

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

ADMINISTRATIVE SERVICES	FUNCTION	1050
APPROPRIATIONS	\$	391,550
FRINGES	\$	131,312
TOTAL APPROPRIATIONS	<u>\$</u>	<u>522,862</u>
REVENUE	\$	-
NET	<u>\$</u>	<u>(522,862)</u>

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 of Buffalo
2. To maximize the effectiveness and efficiency of the subordinate divisions of the department to include Treasury, Collection, Parking Enforcement, Purchase, Inventory and 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

	Actual 2005-2006	Actual 2006-2007	Estimate 2007-2008
Total approved budget (millions)	398	384	412
Number of Salary Ordinance Amendments	30	30	35
Revenue Accounts estimated and reviewed	313	330	507
Number of City Department Budgets monitored	13	13	13
Number of City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	144	157	175
Number of Fund reallocations	105	105	155
PC spreadsheets written	200	200	200
Personal service-man years	5	4	5

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
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11 ADMIN & FINANCE BUDGET

1050 DIV OF BUDGET & MGMT SERVICES

PERSONAL SERVICES

411001 ANNUAL SALARY	303,584.22	329,589.26	309,806.53	300,892.84	322,193.00	363,351.00
413001 OVERTIME	13,231.54	14,666.51	7,291.62	16,719.98	15,000.00	15,000.00
413003 ACTING TIME	3,573.26	.00	.00	.00	.00	.00
414001 LONGEVITY	3,913.46	3,225.00	3,225.00	3,225.00	2,825.00	3,800.00
414007 PERFECT ATTENDANCE INCENTIVE	2,520.77	2,810.30	2,432.84	2,209.33	2,515.60	2,313.00
TOTAL PERSONAL SERVICES	326,823.25	350,291.07	322,755.99	323,047.15	342,533.60	384,464.00

TRAVEL

458001 TRANSPORTATION	103.00	.00	115.45	.00	550.00	650.00
458002 MEALS & LODGING	94.72	.00	218.62	.00	770.00	2,020.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	825.00	625.00	1,225.00
TOTAL TRAVEL	197.72	.00	334.07	825.00	1,945.00	3,895.00

SUPPLIES

461001 OFFICE SUPPLIES	.00	2.50	2.80	90.00	20.00	150.00
461002 CONTRACT VENDOR SUPPLIES	191.48	350.62	116.30	238.53	225.50	475.00
461400 POSTAGE	.00	63.15	.00	.00	.00	.00
TOTAL SUPPLIES	191.48	416.27	119.10	328.53	245.50	625.00

SERVICES

455100 INTERNAL PRINT SHOP	288.20	1,158.64	54.84	444.01	1,975.75	2,025.75
480000 OTHER SERVICES	37.00	.00	.00	.00	40.00	40.00
TOTAL SERVICES	325.20	1,158.64	54.84	444.01	2,015.75	2,065.75

CAPITAL OUTLAY

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
474100 EQUIPMENT	.00	4,800.00	.00	.00	.00	500.00
TOTAL CAPITAL OUTLAY	.00	4,800.00	.00	.00	.00	500.00
TOTAL 1050 DIV OF BUDGET & MGMT SERVICES	327,537.65	356,665.98	323,264.00	324,644.69	346,739.85	391,549.75

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	.00	322,193.00	363,351.00	.00
	1000-11-1050-0000-1-00-0-40-411-001-	COMMISSIONER ADMIN, FINANCE, POLICY &	1.00	104,000.00	104,000.00	
		URBAN AFFAIRS 3621 1130				
		PRINCIPAL MANAGEMENT ANALYST	1.00	53,633.00	53,633.00	
		0791 A085 STEP 1				
		SECRETARY COMM ADMIN & FINANCE	1.00	29,138.00	29,138.00	
		PRINCIPAL MANAGEMENT ANALYST A 085	1.00	67,105.00	67,105.00	
		STEP 5				
		DIRECTOR OF BUDGET, ADMINISTRATION,	1.00	79,243.00	79,243.00	
		FINANCE & POLICY				
		SPECIAL ASSISTANT TO THE COMM OF	1.00	30,232.00	30,232.00	
		ADMINISTRATION, FINANCE, POLICY & URBAN				
		AFFAIRS				
		BUDGET CEILING:			.00	
		TOTALS:	.00	322,193.00	363,351.00	.00

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

URBAN AFFAIRS	FUNCTION	1059
APPROPRIATIONS	\$	192,248
FRINGES	\$	8,764
TOTAL APPROPRIATIONS	\$	<u>201,012</u>
REVENUE	\$	-
NET	\$	<u><u>(201,012)</u></u>

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1059 URBAN AFFAIRS						

PERSONAL SERVICES						

411001 ANNUAL SALARY	.00	.00	.00	.00	55,000.00	55,000.00
414001 LONGEVITY	.00	.00	.00	.00	1,375.00	1,375.00
TOTAL PERSONAL SERVICES	.00	.00	.00	.00	56,375.00	56,375.00
SERVICES						

458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	.00	.00	250.00
480000 OTHER SERVICES	.00	.00	.00	.00	124,000.00	135,623.08
TOTAL SERVICES	.00	.00	.00	.00	124,000.00	135,873.08
TOTAL 1059 URBAN AFFAIRS	.00	.00	.00	.00	180,375.00	192,248.08
TOTAL 11 ADMIN & FINANCE BUDGET	327,537.65	356,665.98	323,264.00	324,644.69	527,114.85	583,797.83

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	.00	55,000.00	55,000.00	.00
	1000-11-1059-0000-1-00-0-40-411-001-	DIRECTOR URBAN AFFAIRS	1.00	55,000.00	55,000.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	55,000.00	55,000.00	.00

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

TOWING & STORAGE OPERATIONS	FUNCTION	1112
APPROPRIATIONS	\$	1,652,850
FRINGES	\$	125,391
TOTAL APPROPRIATIONS	\$	<u>1,778,241</u>
REVENUE	\$	<u>550,000</u>
NET COST	\$	<u><u>(1,228,241)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Towing & Storage

Division #14-1112

GOALS

1. To tow and store vehicles parked illegally, suspended or abandoned.
2. To develop and implement procedures, policies and ordinance amendments designed to expedite the towing, release, auction and transfer of junk cars to scrap processors.

ACTIVITIES

1. Tow and store illegally parked and police impounded vehicles.
2. Maintain complete and accurate records related to towed vehicles.
3. Hold weekly auctions of unclaimed vehicles.
4. Prepare an MV907A for each vehicle, 1973 or newer, sold at auction.
5. Data entry and scanning of all notices and mailings that pertain to each tow.
6. Answer all phone inquiries from the public with regard to impounded vehicles.
7. Act as dispatcher and liaison between towing companies and officers on the street.
8. Prepare a release for all vehicles that are claimed by the owner.

WORK PROGRAM STATISTICS

	Actual 2005-2006	Estimate 2006-2007	Estimate 2007-2008
Vehicles towed	4,833	5,500*	5,500*
Vehicles mini-towed	428	425	425
Towing notices mailed and filed	4,156	4,800	4,800
Vehicles released to scrap program	332	250	300
Auctioned vehicles	1,204	1,400	1,400

*This is based on the Strike Force continuing their efforts

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1112 TOWING & STORAGE OPERATIONS						

PERSONAL SERVICES						

411001 ANNUAL SALARY	351,459.53	319,503.80	162,250.13	171,341.31	166,233.24	219,574.24
412002 HOURLY SALARY	12,416.12	9,193.20	.00	.00	16,952.00	16,952.00
413001 OVERTIME	74,267.53	95,390.38	17,940.23	14,491.34	17,900.00	17,900.00
413002 HOLIDAY	7,858.26	9,237.26	235.95	181.29	500.00	500.00
413003 ACTING TIME	1,469.39	2,112.48	1,722.88	3,014.11	1,200.00	4,200.00
413004 SHIFT DIFFERENTIAL	1,495.20	1,399.20	.00	.00	.00	.00
414001 LONGEVITY	9,535.10	7,810.00	5,080.00	5,080.00	6,130.00	6,130.00
414004 IN LIEU OF SUMMER HOURS	412.05	708.87	422.35	422.35	815.04	815.04
414007 PERFECT ATTENDANCE INCENTIVE	713.80	703.93	703.93	353.32	1,029.00	1,029.00
415002 CLOTHING ALLOWANCE	1,600.00	1,550.00	650.00	650.00	500.00	500.00
415003 TOOL ALLOWANCE	.00	350.00	350.00	350.00	350.00	.00
TOTAL PERSONAL SERVICES	461,226.98	447,959.12	189,355.47	195,883.72	211,609.28	267,600.28

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	-533.27	226.70	208.33	217.17	275.00	275.00
461105 JANITORIAL SUPPLIES	.00	23.00	8.91	.00	100.00	150.00
461201 CLOTHING & UNIFORMS	793.60	685.50	359.00	364.20	350.00	350.00
465001 AUTOMOTIVE SUPPLIES	1,131.99	49.00	709.97	91.43	750.00	750.00
466100 ELEC PLUMB HVAC EQUIP SUPPLI	.00	146.97	.00	34.36	75.00	75.00
467000 MISCELLANEOUS SUPPLIES	110.98	3.98	67.00	49.58	50.00	50.00
TOTAL SUPPLIES	1,503.30	1,135.15	1,353.21	756.74	1,600.00	1,650.00

SERVICES						

443302 VEHICLE BODY REPAIRS	25,394.67	6,912.06	10,924.70	4,165.42	7,000.00	7,000.00
443303 VEHICLE DRIVETRAIN REPAIRS	9,749.07	3,270.95	3,325.00	5,652.42	3,500.00	4,500.00
444101 RENTAL LAND & BUILDINGS	.00	.00	.00	.00	.00	.00
444201 RENTAL EQUIPMENT & VEHICLES	4,310.53	3,389.02	1,188.00	1,180.00	1,188.00	.00
455000 PRINTING & BINDING	280.00	.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	157.50	35.00	80.00	80.00	100.00	100.00
480000 OTHER SERVICES	38,454.30	41,243.09	66,353.50	84,483.00	66,000.00	90,000.00
TOTAL SERVICES	78,346.07	54,850.12	81,871.20	95,560.84	77,788.00	101,600.00

CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	1,200,000.00	1,200,000.00
474100 EQUIPMENT	.00	.00	.00	.00	31,500.00	.00
474200 VEHICLES	.00	.00	.00	.00	65,000.00	82,000.00
TOTAL CAPITAL OUTLAY	.00	.00	.00	.00	1,296,500.00	1,282,000.00
TOTAL 1112 TOWING & STORAGE OPERATIONS	541,076.35	503,944.39	272,579.88	292,201.30	1,587,497.28	1,652,850.28

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CITY OF BUFFALO
ADOPTEDBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11412001411001		TOWING PS ANNUAL SAL	.00	166,233.24	219,574.24	.00
	1000-14-1112-0000-1-00-0-45-411-001-	ASSISTANT OPERATION SUPERVISOR	1.00	36,745.00	36,745.00	
		0971 - GRADE A33 - STEP 5	1.00	25,162.00	25,162.00	
		JUNIOR TRAFFIC CLERK - 0179				
		GRADE A02 - STEP 1				
		FOR IMPOUND OFFICE. THIS WILL ALLOW LABORERS TO				
		ASSIST IN BOOTING VEHICLES ON DAY & NIGHT SHIFT				
		LABORER II - 9622	1.00	27,833.04	27,833.04	
		GRADE B25 - STEP 5	1.00	26,935.20	26,935.20	
		LABORER II - 9622				
		GRADE B25 - STEP 4				
		SUPERINTENDENT OF FLEET OPERATION 2160	1.00	40,823.00	40,823.00	
		- GRADE B21 - STEP 5				
		ASSOCIATE ACCOUNT CLERK - 0420	1.00	33,897.00	33,897.00	
		GRADE A22 - STEP 5				
		DISPATCHER - 5320	1.00	28,179.00	28,179.00	
		GRADE B14 - STEP 1				
		TO INCREASE SAFETY OF OUR OFFICERS AND IMPROVE				
		THE EFFICIENCY OF THE DEPARTMENT.				
		BUDGET CEILING:			.00	
		TOTALS:	.00	166,233.24	219,574.24	.00

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

PARKING METER & ENFORCEMENT	FUNCTION	1113
APPROPRIATIONS	\$	882,516
FRINGES	\$	434,005
TOTAL APPROPRIATIONS	\$	<u>1,316,521</u>
REVENUE	\$	<u>1,106,500</u>
NET COST	\$	<u><u>(210,021)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Parking Meters & Enforcement

Division #14-1113

GOALS

1. To install, reinstall, remove and provide daily maintenance of parking meters to ensure proper operation and turn over parking
2. To equitable and thoroughly enforce all parking regulations daily throughout the entire city.

ACTIVITIES

1. Install, maintain and repair parking meters (approx. 3,000 meters and 25 pay and display units).
2. Issue parking violation summonses for violations of “parking” “stopping” and “standing” pursuant to the State of New York Vehicle and Traffic Law and the Ordinances of the City of Buffalo.
3. Download computerized hand held ticket writers to the EZ Tag software system daily.
4. Rectify any maintenance problems that occur to the handhelds
5. Receive and dispatch 911 and citizen complaints of illegal parking to Parking Enforcement personnel.
6. Compile, maintain and report complete and accurate records pertaining to parking meter work, summonses issued, abandoned and suspended vehicles impounded and complaints answered.
7. Assisting private contractors with street paving and construction projects and also posting when needed.
8. Assist the Streets Department on a year round basis for street cleaning, trash pick-up and snow plowing.
9. Immobilization of vehicles that have outstanding summonses owed.

WORK PROGRAM STATISTICS

	Actual 2005-2006	Estimate 2006-2007	Estimate 2007-2008
Parking meters			
Repaired			
Installed		200	200
Reinstalled		600*	300
Pay & Display Machines			
Installed		9	75
Summonses issued	155,426	155,000	175,000**
Sign and Meter complaints received and investigated	422	400	400
Vehicles booted	954	800	800

*Due to Vandalism and knock out's

**If we have a full staff of Parking Enforcement Officers

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1113 PARKING METER & ENFORCEMENT						

PERSONAL SERVICES						

411001 ANNUAL SALARY	581,603.27	540,911.43	551,722.46	577,873.75	637,732.00	631,942.00
412002 HOURLY SALARY	28,770.69	27,322.28	41,549.06	49,067.05	52,364.00	52,364.00
413001 OVERTIME	53,634.80	53,628.82	40,735.52	32,127.36	35,000.00	40,000.00
413002 HOLIDAY	.00	1,417.47	.00	.00	.00	.00
413003 ACTING TIME	3,288.72	608.52	438.69	2,284.47	3,200.00	3,200.00
413004 SHIFT DIFFERENTIAL	1,526.10	1,713.03	1,508.40	946.50	1,500.00	1,500.00
414001 LONGEVITY	13,914.78	12,025.00	12,090.00	11,608.22	11,635.00	8,600.00
415002 CLOTHING ALLOWANCE	2,850.00	3,000.00	2,700.00	3,000.00	3,300.00	3,300.00
415003 TOOL ALLOWANCE	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
TOTAL PERSONAL SERVICES	686,588.36	641,626.55	651,744.13	677,907.35	745,731.00	741,906.00

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	199.87	197.76	149.20	73.51	200.00	200.00
461105 JANITORIAL SUPPLIES	198.72	196.10	175.05	222.16	240.00	240.00
461201 CLOTHING & UNIFORMS	3,835.32	4,257.55	3,294.45	3,496.50	3,300.00	3,500.00
466100 ELEC PLUMB HVAC EQUIP SUPPLI	4,212.21	307.98	2,126.34	2,129.63	4,300.00	5,200.00
466200 ROAD SUPPLIES	6,743.42	8,318.70	8,845.86	2,323.96	9,075.00	12,000.00
467000 MISCELLANEOUS SUPPLIES	62.47	8.04	.00	14.01	30.00	30.00
TOTAL SUPPLIES	15,252.01	13,286.13	14,590.90	8,259.77	17,145.00	21,170.00

SERVICES						

443301 MACHINERY & EQUIP REPAIRS	40.00	.00	604.00	438.54	6,500.00	20,500.00
443400 EQUIP MAINTENANCE CONTRACTS	585.00	585.00	.00	.00	.00	.00
444201 RENTAL EQUIPMENT & VEHICLES	60,111.81	49,661.23	59,334.72	50,034.24	64,500.00	67,500.00
455000 PRINTING & BINDING	307.75	280.00	625.00	607.47	350.00	350.00
455100 INTERNAL PRINT SHOP	832.50	525.00	15.00	100.00	190.00	190.00
TOTAL SERVICES	61,877.06	51,051.23	60,578.72	51,180.25	71,540.00	88,540.00

CAPITAL OUTLAY						

473010 ROAD IMPROVEMENTS	16,490.00	.00	80,900.00	40,450.00	25,000.00	30,000.00

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	998.00	.00	82,700.00	900.00
474200 VEHICLES	.00	375.00	3,910.00	35,788.00	.00	.00
TOTAL CAPITAL OUTLAY	16,490.00	375.00	85,808.00	76,238.00	107,700.00	30,900.00
TOTAL 1113 PARKING METER & ENFORCEMENT	780,207.43	706,338.91	812,721.75	813,585.37	942,116.00	882,516.00
TOTAL 14 ADMIN & FIN PARKING ENFORCEMNT	2,002,935.99	1,912,153.16	1,741,638.53	1,744,763.02	3,197,310.85	3,202,019.28

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11413001411001		PKGGENF PS ANNUAL SAL	.00	637,732.00	631,942.00	.00
	1000-14-1113-0000-1-00-0-45-411-001-					
		PARKING ENFORCEMENT OFFICER	6.00	28,688.00	172,128.00	
		GRADE B08 - STEP 5 - 5330				
		PARKING ENFORCEMENT OFFICER	1.00	26,504.00	26,504.00	
		GRADE B08 - STEP 2 - 5330				
		PARKING ENFORCEMENT OFFICER	5.00	25,793.00	128,965.00	
		GRADE B08 - STEP 1 - 5330				
		PARKING METER MECHANIC	4.00	29,604.00	118,416.00	
		GRADE B10 - STEP 5 - 5200				
		LABORER II	3.00	27,833.00	83,499.00	
		GRADE B25 - STEP 5 -				
	9622					
		PRKNG METER OPERATION SUPER 1	1.00	37,606.00	37,606.00	
		GRADE B18 - STEP 5 - 5250				
		PARKING ENFORCEMENT SUPERVISOR	1.00	37,606.00	37,606.00	
		GRADE B18 - STEP 5 - 5331				
		PARKING ENFORCEMENT OFFICER	1.00	27,218.00	27,218.00	
		B008 - STEP 3 - 5330				
		BUDGET CEILING:			.00	
		TOTALS:	.00	637,732.00	631,942.00	.00

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

PARKING VIOLATIONS BUREAU	FUNCTION	1075
APPROPRIATIONS	\$	666,653
FRINGES	\$	224,514
TOTAL APPROPRIATIONS	\$	<u>891,167</u>
REVENUE	\$	7,152,380
NET	\$	<u><u>6,261,213</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of PVB

Division #14-1075

GOALS

1. To provide for the fair and equitable disposition of summonses written for parking violations.

ACTIVITIES

1. Distribute summonses to Police and other agencies.
2. Accept pleas and to hear and determine charges of parking violations.
3. Answer, within a reasonable period of time, all relevant reasonable inquires by a person.
4. Set up and conduct appeals and motions to vacate judgment.
5. Maintain complete and accurate records relating to all charges, dispositions and associated activities.
6. Process releases for towed and/or booted vehicles.
7. Process releases for registration suspensions.
8. Data entry and imaging of all summonses issued by police and other agencies.
9. Send weekly notices on unpaid summonses.
10. Research payments sent in with insufficient information to process.
11. Reconcile payment errors from Treasury and the Lock Box.
12. Reconcile data entry errors.
13. Respond to the Mayor's complaint line.
14. Send monthly tapes to Albany for registration suspensions.
15. Scan and verify all late payments.
16. Manage the (SARA) records retention program for all PVB documents.

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS
Division of PVB

WORK PROGRAM STATISTICS

	Actual 2005-2006	Estimate 2006-2007	Estimate 2007-2008
Total number of parking summonses written	200,785	190,000	190,000
Notices generated:			
First	70,379	70,000	70,000
Courtesy	38,649	39,000	39,000
Alertogram	39,125	32,000	32,000
Suspension	20,234	25,000	24,000
Number of plates suspended	10,444	11,000	11,000
Number of suspended plates released	5,700	5,500	5,500
Sign and Meter disputes	422	400	400
Mayor's Complaint responses	569	550	550
Number of Phone Calls (2006 calendar year)	24,676	25,000	25,000
Walk-in customers (8/1/06 start of record keeping)	0	53,000	53,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
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14 ADMIN & FIN PARKING ENFORCEMNT

1075 PARKING VIOLATIONS BUREAU

PERSONAL SERVICES

411001 ANNUAL SALARY	502,079.16	527,612.31	467,902.61	463,736.89	498,726.00	494,623.00
412002 HOURLY SALARY	18,782.50	23,110.00	19,486.50	21,179.13	25,000.00	25,000.00
413001 OVERTIME	1,230.22	2,522.79	4,184.19	24,486.89	5,000.00	7,000.00
413003 ACTING TIME	1,176.84	910.64	1,181.43	1,325.86	1,500.00	1,500.00
414001 LONGEVITY	11,225.00	11,190.18	9,700.00	11,150.00	11,150.00	10,750.00
414007 PERFECT ATTENDANCE INCENTIVE	1,752.67	1,624.06	1,027.87	1,196.54	1,250.00	1,250.00
415001 AUTOMOBILE ALLOWANCE	.00	.00	6.00	.00	.00	.00
TOTAL PERSONAL SERVICES	536,246.39	566,969.98	503,488.60	523,075.31	542,626.00	540,123.00

TRAVEL

458001 TRANSPORTATION	.00	.00	.00	.00	.00	800.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00	400.00
TOTAL TRAVEL	.00	.00	.00	.00	.00	1,200.00

SUPPLIES

461001 OFFICE SUPPLIES	818.97	341.85	144.33	319.84	325.00	325.00
461002 CONTRACT VENDOR SUPPLIES	2,347.80	977.47	2,582.41	1,817.81	1,200.00	1,200.00
464000 PERIODICALS	450.65	349.50	367.50	379.50	382.50	400.00
TOTAL SUPPLIES	3,617.42	1,668.82	3,094.24	2,517.15	1,907.50	1,925.00

SERVICES

432001 AUDITING SERVICES	95,365.16	97,295.40	102,577.79	89,136.19	100,000.00	100,000.00
432003 LEGAL SERVICES	2,711.63	2,498.70	.00	.00	.00	.00
432004 ENGINEER & TECHNICAL SERVICE	330.00	250.00	.00	1,000.00	1,000.00	1,080.00
443301 MACHINERY & EQUIP REPAIRS	.00	.00	.00	462.00	.00	125.00
443400 EQUIP MAINTENANCE CONTRACTS	16,410.42	.00	13,448.00	13,448.00	13,448.00	14,050.00
444201 RENTAL EQUIPMENT & VEHICLES	12,867.94	18,209.69	23,743.47	.00	.00	.00

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

455000 PRINTING & BINDING	13,335.75	7,630.27	8,567.30	7,092.50	7,600.00	7,000.00
455100 INTERNAL PRINT SHOP	767.50	391.00	892.50	694.13	750.00	750.00
480000 OTHER SERVICES	.00	871.00	105.00	140.00	.00	.00
TOTAL SERVICES	141,788.40	127,146.06	149,334.06	111,972.82	122,798.00	123,005.00
CAPITAL OUTLAY						

474100 EQUIPMENT	.00	6,085.00	420.00	1,411.07	366.07	400.00
TOTAL CAPITAL OUTLAY	.00	6,085.00	420.00	1,411.07	366.07	400.00
TOTAL 1075 PARKING VIOLATIONS BUREAU	681,652.21	701,869.86	656,336.90	638,976.35	667,697.57	666,653.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11475001411001	PVB	PS ANNUAL SAL	.00	498,726.00	494,623.00	.00
	1000-14-1075-0000-1-00-0-40-411-001-	JUNIOR TRAFFIC CLERK - 0179	2.00	27,847.00	55,694.00	
		GRADE A02 - STEP 5				
		JUNIOR TRAFFIC CLERK - 0179 - GRADE	2.00	25,162.00	50,324.00	
		A02 STEP 1				
		CLERK - 0010	1.00	25,162.00	25,162.00	
		GRADE A02 - STEP 1				
		SENIOR STENOGRAPHER - 0240	1.00	30,114.00	30,114.00	
		GRADE A07 - STEP 5				
		JUNIOR DATA CONTROL CLERK - 0969	2.00	28,493.00	56,986.00	
		GRADE A04 - STEP 5				
		DATA CONTROL CLERK - 0970	1.00	31,153.00	31,153.00	
		GRADE A13 - STEP 5				
		TRAFFIC CLERK - 0180	1.00	34,261.00	34,261.00	
		GRADE A23 - STEP 5				
		DIRECTOR PARKING ENFORCEMENT	1.00	65,405.00	65,405.00	
		GRADE I45 - STEP 5				
		SR. ACCOUNT CLERK TYPIST - 0411	1.00	29,284.00	29,284.00	
		GRADE A07 - STEP 4				
		SUPERVISOR HEARING EXAMINER PT -5720	1.00	31,842.00	31,842.00	
		GRADE I46 - STEP 5				
		MANDATORY BY NYS V&T LAW				
		SENIOR ADMINISTRATIVE ASSISTANT -1390	1.00	45,814.00	45,814.00	
		GRADE A63 - STEP 5				
		ADMINISTRATIVE ASSISTANT - 1380	1.00	38,584.00	38,584.00	
		GRADE A41 - STEP 5				
		BUDGET CEILING:			.00	
		TOTALS:	.00	498,726.00	494,623.00	.00

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

TREASURY

FUNCTION

1056

APPROPRIATIONS	\$	712,981
FRINGES	\$	207,785
TOTAL APPROPRIATIONS	\$	<u>920,766</u>
REVENUE	\$	<u>300,512</u>
NET	\$	<u><u>(620,254)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS

Division of Treasury and Collections

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 City of Buffalo Receivables
4. ACH payment acceptance

ACTIVITIES

1. Continuous cross training of Treasury and Collection Staff to promote efficiency and savings
2. Development of customer bill paying service with M & T Bank, also known as ACH
3. Working with MIS to develop a new Treasury Receivable System to enhance customer service
4. Payroll now remitted folded, many employees have direct deposit, encourage all to participate
5. Electronic Payments of Inter-departmental billings
6. MIS & Treasury have enhanced the Hansen and MUNIS interaction of payment tables

WORK PROGRAM STATISTICS

	Actual 2005-2006	Actual 2006-2007	Estimate 2007-2008
Lock Box Payments	491,112	485,273	480,000
WEB Payments	82,756	94,186	110,000
Tellers Payments Processed	313,000	312,000	311,000
In Rem Properties Auctioned	1806	1758	1800
User Fee Properties Filed for Foreclosure	3213	7503	7600
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	360	360	360
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies	2300	2415	2500
Paychecks Distributed	81,100	80,568	80,000
Garnishees, Court Orders and Levys	5945	6630	7000
Returned Checks &/or Credit Card Reversals	3900	2980	2900
Telephone & Walk-in Inquiries, Copies made	12,000	15,000	16,000

DEPARTMENT OF ADMINISTRATION, FINANCE POLICY AND URBAN AFFAIRS

Division of Treasury and Collections

Division #15-1045

GOALS

1. Timely Billing and 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
4. Billing of User Fee to Escrow Companies holding an outstanding mortgage on parcel to enhance collection

ACTIVITIES

1. Partnered with Mercantile Collection Agency to collect on many years of outstanding Accounts Receivables
2. Development of a more efficient method of billing and collection with BURA, and Division of Housing and Property
3. Abatement of Uncollected outstanding Accounts Receivable
4. Debtor Clearances of hundreds of property owners for In Rem and Real Estate as well as Mayor & Common Council
5. Remit Final Notice to uncollected Accounts Receivable then forwarded to Collection Agency quarterly
6. Remitted all User Fee Bills with an additional Annual Coupon resulting in a 20% increase in payment in full
7. Continue correcting thousands of errant billing names and addresses

WORK PROGRAM STATISTICS

	Actual 2005-2006	Actual 2006-2007	Estimate 2007-2008
Bankruptcy Accounts	3122	1627	2000
Court Order Accounts	912	646	600
Debtor Clearances	1899	1989	2100
User Fee Properties Billed quarterly	78,522	78,345	78,150
User Fee Properties Filed for Foreclosure	3213	7503	7600
User Fee Payment Plans	2948	2499	3800
Accounts Receivable to Collection Agency	0	38,207	25,000
Personal Liability Notices issued	10,069	16,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	13,928	12,450	13,000
User Fee Returned Mail	12,159	5,622	5000
Telephone Inquiries	24,000	28,000	30,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1056 TREASURY DIVISION ADMIN SERV						

PERSONAL SERVICES						

411001 ANNUAL SALARY	432,652.47	387,585.47	359,584.72	370,852.07	497,008.19	492,438.19
413001 OVERTIME	9,685.73	19,215.26	27,899.87	66,179.36	18,000.00	30,000.00
413003 ACTING TIME	.00	1,515.55	.00	.00	.00	.00
414001 LONGEVITY	9,525.00	10,900.00	10,175.00	8,725.00	9,125.00	10,900.00
414004 IN LIEU OF SUMMER HOURS	3,817.22	4,035.83	3,063.23	4,089.99	4,090.00	4,090.00
414007 PERFECT ATTENDANCE INCENTIVE	3,162.20	4,057.02	4,955.61	5,151.80	4,675.00	6,730.00
415002 CLOTHING ALLOWANCE	200.00	.00	.00	.00	.00	.00
TOTAL PERSONAL SERVICES	459,042.62	427,309.13	405,678.43	454,998.22	532,898.19	544,158.19
SUPPLIES						

461001 OFFICE SUPPLIES	830.22	608.44	399.55	454.82	750.00	1,125.00
461002 CONTRACT VENDOR SUPPLIES	997.76	999.60	892.52	980.73	1,156.98	1,583.72
TOTAL SUPPLIES	1,827.98	1,608.04	1,292.07	1,435.55	1,906.98	2,708.72
SERVICES						

432001 AUDITING SERVICES	43,101.77	53,540.23	98,119.31	143,070.90	160,141.00	157,062.00
443400 EQUIP MAINTENANCE CONTRACTS	2,010.80	1,953.50	1,498.50	1,234.50	1,821.00	1,752.50
455100 INTERNAL PRINT SHOP	.00	135.00	237.50	95.00	285.00	400.00
480000 OTHER SERVICES	808.59	817.38	804.18	.00	825.00	800.00
TOTAL SERVICES	45,921.16	56,446.11	100,659.49	144,400.40	163,072.00	160,014.50
CAPITAL OUTLAY						

474100 EQUIPMENT	.00	7,913.00	.00	2,500.00	4,200.00	6,100.00
TOTAL CAPITAL OUTLAY	.00	7,913.00	.00	2,500.00	4,200.00	6,100.00
TOTAL 1056 TREASURY DIVISION ADMIN SERV	506,791.76	493,276.28	507,629.99	603,334.17	702,077.17	712,981.41
TOTAL 15 ADMIN & FIN TREASURY	506,791.76	493,276.28	507,629.99	603,334.17	927,875.56	1,041,037.94

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	.00	497,008.19	492,438.19	.00
	1000-15-1056-0000-1-00-0-40-411-001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	73,209.00	73,209.00	
		DIR.OF TREASURY/COLLECTION REPLACED DIRECTOR OF TREASURY				
		ADMINISTRATOR OF TREASURY & COLLECTIONS STEP 5	1.00	59,650.19	59,650.19	
		ADMIN ASSISTANT STEP 5	1.00	38,584.00	38,584.00	
		TELLER STEP 1	3.00	27,648.00	82,944.00	
		3 TELLERS TO REPLACE 2 ASSOCIATE ACCOUNT CLERK AND 1 HEAD TELLER				
		ASSISTANT COLLECTION OFFICER - TELLER STEP NEW	5.00	33,359.00	166,795.00	
		TITLE				
		DUE TO CONSOLIDATION OF DIVISION NEED TO EXPAND ON JOB RESPONSIBILITIES				
		IN REM SPECIALIST JOB CLASS 0641 STEP 5	.00	39,379.00	.00	
		CHIEF TELLER	1.00	36,193.00	36,193.00	
		CONTRACT & SPECIFICATIONS CLER	1.00	35,063.00	35,063.00	
11556001411001	22222	TREASURY D/P ALLOW PS ANNL SAL	1.00	.00	.00	-100.00
	1000-15-1056-0000-1-00-0-40-411-001-22222					
		BUDGET CEILING:			1.00	
		TOTALS:	1.00	497,008.19	492,438.19	.00

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

COLLECTIONS

FUNCTION

1045

APPROPRIATIONS
FRINGES
TOTAL APPROPRIATIONS
REVENUE
NET

\$	328,057
\$	100,460
\$	<u>428,517</u>
\$	196,000
\$	<u><u>(232,517)</u></u>

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

15 ADMIN & FIN TREASURY						

1045 COLLECTIONS DIVISION						

PERSONAL SERVICES						

411001 ANNUAL SALARY	.00	.00	.00	.00	199,491.24	213,889.24
412002 HOURLY SALARY	.00	.00	.00	.00	.00	.00
413001 OVERTIME	.00	.00	.00	.00	15,000.00	3,510.00
414001 LONGEVITY	.00	.00	.00	.00	3,810.00	2,825.00
414004 IN LIEU OF SUMMER HOURS	.00	.00	.00	.00	.00	450.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	.00	.00	.00	2,980.15	3,048.29
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	100.00	100.00
TOTAL PERSONAL SERVICES	.00	.00	.00	.00	221,381.39	223,822.53

SUPPLIES						

461001 OFFICE SUPPLIES	.00	.00	.00	.00	550.00	550.00
461002 CONTRACT VENDOR SUPPLIES	.00	.00	.00	.00	630.00	600.00
TOTAL SUPPLIES	.00	.00	.00	.00	1,180.00	1,150.00

SERVICES						

432001 AUDITING SERVICES	.00	.00	.00	.00	.00	100,000.00
432003 LEGAL SERVICES	.00	.00	.00	.00	1,720.00	1,720.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	553.00	400.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	.00	.00	64.00	64.00
455100 INTERNAL PRINT SHOP	.00	.00	.00	.00	200.00	200.00
480000 OTHER SERVICES	.00	.00	.00	.00	700.00	700.00
TOTAL SERVICES	.00	.00	.00	.00	3,237.00	103,084.00

CAPITAL OUTLAY						

474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	.00	.00	.00	.00	225,798.39	328,056.53

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
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 16 DIVISION OF COLLECTIONS

1045 COLLECTIONS DIVISION

SUPPLIES

461001 OFFICE SUPPLIES	18.99	.00	394.00	718.98	.00	.00
461002 CONTRACT VENDOR SUPPLIES	401.67	504.25	622.62	157.01	.00	.00
TOTAL SUPPLIES	420.66	504.25	1,016.62	875.99	.00	.00

SERVICES

432001 AUDITING SERVICES	.00	.00	.00	.00	.00	.00
432003 LEGAL SERVICES	.00	.00	1,719.15	848.70	.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	237.00	474.00	513.50	118.50	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	420.00	.00	64.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	175.76	150.00	237.50	172.45	.00	.00
480000 OTHER SERVICES	500.00	702.96	.00	34.50	.00	.00
TOTAL SERVICES	1,332.76	1,326.96	2,534.15	1,174.15	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	1,753.42	1,831.21	3,550.77	2,050.14	.00	.00
TOTAL 16 DIVISION OF COLLECTIONS	1,753.42	1,831.21	3,550.77	2,050.14	.00	.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	.00	158,822.24	213,889.24	.00
	1000-15-1045-0000-1-00-0-40-411-001-	PARALEGAL ASSISTANT	1.00	40,022.00	40,022.00	
		A / 047 STEP 5				
		ASSISTANT COLLECTION OFFICER	1.00	37,761.00	37,761.00	
		A / 048 STEP 5				
		LABORER II	1.00	27,833.04	27,833.04	
		B025 / STEP 5				
		LABORER II	1.00	26,935.20	26,935.20	
		B 025 / STEP 4				
		COLLECTION OFFICER	2.00	40,669.00	81,338.00	
		A 005 / STEP 1				
		SALARY OF ACCT CLERK TYPIST = 26,271.& 50% OF MAX				
		SAL COLL OFF = 47,203. WILL BE PAID BY FCA =				
		23601				
		BUDGET CEILING:			.00	
		TOTALS:	.00	158,822.24	213,889.24	.00

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

PURCHASING

FUNCTION

1068

APPROPRIATIONS
FRINGES
TOTAL APPROPRIATIONS
REVENUE
NET

\$	344,366
\$	118,508
\$	<u>462,874</u>
\$	56,500
\$	<u><u>(406,374)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS

Division of Purchase

Division #17-1068

GOALS

1. To administer the internal service functions required by all City department and agencies in a comprehensive cost effective manner. To secure products of the right quality, quantity, and price from the right source while following all legal bidding requirements.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of necessary materials, equipment, supplies and services.
3. To manage City assets through a timely and effective procurement, accurate inventory distribution and final dispensation and disposal of such.
4. Works cooperatively with various agencies and authorities offering assistance to them in joint bidding adventures.
5. The Purchase Division is always looking at ways to increase competitive bidding. Competitive bidding allows us to obtain the lowest possible price.

ACTIVITIES

1. Assists all City departments and agencies in developing specifications, preparing cost estimates, and timely acquisition of commodities.
2. When necessitated by law, advertises for formal bids
3. Prepares formal contract for encumbrances
4. Prepares and maintains the purchase order system for City departments
5. Conducts test and research on any current or proposed product or service as organized by the Director
6. Reports to the Department of Administration, Finance, Urban Affairs and Policy Commissioner, works with the Legislative and Controlling bodies of City government, as requested.
7. Maintains vehicle tracking inventory for City fleet
8. Processes all registrations/titles of new and existing City vehicles to be brought in compliance with New York State DMV Law
9. Disposition of assets
10. Oversees Print Shop, Mailroom, and Inventory & Stores

WORK PROGRAM STATISTICS

	Actual 2005-2006	Estimated 2006-2007	Estimate 2007-2008
Purchase Orders Value	\$20,000,000	\$24,000,000	\$24,000,000
Number of employees	7	7	7
Maintains inventory records of 1294 vehicles/equipment			

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

17 DIVISION OF PURCHASE						

1068 PURCHASING DIVISION						

PERSONAL SERVICES						

411001 ANNUAL SALARY	253,885.33	272,132.56	253,066.64	255,278.91	283,428.00	302,279.00
413001 OVERTIME	451.97	485.79	2,919.03	1,360.46	2,500.00	2,500.00
413003 ACTING TIME	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	7,025.00	6,300.00	6,625.00	5,975.00	6,625.00	6,625.00
414007 PERFECT ATTENDANCE INCENTIVE	559.20	353.37	211.26	.00	350.00	350.00
415001 AUTOMOBILE ALLOWANCE	.00	.00	.00	180.00	312.00	312.00
TOTAL PERSONAL SERVICES	261,921.50	279,271.72	262,821.93	262,794.37	293,215.00	312,066.00

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	1,681.29	1,465.59	1,555.77	930.52	1,900.00	3,000.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	.00	200.00	200.00
464000 PERIODICALS	.00	.00	.00	29.95	.00	.00
TOTAL SUPPLIES	1,681.29	1,465.59	1,555.77	960.47	2,100.00	3,200.00

SERVICES						

454000 ADVERTISING	4,039.49	2,708.26	2,105.41	5,852.53	5,000.00	9,000.00
455000 PRINTING & BINDING	53.00	10,023.20	6,968.00	5,780.00	12,500.00	12,500.00
455100 INTERNAL PRINT SHOP	93.10	99.00	92.00	307.44	150.00	400.00
TOTAL SERVICES	4,185.59	12,830.46	9,165.41	11,939.97	17,650.00	21,900.00

CAPITAL OUTLAY						

474100 EQUIPMENT	.00	445.45	2,083.26	865.48	1,500.00	7,200.00
TOTAL CAPITAL OUTLAY	.00	445.45	2,083.26	865.48	1,500.00	7,200.00
TOTAL 1068 PURCHASING DIVISION	267,788.38	294,013.22	275,626.37	276,560.29	314,465.00	344,366.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	.00	283,428.00	302,279.00	.00
	1000-17-1068-0000-1-00-0-40-411-001-					
		DIRECTOR OF PURCHASE	1.00	65,405.00	65,405.00	
		BUYER	1.00	44,111.00	44,111.00	
		94A (1 @ STEP # 5)				
		BUYER	1.00	42,550.00	42,550.00	
		94A (1 @ STEP # 4)				
		JUNIOR BUYER	1.00	36,512.00	36,512.00	
		45A (1 @ STEP # 5)				
		CONTRACT & SPECIFICATIONS CLER	1.00	35,063.00	35,063.00	
		26A (1 @ STEP # 5)				
		SENIOR CLERK	1.00	29,673.00	29,673.00	
		006A (1 @ STEP # 5)				
		ASST. DIRECTOR OF PURCHASE	1.00	48,965.00	48,965.00	
		(1 @ STEP # 5)				
		BUDGET CEILING:			.00	
		TOTALS:	.00	283,428.00	302,279.00	.00

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

INVENTORY & STORES

FUNCTION

1081

APPROPRIATIONS	\$	6,113,252
FRINGES	\$	446,688
TOTAL APPROPRIATIONS	\$	<u>6,559,940</u>
REVENUE	\$	220,500
NET	\$	<u><u>(6,339,440)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS

Division of Inventory & Stores

Division #17-1081

GOALS

1. To supply automotive parts and fuel in a timely and efficient manner to all City of Buffalo emergency and non-emergency vehicles
2. Monitor and review requests for supplies to ensure all are financially feasible

ACTIVITIES

1. A centralized division for distribution of automotive supplies and fuel
2. Centralized stockroom allows our division to work closely with the Purchase Division to secure volume pricing, while monitoring usage and needs of all departments. Creates a check and balance system between the users being the ordering department and our stockroom.
3. Maintains tire room for changing of tires and repairs. Repairs are done in house to keep cost at a minimum.
4. Staff is dispatched for road service repairs.
5. Maintain fuel master system city wide.
6. Monitoring and testing of fuel sites.

WORK PROGRAM STATISTICS

	Actual 2005-2006	Actual 2006-2007	Estimate 2007-2008
Employees	24	24	24
Tire Repairs and Road Calls			
-Streets	6321	5978	6400
-Engineering	545	525	550
-Fire	362	375	360
-Administration & Finance	348	362	360
-Community Development and Miscellaneous Departments/Divisions	667	687	700
-Service Calls	2635	2583	2625

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1081 INVENTORY MANAGEMENT						

PERSONAL SERVICES						

411001 ANNUAL SALARY	696,987.62	687,279.87	669,257.58	621,342.77	652,294.68	651,532.01
412002 HOURLY SALARY	12,844.40	15,093.80	7,603.95	2,477.60	15,485.00	15,485.00
413001 OVERTIME	135,220.77	132,468.21	126,294.03	127,763.83	125,200.00	125,200.00
413002 HOLIDAY	27,536.97	26,304.22	28,040.25	26,820.98	27,500.00	27,500.00
413003 ACTING TIME	2,666.52	2,516.04	2,695.00	3,085.02	3,600.00	3,600.00
413004 SHIFT DIFFERENTIAL	3,919.20	3,743.40	3,684.00	3,672.90	3,500.00	3,500.00
414001 LONGEVITY	23,762.22	23,191.10	21,144.18	18,817.02	17,005.00	15,835.00
414004 IN LIEU OF SUMMER HOURS	429.24	438.30	439.98	439.98	439.98	786.12
414007 PERFECT ATTENDANCE INCENTIVE	837.05	1,115.07	400.10	278.66	550.00	550.00
415002 CLOTHING ALLOWANCE	3,250.00	3,550.00	3,550.00	3,400.00	3,800.00	4,000.00
415003 TOOL ALLOWANCE	1,250.00	1,500.00	1,750.00	1,750.00	1,750.00	2,100.00
TOTAL PERSONAL SERVICES	908,703.99	897,200.01	864,859.07	809,848.76	851,124.66	850,088.13

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	1,001.26	1,334.53	665.52	1,167.68	800.00	800.00
461105 JANITORIAL SUPPLIES	.00	.00	.00	179.90	180.00	180.00
461400 POSTAGE	407,312.55	363,296.31	413,420.47	420,515.03	472,000.00	516,000.00
462600 GASOLINE AND LUBRICANTS	984,355.80	1,205,761.24	1,470,433.88	1,971,832.43	2,698,225.00	2,909,550.00
465001 AUTOMOTIVE SUPPLIES	1,072,511.92	1,099,000.68	1,131,299.63	1,256,848.37	1,350,000.00	1,350,000.00
465002 TIRES AND TUBES	96,834.27	148,306.28	146,781.40	121,713.00	162,000.00	162,000.00
TOTAL SUPPLIES	2,562,015.80	2,817,699.04	3,162,600.90	3,772,256.41	4,683,205.00	4,938,530.00

SERVICES						

443301 MACHINERY & EQUIP REPAIRS	16,070.80	21,382.34	16,888.31	28,606.67	14,000.00	14,000.00
443302 VEHICLE BODY REPAIRS	40,601.58	35,191.04	39,770.73	40,957.34	48,500.00	48,500.00
443400 EQUIP MAINTENANCE CONTRACTS	15,348.35	14,653.90	15,348.35	15,348.35	16,386.35	16,386.35
444201 RENTAL EQUIPMENT & VEHICLES	768,648.68	613,995.71	321,615.32	162,720.51	188,171.00	200,591.00
455100 INTERNAL PRINT SHOP	.00	315.75	426.25	20.79	325.00	325.00
480000 OTHER SERVICES	217.75	.00	200.00	.00	200.00	200.00
TOTAL SERVICES	840,887.16	685,538.74	394,248.96	247,653.66	267,582.35	280,002.35

CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET
474100 EQUIPMENT	1,023.00	730.95	1,467.57	3,057.00	1,034.00	7,132.00
474200 VEHICLES	.00	27,236.00	.00	.00	.00	37,500.00
TOTAL CAPITAL OUTLAY	1,023.00	27,966.95	1,467.57	3,057.00	1,034.00	44,632.00
TOTAL 1081 INVENTORY MANAGEMENT	4,312,629.95	4,428,404.74	4,423,176.50	4,832,815.83	5,802,946.01	6,113,252.48

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CITY OF BUFFALO
ADOPTEDBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001	1411001	INV&ST PS ANNUAL SAL 1000-17-1081-0000-1-00-0-40-411-001- TWO LABORER II POSITIONS CURRENTLY VACANT FROM RETIREMENT OF KEITH PARKER AND THE TRANSFER OF LOUIS CARDONA TO BE CHANGED TO TITLE OF TIRE MECH FOR F/Y 2008. TITLE CHANGE WILL BETTER SUIT WORK PERFORMED AND RESULT IN GREATER PRODUCTIVITY WITH NO INCREASE IN OVERALL SALARY LINE.	.00	603,434.68	651,532.01	.00
		MOTOR EQUIPMENT REPAIRMAN IS ADDITIONAL POSITION REQUESTED FOR F/Y08. THE INCUMBENT TO THIS POSITION WILL BE ASSIGNED TO THE TIRE ROOM TO PERFORM REPAIRS TO A&F VEHICLES AND EQUIPMENT AS WELL AS DUTIES RELATED TO THE CHANGING AND REPAIR OF FLAT AND BALD TIRES. ADDITIONAL DUTIES WOULD BE TO REPLACE MEM SUPERVISOR AS NEEDED. PLEASE BE AWARE THAT THE DEPARTMENT WILL HAVE MANY RETIREMENTS OF SENIOR STAFF IN KEY POSITIONS IN THE VERY NEAR FUTURE. HAVING TRAINED REPLACEMENTS WILL HELP TO AVOID OPERATIONAL PROBLEMS AND ADDITIONAL COSTS TO PROVIDE SERVICES.				
		SUPERINTENDENT AUTO SUPPLIES	1.00	38,278.00	38,278.00	
		A-040 (1 @ step # 5)				
		MEM SUPERVISOR I	1.00	35,381.00	35,381.00	
		B-017 (1 @ step # 5)				
		TIRE MECHANIC	2.00	28,688.00	57,376.00	
		B-008 (2 @ step # 5)				
		TIRE MECHANIC	1.00	27,218.00	27,218.00	
		B-008 (1 @ step # 3)				
		LABORER II	7.00	27,833.04	194,831.28	
		B-025 (6 @ STEP # 5)				
		LABORER 2	1.00	25,233.00	25,233.00	
		B-025 (1 @ STEP # 2)				
		LABORER II	1.00	26,016.00	26,016.00	
		B-025 (1 @ STEP # 3)				
		CLERK	1.00	25,161.73	25,161.73	
		A-002 (1 @ STEP # 1)				
		STOCK CLERK	1.00	29,269.00	29,269.00	
		A-005 (1 @ STEP # 5)				
		ASO ACCOUNT CLERK	1.00	31,538.00	31,538.00	
		8.00A-022 (1 @ STEP #3)				
		LABORER	2.00	27,550.00	55,100.00	
		B-006 (2 @ STEP # 5)				
		PRINCIPAL STOCK CLERK	1.00	30,114.40	30,114.40	
		Step 5 A008				
		TIRE MECHANIC	2.00	25,793.00	51,586.00	
		B-008 2 @ STEP#1				
		1 LABORER II	1.00	24,429.60	24,429.60	
		B-025 1 @ STEP # 1				
		MOTOR EQUIPMENT MECHANIC	.00	28,999.00	.00	
		B-31 ONE @ STEP #1 SEE TEXT				

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CITY OF BUFFALO
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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001411001	22222	INV&ST D/P ALLOW PS ANNUAL SAL		1.00	.00	.00	-100.00
		1000-17-1081-0000-1-00-0-40-411-001-22222					
		BUDGET CEILING:				1.00	
		TOTALS:		1.00	603,434.68	651,532.01	.00

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

PRINTSHOP

FUNCTION

1082

APPROPRIATIONS
FRINGES
TOTAL APPROPRIATIONS
REVENUE
NET

\$	208,719
\$	94,709
\$	<u>303,428</u>
\$	-
\$	<u><u>(303,428)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS

Division of Print Shop/Mail Room

Division #17-1082

GOALS

1. A centralized division for all printing, mailing, and stock of all in-house supplies
2. To save money by printing in-house
3. Process mail in volume groups to obtain cheaper postage rate.

ACTIVITIES

1. Printing of various documents
2. Stocking of supplies that may have been purchased in bulk
3. Distribution of supplies
4. Centralized mail room for all outgoing mail
5. Billing of printing is done from the revolving fund

WORK PROGRAM STATISTICS

	Actual 2006	Estimate 2006-2007	Estimate 2007-2008
Pieces of mail processed	1,272,000	1,400,000	1,400,000
Number of Employees	6	6	6

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2007-2008 ADOPTED BUDGET

	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL BUDGET	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2007-2008 ADOPTED BUDGET

1082 PRINT SHOP						

PERSONAL SERVICES						

411001 ANNUAL SALARY	144,228.21	121,944.05	97,600.86	141,923.50	182,888.00	182,888.00
413001 OVERTIME	192.70	896.80	384.54	1,593.87	1,000.00	2,200.00
413003 ACTING TIME	1,362.55	599.03	.00	.00	600.00	600.00
414001 LONGEVITY	3,410.00	2,469.24	1,635.00	1,635.00	2,750.00	3,010.00
414007 PERFECT ATTENDANCE INCENTIVE	610.64	204.33	204.33	551.61	613.00	613.00
415002 CLOTHING ALLOWANCE	400.00	200.00	400.00	400.00	200.00	200.00
TOTAL PERSONAL SERVICES	150,204.10	126,313.45	100,224.73	146,103.98	188,051.00	189,511.00

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	.00	172.00	.00	442.00	500.00	1,500.00
TOTAL SUPPLIES	.00	172.00	.00	442.00	500.00	1,500.00

SERVICES						

443400 EQUIP MAINTENANCE CONTRACTS	6,175.80	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00
444201 RENTAL EQUIPMENT & VEHICLES	8,482.27	8,980.45	9,613.14	8,074.00	8,808.00	8,808.00
TOTAL SERVICES	14,658.07	12,680.45	13,313.14	11,774.00	12,508.00	12,508.00

CAPITAL OUTLAY						

474100 EQUIPMENT	.00	4,500.00	.00	1,500.00	41,400.00	5,200.00
TOTAL CAPITAL OUTLAY	.00	4,500.00	.00	1,500.00	41,400.00	5,200.00
TOTAL 1082 PRINT SHOP	164,862.17	143,665.90	113,537.87	159,819.98	242,459.00	208,719.00
TOTAL 17 DIVISION OF PURCHASE	4,745,280.50	4,866,083.86	4,812,340.74	5,269,196.10	6,359,870.01	6,666,337.48

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	.00	182,888.00	182,888.00	.00
	1000-17-1082-0000-1-00-0-40-411-001-	PRINT SHOP SUPERVISOR	1.00	42,663.00	42,663.00	
		A053 (1 @ STEP 5)				
		ASST. PRINT SHOP SUPERVISOR	1.00	29,410.00	29,410.00	
		A021 (1 @ STEP 1)				
		ACCOUNT CLERK	1.00	26,271.00	26,271.00	
		A005 (1 @ STEP 1)				
		MAIL ROOM CLERK	1.00	29,673.00	29,673.00	
		LABORER II	1.00	27,833.00	27,833.00	
		B025 (1 @ STEP 5)				
		LABORER II	1.00	27,038.00	27,038.00	
		B025 (1 @ STEP 4)				
		BUDGET CEILING:			.00	
		TOTALS:	.00	182,888.00	182,888.00	.00