

**DEPARTMENT OF PUBLIC WORKS, PARKS & STREETS**

<b>PUBLIC WORKS GENERAL OFFICE</b>	<b>FUNCTION</b>	<b>1090</b>
APPROPRIATIONS	\$	325,869
FRINGES	\$	156,170
TOTAL APPROPRIATIONS	\$	<u>482,039</u>
REVENUE	\$	-
NET	\$	<u><u>(482,039)</u></u>



City of Buffalo  
 Adopted Budget 2018-2019  
 General Fund

2016-2017  
Actual Amount

2017-2018  
Adopted  
Budget

2017-2018  
Revised Budget

2017-2018  
Year To Date  
6/7/2018

2018-2019  
Adopted  
Budget

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 6/7/2018	2018-2019 Adopted Budget
<b>1090 PUBLIC WORKS GENERAL OFFICE TOTAL</b>	<b>324,847.46</b>	<b>338,367.00</b>	<b>338,567.00</b>	<b>298,787.97</b>	<b>325,869.00</b>
<b>13090001 PUBLIC WORKS GENERAL OFFICE PS</b>	<b>324,547.89</b>	<b>338,067.00</b>	<b>338,067.00</b>	<b>298,288.21</b>	<b>325,369.00</b>
411001 ANNUAL SALARY	322,772.89	336,092.00	336,092.00	296,513.21	323,394.00
414001 LONGEVITY	1,775.00	1,775.00	1,775.00	1,775.00	1,775.00
414007 PERFECT ATTENDANCE INCENTIVE	0.00	200.00	200.00	0.00	200.00
<b>13090005 PUBLIC WORKS GENERAL OFFICE SP</b>	<b>299.57</b>	<b>300.00</b>	<b>150.00</b>	<b>149.76</b>	<b>300.00</b>
461001 OFFICE SUPPLIES	299.57	300.00	150.00	149.76	300.00
<b>13090006 PUBLIC WORKS GENERAL OFFICE SV</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>	<b>350.00</b>	<b>200.00</b>
455100 INTERNAL PRINT SHOP	0.00	0.00	350.00	350.00	200.00

BUDGET PROJECTION 21819 CITY OF BUFFALO ANNUAL BUDGET 2018-2019

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
13090001411001		PWGENOF PS ANNUAL SAL	336,092.00	.00	323,394.00	-3.78
	1000-30-1090-0000-1-00-0-40-411001-	ASSOCIATE ACCOUNT CLERK	1.00	46,679.00	46,679.00	
		A022				
		STEP 16				
		DIRECTOR SPECIAL EVENTS	.00	.00	.00	
		I157				
		Coordinator of Special Events - Parks	1.00	51,350.00	51,350.00	
		Coordinator of Special Events - Streets & Public Places	1.00	54,101.00	54,101.00	
		ASST FOR EXTERNAL AFFAIRS	1.00	52,408.00	52,408.00	
		I163				
		SPECIAL ASST. TO COMMISSIONER	.00	.00	.00	
		COMMISS PUB WORKS, PARKS, STREET	1.00	118,856.00	118,856.00	
		I065				
		BUDGET CEILING:			336,092.00	
		TOTALS:	336,092.00	.00	323,394.00	-3.78

\*\* END OF REPORT - Generated by nosworthy,raymour \*\*

## DEPARTMENT OF PUBLIC WORKS, PARKS & STREETS

### ENGINEERING ADMINISTRATIVE SERVICES

### FUNCTION

### 1200

APPROPRIATIONS  
FRINGES  
TOTAL APPROPRIATIONS  
REVENUE  
NET

\$	454,692
\$	215,246
\$	<u>669,938</u>
\$	2,273,500
\$	<u><u>1,603,562</u></u>

# **DEPARTMENT OF PUBLIC WORKS, PARKS, STREETS**

**Division of Engineering  
Administrative Services  
Division #31-1200**

## **Goals**

1. To provide efficient administrative and clerical support for all Department operations.

## **Activities**

1. Coordinates preparation of O&M and Capital Expenditures Budget for the Department.
2. Prepares reallocations of funds for the Department.
3. Maintains records for O&M accounts, Bond Funds, Block Grants and EDA accounts.
4. Prepares statements of accounts on a monthly basis for each function.
5. Orders and distributes office supplies to all functions.
6. Supervises the maintenance of contracts of office equipment.
7. Prepares contract documents and processes same through Department of Law, Audit and Accounting.
8. Maintains a contract ledger and prepares monthly and quarterly contract compliance reports.
9. Maintains a file on all insurance and processes the renewal of same for the Department.
10. Reviews and codes all requisition requests for supplies, materials and services and prepares purchase requisitions, vouchers and departmental orders.
11. Compiles monthly Summary of Register of Revenues.
12. Maintains and disburses Petty Cash Funds and prepares Summary of Transactions.
13. Conducts all aspects of the personnel function for the Department to include: Personnel Requisitions, certifications, interviews, Letters of Nomination, Certificates of Appointment and requests for extensions.
14. Maintains all phases of payroll to include Sick Leave, Personal Leave, Vacations, BC/BS, life insurance time reports, register of salaries and payroll change notices.