1: Establish Internal and External Sales Platforms**

Work with DPW to set up online auction site for City surplus	Nov 2017	Fall 2018
Implement internal procedures for disposing of surplus supplies	Ongoing	Ongoing

**Outcome #4: Print Capabilities****Target****Result****Strategy #1: Replace one of two RICOH B&W copiers in Print Shop**

Work with vendor, IT and personnel to ensure most efficient install of new equipment.	Jul 2017	New BW copier delivered 7/1/17
Manage print services contracts for thorough and timely maintenance on machines.	Jul 2017	Print Shop functioning efficiently

## **FY2019 Desired Outcomes - Purchasing**

### **Outcome # 1: Implemenataion of MUNIS Financial Accounting System**

#### **Target**

#### **Strategy #1: Work with IT and other departments to improve processes**

Transition from Finance Plus	May 2019
Implement MUNIS procurement modules	May 2019
Review procedures and amend to conform to new system	May 2019

### **Outcome #2: Education**

#### **Target**

#### **Strategy #1: Effective Communication with Employees in all Departments**

Work with HR to establish periodic employee training.	July 2018
Issue monthly Purchasing newsletter	Ongoing
Create 2018 Procedures Book and visit departments	April 2019

### **Outcome #3: Electronic Forms and Documentation**

#### **Target**

#### **Strategy #1: Continue to increase electronic documentation**

Convert vendor number back up file to digital format	Dec 2018
Formulate plan to issue electronic purchase orders	May 2019
Investigate options for electronic signature of City documents	Nov 2018

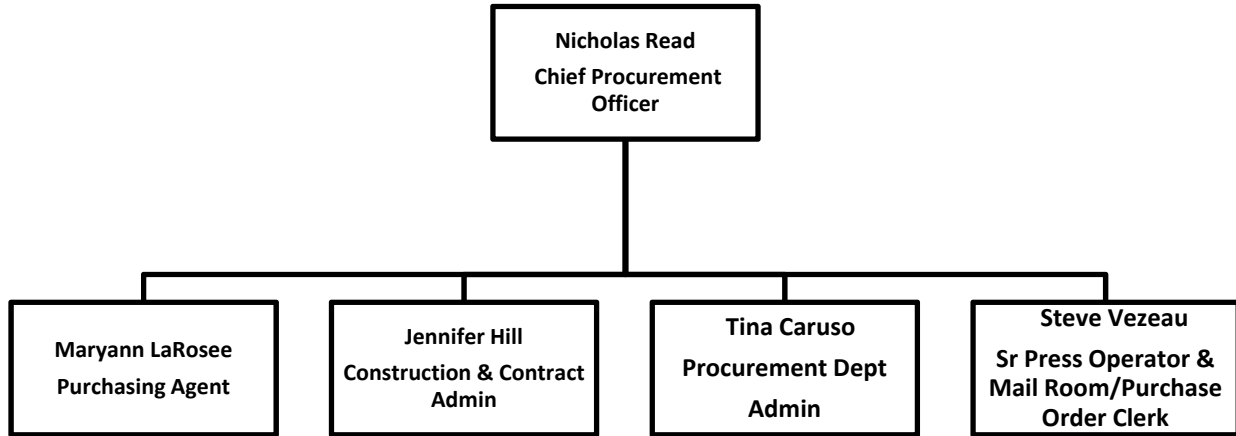
### **Outcome #4: Print Capabilities**

#### **Target**

#### **Strategy #1: Improve Print shop effectiveness and efficiency**

Purchase/lease new folder for print shop	July 2018
Manage print services contracts for thorough and timely maintenance on machines.	Ongoing

# PURCHASING



FUND: 01 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2016	ACTUAL 2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
<b>PURCHASING SUMMARY</b>						
51 - PERSONAL SERVICES	339,670	347,943	365,244	281,120	370,820	5,576
52 - EXPENSES	28,261	47,258	57,150	49,491	58,850	1,700
57 - FRINGE BENEFITS	83,226	85,535	87,347	64,444	91,033	3,686
<b>TOTAL DEPARTMENT</b>	<b>451,157</b>	<b>480,736</b>	<b>509,741</b>	<b>395,055</b>	<b>520,703</b>	<b>10,962</b>
<b>PURCHASING</b>						
51 - PERSONAL SERVICES	276,137	283,081	298,719	228,729	303,014	4,294
52 - EXPENSES	17,933	12,714	14,838	7,703	16,350	1,512
57 - FRINGE BENEFITS	63,488	65,228	66,163	49,219	69,021	2,858
<b>TOTAL PURCHASING</b>	<b>357,558</b>	<b>361,023</b>	<b>379,721</b>	<b>285,652</b>	<b>388,385</b>	<b>8,664</b>
<b>TELECOMMUNICATIONS</b>						
52 - EXPENSES	6,370	8,427	0	-739	0	0
<b>TOTAL TELECOMMUNICATIONS</b>	<b>6,370</b>	<b>8,427</b>	<b>0</b>	<b>-739</b>	<b>0</b>	<b>0</b>
<b>PRINTING</b>						
51 - PERSONAL SERVICES	63,534	64,863	66,525	52,391	67,806	1,281
52 - EXPENSES	3,957	26,116	42,312	42,527	42,500	188
57 - FRINGE BENEFITS	19,738	20,308	21,183	15,225	22,012	829
<b>TOTAL PRINTING</b>	<b>87,229</b>	<b>111,287</b>	<b>130,020</b>	<b>110,143</b>	<b>132,318</b>	<b>2,298</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
<b>105 - PURCHASING</b>						
<b>0110501 - PURCHASING</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	271,737	278,581	293,469	219,029	296,864	3,394
514001 LONGEVITY	3,400	3,500	4,250	7,650	5,150	900
515005 BONUSES	0	0	0	1,050	0	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>276,137</b>	<b>283,081</b>	<b>298,719</b>	<b>228,729</b>	<b>303,014</b>	<b>4,294</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	6,432	1,064	1,839	160	2,000	161
53401 TELEPHONE	567	485	500	284	500	0
5341 POSTAGE	2,246	1,922	1,149	1,401	2,500	1,352
5342 PRINTING	0	141	1,000	233	1,000	0
5343 ADVERTISING/PUBLICATIO	4,470	5,110	5,000	2,598	5,000	0
5420 OFFICE SUPPLIES	2,928	3,141	3,500	2,103	3,500	0
5710 VEHICLE USE REIMBURSE	207	150	0	13	0	0
5711 IN-STATE CONFERENCES	200	0	650	0	1,250	600
5730 DUES & SUBSCRIPTIONS	885	701	1,200	912	600	-600
<b>TOTAL EXPENSES</b>	<b>17,933</b>	<b>12,714</b>	<b>14,838</b>	<b>7,703</b>	<b>16,350</b>	<b>1,512</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,522	1,552	1,614	1,242	1,680	66
57HLTH HEALTH INSURANCE	52,851	54,446	56,623	40,583	58,888	2,265
57LIFE BASIC LIFE INSURANCE	227	227	228	170	228	0
57MEDA MEDICARE PAYROLL TAX	3,574	3,631	4,244	2,944	4,394	149
57OPEB OPEB CONTRIBUTION	5,315	5,372	3,454	4,280	3,831	377
<b>TOTAL FRINGE BENEFITS</b>	<b>63,488</b>	<b>65,228</b>	<b>66,163</b>	<b>49,219</b>	<b>69,021</b>	<b>2,858</b>
<b>TOTAL PURCHASING</b>	<b>357,558</b>	<b>361,023</b>	<b>379,721</b>	<b>285,652</b>	<b>388,385</b>	<b>8,664</b>
<b>0110502 - TELECOMMUNICATIONS</b>						
<b>EXPENSES</b>						
53401 TELEPHONE	188	188	0	-333	0	0
53402 CELLULAR TELEPHONES	6,182	8,239	0	-406	0	0
<b>TOTAL EXPENSES</b>	<b>6,370</b>	<b>8,427</b>	<b>0</b>	<b>-739</b>	<b>0</b>	<b>0</b>
<b>TOTAL TELECOMMUNICATIONS</b>	<b>6,370</b>	<b>8,427</b>	<b>0</b>	<b>-739</b>	<b>0</b>	<b>0</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
<b>0110503 - PRINTING</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	61,719	63,331	64,025	50,255	65,306	1,281
513001 REGULAR OVERTIME	414	131	1,000	283	1,000	0
514001 LONGEVITY	900	900	1,000	1,000	1,000	0
514006 EXCEPTIONAL SVS PAY	0	0	0	3	0	0
515005 BONUSES	0	0	0	350	0	0
515101 CLOTHING ALLOWANCE	500	500	500	500	0	-500
515102 CLEANING ALLOWANCE	0	0	0	0	500	500
<b>TOTAL PERSONAL SERVICES</b>	<b>63,534</b>	<b>64,863</b>	<b>66,525</b>	<b>52,391</b>	<b>67,806</b>	<b>1,281</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	5,413	6,768	11,749	11,749	12,000	251
5274 RENTAL - EQUIPMENT	0	17,347	22,867	17,330	24,000	1,133
5341 POSTAGE	999	2,737	7,750	15,024	1,000	-6,750
5501 PRINTING SUPPLIES	-2,818	-846	-500	-2,022	5,000	5,500
5581 UNIFORMS/PROTECTIVE	364	110	446	446	500	54
<b>TOTAL EXPENSES</b>	<b>3,957</b>	<b>26,116</b>	<b>42,312</b>	<b>42,527</b>	<b>42,500</b>	<b>188</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	507	517	538	414	560	22
57HLTH HEALTH INSURANCE	18,383	18,938	19,695	14,116	20,483	788
57MEDA MEDICARE PAYROLL TAX	847	852	950	695	969	19
<b>TOTAL FRINGE BENEFITS</b>	<b>19,738</b>	<b>20,308</b>	<b>21,183</b>	<b>15,225</b>	<b>22,012</b>	<b>829</b>
<b>TOTAL PRINTING</b>	<b>87,229</b>	<b>111,287</b>	<b>130,020</b>	<b>110,143</b>	<b>132,318</b>	<b>2,298</b>
<b>TOTAL PURCHASING</b>	<b>451,157</b>	<b>480,736</b>	<b>509,741</b>	<b>395,055</b>	<b>520,703</b>	<b>10,962</b>