

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

<b>ADMINISTRATIVE SERVICES</b>	<b>FUNCTION</b>	<b>1050</b>
APPROPRIATIONS	\$	675,951
FRINGES	\$	163,255
TOTAL APPROPRIATIONS	\$	<u>839,206</u>
REVENUE	\$	-
NET	\$	<u><u>(839,206)</u></u>

**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.

**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 2009-2010	Estimated 2010-2011	Estimated 2011-2012
Total Approved Budget	448	462	467
Number of Salary Ordii (in \$ millions)	25	25	462
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	550	550	575
Personal service-man years	7	7	6

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 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	451,114.02	478,809.00	418,825.46	410,151.00
413001 OVERTIME	5,768.78	7,213.13	8,525.77	7,600.00	4,765.77	9,999.99
413003 ACTING TIME	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	4,125.00	4,125.00	4,450.00	4,450.00	4,752.74	5,650.00
414007 PERFECT ATTENDANCE INCENTIVE	2,874.78	2,890.80	2,977.52	2,977.60	372.19	2,978.00
TOTAL 11150001 DIV BUDGET & MGT SERV PS	385,395.29	426,334.17	467,067.31	493,836.60	428,716.16	428,778.99
11150004 DIV BUDGET & MGT SERV TR						
-----						
458001 TRANSPORTATION	311.33	332.83	.00	500.00	.00	500.00
458002 MEALS & LODGING	117.50	117.50	.00	250.00	.00	175.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	.00	.00	.00
TOTAL 11150004 DIV BUDGET & MGT SERV TR	428.83	450.33	.00	750.00	.00	675.00
11150005 DIV BUDGET & MGT SERV SP						
-----						
461001 OFFICE SUPPLIES	175.01	.00	303.05	150.00	15.00	150.00
461002 CONTRACT VENDOR SUPPLIES	314.03	889.53	331.55	725.00	234.16	500.00
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	634.60	875.00	249.16	650.00
11150006 DIV BUDGET & MGT SERV SV						
-----						
455100 INTERNAL PRINT SHOP	.00	2,576.68	827.52	1,446.90	735.62	1,847.50
480000 OTHER SERVICES	.00	.00	.00	50,000.00	36,175.00	244,000.00
TOTAL 11150006 DIV BUDGET & MGT SERV SV	.00	2,576.68	827.52	51,446.90	36,910.62	245,847.50
11150007 DIV BUDGET & MGT SERV CO						
-----						

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 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	468,529.43	546,908.50	465,875.94	675,951.49

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	478,809.00	.00	410,151.00	-14.34
	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	1.00	77,713.00	77,713.00	
		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				
		Assistant Management Analyst	1.00	45,267.00	45,267.00	
		A40 - Step 5				
		BUDGET CEILING:			478,809.00	
		TOTALS:	478,809.00	.00	410,151.00	-14.34

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

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

<b>URBAN AFFAIRS</b>	<b>FUNCTION</b>	<b>1059</b>
APPROPRIATIONS	\$	114,597
FRINGES	\$	51,743
TOTAL APPROPRIATIONS	\$	<u>166,340</u>
REVENUE	\$	-
NET	\$	<u><u>(166,340)</u></u>

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

**Division of Urban Affairs**

**Division #11-1059**

**Work Program Statistics**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>Estimate 2010-2011</b>	<b>Estimate 2011-2012</b>
Grant Applications Coordinated	15	20	16	17
Grant Applications Assisted	20	25	22	21
Grants Producing Revenue to Departments (not including BURA, BEREC, BUDC)	35	40	40	37

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
1059 URBAN AFFAIRS						
-----						
11159001 URBAN AFFAIRS PS						
-----						
411001 ANNUAL SALARY	56,650.05	60,408.97	49,586.16	64,088.00	.00	114,347.00
414001 LONGEVITY	.00	.00	.00	.00	.00	.00
TOTAL 11159001 URBAN AFFAIRS PS	56,650.05	60,408.97	49,586.16	64,088.00	.00	114,347.00
11159004 URBAN AFFAIRS TR						
-----						
458001 TRANSPORTATION	.00	1,156.50	.00	125.00	.00	125.00
458003 REGISTRATION & MEMBERSHIP FE	250.00	.00	75.00	125.00	.00	125.00
TOTAL 11159004 URBAN AFFAIRS TR	250.00	1,156.50	75.00	250.00	.00	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	.00	.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	.00	.00	.00	.00
TOTAL 1059 URBAN AFFAIRS	60,220.97	68,738.66	49,661.16	64,338.00	.00	114,597.00
TOTAL 11 ADMIN & FINANCE BUDGET	446,534.13	499,168.32	518,190.59	611,246.50	465,875.94	790,548.49



06/20/2011 10:49  
jbartosik

CITY OF BUFFALO

PG 1  
bgdeptrq

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	64,088.00	.00	114,347.00	78.42
	1000-11-1059-0000-1-00-0-40-411001-	DIRECTOR URBAN AFFAIRS	1.00	64,088.00	64,088.00	
		1840 I 125				
		INTERGOVERNMENTAL COORDINATOR - Schedule I	1.00	50,259.00	50,259.00	
		BUDGET CEILING:			64,088.00	
		TOTALS:	64,088.00	.00	114,347.00	78.42

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

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

**COLLECTIONS**

**FUNCTION**

**1045**

APPROPRIATIONS	\$	337,121
FRINGES	\$	120,670
TOTAL APPROPRIATIONS	\$	<u>457,791</u>
REVENUE	\$	145,000
NET	\$	<u><u>(312,791)</u></u>

**DEPARTMENT OF ADMINISTRATION, FINANCE AND URBAN AFFAIRS**

**Division of Treasury and Collections**

**Division #15-1045**

**Goals**

1. Collection of outstanding monies owed to the City of Buffalo
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 outside 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**

	<b>Actual 2009-2010</b>	<b>Acct/Est 2010-2011</b>	<b>Estimate 2011-2012</b>
Bankruptcy Accounts	932	881	900
Court Order Accounts	334	564	525
Debtor Clearances	2,378	2,327	2,325
User Fee Properties Billed	75,320	77,077	77,000
User Fee Properties Filed for Foreclosure	3,968	4,085	4,000
User Fee Payment Plans	1,814	1,009	1,100
Accounts Receivable to Collection Agency	84	72	75
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	20,000	19,000	19,000
User Fee Returned Mail	8,258	5,764	6,000
Telephone Inquiries	30,000	30,000	30,000

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
15 ADMIN & FIN TREASURY						
-----						
1045 COLLECTIONS DIVISION						
-----						
11545001 COLLECTION DIV PS						
-----						
411001 ANNUAL SALARY	171,265.75	193,258.44	250,561.18	264,797.00	220,617.49	264,638.00
412002 HOURLY SALARY	.00	.00	.00	.00	.00	.00
413001 OVERTIME	7,730.65	5,902.08	6,622.64	7,000.00	4,662.67	7,000.00
413003 ACTING TIME	.00	355.72	.00	.00	.00	.00
414001 LONGEVITY	2,035.00	3,875.00	4,600.00	4,925.00	4,600.00	4,925.00
414004 IN LIEU OF SUMMER HOURS	447.06	430.47	1,394.18	2,600.00	1,471.24	2,500.00
414007 PERFECT ATTENDANCE INCENTIVE	1,861.74	2,947.03	3,563.72	4,433.00	.00	4,433.00
415002 CLOTHING ALLOWANCE	100.00	.00	.00	.00	.00	150.00
TOTAL 11545001 COLLECTION DIV PS	183,440.20	206,768.74	266,741.72	283,755.00	231,351.40	283,646.00
11545005 COLLECTION DIV SP						
-----						
461001 OFFICE SUPPLIES	345.87	.00	75.00	275.00	262.65	275.00
461002 CONTRACT VENDOR SUPPLIES	599.05	162.50	272.76	250.00	236.65	250.00
TOTAL 11545005 COLLECTION DIV SP	944.92	162.50	347.76	525.00	499.30	525.00
11545006 COLLECTION DIV SV						
-----						
432001 AUDITING SERVICES	91,647.47	64,713.53	74,503.05	70,000.00	.00	.00
432003 LEGAL SERVICES	.00	.00	.00	500.00	.00	500.00
434003 COLLECTION AGENCY FEES	.00	.00	.00	.00	55,499.27	52,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	.00	64.00	.00	.00
455100 INTERNAL PRINT SHOP	.00	.00	.00	100.00	88.28	100.00
480000 OTHER SERVICES	.00	.00	.00	350.00	.00	350.00
TOTAL 11545006 COLLECTION DIV SV	91,647.47	64,713.53	74,503.05	71,014.00	55,587.55	52,950.00
11545007 COLLECTION DIV CO						
-----						

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11545007 COLLECTION DIV CO	.00	.00	.00	.00	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	276,032.59	271,644.77	341,592.53	355,294.00	287,438.25	337,121.00

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE	
11545001411001		COLLECTION DIV PS ANNUAL SAL	264,797.00	.00	264,638.00	-.06
	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	43,424.00	43,424.00	
		A / 048 STEP 4				
		LABORER II	1.00	34,139.00	34,139.00	
		B025 / STEP 5				
		COLLECTION OFFICER	1.00	53,446.00	53,446.00	
		STEP 4				
		COLLECTION OFFICER	1.00	55,313.00	55,313.00	
		A 066 / STEP 5				
		JUNIOR COLLECTION OFFICER	1.00	31,084.00	31,084.00	
		A 004 / STEP1				
		BUDGET CEILING:			264,797.00	
		TOTALS:	264,797.00	.00	264,638.00	-.06

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

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

**TREASURY**

**FUNCTION**

**1056**

APPROPRIATIONS	\$	1,023,651
FRINGES	\$	246,661
TOTAL APPROPRIATIONS	\$	<u>1,270,312</u>
REVENUE	\$	553,970
NET	\$	<u><u>(716,342)</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. Consolidate ACH account into the clearing account
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. Working with MIS, Tax Office and Munis Tylor 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

**Work Program Statistics**

	<b>Actual 2009-2010</b>	<b>Act/Est. 2010-2011</b>	<b>Estimate 2011-2012</b>
Lock Box Payments	513,638	579,420	579,000
WEB Payments	142,906	183,420	180,000
ACH Payments	46,196	54,828	550,000
Tellers Payments Processed	537,532	676,752	670,000
In Rem Properties Auctioned	3,304	1,914	3,000
User Fee Properties Potential Foreclosure	3,968	4,085	4,000
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	550	500	500
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies	904	1,000	1,000
Paychecks Issued	140,891	138,320	135,000
Paychecks Direct Deposits Advice Issued	13,496	13,234	13,500
E – Pay Checks began 2/9/10	7,599	7,852	8,000
Garnishees, Court Orders and Levy's	9,342	10,000	10,000
Returned Checks &/or Credit Card Reversals & ACH Reversals	3,502	4,308	4,400
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000



CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
1056 TREASURY DIVISION ADMIN SERV						
-----						
11556001 TREASURY DIVISION PS						
-----						
411001 ANNUAL SALARY	440,614.15	498,059.99	483,539.51	571,752.00	480,450.23	569,821.00
413001 OVERTIME	55,776.81	51,820.27	46,177.21	42,000.00	41,952.09	42,000.00
413003 ACTING TIME	9,066.76	8,111.15	3,281.67	3,500.00	7,284.80	5,000.00
414001 LONGEVITY	10,388.01	8,075.00	6,179.74	6,700.00	6,788.49	6,050.00
414004 IN LIEU OF SUMMER HOURS	3,500.98	4,692.70	4,096.29	5,000.00	4,282.90	5,000.00
414007 PERFECT ATTENDANCE INCENTIVE	5,283.16	6,338.45	6,255.23	10,000.00	.00	10,000.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 11556001 TREASURY DIVISION PS	524,629.87	577,097.56	549,529.65	638,952.00	540,758.51	637,871.00
11556005 TREASURY DIVISION SP						
-----						
461001 OFFICE SUPPLIES	1,189.35	846.98	730.48	1,000.00	1,108.05	1,000.00
461002 CONTRACT VENDOR SUPPLIES	2,054.18	615.56	1,834.55	1,341.70	1,509.71	1,598.12
TOTAL 11556005 TREASURY DIVISION SP	3,243.53	1,462.54	2,565.03	2,341.70	2,617.76	2,598.12
11556006 TREASURY DIVISION SV						
-----						
432001 AUDITING SERVICES	193,609.52	194,383.85	277,852.45	324,685.20	26,981.30	.00
434002 CREDIT CARD & BANK CHARGES	.00	.00	.00	.00	310,341.31	379,632.00
443301 MACHINERY & EQUIP REPAIRS	.00	.00	.00	.00	1,052.42	.00
443400 EQUIP MAINTENANCE CONTRACTS	901.00	1,263.00	1,594.00	1,000.00	1,342.00	1,000.00
455100 INTERNAL PRINT SHOP	150.00	105.00	247.70	300.00	274.87	350.00
480000 OTHER SERVICES	461.68	269.61	661.48	600.00	876.00	600.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11556006 TREASURY DIVISION SV	195,122.20	196,021.46	280,355.63	326,585.20	340,867.90	381,582.00
11556007 TREASURY DIVISION CO						
-----						
474100 EQUIPMENT	2,395.00	14,712.95	1,201.32	.00	.00	1,600.00
TOTAL 11556007 TREASURY DIVISION CO	2,395.00	14,712.95	1,201.32	.00	.00	1,600.00
TOTAL 1056 TREASURY DIVISION ADMIN SERV	725,390.60	789,294.51	833,651.63	967,878.90	884,244.17	1,023,651.12
TOTAL 15 ADMIN & FIN TREASURY	1,001,423.19	1,060,939.28	1,175,244.16	1,323,172.90	1,171,682.42	1,360,772.12

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	571,752.00	.00	569,821.00	-.34
	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 2	1.00	61,587.00	61,587.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step5	1.00	61,315.00	61,315.00	
		TREASURY ADMINISTRATOR STEP 4	1.00	49,865.00	49,865.00	
		ASSISTANT COLLECTION OFFICER - STEP 4	1.00	43,424.00	43,424.00	
		ASST COLLECTION OFFICER STEP 5	1.00	44,687.00	44,687.00	
		TELLER STEP 5	1.00	37,250.00	37,250.00	
		TELLER STEP 3	2.00	34,619.00	69,238.00	
		JR COLLECTION OFFICER STEP 2	1.00	31,614.00	31,614.00	
		TREASURY ADMINISTRATOR STEP 2	1.00	46,527.00	46,527.00	
		ASST COLLECTION OFFICER STEP 1	1.00	39,731.00	39,731.00	
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:			571,752.00	
		TOTALS:	571,752.00	.00	569,821.00	-.34

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

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

<b>PURCHASING</b>	<b>FUNCTION</b>	<b>1068</b>
APPROPRIATIONS	\$	457,085
FRINGES	\$	169,494
TOTAL APPROPRIATIONS	\$	<u>626,579</u>
REVENUE	\$	85,000
NET	\$	<u><u>(541,579)</u></u>

## **DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY, AND URBAN AFFAIRS**

### **Division of Purchase, Inventory & Stores, Print Shop, Mailroom**

**Division #17-1068, #17-1081, #17-1082**

#### **Goals**

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 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.
6. 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 are within reason for all city fleet saving the taxpayers dollars.
7. 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 Program Statistics

	2009-2010	Estimate 2010-2011	Estimate 2011-2012
<u>Purchase</u>			
Personal	7	7	8
Value of Purchase Orders Written (millions)	26	26	28
<u>Inventory &amp; Stores</u>			
Personal	24	24	17
Total Service Calls on Road (This function was transferred to DPW 7-2010)	2,840	2,004	
Tire Repairs:			
Streets	6,428	5,645	0
Engineering/Building	559	356	0
Fire	400	325	0
Admin & Fin.	348	275	0
Community Development/Misc.	700	299	0
Total Tire Repairs:	8,435	6,900	0
<u>Print Shop/Mailroom</u>			
Personal	6	6	6

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
17 DIVISION OF PURCHASE						
-----						
1068 PURCHASING DIVISION						
-----						
11768001 PURCHASE PS						
-----						
411001 ANNUAL SALARY	306,117.19	336,083.61	318,095.70	410,403.00	311,755.24	412,160.00
413001 OVERTIME	131.85	1,024.21	1,012.12	2,000.00	5,442.92	12,000.00
413003 ACTING TIME	263.68	.00	.00	.00	.00	.00
414001 LONGEVITY	7,600.00	7,925.00	7,774.00	6,875.00	6,795.82	6,875.00
414007 PERFECT ATTENDANCE INCENTIVE	2,601.38	2,182.81	1,869.35	2,650.00	.00	2,650.00
415001 AUTOMOBILE ALLOWANCE	402.00	234.00	378.00	418.00	450.00	700.00
TOTAL 11768001 PURCHASE PS	317,116.10	347,449.63	329,129.17	422,346.00	324,443.98	434,385.00
11768005 PURCHASE SP						
-----						
461002 CONTRACT VENDOR SUPPLIES	2,250.41	2,796.18	1,680.00	2,250.00	1,871.10	2,000.00
461005 PHOTO & DRAFTING SUPPLIES	70.80	.00	.00	100.00	.00	100.00
464000 PERIODICALS	.00	.00	.00	.00	.00	.00
TOTAL 11768005 PURCHASE SP	2,321.21	2,796.18	1,680.00	2,350.00	1,871.10	2,100.00
11768006 PURCHASE SV						
-----						
454000 ADVERTISING	8,685.91	9,162.97	10,779.55	11,000.00	11,000.00	11,000.00
455000 PRINTING & BINDING	15,339.00	10,009.72	10,819.26	10,375.00	64.00	8,000.00
455100 INTERNAL PRINT SHOP	.00	80.00	.00	400.00	.00	400.00
TOTAL 11768006 PURCHASE SV	24,024.91	19,252.69	21,598.81	21,775.00	11,064.00	19,400.00
11768007 PURCHASE CO						
-----						
474100 EQUIPMENT	2,679.27	.00	.00	800.00	.00	1,200.00
TOTAL 11768007 PURCHASE CO	2,679.27	.00	.00	800.00	.00	1,200.00
TOTAL 1068 PURCHASING DIVISION	346,141.49	369,498.50	352,407.98	447,271.00	337,379.08	457,085.00

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	410,403.00	.00	412,160.00	.43
	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) (3@STEP 5)	3.00	51,833.00	155,499.00	
		JUNIOR BUYER - A045 @ STEP 5	1.00	43,280.00	43,280.00	
		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	
		BUDGET CEILING:			410,403.00	
		TOTALS:	410,403.00	.00	412,160.00	.43

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

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

**INVENTORY & STORES**

**FUNCTION**

**1081**

APPROPRIATIONS	\$	7,522,193
FRINGES	\$	385,327
TOTAL APPROPRIATIONS	\$	<u>7,907,520</u>
REVENUE	\$	280,030
NET	\$	<u><u>(7,627,490)</u></u>



CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
1081 INVENTORY MANAGEMENT						
-----						
11781001 INVENTORY & STORES PS						
-----						
411001 ANNUAL SALARY	563,535.64	616,527.41	643,268.21	611,623.00	460,075.85	609,944.00
412002 HOURLY SALARY	10,000.48	12,350.66	.00	23,127.00	.00	22,790.40
413001 OVERTIME	130,786.41	135,591.96	124,938.19	120,000.00	110,169.56	120,000.00
413002 HOLIDAY	21,407.52	23,703.06	23,433.12	25,000.00	21,452.65	25,000.00
413003 ACTING TIME	2,275.06	1,900.74	841.46	1,000.00	12,740.81	5,000.00
413004 SHIFT DIFFERENTIAL	3,177.60	3,154.80	3,219.00	3,300.00	918.00	3,300.00
414001 LONGEVITY	17,402.29	16,595.00	17,485.08	15,120.00	14,275.82	14,080.00
414004 IN LIEU OF SUMMER HOURS	809.70	881.35	1,002.44	1,038.00	1,032.52	1,038.00
414007 PERFECT ATTENDANCE INCENTIVE	538.75	503.28	526.05	567.00	.00	567.00
415002 CLOTHING ALLOWANCE	3,000.00	2,919.05	2,400.00	2,850.00	1,500.00	2,925.00
415003 TOOL ALLOWANCE	1,250.00	1,500.00	1,500.00	1,750.00	.00	.00
TOTAL 11781001 INVENTORY & STORES PS	754,183.45	815,627.31	818,613.55	805,375.00	622,165.21	804,644.40
11781005 INVENTORY & STORES SP						
-----						
461002 CONTRACT VENDOR SUPPLIES	315.65	1,305.32	790.37	800.00	735.30	800.00
461105 JANITORIAL SUPPLIES	.00	.00	.00	100.00	.00	100.00
461400 POSTAGE	524,482.53	817,141.21	751,937.99	824,920.00	663,072.42	815,370.00
462600 GASOLINE AND LUBRICANTS	2,808,957.61	2,200,928.65	2,314,115.38	3,777,000.00	3,170,198.36	4,168,000.00
465001 AUTOMOTIVE SUPPLIES	1,239,577.62	1,227,390.13	1,285,923.83	1,000,000.00	1,446,832.95	1,250,000.00
465002 TIRES AND TUBES	131,178.71	122,803.58	187,259.15	175,000.00	221,285.65	195,000.00
467000 MISCELLANEOUS SUPPLIES	.00	224.92	1,263.13	1,425.00	825.00	.00
TOTAL 11781005 INVENTORY & STORES SP	4,704,512.12	4,369,793.81	4,541,289.85	5,779,245.00	5,502,949.68	6,429,270.00
11781006 INVENTORY & STORES SV						
-----						
443301 MACHINERY & EQUIP REPAIRS	17,103.83	30,833.83	32,557.95	27,500.00	24,942.17	19,900.00
443302 VEHICLE BODY REPAIRS	50,853.97	60,143.12	68,231.83	60,000.00	7,523.25	4,000.00
443400 EQUIP MAINTENANCE CONTRACTS	15,750.00	13,504.20	12,598.54	14,100.00	13,447.65	14,100.00
444201 RENTAL EQUIPMENT & VEHICLES	195,911.75	170,854.62	184,868.18	295,860.00	190,957.33	229,050.00
455100 INTERNAL PRINT SHOP	.00	20.00	325.00	325.00	306.25	325.00
480000 OTHER SERVICES	.00	.00	490.70	600.00	.00	600.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11781006 INVENTORY & STORES SV	279,619.55	275,355.77	299,072.20	398,385.00	237,176.65	267,975.00
11781007 INVENTORY & STORES CO						
-----						

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	.00	.00
474100 EQUIPMENT	7,111.97	7,206.47	.00	4,105.00	3,550.26	2,175.00
474200 VEHICLES	34,643.43	.00	.00	84,000.00	41,929.14	18,129.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11781007 INVENTORY & STORES CO	41,755.40	7,206.47	.00	88,105.00	45,479.40	20,304.00
TOTAL 1081 INVENTORY MANAGEMENT	5,780,070.52	5,467,983.36	5,658,975.60	7,071,110.00	6,407,770.94	7,522,193.40

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE	
11781001411001		INV&ST PS ANNUAL SAL	611,623.00	.00	609,944.00	-.27
	1000-17-1081-0000-1-00-0-40-411001-	SUPERINTENDENT AUTO SUPPLIES *A-063 (1 @ STEP 5)	1.00	53,750.00	53,750.00	
		A063 local 650				
		LABORER II* B-025 10 @ STEP #5)	9.00	34,139.00	307,251.00	
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	35,127.00	35,127.00	
		ACCOUNT CLERK *A005 (1 @ STEP #5)	1.00	35,127.00	35,127.00	
		PRINCIPAL STOCK CLERK A008 1 @ STEP 5 *	1.00	36,079.00	36,079.00	
		ASSOC. ACCOUNT-CLERK*TITLE A022 ( 1@ STEP #5	1.00	40,337.00	40,337.00	
		LABORER II 1@ STEP4	1.00	33,135.00	33,135.00	
		Automotive Inventory Clerk	2.00	34,569.00	69,138.00	
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:			611,623.00	
		TOTALS:	611,623.00	.00	609,944.00	-.27

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

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

<b>PRINTSHOP</b>	<b>FUNCTION</b>	<b>1082</b>
APPROPRIATIONS	\$	259,818
FRINGES	\$	113,936
TOTAL APPROPRIATIONS	\$	<u>373,754</u>
REVENUE	\$	3,000
NET	\$	<u><u>(370,754)</u></u>

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2011-2012 ADOPTED BUDGET

	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ACTUAL AMOUNT	2010-2011 ADOPTED BUDGET	2010-2011 YTD 06/20/2011	2011-2012 ADOPTED BUDGET
-----						
1082 PRINT SHOP						
-----						
11782001 PRINT SHOP PS						
-----						
411001 ANNUAL SALARY	152,938.64	182,833.40	250,368.94	236,455.00	211,800.84	240,368.00
413001 OVERTIME	2,623.65	535.20	1,027.29	2,200.00	1,624.85	2,200.00
413003 ACTING TIME	1,893.01	720.26	1,129.63	800.00	66.05	1,200.00
414001 LONGEVITY	3,400.00	3,400.00	3,400.00	3,985.00	4,215.07	2,285.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	723.29	1,453.79	2,186.88	.00	2,200.00
415002 CLOTHING ALLOWANCE	400.00	687.20	150.00	789.00	332.00	789.00
TOTAL 11782001 PRINT SHOP PS	161,255.30	188,899.35	257,529.65	246,415.88	218,038.81	249,042.00
11782005 PRINT SHOP SP						
-----						
461002 CONTRACT VENDOR SUPPLIES	301.59	1,446.55	1,503.56	1,600.00	1,048.69	800.00
461105 JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	390.00
461400 POSTAGE	.00	.00	.00	.00	.00	2,000.00
TOTAL 11782005 PRINT SHOP SP	301.59	1,446.55	1,503.56	1,600.00	1,048.69	3,190.00
11782006 PRINT SHOP SV						
-----						
443400 EQUIP MAINTENANCE CONTRACTS	3,700.00	4,274.50	3,885.00	7,053.00	3,885.00	6,078.00
444201 RENTAL EQUIPMENT & VEHICLES	8,488.70	15,678.70	9,664.90	948.00	879.91	948.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11782006 PRINT SHOP SV	12,188.70	19,953.20	13,549.90	8,001.00	4,764.91	7,026.00
11782007 PRINT SHOP CO						
-----						
474100 EQUIPMENT	41,166.88	7,163.02	.00	8,395.00	7,906.29	560.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11782007 PRINT SHOP CO	41,166.88	7,163.02	.00	8,395.00	7,906.29	560.00
TOTAL 1082 PRINT SHOP	214,912.47	217,462.12	272,583.11	264,411.88	231,758.70	259,818.00
TOTAL 17 DIVISION OF PURCHASE	6,341,124.48	6,054,943.98	6,283,966.69	7,782,792.88	6,976,908.72	8,239,096.40

06/20/2011 10:53  
jbartosik

CITY OF BUFFALO

PG 1  
bgdeptrq

BUDGET PROJECTION 21112 CITY OF BUFFALO - BUDGET PROJECTIONS 2011 - 2012

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL		PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	236,455.00	.00	240,368.00	1.65
	1000-17-1082-0000-1-00-0-40-411001-					
		PRINT SHOP MAIL ROOM SUPERVISOR (A062) AT STEP 4	1.00	48,912.00	48,912.00	
		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 AND SUPPLY CLERK (A009 1 @ STEP 5)	1.00	37,780.00	37,780.00	
		THIS TITLE WOULD REPLACE MAIL CLERK-TITLE ALLOWS FOR MULTIPLE TASKS				
		LABORER II B025 (1@STEP 5)	1.00	34,139.00	34,139.00	
		OFFSET PRESS OPERATOR A007 (1 @ STEP 4)	1.00	34,207.00	34,207.00	
		BUDGET CEILING:			236,455.00	
		TOTALS:	236,455.00	.00	240,368.00	1.65

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