

FY2017 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 2016	Finance Plus Migration Issues
Install form on appropriate platform.	Feb 2017	Postponed until FY18
Educate City staff on use.	Mar 2017	Postponed until FY18
Strategy #2: Transmission of Purchase Orders by Email		
Test electronic form procedures with vendors.	Feb 2017	Postponed until FY18
Fully implement electronic purchase order program.	Feb 2017	Postponed until FY18
Outcome #2: Education	Target	Result
Strategy #1: Effective Communication with Employees in all Departments		
Work with HR to establish periodic employee training.	Oct 2016	Requisition Processing Classes
Meet with all municipal departments.	Oct 2016	Expected completion May 2017
Create 2017 Procedures Book.	Jan 2017	2017 Procedure Book being updated
Outcome #3: Update Surplus Procedures and Site	Target	Result
Strategy #1: Review and Establish Procedures		
Establish standards for surplus supplies from other municipalities.	Sep 2016	Design stage only.
Create efficient and transparent procedures.	Oct 2016	Same as above.
Strategy #2: Establish Internal and External Electronic Sales Platforms		
Investigate options for electronic auction site for surplus property.	Jan 2017	Procure online auction for surplus property
Work with IT to establish operating procedures.	Mar 2017	Procure online auction for surplus property
Outcome #4: Integrate Sustainability Initiatives Into Procurement Process	Target	Result
Strategy #1: Gather Data at the Time of Contract Award		
Notify Sustainability Director of pending bids.	Ongoing	Ongoing
Outcome #5: Upgrade Print Shop and Mail Room Equipment	Target	Result
Strategy #1: Equipment Upgrades		
Replace existing Konica Color Copier.	Aug 2016	Completed
Replace existing Pitney Bowes postage meter.	Aug 2016	Completed
Educate City staff on use.	Mar 2017	Completed
Strategy #2: Transmission of Purchase Orders by Email		
Test electronic form procedures with vendors.	Feb 2017	Finance Plus Migration Issues
Fully implement electronic purchase order program.	Feb 2017	Moved to FY18

FY2018 Desired Outcomes - Purchasing

Outcome # 1: Electronic Purchase Order Improvements

Target

Strategy #1: Electronic Vendor Number Request Forms and W-9s

Work with IT to prepare and test electronic form.	December 2017
Install form on appropriate platform.	February 2018
Educate City staff on use.	March 2018

Outcome #2: Education

Target

Strategy #1: Effective Communication with Employees in all Departments

Work with HR to establish periodic employee training.	October 2017
Meet with all municipal departments.	February 2018
Create 2018 Procedures Book.	January 2018

Outcome #3: Purchasing Webpage

Target

Strategy #1: To Make Sure Purchasing Webpage is Highly Functioning

Work with IT to make sure Purchasing webpage content is user-friendly and efficient.	January 2018
Enlist feedback from other departments how to make webpage content better.	January 2018

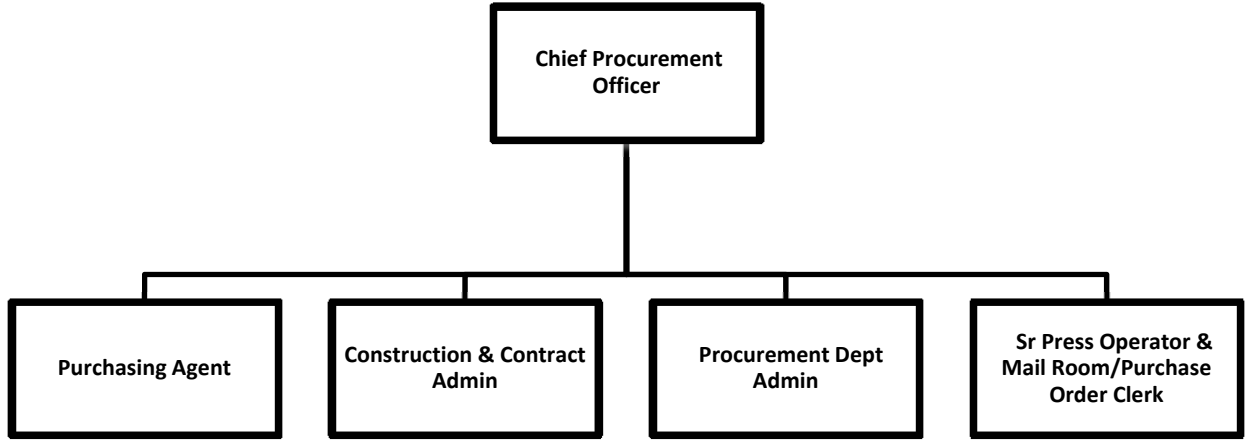
Outcome #4: Print Capabilities

Target

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.	July 2017
Manage print services contracts for thorough and timely maintenance on machines.	July 2017

PURCHASING



FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2015	ACTUAL 2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
PURCHASING SUMMARY						
51 - PERSONAL SERVICES	332,628	339,670	351,685	255,535	359,244	7,560
52 - EXPENSES	29,387	28,441	48,200	44,132	57,150	8,950
57 - FRINGE BENEFITS	67,642	83,226	84,136	62,505	87,347	3,210
TOTAL DEPARTMENT	429,657	451,337	484,021	362,172	503,741	19,720
PURCHASING						
51 - PERSONAL SERVICES	271,705	276,137	286,453	208,041	292,719	6,266
52 - EXPENSES	17,568	18,113	17,350	9,860	16,350	-1,000
57 - FRINGE BENEFITS	50,180	63,488	63,743	47,663	66,163	2,421
TOTAL PURCHASING	339,453	357,738	367,546	265,564	375,233	7,687
TELECOMMUNICATIONS						
52 - EXPENSES	11,882	6,370	0	2,668	0	0
TOTAL TELECOMMUNICATIONS	11,882	6,370	0	2,668	0	0
PRINTING						
51 - PERSONAL SERVICES	60,923	63,534	65,232	47,494	66,525	1,293
52 - EXPENSES	-63	3,957	30,850	31,604	40,800	9,950
57 - FRINGE BENEFITS	17,462	19,738	20,394	14,841	21,183	790
TOTAL PRINTING	78,323	87,229	116,475	93,939	128,508	12,033

FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
105 - PURCHASING						
0110501 - PURCHASING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	268,394	271,737	281,953	203,316	287,469	5,516
513001 REGULAR OVERTIME	0	0	0	225	0	0
514001 LONGEVITY	2,310	3,400	3,500	3,500	4,250	750
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	271,705	276,137	286,453	208,041	292,719	6,266
EXPENSES						
52401 OFFICE EQUIPMENT R-M	6,633	6,432	2,500	882	2,000	-500
5274 RENTAL - EQUIPMENT	180	180	500	393	0	-500
53401 TELEPHONE	570	567	500	321	500	0
5341 POSTAGE	2,011	2,246	2,500	1,216	2,500	0
5342 PRINTING	0	0	1,000	141	1,000	0
5343 ADVERTISING/PUBLICATIO	5,050	4,470	5,000	3,511	5,000	0
5420 OFFICE SUPPLIES	2,345	2,928	3,500	2,921	3,500	0
5710 VEHICLE USE REIMBURSE	69	207	89	126	0	-89
5711 IN-STATE CONFERENCES	60	200	1,161	0	1,250	89
5730 DUES & SUBSCRIPTIONS	650	885	600	350	600	0
TOTAL EXPENSES	17,568	18,113	17,350	9,860	16,350	-1,000
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,268	1,522	1,551	1,134	1,614	63
57HLTH HEALTH INSURANCE	40,488	52,851	54,447	39,788	56,623	2,176
57LIFE BASIC LIFE INSURANCE	227	227	227	151	228	1
57MEDA MEDICARE PAYROLL TAX	3,640	3,574	4,154	2,665	4,244	91
57OPEB OPEB CONTRIBUTION	4,557	5,315	3,364	3,926	3,454	90
TOTAL FRINGE BENEFITS	50,180	63,488	63,743	47,663	66,163	2,421
TOTAL PURCHASING	339,453	357,738	367,546	265,564	375,233	7,687
0110502 - TELECOMMUNICATIONS						
EXPENSES						
53401 TELEPHONE	-1,074	188	0	95	0	0
53402 CELLULAR TELEPHONES	12,956	6,182	0	2,573	0	0
TOTAL EXPENSES	11,882	6,370	0	2,668	0	0
TOTAL TELECOMMUNICATIONS	11,882	6,370	0	2,668	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
0110503 - PRINTING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	59,160	61,719	63,332	46,094	64,025	693
513001 REGULAR OVERTIME	363	414	500	0	1,000	500
514001 LONGEVITY	900	900	900	900	1,000	100
515101 CLOTHING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES	60,923	63,534	65,232	47,494	66,525	1,293
EXPENSES						
52401 OFFICE EQUIPMENT R-M	8,363	5,413	8,333	5,175	10,600	2,267
5274 RENTAL - EQUIPMENT	0	0	18,765	18,754	24,000	5,235
5341 POSTAGE	651	999	1,000	6,922	1,000	0
5501 PRINTING SUPPLIES	-9,369	-2,818	2,552	643	5,000	2,448
5581 UNIFORMS/PROTECTIVE	292	364	200	110	200	0
TOTAL EXPENSES	-63	3,957	30,850	31,604	40,800	9,950
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	478	507	517	378	538	21
57HLTH HEALTH INSURANCE	16,176	18,383	18,938	13,839	19,695	757
57MEDA MEDICARE PAYROLL TAX	808	847	939	624	950	12
TOTAL FRINGE BENEFITS	17,462	19,738	20,394	14,841	21,183	790
TOTAL PRINTING	78,323	87,229	116,475	93,939	128,508	12,033
TOTAL PURCHASING	429,657	451,337	484,021	362,172	503,741	19,720

FUND: 01 - GENERAL FUND
 DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2017			2018		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CONSTRUCTION CONTRACT A	S8-7	1.0	61,659	S8-8	1.00	63,509
	CPO	H12-12	1.0	103,180	H12-14	1.00	106,279
	PURCHASING AGENT	H6-7	1.0	62,101	H6-9	1.00	63,956
	PURCHASING DEPT ADMIN	S5-10	1.0	52,161	S5-11	1.00	53,726
	SR PRESS OP	S7-11	1.0	63,093	S7-11	1.00	64,025
	Account Totals:		5.0	342,193		5.00	351,494
	Report Totals:		5.0	342,193		5.00	351,494