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 2017 Accomplishments

Process Improvement - Continued to improve 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 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 2018 Desired Outcomes

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

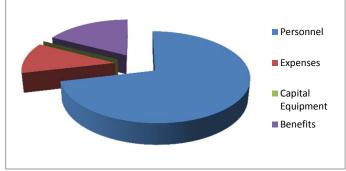
Education - Work with HR Department to ensure effective communication of policies and procedures to all relevant staff members.

Website - Make continued improvements to Purchasing Department 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.





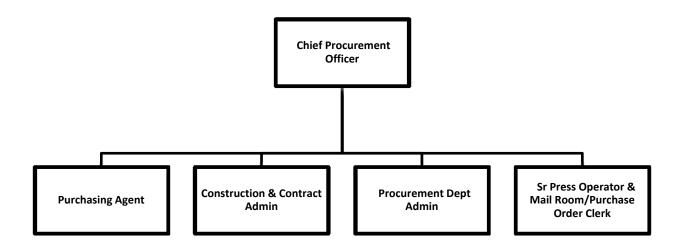


	<	 Actual			>	<-Adj Budget->		<-Proposed->		
	 FY2013	 FY2014		FY2015		FY2016		FY2017		FY2018
Expenditure by Core Function										
Personnel	\$ 287,050	\$ 318,141	\$	338,166	\$	339,670	\$	351,685	\$	359,244
Expenses	\$ 57,913	\$ 25,858	\$	29,472	\$	28,441	\$	48,200	\$	57,150
Capital Equipment	\$ 17,817	\$ -	\$	-	\$	-	\$	-		
Benefits	\$ 35,946	\$ 60,395	\$	67,642	\$	83,226	\$	84,136	\$	87,347
Total	\$ 398,726	\$ 404,394	\$	435,280	\$	451,337	\$	484,021	\$	503,741
% Incr		1.42%		7.64%		3.69%		7.24%		4.07%
Personnel										
Full-Time	5	5		5		5		5		5
Part-Time	0	0		0		0		0		C
Total	5	5		5		5		5		5

Outcome # 1: Electronic Purchase Order Improvements	<u>Target</u>	<u>Result</u>
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	<u>Target</u>	<u>Result</u>
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	<u>Target</u>	<u>Result</u>
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	<u>Target</u>	<u>Result</u>
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	<u>Target</u>	<u>Result</u>
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
rest electronic form procedures with vendors.		

FY2018 Desired Outcomes - Purchasing	
Outcome # 1: Electronic Purchase Order Improvements	<u>Target</u>
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	<u>Target</u>
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	<u>Target</u>
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	<u>Target</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.	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 - PURCHASIN	<u>=</u>						
0110501 - PURC							
PERSONAL SI							
511001	FULL TIME SALARIES	268,394	271,737	281,953	203,316	287,469	5,516
513001	REGULAR OVERTIME	200,394	0	201,955	203,316	207,409	0,516
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
	ENGOVAL SERVICES	271,703	270,137	200,433	200,041	232,713	0,200
EXPENSES	OFFICE FOLUDMENT D M	6 622	C 422	2.500	000	2.000	500
52401 5274	OFFICE EQUIPMENT R-M RENTAL - EQUIPMENT	6,633	6,432 180	2,500	882 393	2,000 0	-500 500
5274	TELEPHONE	180 570	567	500 500	393	500	-500 0
5341	POSTAGE	2,011	2,246	2,500	1,216	2,500	0
5342	PRINTING	2,011	2,246	1,000	1,216	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	0,300	-89
5711	IN-STATE CONFERENCES	60	200	1,161	0	1,250	89
5730	DUES & SUBSCRIPTIONS	650	885	600	350	600	0
TOTAL I	 Expenses	17,568	18,113	17,350	9,860	16,350	-1,000
FRINGE BENE		,000	10,110	,000	0,000	10,000	.,000
57DENTAL	DENTAL INSURANCE	1,268	1,522	1,551	1,134	1,614	63
57HLTH	HEALTH INSURANCE		52,851	54,447	39,788	56,623	2,176
57LIFE	BASIC LIFE INSURANCE	40,488 227	227	54,447 227	151	228	2,176
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		50,180	63,488	63,743	47,663	66,163	2,421
	<u> </u>		 -				
TOTAL PUR	CHASING	339,453	357,738	367,546	265,564	375,233	7,687
0110502 - TELEC	COMMUNICATIONS						
EXPENSES							
53401	TELEPHONE	-1,074	188	0	95	0	0
53402	CELLULAR TELEPHONES	12,956	6,182	0	2,573	0	0
TOTAL E	EXPENSES	11,882	6,370	0	2,668	0	0
TOTAL TELE	ECOMMUNICATIONS	11,882	6,370	0	2,668	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
	=	FY2015	FY2016	2017	4/4/2017	2018	2017 to 2018
0110503 - PRINT	ΓING						
PERSONAL S	ERVICES						
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 I	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 I	EXPENSES	-63	3,957	30,850	31,604	40,800	9,950
FRINGE BENE	FITS						
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 I	FRINGE BENEFITS	17,462	19,738	20,394	14,841	21,183	790
TOTAL PRIN	ITING	78,323	87,229	116,475	93,939	128,508	12,033
TOTAL PURCH	ASING	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

			2017				
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CONSTRUCTION CONTRACT A	S8-7	1.0	61,659	S8-8	1.00	63,509
	СРО	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