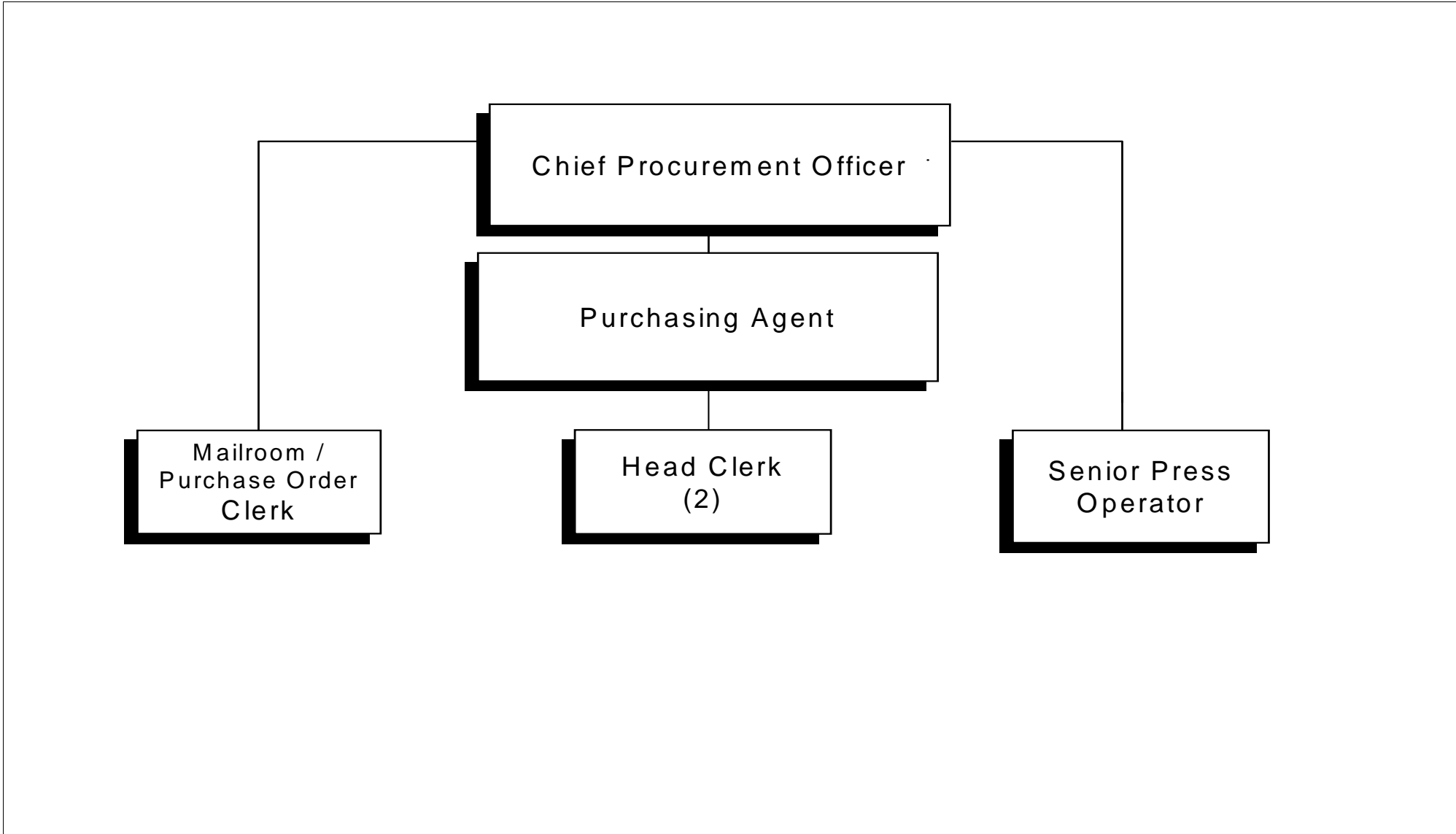


DEPARTMENT:
105 - PURCHASING

**CITY OF NEWTON BUDGET
ORGANIZATION**



PURCHASING DEPARTMENT DESCRIPTION

The mission of the Purchasing Department is to provide responsive and quality support to all City departments by seeking maximum value through a transparent competitive bidding procedure in accordance with all applicable regulations that will ensure quality goods and services in a timely manner to all City departments.

The Purchasing Department also includes the Mailroom and Print Shop. Both departments strive to provide friendly supportive services to meet the City's timely demands. The Print Shop is committed to producing, in a cost effective manner, a quality printed product.

- 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

Purchasing / Mailroom

1. Switched to an email notification process to all potential bidders reducing the Purchasing department's postage usage by 40% (\$976.37) as well as reducing the amount of paper and ink used. Email also provides bidders with instant notification.
2. Implemented the printing of all specification documents for the construction projects instead of sending them to a printer (excluding architects' specs).

3. Assist the Newton Public Schools with the procurements of the New Newton North High furniture, fixtures and equipment needs.
4. Assist the NPS & PTOS with the old NNHS surplus by providing a two day event for the Newton residents and NNHS alumni in "Bringing Down the House".
5. Worked with the IT department to provide bid documents to all project managers via a shared drive, increasing accuracy, efficiency, and reducing the amount of time for clerical re-formatting.
6. Devised and implemented bidding templates to meet the changes required by M.G.L. c.30 Acts of 2009 with regards to the federal stimulus ARRA funded projects and M.G.L. c.303 Acts of 2008.

Print Shop

1. The Print Shop doubled the number of black and white copies to 2,096,852, providing city departments with savings of \$10,484.26 as well as accommodating extremely tight time schedules.

GOALS

1. Assist the Fire Communications Supervisor on reducing the number of Centrex telephone lines by half with a projected savings \$54,000 annually.
2. Work with City departments on consolidating 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.
3. Implement a training course for project managers on public bidding procedures, laws, and processes.

DEPARTMENT:

105 - PURCHASING

CITY OF NEWTON BUDGET DEPARTMENT SUMMARY

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	306,911	304,582	324,943	3,000	327,943	326,740	-1,203	0%
52 - EXPENSES	37,600	32,889	73,903	-3,000	70,903	73,903	3,000	4%
58 - DEBT AND CAPITAL	3,000	3,000	3,000	0	3,000	3,000	0	0%
SUB-TOTALS:	347,510	340,471	401,846	0	401,846	403,643	1,797	0%
57 - FRINGE BENEFITS	53,752	47,405	45,154	0	45,154	51,480	6,326	14%
SUB-TOTALS:	53,752	47,405	45,154	0	45,154	51,480	6,326	14%
DEPARTMENT TOTALS:	401,263	387,876	447,000	0	447,000	455,123	8,123	2%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0110501 PURCHASING	320,357	308,762	331,934	3,000	334,934	340,057	5,123	2%
0110502 TELECOMMUNICATIONS	3,758	-1,093	16,950	0	16,950	16,950	0	0%
0110503 PRINTING	77,148	80,207	98,116	-3,000	95,116	98,116	3,000	3%
DEPARTMENT TOTALS:	401,263	387,876	447,000	0	447,000	455,123	8,123	2%

PURCHASING	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	256,449	251,320	270,470	3,000	273,470	272,267	-1,203	0%
52 - EXPENSES	20,994	21,411	28,920	0	28,920	28,920	0	0%
58 - DEBT AND CAPITAL	3,000	3,000	3,000	0	3,000	3,000	0	0%
SUB-TOTALS:	280,442	275,730	302,390	3,000	305,390	304,187	-1,203	0%
57 - FRINGE BENEFITS	39,915	33,032	29,544	0	29,544	35,870	6,326	21%
SUB-TOTALS:	39,915	33,032	29,544	0	29,544	35,870	6,326	21%
Element Totals:	320,357	308,762	331,934	3,000	334,934	340,057	5,123	2%

TELECOMMUNICATIONS	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
52 - EXPENSES	3,758	-1,093	16,950	0	16,950	16,950	0	0%
SUB-TOTALS:	3,758	-1,093	16,950	0	16,950	16,950	0	0%
Element Totals:	3,758	-1,093	16,950	0	16,950	16,950	0	0%

PRINTING	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	50,462	53,262	54,473	0	54,473	54,473	0	0%
52 - EXPENSES	12,848	12,571	28,033	-3,000	25,033	28,033	3,000	12%
SUB-TOTALS:	63,310	65,833	82,506	-3,000	79,506	82,506	3,000	4%
57 - FRINGE BENEFITS	13,838	14,373	15,610	0	15,610	15,610	0	0%
SUB-TOTALS:	13,838	14,373	15,610	0	15,610	15,610	0	0%
Element Totals:	77,148	80,207	98,116	-3,000	95,116	98,116	3,000	3%

DEPARTMENT:

105 - PURCHASING

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2010 BUDGET		2011 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Chief Procurement Officer	H12	1	89,469	1	89,469
	Purchasing Agent	H06	1	54,377	1	54,377
	Head Clerk	S05	2	82,412	2	83,874
	Purchase Order Clerk	S04	1	40,947	1	40,947
	Sr. Press Operator	S07	1	53,473	1	53,473
Account Totals:			6	320,678	6	322,140
Report Totals:			6	320,678	6	322,140

DEPARTMENT:

105 - PURCHASING

**CITY OF NEWTON BUDGET
CLASSIFICATION DETAIL**

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
105 - PURCHASING										
0110501 - PURCHASING										
PERSONAL SERVICES										
511001	FULL TIME SALARIES	253,624	248,295	267,445	0	267,445	197,339	268,667	1,222	0%
511101	PART TIME < 20 HRS/WK	0	0	0	3,000	3,000	0	0	-3,000	-100%
514001	LONGEVITY	1,325	1,525	1,525	0	1,525	950	2,100	575	38%
515102	CLEANING ALLOWANCE	1,500	1,500	1,500	0	1,500	1,500	1,500	0	0%
PERSONAL SERVICES TOTALS:		256,449	251,320	270,470	3,000	273,470	199,789	272,267	-1,203	0%
EXPENSES										
52401	OFFICE EQUIPMENT R-M	2,729	3,433	4,558	0	4,558	3,403	4,558	0	0%
5274	RENTAL - EQUIPMENT	768	768	900	0	900	768	900	0	0%
53401	TELEPHONE	621	618	960	0	960	573	960	0	0%
5341	POSTAGE	5,002	5,002	5,002	0	5,002	1,189	5,002	0	0%
5342	PRINTING	1,829	705	3,000	0	3,000	249	3,000	0	0%
5343	ADVERTISING/PUBLICATIONS	8,060	9,097	12,000	0	12,000	7,294	12,000	0	0%
5420	OFFICE SUPPLIES	1,185	1,163	1,200	0	1,200	802	1,200	0	0%
5711	IN-STATE CONFERENCES	650	475	1,100	0	1,100	450	1,100	0	0%
5730	DUES & SUBSCRIPTIONS	150	150	200	0	200	150	200	0	0%
EXPENSES TOTALS:		20,994	21,411	28,920	0	28,920	14,879	28,920	0	0%
FRINGE BENEFITS										
57DENTAL	DENTAL INSURANCE	1,161	1,029	882	0	882	756	1,397	515	58%
57HLTH	HEALTH INSURANCE	34,935	28,261	24,570	0	24,570	21,325	30,298	5,728	23%
57LIFE	BASIC LIFE INSURANCE	269	245	170	0	170	184	227	57	34%
57MEDA	MEDICARE PAYROLL TAX	3,549	3,496	3,922	0	3,922	2,828	3,948	26	1%
FRINGE BENEFITS TOTALS:		39,915	33,032	29,544	0	29,544	25,092	35,870	6,326	21%
DEBT AND CAPITAL										
58514	OFFICE EQUIPMENT	3,000	3,000	3,000	0	3,000	2,198	3,000	0	0%
DEBT AND CAPITAL TOTALS:		3,000	3,000	3,000	0	3,000	2,198	3,000	0	0%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
FUNCTIONAL ELEMENT TOTALS:		320,357	308,762	331,934	3,000	334,934	241,958	340,057	5,123	2%
0110502 - TELECOMMUNICATIONS										
EXPENSES										
53401	TELEPHONE	3,758	-1,093	16,950	0	16,950	19,108	16,950	0	0%
EXPENSES TOTALS:		3,758	-1,093	16,950	0	16,950	19,108	16,950	0	0%
FUNCTIONAL ELEMENT TOTALS:		3,758	-1,093	16,950	0	16,950	19,108	16,950	0	0%
0110503 - PRINTING										
PERSONAL SERVICES										
511001	FULL TIME SALARIES	49,702	52,612	53,473	0	53,473	41,589	53,473	0	0%
513001	REGULAR OVERTIME	260	150	500	0	500	171	500	0	0%
515101	CLOTHING ALLOWANCE	500	500	500	0	500	500	500	0	0%
PERSONAL SERVICES TOTALS:		50,462	53,262	54,473	0	54,473	42,260	54,473	0	0%
EXPENSES										
52401	OFFICE EQUIPMENT R-M	13,719	14,730	14,333	2,162	16,495	16,495	14,333	-2,162	-13%
5313	TEMP STAFFING SERVICES	1,680	630	5,000	-3,000	2,000	824	5,000	3,000	150%
5341	POSTAGE	-1,352	-436	0	-2,162	-2,162	989	0	2,162	-100%
5501	PRINTING SUPPLIES	-1,199	-2,443	8,500	0	8,500	5,454	8,500	0	0%
5581	UNIFORMS/PROTECTIVE	0	90	200	0	200	75	200	0	0%
EXPENSES TOTALS:		12,848	12,571	28,033	-3,000	25,033	23,838	28,033	3,000	12%
FRINGE BENEFITS										
57DENTAL	DENTAL INSURANCE	413	367	367	0	367	289	367	0	0%
57HLTH	HEALTH INSURANCE	12,744	13,276	14,460	0	14,460	11,401	14,460	0	0%
57MEDA	MEDICARE PAYROLL TAX	682	730	783	0	783	579	783	0	0%
FRINGE BENEFITS TOTALS:		13,838	14,373	15,610	0	15,610	12,269	15,610	0	0%
FUNCTIONAL ELEMENT TOTALS:		77,148	80,207	98,116	-3,000	95,116	78,367	98,116	3,000	3%
01D105 - PURCHASING DEPARTMENT										
52	EXPENSES	0	0	0	0	0	0	0	0	0%
TOTALS:		0	0	0	0	0	0	0	0	0%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
FUNCTIONAL ELEMENT TOTALS:		0	0	0	0	0	0	0	0	0%
PURCHASING TOTALS:		401,263	387,876	447,000	0	447,000	339,432	455,123	8,123	2%