

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

ADMINISTRATIVE SERVICES	FUNCTION	1050
APPROPRIATIONS	\$	696,482
FRINGES	\$	208,972
TOTAL APPROPRIATIONS	\$	<u>905,454</u>
REVENUE	\$	-
NET	\$	<u><u>(905,454)</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 BFSa.

Work Program Statistics

	<u>Actual</u> <u>2012-2013</u>	<u>Estimate</u> <u>2013-2014</u>	<u>Estimate</u> <u>2014-2015</u>
Total adopted budget	\$482,621,622	\$482,534,741	\$504,499,903
Number of Salary Ordinance Amendments	12	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	200	200	200
Number of Fund reallocations	250	250	250
Personal service-man years	6	6	6

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

11 ADMIN & FINANCE BUDGET					

DIV OF BUDGET & MGMT SERVICES					

11150001 DIV BUDGET & MGT SERV PS					

411001 ANNUAL SALARY	280,227.43	418,913.00	418,913.00	292,173.41	414,797.00
413001 OVERTIME	6,896.49	8,500.00	8,500.00	8,341.95	8,000.00
413003 ACTING TIME	2,786.52	.00	.00	.00	.00
414001 LONGEVITY	3,150.00	3,150.00	3,150.00	3,150.00	3,410.00
414007 PERFECT ATTENDANCE INCENTIVE	1,721.16	2,534.00	2,534.00	.00	2,445.00
TOTAL 11150001 DIV BUDGET & MGT SERV PS	294,781.60	433,097.00	433,097.00	303,665.36	428,652.00
11150004 DIV BUDGET & MGT SERV TR					

458001 TRANSPORTATION	.00	250.00	250.00	.00	250.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	20,032.00	20,032.00	20,032.00	20,030.00
TOTAL 11150004 DIV BUDGET & MGT SERV TR	.00	20,282.00	20,282.00	20,032.00	20,280.00
11150005 DIV BUDGET & MGT SERV SP					

461001 OFFICE SUPPLIES	133.55	75.00	488.61	478.14	400.00
461002 CONTRACT VENDOR SUPPLIES	206.43	475.00	61.39	.00	150.00
461400 POSTAGE	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11150005 DIV BUDGET & MGT SERV SP	339.98	550.00	550.00	478.14	550.00
11150006 DIV BUDGET & MGT SERV SV					

455100 INTERNAL PRINT SHOP	446.21	2,200.00	2,200.00	433.90	2,200.00
480000 OTHER SERVICES	69,198.66	244,800.00	244,800.00	27,032.00	244,800.00
TOTAL 11150006 DIV BUDGET & MGT SERV SV	69,644.87	247,000.00	247,000.00	27,465.90	247,000.00
11150007 DIV BUDGET & MGT SERV CO					

CITY OF BUFFALO
 GENERAL FUND
 2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

474100 EQUIPMENT	.00	.00	.00	.00	.00
TOTAL 11150007 DIV BUDGET & MGT SERV CO	.00	.00	.00	.00	.00
TOTAL DIV OF BUDGET & MGMT SERVICES	364,766.45	700,929.00	700,929.00	351,641.40	696,482.00

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11150001411001		BUDGET PS ANNUAL SAL	418,913.00	.00	414,797.00	-.98
	1000-11-1050-0000-1-00-0-40-411001-	COMM ADMIN & FIN, POL& URB AFF	1.00	119,239.00	119,239.00	
		I 130				
		SECRETARY COMM ADMIN & FINANCE	1.00	34,980.00	34,980.00	
		PRINCIPAL MANAGEMENT ANALYST	1.00	77,713.00	77,713.00	
		A085				
		DIRECTOR OF BUDGET, ADMINISTRA	1.00	91,374.00	91,374.00	
		SR. SPEC. ASST. TO COMM ADMIN & FIN.	1.00	41,578.00	41,578.00	
		MANAGEMENT ANALYST - Step 12	1.00	49,913.00	49,913.00	
		(A 067)				
		SPEC ASSIST TO COMM ADM&FIN				
		BUDGET CEILING:			418,913.00	
		TOTALS:	418,913.00	.00	414,797.00	-.98

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

URBAN AFFAIRS	FUNCTION	1059
APPROPRIATIONS	\$	114,347
FRINGES	\$	63,816
TOTAL APPROPRIATIONS	\$	<u>178,163</u>
REVENUE	\$	-
NET	\$	<u><u>(178,163)</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 advocate for state and federal policy that assists the City of Buffalo.
4. To identify opportunities to implement best practices in various operations of city governments.
5. Showcase City of Buffalo best practices.

Activities

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

Work Program Statistics

	Actual	Estimate	Estimate
	2013-2014	<u>2014-2015</u>	<u>2015-2016</u>
Grant Applications Coordinated	23	24	24
Grant Applications Assisted	24	25	25
Grants Producing Revenue to Departments	47	49	49

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

URBAN AFFAIRS					

11159001 URBAN AFFAIRS PS					

411001 ANNUAL SALARY	114,347.02	114,347.00	114,347.00	82,291.30	114,347.00
414001 LONGEVITY	.00	.00	.00	400.00	.00
TOTAL 11159001 URBAN AFFAIRS PS	114,347.02	114,347.00	114,347.00	82,691.30	114,347.00
11159004 URBAN AFFAIRS TR					

458001 TRANSPORTATION	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	125.00	125.00	.00	.00
TOTAL 11159004 URBAN AFFAIRS TR	.00	125.00	125.00	.00	.00
11159005 ADMIN & FINANCE URBAN AFFA					

461002 CONTRACT VENDOR SUPPLIES	.00	50.00	50.00	.00	.00
TOTAL 11159005 ADMIN & FINANCE URBAN AFFA	.00	50.00	50.00	.00	.00
11159006 URBAN AFFAIRS SV					

458003 REGISTRATION & MEMBERSHIP FE	.00	.00	.00	.00	.00
480000 OTHER SERVICES	.00	.00	.00	.00	.00
TOTAL 11159006 URBAN AFFAIRS SV	.00	.00	.00	.00	.00
TOTAL URBAN AFFAIRS	114,347.02	114,522.00	114,522.00	82,691.30	114,347.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

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
	1000-11-1059-0000-1-00-0-40-411001-	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 I				
		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**

COLLECTIONS

FUNCTION

1045

APPROPRIATIONS	\$	302,789
FRINGES	\$	156,625
TOTAL APPROPRIATIONS	\$	459,414
REVENUE	\$	147,250
NET	\$	<u>(312,164)</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 2012-2013</u>	<u>Acct/Est 2013-2014</u>	<u>Estimate 2014-2015</u>
Bankruptcy Accounts	768	754	784
Court Order Accounts	605	725	627
Debtor Clearances	2679	2699	2689
User Fee Properties Billed	79936	78961	78900
User Fee Properties Filed for Foreclosure	2709	3393	3707
User Fee Payment Plans	1202	724	890
Accounts Receivable to Collection Agency	72	53	63
Personal Liability Notices issued	17000	17000	17000
User Fee Duplicate Bills and Re-mail and Adjustments	143768	145000	145000
User Fee Returned Mail	4252	4500	4500
Telephone Inquiries	40000	36000	36000

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

15 ADMIN & FIN TREASURY					

COLLECTIONS DIVISION					

11545001 COLLECTION DIV PS					

411001 ANNUAL SALARY	264,293.44	270,406.00	251,397.25	219,068.30	233,629.00
412002 HOURLY SALARY	.00	.00	.00	.00	.00
413001 OVERTIME	8,517.74	7,000.00	7,000.00	6,146.25	7,000.00
413003 ACTING TIME	.00	.00	.00	.00	.00
414001 LONGEVITY	5,435.00	5,900.00	5,900.00	5,760.00	6,225.00
414004 IN LIEU OF SUMMER HOURS	1,021.24	3,048.00	635.78	635.78	1,785.21
414007 PERFECT ATTENDANCE INCENTIVE	1,964.47	5,165.00	2,815.00	.00	2,500.00
415002 CLOTHING ALLOWANCE	.00	150.00	150.00	150.00	150.00
TOTAL 11545001 COLLECTION DIV PS	281,231.89	291,669.00	267,898.03	231,760.33	251,289.21

11545005 COLLECTION DIV SP					

461001 OFFICE SUPPLIES	352.93	250.00	163.41	163.41	250.00
461002 CONTRACT VENDOR SUPPLIES	215.00	225.00	213.78	213.78	225.00
461201 CLOTHING & UNIFORMS	.00	75.00	68.78	68.38	75.00
TOTAL 11545005 COLLECTION DIV SP	567.93	550.00	445.97	445.57	550.00

11545006 COLLECTION DIV SV					

432001 AUDITING SERVICES	.00	.00	.00	.00	.00
432003 LEGAL SERVICES	.00	500.00	.00	.00	500.00
434003 COLLECTION AGENCY FEES	52,882.45	42,000.00	66,825.00	66,754.96	50,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00
454000 ADVERTISING	.00	.00	.00	.00	.00
455000 PRINTING & BINDING	.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	.00	100.00	.00	.00	100.00
480000 OTHER SERVICES	.00	350.00	.00	.00	350.00
TOTAL 11545006 COLLECTION DIV SV	52,882.45	42,950.00	66,825.00	66,754.96	50,950.00

11545007 COLLECTION DIV CO					

CITY OF BUFFALO
 GENERAL FUND
 2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET
474100 EQUIPMENT	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11545007 COLLECTION DIV CO	.00	.00	.00	.00	.00
TOTAL COLLECTIONS DIVISION	334,682.27	335,169.00	335,169.00	298,960.86	302,789.21

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11545001411001		COLLECTION DIV PS ANNUAL SAL	251,397.25	.00	233,629.00	-7.07
	1000-15-1045-0000-1-00-0-40-411001-	PARALEGAL ASSISTANT	1.00	47,232.00	47,232.00	
		A / 047 STEP 5				
		ASSISTANT COLLECTION OFFICER	1.00	44,687.00	44,687.00	
		A / 048 STEP 5				
		LABORER II	.00	34,139.00	.00	
		B025 / STEP 5				
		COLLECTION OFFICER	2.00	55,313.00	110,626.00	
		STEP 5				
		JUNIOR COLLECTION OFFICER STEP 1	1.00	31,084.00	31,084.00	
		BUDGET CEILING:			251,397.25	
		TOTALS:	251,397.25	.00	233,629.00	-7.07

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

TREASURY	FUNCTION	1056
APPROPRIATIONS	\$	985,993
FRINGES	\$	320,048
TOTAL APPROPRIATIONS	\$	<u>1,306,041</u>
REVENUE	\$	570,910
NET	\$	<u><u>(735,131)</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

	Act/Est 2012-2013	Estimate 2013-2014	Estimate 2014-2015
Lock Box Payments, Western Union, Escrow, PVB Collections	492,280	503,282	504,000
WEB Payments	228,505	236,755	240,000
ACH Payments	45,836	47,576	48,000
Tellers Payments Processed, Tow, Permits, and AR	572,153	594,209	596,000
In Rem Properties Auctioned	3,239	2,399	3,200
User Fee Properties Potential Foreclosure	11,036	5,337	6,000
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	1,215	1,240	1,260
Paychecks Issued	32,352	32,500	32,500
Paychecks Direct Deposits Advice Issued	37,074	37,500	37,500
E – Pay Checks began 2/9/10	11,382	11,600	11,600
Garnishees, Court Orders and Levy's	9,781	9,800	9,800
Returned Checks &/or Credit Card Reversals & ACH Reversals, Adjust Batch	4507	4,815	4,850
Telephone & Walk-in Inquiries, Copies made	16,000	16,000	16,000

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

TREASURY DIVISION ADMIN SERV					

11556001 TREASURY DIVISION PS					

411001 ANNUAL SALARY	443,081.30	537,989.00	479,961.75	452,009.57	549,123.00
413001 OVERTIME	43,315.71	42,000.00	42,000.00	41,685.12	42,000.00
413003 ACTING TIME	10,905.19	4,000.00	1,576.98	1,116.24	1,000.00
414001 LONGEVITY	5,075.00	5,725.00	5,725.00	6,050.00	8,225.00
414004 IN LIEU OF SUMMER HOURS	2,321.72	4,027.00	2,647.45	2,647.45	3,447.96
414007 PERFECT ATTENDANCE INCENTIVE	3,546.38	6,733.00	4,433.00	.00	3,700.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00
TOTAL 11556001 TREASURY DIVISION PS	508,245.30	600,474.00	536,344.18	503,508.38	607,495.96

11556005 TREASURY DIVISION SP					

461001 OFFICE SUPPLIES	1,248.05	1,000.00	994.33	994.33	1,000.00
461002 CONTRACT VENDOR SUPPLIES	1,855.17	1,531.00	1,486.75	1,486.75	1,520.00
TOTAL 11556005 TREASURY DIVISION SP	3,103.22	2,531.00	2,481.08	2,481.08	2,520.00

11556006 TREASURY DIVISION SV					

432001 AUDITING SERVICES	.00	.00	.00	.00	.00
434002 CREDIT CARD & BANK CHARGES	387,429.16	350,000.00	414,490.72	414,490.72	370,900.00
443301 MACHINERY & EQUIP REPAIRS	817.32	.00	156.00	156.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	1,295.00	1,550.00	1,345.00	1,345.00	4,177.00
455100 INTERNAL PRINT SHOP	87.75	300.00	15.00	15.00	200.00
480000 OTHER SERVICES	1,955.62	750.00	773.02	773.02	700.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11556006 TREASURY DIVISION SV	391,584.85	352,600.00	416,779.74	416,779.74	375,977.00

11556007 TREASURY DIVISION CO					

474100 EQUIPMENT	899.99	1,550.00	1,550.00	1,522.75	.00
TOTAL 11556007 TREASURY DIVISION CO	899.99	1,550.00	1,550.00	1,522.75	.00
TOTAL TREASURY DIVISION ADMIN SERV	903,833.36	957,155.00	957,155.00	924,291.95	985,992.96

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11556001411001		TREASURY PS ANNUAL SAL	479,961.75	.00	549,123.00	14.41
	1000-15-1056-0000-1-00-0-40-411001-	DIRECTOR OF TREASURY/COLLECTION EXEMPT	1.00	84,583.00	84,583.00	
		ASSISTANT COLLECTION OFFICER STEP 3	1.00	42,162.00	42,162.00	
		ASSISTANT ADMINISTRATOR OF TREASURY & COLLECTIONS - Step5	1.00	61,315.00	61,315.00	
		TREASURY ADMINISTRATOR STEPS5	2.00	51,604.00	103,208.00	
		ASSISTANT COLLECTION OFFICER - STEP3	1.00	41,382.00	41,382.00	
		ASST COLLECTION OFFICER STEP 5	1.00	44,687.00	44,687.00	
		TELLER STEP 6	2.00	36,572.00	73,144.00	
		TELLER STEP 1	1.00	33,303.00	33,303.00	
		JR COLLECTION OFFICER STEP 7	1.00	34,255.00	34,255.00	
		JUNIOR COLLECTION OFFICER STEP 1	1.00	31,084.00	31,084.00	
11556001411001	22222	TREASURY D/P ALLOW PS ANNL SAL	.00	.00	.00	.00
	1000-15-1056-0000-1-00-0-40-411001-22222					
		BUDGET CEILING:			479,961.75	
		TOTALS:	479,961.75	.00	549,123.00	14.41

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

PURCHASING	FUNCTION	1068
APPROPRIATIONS	\$	535,047
FRINGES	\$	240,462
TOTAL APPROPRIATIONS	\$	<u>775,509</u>
REVENUE	\$	<u>135,000</u>
NET	\$	<u><u>(640,509)</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

	<u>Actual</u> <u>2012-2013</u>	<u>Estimate</u> <u>2013-2014</u>	<u>Estimate</u> <u>2014-2015</u>
<u>Purchase</u>			
Personnel	9	9	9
Value of Purchase Orders Written (Millions)	\$21,000,000	\$23,000,000	\$24,000,000
Purchase Orders Executed	3,546	3,590	3,650

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

17 DIVISION OF PURCHASE					

PURCHASING DIVISION					

11768001 PURCHASE PS					

411001 ANNUAL SALARY	330,279.00	443,166.00	443,166.00	359,822.74	439,619.00
413001 OVERTIME	10,733.63	15,000.00	15,000.00	10,126.97	11,000.00
413003 ACTING TIME	994.80	5,144.00	5,144.00	840.85	5,144.00
414001 LONGEVITY	5,175.00	5,500.00	5,500.00	5,500.00	5,500.00
414007 PERFECT ATTENDANCE INCENTIVE	2,250.84	2,650.00	2,650.00	.00	3,000.00
415001 AUTOMOBILE ALLOWANCE	576.00	700.00	700.00	459.00	702.00
TOTAL 11768001 PURCHASE PS	350,009.27	472,160.00	472,160.00	376,749.56	464,965.00

11768004 PURCHASE TR					

458001 TRANSPORTATION	.00	125.00	125.00	.00	125.00
458002 MEALS & LODGING	.00	300.00	300.00	.00	300.00
458003 REGISTRATION & MEMBERSHIP FE	.00	300.00	300.00	.00	300.00
TOTAL 11768004 PURCHASE TR	.00	725.00	725.00	.00	725.00

11768005 PURCHASE SP					

461002 CONTRACT VENDOR SUPPLIES	1,411.82	1,600.00	1,600.00	1,497.28	1,500.00
461005 PHOTO & DRAFTING SUPPLIES	.00	100.00	100.00	.00	100.00
464000 PERIODICALS	.00	.00	.00	.00	.00
TOTAL 11768005 PURCHASE SP	1,411.82	1,700.00	1,700.00	1,497.28	1,600.00

11768006 PURCHASE SV					

452000 INSURANCE & SURETY BONDS	.00	58,846.00	58,846.00	53,667.13	46,907.00
454000 ADVERTISING	17,058.14	20,000.00	20,000.00	14,500.00	18,000.00
455000 PRINTING & BINDING	.00	1,400.00	1,400.00	.00	1,400.00
455100 INTERNAL PRINT SHOP	462.81	900.00	900.00	190.00	900.00
TOTAL 11768006 PURCHASE SV	17,520.95	81,146.00	81,146.00	68,357.13	67,207.00

11768007 PURCHASE CO					

CITY OF BUFFALO
 GENERAL FUND
 2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET
474100 EQUIPMENT	708.97	525.00	525.00	.00	550.00
TOTAL 11768007 PURCHASE CO	708.97	525.00	525.00	.00	550.00
TOTAL PURCHASING DIVISION	369,651.01	556,256.00	556,256.00	446,603.97	535,047.00

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11768001411001		PURCH PS ANNUAL SALARY	443,166.00	.00	439,619.00	-.80
	1000-17-1068-0000-1-00-0-40-411001-	DIRECTOR OF PURCHASE (I045)	1.00	75,799.00	75,799.00	
		EXEMPT POSITION				
		ASSISTANT DIRECTOR OF PURCHASE (A86)	1.00	66,873.00	66,873.00	
		LOCAL 650				
		JUNIOR BUYER - A045 @ STEP 4	1.00	40,671.00	40,671.00	
		LOCAL 650				
		SENIOR CLERK - A006 @ STEP 5	1.00	35,582.00	35,582.00	
		LOCAL 650				
		ACCOUNT CLERK - A005 @ STEP 2	1.00	32,316.00	32,316.00	
		LOCAL 650				
		BUYERS (A94)@ STEP 5	2.00	51,833.00	103,666.00	
		LOCAL 650				
		BUYER (A95) @ STEP 1	1.00	44,877.00	44,877.00	
		LOCAL 650				
		JUNIOR BUYER (A045)@STEP 3	1.00	39,835.00	39,835.00	
		LOCAL 650				
		BUDGET CEILING:			443,166.00	
		TOTALS:	443,166.00	.00	439,619.00	-.80

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

INVENTORY & STORES

FUNCTION

1081

APPROPRIATIONS	\$	7,634,940
FRINGES	\$	424,326
TOTAL APPROPRIATIONS	\$	<u>8,059,266</u>
REVENUE	\$	<u>337,000</u>
NET	\$	<u><u>(7,722,266)</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

<u>Inventory & Stores</u>	<u>Actual</u> <u>2012-2013</u>	<u>Estimate</u> <u>2013-2014</u>	<u>Estimate</u> <u>2014-2015</u>
Personnel	16	16	15

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

INVENTORY MANAGEMENT					

11781001 INVENTORY & STORES PS					

411001 ANNUAL SALARY	377,618.72	544,060.00	544,060.00	338,651.99	549,010.00
412002 HOURLY SALARY	.00	23,155.20	23,155.20	.00	23,155.20
413001 OVERTIME	109,748.25	100,000.00	100,000.00	117,134.49	100,000.00
413002 HOLIDAY	16,715.50	25,000.00	25,000.00	4,646.32	18,000.00
413003 ACTING TIME	.00	5,000.00	5,000.00	824.33	3,000.00
413004 SHIFT DIFFERENTIAL	1,608.00	3,300.00	3,300.00	1,926.00	3,300.00
414001 LONGEVITY	9,819.02	10,495.00	10,495.00	10,499.11	10,235.00
414004 IN LIEU OF SUMMER HOURS	620.19	3,500.00	3,500.00	1,424.26	3,200.00
414007 PERFECT ATTENDANCE INCENTIVE	937.83	3,200.00	3,200.00	.00	2,200.00
415002 CLOTHING ALLOWANCE	1,350.00	1,350.00	1,350.00	900.00	1,200.00
415003 TOOL ALLOWANCE	.00	.00	.00	.00	.00
TOTAL 11781001 INVENTORY & STORES PS	518,417.51	719,060.20	719,060.20	476,006.50	713,300.20

11781005 INVENTORY & STORES SP					

461002 CONTRACT VENDOR SUPPLIES	1,140.88	1,200.00	1,200.00	118.20	1,200.00
461105 JANITORIAL SUPPLIES	195.30	200.00	200.00	175.80	200.00
461201 CLOTHING & UNIFORMS	746.65	675.00	675.00	525.00	600.00
461400 POSTAGE	515,007.16	815,420.00	658,581.14	571,385.27	700,440.00
462600 GASOLINE AND LUBRICANTS	3,407,731.53	3,599,000.00	3,554,508.49	3,519,415.43	4,292,500.00
465001 AUTOMOTIVE SUPPLIES	1,204,097.72	1,375,000.00	1,541,701.70	1,478,321.86	1,375,000.00
465002 TIRES AND TUBES	303,719.27	265,000.00	325,000.00	284,377.98	310,000.00
467000 MISCELLANEOUS SUPPLIES	.00	.00	.00	.00	.00
TOTAL 11781005 INVENTORY & STORES SP	5,432,638.51	6,056,495.00	6,081,866.33	5,854,319.54	6,679,940.00

11781006 INVENTORY & STORES SV					

443301 MACHINERY & EQUIP REPAIRS	15,874.79	20,000.00	25,000.00	21,517.34	20,000.00
443302 VEHICLE BODY REPAIRS	.00	4,000.00	3,600.00	.00	4,000.00
443400 EQUIP MAINTENANCE CONTRACTS	14,476.46	.00	400.00	355.50	400.00
444201 RENTAL EQUIPMENT & VEHICLES	191,724.03	204,500.00	231,852.28	225,832.54	202,000.00
455100 INTERNAL PRINT SHOP	268.75	500.00	500.00	254.70	500.00
480000 OTHER SERVICES	1,686.45	1,500.00	1,500.00	.00	1,500.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11781006 INVENTORY & STORES SV	224,030.48	230,500.00	262,852.28	247,960.08	228,400.00

11781007 INVENTORY & STORES CO					

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET
473020 STRUCTURE & EQUIP IMPROVEMEN	.00	.00	.00	.00	.00
474100 EQUIPMENT	5,900.93	1,410.00	4,249.90	3,484.56	13,300.00
474200 VEHICLES	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11781007 INVENTORY & STORES CO	5,900.93	1,410.00	4,249.90	3,484.56	13,300.00
TOTAL INVENTORY MANAGEMENT	6,180,987.43	7,007,465.20	7,068,028.71	6,581,770.68	7,634,940.20

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11781001411001		INV&ST PS ANNUAL SAL	544,060.00	.00	549,010.00	.91
	1000-17-1081-0000-1-00-0-40-411001-	SUPERINTENDENT AUTO SUPPLIES *A-063	1.00	53,750.00	53,750.00	
		(1 @ STEP 5)				
		A063 local 650				
		LABORER II* B-025 8 @ STEP #5)	8.00	34,139.00	273,112.00	
		LOCAL 264				
		STOCK CLERK*A005 (1 @ STEP #5)	1.00	35,127.00	35,127.00	
		LOCAL 650				
		ASSOC. ACCOUNT-CLERK*TITLE A022 (1@	1.00	40,337.00	40,337.00	
		STEP #5)				
		LOCAL 650				
		AUTOMOTIVE INVENTORY CLERK'S (A017) @	3.00	36,624.00	109,872.00	
		STEP 3				
		LOCAL 650				
		ASSISTANT SUPERTINENDENT OF AUTOMOTIVE	1.00	36,812.00	36,812.00	
		SUPPLIES A0027 1 @ STEP 1				
		LOCAL 650				
11781001411001	22222	INV&ST D/P ALLOW PS ANNUAL SAL	.00	.00	.00	.00
	1000-17-1081-0000-1-00-0-40-411001-22222					
		BUDGET CEILING:			544,060.00	
		TOTALS:	544,060.00	.00	549,010.00	.91

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

PRINTSHOP	FUNCTION	1082
APPROPRIATIONS	\$	337,951
FRINGES	\$	169,865
TOTAL APPROPRIATIONS	\$	<u>507,816</u>
REVENUE	\$	600
NET	\$	<u><u>(507,216)</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

	Actual <u>2012-2013</u>	Estimate <u>2013-2014</u>	Estimate <u>2014-2015</u>
Print Shop/Mailroom Personnel	6	7	7
Mailed Pieces	430,000	500,000	520,000
Printed Pieces	1,300,000	1,500,000	1,550,000

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

PRINT SHOP					

11782001 PRINT SHOP PS					

411001 ANNUAL SALARY	240,786.84	277,952.00	277,952.00	227,718.99	276,349.00
413001 OVERTIME	798.89	2,200.00	2,200.00	912.97	2,200.00
413002 HOLIDAY	.00	.00	.00	423.30	.00
413003 ACTING TIME	182.12	1,200.00	1,200.00	.00	1,200.00
413004 SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00
414001 LONGEVITY	3,400.00	3,085.00	3,085.00	2,685.00	3,085.00
414007 PERFECT ATTENDANCE INCENTIVE	1,201.74	2,200.00	2,200.00	.00	2,200.00
415002 CLOTHING ALLOWANCE	150.00	150.00	150.00	150.00	150.00
TOTAL 11782001 PRINT SHOP PS	246,519.59	286,787.00	286,787.00	231,890.26	285,184.00

11782005 PRINT SHOP SP					

461002 CONTRACT VENDOR SUPPLIES	322.89	800.00	800.00	789.57	1,000.00
461105 JANITORIAL SUPPLIES	92.50	400.00	325.00	313.44	600.00
461201 CLOTHING & UNIFORMS	240.00	325.00	400.00	233.14	400.00
461400 POSTAGE	1,064.79	1,000.00	895.00	886.07	1,500.00
TOTAL 11782005 PRINT SHOP SP	1,720.18	2,525.00	2,420.00	2,222.22	3,500.00

11782006 PRINT SHOP SV					

443400 EQUIP MAINTENANCE CONTRACTS	12,051.51	14,173.00	14,404.76	14,404.76	18,329.00
444201 RENTAL EQUIPMENT & VEHICLES	946.26	948.00	948.00	948.00	948.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11782006 PRINT SHOP SV	12,997.77	15,121.00	15,352.76	15,352.76	19,277.00

11782007 PRINT SHOP CO					

474100 EQUIPMENT	17,284.08	6,750.00	6,750.00	6,750.00	29,990.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 11782007 PRINT SHOP CO	17,284.08	6,750.00	6,750.00	6,750.00	29,990.00
TOTAL PRINT SHOP	278,521.62	311,183.00	311,309.76	256,215.24	337,951.00

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
11782001411001		PRNTSHP PS ANNUAL SAL	277,952.00	.00	276,349.00	-.58
	1000-17-1082-0000-1-00-0-40-411001-					
		PRINT SHOP MAIL ROOM SUPERVISOR A062 (1 @ STEP 7)	1.00	52,585.00	52,585.00	
		PRINT SHOP SUPERVISOR A053 (1 @ STEP 5)	1.00	50,203.00	50,203.00	
		ACCOUNT CLERK A005 (1 @ STEP 5)	1.00	33,979.00	33,979.00	
		MAIL AND SUPPLY CLERK A009 (1 @ STEP 2)	1.00	34,965.00	34,965.00	
		THIS TITLE WOULD REPLACE MAIL CLERK-TITLE ALLOWS FOR MULTIPLE TASKS				
		LABORER II B025 (1 @ STEP 5)	1.00	34,139.00	34,139.00	
		OFFSET PRESS OPERATOR A007 (1 @ STEP 7)	1.00	36,076.00	36,076.00	
		MAIL AND SUPPLY CLERK A009 (1 @ STEP 1)	1.00	34,402.00	34,402.00	
		BUDGET CEILING:			277,952.00	
		TOTALS:	277,952.00	.00	276,349.00	-.58

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