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 2016 Accomplishments

Revision of City Ordinance - Completed initial draft of ordinance; currently being reveiwed by the Law Department.

Electronic Payments - Worked with City departments to issue RFP, select electronics payment vendor, and execute contract. **Education** - Took affirmative and continuing steps to make City

Education - Took affirmative and continuing steps to make City departments, NPS aware of current legal requirements, policies.

Prompt Pay Discount - Created open access Xcel form on IntraNet for departments to enter discounts and prepare monthly report for CFO.

Track Savings - Prepared and delivered to CFO monthly report showing spread between highest and lowest bids received and how the award amount related to the budget amount.

Contract Inventory - Sought inventory of all City contracts not procured through the Purchasing Department. Legal contracts the only reported exceptions.

Fiscal Year 2017 Desired Outcomes

Process Improvement - Continue to improve Purchase Order process by enabling for electronic PO's.

Education - Ensure effective communication and training is taking place on a regular basis with all municipal departments.

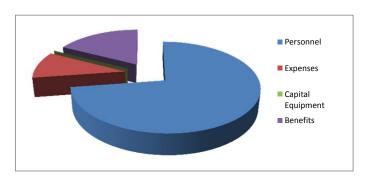
Surplus - Streamline surplus process by establishing internal and external electronic sales platforms.

Sustainability - Work closely with Director of Sustainability to ensure that he/she is aware of pending bids, that sustainability initiatives are integrated into procurement process.

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





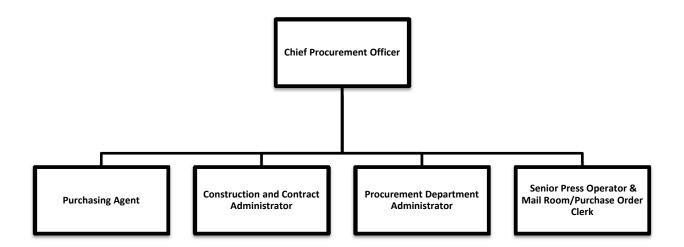


Department Detail	•	•	•	•	•	•	•		•		
	<		Actual			>	<-Adj Budget->		<-Proposed->		
	 FY2012		FY2013		FY2014		FY2015		FY2016		FY2017
Expenditure by Core Function											
Personnel	\$ 264,845	\$	287,050	\$	318,141	\$	338,166	\$	342,427	\$	351,685
Expenses	\$ 27,588	\$	57,913	\$	25,858	\$	29,472	\$	49,130	\$	48,200
Capital Equipment	\$ -	\$	17,817	\$	-	\$	-	\$	-	\$	-
Benefits	\$ 36,459	\$	35,946	\$	60,395	\$	67,642	\$	82,279	\$	84,136
Total	\$ 328,892	\$	398,726	\$	404,394	\$	435,280	\$	473,836	\$	484,021
% Incr			21.23%		1.42%		7.64%		8.86%		2.15%
Personnel											
Full-Time	6		5		5		5		5		5
Part-Time	0		0		0		0		0		C
Total	6		5		5		5		5		5

FY2016 Accomplishments - Purchasing		
Outcome #1 Revision of City Ordinance	Target	<u>Result</u>
Strategy # 1 Revision of City Ordinance		
Completed initial draft for review.	Nov. 2015	Completed
Collect and incorporate feedback on draft	Jan. 2016	No comments yet
Present final draft to Mayor for approval.	Feb. 2016	N/A
Present revised ordinance to City Council for approval.	March '16	N/A
Outcome # 2 Education	<u>Target</u>	<u>Result</u>
Strategy # 1 Effective Communication with Employees in All Departments		
Distribution of regular newsletter.	Monthly	On schedule
Work with HR to establish periodic employee training.	Oct. 2015	None
Meet with municipal departments.	Feb. 2016	Pending
2016 Procedures Book.	Jan. 2016	Pending
Outcome # 3 Create Open Access Xcel Form on IntraNet for Departments to Enter Discounts and Prepare Monthly Report for CFO Strategy #1 Establish Working Group to Create Xcel Format Worksheet Test completed worksheet.	Target Sept. 2015	Result Current worksheet needs further testing
Rollout worksheet to affected departments as needed.	Oct. 2015	PPD posted monthly in the City intranet
Outcome # 4. Deliver to CFO Monthly Report Showing Spread Between Highest & Lowest Bids Received, How Amount Relates to Budget Amount Strategy #1 Gather Data at the Time of Contract Award Maintain ongoing report of relevant data and provide to CFO, with cumulative awards and imputed savings amounts.	Target Oct. 2015	Result Reported monthly in DataStat program
Outcome # 5. Prepare Inventory of all City contracts not procured through the Purchasing Department Strategy # 1 Complete Inventory	<u>Target</u>	Result Solicited information from Departments; none identified to
Submit report and proposed tracking plan to CFO.	Dec. 2015	date except Law contracts

FY2017 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 2016
Install form on appropriate platform.	February 2017
Educate City staff on use.	March 2017
Strategy #2 Transmission of Purchase Orders by Email	
Test electronic form procedures with vendors.	February 2017
Fully implement electronic purchase order program.	February 2017
Outcome # 2 Education	<u>Target</u>
Strategy # 1 Effective Communication with Employees in all Departments	
Work with HR to establish periodic employee training.	October 2016
Meet with all municipal departments.	February 2017
Create 2017 Procedures Book.	January 2017
Outcome # 3 Update Surplus Procedures and Site	<u>Target</u>
Strategy #1 Review and Establish Procedures	
Establish standards for surplus supplies from other municipalities.	September 2016
Create efficient and transparent procedures.	October 2016
· · · · · · · · · · · · · · · · · · ·	
Strategy #2 Establish Internal and External Electronic Sales Platforms	
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property.	January 2017
Strategy #2 Establish Internal and External Electronic Sales Platforms	January 2017 March 2017
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property.	·
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property. Work with IT to establish operating procedures.	March 2017
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property. Work with IT to establish operating procedures. Outcome # 4. Integrate Sustainability Initiatives Into Procurement Process	March 2017
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property. Work with IT to establish operating procedures. Outcome # 4. Integrate Sustainability Initiatives Into Procurement Process Strategy #1 Gather Data at the Time of Contract Award	March 2017 <u>Target</u>
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property. Work with IT to establish operating procedures. Outcome # 4. Integrate Sustainability Initiatives Into Procurement Process Strategy #1 Gather Data at the Time of Contract Award Notify Sustainability Director of pending bids.	March 2017 <u>Target</u> Ongoing
Strategy #2 Establish Internal and External Electronic Sales Platforms Investigate options for electronic auction site for surplus property. Work with IT to establish operating procedures. Outcome # 4. Integrate Sustainability Initiatives Into Procurement Process Strategy #1 Gather Data at the Time of Contract Award Notify Sustainability Director of pending bids. Outcome # 5. Upgrade Print Shop and Mail Room Equipment	March 2017 <u>Target</u> Ongoing

PURCHASING



FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
PURCHASING SUMMARY						
51 - PERSONAL SERVICES	318,141	338,166	342,427	263,691	351,685	9,258
52 - EXPENSES	25,858	29,472	49,130	24,143	48,200	-930
57 - FRINGE BENEFITS	60,395	67,642	82,279	64,379	84,136	1,858
TOTAL DEPARTMENT	404,393	435,281	473,836	352,213	484,021	10,185
PURCHASING						
51 - PERSONAL SERVICES	258,558	276,943	278,808	214,518	286,453	7,645
52 - EXPENSES	21,044	17,653	24,930	14,766	25,350	420
57 - FRINGE BENEFITS	43,366	50,180	62,828	49,111	63,743	914
TOTAL PURCHASING	322,967	344,776	366,566	278,395	375,546	8,980
TELECOMMUNICATIONS						
52 - EXPENSES	-4,277	11,882	0	-2,884	0	0
TOTAL TELECOMMUNICATIONS	-4,277	11,882	0	-2,884	0	0
PRINTING						
51 - PERSONAL SERVICES	59,583	61,223	63,619	49,173	65,232	1,612
52 - EXPENSES	9,090	-63	24,200	12,261	22,850	-1,350
57 - FRINGE BENEFITS	17,029	17,462	19,450	15,268	20,394	943
TOTAL PRINTING	85,703	78,623	107,269	76,702	108,475	1,206

FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	_	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
105 - PURCHASIN	NG						
0110501 - PURC	CHASING						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	255,808	268,394	274,408	210,118	281,953	7,545
514001	LONGEVITY	1,750	2,310	3,400	3,400	3,500	100
515005	BONUSES	0	600	0	0	0	0
515006	VACATION BUY BACK	0	4,639	0	0	0	0
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL	PERSONAL SERVICES	258,558	276,943	278,808	214,518	286,453	7,645
EXPENSES							
52401	OFFICE EQUIPMENT R-M	5,637	6,633	9,000	6,037	3,000	-6,000
5274	RENTAL - EQUIPMENT	180	180	180	180	8,000	7,820
5321	TUITION ASSISTANCE	50	85	0	0	0	0
53401	TELEPHONE	550	570	500	383	500	0
5341	POSTAGE	2,216	2,011	2,500	1,733	2,500	0
5342	PRINTING	421	0	2,500	0	1,000	-1,500
5343	ADVERTISING/PUBLICATIO	6,087	5,050	5,000	3,041	5,000	0
5420	OFFICE SUPPLIES	4,036	2,345	3,418	2,301	3,500	82
5710	VEHICLE USE REIMBURSE	105	69	182	182	0	-182
5711	IN-STATE CONFERENCES	70	60	940	200	1,250	310
5730	DUES & SUBSCRIPTIONS	1,691	650	710	710	600	-110
TOTAL	EXPENSES	21,044	17,653	24,930	14,766	25,350	420
FRINGE BENE	EFITS						
57DENTAL	DENTAL INSURANCE	1,095	1,268	1,493	1,177	1,551	58
57HLTH	HEALTH INSURANCE	35,339	40,488	51,854	40,885	54,447	2,593
57LIFE	BASIC LIFE INSURANCE	227	227	227	170	227	0
57MEDA	MEDICARE PAYROLL TAX	3,463	3,640	4,040	2,768	4,154	114
57OPEB	OPEB CONTRIBUTION	3,243	4,557	5,215	4,111	3,364	-1,851
TOTAL	FRINGE BENEFITS	43,366	50,180	62,828	49,111	63,743	914
TOTAL PUR	CHASING	322,967	344,776	366,566	278,395	375,546	8,980
0110502 - TELE	COMMUNICATIONS						
EXPENSES							
53401	TELEPHONE	2,943	-1,074	0	40	0	0
53402	CELLULAR TELEPHONES	-7,220	12,956	0	-2,924	0	0
TOTAL	EXPENSES	-4,277	11,882	0	-2,884	0	0
TOTAL TELI	ECOMMUNICATIONS	-4,277	11,882	0	-2,884	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	=	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
0110503 - PRINT	ING						
PERSONAL SE	ERVICES						
511001	FULL TIME SALARIES	57,942	59,160	61,719	47,614	63,332	1,612
513001	REGULAR OVERTIME	266	363	500	159	500	0
514001	LONGEVITY	875	900	900	900	900	0
515005	BONUSES	0	300	0	0	0	0
515101	CLOTHING ALLOWANCE	500	500	500	500	500	0
TOTAL F	PERSONAL SERVICES	59,583	61,223	63,619	49,173	65,232	1,612
EXPENSES							
52401	OFFICE EQUIPMENT R-M	13,251	8,363	16,870	4,919	18,650	1,780
5341	POSTAGE	-1,000	651	1,000	7,215	1,000	0
5501	PRINTING SUPPLIES	-3,594	-9,369	6,130	67	3,000	-3,130
5581	UNIFORMS/PROTECTIVE	434	292	200	60	200	0
TOTAL E	EXPENSES	9,090	-63	24,200	12,261	22,850	-1,350
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	456	478	498	392	517	19
57HLTH	HEALTH INSURANCE	15,781	16,176	18,037	14,221	18,938	901
57MEDA	MEDICARE PAYROLL TAX	792	808	915	655	939	23
TOTAL F	FRINGE BENEFITS	17,029	17,462	19,450	15,268	20,394	943
TOTAL PRIN	TING	85,703	78,623	107,269	76,702	108,475	1,206
TOTAL PURCH	ASING	404,393	435,281	473,836	352,213	484,021	10,185

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	CHIEF PROCUREMENT OFFIC	H12	1.0	100,943	H12	1.00	103,505
	CONSTR CONTRACT ADMIN	S08	1.0	61,684	S08	1.00	63,747
	PURCHASING AGENT	H06	1.0	60,763	H06	1.00	62,340
	PURCHASING DEPT ADMIN	S05	1.0	51,031	S05	1.00	52,362
	SR PRESS OPERATOR	S07	1.0	61,733	S07	1.00	63,332
	Account Totals:		5.0	336,155		5.00	345,285
	Report Totals:		5.0	336,155		5.00	345,285