

**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

**ADMINISTRATIVE SERVICES**

**FUNCTION**

**1050**

APPROPRIATIONS	\$	775,717
FRINGES	\$	223,499
TOTAL APPROPRIATIONS	\$	<u>999,216</u>
REVENUE	\$	-
NET	\$	<u><u>(999,216)</u></u>

# DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

## Division of the Budget and Management

Division#11-1050

### Goals

1. To monitor and maintain the fiscal integrity of the City of Buffalo
2. To maximize the effectiveness and efficiency of the subordinate divisions of the department to include Urban Affairs, Treasury, Collection, Purchase, Inventory & Stores and Print Shop.
3. Effective management of operations by scrutinizing data on which to base management decisions.

### Activities

1. Gathers data to prepare and administer the annual recommended and adopted City of Buffalo Budgets.
2. Acts as a liaison between the Buffalo Financial Stability Authority (Control Board) and the City of Buffalo.
3. Represents the Mayor in fiscal matters related to the City of Buffalo with Local, State and Federal governments.
4. Monitors expenditures and revenues projected in the budget.
5. Prepares reallocations within budget functions.
6. Keeps abreast of State and Federal regulations effecting City finances.
7. Monitors the procedure for completion of Personnel Requisitions (PR) prior to submission to Civil Service.
8. Prepare Certificates of Necessity, Transfer of Funds, Budget reallocations and Salary Ordinances for transmission to the Common Council
9. Prepare, monitor and update a Four Year Plan as required by the BFSA.

### Work Program Statistics

	<b>Actual 2013-2014</b>	<b>Estimate 2014-2015</b>	<b>Estimate 2015-2016</b>
Total adopted budget	\$482,534,741	\$504,499,903	\$493,211,023
Number of Salary Ordinance Amendments	12	12	12
Revenue Accounts estimated and reviewed	375	375	375
Number of City Department Budgets monitored	31	31	31
Number of City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	200	200	200
Number of Fund reallocations	293	285	275
Personal service-man years	6	6	6



City of Buffalo  
 Adopted Budget 2015-2016  
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1050 DIV OF BUDGET &amp; MGMT SERVICES TOTAL</b>	<b>373,907.47</b>	<b>696,482.00</b>	<b>696,487.58</b>	<b>354,993.72</b>	<b>775,717.00</b>
<b>11150001 DIV BUDGET &amp; MGT SERV PS</b>	<b>325,937.01</b>	<b>428,652.00</b>	<b>428,652.00</b>	<b>347,458.99</b>	<b>507,887.00</b>
411001 ANNUAL SALARY	312,000.11	414,797.00	414,797.00	334,406.42	493,540.00
413001 OVERTIME	8,341.95	8,000.00	8,000.00	8,446.99	8,000.00
413003 ACTING TIME	0.00	0.00	0.00	112.58	0.00
414001 LONGEVITY	3,150.00	3,410.00	3,410.00	4,275.00	3,875.00
414007 PERFECT ATTENDANCE INCENTIVE	2,444.95	2,445.00	2,445.00	195.50	2,472.00
415001 AUTOMOBILE ALLOWANCE	0.00	0.00	0.00	22.50	0.00
<b>11150004 DIV BUDGET &amp; MGT SERV TR</b>	<b>20,032.00</b>	<b>20,280.00</b>	<b>20,691.55</b>	<b>678.73</b>	<b>20,280.00</b>
458001 TRANSPORTATION	0.00	250.00	679.00	678.73	250.00
458003 REGISTRATION & MEMBERSHIP FEES	20,032.00	20,030.00	20,012.55	0.00	20,030.00
<b>11150005 DIV BUDGET &amp; MGT SERV SP</b>	<b>472.56</b>	<b>550.00</b>	<b>754.60</b>	<b>749.40</b>	<b>550.00</b>
461001 OFFICE SUPPLIES	472.56	400.00	754.44	749.40	550.00
461002 CONTRACT VENDOR SUPPLIES	0.00	150.00	0.16	0.00	0.00
<b>11150006 DIV BUDGET &amp; MGT SERV SV</b>	<b>27,465.90</b>	<b>247,000.00</b>	<b>246,389.43</b>	<b>6,106.60</b>	<b>247,000.00</b>
454000 ADVERTISING	0.00	0.00	739.40	739.40	0.00
455100 INTERNAL PRINT SHOP	433.90	2,200.00	1,617.65	342.20	2,200.00
456000 OTHER SERVICES	0.00	0.00	0.00	0.00	244,800.00
480000 OTHER SERVICES	27,032.00	244,800.00	244,032.38	5,025.00	0.00

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CITY OF BUFFALO  
 ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	414,797.00	.00	493,540.00	18.98
	1000-11-1050-0000-1-00-0-40-411001-	COMM ADMIN & FIN, POL& URB AFF	1.00	132,940.00	132,940.00	
		I 130				
		SECRETARY COMM ADMIN & FINANCE	1.00	38,999.00	38,999.00	
		PRINCIPAL MANAGEMENT ANALYST	1.00	86,643.00	86,643.00	
		A085				
		DIRECTOR OF BUDGET, ADMINISTRA	1.00	101,873.00	101,873.00	
		SR. SPEC. ASST. TO COMM ADMIN & FIN.	1.00	46,355.00	46,355.00	
		MANAGEMENT ANALYST - Step 13	1.00	57,195.00	57,195.00	
		(A 067)				
		Senior Management Analyst (A075) - Step	1.00	58,133.00	58,133.00	
		11				
		Attrition	1.00	28,598.00	-28,598.00	
		BUDGET CEILING:			414,797.00	
		TOTALS:	414,797.00	.00	493,540.00	18.98

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>URBAN AFFAIRS</b>	<b>FUNCTION</b>	<b>1059</b>
APPROPRIATIONS	\$	123,886
FRINGES	\$	67,722
TOTAL APPROPRIATIONS	\$	<u>191,608</u>
REVENUE	\$	-
NET	\$	<u><u>(191,608)</u></u>

# DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

## Division of Urban Affairs

### Division #1059

#### Goals

1. To obtain public or private grant funding for city departments.
2. To facilitate department operational improvements.
3. To advocate for state and federal policy that assists the City of Buffalo.
4. To identify opportunities to implement best practices in various operations of city governments.
5. Showcase City of Buffalo best practices.

#### Activities

1. Monitor state and federal legislation pertaining to the City of Buffalo
2. Apply for grant funding from federal, state and foundation sources.
3. Identify grant opportunities and notify departments of potential funding sources.
4. Track grants applications and awards.
5. Issue summary reports of grants under management.
6. Provide grant management consultation and assistance to departments.
7. Assemble the City of Buffalo legislative agenda
8. Research best practices for municipal projects.
9. Apply for award recognition for City of Buffalo
- 10.

#### Work Program Statistics

	<u>Actual</u> <u>2013-2014</u>	<u>Estimate</u> <u>2014-2015</u>	<u>Estimate</u> <u>2015-2016</u>
Grant Applications Coordinated	23	24	24
Grant Applications Assisted	24	25	25
Grants Producing Revenue to Departments			
Departments	47	49	49



City of Buffalo  
Adopted Budget 2015-2016  
General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1059 URBAN AFFAIRS TOTAL</b>	<b>86,355.02</b>	<b>114,347.00</b>	<b>114,347.00</b>	<b>70,425.28</b>	<b>123,886.00</b>
<b>11159001 URBAN AFFAIRS PS</b>	<b>86,355.02</b>	<b>114,347.00</b>	<b>114,347.00</b>	<b>70,425.28</b>	<b>123,886.00</b>
411001 ANNUAL SALARY	85,955.02	114,347.00	114,347.00	70,025.28	123,486.00
414001 LONGEVITY	400.00	0.00	0.00	400.00	400.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	114,347.00	.00	123,486.00	7.99
	1000-11-1059-0000-1-00-0-40-411001-					
		DIRECTOR URBAN AFFAIRS ( I125)	1.00	71,452.00	71,452.00	
		INTERGOVERNMENTAL COORDINATOR - Schedule I	1.00	52,034.00	52,034.00	
		BUDGET CEILING:			114,347.00	
		TOTALS:	114,347.00	.00	123,486.00	7.99

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>COLLECTIONS</b>	<b>FUNCTION</b>	<b>1045</b>
APPROPRIATIONS	\$	326,275
FRINGES	\$	154,607
TOTAL APPROPRIATIONS	\$	<u>480,882</u>
REVENUE	\$	<u>158,150</u>
NET	\$	<u><u>(322,732)</u></u>

# DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

## Division of Collections

### Division #15-1045

#### Goals

1. Collection of outstanding monies owed to the City of Buffalo by various Departments and Divisions.
2. Centralized Bankruptcy and Court Order Accounts for all City of Buffalo Departments, Agencies and Authorities.
3. Centralized Collection of outstanding Accounts Receivables and abatement of uncollected.

#### Activities

1. Partnered with Collection Agency's to collect on outstanding debts to the City of Buffalo.
2. Abatement of Uncollected outstanding Accounts Receivable.
4. Debtor Clearances to include all department refunds of any monies.
4. Remit Final Notice to uncollected Accounts Receivable then forwarded to Collection Agency quarterly.

#### Work Program Statistics

	<u>Actual 2013-2014</u>	<u>Estimate 2014-2015</u>	<u>Estimate 2015-2016</u>
Bankruptcy Accounts	738	705	720
Court Order Accounts	513	712	610
Debtor Clearances	2,628	2,650	2,700
User Fee Properties Billed	79,936	78,961	78,900
User Fee Properties Filed for Foreclosure	3171	2,908	3,040
User Fee Payment Plans	1083	1,002	1,050
Accounts Receivable to Collection Agency	44	46	45
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	144,760	145,000	145,000
User Fee Returned Mail	4,345	4,500	4,500
Telephone Inquiries	38,000	38,000	38,000



City of Buffalo  
 Adopted Budget 2015-2016  
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1045 COLLECTIONS DIVISION TOTAL</b>	<b>310,025.28</b>	<b>302,789.21</b>	<b>307,647.06</b>	<b>261,638.65</b>	<b>326,275.00</b>
<b>11545001 COLLECTION DIV PS</b>	<b>246,966.90</b>	<b>251,289.21</b>	<b>251,289.21</b>	<b>210,849.51</b>	<b>274,850.00</b>
411001 ANNUAL SALARY	231,484.86	233,629.00	233,629.00	198,268.28	260,475.00
413001 OVERTIME	6,706.88	7,000.00	7,000.00	7,682.41	7,000.00
414001 LONGEVITY	5,760.00	6,225.00	6,225.00	3,475.00	5,175.00
414004 IN LIEU OF SUMMER HOURS	635.78	1,785.21	1,785.21	1,281.54	0.00
414007 PERFECT ATTENDANCE INCENTIVE	2,229.38	2,500.00	2,500.00	142.28	2,200.00
415002 CLOTHING ALLOWANCE	150.00	150.00	150.00	0.00	0.00
<b>11545005 COLLECTION DIV SP</b>	<b>445.57</b>	<b>550.00</b>	<b>550.00</b>	<b>468.79</b>	<b>475.00</b>
461001 OFFICE SUPPLIES	163.41	250.00	475.00	468.79	475.00
461002 CONTRACT VENDOR SUPPLIES	213.78	225.00	0.00	0.00	0.00
461201 CLOTHING & UNIFORMS	68.38	75.00	75.00	0.00	0.00
<b>11545006 COLLECTION DIV SV</b>	<b>62,612.81</b>	<b>50,950.00</b>	<b>55,807.85</b>	<b>50,320.35</b>	<b>50,950.00</b>
432003 LEGAL SERVICES	0.00	500.00	500.00	0.00	500.00
434003 COLLECTION AGENCY FEES	62,612.81	50,000.00	54,857.85	50,245.35	50,000.00
455000 PRINTING & BINDING	0.00	0.00	0.00	0.00	350.00
455100 INTERNAL PRINT SHOP	0.00	100.00	100.00	75.00	100.00
480000 OTHER SERVICES	0.00	350.00	350.00	0.00	0.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	233,629.00	.00	260,475.00	11.49
	1000-15-1045-0000-1-00-0-40-411001-	PARALEGAL ASSISTANT	1.00	52,659.00	52,659.00	
		A / 047 STEP 5				
		ASSISTANT COLLECTION OFFICER	1.00	49,822.00	49,822.00	
		A / 048 STEP 5				
		LABORER II	.00	34,139.00	.00	
		B025 / STEP 5				
		COLLECTION OFFICER	2.00	61,669.00	123,338.00	
		STEP 5 (A066)				
		JUNIOR COLLECTION OFFICER STEP 1	1.00	34,656.00	34,656.00	
		(A004)				
		BUDGET CEILING:			233,629.00	
		TOTALS:	233,629.00	.00	260,475.00	11.49

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>TREASURY</b>	<b>FUNCTION</b>	<b>1056</b>
APPROPRIATIONS	\$	970,486
FRINGES	\$	338,151
TOTAL APPROPRIATIONS	<u>\$</u>	<u>1,308,637</u>
REVENUE	\$	513,910
NET	<u>\$</u>	<u>(794,727)</u>

# DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury

Division #15-1056

## Goals

1. Centralize Cash Receipts to receive, receipt and deposit all monies timely and accurately
2. WEB payments &/or payments On-line of all Receivables
3. ACH payment acceptance of all receivables
4. Ability to schedule all payments on line

## Activities

1. Continuous cross training of Treasury and Collection Staff to promote efficiency and savings
2. Working with MIS, Tax Office and Munis Tyler Works for Direct Billing of Taxes & User Fee through the GL
3. Implemented alternate bidder process regarding IN Rem
4. Payroll now remitted sealed, many employees have direct deposit, encourage all to participate
5. Began ACH Transfers to replace manually cutting of the Clearing Checks

Division of Treasury

Work Program Statistics

	<b>Actual 2013-2014</b>	<b>Estimate 2014-2015</b>	<b>Estimate 2015-2016</b>
Lock Box Payments, Western Union, Escrow, PVB Collections	327,659	389,177	390,00
WEB Payments	234,950	237,177	240,000
ACH Payments	43,876	41,346	42,000
Tellers Payments Processed, Tow, Permits, and AR	567,066	613,904	615,000
In Rem Properties Auctioned	2399	2,146	3,200
User Fee Properties Potential Foreclosure	5337	5,744	5,400
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	520	520	520
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies, Foreign Fire	1592	1,523	1,500
Paychecks Issued	279,774	28,945	28,000
Paychecks Direct Deposits Advice Issued	35,624	37,460	38,000
E – Pay Checks began 2/9/10	10,770	14,535	15,000
Garnishees, Court Orders and Levy's	9,197	9,221	9,200
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	4,346	4,850	4,9000
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000



City of Buffalo  
 Adopted Budget 2015-2016  
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1056 TREASURY DIVISION ADMIN SERV TOTAL</b>	<b>946,819.56</b>	<b>985,992.96</b>	<b>987,354.24</b>	<b>924,128.55</b>	<b>970,486.00</b>
<b>11556001 TREASURY DIVISION PS</b>	<b>534,395.68</b>	<b>607,495.96</b>	<b>607,495.96</b>	<b>558,709.60</b>	<b>637,889.00</b>
411001 ANNUAL SALARY	478,670.53	549,123.00	549,123.00	499,697.06	582,639.00
413001 OVERTIME	42,621.80	42,000.00	42,000.00	46,623.70	42,000.00
413003 ACTING TIME	1,116.24	1,000.00	1,000.00	811.64	1,000.00
414001 LONGEVITY	6,050.00	8,225.00	8,225.00	6,731.25	8,550.00
414004 IN LIEU OF SUMMER HOURS	2,647.45	3,447.96	3,447.96	4,307.86	0.00
414007 PERFECT ATTENDANCE INCENTIVE	3,289.66	3,700.00	3,700.00	538.09	3,700.00
<b>11556005 TREASURY DIVISION SP</b>	<b>2,481.08</b>	<b>2,520.00</b>	<b>2,697.59</b>	<b>2,612.76</b>	<b>2,520.00</b>
461001 OFFICE SUPPLIES	994.33	1,000.00	1,096.09	1,011.26	2,520.00
461002 CONTRACT VENDOR SUPPLIES	1,486.75	1,520.00	1,601.50	1,601.50	0.00
<b>11556006 TREASURY DIVISION SV</b>	<b>408,420.05</b>	<b>375,977.00</b>	<b>377,160.69</b>	<b>362,806.19</b>	<b>330,077.00</b>
434002 CREDIT CARD & BANK CHARGES	406,131.03	370,900.00	371,920.33	357,720.83	325,000.00
443301 MACHINERY & EQUIP REPAIRS	156.00	0.00	0.00	0.00	0.00
443400 EQUIP MAINTENANCE CONTRACTS	1,345.00	4,177.00	4,177.00	4,177.00	4,177.00
455100 INTERNAL PRINT SHOP	15.00	200.00	190.00	35.00	200.00
456000 OTHER SERVICES	0.00	0.00	0.00	0.00	700.00
480000 OTHER SERVICES	773.02	700.00	873.36	873.36	0.00
<b>11556007 TREASURY DIVISION CO</b>	<b>1,522.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
474100 EQUIPMENT	1,522.75	0.00	0.00	0.00	0.00



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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	549,123.00	.00	582,639.00	6.10
	1000-15-1056-0000-1-00-0-40-411001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	96,302.00	96,302.00	
		ASSISTANT COLLECTION OFFICER STEP 4 (A048)	1.00	48,414.00	48,414.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step3 (A074)	1.00	62,977.00	62,977.00	
		TREASURY ADMINISTRATOR STEP5 (A060)	1.00	57,534.00	57,534.00	
		ASSISTANT COLLECTION OFFICER - STEP4 (A048)	1.00	48,414.00	48,414.00	
		ASST COLLECTION OFFICER STEP 5 (A048)	1.00	49,822.00	49,822.00	
		TELLER STEP 17 (A013)	2.00	41,529.00	83,058.00	
		TELLER STEP 12 (A013)	1.00	37,863.00	37,863.00	
		JR COLLECTION OFFICER STEP 17 (A004)	1.00	38,191.00	38,191.00	
		JUNIOR COLLECTION OFFICER STEP 5 (A004)	1.00	38,191.00	38,191.00	
		TREASURY ADMINISTRATOR STEP2 (A060)	1.00	51,873.00	51,873.00	
		Attrition	1.00	30,000.00	-30,000.00	
11556001411001	22222	TREASURY D/P ALLOW PS ANNL SAL	.00	.00	.00	.00
	1000-15-1056-0000-1-00-0-40-411001-22222					
		BUDGET CEILING:			549,123.00	
		TOTALS:	549,123.00	.00	582,639.00	6.10

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>PURCHASING</b>	<b>FUNCTION</b>	<b>1068</b>
APPROPRIATIONS	\$	625,447
FRINGES	\$	272,383
TOTAL APPROPRIATIONS	\$	<u>897,830</u>
REVENUE	\$	140,000
NET	\$	<u><u>(757,830)</u></u>

**DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY, & URBAN AFFAIRS**

**Division of Purchase**

**Division #17-1068**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. Administer all activities of the Division including establishing policy and procedure guidelines for Purchase.
2. Reports to the Department of Administrative, Finance, Policy, and Urban Affairs. Addresses inquiries from Executive, the Legislative and controlling bodies of government, as requested on all departmental matters.
3. Assists all City Departments and Agencies in developing specifications, preparing cost estimates, and timely acquisition of commodities.
4. Develops bid specifications, solicits bids, and determines lowest responsible bidder. When necessitated by law, advertises for formal bids, awards and prepares formal contract for encumbrances.
5. Manages vehicle inventory records, registrations, renewals, markings and policy, along with disposal of obsolete vehicles/equipment by means of scrap or auction.

**Work Program Statistics**

	<b><u>Actual</u></b> <b><u>2013-2014</u></b>	<b><u>Estimate</u></b> <b><u>2014-2015</u></b>	<b><u>Estimate</u></b> <b><u>2015-2016</u></b>
<b><u>Purchase</u></b>			
Personnel	9	9	9
Value of Purchase Orders Written	\$16,156,496	\$19,000,000	\$24,000,000
Purchase Orders Executed	3,507	3,600	3,650



City of Buffalo  
 Adopted Budget 2015-2016  
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1068 PURCHASING DIVISION TOTAL</b>	<b>480,173.54</b>	<b>535,047.00</b>	<b>541,497.00</b>	<b>489,888.47</b>	<b>625,447.00</b>
<b>11768001 PURCHASE PS</b>	<b>403,638.32</b>	<b>464,965.00</b>	<b>465,465.00</b>	<b>422,957.29</b>	<b>550,560.00</b>
411001 ANNUAL SALARY	383,775.32	439,619.00	439,619.00	402,146.32	525,616.00
413001 OVERTIME	10,998.53	11,000.00	11,000.00	13,251.22	14,000.00
413003 ACTING TIME	869.05	5,144.00	5,144.00	641.80	2,144.00
414001 LONGEVITY	5,500.00	5,500.00	5,500.00	5,500.00	5,900.00
414007 PERFECT ATTENDANCE INCENTIVE	1,982.42	3,000.00	3,000.00	292.95	2,200.00
415001 AUTOMOBILE ALLOWANCE	513.00	702.00	1,202.00	1,125.00	700.00
<b>11768004 PURCHASE TR</b>	<b>0.00</b>	<b>725.00</b>	<b>725.00</b>	<b>0.00</b>	<b>930.00</b>
458001 TRANSPORTATION	0.00	125.00	125.00	0.00	330.00
458002 MEALS & LODGING	0.00	300.00	300.00	0.00	300.00
458003 REGISTRATION & MEMBERSHIP FEES	0.00	300.00	300.00	0.00	300.00
<b>11768005 PURCHASE SP</b>	<b>1,497.28</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>1,224.35</b>	<b>1,500.00</b>
461001 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00
461002 CONTRACT VENDOR SUPPLIES	1,497.28	1,500.00	1,500.00	1,224.35	0.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	100.00	100.00	0.00	0.00
<b>11768006 PURCHASE SV</b>	<b>75,037.94</b>	<b>67,207.00</b>	<b>73,707.00</b>	<b>65,706.83</b>	<b>71,907.00</b>
452000 INSURANCE & SURETY BONDS	62,214.38	46,907.00	47,007.00	47,005.33	48,007.00
454000 ADVERTISING	12,633.56	18,000.00	25,000.00	18,696.00	22,000.00
455000 PRINTING & BINDING	0.00	1,400.00	800.00	0.00	1,000.00
455100 INTERNAL PRINT SHOP	190.00	900.00	900.00	5.50	900.00
<b>11768007 PURCHASE CO</b>	<b>0.00</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>550.00</b>
474100 EQUIPMENT	0.00	550.00	0.00	0.00	550.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	439,619.00	.00	525,616.00	19.56
1000-17-1068-0000-1-00-0-40-411001-		DIRECTOR OF PURCHASE (I045 )	1.00	86,508.00	86,508.00	
		ASSISTANT DIRECTOR OF PURCHASE (A86) @ STEP 5	1.00	74,557.00	74,557.00	
		LOCAL 650				
		JUNIOR BUYER - A045 @ STEP 4	1.00	46,794.00	46,794.00	
		LOCAL 650				
		SENIOR CLERK - A006 @ STEP 5	1.00	39,671.00	39,671.00	
		LOCAL 650				
		ACCOUNT CLERK - A005 @ STEP 3	1.00	37,255.00	37,255.00	
		LOCAL 650				
		BUYERS (A94)@ STEP 5	2.00	57,789.00	115,578.00	
		LOCAL 650				
		BUYER (A94) @ STEP 2	1.00	51,966.00	51,966.00	
		LOCAL 650				
		JUNIOR BUYER (A045)@STEP5	1.00	48,253.00	48,253.00	
		LOCAL 650				
		Buyer (A094) - Step 1	1.00	50,034.00	50,034.00	
		New position - deleted 1 Auto Inventory Clerk and 1 Seasonal Laborer in Inventory & Stores.				
		Attrition	1.00	25,000.00	-25,000.00	
		BUDGET CEILING:			439,619.00	
		TOTALS:	439,619.00	.00	525,616.00	19.56

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>INVENTORY &amp; STORES</b>	<b>FUNCTION</b>	<b>1081</b>
APPROPRIATIONS	\$	7,547,622
FRINGES	\$	424,814
TOTAL APPROPRIATIONS	\$	<u>7,972,436</u>
REVENUE	\$	300,500
NET	\$	<u><u>(7,671,936)</u></u>

**DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY, & URBAN AFFAIRS**

**Division of Inventory & Stores**

**Division # 17-1081**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. The Division of Inventory & Stores is a centralized division responsible for fuel and automotive parts stock room. Being centralized allows our division to work closely with Purchasing Division to secure pricing for fuel and parts in volume buying, while monitoring the usage and need of all departments. Creates a check and balance system between users being ordering department and our stock room. Monitoring is done to assure parts and fuel usage is within reason for all city fleet saving the taxpayers dollars.

**Work Statistics Program**

<b><u>Inventory &amp; Stores</u></b>	<b><u>Actual 2013-2014</u></b>	<b><u>Estimate 2014-2015</u></b>	<b><u>Estimate 2015-2016</u></b>
Personnel	16	15	15



City of Buffalo  
 Adopted Budget 2015-2016  
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1081 INVENTORY MANAGEMENT TOTAL</b>	<b>6,697,852.63</b>	<b>7,634,940.20</b>	<b>7,661,591.51</b>	<b>6,643,202.92</b>	<b>7,547,621.87</b>
<b>11781001 INVENTORY &amp; STORES PS</b>	<b>510,560.46</b>	<b>713,300.20</b>	<b>713,300.20</b>	<b>501,655.36</b>	<b>690,428.00</b>
411001 ANNUAL SALARY	365,574.55	549,010.00	549,010.00	351,344.85	552,143.00
412002 HOURLY SALARY	0.00	23,155.20	23,155.20	0.00	0.00
413001 OVERTIME	123,369.13	100,000.00	100,000.00	120,439.59	100,000.00
413002 HOLIDAY	5,069.62	18,000.00	18,000.00	14,332.18	18,000.00
413003 ACTING TIME	824.33	3,000.00	3,000.00	971.95	3,000.00
413004 SHIFT DIFFERENTIAL	2,047.20	3,300.00	3,300.00	1,767.45	3,300.00
414001 LONGEVITY	10,499.11	10,235.00	10,235.00	10,235.00	10,885.00
414004 IN LIEU OF SUMMER HOURS	1,424.26	3,200.00	3,200.00	1,568.83	0.00
414007 PERFECT ATTENDANCE INCENTIVE	852.26	2,200.00	2,200.00	95.51	2,200.00
415002 CLOTHING ALLOWANCE	900.00	1,200.00	1,200.00	900.00	900.00
<b>11781005 INVENTORY &amp; STORES SP</b>	<b>5,958,191.26</b>	<b>6,679,940.00</b>	<b>6,678,048.77</b>	<b>5,911,256.81</b>	<b>6,603,740.00</b>
461001 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,200.00
461002 CONTRACT VENDOR SUPPLIES	59.20	1,200.00	1,259.00	799.71	0.00
461105 JANITORIAL SUPPLIES	175.80	200.00	200.00	184.47	200.00
461201 CLOTHING & UNIFORMS	447.49	600.00	600.00	600.00	750.00
461400 POSTAGE	565,407.00	700,440.00	700,546.65	606,826.74	700,440.00
462600 GASOLINE AND LUBRICANTS	3,551,517.41	4,292,500.00	3,786,472.62	3,329,671.70	4,021,150.00
465001 AUTOMOTIVE SUPPLIES	1,521,915.42	1,375,000.00	1,778,970.50	1,642,798.57	1,550,000.00
465002 TIRES AND TUBES	318,668.94	310,000.00	410,000.00	330,375.62	330,000.00
<b>11781006 INVENTORY &amp; STORES SV</b>	<b>225,616.35</b>	<b>228,400.00</b>	<b>256,942.54</b>	<b>230,290.75</b>	<b>230,400.00</b>
443301 MACHINERY & EQUIP REPAIRS	22,590.58	20,000.00	33,000.00	24,550.71	22,000.00
443302 VEHICLE BODY REPAIRS	0.00	4,000.00	4,000.00	0.00	4,000.00
443400 EQUIP MAINTENANCE CONTRACTS	355.50	400.00	400.00	0.00	400.00
444201 RENTAL EQUIPMENT & VEHICLES	202,415.57	202,000.00	217,542.54	205,542.54	202,000.00
455100 INTERNAL PRINT SHOP	254.70	500.00	500.00	197.50	500.00
456000 OTHER SERVICES	0.00	0.00	0.00	0.00	1,500.00
480000 OTHER SERVICES	0.00	1,500.00	1,500.00	0.00	0.00
<b>11781007 INVENTORY &amp; STORES CO</b>	<b>3,484.56</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>0.00</b>	<b>23,053.87</b>
474100 EQUIPMENT	3,484.56	13,300.00	0.00	0.00	23,053.87
490000 FREEZE FUNDS	0.00	0.00	13,300.00	0.00	0.00



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CITY OF BUFFALO  
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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001411001		INV&ST PS ANNUAL SAL	549,010.00	.00	552,143.00	.57
	1000-17-1081-0000-1-00-0-40-411001-	SUPERINTENDENT AUTO SUPPLIES *A-063				
		(1 @ STEP 5)	1.00	59,926.00	59,926.00	
		LABORER II* B-025 (6 @ STEP #5)	6.00	34,139.00	204,834.00	
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	39,163.00	39,163.00	
		ASSOC. ACCOUNT-CLERK*TITLE A022 ( 1@ STEP #5)	1.00	44,972.00	44,972.00	
		AUTOMOTIVE INVENTORY CLERK'S (A017) 2@ STEP 4	2.00	41,885.00	83,770.00	
		ASSISTANT SUPERTINENDENT OF AUTOMOTIVE SUPPLIES A0027 1 @ STEP 2	1.00	42,396.00	42,396.00	
		AUTOMOTIVE INVENTORY CLERK'S (A017) 3@ STEP 1 (One existing position and Replaces two Laborer II)	2.00	38,541.00	77,082.00	
11781001411001	22222	INV&ST D/P ALLOW PS ANNUAL SAL	.00	.00	.00	.00
	1000-17-1081-0000-1-00-0-40-411001-22222					
		BUDGET CEILING:			549,010.00	
		TOTALS:	549,010.00	.00	552,143.00	.57

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**DEPARTMENT OF ADMINISTRATION, FINANCE,  
POLICY & URBAN AFFAIRS**

<b>PRINTSHOP</b>	<b>FUNCTION</b>	<b>1082</b>
APPROPRIATIONS	\$	332,627
FRINGES	\$	177,476
TOTAL APPROPRIATIONS	\$	<u>510,102</u>
REVENUE	\$	500
NET	\$	<u><u>(509,602)</u></u>

**DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY, & URBAN AFFAIRS**

**Division of Print Shop & Mailroom**

**Division #17-1082**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. Print Shop is centralized allowing cost savings of in-house printing, and volume mailing discounts, and stock of supplies where bulk purchasing is beneficial.

**Work Statistics Program**

	<b><u>Actual</u></b> <b><u>2013-2014</u></b>	<b><u>Estimate</u></b> <b><u>2014-2015</u></b>	<b><u>Estimate</u></b> <b><u>2015-2016</u></b>
Print Shop/Mailroom Personnel	6	7	7
Mailed Pieces	467,000	500,000	520,000
Printed Pieces	2,000,000	2,100,000	2,150,000



City of Buffalo  
Adopted Budget 2015-2016  
General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
<b>1082 PRINT SHOP TOTAL</b>	<b>267,417.15</b>	<b>337,951.00</b>	<b>338,188.00</b>	<b>267,130.62</b>	<b>332,626.50</b>
<b>11782001 PRINT SHOP PS</b>	<b>243,329.17</b>	<b>285,184.00</b>	<b>285,184.00</b>	<b>245,142.43</b>	<b>314,471.00</b>
411001 ANNUAL SALARY	237,834.13	276,349.00	276,349.00	240,014.72	305,436.00
413001 OVERTIME	186.05	2,200.00	2,200.00	2,136.01	2,000.00
413003 ACTING TIME	0.00	1,200.00	1,200.00	10.83	1,200.00
414001 LONGEVITY	2,685.00	3,085.00	3,085.00	2,685.00	3,485.00
414007 PERFECT ATTENDANCE INCENTIVE	2,473.99	2,200.00	2,200.00	145.87	2,200.00
415002 CLOTHING ALLOWANCE	150.00	150.00	150.00	150.00	150.00
<b>11782005 PRINT SHOP SP</b>	<b>2,222.22</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>2,791.33</b>	<b>3,257.50</b>
461001 OFFICE SUPPLIES	0.00	0.00	150.00	125.99	1,200.00
461002 CONTRACT VENDOR SUPPLIES	789.57	1,000.00	1,250.00	1,213.61	0.00
461105 JANITORIAL SUPPLIES	313.44	600.00	430.00	85.00	350.00
461201 CLOTHING & UNIFORMS	233.14	400.00	400.00	160.02	207.50
461400 POSTAGE	886.07	1,500.00	1,270.00	1,206.71	1,500.00
<b>11782006 PRINT SHOP SV</b>	<b>15,115.76</b>	<b>19,277.00</b>	<b>19,514.00</b>	<b>16,255.86</b>	<b>11,298.00</b>
443400 EQUIP MAINTENANCE CONTRACTS	14,404.76	18,329.00	18,329.00	15,307.86	10,350.00
444201 RENTAL EQUIPMENT & VEHICLES	711.00	948.00	1,185.00	948.00	948.00
<b>11782007 PRINT SHOP CO</b>	<b>6,750.00</b>	<b>29,990.00</b>	<b>29,990.00</b>	<b>2,941.00</b>	<b>3,600.00</b>
474100 EQUIPMENT	6,750.00	29,990.00	3,000.00	2,941.00	3,600.00
490000 FREEZE FUNDS	0.00	0.00	26,990.00	0.00	0.00

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CITY OF BUFFALO  
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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	276,349.00	.00	305,436.00	10.53
	1000-17-1082-0000-1-00-0-40-411001-					
		PRINT SHOP MAIL ROOM SUPERVISOR A062 (1 @ STEP 7)	1.00	58,627.00	58,627.00	
		LOCAL 650 CONTRACT				
		PRINT SHOP SUPERVISOR A053 (1 @ STEP 5)	1.00	55,972.00	55,972.00	
		LOCAL 650 CONTRACT				
		ACCOUNT CLERK A005 (1 @ STEP 6)	1.00	38,511.00	38,511.00	
		LOCAL 650 CONTRACT				
		MAIL AND SUPPLY CLERK A009 (1 @ STEP 3)	1.00	39,611.00	39,611.00	
		LOCAL 650 CONTRACT				
		LABORER II B025 (1 @ STEP 5)	1.00	34,139.00	34,139.00	
		LOCAL 264 CONTRACT				
		OFFSET PRESS OPERATOR A007 (1 @ STEP 7)	1.00	40,221.00	40,221.00	
		LOCAL 650 CONTRACT				
		MAIL AND SUPPLY CLERK A009 (1 @ STEP 1)	1.00	38,355.00	38,355.00	
		LOCAL 650 CONTRACT				
		BUDGET CEILING:			276,349.00	
		TOTALS:	276,349.00	.00	305,436.00	10.53

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