

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

ADMINISTRATIVE SERVICES	FUNCTION	1050
APPROPRIATIONS	\$	392,842
FRINGES	\$	143,238
TOTAL APPROPRIATIONS	<u>\$</u>	<u>536,079</u>
REVENUE	\$	-
NET	<u>\$</u>	<u>(536,079)</u>

ADMINISTRATION, FINANCE & URBAN AFFAIRS

Division of the Budget and Management#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.

	Actual	Estimate	Estimate
	2006-2007	2007-2008	2008-2009
Total approved budget (millions)	384	418	434
Number of Salary Ordinance Amendments	30	35	35
Revenue Accounts estimated and reviewed	330	507	318
Number of City Department Budgets monitored	13	13	13
Number of City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	196	250	250
Number of Fund reallocations	105	300	150
PC spreadsheets written	200	200	200
Personal service-man years	5	6	6

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

11 ADMIN & FINANCE BUDGET						

1050 DIV OF BUDGET & MGMT SERVICES						

PERSONAL SERVICES						

411001 ANNUAL SALARY	300,892.84	274,926.54	363,351.00	363,351.00	345,969.18	376,823.00
413001 OVERTIME	16,719.98	4,144.33	15,000.00	15,000.00	5,574.43	6,000.00
413003 ACTING TIME	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	3,225.00	1,775.00	3,800.00	3,800.00	4,125.00	4,125.00
414007 PERFECT ATTENDANCE INCENTIVE	2,209.33	2,152.01	2,313.00	2,313.00	.00	2,581.00
TOTAL PERSONAL SERVICES	323,047.15	282,997.88	384,464.00	384,464.00	355,668.61	389,529.00

TRAVEL						

458001 TRANSPORTATION	.00	30.78	650.00	624.99	311.33	500.00
458002 MEALS & LODGING	.00	333.76	2,020.00	2,020.00	117.50	250.00
458003 REGISTRATION & MEMBERSHIP FE	825.00	.00	1,225.00	1,110.00	.00	.00
TOTAL TRAVEL	825.00	364.54	3,895.00	3,754.99	428.83	750.00

SUPPLIES						

461001 OFFICE SUPPLIES	90.00	80.40	150.00	255.41	175.01	150.00
461002 CONTRACT VENDOR SUPPLIES	238.53	385.40	475.00	769.36	488.32	475.00
461400 POSTAGE	.00	.00	.00	.00	.00	.00
TOTAL SUPPLIES	328.53	465.80	625.00	1,024.77	663.33	625.00

SERVICES						

455100 INTERNAL PRINT SHOP	444.01	64.00	2,025.75	2,862.93	1,841.68	1,937.50
480000 OTHER SERVICES	.00	.00	40.00	40.00	.00	.00
TOTAL SERVICES	444.01	64.00	2,065.75	2,902.93	1,841.68	1,937.50

CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	500.00	500.00	.00	.00
TOTAL CAPITAL OUTLAY	.00	.00	500.00	500.00	.00	.00
TOTAL 1050 DIV OF BUDGET & MGMT SERVICES	324,644.69	283,892.22	391,549.75	392,646.69	358,602.45	392,841.50

06/27/2008
12:46:28

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	.00	.00	376,823.00	.00
	1000-11-1050-0000-1-00-0-40-411-001-	COMMISSIONER ADMIN, FINANCE, POLICY & URBAN AFFAIRS 3621 I130	1.00	104,000.00	104,000.00	
		SECRETARY COMM ADMIN & FINANCE	1.00	29,138.00	29,138.00	
		PRINCIPAL MANAGEMENT ANALYST A 085 STEP 5	2.00	67,105.00	134,210.00	
		DIRECTOR OF BUDGET, ADMINISTRATION, FINANCE & POLICY	1.00	79,243.00	79,243.00	
		SPECIAL ASSISTANT TO THE COMM OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS	1.00	30,232.00	30,232.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	376,823.00	.00

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

URBAN AFFAIRS	FUNCTION	1059
APPROPRIATIONS	\$	155,350
FRINGES	\$	10,553
TOTAL APPROPRIATIONS	\$	<u>165,903</u>
REVENUE	\$	-
NET	\$	<u><u>(165,903)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY AND URBAN AFFAIRS
Division Of Urban Affairs

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. Conducted research on grants opportunities and advise departments on possibilities to enhance their programs.
2. Initiated, coordinated and assisted other departments with applications for grant funding.
3. Developed tracking system for city-wide grant awards information (in progress).
4. Tracked grant awards and issued summary report for city wide grants activity (in progress).
5. Facilitated Injury on Duty Task Force for Fire and Police Departments (ongoing).
6. Facilitated Billings/Collections Task Force for Treasury Department (ongoing).
7. Researched best practices for specific projects or programs, and present findings.
8. Apply for award recognitions for City of Buffalo.

WORK PROGRAM STATISTICS

	Actual 2006-2007	Estimate 2007-2008	Estimate 2008-2009
Grant leads sent to Departments	N/A	100	150
Grants Applications Led by Urban Affairs	N/A	10	12
Grants Applications Assisted by Urban Affairs	N/A	15	20
Grant Applications by Departments	N/A	TBD	TBD
Grants Producing Revenue to Departments (not including reimbursement contracts, BURA, BEREC)	Approx. 30	40	50
National Recognition Awards	N/A	3	4
Task Force Facilitation	N/A	2	3
Best Practice Reports	N/A	3	5

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
1000 GENERAL FUND						

1059 URBAN AFFAIRS						

PERSONAL SERVICES						

411001 ANNUAL SALARY	.00	43,568.73	55,000.00	55,000.00	52,682.00	55,000.00
414001 LONGEVITY	.00	1,850.96	1,375.00	1,375.00	.00	.00
TOTAL PERSONAL SERVICES	.00	45,419.69	56,375.00	56,375.00	52,682.00	55,000.00
TRAVEL						

458001 TRANSPORTATION	.00	.00	.00	85.83	85.83	100.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	250.00	250.00	250.00
TOTAL TRAVEL	.00	.00	.00	335.83	335.83	350.00
SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	.00	.00	.00	1,804.00	1,741.92	.00
TOTAL SUPPLIES	.00	.00	.00	1,804.00	1,741.92	.00
SERVICES						

458003 REGISTRATION & MEMBERSHIP FE	.00	.00	250.00	425.00	425.00	.00
480000 OTHER SERVICES	.00	52,765.64	135,623.08	122,308.25	1,154.00	100,000.00
TOTAL SERVICES	.00	52,765.64	135,873.08	122,733.25	1,579.00	100,000.00
TOTAL 1059 URBAN AFFAIRS	.00	98,185.33	192,248.08	181,248.08	56,338.75	155,350.00
TOTAL 11 ADMIN & FINANCE BUDGET	324,644.69	382,077.55	583,797.83	573,894.77	414,941.20	548,191.50

06/27/2008
12:47:39

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptra

BUDGET PROJECTION 20809 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	.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	.00	55,000.00	.00

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

TOWING & STORAGE OPERATIONS	FUNCTION	1112
APPROPRIATIONS		\$ 411,936
FRINGES		\$ 125,277
TOTAL APPROPRIATIONS		<u>\$ 537,213</u>
REVENUE		\$ 450,000
NET COST		<u><u>\$ (87,213)</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 2006-2007	Estimate 2007-2008	Estimate 2008-2009
Vehicles towed	5,255	5,500*	5,500*
Vehicles mini-towed	740	425	425
Towing notices mailed and filed	4,264	4,800	4,800
Vehicles released to scrap program	206	250	300
Auctioned vehicles	1,469	1,400	1,400

This is based on the Strike* Force continuing their efforts

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1112 TOWING & STORAGE OPERATIONS						

PERSONAL SERVICES						

411001 ANNUAL SALARY	171,341.31	172,936.53	219,574.24	188,537.24	124,650.20	195,310.00
412002 HOURLY SALARY	.00	.00	16,952.00	16,952.00	.00	16,952.00
413001 OVERTIME	14,491.34	21,898.87	17,900.00	17,900.00	12,950.40	13,500.00
413002 HOLIDAY	181.29	544.03	500.00	500.00	493.16	500.00
413003 ACTING TIME	3,014.11	3,937.84	4,200.00	4,200.00	3,461.30	4,200.00
413004 SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	5,080.00	7,594.75	6,130.00	6,130.00	5,730.00	5,730.00
414004 IN LIEU OF SUMMER HOURS	422.35	815.10	815.04	815.04	389.62	815.04
414007 PERFECT ATTENDANCE INCENTIVE	353.32	501.33	1,029.00	1,029.00	.00	1,029.00
415002 CLOTHING ALLOWANCE	650.00	450.00	500.00	500.00	500.00	650.00
415003 TOOL ALLOWANCE	350.00	.00	.00	.00	.00	.00
TOTAL PERSONAL SERVICES	195,883.72	208,678.45	267,600.28	236,563.28	148,174.68	238,686.04

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	217.17	118.05	275.00	272.45	272.45	275.00
461105 JANITORIAL SUPPLIES	.00	83.53	150.00	.00	.00	150.00
461201 CLOTHING & UNIFORMS	364.20	219.00	350.00	351.90	345.05	350.00
465001 AUTOMOTIVE SUPPLIES	91.43	326.16	750.00	471.01	471.01	750.00
466100 ELEC PLUMB HVAC EQUIP SUPPLI	34.36	19.99	75.00	20.23	20.23	75.00
467000 MISCELLANEOUS SUPPLIES	49.58	.00	50.00	15.87	15.87	50.00
TOTAL SUPPLIES	756.74	766.73	1,650.00	1,131.46	1,124.61	1,650.00

SERVICES						

443302 VEHICLE BODY REPAIRS	4,165.42	316.80	7,000.00	5,850.21	5,240.81	7,000.00
443303 VEHICLE DRIVETRAIN REPAIRS	5,652.42	3,544.95	4,500.00	2,210.07	2,300.00	4,500.00
444101 RENTAL LAND & BUILDINGS	.00	.00	.00	.00	.00	.00
444201 RENTAL EQUIPMENT & VEHICLES	1,180.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	80.00	205.14	100.00	200.00	110.07	100.00
480000 OTHER SERVICES	84,483.00	77,636.00	90,000.00	195,058.53	187,518.53	160,000.00
490000 FREEZE FUNDS	.00	.00	.00	5,133.68	.00	.00
TOTAL SERVICES	95,560.84	81,702.89	101,600.00	208,452.49	195,169.41	171,600.00

CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	1,200,000.00	.00	.00	.00
474100 EQUIPMENT	.00	.00	.00	37,929.96	36,735.96	.00
474200 VEHICLES	.00	.00	82,000.00	95,421.55	95,421.55	.00
490000 FREEZE FUNDS	.00	.00	.00	1,199,041.99	.00	.00
TOTAL CAPITAL OUTLAY	.00	.00	1,282,000.00	1,332,393.50	132,157.51	.00
TOTAL 1112 TOWING & STORAGE OPERATIONS	292,201.30	291,148.07	1,652,850.28	1,778,540.73	476,626.21	411,936.04

06/27/2008
12:48:20

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptra

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11412001411001		TOWING PS ANNUAL SAL	.00	.00	195,310.00	.00
	1000-14-1112-0000-1-00-0-45-411-001-					
		Assistant Operation Supervisor - 0971 - Grade A33 - Step 5	1.00	36,745.00	36,745.00	
		Junior Traffic Clerk - 0179 Grade A02 - Step 1	.00	25,162.00	.00	
		Laborer II - 9622 Grade B25 - Step 5	2.00	27,833.00	55,666.00	
		Laborer II - 9622 Grade B25 - Step 4	.00	.00	.00	
		Superintendent of Fleet Operation - 2160	1.00	40,823.00	40,823.00	
		Grade B21 - Step5				
		Associate Account Clerk - 0420	1.00	33,897.00	33,897.00	
		Grade A22 - Step 5				
		Dispatcher - 5320 Grade B14 - Step 1	1.00	28,179.00	28,179.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	195,310.00	.00

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

PARKING METER & ENFORCEMENT	FUNCTION	1113
APPROPRIATIONS		\$ 910,806
FRINGES		\$ 424,229
TOTAL APPROPRIATIONS		<u>\$ 1,335,035</u>
REVENUE		\$ 1,106,500
NET COST		<u><u>\$ (228,535)</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 2006-2007	Estimate 2007-2008	Estimate 2008-2009
Parking meters	2,800	2,500	2,500
Repaired	2,160	2,000	2,000
Installed	100	100	100
Reinstalled	50	300*	50
Pay & Display Machines			
Installed	25	100	15
Summonses issued	147,783	150,000	175,000**
Sign and Meter complaints received and investigated	351	375	400
Vehicles booted	566	575	600

*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
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1113 PARKING METER & ENFORCEMENT						

PERSONAL SERVICES						

411001 ANNUAL SALARY	577,873.75	512,304.06	631,942.00	631,942.00	468,304.21	598,586.00
412002 HOURLY SALARY	49,067.05	45,151.22	52,364.00	52,364.00	25,124.26	55,141.00
413001 OVERTIME	32,127.36	48,219.84	40,000.00	40,000.00	78,668.46	50,000.00
413002 HOLIDAY	.00	266.88	.00	.00	.00	.00
413003 ACTING TIME	2,284.47	537.03	3,200.00	3,200.00	702.00	6,624.00
413004 SHIFT DIFFERENTIAL	946.50	804.00	1,500.00	1,500.00	979.20	1,500.00
414001 LONGEVITY	11,608.22	12,033.14	8,600.00	8,600.00	9,035.00	13,715.00
415002 CLOTHING ALLOWANCE	3,000.00	2,850.00	3,300.00	3,300.00	2,700.00	3,300.00
415003 TOOL ALLOWANCE	1,000.00	1,000.00	1,000.00	1,000.00	750.00	1,000.00
TOTAL PERSONAL SERVICES	677,907.35	623,166.17	741,906.00	741,906.00	586,263.13	729,866.00
SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	73.51	105.80	200.00	30.00	30.00	200.00
461105 JANITORIAL SUPPLIES	222.16	220.52	240.00	.00	.00	200.00
461201 CLOTHING & UNIFORMS	3,496.50	2,400.66	3,500.00	3,616.91	3,616.91	3,500.00
466100 ELEC PLUMB HVAC EQUIP SUPPLI	2,129.63	5,026.59	5,200.00	2,848.57	2,848.57	5,200.00
466200 ROAD SUPPLIES	2,323.96	6,574.80	12,000.00	9,616.97	9,589.00	12,000.00
467000 MISCELLANEOUS SUPPLIES	14.01	551.50	30.00	185.18	185.18	200.00
TOTAL SUPPLIES	8,259.77	14,879.87	21,170.00	16,297.63	16,269.66	21,300.00
SERVICES						

443301 MACHINERY & EQUIP REPAIRS	438.54	7,321.59	20,500.00	1,933.96	1,933.96	15,500.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
444201 RENTAL EQUIPMENT & VEHICLES	50,034.24	50,579.48	67,500.00	90,019.52	77,019.52	125,000.00
455000 PRINTING & BINDING	607.47	286.30	350.00	296.50	296.50	350.00
455100 INTERNAL PRINT SHOP	100.00	.00	190.00	.00	.00	190.00
490000 FREEZE FUNDS	.00	.00	.00	13,800.94	.00	.00
TOTAL SERVICES	51,180.25	58,187.37	88,540.00	106,050.92	79,249.98	141,040.00
CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
473010 ROAD IMPROVEMENTS	40,450.00	24,650.00	30,000.00	.00	.00	.00
474100 EQUIPMENT	.00	85,738.25	900.00	1,887.50	1,887.50	18,600.00
474200 VEHICLES	35,788.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	29,012.50	.00	.00
TOTAL CAPITAL OUTLAY	76,238.00	110,388.25	30,900.00	30,900.00	1,887.50	18,600.00
TOTAL 1113 PARKING METER & ENFORCEMENT	813,585.37	806,621.66	882,516.00	895,154.55	683,670.27	910,806.00
TOTAL 14 ADMIN & FIN PARKING ENFORCEMNT	1,744,763.02	1,733,702.19	3,202,019.28	3,301,832.32	1,639,339.24	1,960,197.04

06/27/2008
12:49:46

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11413001411001		PKGENF PS ANNUAL SAL	.00	.00	598,586.00	.00
	1000-14-1113-0000-1-00-0-45-411-001-					
		Parking Enforcement Officer - 5330	6.00	28,688.00	172,128.00	
		Grade B08 - Step 5				
		Parking Enforcement Officer - 5330	1.00	26,504.00	26,504.00	
		Grade B08 - Step 2				
		Parking Enforcement Officer - 5330	3.00	27,218.00	81,654.00	
		Grade B08 - Step 3				
		Parking Meter Mechanic - 5200	4.00	29,604.00	118,416.00	
		Grade B10 - Step 5				
		Laborer II - 9622 Grade B25 - Step 5	2.00	27,833.00	55,666.00	
		Prkng Meter Operation Super 1 - 5250	.00	37,606.00	.00	
		Grade B18 - Step 5				
		Parking Enforcement Supervisor - 5331	.00	35,031.00	.00	
		Grade B18 - Step 3				
		Superintendent of Parking Meters & Enforcement	1.00	40,823.00	40,823.00	
		Laborer II - 9622 Grade B25 - Step 3	1.00	26,016.00	26,016.00	
		Parking Enforcement Officer - 5330	3.00	25,793.00	77,379.00	
		Grade B08 - Step 1				
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	598,586.00	.00

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

PARKING VIOLATIONS BUREAU	FUNCTION	1075
APPROPRIATIONS		\$ 637,455
FRINGES		\$ 262,796
TOTAL APPROPRIATIONS		<u>\$ 900,251</u>
REVENUE		\$ 6,526,880
NET		<u><u>\$ 5,626,629</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

Division of Parking Violations Bureau

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.

WORK PROGRAM STATISTICS

	Actual 2006-2007	Estimate 2007-2008	Estimate 2008-2009
Total number of parking summonses written	179,322	190,000	190,000
Notices generated:			
First	63,626	60,000	60,000
Courtesy	36,988	35,000	35,000
Alertogram	32,876	32,000	32,000
Suspension	22,931	22,000	22,000
Number of plates suspended	10,811	10,000	10,000
Number of suspended plates released	7,197	7,000	7,000
Sign and Meter disputes	351	400	400
Mayor's Complaint responses	634	800	800
Number of Phone Calls (2007 calendar year)	21,784	22,000	22,000
Walk-in customers (8/1/06 start of record keeping)	41,961	40,000	40,000
Number of summonses adjudicated:			
Regular/Suspension	14,361	14,000	14,000
Appeals	145	150	150

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
455000 PRINTING & BINDING	7,092.50	2,330.75	7,000.00	10,833.00	10,833.00	7,000.00
455100 INTERNAL PRINT SHOP	694.13	892.00	750.00	646.00	636.00	750.00
480000 OTHER SERVICES	140.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	43,430.54	.00	.00
TOTAL SERVICES	111,972.82	121,039.37	123,005.00	84,832.32	25,775.17	24,080.00
CAPITAL OUTLAY						
474100 EQUIPMENT	1,411.07	251.34	400.00	400.00	285.45	2,749.00
TOTAL CAPITAL OUTLAY	1,411.07	251.34	400.00	400.00	285.45	2,749.00
TOTAL 1075 PARKING VIOLATIONS BUREAU	638,976.35	635,932.46	666,653.00	628,137.04	479,042.76	637,455.00

06/27/2008
12:51:03

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11475001411001	PVB	PS ANNUAL SAL	.00	.00	559,226.00	.00
	1000-14-1075-0000-1-00-0-40-411-001-					
		Junior Traffic Clerk - 0179 Grade A02 - Step 5	2.00	27,847.00	55,694.00	
		Junior Traffic Clerk - 0179 - Grade A02 Step 2	1.00	25,830.00	25,830.00	
		Clerk - 0010 Grade A02 - Step 2	1.00	25,830.00	25,830.00	
		Senior Stenographer - 0240 Grade A07 - Step 5	1.00	30,114.00	30,114.00	
		Junior Data Control Clerk - 0969 Grade A04 - Step 5	2.00	28,493.00	56,986.00	
		Data Control Clerk - 0970 Grade A13 - Step 5	1.00	31,153.00	31,153.00	
		Traffic Clerk - 0180 Grade A23 - Step 5	1.00	34,261.00	34,261.00	
		Director Parking Enforcement Grade I45 - Step 5	1.00	65,405.00	65,405.00	
		Sr. Account Clerk Typist - 0411 Grade A07 - Step 5	1.00	30,114.00	30,114.00	
		Supervisor Hearing Examiner PT -5720 Grade I46 - Step 5	1.00	31,842.00	31,842.00	
		Mandatory by NYS V&T Law				
		Senior Administrative Assistant -1390 Grade A63 - Step 5	1.00	45,814.00	45,814.00	
		Administrative Assistant - 1380 Grade A41 - Step 5	1.00	38,584.00	38,584.00	
		Assistant Administrator of Parking	1.00	52,536.00	52,536.00	
		CONTRACT & SPECIFICATIONS CLER	1.00	35,063.00	35,063.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	559,226.00	.00

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

TREASURY	FUNCTION	1056
APPROPRIATIONS		\$ 727,792
FRINGES		\$ 210,197
TOTAL APPROPRIATIONS		<u>\$ 937,988</u>
REVENUE		<u>\$ 363,511</u>
NET		<u><u>\$ (574,477)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE AND URBAN AFFAIRS

Division of Treasury and Collections

Division#-Function#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 including taxes this year
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 allow WEB payment of Taxes
4. Payroll now remitted folded, many employees have direct deposit, encourage all to participate
5. Electronic Payments of Inter-departmental billings

WORK PROGRAM STATISTICS

	Actual 2006-2007	Actual 2007-2008	Estimate 2008-2009
Lock Box Payments	485,273	433,109	430,000
WEB Payments	94,186	354,168	607,000
Tellers Payments Processed	312,000	317,649	344,540
In Rem Properties Auctioned	1,758	2,489	2,300
User Fee Properties on Foreclosure	7,503	7,206	7,200
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	2,415	2,500	2,500
Paychecks Distributed	80,568	80,000	40,000
Garnishees, Court Orders and Levys	6,630	4,226	4,250
Returned Checks &/or Credit Card Reversals	2,980	2,763	2,700
Telephone & Walk-in Inquiries, Copies made	15,000	16,000	16,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1056 TREASURY DIVISION ADMIN SERV						

PERSONAL SERVICES						

411001 ANNUAL SALARY	370,852.07	492,209.13	492,438.19	441,438.19	407,043.23	478,715.08
413001 OVERTIME	66,179.36	28,640.55	30,000.00	30,000.00	50,822.22	30,000.00
413003 ACTING TIME	.00	51.88	.00	6,000.00	8,785.81	6,000.00
414001 LONGEVITY	8,725.00	10,900.00	10,900.00	10,900.00	9,988.01	9,450.00
414004 IN LIEU OF SUMMER HOURS	4,089.99	4,042.22	4,090.00	4,090.00	3,411.13	4,000.00
414007 PERFECT ATTENDANCE INCENTIVE	5,151.80	4,736.92	6,730.00	6,730.00	.00	9,266.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL PERSONAL SERVICES	454,998.22	540,580.70	544,158.19	499,158.19	480,050.40	537,431.08
SUPPLIES						

461001 OFFICE SUPPLIES	454.82	599.91	1,125.00	1,212.00	1,189.35	1,125.00
461002 CONTRACT VENDOR SUPPLIES	980.73	1,080.77	1,583.72	2,062.92	2,062.04	1,582.50
TOTAL SUPPLIES	1,435.55	1,680.68	2,708.72	3,274.92	3,251.39	2,707.50
SERVICES						

432001 AUDITING SERVICES	143,070.90	162,779.38	157,062.00	197,138.74	196,576.67	173,678.00
443400 EQUIP MAINTENANCE CONTRACTS	1,234.50	427.50	1,752.50	1,352.50	1,352.50	1,210.00
455100 INTERNAL PRINT SHOP	95.00	305.00	400.00	290.00	255.00	400.00
480000 OTHER SERVICES	.00	427.50	800.00	800.00	551.68	825.00
490000 FREEZE FUNDS	.00	.00	.00	5,441.42	.00	.00
TOTAL SERVICES	144,400.40	163,939.38	160,014.50	205,022.66	198,735.85	176,113.00
CAPITAL OUTLAY						

474100 EQUIPMENT	2,500.00	4,100.00	6,100.00	6,100.00	5,963.00	11,540.00
TOTAL CAPITAL OUTLAY	2,500.00	4,100.00	6,100.00	6,100.00	5,963.00	11,540.00
TOTAL 1056 TREASURY DIVISION ADMIN SERV	603,334.17	710,300.76	712,981.41	713,555.77	688,000.64	727,791.58
TOTAL 15 ADMIN & FIN TREASURY	603,334.17	907,067.96	1,041,037.94	1,041,723.30	953,689.51	1,099,154.58

06/27/2008
12:51:36

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	.00	.00	478,715.08	.00
	1000-15-1056-0000-1-00-0-40-411-001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	73,209.00	73,209.00	
		ADMINISTRATOR OF TREASURY & COLLECTIONS STEP 5	1.00	59,650.00	59,650.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS	1.00	44,072.00	44,072.00	
		TREASURY ADMINISTRATOR STEP 1	1.00	37,913.08	37,913.08	
		ASSISTANT COLLECTION OFFICER - STEP 2	2.00	34,438.00	68,876.00	
		ASST COLLECTION OFFICER STEP 4	1.00	36,640.00	36,640.00	
		ASST COLLECTION OFFICER STEP 1	1.00	33,359.00	33,359.00	
		CONTRACT & SPECIFICATIONS CLERK STEP 5	1.00	35,063.00	35,063.00	
		TELLER STEP 5	1.00	31,152.00	31,152.00	
		TELLER STEP 4	1.00	30,267.00	30,267.00	
		TELLER STEP 2	1.00	28,514.00	28,514.00	
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	.00	478,715.08	.00

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

COLLECTIONS	FUNCTION	1045
APPROPRIATIONS	\$	371,363
FRINGES	\$	124,546
TOTAL APPROPRIATIONS	\$	<u>495,909</u>
REVENUE	\$	<u>195,220</u>
NET	\$	<u><u>(300,689)</u></u>

DEPARTMENT OF ADMINISTRATION, FINANCE AND URBAN AFFAIRS

Division of Treasury and Collections

Division#-Function# 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. Centralizing Hansen billing and collections

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 2006-2007	Actual 2007-2008	Estimate 2008-2009
Bankruptcy Accounts	1,627	2,000	2,522
Court Order Accounts	646	600	342
Debtor Clearances	1,563	2,573	2,600
User Fee Properties Billed quarterly	78,345	78,150	73,759
User Fee Properties Filed for Foreclosure	7,503	7,600	2,439
User Fee Payment Plans	2,499	3,800	966
Accounts Receivable to Collection Agency	38,207	25,000	20,000
Personal Liability Notices issued	16,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	12,450	13,000	10,500
User Fee Returned Mail	5,622	5,000	4,500
Telephone Inquiries	28,000	30,000	30,000

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

15 ADMIN & FIN TREASURY						

1045 COLLECTIONS DIVISION						

PERSONAL SERVICES						

411001 ANNUAL SALARY	.00	180,069.51	213,889.24	213,889.24	159,109.07	254,211.00
412002 HOURLY SALARY	.00	.00	.00	.00	.00	.00
413001 OVERTIME	.00	8,486.80	3,510.00	3,510.00	7,663.61	8,000.00
414001 LONGEVITY	.00	2,825.00	2,825.00	2,825.00	2,035.00	3,475.00
414004 IN LIEU OF SUMMER HOURS	.00	435.71	450.00	450.00	434.04	468.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	4,309.66	3,048.29	3,048.29	.00	2,995.00
415002 CLOTHING ALLOWANCE	.00	100.00	100.00	100.00	100.00	100.00
TOTAL PERSONAL SERVICES	.00	196,226.68	223,822.53	223,822.53	169,341.72	269,249.00
SUPPLIES						

461001 OFFICE SUPPLIES	.00	.00	550.00	345.87	345.87	550.00
461002 CONTRACT VENDOR SUPPLIES	.00	390.02	600.00	804.13	686.55	600.00
TOTAL SUPPLIES	.00	390.02	1,150.00	1,150.00	1,032.42	1,150.00
SERVICES						

432001 AUDITING SERVICES	.00	.00	100,000.00	95,144.73	95,144.73	100,000.00
432003 LEGAL SERVICES	.00	.00	1,720.00	.00	.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	118.50	400.00	.00	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	32.00	64.00	.00	.00	64.00
455100 INTERNAL PRINT SHOP	.00	.00	200.00	.00	.00	200.00
480000 OTHER SERVICES	.00	.00	700.00	170.00	170.00	700.00
TOTAL SERVICES	.00	150.50	103,084.00	95,314.73	95,314.73	100,964.00
CAPITAL OUTLAY						

474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	7,880.27	.00	.00
TOTAL CAPITAL OUTLAY	.00	.00	.00	7,880.27	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	.00	196,767.20	328,056.53	328,167.53	265,688.87	371,363.00

06/27/2008
12:53:10

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 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	.00	254,211.00	.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	33,359.00	33,359.00	
		A / 048 STEP 1				
		LABORER II	2.00	27,833.00	55,666.00	
		B025 / STEP 5				
		COLLECTION OFFICER	1.00	40,670.00	40,670.00	
		STEP 1				
		INCREASE COLLECTIONS/BOARD UPS/RENTAL				
		REGISTRY/CLEARANCE VERIFICATION FOR 20,000				
		LICENSES				
		COLLECTION OFFICER	2.00	42,247.00	84,494.00	
		A 005 / STEP 2				
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	254,211.00	.00

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

PURCHASING	FUNCTION	1068
APPROPRIATIONS	\$	346,025
FRINGES	\$	127,668
TOTAL APPROPRIATIONS	\$	<u>473,694</u>
REVENUE	\$	56,500
NET	\$	<u><u>(417,194)</u></u>

Purchase-17-1068, Inventory & Stores-17-1081, and Print Shop-17-1082

17-1068 **Purchase:** A centralized division with the Department of Administration, Finance, and Urban Affairs which is responsible for the activities of obtaining material, supplies, and equipment for all city department. Approximately 5,000 purchase orders are processed yearly averaging \$20-24 Million dollars. This division is also responsible for maintaining an inventory of all city fleet, licensing, and registration, approximately 1,300 pieces of equipment/vehicles, along, with the auctioning of surplus equipment. The Purchase Division works cooperatively with various agencies and authorities offering assistance to them in joint bidding adventures.

The objective for this division is to secure products of the right quality, quantity, and price from the right sources while following all applicable legal requirements. The above ensures taxpayers that their dollars are spent in the most efficient manner. Competitive bidding allow us to obtain the lowest possible prices.

17-1081 **Inventory & Stores:** A centralized division responsible for the fuel and automotive parts for all city departments. Centralized stockrooms allow our division to work closely with the Purchase 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 the users being the ordering department and our stockroom.

Monitoring is done to assure parts and fuel usage are within reason for all city fleet saving the taxpayers dollars.

17-1082 **Print Shop:** A centralized division for all printing, mailing, and stock of all in-house supplies.

In-house printing & centralized mail save dollars by being done in house at cost for printing, and volume pricing for postage of mail.

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.

Work Program Statistics

	Actual FY 2006-07	Esimated 2007-08	Estimate2008-09
<u>Purchase</u>			
Personal	5	5	5
Value of Purchase Orders Written (millions)	24	26	26
<u>Inventory & Stores</u>			
Personal	23	23	23
Total Service Calls on Road	2583	2625	2840
Tire Repairs :			
Streets	5978	6400	6428
Engineering	525	550	559
Fire	375	360	400
Admin & Fin.	362	340	348
Community Development/Misc.	687	700	700
Total Tire Repairs:	7927	8350	8435
<u>Print Shop/Mailroom</u>			
Personal	6	6	6

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

17 DIVISION OF PURCHASE						

1068 PURCHASING DIVISION						

PERSONAL SERVICES						

411001 ANNUAL SALARY	255,278.91	253,314.38	302,279.00	302,279.00	284,466.64	309,226.49
413001 OVERTIME	1,360.46	1,336.88	2,500.00	2,500.00	91.74	2,500.00
413003 ACTING TIME	.00	788.29	.00	.00	256.00	.00
414001 LONGEVITY	5,975.00	6,300.00	6,625.00	6,625.00	7,600.00	7,925.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	544.55	350.00	350.00	.00	650.00
415001 AUTOMOBILE ALLOWANCE	180.00	264.00	312.00	312.00	402.00	624.00
TOTAL PERSONAL SERVICES	262,794.37	262,548.10	312,066.00	312,066.00	292,816.38	320,925.49

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	930.52	2,172.64	3,000.00	3,268.00	2,289.46	3,000.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	200.00	200.00	70.80	200.00
464000 PERIODICALS	29.95	39.20	.00	.00	.00	.00
TOTAL SUPPLIES	960.47	2,211.84	3,200.00	3,468.00	2,360.26	3,200.00

SERVICES						

454000 ADVERTISING	5,852.53	7,676.50	9,000.00	9,222.75	8,909.26	9,000.00
455000 PRINTING & BINDING	5,780.00	2,890.00	12,500.00	19,041.00	15,339.00	12,500.00
455100 INTERNAL PRINT SHOP	307.44	131.75	400.00	400.00	.00	400.00
TOTAL SERVICES	11,939.97	10,698.25	21,900.00	28,663.75	24,248.26	21,900.00

CAPITAL OUTLAY						

474100 EQUIPMENT	865.48	.00	7,200.00	8,700.00	2,679.27	.00
TOTAL CAPITAL OUTLAY	865.48	.00	7,200.00	8,700.00	2,679.27	.00
TOTAL 1068 PURCHASING DIVISION	276,560.29	275,458.19	344,366.00	352,897.75	322,104.17	346,025.49

06/27/2008
12:54:25

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	.00	.00	309,226.49	.00
	1000-17-1068-0000-1-00-0-40-411-001-					
		DIRECTOR OF PURCHASE	1.00	65,405.00	65,405.00	
		BUYER (94A) (2@STEP 5)	2.00	42,550.00	85,100.00	
		JUNIOR BUYER 45A (1@ STEP 5)	1.00	36,512.00	36,512.00	
		CONTRACT & SPECIFICATIONS CLERK 26A 1 @ STEP 5	1.00	35,063.00	35,063.00	
		SENIOR CLERK 006A 1@ STEP 5	1.00	29,673.00	29,673.00	
		ASST. DIRECTOR OF PURCHASE (86A) STEP 5	1.00	57,473.49	57,473.49	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	309,226.49	.00

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

INVENTORY & STORES	FUNCTION	1081
APPROPRIATIONS	\$	7,516,770
FRINGES	\$	460,287
TOTAL APPROPRIATIONS	\$	<u>7,977,057</u>
REVENUE	\$	270,500
NET	\$	<u><u>(7,706,557)</u></u>

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1081 INVENTORY MANAGEMENT						

PERSONAL SERVICES						

411001 ANNUAL SALARY	621,342.77	605,404.00	651,532.01	573,532.01	537,967.50	657,965.97
412002 HOURLY SALARY	2,477.60	554.20	15,485.00	15,485.00	9,022.80	15,648.00
413001 OVERTIME	127,763.83	154,470.05	125,200.00	125,200.00	127,072.77	125,200.00
413002 HOLIDAY	26,820.98	24,982.77	27,500.00	27,500.00	21,321.72	29,000.00
413003 ACTING TIME	3,085.02	2,736.37	3,600.00	3,600.00	2,244.21	3,600.00
413004 SHIFT DIFFERENTIAL	3,672.90	3,558.00	3,500.00	3,500.00	3,036.00	3,500.00
414001 LONGEVITY	18,817.02	17,345.34	15,835.00	15,835.00	17,402.29	17,340.00
414004 IN LIEU OF SUMMER HOURS	439.98	789.14	786.12	786.12	786.12	786.00
414007 PERFECT ATTENDANCE INCENTIVE	278.66	288.45	550.00	550.00	.00	550.00
415002 CLOTHING ALLOWANCE	3,400.00	3,400.00	4,000.00	3,000.00	3,000.00	3,800.00
415003 TOOL ALLOWANCE	1,750.00	1,750.00	2,100.00	1,250.00	1,250.00	1,750.00
TOTAL PERSONAL SERVICES	809,848.76	815,278.32	850,088.13	770,238.13	723,103.41	859,139.97

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	1,167.68	797.17	800.00	315.65	315.65	800.00
461105 JANITORIAL SUPPLIES	179.90	316.52	180.00	.00	.00	180.00
461400 POSTAGE	420,515.03	773,107.41	516,000.00	694,552.41	524,770.43	771,000.00
462600 GASOLINE AND LUBRICANTS	1,971,832.43	2,036,646.54	2,909,550.00	2,934,800.57	2,930,577.27	3,991,700.00
465001 AUTOMOTIVE SUPPLIES	1,256,848.37	1,252,801.41	1,350,000.00	1,294,133.88	1,275,534.70	1,350,000.00
465002 TIRES AND TUBES	121,713.00	151,131.27	162,000.00	148,452.89	141,460.33	162,000.00
TOTAL SUPPLIES	3,772,256.41	4,214,800.32	4,938,530.00	5,072,255.40	4,872,658.38	6,275,680.00

SERVICES						

443301 MACHINERY & EQUIP REPAIRS	28,606.67	16,029.15	14,000.00	17,106.09	17,103.81	17,000.00
443302 VEHICLE BODY REPAIRS	40,957.34	31,892.98	48,500.00	50,909.97	50,974.97	48,500.00
443400 EQUIP MAINTENANCE CONTRACTS	15,348.35	15,068.40	16,386.35	15,750.00	15,750.00	16,386.35
444201 RENTAL EQUIPMENT & VEHICLES	162,720.51	191,342.93	200,591.00	212,347.34	202,803.28	290,731.00
455100 INTERNAL PRINT SHOP	20.79	640.00	325.00	325.00	322.50	325.00
480000 OTHER SERVICES	.00	.00	200.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	2.00	.00	.00
TOTAL SERVICES	247,653.66	254,973.46	280,002.35	296,440.40	286,954.56	372,942.35

CAPITAL OUTLAY						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	.00	.00
474100 EQUIPMENT	3,057.00	.00	7,132.00	7,132.00	7,111.97	9,008.00
474200 VEHICLES	.00	.00	37,500.00	34,899.75	34,643.43	.00
490000 FREEZE FUNDS	.00	.00	.00	2,600.25	.00	.00
TOTAL CAPITAL OUTLAY	3,057.00	.00	44,632.00	44,632.00	41,755.40	9,008.00
TOTAL 1081 INVENTORY MANAGEMENT	4,832,815.83	5,285,052.10	6,113,252.48	6,183,565.93	5,924,471.75	7,516,770.32

06/27/2008
12:55:02

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001	4111001	INV&ST PS ANNUAL SAL 1000-17-1081-0000-1-00-0-40-411-001-	.00	.00	657,965.97	.00
<p>PLEASE BE AWARE THAT THE DEPARTMENT WILL HAVE MANY RETIREMENTS OF SENIOR STAFF IN KEY POSITIONS IN THE VERY NEAR FUTURE HAVING TRAINED REPLACEMENT WILL HELP TO AVOID OPERATIONAL/SAFETY PROBLEMS AND AVOID ADDITIONAL COST</p>						
		SUPERINTENDENT AUTO SUPPLIES *A-040 (1 @ STEP 5)	1.00	38,278.00	38,278.00	
		MEM SUPERVISOR I* B-017 (1@STEP 5)	1.00	35,381.00	35,381.00	
		TIRE MECHANIC *B-008 (2@ STEP #5)	2.00	28,688.00	57,376.00	
		LABORER II* B-025 8 @ STEP #5)	8.00	27,833.00	222,664.00	
		LABORER II *B-025 (1 @ STEP #4)	1.00	26,935.00	26,935.00	
		CLERK* A553 (1 @ STEP #2)	1.00	25,829.89	25,829.89	
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	29,269.00	29,269.00	
		ASO ACCOUNT CLERK *A022 (1 @ STEP #5)	1.00	33,897.00	33,897.00	
		PRINCIPAL STOCK CLERK A008 1 @ STEP 5 *	1.00	30,114.00	30,114.00	
		TIRE MECHANIC *B008 2 @ STEP #2	2.00	26,504.00	53,008.00	
		LABORER II *B025 (2@STEP 2)	2.00	25,223.04	50,446.08	
		TIRE MECHANIC * B008 (1 @ STEP 3)	1.00	27,218.00	27,218.00	
		LABORER *B006 (1 @ STEP 5)	1.00	27,550.00	27,550.00	
11781001	4111001 22222	INV&ST D/P ALLOW PS ANNUAL SAL 1000-17-1081-0000-1-00-0-40-411-001-22222	1.00	.00	.00	-100.00
		BUDGET CEILING:			1.00	
		TOTALS:	1.00	.00	657,965.97	.00

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

PRINTSHOP	FUNCTION	1082
APPROPRIATIONS	\$	235,387
FRINGES	\$	101,755
TOTAL APPROPRIATIONS	\$	<u>337,142</u>
REVENUE	\$	-
NET	\$	<u><u>(337,142)</u></u>

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 ADOPTED BUDGET

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1082 PRINT SHOP						

PERSONAL SERVICES						

411001 ANNUAL SALARY	141,923.50	170,736.83	182,888.00	182,888.00	143,762.48	193,137.00
413001 OVERTIME	1,593.87	2,270.00	2,200.00	2,200.00	2,449.98	2,200.00
413003 ACTING TIME	.00	2,047.75	600.00	600.00	1,692.08	800.00
414001 LONGEVITY	1,635.00	1,635.00	3,010.00	3,010.00	3,400.00	4,570.00
414007 PERFECT ATTENDANCE INCENTIVE	551.61	.00	613.00	613.00	.00	613.00
415002 CLOTHING ALLOWANCE	400.00	400.00	200.00	200.00	400.00	250.00
TOTAL PERSONAL SERVICES	146,103.98	177,089.58	189,511.00	189,511.00	151,704.54	201,570.00
SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	442.00	57.00	1,500.00	429.59	301.59	1,500.00
TOTAL SUPPLIES	442.00	57.00	1,500.00	429.59	301.59	1,500.00
SERVICES						

443400 EQUIP MAINTENANCE CONTRACTS	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	4,450.00
444201 RENTAL EQUIPMENT & VEHICLES	8,074.00	8,149.23	8,808.00	9,436.70	9,436.70	19,317.00
490000 FREEZE FUNDS	.00	.00	.00	1,175.71	.00	.00
TOTAL SERVICES	11,774.00	11,849.23	12,508.00	14,312.41	13,136.70	23,767.00
CAPITAL OUTLAY						

474100 EQUIPMENT	1,500.00	.00	5,200.00	41,166.88	41,166.88	8,550.00
490000 FREEZE FUNDS	.00	.00	.00	5,200.00	.00	.00
TOTAL CAPITAL OUTLAY	1,500.00	.00	5,200.00	46,366.88	41,166.88	8,550.00
TOTAL 1082 PRINT SHOP	159,819.98	188,995.81	208,719.00	250,619.88	206,309.71	235,387.00
TOTAL 17 DIVISION OF PURCHASE	5,269,196.10	5,749,506.10	6,666,337.48	6,787,083.56	6,452,885.63	8,098,182.81

06/27/2008
12:58:05

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PAGE 1
bgdeptry

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	.00	.00	193,137.00	.00
	1000-17-1082-0000-1-00-0-40-411-001-					
		PRINT SHOP SUPERVISOR A053 (1 @STEP 5)	1.00	42,663.00	42,663.00	
		ASST. PRINT SHOP SUPERVISOR A021 (1 @ STEP 2)	.00	30,399.00	.00	
		ACCOUNT CLERK A005 (1 @ STEP 3)	1.00	27,749.00	27,749.00	
		MAIL ROOM CLERK (A006 1 @ STEP 5)	1.00	29,673.00	29,673.00	
		LABORER II B025 (2 @STEP 5)	1.00	27,833.00	27,833.00	
		Print Shop / Mail Room Supervisor I A062	1.00	38,358.00	38,358.00	
		Offset Press Operator A007	1.00	26,861.00	26,861.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	193,137.00	.00