

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

ADMINISTRATIVE SERVICES	FUNCTION	1050
APPROPRIATIONS	\$	735,619
FRINGES	\$	258,091
TOTAL APPROPRIATIONS	\$	<u>993,710</u>
REVENUE	\$	-
NET	\$	<u><u>(993,710)</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

	<u>Actual</u> <u>2014-2015</u>	<u>Estimate</u> <u>2015-2016</u>	<u>Estimate</u> <u>2016-2017</u>
Total adopted budget	\$373,161	\$814,156	\$735,619
Number of Salary Ordinance Amendments	12	12	12
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	200	200	200
Number of Fund reallocations	355	275	250
Personal service-man years	6	6	6



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1050 DIV OF BUDGET & MGMT SERVICES TOTAL	373,161.11	775,717.00	775,717.00	339,071.03	735,619.00
11150001 DIV BUDGET & MGT SERV PS	366,335.48	507,887.00	507,887.00	305,659.71	456,597.00
411001 ANNUAL SALARY	351,139.13	493,540.00	493,540.00	297,488.50	443,729.00
413001 OVERTIME	7,952.31	8,000.00	8,000.00	3,441.25	7,500.00
414001 LONGEVITY	4,275.00	3,875.00	3,875.00	4,279.09	2,900.00
414007 PERFECT ATTENDANCE INCENTIVE	2,946.54	2,472.00	2,472.00	413.37	2,288.00
415001 AUTOMOBILE ALLOWANCE	22.50	0.00	0.00	37.50	180.00
11150004 DIV BUDGET & MGT SERV TR	678.73	20,280.00	32,524.00	32,274.00	32,272.00
458001 TRANSPORTATION	678.73	250.00	250.00	0.00	0.00
458003 REGISTRATION & MEMBERSHIP FEES	0.00	20,030.00	32,274.00	32,274.00	32,272.00
11150005 DIV BUDGET & MGT SERV SP	779.70	550.00	641.54	641.03	550.00
461001 OFFICE SUPPLIES	779.70	550.00	641.54	641.03	550.00
11150006 DIV BUDGET & MGT SERV SV	5,367.20	247,000.00	234,664.46	496.29	246,200.00
455100 INTERNAL PRINT SHOP	342.20	2,200.00	2,108.46	496.29	1,400.00
456000 OTHER SERVICES	0.00	244,800.00	232,556.00	0.00	244,800.00
480000 OTHER SERVICES	5,025.00	0.00	0.00	0.00	0.00

BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	493,540.00	.00	443,729.00	-10.09
	1000-11-1050-0000-1-00-0-40-411001-	COMM ADMIN & FIN, POL& URB AFF	1.00	135,599.00	135,599.00	
	I130	SECRETARY COMM ADMIN & FINANCE	1.00	39,779.00	39,779.00	
	I009	PRINCIPAL MANAGEMENT ANALYST	1.00	88,375.00	88,375.00	
	A085	DIRECTOR OF BUDGET, ADMIN & FINANCE	1.00	111,278.00	111,278.00	
	I064	SR SPECIAL ASSISTANT TO COMMISSIONER	1.00	50,343.00	50,343.00	
	I133	ASSISTANT MANAGEMENT ANALYST - Step 11	1.00	51,478.00	51,478.00	
	A040	ASSOCIATE MANAGEMENT ANALYST - Step 11	1.00	66,877.00	66,877.00	
	A084	Attrition	1.00	100,000.00	-100,000.00	
		BUDGET CEILING:			493,540.00	
		TOTALS:	493,540.00	.00	443,729.00	-10.09

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

URBAN AFFAIRS	FUNCTION	1059
APPROPRIATIONS	\$	128,835
FRINGES	\$	67,382
TOTAL APPROPRIATIONS	\$	<u>196,217</u>
REVENUE	\$	-
NET	\$	<u><u>(196,217)</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

Work Program Statistics

	Actual 2014-2015	Projection 2015-2016	Actual 2016-2017
Grant Applications Coordinated	24	23	23
Grant Applications Assisted	25	25	26
Grants Producing Revenue to Departments	49	46	45



City of Buffalo
Adopted Budget 2016-2017
General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1059 URBAN AFFAIRS TOTAL	75,930.95	123,886.00	123,886.00	105,510.69	128,835.00
11159001 URBAN AFFAIRS PS	75,930.95	123,886.00	123,886.00	105,510.69	128,635.00
411001 ANNUAL SALARY	75,530.95	123,486.00	123,486.00	105,110.69	128,235.00
414001 LONGEVITY	400.00	400.00	400.00	400.00	400.00
11159005 ADMIN & FINANCE URBAN AFFAIRS	0.00	0.00	0.00	0.00	200.00
461002 CONTRACT VENDOR SUPPLIES	0.00	0.00	0.00	0.00	200.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	123,486.00	.00	128,235.00	3.85
	1000-11-1059-0000-1-00-0-40-411001-	DIRECTOR POLICY & LEGISLATIVE AFFAIRS	1.00	75,160.00	75,160.00	
		LEGISLATIVE COORDINATOR - Schedule I	1.00	53,075.00	53,075.00	
		BUDGET CEILING:			123,486.00	
		TOTALS:	123,486.00	.00	128,235.00	3.85

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

COLLECTIONS	FUNCTION	1045
APPROPRIATIONS	\$	336,248
FRINGES	\$	140,739
TOTAL APPROPRIATIONS	\$	<u>476,987</u>
REVENUE	\$	180,475
NET	\$	<u><u>(296,512)</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 2014-2015</u>	<u>Projection 2015-2016</u>	<u>Estimate 2016-2017</u>
Bankruptcy Accounts	705	693	700
Court Order Accounts	712	423	567
Debtor Clearances	2,482	1800	2100
User Fee Properties Billed	78,960	78,900	78,800
User Fee Properties Filed for Foreclosure	2,908	3190	3200
User Fee Payment Plans	1,002	1089	1045
Accounts Receivable to Collection Agency	46	70	58
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	145,000	146,000	148,000
User Fee Returned Mail	4,500	5,000	5,500
Telephone Inquiries	38,000	38,000	38,000



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1045 COLLECTIONS DIVISION TOTAL	270,453.63	326,275.00	331,201.14	192,980.02	336,248.00
11545001 COLLECTION DIV PS	220,111.52	274,850.00	274,850.00	144,613.09	285,323.00
411001 ANNUAL SALARY	206,239.48	260,475.00	260,475.00	141,138.09	270,623.00
413001 OVERTIME	7,677.48	7,000.00	7,000.00	0.00	7,000.00
414001 LONGEVITY	3,475.00	5,175.00	5,175.00	3,475.00	5,500.00
414004 IN LIEU OF SUMMER HOURS	1,323.97	0.00	0.00	0.00	0.00
414007 PERFECT ATTENDANCE INCENTIVE	1,395.59	2,200.00	2,200.00	0.00	2,200.00
11545005 COLLECTION DIV SP	468.79	475.00	825.00	816.54	475.00
461001 OFFICE SUPPLIES	468.79	475.00	825.00	816.54	475.00
11545006 COLLECTION DIV SV	49,873.32	50,950.00	55,526.14	47,550.39	50,450.00
432003 LEGAL SERVICES	0.00	500.00	500.00	0.00	250.00
434003 COLLECTION AGENCY FEES	49,798.32	50,000.00	54,926.14	47,467.89	50,000.00
455000 PRINTING & BINDING	0.00	350.00	0.00	0.00	100.00
455100 INTERNAL PRINT SHOP	75.00	100.00	100.00	82.50	100.00

BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	260,475.00	.00	270,623.00	3.90
	1000-15-1045-0000-1-00-0-40-411001-	PARALEGAL ASSISTANT	1.00	53,712.00	53,712.00	
		A / 047 STEP 5				
		ASSISTANT COLLECTION OFFICER	1.00	50,818.00	50,818.00	
		A / 048 STEP 5				
		COLLECTION OFFICER	1.00	62,902.00	62,902.00	
		STEP 5 (A066)				
		JUNIOR COLLECTION OFFICER STEP 17	1.00	38,955.00	38,955.00	
		(A004)				
		Asst. Administrator of	1.00	64,236.00	64,236.00	
		Treasury/Collection (A074) Step 3				
		BUDGET CEILING:			260,475.00	
		TOTALS:	260,475.00	.00	270,623.00	3.90

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

TREASURY	FUNCTION	1056
APPROPRIATIONS	\$	1,064,907
FRINGES	\$	333,867
TOTAL APPROPRIATIONS	\$	<u>1,398,774</u>
REVENUE	\$	520,310
NET	\$	<u><u>(878,464)</u></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

	Actual 2014-2015	Projection 2015-2016	Estimate 2016-2017
Lock Box Payments, Western Union, Escrow, PVB Collections	590,735	554,346	556,000
WEB Payments	249,617	250,428	253,000
ACH Payments	37,421	30,576	32,000
Tellers Payments Processed, Tow, Permits, and AR	574,631	540,236	530,000
In Rem Properties Auctioned	2,146	1,919	2,600
User Fee Properties Potential Foreclosure	5,744	5,749	5,746
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	1,523	1510	1500
Paychecks Issued	27,132	28,130	28,000
Paychecks Direct Deposits Advice Issued	35,624	39,708	40,000
E – Pay Checks began 2/9/10	14,199	16,309	18,000
Garnishees, Court Orders and Levy's	9,221	9200	9180
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	4,221	4312	4400
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1056 TREASURY DIVISION ADMIN SERV TOTAL	999,875.16	970,486.00	970,569.85	868,772.36	1,064,907.00
11556001 TREASURY DIVISION PS	588,934.84	637,889.00	562,699.78	465,621.69	657,618.00
411001 ANNUAL SALARY	524,702.52	582,639.00	507,588.10	435,796.45	598,443.00
413001 OVERTIME	45,436.04	42,000.00	38,792.15	21,986.99	42,000.00
413003 ACTING TIME	104.63	1,000.00	4,069.53	2,359.41	2,000.00
414001 LONGEVITY	9,481.25	8,550.00	8,550.00	4,750.00	9,275.00
414004 IN LIEU OF SUMMER HOURS	4,314.54	0.00	0.00	0.00	0.00
414007 PERFECT ATTENDANCE INCENTIVE	4,895.86	3,700.00	3,700.00	0.00	5,100.00
414028 VACATION BUYOUT	0.00	0.00	0.00	728.84	800.00
11556005 TREASURY DIVISION SP	2,271.81	2,520.00	2,708.85	2,703.72	1,500.00
461001 OFFICE SUPPLIES	1,011.26	2,520.00	2,708.85	2,703.72	1,500.00
461002 CONTRACT VENDOR SUPPLIES	1,260.55	0.00	0.00	0.00	0.00
11556006 TREASURY DIVISION SV	408,668.51	330,077.00	405,161.22	400,446.95	405,789.00
434002 CREDIT CARD & BANK CHARGES	403,563.15	325,000.00	400,050.90	395,336.88	400,000.00
443400 EQUIP MAINTENANCE CONTRACTS	4,177.00	4,177.00	4,433.00	4,433.00	4,989.00
455100 INTERNAL PRINT SHOP	35.00	200.00	95.00	94.75	100.00
456000 OTHER SERVICES	0.00	700.00	582.32	582.32	700.00
480000 OTHER SERVICES	893.36	0.00	0.00	0.00	0.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	507,588.10	.00	598,443.00	17.90
	1000-15-1056-0000-1-00-0-40-411001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	103,910.00	103,910.00	
		ASST. ADMIN OF TREASURY/COLLECTION (A074) STEP 1	1.00	58,893.00	58,893.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step5 (A074)	1.00	69,728.00	69,728.00	
		TREASURY ADMINISTRATOR STEP5 (A060)	1.00	58,684.00	58,684.00	
		JUNIOR COLLECTION OFFICER (A004) STEP 11	1.00	35,349.00	35,349.00	
		ASST COLLECTION OFFICER STEP 5 (A048)	1.00	50,818.00	50,818.00	
		TELLER STEP 17 (A013)	2.00	42,360.00	84,720.00	
		TELLER STEP 12 (A013)	1.00	38,621.00	38,621.00	
		JR COLLECTION OFFICER STEP 17 (A004)	1.00	38,955.00	38,955.00	
		JUNIOR COLLECTION OFFICER STEP 5 (A004)	1.00	38,955.00	38,955.00	
		TREASURY ADMINISTRATOR STEP3 (A060)	1.00	54,810.00	54,810.00	
		Attrition	1.00	35,000.00	-35,000.00	
		BUDGET CEILING:			507,588.10	
		TOTALS:	507,588.10	.00	598,443.00	17.90

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

PURCHASING	FUNCTION	1068
APPROPRIATIONS	\$	652,973
FRINGES	\$	288,945
TOTAL APPROPRIATIONS	\$	<u>941,918</u>
REVENUE	\$	<u>170,000</u>
NET	\$	<u><u>(771,918)</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

<u>Purchase</u>	Actual 2014-2015	Projection 2015-2016	Estimate 2016-2017
Personnel	9	9	9
Value of Purchase Orders Written (Millions)	\$17,042,844	\$19,000,000	\$21,000,000
Purchase Orders Executed	3,635	3,600	3,650



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1068 PURCHASING DIVISION TOTAL	506,765.77	625,447.00	631,044.40	476,098.93	652,973.00
11768001 PURCHASE PS	453,304.24	550,560.00	550,560.00	402,657.53	580,193.00
411001 ANNUAL SALARY	429,167.96	525,616.00	525,616.00	384,868.39	554,668.00
413001 OVERTIME	14,508.72	14,000.00	14,000.00	11,321.70	14,000.00
413003 ACTING TIME	589.64	2,144.00	2,144.00	129.64	1,200.00
414001 LONGEVITY	5,500.00	5,900.00	5,900.00	5,175.00	6,625.00
414007 PERFECT ATTENDANCE INCENTIVE	2,279.72	2,200.00	2,200.00	0.00	2,300.00
415001 AUTOMOBILE ALLOWANCE	1,258.20	700.00	700.00	1,162.80	1,400.00
11768004 PURCHASE TR	0.00	930.00	930.00	0.00	930.00
458001 TRANSPORTATION	0.00	330.00	330.00	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
11768005 PURCHASE SP	1,224.35	1,500.00	1,500.00	1,439.25	1,500.00
461001 OFFICE SUPPLIES	0.00	1,500.00	1,500.00	1,439.25	1,500.00
461002 CONTRACT VENDOR SUPPLIES	1,224.35	0.00	0.00	0.00	0.00
11768006 PURCHASE SV	52,237.18	71,907.00	77,504.40	71,601.27	70,350.00
452000 INSURANCE & SURETY BONDS	38,458.08	48,007.00	48,682.00	48,678.87	47,800.00
454000 ADVERTISING	13,773.60	22,000.00	26,922.40	22,922.40	22,000.00
455000 PRINTING & BINDING	0.00	1,000.00	1,000.00	0.00	250.00
455100 INTERNAL PRINT SHOP	5.50	900.00	900.00	0.00	300.00
11768007 PURCHASE CO	0.00	550.00	550.00	400.88	0.00
474100 EQUIPMENT	0.00	550.00	550.00	400.88	0.00

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CITY OF BUFFALO
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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	525,616.00	.00	554,668.00	5.53
	1000-17-1068-0000-1-00-0-40-411001-	DIRECTOR OF PURCHASE (I045)	1.00	88,238.00	88,238.00	
		EXEMPT POSITION				
		ASSISTANT DIRECTOR OF PURCHASE (A86) @ STEP 5	1.00	76,048.00	76,048.00	
		LOCAL 650				
		JUNIOR BUYER - A045 @ STEP 1	2.00	43,343.00	86,686.00	
		LOCAL 650				
		SENIOR CLERK - A006 @ STEP 5	1.00	40,464.00	40,464.00	
		LOCAL 650				
		ACCOUNT CLERK - A005 @ STEP 14	1.00	38,000.00	38,000.00	
		LOCAL 650				
		BUYERS (A94) @ STEP 5	2.00	58,945.00	117,890.00	
		LOCAL 650				
		BUYER (A94) @ STEP 13	2.00	53,671.00	107,342.00	
		LOCAL 650				
		Attrition	.00	.00	.00	
		BUDGET CEILING:			525,616.00	
		TOTALS:	525,616.00	.00	554,668.00	5.53

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

INVENTORY & STORES	FUNCTION	1081
APPROPRIATIONS	\$	7,132,244
FRINGES	\$	408,119
TOTAL APPROPRIATIONS	\$	<u>7,540,363</u>
REVENUE	\$	298,500
NET	\$	<u><u>(7,241,863)</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 taxpayer's dollars.

Work Statistics Program

<u>Inventory & Stores</u>	Actual 2014-2015	Projection 2015-2016	Estimate 2016-2017
Personnel	15	14	14



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1081 INVENTORY MANAGEMENT TOTAL	6,029,865.68	7,547,621.87	7,585,859.73	5,901,280.74	7,132,244.00
11781001 INVENTORY & STORES PS	550,255.26	690,428.00	690,428.00	514,239.08	727,964.00
411001 ANNUAL SALARY	386,112.79	552,143.00	552,143.00	366,647.67	577,054.00
413001 OVERTIME	130,543.63	100,000.00	100,000.00	116,661.21	115,000.00
413002 HOLIDAY	16,862.45	18,000.00	18,000.00	17,130.84	18,000.00
413003 ACTING TIME	944.74	3,000.00	3,000.00	0.00	1,000.00
413004 SHIFT DIFFERENTIAL	2,008.05	3,300.00	3,300.00	1,732.70	3,300.00
414001 LONGEVITY	10,235.00	10,885.00	10,885.00	11,166.66	11,210.00
414004 IN LIEU OF SUMMER HOURS	1,597.04	0.00	0.00	0.00	0.00
414007 PERFECT ATTENDANCE INCENTIVE	1,051.56	2,200.00	2,200.00	0.00	1,500.00
415002 CLOTHING ALLOWANCE	900.00	900.00	900.00	900.00	900.00
11781005 INVENTORY & STORES SP	5,247,958.73	6,603,740.00	6,624,352.22	5,129,168.79	6,028,880.00
461001 OFFICE SUPPLIES	0.00	1,200.00	1,200.00	937.16	1,000.00
461002 CONTRACT VENDOR SUPPLIES	943.71	0.00	0.00	0.00	0.00
461105 JANITORIAL SUPPLIES	184.47	200.00	200.00	93.00	200.00
461201 CLOTHING & UNIFORMS	373.46	750.00	750.00	450.00	450.00
461400 POSTAGE	580,468.74	700,440.00	716,556.11	593,774.27	590,480.00
462600 GASOLINE AND LUBRICANTS	2,600,568.54	4,021,150.00	3,891,030.55	2,808,581.35	3,556,750.00
465001 AUTOMOTIVE SUPPLIES	1,683,778.30	1,550,000.00	1,684,615.56	1,496,104.97	1,550,000.00
465002 TIRES AND TUBES	381,641.51	330,000.00	330,000.00	229,228.04	330,000.00
11781006 INVENTORY & STORES SV	231,651.69	230,400.00	242,531.64	235,239.83	241,900.00
443301 MACHINERY & EQUIP REPAIRS	27,237.82	22,000.00	22,000.00	18,836.57	22,000.00
443302 VEHICLE BODY REPAIRS	0.00	4,000.00	4,000.00	3,789.98	4,000.00
443400 EQUIP MAINTENANCE CONTRACTS	0.00	400.00	400.00	0.00	400.00
444201 RENTAL EQUIPMENT & VEHICLES	204,077.37	202,000.00	204,112.89	203,210.03	202,000.00
455100 INTERNAL PRINT SHOP	197.50	500.00	518.75	68.25	0.00
456000 OTHER SERVICES	0.00	1,500.00	11,500.00	9,335.00	13,500.00
480000 OTHER SERVICES	139.00	0.00	0.00	0.00	0.00
11781007 INVENTORY & STORES CO	0.00	23,053.87	28,547.87	22,633.04	133,500.00
474100 EQUIPMENT	0.00	23,053.87	28,547.87	22,633.04	133,500.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001411001		INV&ST PS ANNUAL SAL	552,143.00	.00	577,054.00	4.51
	1000-17-1081-0000-1-00-0-40-411001-	SUPERINTENDENT AUTO SUPPLIES *A-063	1.00	61,125.00	61,125.00	
		(1 @ STEP 5)				
		A063 local 650				
		LABORER II B-025 (5 @ STEP #5)	5.00	38,446.00	192,230.00	
		LOCAL 264				
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	39,947.00	39,947.00	
		LOCAL 650				
		ASSOC. ACCOUNT-CLERK*TITLE A022 (1@	1.00	39,832.00	39,832.00	
		STEP #1)				
		LOCAL 650				
		AUTOMOTIVE INVENTORY CLERK'S (A017) 2@	2.00	42,722.00	85,444.00	
		STEP 4				
		LOCAL 650				
		ASSISTANT SUPERTINENDENT OF AUTOMOTIVE	1.00	43,741.00	43,741.00	
		SUPPLIES A0027 1 @ STEP 13				
		LOCAL 650				
		AUTOMOTIVE INVENTORY CLERK'S (A017) 2@	2.00	39,312.00	78,624.00	
		STEP 1				
		STOCK CLERK*A005 (1 @ STEP #11)	1.00	36,111.00	36,111.00	
		BUDGET CEILING:			552,143.00	
		TOTALS:	552,143.00	.00	577,054.00	4.51

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

PRINTSHOP

FUNCTION

1082

APPROPRIATIONS	\$	323,788
FRINGES	\$	168,893
TOTAL APPROPRIATIONS	\$	<u>492,681</u>
REVENUE	\$	500
NET	\$	<u><u>(492,181)</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

<u>Print Shop</u>	Actual 2014-2015	Projection 2015-2016	Actual 2016-2017
Print Shop/Mailroom Personnel	7	7	7
Mailed Pieces	467,000	500,000	550,000
Printed Pieces	2,000,000	2,100,000	2,150,000



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1082 PRINT SHOP TOTAL	287,903.94	332,626.50	332,655.48	244,419.60	323,788.00
11782001 PRINT SHOP PS	264,676.84	314,471.00	314,471.00	230,406.29	308,265.00
411001 ANNUAL SALARY	257,318.72	305,436.00	305,436.00	226,751.05	298,605.00
413001 OVERTIME	2,478.76	2,000.00	2,000.00	814.88	2,000.00
413003 ACTING TIME	6.92	1,200.00	1,200.00	2.96	1,200.00
413004 SHIFT DIFFERENTIAL	0.00	0.00	0.00	2.40	0.00
414001 LONGEVITY	2,685.00	3,485.00	3,485.00	2,685.00	3,810.00
414007 PERFECT ATTENDANCE INCENTIVE	2,037.44	2,200.00	2,200.00	0.00	2,500.00
415002 CLOTHING ALLOWANCE	150.00	150.00	150.00	150.00	150.00
11782005 PRINT SHOP SP	3,076.24	3,257.50	3,286.48	2,752.80	2,325.00
461001 OFFICE SUPPLIES	125.99	1,200.00	1,200.00	1,166.88	500.00
461002 CONTRACT VENDOR SUPPLIES	1,213.61	0.00	0.00	0.00	0.00
461105 JANITORIAL SUPPLIES	369.91	350.00	378.98	28.98	400.00
461201 CLOTHING & UNIFORMS	160.02	207.50	207.50	75.00	225.00
461400 POSTAGE	1,206.71	1,500.00	1,500.00	1,481.94	1,200.00
11782006 PRINT SHOP SV	17,209.86	11,298.00	11,298.00	8,726.35	12,298.00
443301 MACHINERY & EQUIP REPAIRS	0.00	0.00	0.00	0.00	1,000.00
443400 EQUIP MAINTENANCE CONTRACTS	16,024.86	10,350.00	10,350.00	8,252.35	10,350.00
444201 RENTAL EQUIPMENT & VEHICLES	1,185.00	948.00	948.00	474.00	948.00
11782007 PRINT SHOP CO	2,941.00	3,600.00	3,600.00	2,534.16	900.00
474100 EQUIPMENT	2,941.00	3,600.00	3,600.00	2,534.16	900.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	305,436.00	.00	298,605.00	-2.24
	1000-17-1082-0000-1-00-0-40-411001-	PRINT SHOP MAIL ROOM SUPERVISOR A062 (1 @ STEP 7)	1.00	59,800.00	59,800.00	
		LOCAL 650 CONTRACT PRINT SHOP SUPERVISOR A053 (1 @ STEP 5)	1.00	57,091.00	57,091.00	
		LOCAL 650 CONTRACT ACCOUNT CLERK A005 (1 @ STEP 7)	1.00	39,947.00	39,947.00	
		LOCAL 650 CONTRACT MAIL AND SUPPLY CLERK A009 (1 @ STEP 15)	1.00	41,657.00	41,657.00	
		LOCAL 650 CONTRACT LABORER II B025 (1 @ STEP 5)	1.00	38,446.00	38,446.00	
		LOCAL 264 CONTRACT OFFSET PRESS OPERATOR A007 (1 @ STEP 7)	1.00	41,029.00	41,029.00	
		LOCAL 650 CONTRACT Asst Print Shop Supervisor/Graphic Designer (A053) Step 11	1.00	49,181.00	49,181.00	
		LOCAL 650 CONTRACT Attrition	1.00	28,546.00	-28,546.00	
		BUDGET CEILING:			305,436.00	
		TOTALS:	305,436.00	.00	298,605.00	-2.24

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