

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

ADMINISTRATIVE SERVICES	FUNCTION	1050
APPROPRIATIONS		\$ 546,909
FRINGES		\$ 170,956
TOTAL APPROPRIATIONS		<u>\$ 717,865</u>
REVENUE		\$ -
NET		<u><u>\$ (717,865)</u></u>

ADMINISTRATION, FINANCE & 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, Parking Enforcement, Purchase, Inventory & Stores and Print Shop.
3. Effective management of operations by scrutinizing data on which to base management decisions.

DESCRIPTION OF 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 2008-2009	ACTUAL 2009-2010	ESTIMATE 2010-2011
Total approved budget (millions)	435	448	462
Number of Salary Ordinance Amendments	50	25	25
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	150	150	150
Number of Fund reallocations	450	550	550
Personal service-man years	6	7	7

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

11 ADMIN & FINANCE BUDGET						

1050 DIV OF BUDGET & MGMT SERVICES						

11150001 DIV BUDGET & MGT SERV PS						

411001 ANNUAL SALARY	372,626.73	412,105.24	465,691.00	465,691.00	410,148.99	478,809.00
413001 OVERTIME	5,768.78	7,213.13	6,550.00	6,550.00	8,525.77	7,600.00
413003 ACTING TIME	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	4,125.00	4,125.00	4,450.00	4,450.00	4,450.00	4,450.00
414007 PERFECT ATTENDANCE INCENTIVE	2,874.78	2,890.80	2,902.00	2,902.00	.00	2,977.60
TOTAL 11150001 DIV BUDGET & MGT SERV PS	385,395.29	426,334.17	479,593.00	479,593.00	423,124.76	493,836.60
11150004 DIV BUDGET & MGT SERV TR						

458001 TRANSPORTATION	311.33	332.83	500.00	500.00	.00	500.00
458002 MEALS & LODGING	117.50	117.50	250.00	250.00	.00	250.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	.00	.00	.00
TOTAL 11150004 DIV BUDGET & MGT SERV TR	428.83	450.33	750.00	750.00	.00	750.00
11150005 DIV BUDGET & MGT SERV SP						

461001 OFFICE SUPPLIES	175.01	.00	100.00	403.05	303.05	150.00
461002 CONTRACT VENDOR SUPPLIES	314.03	889.53	725.00	550.71	454.82	725.00
461400 POSTAGE	.00	178.95	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11150005 DIV BUDGET & MGT SERV SP	489.04	1,068.48	825.00	953.76	757.87	875.00
11150006 DIV BUDGET & MGT SERV SV						

455100 INTERNAL PRINT SHOP	.00	2,576.68	2,390.00	1,517.80	1,517.52	1,446.90
480000 OTHER SERVICES	.00	.00	100,000.00	.00	.00	50,000.00
TOTAL 11150006 DIV BUDGET & MGT SERV SV	.00	2,576.68	102,390.00	1,517.80	1,517.52	51,446.90
11150007 DIV BUDGET & MGT SERV CO						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
----- 474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 11150007 DIV BUDGET & MGT SERV CO	.00	.00	.00	.00	.00	.00
TOTAL 1050 DIV OF BUDGET & MGMT SERVICES	386,313.16	430,429.66	583,558.00	482,814.56	425,400.15	546,908.50

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	465,691.00	.00	478,809.00	2.82
	1000-11-1050-0000-1-00-0-40-411001-					
		COMM ADMIN & FIN, POL& URB AFF	1.00	119,239.00	119,239.00	
		I 130				
		SECRETARY COMM ADMIN & FINANCE	1.00	34,980.00	34,980.00	
		PRINCIPAL MANAGEMENT ANALYST	2.00	77,713.00	155,426.00	
		A085				
		DIRECTOR OF BUDGET, ADMINISTRA	1.00	91,374.00	91,374.00	
		SR SPEC ASST TO COMM ADM&FIN	1.00	41,578.00	41,578.00	
		I133				
		SPEC ASSIST	1.00	36,212.00	36,212.00	
		I010				
		BUDGET CEILING:			.00	
		TOTALS:	465,691.00	.00	478,809.00	2.82

** END OF REPORT - Generated by bartosik,joe **

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

URBAN AFFAIRS	FUNCTION	1059
APPROPRIATIONS	\$	64,338
FRINGES	\$	25,992
TOTAL APPROPRIATIONS	\$	<u>90,330</u>
REVENUE	\$	-
NET	\$	<u><u>(90,330)</u></u>

ADMINISTRATION, FINANCE & 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 identify opportunities to implement best practices in various operations of city governments.
4. Showcase City of Buffalo best practices.

ACTIVITIES

1. Apply for grant funding from federal, state and foundation sources.
2. Identify grant opportunities and notify departments of potential funding sources.
3. Track grant applications and awards.
4. Issue summary reports of grants under management.
5. Provide grant management consultation and assistance to departments.
6. Facilitate Injury on Duty Task Force.
7. Research best practices for municipal projects.
8. Apply for award recognition for City of Buffalo

WORK PROGRAM STATISTICS

	2007-2008	2008-2009	Estimate 2009-2010	Estimate 2010-2011
Grant Applications Coordinated	10	15	20	16
Grant Applications Assisted	15	20	25	22
Grants Producing Revenue to Departments (not including BURA, BEREC, BUDC)	30	35	40	40
National Recognition Award	3	5	10	11
Task Force Facilitation	2	3	3	3
Best Practice Reports	3	3	3	3

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

1059 URBAN AFFAIRS						

11159001 URBAN AFFAIRS PS						

411001 ANNUAL SALARY	56,650.05	60,408.97	62,222.00	62,222.00	49,586.16	64,088.00
414001 LONGEVITY	.00	.00	.00	.00	.00	.00
TOTAL 11159001 URBAN AFFAIRS PS	56,650.05	60,408.97	62,222.00	62,222.00	49,586.16	64,088.00
11159004 URBAN AFFAIRS TR						

458001 TRANSPORTATION	.00	1,156.50	125.00	210.83	85.83	125.00
458003 REGISTRATION & MEMBERSHIP FE	250.00	.00	250.00	250.00	75.00	125.00
TOTAL 11159004 URBAN AFFAIRS TR	250.00	1,156.50	375.00	460.83	160.83	250.00
11159005 ADMIN & FINANCE URBAN AFFA						

461002 CONTRACT VENDOR SUPPLIES	1,741.92	23.19	.00	.00	.00	.00
TOTAL 11159005 ADMIN & FINANCE URBAN AFFA	1,741.92	23.19	.00	.00	.00	.00
11159006 URBAN AFFAIRS SV						

458003 REGISTRATION & MEMBERSHIP FE	425.00	.00	425.00	425.00	.00	.00
480000 OTHER SERVICES	1,154.00	7,150.00	.00	.00	.00	.00
TOTAL 11159006 URBAN AFFAIRS SV	1,579.00	7,150.00	425.00	425.00	.00	.00
TOTAL 1059 URBAN AFFAIRS	60,220.97	68,738.66	63,022.00	63,107.83	49,746.99	64,338.00
TOTAL 11 ADMIN & FINANCE BUDGET	446,534.13	499,168.32	646,580.00	545,922.39	475,147.14	611,246.50

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	62,222.00	.00	64,088.00 3.00
	1000-11-1059-0000-1-00-0-40-411001-	DIRECTOR URBAN AFFAIRS	1.00	64,088.00	64,088.00
	1840 I 125				
		BUDGET CEILING:			.00
		TOTALS:	62,222.00	.00	64,088.00 3.00

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

COLLECTIONS	FUNCTION	1045
APPROPRIATIONS	\$	355,294
FRINGES	\$	133,285
TOTAL APPROPRIATIONS	\$	<u>488,579</u>
REVENUE	\$	212,400
NET	\$	<u><u>(276,179)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE AND URBAN AFFAIRS

Division of Collections

Division# 16-1045

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 Mercantile Collection Agency to collect on outstanding debts to the City of Buffalo
2. Abatement of Uncollected outstanding Accounts Receivable
3. Debtor Clearances to include Board-ups and Licenses
4. Remit Final Notice to uncollected Accounts Receivable then forwarded to Collection Agency quarterly

WORK PROGRAM STATISTICS

	Actual 2008-09	Actual 2009-10	Estimate 2010-2011
Bankruptcy Accounts	1,896	932	1,000
Court Order Accounts	356	334	300
Debtor Clearances	2,814	1,713	2,000
User Fee Properties Billed	77,307	75,320	75,000
User Fee Properties Filed for Foreclosure	2,949	3,968	4,000
User Fee Payment Plans	688	1,814	2,000
Accounts Receivable to Collection Agency	96	84	80
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	18,000	20,000	19,000
User Fee Returned Mail	9,500	8,805	9,000
Telephone Inquiries	30,000	30,000	30,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

15 ADMIN & FIN TREASURY						

1045 COLLECTIONS DIVISION						

11545001 COLLECTION DIV PS						

411001 ANNUAL SALARY	171,265.75	193,258.44	251,819.00	249,554.00	228,079.13	264,797.00
412002 HOURLY SALARY	.00	.00	.00	.00	.00	.00
413001 OVERTIME	7,730.65	5,902.08	8,000.00	6,960.00	6,335.22	7,000.00
413003 ACTING TIME	.00	355.72	.00	.00	.00	.00
414001 LONGEVITY	2,035.00	3,875.00	4,200.00	4,200.00	3,225.00	4,925.00
414004 IN LIEU OF SUMMER HOURS	447.06	430.47	432.00	432.00	1,394.18	2,600.00
414007 PERFECT ATTENDANCE INCENTIVE	1,861.74	2,947.03	3,559.00	3,559.00	.00	4,433.00
415002 CLOTHING ALLOWANCE	100.00	.00	.00	.00	.00	.00
TOTAL 11545001 COLLECTION DIV PS	183,440.20	206,768.74	268,010.00	264,705.00	239,033.53	283,755.00
11545005 COLLECTION DIV SP						

461001 OFFICE SUPPLIES	345.87	.00	275.00	75.00	75.00	275.00
461002 CONTRACT VENDOR SUPPLIES	599.05	162.50	500.00	272.76	272.76	250.00
TOTAL 11545005 COLLECTION DIV SP	944.92	162.50	775.00	347.76	347.76	525.00
11545006 COLLECTION DIV SV						

432001 AUDITING SERVICES	91,647.47	64,713.53	70,000.00	80,047.06	76,459.40	70,000.00
432003 LEGAL SERVICES	.00	.00	1,700.00	.00	.00	500.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	64.00	.00	.00	64.00
455100 INTERNAL PRINT SHOP	.00	.00	100.00	.00	.00	100.00
480000 OTHER SERVICES	.00	.00	350.00	.00	.00	350.00
TOTAL 11545006 COLLECTION DIV SV	91,647.47	64,713.53	72,214.00	80,047.06	76,459.40	71,014.00
11545007 COLLECTION DIV CO						

474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	2,641.24	.00	.00
TOTAL 11545007 COLLECTION DIV CO	.00	.00	.00	2,641.24	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	276,032.59	271,644.77	340,999.00	347,741.06	315,840.69	355,294.00

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

TOTAL 15 ADMIN & FIN TREASURY	276,032.59	271,644.77	340,999.00	347,741.06	315,840.69	355,294.00
TOTAL	276,032.59	271,644.77	340,999.00	347,741.06	315,840.69	355,294.00
1000 GENERAL FUND						

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	249,554.00	.00	264,797.00 6.11
	1000-15-1045-0000-1-00-0-40-411001-	PARALEGAL ASSISTANT	1.00	47,232.00	47,232.00
		A / 047 STEP 5			
		ASSISTANT COLLECTION OFFICER	1.00	42,162.00	42,162.00
		A / 048 STEP 3			
		LABORER II	.00	.00	.00
		B025 / STEP 5			
		COLLECTION OFFICER	1.00	51,580.00	51,580.00
		STEP 3			
		COLLECTION OFFICER	1.00	55,313.00	55,313.00
		A 066 / STEP 5			
		JUNIOR COLLECTION OFFICER	2.00	34,255.00	68,510.00
		A 004 / STEP 5			
		TO REPLACE LABORER 11 PER UNION AGREEMENT.			
		BUDGET CEILING:			.00
		TOTALS:	249,554.00	.00	264,797.00 6.11

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

TREASURY	FUNCTION	1056
APPROPRIATIONS	\$	967,879
FRINGES	\$	242,559
TOTAL APPROPRIATIONS	\$	<u>1,210,438</u>
REVENUE	\$	<u>432,974</u>
NET	\$	<u><u>(777,464)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS

Division of Treasury

Division-15-1056

GOALS

1. Centralize Cash Receipts to receive, receipt and deposit all monies timely and accurately
2. Electronic Payment Files for all in house payments
3. WEB payments &/or payments On-line of all Receivables
4. ACH payment acceptance of all receivables

ACTIVITIES

1. Continuous cross training of Treasury and Collection Staff to promote efficiency and savings
2. Continuous development of customer bill paying service with M & T Bank, also known as ACH
3. Working with MIS to allow WEB payment of all receivables
4. Payroll now remitted sealed, many employees have direct deposit, encourage all to participate
5. Electronic Payments of Inter-departmental billings

WORK PROGRAM STATISTICS

	Actual 2008- 2009	Act/Est 2009-2010	Estimate 2010-2011
Lock Box Payments	402,630	390,000	380,000
WEB Payments	120,569	130,238	140,000
ACH Payments	21,729	22,240	23,000
Tellers Payments Processed	432,551	499,808	500,000
In Rem Properties Auctioned	2,489	3,386	3,500
User Fee Properties Potential Foreclosure	7,206	11,398	9,000
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	360	240	240
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies	1,017	1,034	1,000
Paychecks Issued	45,318	43,446	43,000
Paychecks Direct Deposits Advice Issued	36,322	40,118	35,500
E – Pay Checks began 2/9/10	0	890	5,000
Garnishees, Court Orders and Levy's	4,226	9,802	10,000
Returned Checks &/or Credit Card Reversals & ACH Reversals	3,763	3,472	3,400
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

15 ADMIN & FIN TREASURY						

1056 TREASURY DIVISION ADMIN SERV						

11556001 TREASURY DIVISION PS						

411001 ANNUAL SALARY	440,614.15	498,059.99	554,797.00	474,797.00	438,600.82	571,752.00
413001 OVERTIME	55,776.81	51,820.27	45,000.00	45,000.00	43,034.27	42,000.00
413003 ACTING TIME	9,066.76	8,111.15	6,500.00	3,500.00	3,174.54	3,500.00
414001 LONGEVITY	10,388.01	8,075.00	8,075.00	8,075.00	5,454.74	6,700.00
414004 IN LIEU OF SUMMER HOURS	3,500.98	4,692.70	4,833.00	4,097.00	4,096.29	5,000.00
414007 PERFECT ATTENDANCE INCENTIVE	5,283.16	6,338.45	9,951.00	9,951.00	.00	10,000.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 11556001 TREASURY DIVISION PS	524,629.87	577,097.56	629,156.00	545,420.00	494,360.66	638,952.00
11556005 TREASURY DIVISION SP						

461001 OFFICE SUPPLIES	1,189.35	846.98	1,000.00	730.48	730.48	1,000.00
461002 CONTRACT VENDOR SUPPLIES	2,054.18	615.56	1,149.13	1,834.58	1,834.55	1,341.70
TOTAL 11556005 TREASURY DIVISION SP	3,243.53	1,462.54	2,149.13	2,565.06	2,565.03	2,341.70
11556006 TREASURY DIVISION SV						

432001 AUDITING SERVICES	193,609.52	194,383.85	187,793.24	277,478.54	280,343.54	324,685.20
443400 EQUIP MAINTENANCE CONTRACTS	901.00	1,263.00	1,764.00	1,594.00	1,594.00	1,000.00
455100 INTERNAL PRINT SHOP	150.00	105.00	400.00	247.70	247.70	300.00
480000 OTHER SERVICES	461.68	269.61	412.50	660.09	660.09	600.00
490000 FREEZE FUNDS	.00	.00	.00	.16	.00	.00
TOTAL 11556006 TREASURY DIVISION SV	195,122.20	196,021.46	190,369.74	279,980.49	282,845.33	326,585.20
11556007 TREASURY DIVISION CO						

474100 EQUIPMENT	2,395.00	14,712.95	7,052.00	1,201.32	1,201.32	.00
TOTAL 11556007 TREASURY DIVISION CO	2,395.00	14,712.95	7,052.00	1,201.32	1,201.32	.00
TOTAL 1056 TREASURY DIVISION ADMIN SERV	725,390.60	789,294.51	828,726.87	829,166.87	780,972.34	967,878.90
TOTAL 15 ADMIN & FIN TREASURY	725,390.60	789,294.51	828,726.87	829,166.87	780,972.34	967,878.90

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	474,797.00	.00	571,752.00 20.42
	1000-15-1056-0000-1-00-0-40-411001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	84,583.00	84,583.00
		ADMINISTRATOR OF TREASURY & COLLECTIONS STEP 5	1.00	69,321.00	69,321.00
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step 4	1.00	58,900.00	58,900.00
		TREASURY ADMINISTRATOR STEP 3	1.00	48,197.00	48,197.00
		ASSISTANT COLLECTION OFFICER - STEP 3	2.00	42,162.00	84,324.00
		ASST COLLECTION OFFICER STEP 5	1.00	44,687.00	44,687.00
		TELLER STEP 5	1.00	37,249.00	37,249.00
		TELLER STEP 2	2.00	34,276.00	68,552.00
		JR COLLECTION OFFICER STEP 1	1.00	31,084.00	31,084.00
		TREASURY ADMINISTRATOR STEP 1	1.00	44,855.00	44,855.00
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:			.00
		TOTALS:	474,797.00	.00	571,752.00 20.42

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

PURCHASING	FUNCTION	1068
APPROPRIATIONS	\$	447,271
FRINGES	\$	154,154
TOTAL APPROPRIATIONS	<u>\$</u>	<u>601,425</u>
REVENUE	\$	130,000
NET	<u>\$</u>	<u>(471,425)</u>

Division of Purchase, Inventory & Stores, Print Shop, Mailroom
17-1068, 17-1081, 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. Administer all activities of the Division including establishing policy and procedure guidelines for Purchase, Inventory and Stores, Mail Room and Print Shop.
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.
6. The Division of Inventory & Stores is a centralized division responsible for the 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 needs of all departments. Creates a check and balance system between users being the ordering department and our stock room. Monitoring is done to assure parts and fuel usage are within reason for all city fleet saving the taxpayers dollars.
7. Print Shop is a centralized location for all printing, mailing, and stock of all in-house supplies.

Work Program Statistics

	<u>Estimated 2008-09</u>	<u>Estimated 2009-10</u>	<u>Estimated 2010-11</u>
Purchase	7	7	7
Personal	26	26	26
Value of Purchase Orders Written (millions)			
	7/1/08-6/6/30/09	7/1/09-6/30/10	7/1/10-6/30/10
	<u>Actual 2008-09</u>	<u>Estimate 2009-10</u>	<u>*Estimate 2010-11</u>
 <u>Inventory & Stores</u>			
Personal	23	23	18
Total Service Calls on Road	2,032	2,100	0
Tire Repairs :			
Streets	5,645	5,508	0
Engineering/Building	356	270	0
Fire	325	308	0
Admin & Fin.	275	172	0
Community Development/Misc	299	376	0
Total Tire Repairs:	6,977	6.634	0
*Tire Room function moved to DPW 7/1/2010			
Anticipate increase in FY 210-11 with return of Parks			
 Print Shop/Mailroom Personal	 6	 6	 6

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

17 DIVISION OF PURCHASE						

1068 PURCHASING DIVISION						

11768001 PURCHASE PS						

411001 ANNUAL SALARY	306,117.19	336,083.61	390,269.00	390,269.00	290,792.47	410,403.00
413001 OVERTIME	131.85	1,024.21	3,000.00	3,000.00	268.35	2,000.00
413003 ACTING TIME	263.68	.00	.00	.00	.00	.00
414001 LONGEVITY	7,600.00	7,925.00	8,250.00	8,250.00	7,774.00	6,875.00
414007 PERFECT ATTENDANCE INCENTIVE	2,601.38	2,182.81	2,650.00	2,650.00	.00	2,650.00
415001 AUTOMOBILE ALLOWANCE	402.00	234.00	936.00	936.00	288.00	418.00
TOTAL 11768001 PURCHASE PS	317,116.10	347,449.63	405,105.00	405,105.00	299,122.82	422,346.00
11768005 PURCHASE SP						

461002 CONTRACT VENDOR SUPPLIES	2,250.41	2,796.18	2,250.00	1,696.69	1,680.00	2,250.00
461005 PHOTO & DRAFTING SUPPLIES	70.80	.00	100.00	.00	.00	100.00
464000 PERIODICALS	.00	.00	.00	.00	.00	.00
TOTAL 11768005 PURCHASE SP	2,321.21	2,796.18	2,350.00	1,696.69	1,680.00	2,350.00
11768006 PURCHASE SV						

454000 ADVERTISING	8,685.91	9,162.97	11,000.00	10,676.07	10,731.86	11,000.00
455000 PRINTING & BINDING	15,339.00	10,009.72	14,375.00	10,819.26	10,819.26	10,375.00
455100 INTERNAL PRINT SHOP	.00	80.00	400.00	.00	.00	400.00
TOTAL 11768006 PURCHASE SV	24,024.91	19,252.69	25,775.00	21,495.33	21,551.12	21,775.00
11768007 PURCHASE CO						

474100 EQUIPMENT	2,679.27	.00	.00	.00	.00	800.00
TOTAL 11768007 PURCHASE CO	2,679.27	.00	.00	.00	.00	800.00
TOTAL 1068 PURCHASING DIVISION	346,141.49	369,498.50	433,230.00	428,297.02	322,353.94	447,271.00

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	390,269.00	.00	410,403.00 5.16
	1000-17-1068-0000-1-00-0-40-411001-	DIRECTOR OF PURCHASE (I045)	1.00	75,799.00	75,799.00
		ASSISTANT DIRECTOR OF PURCHASE	1.00	66,873.00	66,873.00
		BUYER (94A) (2@STEP 5)	2.00	51,833.00	103,666.00
		JUNIOR BUYER - A045 @ STEP 5	1.00	43,280.00	43,280.00
		CONTRACT & SPECIFICATIONS CLER	.00	39,040.00	.00
		SENIOR CLERK - A006 @ STEP 5	1.00	35,582.00	35,582.00
		ACCOUNT CLERK - A005 @ STEP 5	1.00	35,127.00	35,127.00
		Buyer (Step 4)	1.00	50,076.00	50,076.00
		BUDGET CEILING:			.00
		TOTALS:	390,269.00	.00	410,403.00 5.16

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

INVENTORY & STORES	FUNCTION	1081
APPROPRIATIONS	\$	7,071,110
FRINGES	\$	488,795
TOTAL APPROPRIATIONS	\$	<u>7,559,905</u>
REVENUE	\$	<u>275,000</u>
NET	\$	<u><u>(7,284,905)</u></u>

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

1081 INVENTORY MANAGEMENT						

11781001 INVENTORY & STORES PS						

411001 ANNUAL SALARY	563,535.64	616,527.41	794,105.00	794,105.00	588,187.29	611,623.00
412002 HOURLY SALARY	10,000.48	12,350.66	22,560.00	22,560.00	.00	23,127.00
413001 OVERTIME	130,786.41	135,591.96	112,000.00	112,000.00	118,835.05	120,000.00
413002 HOLIDAY	21,407.52	23,703.06	29,000.00	29,000.00	22,237.67	25,000.00
413003 ACTING TIME	2,275.06	1,900.74	3,000.00	3,000.00	622.74	1,000.00
413004 SHIFT DIFFERENTIAL	3,177.60	3,154.80	3,600.00	3,600.00	2,931.00	3,300.00
414001 LONGEVITY	17,402.29	16,595.00	17,515.00	17,515.00	17,485.08	15,120.00
414004 IN LIEU OF SUMMER HOURS	809.70	881.35	910.00	910.00	1,002.44	1,038.00
414007 PERFECT ATTENDANCE INCENTIVE	538.75	503.28	567.00	567.00	.00	567.00
415002 CLOTHING ALLOWANCE	3,000.00	2,919.05	2,700.00	2,700.00	2,400.00	2,850.00
415003 TOOL ALLOWANCE	1,250.00	1,500.00	1,750.00	1,750.00	1,500.00	1,750.00
TOTAL 11781001 INVENTORY & STORES PS	754,183.45	815,627.31	987,707.00	987,707.00	755,201.27	805,375.00
11781005 INVENTORY & STORES SP						

461002 CONTRACT VENDOR SUPPLIES	315.65	1,305.32	800.00	800.00	790.37	800.00
461105 JANITORIAL SUPPLIES	.00	.00	100.00	.00	.00	100.00
461400 POSTAGE	524,482.53	817,141.21	814,000.00	817,548.79	697,242.93	824,920.00
462600 GASOLINE AND LUBRICANTS	2,808,957.61	2,200,928.65	3,991,700.00	3,730,863.92	2,485,479.69	3,777,000.00
465001 AUTOMOTIVE SUPPLIES	1,239,577.62	1,227,390.13	1,279,000.00	1,348,277.21	1,352,853.69	1,000,000.00
465002 TIRES AND TUBES	131,178.71	122,803.58	139,000.00	197,434.62	201,478.57	175,000.00
467000 MISCELLANEOUS SUPPLIES	.00	224.92	1,350.00	1,275.00	1,275.00	1,425.00
TOTAL 11781005 INVENTORY & STORES SP	4,704,512.12	4,369,793.81	6,225,950.00	6,096,199.54	4,739,120.25	5,779,245.00
11781006 INVENTORY & STORES SV						

443301 MACHINERY & EQUIP REPAIRS	17,103.83	30,833.83	20,000.00	30,200.00	30,135.61	27,500.00
443302 VEHICLE BODY REPAIRS	50,853.97	60,143.12	40,000.00	72,462.50	68,231.83	60,000.00
443400 EQUIP MAINTENANCE CONTRACTS	15,750.00	13,504.20	12,868.75	12,598.54	12,598.54	14,100.00
444201 RENTAL EQUIPMENT & VEHICLES	195,911.75	170,854.62	389,398.50	184,462.12	187,676.80	295,860.00
455100 INTERNAL PRINT SHOP	.00	20.00	325.00	325.00	325.00	325.00
480000 OTHER SERVICES	.00	.00	600.00	490.70	490.70	600.00
490000 FREEZE FUNDS	.00	.00	.00	85,675.84	.00	.00
TOTAL 11781006 INVENTORY & STORES SV	279,619.55	275,355.77	463,192.25	386,214.70	299,458.48	398,385.00
11781007 INVENTORY & STORES CO						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	.00	.00
474100 EQUIPMENT	7,111.97	7,206.47	3,150.00	.00	.00	4,105.00
474200 VEHICLES	34,643.43	.00	.00	.00	.00	84,000.00
490000 FREEZE FUNDS	.00	.00	.00	3,150.00	.00	.00
TOTAL 11781007 INVENTORY & STORES CO	41,755.40	7,206.47	3,150.00	3,150.00	.00	88,105.00
TOTAL 1081 INVENTORY MANAGEMENT	5,780,070.52	5,467,983.36	7,679,999.25	7,473,271.24	5,793,780.00	7,071,110.00

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11781001	411001	INV&ST PS ANNUAL SAL	794,105.00	.00	611,623.00 -22.98
	1000-17-1081-0000-1-00-0-40-411001-	SUPERINTENDENT AUTO SUPPLIES *A-063	1.00	53,750.00	53,750.00
		(1 @ STEP 5)			
		MEM SUPERVISOR I* B-017 (1@STEP 5)	.00	42,576.00	.00
		transferred to public works (15050001)			
		TIRE MECHANIC *B-008 (3 @ STEP #5)	.00	35,094.00	.00
		transferred to public works (15050001)			
		LABORER II* B-025 10 @ STEP #5)	10.00	34,139.00	341,390.00
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	35,127.00	35,127.00
		ASO ACCOUNT CLERK *A022 (1 @ STEP #5)	1.00	40,337.00	40,337.00
		PRINCIPAL STOCK CLERK A008 1 @ STEP	1.00	36,079.00	36,079.00
		5 *			
		TIRE MECHANIC * B008 (1 @	.00	34,274.00	.00
		STEP (4)			
		transferred to publi works (15050001)			
		LABORER *B006 (1 @ STEP 5)	1.00	33,822.00	33,822.00
		ASSOC. ACCOUNT-CLERK*TITLE A022 (1@	1.00	39,010.00	39,010.00
		STEP #4			
		TIRE MECH 1 B-008 @ STEP #1	.00	31,859.00	.00
		transferred to public works (15050001)			
		LABORER II 1@ STEP3	1.00	32,108.00	32,108.00
		LABORER II 1 @ STEP 3			
		ACCOUNT-CLERK*TITLE A05 (1@ STEP #5	.00	35,582.00	.00
11781001	411001	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:			.00
		TOTALS:	794,105.00	.00	611,623.00 -22.98

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

PRINTSHOP	FUNCTION	1082
APPROPRIATIONS	\$	264,412
FRINGES	\$	116,882
TOTAL APPROPRIATIONS	\$	<u>381,294</u>
REVENUE	\$	-
NET	\$	<u><u>(381,294)</u></u>

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET

1082 PRINT SHOP						

11782001 PRINT SHOP PS						

411001 ANNUAL SALARY	152,938.64	182,833.40	228,289.00	228,289.00	231,619.48	236,455.00
413001 OVERTIME	2,623.65	535.20	2,200.00	2,200.00	1,027.29	2,200.00
413003 ACTING TIME	1,893.01	720.26	800.00	800.00	1,096.06	800.00
414001 LONGEVITY	3,400.00	3,400.00	3,985.00	3,985.00	3,400.00	3,985.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	723.29	1,829.71	1,829.71	.00	2,186.88
415002 CLOTHING ALLOWANCE	400.00	687.20	150.00	150.00	150.00	789.00
TOTAL 11782001 PRINT SHOP PS	161,255.30	188,899.35	237,253.71	237,253.71	237,292.83	246,415.88
11782005 PRINT SHOP SP						

461002 CONTRACT VENDOR SUPPLIES	301.59	1,446.55	1,575.00	1,503.56	1,503.56	1,600.00
461400 POSTAGE	.00	.00	.00	.00	.00	.00
TOTAL 11782005 PRINT SHOP SP	301.59	1,446.55	1,575.00	1,503.56	1,503.56	1,600.00
11782006 PRINT SHOP SV						

443400 EQUIP MAINTENANCE CONTRACTS	3,700.00	4,274.50	4,050.00	4,050.00	3,885.00	7,053.00
444201 RENTAL EQUIPMENT & VEHICLES	8,488.70	15,678.70	27,261.00	9,131.18	9,664.90	948.00
490000 FREEZE FUNDS	.00	.00	.00	17,667.54	.00	.00
TOTAL 11782006 PRINT SHOP SV	12,188.70	19,953.20	31,311.00	30,848.72	13,549.90	8,001.00
11782007 PRINT SHOP CO						

474100 EQUIPMENT	41,166.88	7,163.02	.00	.00	.00	8,395.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11782007 PRINT SHOP CO	41,166.88	7,163.02	.00	.00	.00	8,395.00
TOTAL 1082 PRINT SHOP	214,912.47	217,462.12	270,139.71	269,605.99	252,346.29	264,411.88
TOTAL 17 DIVISION OF PURCHASE	6,341,124.48	6,054,943.98	8,383,368.96	8,171,174.25	6,368,480.23	7,782,792.88
TOTAL	7,513,049.21	7,343,406.81	9,858,675.83	9,546,263.51	7,624,599.71	9,361,918.28
1000 GENERAL FUND						

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	228,289.00	.00	236,455.00 3.58
	1000-17-1082-0000-1-00-0-40-411001-				
		PRINT SHOP MAIL ROOM SUPERVISOR (A062) AT STEP 3	1.00	47,766.00	47,766.00
		PRINT SHOP SUPERVISOR (A053@STEP 5)	1.00	50,203.00	50,203.00
		ACCOUNT CLERK A005 (1 @ STEP 5)	1.00	35,127.00	35,127.00
		MAIL ROOM CLERK (A006 1 @ STEP 5)	1.00	35,582.00	35,582.00
		LABORER II B025 (1@STEP 5)	1.00	34,139.00	34,139.00
		OFFSET PRESS OPERATOR A007 (1 @ STEP 3)	1.00	33,638.00	33,638.00
		BUDGET CEILING:			.00
		TOTALS:	228,289.00	.00	236,455.00 3.58

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