

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 all state and local laws; provide mailroom and print shop services.

Fiscal Year 2015 Accomplishments

Records - Established evaluation procedures for expiring contracts to collect experience information on contractors to be used as reference for future procurements.

Electronic Payments - Worked with City departments to issue RFP, select electronics payment vendor, and execute contract.

Education - Continued with departmental visits, monthly newsletters, and course offerings.

Emergency Procurement Processing - Worked with City departments to assure that winter storm emergency procurements handled in accordance with applicable law.

Personnel - Smooth transition of retiring Purchasing Agent (2/15), reorganized department, trained new Purchasing Agent and hired and trained Office Administrator to process requisitions and vendor numbers and implement back up strategies for Mail Room and Print Shop.

Fiscal Year 2016 Desired Outcomes

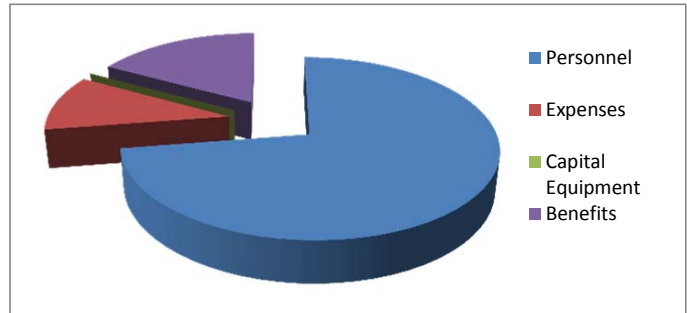
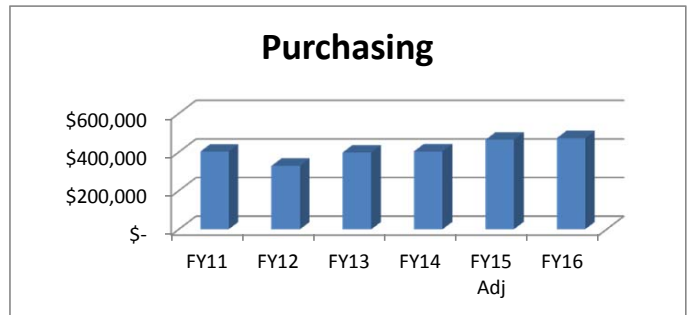
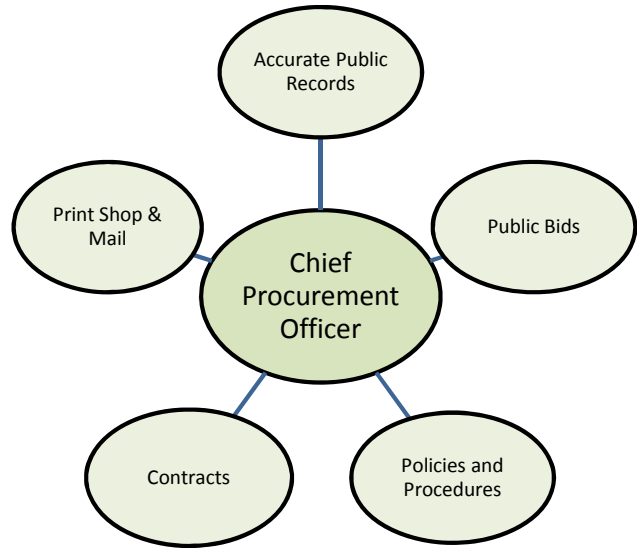
Revision of City Ordinance - Complete initial draft of ordinance; collect and incorporate feedback from working group; present final copy to Mayor and Board of Aldermen for approval.

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

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

Track Savings - Prepare and deliver to CFO monthly report showing spread between highest and lowest bids received and how the award amount relates to the budget amount.

Contract Inventory - Prepare inventory of all City contracts not procured through the Purchasing Department.



Department Detail

	Actual				<-Adj Budget-> FY2015	<-Proposed-> FY2016
	FY2011	FY2012	FY2013	FY2014		
Expenditure by Core Function						
Personnel	\$ 302,298	\$ 264,845	\$ 287,050	\$ 318,141	\$ 340,973	\$ 342,427
Expenses	\$ 43,777	\$ 27,588	\$ 57,913	\$ 25,858	\$ 54,542	\$ 49,130
Capital Equipment		\$ -	\$ 17,817	\$ -	\$ -	\$ -
Benefits	\$ 56,097	\$ 36,459	\$ 35,946	\$ 60,395	\$ 67,851	\$ 80,344
Total	\$ 402,172	\$ 328,892	\$ 398,726	\$ 404,394	\$ 463,366	\$ 471,901
% Incr		-18.22%	21.23%	1.42%	14.58%	1.84%
Personnel						
Full-Time	6	5	5	5	5	5
Part-Time	0	0	0	0	0	0
Total	6	5	5	5	5	5

FY2015 Accomplishments - Purchasing

Outcome #1: Revision of City Ordinance c. 2 art. IV

Target

Result

Strategy #1: Revise and rewrite City of Newton Purchasing Ordinance

Complete initial draft of ordinance for review	Nov 2014	Expected completion date November 2015
Collect and incorporate feedback on draft ordinance from working group	Jan 2015	Expected completion date January 2016
Present final draft to Mayor for approval	Feb 2015	Expected completion date February 2016
Present to Board of Alderman for approval	Mar 2015	Expected completion date March 2016

Outcome #2: Educate City Employees on Purchasing Requirements

Target

Result

Strategy #1: Continue monthly email newsletters containing topical articles and departmental updates.

Continue monthly email newsletters "Nick's Notes".	Monthly	Complete. Also new Procedures book written and printed. Distribution started 2/15.
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Strategy #2: Establish regular orientation and training sessions for new employees, departments and outside professional groups.

Work with new HR Director to establish schedule for presentations	Sep 2014	Ongoing
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Strategy #3: Establish contact between the Purchasing Dept. and City Depts

Meet with all municipal department during FY15 to educate staff on practices and procedures	Jun 2015	6 departmental visits March 1, 2015 to date
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Outcome #3: Create Back Up and Succession Plan

Target

Result

Prepare and implement transition plan for retirement of Purchasing Agent (2/15)	Aug 2014	Complete
Implement back up plans for Mail Room and Print Shop	Aug 2014	Complete

Outcome #4: Increase Efficiencies In Procurement Administration

Target

Result

Strategy # 1: Create strategy to promote prompt pay discounts for reqs, quotes and bids

Revise forms for reqs, quotes, and bids to include incentive to offer prompt pay discounts (PPDs)	Nov 2014	Ongoing
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Strategy # 2: Monitor times between (i) bid issue and contract to vendor and (ii) return from vendor and final execution and develop strategies to shorten both

Implement tracking mechanism to monitor times between bid release and contract execution	Jan 2015	Complete
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Strategy #3: Establish schedule for approval of reqs that will maintain consistent approval time of 72 hours, and report to CFO monthly on average approval time.

Begin approving reqs on a scheduled time, twice a day prior to 2 pm to achieve goal	Ongoing-	Complete
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FY2016 Desired Outcomes - Purchasing

Outcome #1: Revision of City Ordinance

Target

Strategy #1: Revision of City Ordinance

Complete initial draft for review	November 2015
Collect and incorporate feedback on draft	January 2016
Present final draft to Mayor for approval	February 2016
Present revised Ordinance to BOA for Approval	March 2016

Outcome #2: Education

Target

Strategy #1: Effective communication with employees in all departments

Distribution of regular newsletter	Monthly
Work with HR to establish periodic employee training	October 2015
Meet with municipal departments	February 2016
2016 Procedures Book	January 2016

Outcome #3: Create open access Xcel form on Intranet for departments to enter discounts and prepare monthly report for CFO.

Target

Strategy #1: Establish working group to create Xcel format worksheet

Test completed worksheet	September 2015
Rollout work sheet to affected departments as needed	October 2015

Outcome #4: Deliver to CFO monthly report showing spread between highest & lowest bids received, how amount relates to budget amount.

Target

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	October 2015
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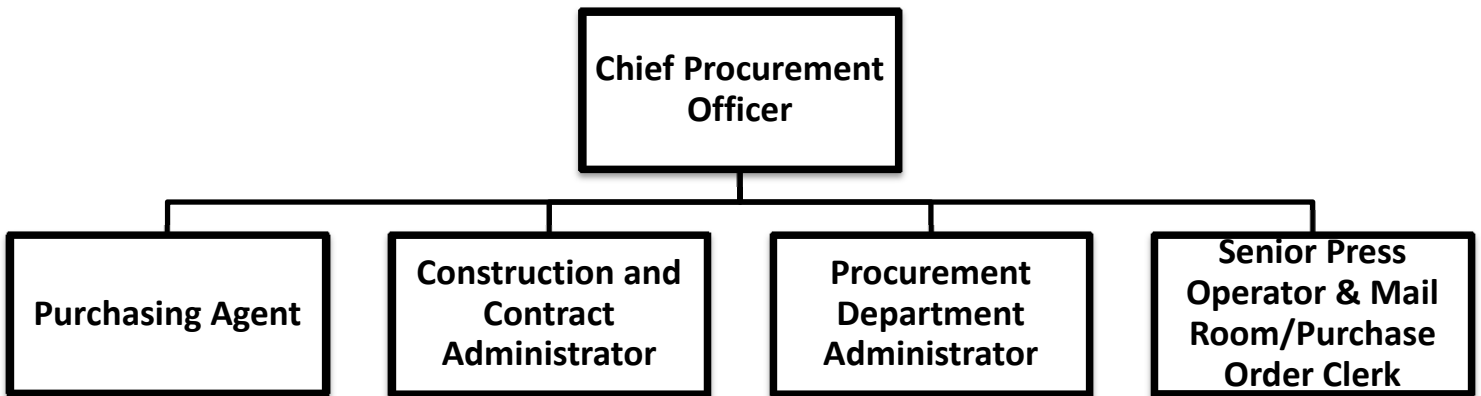
Outcome #5: Prepare Inventory of all City contracts not procured through the Purchasing Department

Target

Strategy #1: Complete inventory

Submit report and proposed tracking plan to CFO	December 2015
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PURCHASING



FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
PURCHASING SUMMARY						
51 - PERSONAL SERVICES	287,050	318,141	340,973	266,673	342,427	1,454
52 - EXPENSES	57,913	25,858	54,542	44,021	49,130	-5,412
58 - DEBT AND CAPITAL	17,817	0	0	0	0	0
57 - FRINGE BENEFITS	35,946	60,395	67,851	52,043	80,344	12,493
TOTAL DEPARTMENT	398,726	404,393	463,366	362,737	471,901	8,535
PURCHASING						
51 - PERSONAL SERVICES	230,269	258,558	280,272	218,866	278,808	-1,464
52 - EXPENSES	39,848	21,044	31,342	14,185	24,930	-6,412
58 - DEBT AND CAPITAL	17,817	0	0	0	0	0
57 - FRINGE BENEFITS	20,552	43,366	50,328	38,276	60,895	10,568
TOTAL PURCHASING	308,486	322,967	361,942	271,327	364,633	2,692
TELECOMMUNICATIONS						
52 - EXPENSES	1,985	-4,277	0	18,957	0	0
TOTAL TELECOMMUNICATIONS	1,985	-4,277	0	18,957	0	0
PRINTING						
51 - PERSONAL SERVICES	56,780	59,583	60,701	47,807	63,619	2,918
52 - EXPENSES	16,080	9,090	23,200	10,878	24,200	1,000
57 - FRINGE BENEFITS	15,394	17,029	17,523	13,768	19,448	1,925
TOTAL PRINTING	88,254	85,703	101,424	72,453	107,267	5,843

FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
105 - PURCHASING						
0110501 - PURCHASING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	226,224	255,808	270,361	210,317	274,408	4,046
513001 REGULAR OVERTIME	1,395	0	0	0	0	0
514001 LONGEVITY	1,650	1,750	2,310	2,310	3,400	1,090
515005 BONUSES	0	0	600	600	0	-600
515006 VACATION BUY BACK	0	0	6,000	4,639	0	-6,000
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	230,269	258,558	280,272	218,866	278,808	-1,464
EXPENSES						
52401 OFFICE EQUIPMENT R-M	4,666	5,637	9,000	6,084	9,000	0
52408 DEPARTMENTAL EQUIP R-	49	0	2,082	0	0	-2,082
5274 RENTAL - EQUIPMENT	180	180	180	180	180	0
5292 SOLID WASTE COLL/DISP	840	0	150	0	0	-150
5301 CONSULTANTS	1,500	0	0	0	0	0
5321 TUITION ASSISTANCE	0	50	50	50	0	-50
53401 TELEPHONE	563	550	600	379	500	-100
5341 POSTAGE	22,551	2,216	2,500	1,537	2,500	0
5342 PRINTING	535	421	2,500	0	2,500	0
5343 ADVERTISING/PUBLICATIO	4,147	6,087	6,500	3,376	5,000	-1,500
5420 OFFICE SUPPLIES	2,482	4,036	4,780	1,858	3,600	-1,180
5710 VEHICLE USE REIMBURSE	0	105	12	11	0	-12
5711 IN-STATE CONFERENCES	780	70	1,188	60	1,250	62
5730 DUES & SUBSCRIPTIONS	1,555	1,691	1,800	650	400	-1,400
TOTAL EXPENSES	39,848	21,044	31,342	14,185	24,930	-6,412
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	930	1,095	1,261	965	1,491	230
57HLTH HEALTH INSURANCE	14,516	35,339	40,123	30,651	51,854	11,731
57LIFE BASIC LIFE INSURANCE	203	227	227	170	227	0
57MEDA MEDICARE PAYROLL TAX	3,233	3,463	4,168	2,922	4,043	-125
57OPEB OPEB CONTRIBUTION	1,670	3,243	4,549	3,568	3,281	-1,268
TOTAL FRINGE BENEFITS	20,552	43,366	50,328	38,276	60,895	10,568
DEBT AND CAPITAL						
58514 OFFICE EQUIPMENT	17,817	0	0	0	0	0
TOTAL DEBT AND CAPITAL	17,817	0	0	0	0	0
TOTAL PURCHASING	308,486	322,967	361,942	271,327	364,633	2,692
0110502 - TELECOMMUNICATIONS						
EXPENSES						
53401 TELEPHONE	0	2,943	0	-1,657	0	0
53402 CELLULAR TELEPHONES	1,985	-7,220	0	20,614	0	0
TOTAL EXPENSES	1,985	-4,277	0	18,957	0	0
TOTAL TELECOMMUNICATIONS	1,985	-4,277	0	18,957	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
0110503 - PRINTING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	56,447	57,942	58,526	45,929	61,719	3,193
513001 REGULAR OVERTIME	-1,042	266	475	177	500	25
514001 LONGEVITY	875	875	900	900	900	0
515005 BONUSES	0	0	300	300	0	-300
515101 CLOTHING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES	56,780	59,583	60,701	47,807	63,619	2,918
EXPENSES						
52401 OFFICE EQUIPMENT R-M	9,052	13,251	17,000	9,092	17,000	0
5341 POSTAGE	0	-1,000	0	6,275	1,000	1,000
5501 PRINTING SUPPLIES	6,918	-3,594	6,000	-4,578	6,000	0
5581 UNIFORMS/CLOTHING	110	434	200	90	200	0
TOTAL EXPENSES	16,080	9,090	23,200	10,878	24,200	1,000
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	438	456	479	377	497	18
57HLTH HEALTH INSURANCE	14,163	15,781	16,176	12,754	18,036	1,860
57MEDA MEDICARE PAYROLL TAX	793	792	868	637	915	47
TOTAL FRINGE BENEFITS	15,394	17,029	17,523	13,768	19,448	1,925
TOTAL PRINTING	88,254	85,703	101,424	72,453	107,267	5,843
TOTAL PURCHASING	398,726	404,393	463,366	362,737	471,901	8,535

FUND: 01 - GENERAL FUND
 DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CHIEF PROCUREMENT OFFIC		1.0	97,627	H12	1.00	100,943
	CONSTRUCTION CONTRACT A		1.0	60,534	S08	1.00	61,670
	PURCHASING AGENT		1.0	58,776	H06	1.00	60,763
	PURCHASING DEPT ADMINIS		1.0	49,356	S05	1.00	51,031
	SR PRESS OPERATOR		1.0	58,537	S07	1.00	61,719
	Account Totals:		5.0	324,830		5.00	336,127
	Report Totals:		5.0	324,830		5.00	336,127