

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

<b>ADMINISTRATIVE SERVICES</b>	<b>FUNCTION</b>	<b>1050</b>
APPROPRIATIONS	\$	700,929
FRINGES	\$	208,748
TOTAL APPROPRIATIONS	\$	<u>909,677</u>
REVENUE	\$	-
NET	\$	<u><u>(909,677)</u></u>

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

**Division of the Budget and Management**

**Division#11-1050**

**Goals**

1. To monitor and maintain the fiscal integrity of the City of Buffalo
2. To maximize the effectiveness and efficiency of the subordinate divisions of the department to include Urban Affairs, Treasury, Collection, Purchase, Inventory & Stores and Print Shop.
3. Effective management of operations by scrutinizing data on which to base management decisions.

**Activities**

1. Gathers data to prepare and administer the annual recommended and adopted City of Buffalo Budgets.
2. Acts as a liaison between the Buffalo Financial Stability Authority (Control Board) and the City of Buffalo.
3. Represents the Mayor in fiscal matters related to the City of Buffalo with Local, State and Federal governments.
4. Monitors expenditures and revenues projected in the budget.
5. Prepares reallocations within budget functions.
6. Keeps abreast of State and Federal regulations effecting City finances.
7. Monitors the procedure for completion of Personnel Requisitions (PR) prior to submission to Civil Service.
8. Prepare Certificates of Necessity, Transfer of Funds, Budget reallocations and Salary Ordinances for transmission to the Common Council
9. Prepare, monitor and update a Four Year Plan as required by the BFSFA.

**Work Program Statistics**

	<b><u>Actual</u></b> <b><u>2011-2012</u></b>	<b><u>Estimate</u></b> <b><u>2012-2013</u></b>	<b><u>Estimate</u></b> <b><u>2013-2014</u></b>
Total adopted budget	\$462,329,667	\$482,621,622	\$482,534,741
Number of Salary Ordinance Amendments	15	12	12
Revenue Accounts estimated and reviewed	375	375	375
Number of City Department Budgets monitored	13	13	13
Number of City Enterprise Funds monitored	3	3	3
Personnel Requisitions processed and released	100	200	200
Number of Fund reallocations	449	250	400
Personal service-man years	6	6	6

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET	
1000 GENERAL FUND						
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11 ADMIN & FINANCE BUDGET						
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1050 DIV OF BUDGET & MGMT SERVICES						
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11150001 DIV BUDGET & MGT SERV PS						
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411001 ANNUAL SALARY	451,114.02	436,521.42	329,903.99	414,797.00	242,473.49	418,913.00
413001 OVERTIME	8,525.77	4,765.77	4,707.65	9,500.00	6,861.50	8,500.00
413003 ACTING TIME	.00	.00	.00	.00	2,786.52	.00
414001 LONGEVITY	4,450.00	4,752.74	3,150.00	3,550.00	3,150.00	3,150.00
414007 PERFECT ATTENDANCE INCENTIVE	2,977.52	1,860.95	1,494.48	2,355.94	.00	2,534.00
TOTAL 11150001 DIV BUDGET & MGT SERV PS	467,067.31	447,900.88	339,256.12	430,202.94	255,271.51	433,097.00
11150004 DIV BUDGET & MGT SERV TR						
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458001 TRANSPORTATION	.00	.00	.00	500.00	.00	250.00
458002 MEALS & LODGING	.00	.00	.00	80.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	12,242.00	.00	20,032.00
TOTAL 11150004 DIV BUDGET & MGT SERV TR	.00	.00	.00	12,822.00	.00	20,282.00
11150005 DIV BUDGET & MGT SERV SP						
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461001 OFFICE SUPPLIES	303.05	15.00	.00	75.00	133.55	75.00
461002 CONTRACT VENDOR SUPPLIES	331.55	234.16	52.02	500.00	206.43	475.00
461400 POSTAGE	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11150005 DIV BUDGET & MGT SERV SP	634.60	249.16	52.02	575.00	339.98	550.00
11150006 DIV BUDGET & MGT SERV SV						
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455100 INTERNAL PRINT SHOP	827.52	421.12	1,125.95	2,222.50	446.21	2,200.00
480000 OTHER SERVICES	.00	48,000.00	165,687.56	304,800.00	49,198.66	244,800.00
TOTAL 11150006 DIV BUDGET & MGT SERV SV	827.52	48,421.12	166,813.51	307,022.50	49,644.87	247,000.00
11150007 DIV BUDGET & MGT SERV CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 11150007 DIV BUDGET & MGT SERV CO	.00	.00	.00	.00	.00	.00
TOTAL 1050 DIV OF BUDGET & MGMT SERVICES	468,529.43	496,571.16	506,121.65	750,622.44	305,256.36	700,929.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	414,797.00	.00	418,913.00	.99
	1000-11-1050-0000-1-00-0-40-411-001-	COMM ADMIN & FIN, POL& URB AFF	1.00	119,239.00	119,239.00	
		I 130				
		SECRETARY COMM ADMIN & FINANCE	1.00	34,980.00	34,980.00	
		PRINCIPAL MANAGEMENT ANALYST	1.00	77,713.00	77,713.00	
		A085				
		DIRECTOR OF BUDGET, ADMINISTRA	1.00	91,374.00	91,374.00	
		SR SPEC ASST TO COMM ADM&FIN	1.00	41,578.00	41,578.00	
		I133				
		Management Analyst	1.00	54,029.00	54,029.00	
		A067 - Step 5				
		BUDGET CEILING:			414,797.00	
		TOTALS:	414,797.00	.00	418,913.00	.99

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

<b>URBAN AFFAIRS</b>	<b>FUNCTION</b>	<b>1059</b>
APPROPRIATIONS	\$	114,522
FRINGES	\$	63,038
TOTAL APPROPRIATIONS	\$	<u>177,560</u>
REVENUE	\$	-
NET	\$	<u><u>(177,560)</u></u>

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

**Division of Urban Affairs**

**Division #1059**

**Goals**

1. To obtain public or private grant funding for City Departments.
2. To Facilitate Department operational improvements.
3. To identify opportunities to implement best practices in various operations of city governments.
4. Showcase City of Buffalo best practices.

**Activities**

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

**Work Program Statistics**

	<b>Actual</b> <b><u>2011-2012</u></b>	<b>Estimate</b> <b><u>2012-2013</u></b>	<b>Estimate</b> <b><u>2013-2014</u></b>
Grant Applications Coordinated	17	23	24
Grant Applications Assisted	21	24	25
Grants Producing Revenue to Departments Departments	37	47	49

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
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1059 URBAN AFFAIRS						
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11159001 URBAN AFFAIRS PS						
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411001 ANNUAL SALARY	49,586.16	.00	69,430.07	114,347.00	98,954.16	114,347.00
414001 LONGEVITY	.00	.00	.00	.00	.00	.00
TOTAL 11159001 URBAN AFFAIRS PS	49,586.16	.00	69,430.07	114,347.00	98,954.16	114,347.00
11159004 URBAN AFFAIRS TR						
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458001 TRANSPORTATION	.00	.00	.00	125.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	75.00	.00	.00	125.00	.00	125.00
TOTAL 11159004 URBAN AFFAIRS TR	75.00	.00	.00	250.00	.00	125.00
11159005 ADMIN & FINANCE URBAN AFFA						
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461002 CONTRACT VENDOR SUPPLIES	.00	.00	64.00	75.00	.00	50.00
TOTAL 11159005 ADMIN & FINANCE URBAN AFFA	.00	.00	64.00	75.00	.00	50.00
11159006 URBAN AFFAIRS SV						
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458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	.00	.00	.00
480000 OTHER SERVICES	.00	.00	.00	.00	.00	.00
TOTAL 11159006 URBAN AFFAIRS SV	.00	.00	.00	.00	.00	.00
TOTAL 1059 URBAN AFFAIRS	49,661.16	.00	69,494.07	114,672.00	98,954.16	114,522.00
TOTAL 11 ADMIN & FINANCE BUDGET	518,190.59	496,571.16	575,615.72	865,294.44	404,210.52	815,451.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11159001411001		URBAN AFFAIRS PS ANNUAL SAL	114,347.00	.00	114,347.00	.00
	1000-11-1059-0000-1-00-0-40-411-001-	DIRECTOR URBAN AFFAIRS	1.00	64,088.00	64,088.00	
	1840 I 125	INTERGOVERNMENTAL COORDINATOR -	1.00	50,259.00	50,259.00	
		Schedule I145				
		BUDGET CEILING:			114,347.00	
		TOTALS:	114,347.00	.00	114,347.00	.00

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

<b>COLLECTIONS</b>	<b>FUNCTION</b>	<b>1045</b>
APPROPRIATIONS	\$	335,169
FRINGES	\$	153,268
TOTAL APPROPRIATIONS	\$	488,437
REVENUE	\$	138,000
NET	\$	<u>(350,437)</u>

# DEPARTMENT OF ADMINISTRATION, FINANCE, POLICY & URBAN AFFAIRS

## **Division of Collections**

### **Division #15-1045**

#### Goals

1. Collection of outstanding monies owed to the City of Buffalo by various Departments and Divisions.
2. Centralized Bankruptcy and Court Order Accounts for all City of Buffalo Departments, Agencies and Authorities.
3. Centralized Collection of outstanding Accounts Receivables and abatement of uncollected.

#### Activities

1. Partnered with Collection Agency's to collect on outstanding debts to the City of Buffalo.
2. Abatement of Uncollected outstanding Accounts Receivable.
4. Debtor Clearances to include all department refunds of any monies.
4. Remit Final Notice to uncollected Accounts Receivable then forwarded to Collection Agency quarterly.

#### Work Program Statistics

	<u>Actual 2011-2012</u>	<u>Acct/Est 2012-2013</u>	<u>Estimate 2013-2014</u>
Bankruptcy Accounts	814	700	750
Court Order Accounts	528	536	530
Debtor Clearances	2,179	2,354	2,539
User Fee Properties Billed	78,000	78,709	78,000
User Fee Properties Filed for Foreclosure	4,022	4,084	982
User Fee Payment Plans	1,055	1,283	1,200
Accounts Receivable to Collection Agency	72	174	150
Personal Liability Notices issued	17,000	17,000	17,000
User Fee Duplicate Bills and Re-mail and Adjustments	20,000	149,500	90,000
User Fee Returned Mail	5,764	3,024	4,000
Telephone Inquiries	36,000	36,000	32,000

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
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15 ADMIN & FIN TREASURY						
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1045 COLLECTIONS DIVISION						
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11545001 COLLECTION DIV PS						
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411001 ANNUAL SALARY	250,561.18	234,715.28	267,389.22	270,406.00	232,432.13	270,406.00
412002 HOURLY SALARY	.00	.00	.00	.00	.00	.00
413001 OVERTIME	6,622.64	5,170.09	5,610.86	7,000.00	8,260.31	7,000.00
413003 ACTING TIME	.00	.00	.00	.00	.00	.00
414001 LONGEVITY	4,600.00	4,600.00	4,785.00	5,250.00	3,735.00	5,900.00
414004 IN LIEU OF SUMMER HOURS	1,394.18	1,471.24	1,113.45	2,667.00	1,021.24	3,048.00
414007 PERFECT ATTENDANCE INCENTIVE	3,563.72	2,780.33	2,193.80	5,080.00	.00	5,165.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	150.00	.00	150.00
TOTAL 11545001 COLLECTION DIV PS	266,741.72	248,736.94	281,092.33	290,553.00	245,448.68	291,669.00
11545005 COLLECTION DIV SP						
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461001 OFFICE SUPPLIES	75.00	262.65	153.50	275.00	352.93	250.00
461002 CONTRACT VENDOR SUPPLIES	272.76	236.65	131.25	250.00	215.00	225.00
461201 CLOTHING & UNIFORMS	.00	.00	.00	75.00	.00	75.00
TOTAL 11545005 COLLECTION DIV SP	347.76	499.30	284.75	600.00	567.93	550.00
11545006 COLLECTION DIV SV						
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432001 AUDITING SERVICES	74,503.05	.00	.00	.00	.00	.00
432003 LEGAL SERVICES	.00	.00	.00	500.00	.00	500.00
434003 COLLECTION AGENCY FEES	.00	48,864.31	50,836.33	40,000.00	44,361.57	42,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	.00	88.28	100.00	100.00	.00	100.00
480000 OTHER SERVICES	.00	.00	.00	350.00	.00	350.00
TOTAL 11545006 COLLECTION DIV SV	74,503.05	48,952.59	50,936.33	40,950.00	44,361.57	42,950.00
11545007 COLLECTION DIV CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11545007 COLLECTION DIV CO	.00	.00	.00	.00	.00	.00
TOTAL 1045 COLLECTIONS DIVISION	341,592.53	298,188.83	332,313.41	332,103.00	290,378.18	335,169.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	264,406.00	.00	270,406.00	2.27
	1000-15-1045-0000-1-00-0-40-411-001-	PARALEGAL ASSISTANT	1.00	47,232.00	47,232.00	
		A / 047 STEP 5				
		ASSISTANT COLLECTION OFFICER	1.00	44,687.00	44,687.00	
		A / 048 STEPS				
		LABORER II	1.00	34,139.00	34,139.00	
		B025 / STEP 5				
		COLLECTION OFFICER	2.00	55,313.00	110,626.00	
		STEP5				
		JUNIOR COLLECTION OFFICER	1.00	33,722.00	33,722.00	
		A 004/ STEP 6				
		BUDGET CEILING:			264,406.00	
		TOTALS:	264,406.00	.00	270,406.00	2.27

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

<b>TREASURY</b>	<b>FUNCTION</b>	<b>1056</b>
APPROPRIATIONS	\$	957,155
FRINGES	\$	299,746
TOTAL APPROPRIATIONS	\$	<u>1,256,901</u>
REVENUE	\$	548,065
NET	\$	<u><u>(708,836)</u></u>

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

**Division of Treasury**

**Division #15-1056**

## **Goals**

1. Centralize Cash Receipts to receive, receipt and deposit all monies timely and accurately
2. WEB payments &/or payments On-line of all Receivables
3. ACH payment acceptance of all receivables
4. Ability to schedule all payments on line

## **Activities**

1. Continuous cross training of Treasury and Collection Staff to promote efficiency and savings
2. Working with MIS, Tax Office and Munis Tyler Works for Direct Billing of Taxes & User Fee through the GL
3. Implemented alternate bidder process regarding IN Rem
4. Payroll now remitted sealed, many employees have direct deposit, encourage all to participate
5. Began ACH Transfers to replace manually cutting of the Clearing Checks

**Work Program Statistics**

	<b>Actual 2011-2012</b>	<b>Act/Est 2012-2013</b>	<b>Estimate 2012-2014</b>
Lock Box Payments, Western Union, Escrow, PVB Collections	508,412	520,000	520,000
WEB Payments	218,125	246,795	250,000
ACH Payments	46,522	53,298	53,500
Tellers Payments Processed, Tow, Permits, and AR	653,720	655,000	655,000
In Rem Properties Auctioned	2,238	3,239	3,000
User Fee Properties Potential Foreclosure	15,106	11,036	14,538
Maintenance and Reconciliation of T & A Accounts, Clearing Account and WEB Account	520	520	520
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies, Foreign Fire	1,148	1,200	1,200
Paychecks Issued	50,008	50,100	50,100
Paychecks Direct Deposits Advice Issued	20,850	20,950	20,950
E – Pay Checks began 2/9/10	4,064	4,150	4,150
Garnishees, Court Orders and Levy's	9,672	9,680	9,690
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	5,774	5,800	5,800
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000
Service Orders for Trust and Agency Accounts, User Fee and Office Supplies, Foreign Fire	1,148	1,200	1,200
Paychecks Issued	50,008	50,100	50,100
Paychecks Direct Deposits Advice Issued	20,850	20,950	20,950
E – Pay Checks began 2/9/10	4,064	4,150	4,150
Garnishees, Court Orders and Levy's	9,672	9,680	9,690
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	5,774	5,800	5,800
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
1000 GENERAL FUND						
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1056 TREASURY DIVISION ADMIN SERV						
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11556001 TREASURY DIVISION PS						
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411001 ANNUAL SALARY	483,539.51	505,415.88	435,344.29	571,671.75	378,465.30	537,989.00
413001 OVERTIME	46,177.21	43,327.25	42,011.58	42,000.00	40,283.05	42,000.00
413003 ACTING TIME	3,281.67	8,062.22	14,382.49	5,000.00	10,671.75	4,000.00
414001 LONGEVITY	6,179.74	6,788.49	5,353.90	5,725.00	4,350.00	5,725.00
414004 IN LIEU OF SUMMER HOURS	4,096.29	4,282.90	3,075.62	4,827.00	2,321.72	4,027.00
414007 PERFECT ATTENDANCE INCENTIVE	6,255.23	3,687.24	3,738.27	9,000.00	.00	6,733.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 11556001 TREASURY DIVISION PS	549,529.65	571,563.98	503,906.15	638,223.75	436,091.82	600,474.00
11556005 TREASURY DIVISION SP						
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461001 OFFICE SUPPLIES	730.48	1,108.05	1,111.54	1,000.00	1,235.47	1,000.00
461002 CONTRACT VENDOR SUPPLIES	1,834.55	1,509.71	1,437.15	1,867.69	1,855.17	1,531.00
TOTAL 11556005 TREASURY DIVISION SP	2,565.03	2,617.76	2,548.69	2,867.69	3,090.64	2,531.00
11556006 TREASURY DIVISION SV						
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432001 AUDITING SERVICES	277,852.45	26,981.30	.00	.00	.00	.00
434002 CREDIT CARD & BANK CHARGES	.00	302,174.21	348,925.07	360,000.00	323,568.62	350,000.00
443301 MACHINERY & EQUIP REPAIRS	.00	1,052.42	.00	.00	479.82	.00
443400 EQUIP MAINTENANCE CONTRACTS	1,594.00	1,342.00	1,534.00	1,500.00	1,295.00	1,550.00
455100 INTERNAL PRINT SHOP	247.70	274.87	345.00	350.00	87.75	300.00
480000 OTHER SERVICES	661.48	845.00	735.99	600.00	1,855.62	750.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11556006 TREASURY DIVISION SV	280,355.63	332,669.80	351,540.06	362,450.00	327,286.81	352,600.00
11556007 TREASURY DIVISION CO						
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474100 EQUIPMENT	1,201.32	.00	1,224.29	900.00	899.99	1,550.00
TOTAL 11556007 TREASURY DIVISION CO	1,201.32	.00	1,224.29	900.00	899.99	1,550.00
TOTAL 1056 TREASURY DIVISION ADMIN SERV	833,651.63	906,851.54	859,219.19	1,004,441.44	767,369.26	957,155.00
TOTAL 15 ADMIN & FIN TREASURY	1,175,244.16	1,205,040.37	1,191,532.60	1,336,544.44	1,057,747.44	1,292,324.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	520,501.75	.00	537,989.00	3.36
	1000-15-1056-0000-1-00-0-40-411-001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	84,583.00	84,583.00	
		Junior Collections Officer - Step 5	1.00	34,255.00	34,255.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step1	1.00	51,788.00	51,788.00	
		TREASURY ADMINISTRATOR STEP 4	1.00	49,865.00	49,865.00	
		ASSISTANT COLLECTION OFFICER - STEP 5	1.00	44,687.00	44,687.00	
		ASST COLLECTION OFFICER STEP1	2.00	39,732.00	79,464.00	
		TELLER STEP 5	2.00	35,915.00	71,830.00	
		TELLER STEP 5	1.00	37,249.00	37,249.00	
		JR COLLECTION OFFICER STEP4	1.00	32,664.00	32,664.00	
		TREASURY ADMINISTRATOR STEP 5	1.00	51,604.00	51,604.00	
11556001411001	22222	TREASURY D/P ALLOW PS ANNL SAL	.00	.00	.00	.00
	1000-15-1056-0000-1-00-0-40-411-001-22222					
		BUDGET CEILING:			520,501.75	
		TOTALS:	520,501.75	.00	537,989.00	3.36

\*\* END OF REPORT - Generated by estrich,donna \*\*

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

<b>PURCHASING</b>	<b>FUNCTION</b>	<b>1068</b>
APPROPRIATIONS	\$	556,256
FRINGES	\$	233,094
TOTAL APPROPRIATIONS	\$	<u>789,350</u>
REVENUE	\$	108,000
NET	\$	<u><u>(681,350)</u></u>

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

**Division of Purchase**

**Division #17-1068**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. Administer all activities of the Division including establishing policy and procedure guidelines for Purchase.
2. Reports to the Department of Administrative, Finance, Policy, and Urban 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**

	<b><u>Actual</u></b> <b><u>2011-2012</u></b>	<b><u>Estimate</u></b> <b><u>2012-2013</u></b>	<b><u>Estimate</u></b> <b><u>2013-2014</u></b>
<b><u>Purchase</u></b>			
Personnel	8	9	9
Value of Purchase Orders Written (Millions)	\$26,000,000	\$21,000,000	\$23,000,000
Purchase Orders Executed	\$3,477	\$3,546	\$3,590

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
-----						
17 DIVISION OF PURCHASE						
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1068 PURCHASING DIVISION						
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11768001 PURCHASE PS						
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411001 ANNUAL SALARY	318,095.70	329,366.27	312,719.58	450,274.00	282,420.90	443,166.00
413001 OVERTIME	1,012.12	6,205.45	15,528.87	15,000.00	8,729.67	15,000.00
413003 ACTING TIME	.00	100.06	893.26	5,144.00	994.80	5,144.00
414001 LONGEVITY	7,774.00	6,795.82	5,575.00	5,175.00	4,450.00	5,500.00
414007 PERFECT ATTENDANCE INCENTIVE	1,869.35	2,171.10	3,012.06	2,650.00	.00	2,650.00
415001 AUTOMOBILE ALLOWANCE	378.00	468.00	612.00	700.00	504.00	700.00
TOTAL 11768001 PURCHASE PS	329,129.17	345,106.70	338,340.77	478,943.00	297,099.37	472,160.00
11768004 PURCHASE TR						
-----						
458001 TRANSPORTATION	.00	.00	.00	250.00	.00	125.00
458002 MEALS & LODGING	.00	.00	.00	380.00	.00	300.00
458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	425.00	100.00	300.00
TOTAL 11768004 PURCHASE TR	.00	.00	.00	1,055.00	100.00	725.00
11768005 PURCHASE SP						
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461002 CONTRACT VENDOR SUPPLIES	1,680.00	1,758.64	938.51	2,000.00	1,456.64	1,600.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	100.00	.00	100.00
464000 PERIODICALS	.00	.00	.00	.00	.00	.00
TOTAL 11768005 PURCHASE SP	1,680.00	1,758.64	938.51	2,100.00	1,456.64	1,700.00
11768006 PURCHASE SV						
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452000 INSURANCE & SURETY BONDS	.00	.00	.00	.00	.00	58,846.00
454000 ADVERTISING	10,779.55	11,392.57	19,563.28	15,000.00	15,000.00	20,000.00
455000 PRINTING & BINDING	10,819.26	64.00	.00	1,400.00	.00	1,400.00
455100 INTERNAL PRINT SHOP	.00	.00	.00	900.00	462.81	900.00
TOTAL 11768006 PURCHASE SV	21,598.81	11,456.57	19,563.28	17,300.00	15,462.81	81,146.00
11768007 PURCHASE CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	401.82	1,000.00	708.97	525.00
TOTAL 11768007 PURCHASE CO	.00	.00	401.82	1,000.00	708.97	525.00
TOTAL 1068 PURCHASING DIVISION	352,407.98	358,321.91	359,244.38	500,398.00	314,827.79	556,256.00

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	450,274.00	.00	443,166.00	-1.58
	1000-17-1068-0000-1-00-0-40-411-001-					
		DIRECTOR OF PURCHASE (I045 )	1.00	75,799.00	75,799.00	
		ASSISTANT DIRECTOR OF PURCHASE (A86)	1.00	66,873.00	66,873.00	
		One (1) @ Step Five (5) Local 650				
		JUNIOR BUYER - A045 @ STEP 3	1.00	37,549.00	37,549.00	
		PER LOCAL 650 CONTRACT				
		SENIOR CLERK - A006 @ STEP 5	1.00	35,582.00	35,582.00	
		LOCAL 650 CONTRACT				
		ACCOUNT CLERK - A005 @ STEP 5	1.00	35,127.00	35,127.00	
		LOCAL 650 CONTRACT				
		JUNIOR BUYER-A045 @ STEP 2	1.00	36,737.00	36,737.00	
		BUYERS AT (A94) AT STEP 5	3.00	51,833.00	155,499.00	
		BUDGET CEILING:			450,274.00	
		TOTALS:	450,274.00	.00	443,166.00	-1.58

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

**INVENTORY & STORES**

**FUNCTION**

**1081**

APPROPRIATIONS	\$	7,007,465
FRINGES	\$	454,539
TOTAL APPROPRIATIONS	\$	<u>7,462,004</u>
REVENUE	\$	<u>317,325</u>
NET	\$	<u><u>(7,144,679)</u></u>

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

**Division of Inventory & Stores**

**Division # 17-1081**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. The Division of Inventory & Stores is a centralized division responsible for fuel and automotive parts stock room. Being centralized allows our division to work closely with Purchasing Division to secure pricing for fuel and parts in volume buying, while monitoring the usage and need of all departments. Creates a check and balance system between users being ordering department and our stock room. Monitoring is done to assure parts and fuel usage is within reason for all city fleet saving the taxpayers dollars.

**Work Statistics Program**

<b><u>Inventory &amp; Stores</u></b>	<b><u>Actual</u></b> <b><u>2011-2012</u></b>	<b><u>Estimate</u></b> <b><u>2012-2013</u></b>	<b><u>Estimate</u></b> <b><u>2013-2014</u></b>
Personnel	17	16	16

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
-----						
1081 INVENTORY MANAGEMENT						
-----						
11781001 INVENTORY & STORES PS						
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411001 ANNUAL SALARY	643,268.21	484,115.24	427,761.22	576,554.00	333,502.23	544,060.00
412002 HOURLY SALARY	.00	.00	.00	23,155.20	.00	23,155.20
413001 OVERTIME	124,938.19	113,588.91	100,105.42	120,000.00	98,728.80	100,000.00
413002 HOLIDAY	23,433.12	21,452.65	18,825.73	25,000.00	15,783.74	25,000.00
413003 ACTING TIME	841.46	13,095.77	1,821.81	5,000.00	.00	5,000.00
413004 SHIFT DIFFERENTIAL	3,219.00	961.20	1,248.00	3,300.00	1,318.80	3,300.00
414001 LONGEVITY	17,485.08	14,275.82	10,460.27	12,315.00	9,819.02	10,495.00
414004 IN LIEU OF SUMMER HOURS	1,002.44	1,032.52	595.78	2,076.00	620.19	3,500.00
414007 PERFECT ATTENDANCE INCENTIVE	526.05	887.48	258.41	1,811.00	.00	3,200.00
415002 CLOTHING ALLOWANCE	2,400.00	1,500.00	1,500.00	1,500.00	1,350.00	1,350.00
415003 TOOL ALLOWANCE	1,500.00	.00	.00	.00	.00	.00
TOTAL 11781001 INVENTORY & STORES PS	818,613.55	650,909.59	562,576.64	770,711.20	461,122.78	719,060.20
11781005 INVENTORY & STORES SP						
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461002 CONTRACT VENDOR SUPPLIES	790.37	735.30	1,272.87	1,600.00	1,140.88	1,200.00
461105 JANITORIAL SUPPLIES	.00	.00	100.00	200.00	195.30	200.00
461201 CLOTHING & UNIFORMS	.00	.00	818.60	750.00	750.00	675.00
461400 POSTAGE	751,937.99	651,648.97	522,723.23	815,370.00	549,526.53	815,420.00
462600 GASOLINE AND LUBRICANTS	2,314,115.38	2,922,459.82	3,319,490.54	4,578,000.00	3,569,361.90	3,599,000.00
465001 AUTOMOTIVE SUPPLIES	1,285,923.83	1,391,145.00	1,396,060.68	1,600,000.00	1,093,419.37	1,375,000.00
465002 TIRES AND TUBES	187,259.15	209,218.25	292,791.01	285,000.00	274,584.94	265,000.00
467000 MISCELLANEOUS SUPPLIES	1,263.13	822.16	.00	.00	.00	.00
TOTAL 11781005 INVENTORY & STORES SP	4,541,289.85	5,176,029.50	5,533,256.93	7,280,920.00	5,488,978.92	6,056,495.00
11781006 INVENTORY & STORES SV						
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443301 MACHINERY & EQUIP REPAIRS	32,557.95	23,240.59	32,263.82	20,000.00	13,027.78	20,000.00
443302 VEHICLE BODY REPAIRS	68,231.83	7,523.25	.00	4,000.00	.00	4,000.00
443400 EQUIP MAINTENANCE CONTRACTS	12,598.54	13,803.15	13,964.96	14,721.00	14,476.46	.00
444201 RENTAL EQUIPMENT & VEHICLES	184,868.18	188,188.67	182,270.29	229,500.00	162,542.22	204,500.00
455100 INTERNAL PRINT SHOP	325.00	306.25	318.00	500.00	268.75	500.00
480000 OTHER SERVICES	490.70	220.00	1,363.54	1,200.00	1,086.45	1,500.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11781006 INVENTORY & STORES SV	299,072.20	233,281.91	230,180.61	269,921.00	191,401.66	230,500.00
11781007 INVENTORY & STORES CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	.00	.00
474100 EQUIPMENT	.00	3,550.26	452.23	10,000.00	8,740.83	1,410.00
474200 VEHICLES	.00	.00	62,401.86	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11781007 INVENTORY & STORES CO	.00	3,550.26	62,854.09	10,000.00	8,740.83	1,410.00
TOTAL 1081 INVENTORY MANAGEMENT	5,658,975.60	6,063,771.26	6,388,868.27	8,331,552.20	6,150,244.19	7,007,465.20

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001411001		INV&ST PS ANNUAL SAL	576,554.00	.00	544,060.00	-5.64
	1000-17-1081-0000-1-00-0-40-411-001-	SUPERINTENDENT AUTO SUPPLIES *A-063	1.00	53,750.00	53,750.00	
		(1 @ STEP 5)				
		A063 local 650				
		LABORER II* B-025 (9 @ STEP #5)	8.00	34,139.00	273,112.00	
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	35,127.00	35,127.00	
		ASSISTANT SUPERTINENDENT OF AUTOMOTIVE	1.00	38,027.00	38,027.00	
		SUPPLIES A0027 (1 @ STEP 2)				
		ASSOC. ACCOUNT-CLERK*TITLE A022 ( 1@	1.00	40,337.00	40,337.00	
		STEP #5)				
		AUTOMOTIVE INVENTORY CLERK A017 (3@STEP	3.00	34,569.00	103,707.00	
		1)				
11781001411001	22222	INV&ST D/P ALLOW PS ANNUAL SAL	.00	.00	.00	.00
	1000-17-1081-0000-1-00-0-40-411-001-22222					
		BUDGET CEILING:			576,554.00	
		TOTALS:	576,554.00	.00	544,060.00	-5.64

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

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

<b>PRINTSHOP</b>	<b>FUNCTION</b>	<b>1082</b>
APPROPRIATIONS	\$	311,183
FRINGES	\$	164,015
TOTAL APPROPRIATIONS	\$	<u>475,198</u>
REVENUE	\$	600
NET	\$	<u><u>(474,598)</u></u>

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

**Division of Print Shop & Mailroom**

**Division #17-1082**

**Administrative**

1. To administer the internal functions required by all City Departments and agencies in a comprehensive cost effective manner.
2. Insure the efficient expenditure of public funds by maintaining centralized acquisition of materials, supplies, equipment and services.
3. To manage City assets through timely and effective procurement, accurate inventory and final dispensation and disposal of such.

**Activities**

1. Print Shop is centralized allowing cost savings of in-house printing, and volume mailing discounts, and stock of supplies where bulk purchasing is beneficial.

**Work Statistics Program**

	<b>Actual <u>2011-2012</u></b>	<b>Estimate <u>2012-2013</u></b>	<b>Estimate <u>2013-2014</u></b>
Print Shop/Mailroom Personnel	6	6	6
Mailed Pieces	298,554	430,000	500,000
Printed Pieces	1,015,698	1,300,000	1,500,000

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
-----						
1082 PRINT SHOP						
-----						
11782001 PRINT SHOP PS						
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411001 ANNUAL SALARY	250,368.94	222,252.11	224,324.19	242,404.00	205,470.05	277,952.00
413001 OVERTIME	1,027.29	1,624.85	1,263.48	2,200.00	798.89	2,200.00
413003 ACTING TIME	1,129.63	66.05	173.78	1,200.00	182.12	1,200.00
414001 LONGEVITY	3,400.00	4,215.07	3,400.00	3,985.00	3,400.00	3,085.00
414007 PERFECT ATTENDANCE INCENTIVE	1,453.79	1,230.93	1,180.65	2,200.00	.00	2,200.00
415002 CLOTHING ALLOWANCE	150.00	150.00	332.00	150.00	150.00	150.00
TOTAL 11782001 PRINT SHOP PS	257,529.65	229,539.01	230,674.10	252,139.00	210,001.06	286,787.00
11782005 PRINT SHOP SP						
-----						
461002 CONTRACT VENDOR SUPPLIES	1,503.56	1,005.29	426.23	800.00	322.89	800.00
461105 JANITORIAL SUPPLIES	.00	.00	71.37	400.00	92.50	400.00
461201 CLOTHING & UNIFORMS	.00	.00	121.60	525.00	240.00	325.00
461400 POSTAGE	.00	.00	313.93	1,500.00	1,064.79	1,000.00
TOTAL 11782005 PRINT SHOP SP	1,503.56	1,005.29	933.13	3,225.00	1,720.18	2,525.00
11782006 PRINT SHOP SV						
-----						
443400 EQUIP MAINTENANCE CONTRACTS	3,885.00	3,885.00	4,661.71	13,316.00	12,051.51	14,173.00
444201 RENTAL EQUIPMENT & VEHICLES	9,664.90	879.91	942.78	948.00	709.26	948.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11782006 PRINT SHOP SV	13,549.90	4,764.91	5,604.49	14,264.00	12,760.77	15,121.00
11782007 PRINT SHOP CO						
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474100 EQUIPMENT	.00	7,827.68	.00	18,500.00	17,284.08	6,750.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 11782007 PRINT SHOP CO	.00	7,827.68	.00	18,500.00	17,284.08	6,750.00
TOTAL 1082 PRINT SHOP	272,583.11	243,136.89	237,211.72	288,128.00	241,766.09	311,183.00
TOTAL 17 DIVISION OF PURCHASE	6,283,966.69	6,665,230.06	6,985,324.37	9,120,078.20	6,706,838.07	7,874,904.20

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	242,404.00	.00	277,952.00	14.66
	1000-17-1082-0000-1-00-0-40-411-001-	PRINT SHOP MAIL ROOM SUPERVISOR (A062) AT STEP 6	1.00	52,585.00	52,585.00	
		PRINT SHOP SUPERVISOR (A053@STEP 5)	1.00	50,203.00	50,203.00	
		ACCOUNT CLERK A005 (1 @ STEP 4)	1.00	33,415.00	33,415.00	
		MAIL AND SUPPLY CLERK (A009 1 @ STEP 5)	1.00	37,780.00	37,780.00	
		LABORER II B025 (1@STEP 5)	1.00	34,139.00	34,139.00	
		OFFSET PRESS OPERATOR A007 (1 @ STEP 6)	1.00	35,428.00	35,428.00	
		Mail & Supply Clerk - Step 1	1.00	34,402.00	34,402.00	
		BUDGET CEILING:			242,404.00	
		TOTALS:	242,404.00	.00	277,952.00	14.66

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