

FUND: 01 – GENERAL FUND  
DEPARTMENT: 105 – PURCHASING

**Chief Procurement  
Officer**

Purchasing Agent

Senior Press Operator

Head Clerks  
(2)

## **PURCHASING**

### **DEPARTMENT DESCRIPTION**

The mission of the Purchasing Department is to assist City departments to obtain the highest quality of services and supplies for the best possible price through a transparent competitive bidding procedure in accordance with all state and local laws.

The Purchasing Department includes the Mailroom and Print Shop who strive to provide friendly supportive services to meet the City's timely demands.

- Conduct all business in an honest, open, and fair manner with both internal and external relationships.
- Use the latest technology provided to promote competitive and transparent bidding practices.
- Practice fiscal responsibility with loyalty and commitment to the Mayor's standard of excellence.

### **ACCOMPLISHMENTS**

- Implemented an electronic signature approval process for purchase requisition and purchase orders to reduce the time circulating and chasing time sensitive documents.
- Implemented electronic contract tracking system to minimize the need to chase and search for contracts while circulating internally for signatures. Contract tracking system is located on the City's intranet allowing departments the convenience of locating their contracts without having to place calls.

- Entered Prompt Payment Discounts into FinancePlus to track discounts taken by all departments.
- Implemented electronic monthly telephone transfer bill process for city departments to save paper and streamline the approval process.

### **FY2012 GOALS**

#### **MAKING GOVERNMENT MORE EFFECTIVE**

- Work with City departments to consolidate their parts inventories into public bids providing competition that should reduce costs and eliminate the need to process hundreds of purchase orders providing a substantial savings.
- Eliminate the need for 5-part NCR form paper by implementing a paperless purchase order system. Purchase orders will be printed on standard copier paper, if copies are required.

#### **STRETCHING FOR EXCELLENCE**

- Implement a training course for City departments on public bidding procedures, laws, and processes.
- Investigate the use of early payment terms in bid documents to reduce the cost of projects if payments are made in less than 30 days.

#### **INVESTING FOR THE FUTURE**

- Work with City IT and Newton Public School Purchasing offices to investigate ways to electronically send purchase

orders to vendors. This will save the city dollars in postage and hours of inserting hard copy purchase orders into envelopes.

- Continue with the City's "Go Green" initiative by implementing an electronic monthly transfer bills process for city departments for postage and printing.

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

|                                 | ACTUAL<br>2009 | ACTUAL<br>2010 | ORIGINAL<br>2011 | AMENDED<br>2011 | RECOMMENDED<br>2012 | APPROPRIATION CHANGE<br>2011 To 2012 |              |
|---------------------------------|----------------|----------------|------------------|-----------------|---------------------|--------------------------------------|--------------|
| <b>DEPARTMENT SUMMARY</b>       |                |                |                  |                 |                     |                                      |              |
| 51 - PERSONAL SERVICES          | 304,582        | 314,873        | 326,740          | 311,740         | 280,200             | -31,540                              | -10%         |
| 52 - EXPENSES                   | 33,325         | 41,047         | 73,903           | 68,903          | 47,806              | -21,097                              | -31%         |
| 58 - DEBT AND CAPITAL           | 3,000          | 2,505          | 3,000            | 8,000           | 0                   | -8,000                               | -100%        |
| 57 - FRINGE BENEFITS            | 47,405         | 48,553         | 51,480           | 59,541          | 50,155              | -9,386                               | -16%         |
| <b>TOTAL DEPARTMENT</b>         | <b>388,312</b> | <b>406,978</b> | <b>455,123</b>   | <b>448,184</b>  | <b>378,161</b>      | <b>-70,023</b>                       | <b>-16%</b>  |
| <b>PURCHASING</b>               |                |                |                  |                 |                     |                                      |              |
| 51 - PERSONAL SERVICES          | 251,320        | 260,437        | 272,267          | 257,267         | 226,228             | -31,039                              | -12%         |
| 52 - EXPENSES                   | 21,411         | 19,105         | 28,920           | 28,920          | 24,773              | -4,147                               | -14%         |
| 58 - DEBT AND CAPITAL           | 3,000          | 2,505          | 3,000            | 8,000           | 0                   | -8,000                               | -100%        |
| 57 - FRINGE BENEFITS            | 33,032         | 32,994         | 35,870           | 43,931          | 32,594              | -11,337                              | -26%         |
| <b>TOTAL PURCHASING</b>         | <b>308,762</b> | <b>315,040</b> | <b>340,057</b>   | <b>338,118</b>  | <b>283,595</b>      | <b>-54,523</b>                       | <b>-16%</b>  |
| <b>TELECOMMUNICATIONS</b>       |                |                |                  |                 |                     |                                      |              |
| 52 - EXPENSES                   | -1,093         | 310            | 16,950           | 16,950          | 0                   | -16,950                              | -100%        |
| <b>TOTAL TELECOMMUNICATIONS</b> | <b>-1,093</b>  | <b>310</b>     | <b>16,950</b>    | <b>16,950</b>   | <b>0</b>            | <b>-16,950</b>                       | <b>-100%</b> |
| <b>PRINTING</b>                 |                |                |                  |                 |                     |                                      |              |
| 51 - PERSONAL SERVICES          | 53,262         | 54,436         | 54,473           | 54,473          | 53,973              | -500                                 | -1%          |
| 52 - EXPENSES                   | 13,007         | 21,632         | 28,033           | 23,033          | 23,033              | 0                                    | 0%           |
| 57 - FRINGE BENEFITS            | 14,373         | 15,559         | 15,610           | 15,610          | 17,561              | 1,951                                | 12%          |
| <b>TOTAL PRINTING</b>           | <b>80,643</b>  | <b>91,627</b>  | <b>98,116</b>    | <b>93,116</b>   | <b>94,566</b>       | <b>1,450</b>                         | <b>2%</b>    |

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**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

|                                |                         | ACTUAL<br>FY2009 | ACTUAL<br>FY2010 | ORIGINAL<br>2011 | AMENDED<br>2011 | YTD EXPENSES<br>2011 | RECOMMENDED<br>2012 | APPROPRIATION CHANGE<br>FY2011 AND FY2012 |              |
|--------------------------------|-------------------------|------------------|------------------|------------------|-----------------|----------------------|---------------------|---|--------------|
| <b>105 - PURCHASING</b>        |                         |                  |                  |                  |                 |                      |                     |   |              |
| <b>0110501 - PURCHASING</b>    |                         |                  |                  |                  |                 |                      |                     |   |              |
| <b>PERSONAL SERVICES</b>       |                         |                  |                  |                  |                 |                      |                     |   |              |
| 511001                         | FULL TIME SALARIES      | 248,295          | 257,412          | 268,667          | 253,667         | 190,295              | 224,003             | -29,664                                   | -12%         |
| 514001                         | LONGEVITY               | 1,525            | 1,525            | 2,100            | 2,100           | 1,525                | 1,225               | -875                                      | -42%         |
| 515102                         | CLEANING ALLOWANCE      | 1,500            | 1,500            | 1,500            | 1,500           | 1,500                | 1,000               | -500                                      | -33%         |
| <b>TOTAL PERSONAL SERVICES</b> |                         | <b>251,320</b>   | <b>260,437</b>   | <b>272,267</b>   | <b>257,267</b>  | <b>193,320</b>       | <b>226,228</b>      | <b>-31,039</b>                            | <b>-12%</b>  |
| <b>EXPENSES</b>                |                         |                  |                  |                  |                 |                      |                     |   |              |
| 52401                          | OFFICE EQUIPMENT R-M    | 3,433            | 3,583            | 4,558            | 4,558           | 3,917                | 4,500               | -58                                       | -1%          |
| 5274                           | RENTAL - EQUIPMENT      | 768              | 768              | 900              | 900             | 768                  | 775                 | -125                                      | -14%         |
| 53401                          | TELEPHONE               | 618              | 790              | 960              | 960             | 393                  | 648                 | -312                                      | -33%         |
| 5341                           | POSTAGE                 | 5,002            | 1,292            | 5,002            | 5,002           | 1,059                | 2,000               | -3,002                                    | -60%         |
| 5342                           | PRINTING                | 705              | 422              | 3,000            | 3,000           | 279                  | 1,500               | -1,500                                    | -50%         |
| 5343                           | ADVERTISING/PUBLICATION | 9,097            | 10,438           | 12,000           | 12,000          | 3,603                | 12,000              | 0   | 0%           |
| 5420                           | OFFICE SUPPLIES         | 1,163            | 1,211            | 1,200            | 1,200           | 1,183                | 1,200               | 0   | 0%           |
| 5711                           | IN-STATE CONFERENCES    | 475              | 450              | 1,100            | 1,100           | 800                  | 1,950               | 850                                       | 77%          |
| 5730                           | DUES & SUBSCRIPTIONS    | 150              | 150              | 200              | 200             | 185                  | 200                 | 0   | 0%           |
| <b>TOTAL EXPENSES</b>          |                         | <b>21,411</b>    | <b>19,105</b>    | <b>28,920</b>    | <b>28,920</b>   | <b>12,187</b>        | <b>24,773</b>       | <b>-4,147</b>                             | <b>-14%</b>  |
| <b>FRINGE BENEFITS</b>         |                         |                  |                  |                  |                 |                      |                     |   |              |
| 57DENTAL                       | DENTAL INSURANCE        | 1,029            | 984              | 1,397            | 1,397           | 885                  | 1,494               | 97  | 7%           |
| 57HLTH                         | HEALTH INSURANCE        | 28,261           | 28,112           | 30,298           | 38,359          | 29,157               | 27,593              | -10,766                                   | -28%         |
| 57LIFE                         | BASIC LIFE INSURANCE    | 245              | 255              | 227              | 227             | 203                  | 227                 | 0   | 0%           |
| 57MEDA                         | MEDICARE PAYROLL TAX    | 3,496            | 3,643            | 3,948            | 3,948           | 2,687                | 3,280               | -668                                      | -17%         |
| <b>TOTAL FRINGE BENEFITS</b>   |                         | <b>33,032</b>    | <b>32,994</b>    | <b>35,870</b>    | <b>43,931</b>   | <b>32,932</b>        | <b>32,594</b>       | <b>-11,337</b>                            | <b>-26%</b>  |
| <b>DEBT AND CAPITAL</b>        |                         |                  |                  |                  |                 |                      |                     |   |              |
| 58514                          | OFFICE EQUIPMENT        | 3,000            | 2,505            | 3,000            | 8,000           | 614                  | 0                   | -8,000                                    | -100%        |
| <b>TOTAL DEBT AND CAPITAL</b>  |                         | <b>3,000</b>     | <b>2,505</b>     | <b>3,000</b>     | <b>8,000</b>    | <b>614</b>           | <b>0</b>            | <b>-8,000</b>                             | <b>-100%</b> |
| <b>TOTAL PURCHASING</b>        |                         | <b>308,762</b>   | <b>315,040</b>   | <b>340,057</b>   | <b>338,118</b>  | <b>239,054</b>       | <b>283,595</b>      | <b>-54,523</b>                            | <b>-16%</b>  |

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| <b>CITY OF NEWTON BUDGET<br/>DEPARTMENTAL DETAIL</b> |
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|                                     | ACTUAL<br>FY2009 | ACTUAL<br>FY2010 | ORIGINAL<br>2011 | AMENDED<br>2011 | YTD EXPENSES<br>2011 | RECOMMENDED<br>2012 | APPROPRIATION CHANGE<br>FY2011 AND FY2012 |              |
|-------------------------------------|------------------|------------------|------------------|-----------------|----------------------|---------------------|---|--------------|
| <b>0110502 - TELECOMMUNICATIONS</b> |                  |                  |                  |                 |                      |                     |   |              |
| <b>EXPENSES</b>                     |                  |                  |                  |                 |                      |                     |   |              |
| 53401 TELEPHONE                     | -1,093           | 310              | 16,950           | 16,950          | 863                  | 0                   | -16,950                                   | -100%        |
| <b>TOTAL EXPENSES</b>               | <b>-1,093</b>    | <b>310</b>       | <b>16,950</b>    | <b>16,950</b>   | <b>863</b>           | <b>0</b>            | <b>-16,950</b>                            | <b>-100%</b> |
| <b>TOTAL TELECOMMUNICATIONS</b>     | <b>-1,093</b>    | <b>310</b>       | <b>16,950</b>    | <b>16,950</b>   | <b>863</b>           | <b>0</b>            | <b>-16,950</b>                            | <b>-100%</b> |
| <b>0110503 - PRINTING</b>           |                  |                  |                  |                 |                      |                     |   |              |
| <b>PERSONAL SERVICES</b>            |                  |                  |                  |                 |                      |                     |   |              |
| 511001 FULL TIME SALARIES           | 52,612           | 53,472           | 53,473           | 53,473          | 41,384               | 53,473              | 0   | 0%           |
| 513001 REGULAR OVERTIME             | 150              | 464              | 500              | 500             | 14                   | 0                   | -500                                      | -100%        |
| 515101 CLOTHING ALLOWANCE           | 500              | 500              | 500              | 500             | 500                  | 500                 | 0   | 0%           |
| <b>TOTAL PERSONAL SERVICES</b>      | <b>53,262</b>    | <b>54,436</b>    | <b>54,473</b>    | <b>54,473</b>   | <b>41,898</b>        | <b>53,973</b>       | <b>-500</b>                               | <b>-1%</b>   |
| <b>EXPENSES</b>                     |                  |                  |                  |                 |                      |                     |   |              |
| 52401 OFFICE EQUIPMENT R-M          | 14,730           | 16,495           | 14,333           | 14,333          | 13,781               | 14,333              | 0   | 0%           |
| 5313 TEMP STAFFING SERVICES         | 630              | 824              | 5,000            | 0               | 0                    | 0                   | 0   | 0%           |
| 5501 PRINTING SUPPLIES              | -2,443           | 4,237            | 8,500            | 8,500           | 6,662                | 8,500               | 0   | 0%           |
| 5581 UNIFORMS/PROTECTIVE            | 90               | 75               | 200              | 200             | 50                   | 200                 | 0   | 0%           |
| <b>TOTAL EXPENSES</b>               | <b>13,007</b>    | <b>21,632</b>    | <b>28,033</b>    | <b>23,033</b>   | <b>20,493</b>        | <b>23,033</b>       | <b>0</b>                                  | <b>0%</b>    |
| <b>FRINGE BENEFITS</b>              |                  |                  |                  |                 |                      |                     |   |              |
| 57DENTAL DENTAL INSURANCE           | 367              | 367              | 367              | 367             | 289                  | 439                 | 72  | 20%          |
| 57HLTH HEALTH INSURANCE             | 13,276           | 14,460           | 14,460           | 14,460          | 11,401               | 16,339              | 1,879                                     | 13%          |
| 57MEDA MEDICARE PAYROLL TAX         | 730              | 733              | 783              | 783             | 577                  | 783                 | 0   | 0%           |
| <b>TOTAL FRINGE BENEFITS</b>        | <b>14,373</b>    | <b>15,559</b>    | <b>15,610</b>    | <b>15,610</b>   | <b>12,267</b>        | <b>17,561</b>       | <b>1,951</b>                              | <b>12%</b>   |
| <b>TOTAL PRINTING</b>               | <b>80,643</b>    | <b>91,627</b>    | <b>98,116</b>    | <b>93,116</b>   | <b>74,658</b>        | <b>94,566</b>       | <b>1,450</b>                              | <b>2%</b>    |
| <b>TOTAL PURCHASING</b>             | <b>388,312</b>   | <b>406,978</b>   | <b>455,123</b>   | <b>448,184</b>  | <b>314,575</b>       | <b>378,161</b>      | <b>-70,023</b>                            | <b>-16%</b>  |

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**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

| ACCOUNT | POSITION TITLE            | RANGE | 2011     |                | 2012     |                |
|---------|---------------------------|-------|----------|----------------|----------|----------------|
|         |                           |       | FTE      | SALARY         | FTE      | SALARY         |
| 511001  | Chief Procurement Officer | H12   | 1        | 84,288         | 1        | 84,288         |
|         | Purchasing Agent          | H06   | 1        | 54,377         | 1        | 54,377         |
|         | Head Clerk                | S05   | 2        | 83,874         | 2        | 85,337         |
|         | Purchase Order Clerk      | S04   | 1        | 40,947         | 0        |                |
|         | Sr. Press Operator        | S07   | 1        | 53,473         | 1        | 53,473         |
|         | <b>Account Totals:</b>    |       | <b>6</b> | <b>316,960</b> | <b>5</b> | <b>277,475</b> |
|         | <b>Report Totals:</b>     |       | <b>6</b> | <b>316,960</b> | <b>5</b> | <b>277,475</b> |