## **Purchasing**

#### **Mission Statement**

To assist City Departments in obtaining the highest quality supplies and services for the best possible price through a transparent, competitive bidding procedure in accordance with city policies and all state and local laws; provide mailroom and print shop services.

### **Fiscal Year 2018 Accomplishments**

**Process Improvement -** Began initiative to improve the Purchase Order process by enabling for electronic PO's.

**Education** - Ensured effective communication and training took place on a regular basis with all municipal departments.

**Surplus -** Streamlined surplus process by establishing internal and external electronic sales platforms.

**Sustainability** - Worked closely with the Director of Sustainability to ensure awareness of pending bids, and that sustainability initiatives were integrated into procurement process.

**Print Shop** - Upgraded equipment to allow for first rate printing operations for all municipal departments.

### **Fiscal Year 2019 Desired Outcomes**

**Process Improvement -** Work with the IT Department to prepare electronic PO forms.

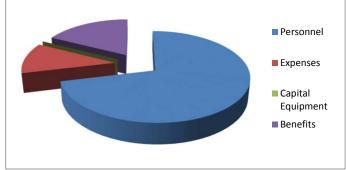
**Education** - Work with the HR Department to ensure effective communication of policies and procedures to all relevant staff members.

**Website** - Make continued improvements to the Purchasing Department's website to make sure all information is easily accessible and user-friendly.

**Print Shop** - Ensure that new equipment is installed and operating effectively and efficiently; manage print services contract, and ensure timely and high-quality printing services available for all departments.





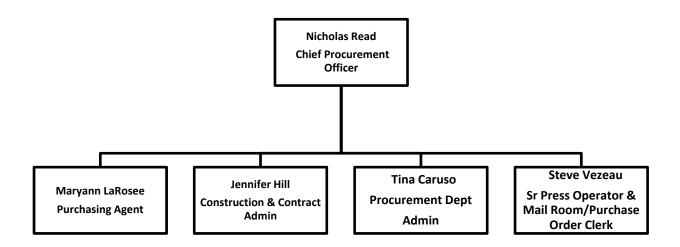


Department Detail									
	<actual< th=""><th colspan="2"> &gt;</th><th colspan="2">&lt;-Adj Budget-&gt;</th><th colspan="2">&lt;-Proposed-&gt;</th></actual<>			 >		<-Adj Budget->		<-Proposed->	
	 FY2014		FY2015	 FY2016	 FY2017		FY2018		FY2019
<b>Expenditure by Core Function</b>									
Personnel	\$ 318,141	\$	338,166	\$ 339,670	\$ 347,943	\$	365,244	\$	370,820
Expenses	\$ 25,858	\$	29,472	\$ 28,261	\$ 47,258	\$	57,150	\$	58,850
Capital Equipment	\$ -	\$	-	\$ -	\$ -	\$	-	\$	-
Benefits	\$ 60,395	\$	67,642	\$ 83,226	\$ 85,535	\$	87,347	\$	91,033
Total	\$ 404,394	\$	435,280	\$ 451,157	\$ 480,736	\$	509,741	\$	520,703
% Incr			7.64%	3.65%	6.56%		6.03%		2.15%
Personnel									
Full-Time Employees	5		5	5	5		5		5
Part-Time Employees	0		0	0	0		0		0
Total	5		5	5	5		5		5

FY2018 Accomplishments - Purchasing		
Outcome # 1: Electronic Purchase Order Improvements	Target	Result
Strategy #1: Electronic Vendor Number Request Forms and W-9s	<u> </u>	
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	<u>Result</u>
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	<u>Result</u>
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	<u>Target</u>
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	<u>Target</u>
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	<u>Target</u>
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	<u>Target</u>
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
PURCHASING SUMMARY						
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
TOTAL DEPARTMENT	451,157	480,736	509,741	395,055	520,703	10,962
PURCHASING						
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
TOTAL PURCHASING	357,558	361,023	379,721	285,652	388,385	8,664
TELECOMMUNICATIONS						
52 - EXPENSES	6,370	8,427	0	-739	0	0
TOTAL TELECOMMUNICATIONS	6,370	8,427	0	-739	0	0
PRINTING						
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
TOTAL PRINTING	87,229	111,287	130,020	110,143	132,318	2,298

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
105 - PURCHASIN	= IG						
0110501 - PURC	CHASING						
PERSONAL S	ERVICES						
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
TOTAL	PERSONAL SERVICES	276,137	283,081	298,719	228,729	303,014	4,294
EXPENSES							
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
TOTAL EXPENSES		17,933	12,714	14,838	7,703	16,350	1,512
FRINGE BENE	FITS						
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
TOTAL	FRINGE BENEFITS	63,488	65,228	66,163	49,219	69,021	2,858
TOTAL PUR	CHASING	357,558	361,023	379,721	285,652	388,385	8,664
0110502 - TELE	COMMUNICATIONS						
EXPENSES							
53401	TELEPHONE	188	188	0	-333	0	0
53402	CELLULAR TELEPHONES	6,182	8,239	0	-406	0	0
TOTAL	EXPENSES	6,370	8,427	0	-739	0	0
TOTAL TELI	ECOMMUNICATIONS	6,370	8,427	0	-739	0	0

# CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
	<u>=</u>	FY2016	FY2017	2018	4/12/2018	2019	2018 to 2019
0110503 - PRINT	TING						
PERSONAL S	ERVICES						
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
TOTAL I	PERSONAL SERVICES	63,534	64,863	66,525	52,391	67,806	1,281
EXPENSES							
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
TOTAL I	EXPENSES	3,957	26,116	42,312	42,527	42,500	188
FRINGE BENE	FITS						
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
TOTAL FRINGE BENEFITS		19,738	20,308	21,183	15,225	22,012	829
TOTAL PRIN	ITING	87,229	111,287	130,020	110,143	132,318	2,298
TOTAL PURCH	ASING	451,157	480,736	509,741	395,055	520,703	10,962