



DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

• • •

BUDGET & MANAGEMENT

Division #11-1050

• • •

URBAN AFFAIRS

Division #11-1059

• • •

TREASURY

Division #15-1056

• • •

COLLECTIONS

Division #15-1045

• • •

PURCHASE

Division #17-1068

• • •

INVENTORY & STORES

Division #17-1081

• • •

PRINT SHOP & MAILROOM

Division #17-1082

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of the Budget
Division #11-1050

Goals

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

Activities

1. Gather data to prepare and administer the annual recommended and adopted City Budgets.
2. Act as a liaison between the Buffalo Financial Stability Authority (Control Board) and the City.
3. Represent the Mayor in fiscal matters related to the City with local, state and federal governments.
4. Monitor expenditures and revenues projected in the budget.
5. Prepare reallocations within budget functions.
6. Keep abreast of state and federal regulations effecting City finances.
7. Monitor the procedure for completion of Personnel Requisitions (PR) prior to submission to Civil Service.
8. Prepare Certificates of Necessity, Transfers 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 Buffalo Fiscal Stability Authority.

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimated 2020-2021
Budget Totals	\$625,437	\$751,969	\$1,157,299
Salary Ordinance Amendments	11	25	15
Revenue Accounts estimated and reviewed	375	375	375
City Department Budgets monitored	13	13	13
City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	310	285	285
Fund reallocations	260	250	250
Personal service-man years	7	10	10



City of Buffalo
 Adopted Budget 2020-2021
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1050 DIV OF BUDGET & MGMT SERVICES TOTAL	625,438	975,719	975,876	779,710	920,490
11150001 DIV BUDGET & MGT SERV PS	589,278	892,625	892,625	701,309	837,146
411001 ANNUAL SALARY	581,281	879,775	879,775	693,757	824,571
413001 OVERTIME	4,049	7,500	7,500	4,427	6,000
414001 LONGEVITY	2,500	2,825	2,825	3,125	4,050
414007 PERFECT ATTENDANCE INCENTIVE	1,448	2,345	2,345	-	2,345
415001 AUTOMOBILE ALLOWANCE	-	180	180	-	180
11150004 DIV BUDGET & MGT SERV TR	32,274	32,344	32,344	32,274	32,344
458003 REGISTRATION & MEMBERSHIP FEES	32,274	32,344	32,344	32,274	32,344
11150005 DIV BUDGET & MGT SERV SP	643	-	-	-	-
461001 OFFICE SUPPLIES	643	-	-	-	-
11150006 DIV BUDGET & MGT SERV SV	3,242	50,750	50,907	46,127	51,000
455100 INTERNAL PRINT SHOP	933	750	907	462	1,000
456000 OTHER SERVICES	2,309	50,000	50,000	45,664	50,000



City of Buffalo
Adopted Budget 2020-2021
General Fund

Budget & Management
11150001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Associate Management Analyst	16	A084	1	\$ 83,392	\$ 83,392
Comm Admin, Finance, Policy & Urban Affairs	5	I130	1	143,899	143,899
Deputy Finance Officer	5	I153	1	124,848	124,848
Director of Administration & Finance	5	I153	1	124,848	124,848
Director of Open Data	5	I173	1	77,599	77,599
Director of Policy & Administration	5	I172	1	110,280	110,280
Inclusionary Compliance Officer	17	A062	1	63,460	63,460
Legislative Coordinator	5	I145	1	56,325	56,325
Principal Management Analyst	5	A085	1	95,660	95,660
Secretary to Commissioner of Admin & Finance	5	I009	-	43,702	-
Senior Special Assistant	5	I033	1	64,260	64,260
Attrition					(120,000)
Total			10		\$ 824,571

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Urban Affairs
Division #11-1059

Work Plan

The Division of Urban Affairs oversees the work of the grants management team for the City of Buffalo. This year, it helped procure almost \$5 million in state and federal grant funding for the City, which included a \$10.6 million SAFER grant that will support Buffalo Fire Department hiring and staffing levels over a three-year period. The Division also led the effort to secure a Climate Smart Community Bronze Level certification from the State, which resulted in securing an \$80,000 planning grant and makes Buffalo eligible for additional environmental funding in future years.

The Division worked closely with the Department of Permits and Inspections, the Office of Strategic Planning and the Division of Citizen Services to secure almost \$1 million from the Cities Rise initiative. This competitive grant funding will be used to enhance the City's neighborhood restoration efforts in targeted communities and update City systems to take advantage of the latest technology solutions to achieve greater efficiencies in data sharing and planning between Departments. While Buffalo did not receive a BUILD grant to help fund the continuation of the Cars Sharing Main project, it intends to apply again and will use the information gathered during the previous application process to promote the long-term economic benefit this project will have on the City to other funders.

The Division will continue to seek other funding opportunities, even during these constrained fiscal times by working with our federal and philanthropic partners. It will also help identify new possibilities for identifying efficiencies to save costs when those opportunities become available.

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.
4. To identify opportunities to implement best practices in various operations of City governments.
5. Showcase the City's best practices.

Activities

1. Monitor grant applications for funding from federal, state and foundation sources to address both immediate and long-term needs.
2. Identify grant opportunities and notify Departments of potential funding sources.
3. Track grant applications and awards through the implementation of a new grants management system and protocol being used departmentwide.
4. Issue summary reports of grants under management.

DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY & URBAN AFFAIRS

Division of Urban Affairs
Division #11-1059

5. Provide grant management consultation and assistance to Departments.
6. Assemble the City's legislative agenda and monitor state and federal legislative developments.
7. Research best practices for municipal projects and successfully completed Cities Rise training.
8. Apply for award recognition for the City.



City of Buffalo
Adopted Budget 2020-2021
General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1059 URBAN AFFAIRS TOTAL	140,700	181,580	181,580	165,409	186,114
11159001 URBAN AFFAIRS PS	140,700	181,580	181,580	165,409	186,114
411001 ANNUAL SALARY	139,975	180,455	180,455	164,684	184,064
414001 LONGEVITY	725	1,125	1,125	725	2,050



City of Buffalo
Adopted Budget 2020-2021
General Fund

Urban Affairs
11159001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Director of Policy & Legislative Affairs	5	1172	1	\$ 110,280	\$ 110,280
Director of Urban Affairs	5	1184	1	73,784	73,784
Total			2		\$ 184,064

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury
Division #15-1056

Mission

To receive, receipt, and deposit all monies for constituents and Departments in the City with courtesy, efficiency, effectiveness and accuracy.

Goals/Activities

1. Scanning and saving various reports versus printing them: Going green.
2. Updating teller stations with new equipment, including endorsers and adding machines, to improve service, accuracy and documentation.
3. Working with MIS to finalize newly obtained payment portal, which will include accepting credit/debit cards at teller stations for efficiency and generating more point-of-sale and online revenue.
4. Working with MIS to create a more efficient teller/cashier system.
5. Continuing the centralization of cash receipts from all internal City Departments.
6. Improving customer experience by providing more information to educate the public.

DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY & URBAN AFFAIRS

Division of Treasury
Division #15-1056

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Western Union, Lock Box, Escrow, Bankruptcy Payments, PVB Collections	\$240,985	\$312,628	\$406,416
Web Payments	\$299,268	\$175,424	\$103,500
ACH Payments	\$27,538	\$2,952	\$325
Point & Pay, Web and IVR (start date 07/01/2019)	\$-	\$184,518	\$259,070
Tellers' Payments Processed (including Tows, Permits, TVA and A/R)	\$499,993	\$474,138	\$500,000
In Rem Properties Auctioned	611	600	600
Maintenance and Reconciliation of Web, Clearing and Trust in Agency Accounts	624	624	624
Service Orders for T&A Accounts (including User Fee, In Rem, Foreign Fire and Office Supplies)	3,716	2,609	1,852
Paychecks Issued	18,694	21,209	23,966
Advices Issued	38,870	29,075	21,806
E-Pay Checks	23,114	19,429	16,515
Garnishee and Court Order Accounts Opened	2,973	2,355	2,810
Returned Items, Credit Card Reversals, ACH Reversals, Adjusting Batches	2,591	3,388	4,404
Incoming Telephone Calls, Walk-In Inquiries, Customer Copies	17,644	11,450	12,500



City of Buffalo
 Adopted Budget 2020-2021
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1056 TREASURY DIVISION ADMIN SERV TOTAL	1,177,514	952,425	998,402	855,374	948,307
11556001 TREASURY DIVISION PS	587,351	671,525	671,525	611,149	691,880
411001 ANNUAL SALARY	536,657	609,475	609,475	571,015	633,805
413001 OVERTIME	35,115	40,000	40,000	27,045	35,000
413003 ACTING TIME	5,203	7,000	7,000	5,164	6,000
414001 LONGEVITY	7,025	7,750	7,750	7,925	9,775
414007 PERFECT ATTENDANCE INCENTIVE	3,351	6,500	6,500	-	6,500
414028 VACATION BUYOUT	-	800	800	-	800
11556005 TREASURY DIVISION SP	4,187	-	-	-	-
461001 OFFICE SUPPLIES	4,187	-	-	-	-
11556006 TREASURY DIVISION SV	585,976	276,850	326,877	244,225	256,427
434002 CREDIT CARD & BANK CHARGES	579,146	270,000	244,825	237,769	250,000
443301 MACHINERY & EQUIP REPAIRS	1,286	1,000	1,191	1,191	1,000
443400 EQUIP MAINTENANCE CONTRACTS	4,529	5,000	5,000	4,577	4,577
455100 INTERNAL PRINT SHOP	55	100	100	91	100
456000 OTHER SERVICES	960	750	750	597	750
490000 FREEZE FUNDS	-	-	75,011	-	-
11556007 TREASURY DIVISION CO	-	4,050	-	-	-
474100 EQUIPMENT	-	4,050	-	-	-



City of Buffalo
Adopted Budget 2020-2021
General Fund

Treasury
11556001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Administrator of Treasury & Collections	5	A074	2	\$ 75,475	\$ 150,950
Assistant Collections Officer	2	A048	1	50,402	50,402
Director of the Treasury & Collections	5	I138	1	110,270	110,270
Junior Collection Officer	13	A004	1	39,565	39,565
Junior Collection Officer	5	A004	1	42,166	42,166
Teller	17	A013	2	45,851	91,702
Teller	13	A013	2	42,614	85,228
Treasury Administrator	5	A060	1	63,522	63,522
Total			11		\$ 633,805

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

Division of Collections
Division #15-1045

Mission

To oversee and assist specific City Departments with the collection and payment of outstanding invoices.

Goals/Activities

1. Scanning and saving various reports versus printing them—ongoing.
2. Adding Housing Court Judgments to Tax bills—2021.
3. Providing appropriate City Departments with monthly collection reports—2020.
4. Working with MIS to allow online payments of all outstanding invoiced accounts—2023.
5. Improving customer experience by providing more information to educate the public—ongoing.

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Bankruptcy Accounts	811	728	770
Court Orders Accounts	534	487	510
Payment Plans	500	470	490
User Fee Properties Filed for Foreclosure	2,499	3,515	2,500
A/Rs to Collection Agency	120	150	130
Housing Court Judgments Referred to Collection Agency	229	230	230
Monthly Statements for A/Rs	1,321	1,247	1,290
Incoming Telephone Calls and Walk-In Inquiries	10,303	10,064	10,000
User Fee Returned Mail and Lock Box Kickouts Processed	125,840	127,814	130,125



City of Buffalo
 Adopted Budget 2020-2021
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1045 COLLECTIONS DIVISION TOTAL	319,763	361,469	315,508	258,155	345,816
11545001 COLLECTION DIV PS	276,303	285,019	285,019	238,711	297,366
411001 ANNUAL SALARY	268,301	273,669	273,669	231,681	283,641
413001 OVERTIME	1,254	3,000	1,000	176	1,000
413003 ACTING TIME	220	1,000	3,000	1,429	3,000
414001 LONGEVITY	4,525	4,850	4,850	5,425	5,725
414007 PERFECT ATTENDANCE INCENTIVE	2,003	2,500	2,500	-	4,000
11545005 COLLECTION DIV SP	567	-	-	-	-
461001 OFFICE SUPPLIES	567	-	-	-	-
11545006 COLLECTION DIV SV	42,893	76,450	26,439	19,444	48,450
432003 LEGAL SERVICES	-	250	-	-	250
434003 COLLECTION AGENCY FEES	42,893	50,000	19,814	19,344	48,000
455000 PRINTING & BINDING	-	100	100	100	100
455100 INTERNAL PRINT SHOP	-	100	25	-	100
456000 OTHER SERVICES	-	26,000	6,500	-	-
11545007 COLLECTION DIV CO	-	-	4,050	-	-
490000 FREEZE FUNDS	-	-	4,050	-	-



City of Buffalo
Adopted Budget 2020-2021
General Fund

Collections
11545001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Collections Officer	5	A048	1	\$ 55,007	\$ 55,007
Collections Officer	14	A066	1	63,492	63,492
Collections Officer	5	A066	1	68,087	68,087
Junior Collections Officer	12	A004	1	38,915	38,915
Paralegal Assistant	5	A047	1	58,140	58,140
Total			5		\$ 283,641

DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY & URBAN AFFAIRS

Division of Purchase
Division #17-1068

Mission Statement

To procure goods and services at the best value to the taxpayers of the City in compliance with New York State Finance laws.

Administrative

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost-effective manner.
2. Ensure 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.

Goal

To implement inventory management system for automotive stockrooms

Activities

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

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Personnel	9	8	8
Value of Purchase Orders Written	\$19,682,433	\$20,200,000	\$20,750,000
Purchase Orders Executed	7,234	7,500	7,800



City of Buffalo
 Adopted Budget 2020-2021
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1068 PURCHASING DIVISION TOTAL	430,295	573,438	573,470	451,462	597,752
11768001 PURCHASE PS	339,414	482,588	482,588	363,403	501,352
411001 ANNUAL SALARY	327,013	462,288	462,288	349,242	476,402
413001 OVERTIME	1,870	10,000	10,000	6,312	8,000
413003 ACTING TIME	3,688	4,100	4,100	1,387	4,100
414001 LONGEVITY	3,300	3,700	3,700	4,925	6,850
414007 PERFECT ATTENDANCE INCENTIVE	1,888	1,500	1,500	-	3,000
414028 VACATION BUYOUT	1,304	-	-	1,330	2,000
415001 AUTOMOBILE ALLOWANCE	351	1,000	1,000	207	1,000
11768004 PURCHASE TR	-	-	-	-	2,150
458001 TRANSPORTATION	-	-	-	-	550
458002 MEALS & LODGING	-	-	-	-	700
458003 REGISTRATION & MEMBERSHIP FEES	-	-	-	-	900
11768005 PURCHASE SP	1,808	-	132	32	-
461001 OFFICE SUPPLIES	1,808	-	32	32	-
490000 FREEZE FUNDS	-	-	100	-	-
11768006 PURCHASE SV	89,073	90,850	90,750	88,027	94,250
452000 INSURANCE & SURETY BONDS	78,140	76,650	76,650	76,516	80,000
454000 ADVERTISING	10,908	14,000	14,000	11,491	14,000
455000 PRINTING & BINDING	-	100	-	-	150
455100 INTERNAL PRINT SHOP	24	100	100	20	100



City of Buffalo
Adopted Budget 2020-2021
General Fund

Purchase
11768001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Administrative Assistant	13	A041	1	\$ 51,493	\$ 51,493
Assistant Director of Purchase	14	A086	1	76,301	76,301
Associate Account Clerk	15	A022	1	47,475	47,475
Buyer	17	A094	1	63,804	63,804
Buyer	5	A094	1	63,804	63,804
Director of Purchase	5	I045	1	96,545	96,545
Junior Buyer	14	A045	1	50,064	50,064
Junior Buyer	11	A045	1	46,916	46,916
Attrition					(20,000)
Total			8		\$ 476,402

DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY & URBAN AFFAIRS

Division of Inventory & Stores
Division #17-1081

Mission Statement

To obtain automotive parts and fuel for various City Departments.

Work Plan

The Division of Inventory & Stores is a centralized division responsible for vehicle fuel and automotive parts stock room. Being centralized allows the Division to work closely with the Purchasing Division to secure pricing for fuel and parts in volume buying. This creates a check and balance system between the ordering department and the stock room. The usage and need of all Departments is monitored to assure parts and fuel usage is reasonable for the City fleet, which saves taxpayer dollars.

Administrative

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

Goals

1. Procure parts at the lowest price to maintain fiscal responsibility.
2. Procure parts in a timely fashion to eliminate the down time of vehicles, thus ensuring that there are no delays in providing city services.
3. To maintain the fueling sites to comply with Department of Environmental Conservation regulations.

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Personnel	13	12	12



City of Buffalo
Adopted Budget 2020-2021
General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1081 INVENTORY MANAGEMENT TOTAL	5,859,371	6,573,655	6,730,146	5,542,056	7,078,007
11781001 INVENTORY & STORES PS	671,474	680,970	680,970	600,706	638,308
411001 ANNUAL SALARY	510,272	531,045	531,045	475,566	501,208
413001 OVERTIME	146,534	120,000	120,000	107,609	120,000
413002 HOLIDAY	-	16,000	16,000	-	-
413003 ACTING TIME	1,689	1,000	1,000	5,076	4,500
413004 SHIFT DIFFERENTIAL	3,860	4,500	4,500	4,390	4,500
414001 LONGEVITY	7,675	7,675	7,675	8,065	6,150
414007 PERFECT ATTENDANCE INCENTIVE	694	-	-	-	1,500
415002 CLOTHING ALLOWANCE	750	750	750	-	450
11781005 INVENTORY & STORES SP	4,937,947	5,636,335	5,655,617	4,597,827	6,159,619
461001 OFFICE SUPPLIES	893	-	3,475	3,475	-
461105 JANITORIAL SUPPLIES	151	80,420	162,427	145,538	1,159,059
461201 CLOTHING & UNIFORMS	300	375	375	375	-
461400 POSTAGE	688,348	780,540	748,037	613,660	825,560
462600 GASOLINE AND LUBRICANTS	2,378,239	2,900,000	2,768,303	2,126,499	2,400,000
465001 AUTOMOTIVE SUPPLIES	1,654,278	1,600,000	1,631,825	1,393,334	1,475,000
465002 TIRES AND TUBES	215,739	275,000	251,282	225,053	300,000
467000 MISCELLANEOUS SUPPLIES	-	-	89,893	89,893	-
11781006 INVENTORY & STORES SV	238,811	253,100	325,824	279,037	278,100
443301 MACHINERY & EQUIP REPAIRS	53,134	45,000	66,589	51,797	55,000
443302 VEHICLE BODY REPAIRS	-	1,000	-	-	1,000
444201 RENTAL EQUIPMENT & VEHICLES	171,090	195,000	209,953	209,692	205,000
455100 INTERNAL PRINT SHOP	-	100	100	63	100
456000 OTHER SERVICES	14,586	12,000	17,738	17,486	17,000
490000 FREEZE FUNDS	-	-	31,443	-	-
11781007 INVENTORY & STORES CO	11,139	3,250	67,736	64,486	1,980
474100 EQUIPMENT	11,139	3,250	64,486	64,486	1,980
490000 FREEZE FUNDS	-	-	3,250	-	-



City of Buffalo
Adopted Budget 2020-2021
General Fund

Inventory & Stores
11781001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Superintendent of Automotive Supplies	17	A027	1	\$ 51,412	\$ 51,412
Automotive Inventory Clerk	12	A017	1	43,361	43,361
Automotive Inventory Clerk	14	A017	2	45,082	90,164
Automotive Inventory Clerk	17	A017	1	47,412	47,412
Laborer II	5	B025	4	40,391	161,564
Stock Clerk	14	A005	1	41,132	41,132
Superintendent Auto Supplies	5	A063	1	66,163	66,163
Total			11		\$ 501,208

DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY & URBAN AFFAIRS

Division of Print Shop & Mailroom
Division #17-1082

Mission Statement

To deliver quality print jobs in a timely manner and to ensure processing mail pieces efficiently every day.

Work Plan

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

Administrative

1. To administer the internal functions required by all City Departments and Agencies in a comprehensive cost-effective manner.
2. Ensure 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.

Work Program Statistics

	Actual 2018-2019	Projection 2019-2020	Estimate 2020-2021
Print Shop/Mailroom Personnel	7	6	6
Mailed Pieces	800,000	820,000	850,000
Printed Pieces	2,400,000	2,450,000	2,500,000



City of Buffalo
 Adopted Budget 2020-2021
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
1082 PRINT SHOP TOTAL	318,469	419,613	420,862	375,178	2,385,556
11782001 PRINT SHOP PS	295,413	293,259	293,259	266,281	308,816
411001 ANNUAL SALARY	283,111	286,259	286,259	262,475	300,366
413001 OVERTIME	7,203	2,000	2,000	185	2,000
413003 ACTING TIME	110	250	250	170	500
413004 SHIFT DIFFERENTIAL	72	-	-	-	-
414001 LONGEVITY	2,250	2,250	2,250	3,450	3,450
414007 PERFECT ATTENDANCE INCENTIVE	2,667	2,500	2,500	-	2,500
11782005 PRINT SHOP SP	1,056	93,024	90,079	81,564	2,053,440
461001 OFFICE SUPPLIES	663	-	84	84	-
461002 CONTRACT VENDOR SUPPLIES	-	92,664	89,935	81,420	2,053,080
461105 JANITORIAL SUPPLIES	168	-	60	60	-
461201 CLOTHING & UNIFORMS	225	360	-	-	360
11782006 PRINT SHOP SV	18,008	23,330	27,419	19,110	21,300
443301 MACHINERY & EQUIP REPAIRS	100	500	500	413	500
443400 EQUIP MAINTENANCE CONTRACTS	17,128	22,030	18,945	17,917	20,000
444201 RENTAL EQUIPMENT & VEHICLES	780	800	800	780	800
490000 FREEZE FUNDS	-	-	7,174	-	-
11782007 PRINT SHOP CO	3,992	10,000	10,105	8,224	2,000
474100 EQUIPMENT	3,992	10,000	8,224	8,224	2,000
490000 FREEZE FUNDS	-	-	1,881	-	-



City of Buffalo
Adopted Budget 2020-2021
General Fund

Print Shop & Mailroom
11782001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk	17	A005	1	\$ 43,239	\$ 43,239
Assistant Print Shop Supervisor/Graphic Designer	15	A053	1	58,929	58,929
Inventory Clerk	11	A017	1	42,553	42,553
Mail And Supply Clerk	17	A009	1	46,505	46,505
Offset Press Operator	17	A007	1	44,411	44,411
Print Shop/Mail Room & Supplies Supervisor	17	A062	1	64,729	64,729
Stock Clerk	14	A005	1	41,132	41,132
Attrition					(41,132)
Total			7		\$ 300,366