DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

ADMINISTRATIVE SERVICES — FUNCTION 1050

APPROPRIATIONS	$	776,292
FRINGES	$	327,211
TOTAL APPROPRIATIONS	$	1,103,503
REVENUE	$	-
NET	$	(1,103,503)

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

	Actual 2016-2017	Projection 2017-2018	Projection 2018-2019
Budget Totals	$447,359	$548,233	$776,292
Number of Salary Ordinance Amendments	20	20	15
Revenue Accounts estimated and reviewed	375	375	375
Number of City Department Budgets monitored	13	13	13
Number of City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	328	300	300
Number of Fund reallocations	270	260	255
Personal service-man years	6	6	9

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1050 DIV OF BUDGET & MGMT SERVICES TOTAL	**318,734.01**	**627,774.00**	**627,927.60**	**302,837.05**	**776,292.00**
11150001 DIV BUDGET & MGT SERV PS	**285,238.92**	**443,805.00**	**443,805.00**	**234,664.03**	**692,723.00**
411001 ANNUAL SALARY	278,450.21	431,605.00	431,605.00	230,155.51	680,598.00
413001 OVERTIME	3,693.40	7,500.00	7,500.00	2,701.92	7,500.00
414001 LONGEVITY	1,775.00	2,175.00	2,175.00	1,775.00	2,100.00
414007 PERFECT ATTENDANCE INCENTIVE	1,320.31	2,345.00	2,345.00	31.60	2,345.00
415001 AUTOMOBILE ALLOWANCE	0.00	180.00	180.00	0.00	180.00
11150004 DIV BUDGET & MGT SERV TR	**32,344.00**	**32,344.00**	**32,699.07**	**32,629.07**	**32,344.00**
458001 TRANSPORTATION	0.00	0.00	355.07	355.07	0.00
458003 REGISTRATION & MEMBERSHIP FEES	32,344.00	32,344.00	32,344.00	32,274.00	32,344.00
11150005 DIV BUDGET & MGT SERV SP	**342.88**	**475.00**	**475.00**	**315.40**	**475.00**
461001 OFFICE SUPPLIES	342.88	475.00	475.00	315.40	475.00
11150006 DIV BUDGET & MGT SERV SV	**808.21**	**151,150.00**	**150,948.53**	**35,228.55**	**50,750.00**
455100 INTERNAL PRINT SHOP	748.21	1,150.00	948.53	228.55	750.00
456000 OTHER SERVICES	60.00	150,000.00	150,000.00	35,000.00	50,000.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11150001411001	BUDGET	PS ANNUAL SAL	431,605.00	.00	680,598.00	57.69
1000-11-1050-0000-1-00-0-40-411001-						
		COMM ADMIN & FIN, POL& URB AFF	1.00	141,077.00	141,077.00	
		I130				
		SECRETARY COMM ADMIN & FINANCE	1.00	47,747.00	47,747.00	
		I009				
		PRINCIPAL MANAGEMENT ANALYST	1.00	91,946.00	91,946.00	
		A085 - STEP 5				
		DIRECTOR OF BUDGET, ADMIN & FINANCE	1.00	122,400.00	122,400.00	
		I153				
		SR SPECIAL ASSISTANT TO COMMISSIONER	1.00	57,800.00	57,800.00	
		I033				
		MANAGEMENT ANALYST	1.00	.00	.00	
		A067 - STEP 5				
		ASSOCIATE MANAGEMENT ANALYST	1.00	75,900.00	75,900.00	
		A084 - STEP 14				
		Director of Policy	1.00	108,118.00	108,118.00	
		Legislative Cpoordinator	1.00	55,219.00	55,219.00	
		DIRECTOR OF OPEN DATA	1.00	72,337.00	72,337.00	
		Attrition	1.00	91,946.00	-91,946.00	
		BUDGET CEILING:			431,605.00	
		TOTALS:	431,605.00	.00	680,598.00	57.69

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

URBAN AFFAIRS — FUNCTION 1059

APPROPRIATIONS	$	181,180
FRINGES	$	74,727
TOTAL APPROPRIATIONS	$	255,907
REVENUE	$	-
NET	$	(255,907)

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Urban Affairs
Division #11-1059

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

Work Program Statistics

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2018
Grant Applications Coordinated	25	27	27
Grant Applications Assisted	25	25	21
Grants Producing Revenue to Departments Departments	42	40	42

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1059 URBAN AFFAIRS TOTAL	**128,624.64**	**144,690.00**	**144,690.00**	**105,732.97**	**181,180.00**
11159001 URBAN AFFAIRS PS	**128,624.64**	**144,540.00**	**144,540.00**	**105,732.97**	**181,180.00**
411001 ANNUAL SALARY	128,224.64	144,140.00	144,140.00	105,332.97	180,455.00
414001 LONGEVITY	400.00	400.00	400.00	400.00	725.00
11159005 ADMIN & FINANCE URBAN AFFAIRS	**0.00**	**150.00**	**150.00**	**0.00**	**0.00**
461002 CONTRACT VENDOR SUPPLIES	0.00	150.00	150.00	0.00	0.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11159001	411001		URBAN AFFAIRS PS ANNUAL SAL	144,140.00	.00	180,455.00	25.19
	1000-11-1059-0000-1-00-0-40-411001-						
			DIRECTOR OF LEGISLATIVE AFFAIRS	1.00	108,118.00	108,118.00	
			LEGISLATIVE COORDINATOR	.00	.00	.00	
			I145				
			DIRECTOR OF URBAN AFFAIRS	1.00	72,337.00	72,337.00	
			BUDGET CEILING:			144,140.00	
			TOTALS:	144,140.00	.00	180,455.00	25.19

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

TREASURY	FUNCTION	1056
APPROPRIATIONS	$	1,017,223
FRINGES	$	247,268
TOTAL APPROPRIATIONS	$	1,264,491
REVENUE	$	553,670
NET	$	(710,821)

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury
Division #15-1056

Goals

1. To improve on centralizing cash receipts to receive, receipt and deposit all monies timely and accurately
2. To receive WEB payments and/or payments on-line of all receivables
3. To accept ACH payments for all receivables
4. To have the ability to schedule all payments on-line
5. To continue the City's push for "Going Green"
6. To include Parking Violations Bureau in the on-line Lockbox Imaging System
7. The installation of updated Security Camera System to protect integrity and safety of Department
8. To improve lighting in Room 114 for better work conditions in Room 114
9. To replace Endorsers in Room 114 to improve quality of work and integrity of payment proofs

Activities

1. Continuous cross training of Treasury and Collection Staff to promote efficiency and savings
2. Working with MIS, Tax Office and for direct billing of Taxes & User Fee through the General Ledger
3. To continue offering alternate bidder process regarding In Rem
4. Encouragement of City employees to utilize direct deposit. Payroll now remitted sealed
5. To continue centralization of cash receipts to receive, receipt and deposit all monies timely and accurately
6. Utilization of on-line Lockbox Imaging System
7. Continuous work with Buffalo Police Department regarding Gang Intel during In Rem Foreclosure sale through final payment date.
8. Assisting departments in efficiently billing and processing of payments
9. Constant customer service care for telephone inquiries as well as walk-in traffic

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury
Division #15-1056

Work Program Statistics

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Lock Box Payments, Western Union, Escrow, PVB Collections	526,195	551,075	552,000
WEB Payments	273,529	264,948	268,000
ACH Payments	30,477	35,400	37,000
Tellers Payments Processed, Tow, Permits, and AR	543,136	531,648	530,000
In Rem Properties Auctioned	1,722	1,371	1,500
User Fee Properties Potential Foreclosure	6,135	5,413	5,800
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	670	670	670
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies, Foreign Fire	2,188	2,170	2,100
Paychecks Issued	25,700	26,000	24,800
Paychecks Direct Deposits Advice Issued	40,500	41,000	42,500
E – Pay Checks began 2/9/10	11,000	11,500	12,100
Garnishees, Court Orders and Levy's	15,250	15,550	14,750
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	2,850	2,916	2,900
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1056 TREASURY DIVISION ADMIN SERV TOTAL	**1,032,611.24**	**1,156,452.00**	**1,174,953.56**	**797,067.07**	**1,017,223.00**
11556001 TREASURY DIVISION PS	**549,193.79**	**607,644.00**	**607,644.00**	**381,576.81**	**527,673.00**
411001 ANNUAL SALARY	493,411.20	551,569.00	551,569.00	341,678.12	470,878.00
413001 OVERTIME	36,980.67	39,000.00	35,000.00	29,326.88	37,000.00
413003 ACTING TIME	8,051.37	5,000.00	9,000.00	6,881.75	5,000.00
414001 LONGEVITY	6,921.00	6,375.00	6,375.00	3,625.00	7,350.00
414007 PERFECT ATTENDANCE INCENTIVE	3,083.29	4,900.00	4,900.00	65.06	6,645.00
414028 VACATION BUYOUT	746.26	800.00	800.00	0.00	800.00
11556005 TREASURY DIVISION SP	**1,316.98**	**1,340.00**	**1,840.00**	**1,705.40**	**1,500.00**
461001 OFFICE SUPPLIES	1,316.98	1,340.00	1,840.00	1,705.40	1,500.00
11556006 TREASURY DIVISION SV	**482,100.47**	**547,468.00**	**565,469.56**	**413,784.86**	**488,050.00**
434002 CREDIT CARD & BANK CHARGES	476,768.65	541,368.00	559,479.56	408,720.61	480,000.00
443301 MACHINERY & EQUIP REPAIRS	0.00	0.00	390.00	390.00	0.00
443400 EQUIP MAINTENANCE CONTRACTS	4,457.00	5,000.00	5,000.00	4,465.00	7,200.00
455100 INTERNAL PRINT SHOP	55.00	100.00	100.00	66.25	100.00
456000 OTHER SERVICES	819.82	1,000.00	500.00	143.00	750.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG OBJECT PROJ ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11556001411001 TREASURY PS ANNUAL SAL	551,569.00	.00	470,878.00	-14.63
1000-15-1056-0000-1-00-0-40-411001-				
DIRECTOR OF TREASURY/COLLECTION I138	1.00	108,108.00	108,108.00	
ASST. ADMIN OF TRESURY/COLLECTIONS (A074) STEP 13	1.00	65,030.00	65,030.00	
ASST.ADMIN OF TREASURY/COLLECTION (074) STEP 5	1.00	72,545.00	72,545.00	
ASST.COLLECTION OFFICER (A048) STEP 1	1.00	.00	.00	
TELLER (A013) STEP 12	1.00	40,181.00	40,181.00	
TELLER (A013) STEP 14	2.00	41,715.00	83,430.00	
JUNIOR COLLECTION OFFICER (A004) STEP 5	1.00	40,529.00	40,529.00	
JUNIOR COLLECTION OFFICER (A004) STEP 11	1.00	.00	.00	
TREASURY ADMINISTRATOR (A060) STEP 5	1.00	61,055.00	61,055.00	
TELLER (A013) STEP 12	1.00	.00	.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:			551,569.00	
TOTALS:	551,569.00	.00	470,878.00	-14.63

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

COLLECTIONS	FUNCTION	1045
APPROPRIATIONS	$	324,144
FRINGES	$	143,837
TOTAL APPROPRIATIONS	$	467,981
REVENUE	$	175,560
NET	$	(292,421)

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.
4. Work with various departments to increase timely payments of Accounts Receivables.

Activities

1. Partnered with Collection Agency to collect on outstanding debts to the City of Buffalo.
2. Abatement of Uncollected outstanding Accounts Receivable on an annual basis.
3. Debtor Clearances to include all department refunds of any monies.
4. Remit Final Notice to uncollected Accounts Receivables then forward to Collection Agency on a monthly basis.

Work Program Statistics

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Bankruptcy Accounts	706	690	700
Court Order Accounts	521	580	550
Debtor Clearances	1,920	2,034	1,980
User Fee Properties Billed	78,744	78,668	78,468
User Fee Properties Filed for Foreclosure	3,155	3,203	3,180
User Fee Payment Plans	848	858	850
Accounts Receivables to Collection Agency	75	500	150
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	148,000	149,000	149,000
User Fee Returned Mail	5,500	5,500	5,500
Telephone/Walk-In Inquiries	38,000	38,000	38,000
Housing Court Judgements to Collection Agency	191	206	200
Monthly Statements for Accounts Receivable Invoices	N/A	700	1,400

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1045 COLLECTIONS DIVISION TOTAL	**247,358.73**	**289,993.00**	**294,073.53**	**215,069.02**	**324,144.00**
11545001 COLLECTION DIV PS	**218,801.65**	**238,983.00**	**238,983.00**	**179,362.24**	**283,194.00**
411001 ANNUAL SALARY	208,189.92	225,058.00	225,058.00	169,115.30	271,469.00
413001 OVERTIME	3,236.62	4,500.00	4,500.00	4,451.96	4,500.00
413003 ACTING TIME	1,262.99	2,500.00	2,500.00	814.65	700.00
414001 LONGEVITY	3,800.00	4,125.00	4,125.00	4,925.00	4,525.00
414007 PERFECT ATTENDANCE INCENTIVE	2,312.12	2,800.00	2,800.00	55.33	2,000.00
11545005 COLLECTION DIV SP	**556.84**	**560.00**	**560.00**	**554.48**	**600.00**
461001 OFFICE SUPPLIES	556.84	560.00	560.00	554.48	600.00
11545006 COLLECTION DIV SV	**28,000.24**	**50,450.00**	**54,530.53**	**35,152.30**	**40,350.00**
432003 LEGAL SERVICES	0.00	250.00	250.00	0.00	250.00
434003 COLLECTION AGENCY FEES	28,000.24	50,000.00	54,080.53	35,138.50	40,000.00
455000 PRINTING & BINDING	0.00	100.00	100.00	0.00	100.00
455100 INTERNAL PRINT SHOP	0.00	100.00	100.00	13.80	0.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	225,058.00	.00	271,469.00	20.62
	1000-15-1045-0000-1-00-0-40-411001-					
		PARALEGAL ASSISTANT (A047) STEP 5	1.00	55,882.00	55,882.00	
		ASST. COLLECTION OFFICER (A048) STEP 5	1.00	52,871.00	52,871.00	
		JUNIOR COLLECTION OFFICER (A004) STEP 17	1.00	40,529.00	40,529.00	
		ASST. ADMIN OF TREASURY/COLLECTION (A074) STEP 4	.00	.00	.00	
		COLLECTION OFFICER (A066) STEP 1	1.00	56,744.00	56,744.00	
		COLLECTION OFFICER(A066) STEP 5	1.00	65,443.00	65,443.00	
		BUDGET CEILING:			225,058.00	
		TOTALS:	225,058.00	.00	271,469.00	20.62

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

PURCHASING FUNCTION 1068

APPROPRIATIONS	$	567,039
FRINGES	$	223,506
TOTAL APPROPRIATIONS	$	790,545
REVENUE	$	150,000
NET	$	(640,545)

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 Affair. 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

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Purchase			
Personnel	10	10	10
Value of Purchase Orders Written	$17,062,000	$20,000,000	$20,000,000
Purchase Orders Executed	6,114	6,000	6,000

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1068 PURCHASING DIVISION TOTAL	**538,438.85**	**648,071.00**	**638,130.86**	**428,629.76**	**567,039.00**
11768001 PURCHASE PS	**480,659.38**	**561,696.00**	**561,696.00**	**355,211.94**	**466,524.00**
411001 ANNUAL SALARY	456,929.74	505,966.00	505,966.00	327,947.80	436,824.00
413001 OVERTIME	13,480.69	14,280.00	14,280.00	11,733.43	14,000.00
413003 ACTING TIME	72.37	1,200.00	1,200.00	4,291.73	4,100.00
414001 LONGEVITY	6,300.00	7,350.00	7,350.00	2,963.15	6,700.00
414007 PERFECT ATTENDANCE INCENTIVE	2,992.78	2,500.00	2,500.00	64.87	3,500.00
414028 VACATION BUYOUT	0.00	29,000.00	29,000.00	7,418.96	0.00
415001 AUTOMOBILE ALLOWANCE	883.80	1,400.00	1,400.00	792.00	1,400.00
11768005 PURCHASE SP	**1,452.59**	**1,500.00**	**1,500.00**	**1,037.96**	**1,500.00**
461001 OFFICE SUPPLIES	1,452.59	1,500.00	1,500.00	1,037.96	1,500.00
11768006 PURCHASE SV	**56,132.88**	**84,875.00**	**74,934.86**	**72,379.86**	**98,215.00**
452000 INSURANCE & SURETY BONDS	45,764.38	57,325.00	53,895.91	53,890.91	83,895.00
454000 ADVERTISING	10,286.00	27,000.00	20,488.95	18,488.95	14,000.00
455000 PRINTING & BINDING	66.00	250.00	250.00	0.00	120.00
455100 INTERNAL PRINT SHOP	16.50	300.00	300.00	0.00	200.00
11768007 PURCHASE CO	**194.00**	**0.00**	**0.00**	**0.00**	**800.00**
474100 EQUIPMENT	194.00	0.00	0.00	0.00	800.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11768001	411001		PURCH PS ANNUAL SALARY	505,966.00	.00	436,824.00	-13.67
	1000-17-1068-0000-1-00-0-40-411001-						
			DIRECTOR OF PURCHASE (I045) EXEMPT	1.00	94,652.00	94,652.00	
			ASSISTANT DIRECTOR OF PURCHASE (A86) @ STEP 5	1.00	79,121.00	79,121.00	
			JUNIOR BUYERS (A045) AT STEP 12 LOCAL 650 SCHEDULE A-1	2.00	.00	.00	
			SENIOR CLERK (A006) 1 @ STEP 5	1.00	42,099.00	42,099.00	
			ASSOCIATE ACCOUNT CLERK A022 SCHEDULE A-1 STEP 12	1.00	42,488.00	42,488.00	
			BUYERS (A94) LOCAL 650 1 @ STEP 5 SCHEDULE A	1.00	61,326.00	61,326.00	
			BUYER (A94) LOCAL 650 2 @ STEP 15 PER SCHEDULE A-1	2.00	58,569.00	117,138.00	
			BUYERS (A94) LOCAL 650 1 @ STEP 11 SCHEDULE A-1 LOCAL 650 UNION	1.00	.00	.00	
			BUDGET CEILING:			505,966.00	
			TOTALS:	505,966.00	.00	436,824.00	-13.67

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

INVENTORY & STORES — FUNCTION 1081

APPROPRIATIONS	$	6,133,066
FRINGES	$	334,345
TOTAL APPROPRIATIONS	$	6,467,411
REVENUE	$	227,700
NET	$	(6,239,711)

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

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Inventory & Stores			
Personnel	13	13	13

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1081 INVENTORY MANAGEMENT TOTAL	**4,736,411.70**	**6,227,344.00**	**6,576,912.15**	**5,553,356.18**	**6,133,066.00**
11781001 INVENTORY & STORES PS	**587,928.86**	**643,769.00**	**643,769.00**	**450,179.46**	**636,521.00**
411001 ANNUAL SALARY	432,985.96	480,719.00	480,719.00	331,001.29	481,096.00
413001 OVERTIME	122,160.54	125,000.00	125,000.00	93,710.98	120,000.00
413002 HOLIDAY	16,646.08	20,000.00	20,000.00	13,921.69	20,000.00
413003 ACTING TIME	701.80	1,200.00	1,200.00	0.00	1,000.00
413004 SHIFT DIFFERENTIAL	4,686.92	4,500.00	4,500.00	3,278.60	4,500.00
414001 LONGEVITY	8,975.00	10,100.00	10,100.00	7,650.64	7,675.00
414007 PERFECT ATTENDANCE INCENTIVE	1,172.56	1,500.00	1,500.00	16.26	1,500.00
415002 CLOTHING ALLOWANCE	600.00	750.00	750.00	600.00	750.00
11781005 INVENTORY & STORES SP	**3,930,350.44**	**5,342,075.00**	**4,980,430.99**	**4,725,544.65**	**5,260,095.00**
461001 OFFICE SUPPLIES	907.34	1,000.00	1,000.00	706.37	1,000.00
461007 COMP & SOFTWARE (NON CAPITAL)	0.00	0.00	1,565.00	1,565.00	0.00
461105 JANITORIAL SUPPLIES	0.00	200.00	373.40	231.90	200.00
461201 CLOTHING & UNIFORMS	299.66	375.00	375.00	375.00	375.00
461400 POSTAGE	498,457.36	605,500.00	652,532.41	574,780.83	735,520.00
462600 GASOLINE AND LUBRICANTS	1,732,000.76	2,730,000.00	2,411,754.70	2,411,042.83	2,600,000.00
465001 AUTOMOTIVE SUPPLIES	1,377,973.69	1,675,000.00	1,666,882.33	1,591,275.86	1,600,000.00
465002 TIRES AND TUBES	320,711.63	330,000.00	245,948.15	145,566.86	323,000.00
11781006 INVENTORY & STORES SV	**202,527.32**	**239,500.00**	**838,640.16**	**265,560.07**	**224,500.00**
443301 MACHINERY & EQUIP REPAIRS	31,362.11	25,000.00	38,894.01	25,955.76	25,000.00
443302 VEHICLE BODY REPAIRS	-144.00	4,000.00	4,000.00	0.00	2,000.00
443400 EQUIP MAINTENANCE CONTRACTS	195.00	400.00	400.00	0.00	0.00
444201 RENTAL EQUIPMENT & VEHICLES	164,215.51	202,000.00	241,279.31	230,383.31	190,000.00
455100 INTERNAL PRINT SHOP	0.00	500.00	500.00	20.00	0.00
456000 OTHER SERVICES	6,898.70	7,600.00	9,301.00	9,201.00	7,500.00
490000 FREEZE FUNDS	0.00	0.00	544,265.84	0.00	0.00
11781007 INVENTORY & STORES CO	**15,605.08**	**2,000.00**	**114,072.00**	**112,072.00**	**11,950.00**
474100 EQUIPMENT	15,605.08	2,000.00	113,322.00	112,072.00	11,950.00
490000 FREEZE FUNDS	0.00	0.00	750.00	0.00	0.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG OBJECT PROJ ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11781001411001 INV&ST PS ANNUAL SAL	480,719.00	.00	481,096.00	.08
1000-17-1081-0000-1-00-0-40-411001-				
SUPERINTENDENT AUTO SUPPLIES LOCAL 650 (A063) 1@ STEP 5	1.00	63,594.00	63,594.00	
LABORER II LOCAL 264 (B025) 5 @ STEP 5 SCHEDULE B	5.00	40,391.00	201,955.00	
STOCK CLERK (A005) LOCAL 650 1 @ STEP 12 SCHEDULE A-1	1.00	38,235.00	38,235.00	
ACCOUNT CLERK TYPIST A005 SCHEDULE A-1 STEP 11	1.00	.00	.00	
AUTOMOTIVE INVENTORY CLERKS (A017) LOCAL 650 1 @ STEP 11 SCHEDULE A-1	1.00	.00	.00	
AUTOMOTIVE INVENTORY CLERK (A017) LOCAL 650 1 @ STEP 17 SCHEDULE A-1	1.00	45,571.00	45,571.00	
ASSISTANT SUPERTINENDENT OF AUTOMOTIVE SUPPLIES (A027) LOCAL 650 1 @ STEP 16 SCHEDULE A-1	1.00	48,385.00	48,385.00	
AUTO INVENTORY CLERK SCHEDULE A-1 A017 STEP 12 LOCAL 650 UNION	2.00	41,678.00	83,356.00	
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:			480,719.00	
TOTALS:	480,719.00	.00	481,096.00	.08

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DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

PRINTSHOP — FUNCTION 1082

APPROPRIATIONS	$	318,553
FRINGES	$	162,240
TOTAL APPROPRIATIONS	$	480,793
REVENUE	$	-
NET	$	(480,793)

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

	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Print Shop/Mailroom Personnel	7	7	7
Mailed Pieces	550,000	600,000	650,000
Printed Pieces	2,150,000	2,200,000	2,250,000

City of Buffalo
Recommended Budget 2018-2019
General Fund

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1082 PRINT SHOP TOTAL	**343,062.44**	**384,446.00**	**386,046.00**	**228,165.47**	**318,553.00**
11782001 PRINT SHOP PS	**329,374.82**	**333,437.00**	**333,437.00**	**185,478.10**	**291,763.00**
411001 ANNUAL SALARY	318,039.44	323,937.00	323,937.00	177,891.04	286,513.00
413001 OVERTIME	5,899.69	2,000.00	2,000.00	0.00	0.00
413002 HOLIDAY	343.08	0.00	0.00	0.00	0.00
413003 ACTING TIME	0.00	500.00	500.00	95.18	500.00
413004 SHIFT DIFFERENTIAL	94.60	0.00	0.00	0.00	0.00
414001 LONGEVITY	3,225.00	4,350.00	4,350.00	1,275.07	2,250.00
414007 PERFECT ATTENDANCE INCENTIVE	1,623.01	2,500.00	2,500.00	38.81	2,500.00
414028 VACATION BUYOUT	0.00	0.00	0.00	6,178.00	0.00
415002 CLOTHING ALLOWANCE	150.00	150.00	150.00	0.00	0.00
11782005 PRINT SHOP SP	**1,796.21**	**3,085.00**	**3,085.00**	**2,449.44**	**1,510.00**
461001 OFFICE SUPPLIES	494.51	750.00	1,925.00	1,809.82	750.00
461105 JANITORIAL SUPPLIES	62.78	400.00	400.00	27.42	400.00
461201 CLOTHING & UNIFORMS	173.20	435.00	435.00	287.20	360.00
461400 POSTAGE	1,065.72	1,500.00	325.00	325.00	0.00
11782006 PRINT SHOP SV	**11,287.89**	**19,924.00**	**21,524.00**	**20,150.32**	**20,780.00**
443301 MACHINERY & EQUIP REPAIRS	708.49	1,000.00	1,000.00	0.00	500.00
443400 EQUIP MAINTENANCE CONTRACTS	9,760.40	18,000.00	19,600.00	19,565.32	19,500.00
444201 RENTAL EQUIPMENT & VEHICLES	819.00	924.00	924.00	585.00	780.00
11782007 PRINT SHOP CO	**603.52**	**28,000.00**	**28,000.00**	**20,087.61**	**4,500.00**
474100 EQUIPMENT	603.52	28,000.00	20,087.61	20,087.61	4,500.00
490000 FREEZE FUNDS	0.00	0.00	7,912.39	0.00	0.00

CITY OF BUFFALO

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	323,937.00	.00	286,513.00	-11.55
	1000-17-1082-0000-1-00-0-40-411001-					
		PRINT SHOP MAIL ROOM SUPERVISOR A062 (1 @ STEP 17) LOCAL 650 CONTRACT	1.00	62,216.00	62,216.00	
		ASSISTANT SUPERVISOR/GRAPHIC DESIGNER (1 @ STEP 13) LOCAL 650 CONTRACT	1.00	53,910.00	53,910.00	
		ACCOUNT CLERK A005 (1 @ STEP 17) LOCAL 650 CONTRACT	1.00	41,560.00	41,560.00	
		SENIOR MAIL AND SUPPLY CLERK A022 (1 @ STEP 15) LOCAL 650 CONTRACT	1.00	.00	.00	
		STOCK CLERK A005 (1 @ STEP 12) LOCAL 650 CONTRACT	1.00	.00	.00	
		SENIOR OFFSET PRESS OPERATOR A028 (1 @ STEP 11) LOCAL 650 CONTRACT	1.00	.00	.00	
		ASSOCIATE ACCOUNT CLERK A022 (1 @ STEP 11) LOCAL 650 CONTRACT	1.00	41,441.00	41,441.00	
		Attrition	1.00	.00	.00	
		MAIL AND SUPPLY CLERK A009 (1 @ STEP 17) LOCAL 650 CONTRACT	1.00	44,699.00	44,699.00	
		OFFSET PRESS OPERATOR A007 (1 @ STEP 17) LOCAL 650 CONTRACT	1.00	42,687.00	42,687.00	
		BUDGET CEILING:			323,937.00	
		TOTALS:	323,937.00	.00	286,513.00	-11.55

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