

FY2016 Accomplishments - Purchasing

Outcome #1 Revision of City Ordinance

Target

Result

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

Target

Result

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

Target

Result

Discounts and Prepare Monthly Report for CFO

Strategy #1 Establish Working Group to Create Xcel Format Worksheet

Test completed worksheet .	Sept. 2015	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

Target

Result

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.	Oct. 2015	Reported monthly in DataStat program
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Outcome # 5. Prepare Inventory of all City contracts not procured through the Purchasing Department

Target

Result

Strategy # 1 Complete Inventory

Submit report and proposed tracking plan to CFO.	Dec. 2015	Solicited information from Departments; none identified to date except Law contracts
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FY2017 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 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**Target****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**Target****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

Investigate options for electronic auction site for surplus property. January 2017
Work with IT to establish operating procedures. March 2017

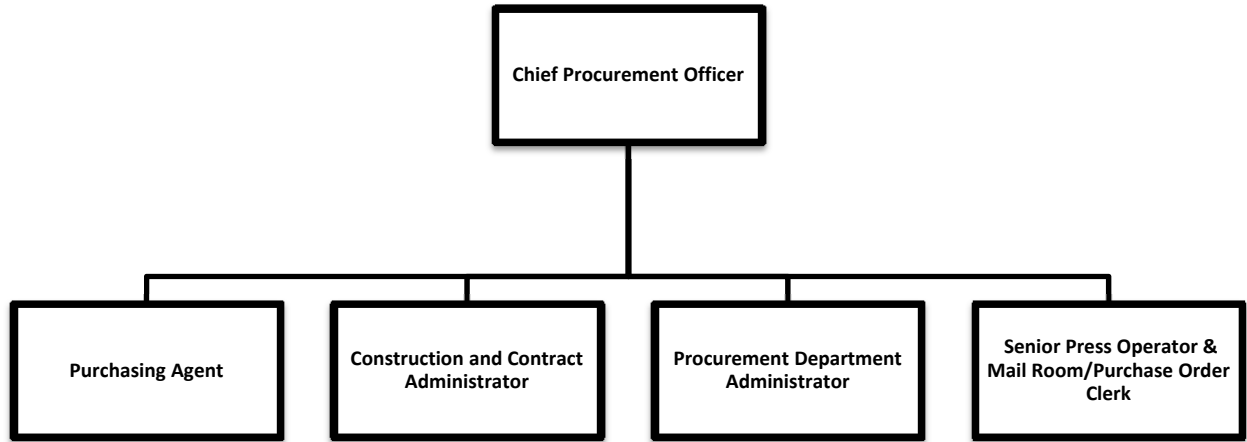
Outcome # 4. Integrate Sustainability Initiatives Into Procurement Process**Target****Strategy #1 Gather Data at the Time of Contract Award**

Notify Sustainability Director of pending bids. Ongoing

Outcome # 5. Upgrade Print Shop and Mail Room Equipment**Target****Strategy #1: Equipment Upgrades**

Replace existing Konica Color Copier. August 2016
Replace existing Pitney Bowes postage meter. August 2016

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 - PURCHASING						
0110501 - PURCHASING						
PERSONAL SERVICES						
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 BENEFITS						
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 PURCHASING	322,967	344,776	366,566	278,395	375,546	8,980
0110502 - TELECOMMUNICATIONS						
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 TELECOMMUNICATIONS	-4,277	11,882	0	-2,884	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
0110503 - PRINTING						
PERSONAL SERVICES						
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 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 EXPENSES	9,090	-63	24,200	12,261	22,850	-1,350
FRINGE BENEFITS						
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 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
TOTAL PURCHASING	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**

ACCOUNT	POSITION TITLE	2016			2017		
		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