

**DEPARTMENT OF ECONOMIC DEVELOPMENT,
PERMITS AND INSPECTION SERVICES**

HOUSING & ENFORCEMENT

FUNCTION

1150

DEPARTMENT OF ECONOMIC DEVELOPMENT PERMIT AND INSPECTION SERVICES
INSPECTIONS AND ENFORCEMENT 65-1150,1151

GOALS

1. To lead the economic development efforts of the City of Buffalo by coordinating the activities of public, not-for-profit and private agencies.
2. To improve the economy of the City of Buffalo by increasing the number of jobs, the amount of new investment and the quality of life in the City.
3. To improve the coordination of the City's process of acquiring and disposing of properties through its tax foreclosure proceedings with more properties being freed of liens and transferred back to taxable status.
4. To identify and implement new techniques to avoid the need to demolish properties by reducing the "flipping" of properties, encouraging more homesteading, testing a more aggressive code enforcement strategy to encourage banks and other lenders to prevent the deterioration of properties and by through comprehensive code enforcement encouraging investment in properties by private owners.
5. To aggressively focus on code enforcement of troubled buildings throughout the city with a particular emphasis in downtown.
6. To ensure public safety and welfare pursuant to housing and building code enforcement programs which will effect compliance of all structures and properties with applicable Federal, State and Local codes, ordinances, laws, and/or regulations.
7. To increase the number and to accelerate the demolition of hazardous structures so as to insure the safety of the surrounding neighborhood. and to provide land for future development of housing and commercial buildings.
8. Increase the level of compliance via more effective and responsible code enforcement activity, thereby affecting a decrease in number of court cases, which require processing and administrative attention.
9. Increasing systematic code enforcement activities throughout the City, thus becoming more proactive thus decreasing the number of complaints.
10. Continue involvement with Block Clubs and Community Based agencies to help pinpoint problems with derelict and absentee owned properties.
11. Use the Internet to its fullest capacity increasing the opportunities to file for building, electrical and plumbing permits.
12. Continuing to find new revenue sources such as establishment of a Rental Registry Program and an Avoidable Alarm Program based upon the "Cry Wolf" software program.

DESCRIPTION OF ACTIVITIES

1. Increase the amount of shovel ready sites available for immediate use.
2. Coordinate the activities of the Office of Strategic Planning, the Buffalo Urban Renewal Agency, the Buffalo Economic Renaissance Corporation, the Buffalo Urban Development Corporation, the Erie County Industrial Development Agency, the Buffalo Niagara Enterprise and other agencies that can assist in the delivery of economic development services and incentives within the City of Buffalo.
3. Working with economic development partners, increase the effectiveness of the areas business promotion efforts by focusing on the availability of fresh water.
4. Improve the efficiency, predictability and effectiveness of City agencies that support economic development efforts.

5. Increase the number of properties struck to the City in the 2006/2007 In Rem sale and aggressively market these properties to put them back on the tax roles.
6. Conduct inspections of residential and commercial property within the Buffalo City limits for purpose of insuring compliance with New York State Title 19, NYCRR Volumes of the Uniform Fire Prevention and Building Code, Federal regulations (handicap, energy, etc.) and all applicable City Ordinances (zoning, maintenance, building construction, licensing, etc.).
7. Conduct said inspections via systematic patrol of neighborhoods, in response to complaints or inquiries from the community and other government agencies, in coordination with approval of loan assistance, to issue of all Building Permits, Electrical Permits, Plumbing Permits, Fuel Device Permits and/or various licenses, upon request and/or need for Certificates of Occupancy, Certificates of Compliance and or Certificates of Operation.
8. Determine names of owners of record and issue Title Search reports, which are necessary prior to notification of court action, and/or demolition proceedings.
9. Issue Notices of Violations and Notices to Repair or Demolish to owners or agents of record.
10. Initiate court action when warranted, prepare related summonses, and process new and adjourned cases to be heard in the Housing Part of City Court. Provide an administrative liaison for City Court.
11. Initiate demolition proceedings when warranted, award demolition contracts via established bid procedures, inspect work performed by demolition contractors so engaged by the City and process vouchers for payment to contractors.
- 12.. Issue Certificates of Registration for multiple dwelling structures, Certificates of Occupancy for all structures, and Certificates of Compliance for all work performed in conjunction with all permits and issue Certificates of Operation for all Fuel Burning Devices.
13. Insure maximum reimbursement to City, for demolition costs incurred, taxes and water bills in arrears, pursuant to placement of liens insurance proceeds of fire-damaged properties and pursuant to demolition recovery function.
14. Provide support to the Housing Court function by maximizing issuance and service of warrants.
15. Conduct in-depth investigations of property complaints as well as against negligent home improvement contractor.
16. Continue to work with the New York State Department of Environmental Conservation and the City of Buffalo Environmental office for re-use of land where buildings are being demolished.
17. Perform required pre-demolition asbestos surveys, bid asbestos removal prior to demolition of various properties.

WORK PROGRAM STATISTICS

	Actual 2004-05	Estimate 2005-06	Estimate 2006-07
Inspections Conducted	62,560	59,500	62,475
New Court Cases	2,498	2,700	2,835
Adjourned Court Cases Processed	733	800	800
Demolition's Completed - City Owned	290	200	450
Demolition's Completed - Privately Owned	152	175	175
Demolition's - Privately Owned (by owner at no cost to City)	176	170	160
Certificates of Registration for MD's	179	200	200
Certificates of Occupancy issued for MD's	179	200	200

Certificates of Occupancy issued for 1 & 2 Family Dwellings (including new construction)	47	55	50
Conditional Certificate of Occupancy	19	22	25
Certificate of Compliance	145	150	150
No. new liens placed against fire insurance proceeds of fire damaged properties	56	40	40
No. of settled cases for which funds have been collected pursuant to liens placed against fire insurance proceeds	29	29	30
Recovery of CDBG funds used for demolition (\$)	247,053	215,000	225,000
Recovery of City demolition funds (\$)	50,482	31,000	30,000
Funds recovered by MTF from settled cases (\$)	162,613	130,000	135,000
No. Properties brought into compliance	10,312	9,000	9,000

GOALS

1. Facilitate the issuance of building, electrical and plumbing permits while assuring compliance with all codes, rules and regulations that may be applicable while maintaining accurate records for same.
2. To enforce the licensing regulations of the City and where delegated, the State of New York, by ensuring that businesses comply with those laws before receiving authority to operate.
3. To assure the soundness of the construction, reconstruction or renovation of any building and or structure by examining all permit applications, plans and surveys for compliance with applicable codes, rules or regulations and construction standards.
4. To implement changes in the Permit Office such as use of the "Internet" for on line permits and to continue to improve Hansen Software
5. To process and or issue approximately 13,000 licenses and applications for the fiscal year.
6. To conduct approximately 3,000 license inspections for the fiscal year.
7. Continue the program to conduct license inspections to maximize compliance and revenue for the City of Buffalo.
8. Work in conjunction with the Division of Collections to maximize the collection of delinquent accounts due to the City of Buffalo.

DESCRIPTION OF ACTIVITIES

1. Arranges and coordinates inspection services provided by agencies such as Fire Prevention, Building, Electrical, Plumbing, and Heating Inspectors so approximately 100 different types of licenses may be issued after receipt of applications.
2. Investigates and brings to a satisfactory conclusion the many complaints referred to this Division.
3. Records, files and maintains the official records resulting from these operations.
4. Coordinates the collection of delinquent accounts for required Licenses.
5. Generates court action in cases of gross violations of non-compliance.
6. Provides inspections of approximately 75 bingo organizations and audits financial reports for every game played to insure the organization and municipality receives revenues due them. Records, file and maintains these records.
7. Holds hearings which could result in suspension or revocation of licenses and permits that have been issued due to misconduct, inadequate performance misrepresentation or disregard of the ordinances.
8. Review blueprints and related documents submitted to the City of Buffalo Permit Office. Blueprints are analyzed for compliance to applicable codes and generally accepted standards of construction.

9. Confer with architects, engineers, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
10. Advises personnel from the Bureau of Fire Prevention, Divisions of Planning, Licenses and Housing and Enforcement in the applicability of license requirements.
11. Investigated and bring to a satisfactory conclusion the many complaints referred to the department regarding compliance with applicable codes.
12. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
13. Reviews applications, site plans and blueprints, makes field inspections for application and appearance before the New York State Variance Board.
14. Prepares formal responses to The New York State Department of State with respect to New York State Variance Applications.
15. Performs field investigations and inspections of building sites as requested by the Department.
16. Records, files and maintains the official records resulting from these operations.

WORK PROGRAM STATISTICS

LICENSES AND PERMITS

	Actual 2004-05	Estimate 2005-06	Estimate 2006-07
Bingo Inspections	188	200	200
Regular Inspections	2,740	3,000	3,000
Licenses Issued	12,727	12,500	13,000
Plans Filed	442	500	500
Plans Examined	442	500	500
Plans Approved	440	450	45
Plans Revised	163	150	160
Plans Voided	2	2	2
Building Permits Issued	3,565	4,200	4,500
Electrical Permits Issued	3,163	3,200	3,200
Elevator Permits Issued	45	55	55
Plumbing Permits Issued	1,135	1,265	1,300

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
RECOMMENDED BUDGET 2006-2007

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ADOPTED BUDGET	2006-2007 MAYOR'S RECOMMENDED

65 PERMIT & INSPECTION SERVICES						

HOUSING AND ENFORCEMENT						

16550001 INSPECTIONS PS						

411001 ANNUAL SALARY	3,465,679.14	3,487,295.43	3,022,777.08	2,736,359.26	2,921,531.00	3,041,106.00
413001 OVERTIME	14.77	3,021.99	3,314.45	2,607.97	.00	2,000.00
413003 ACTING TIME	568.70	1,778.17	551.95	495.45	500.00	500.00
414001 LONGEVITY	47,420.00	47,824.55	56,618.47	57,523.63	52,215.00	49,530.00
414007 PERFECT ATTENDANCE INCENTIVE	29,384.31	28,334.98	20,175.18	21,085.35	24,000.00	22,008.00
415001 AUTOMOBILE ALLOWANCE	187,123.50	180,423.00	188,506.50	174,648.75	172,000.00	174,660.00
415002 CLOTHING ALLOWANCE	225.00	225.00	225.00	225.00	225.00	225.00
415003 TOOL ALLOWANCE	3,250.00	3,100.00	2,550.00	2,450.00	2,650.00	2,900.00
TOTAL 16550001 INSPECTIONS PS	3,733,665.42	3,752,003.12	3,294,718.63	2,995,395.41	3,173,121.00	3,292,929.00
16550004 INSPECTIONS TR						

458001 TRANSPORTATION	.00	.00	.00	.00	.00	5,000.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	315.00	.00	.00	135.00	320.00	975.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 16550004 INSPECTIONS TR	315.00	.00	.00	135.00	320.00	5,975.00
16550005 INSPECTIONS SP						

461002 CONTRACT VENDOR SUPPLIES	2,620.50	2,144.46	.00	3,935.00	2,600.00	4,000.00
461003 PRINTING DUPLICATING SUPPLIE	.00	.00	.00	.00	570.00	750.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	.00	.00	560.00
461201 CLOTHING & UNIFORMS	.00	.00	.00	90.00	.00	500.00
464000 PERIODICALS	.00	193.93	.00	157.13	.00	.00
467000 MISCELLANEOUS SUPPLIES	.00	.00	18.00	.00	.00	.00
TOTAL 16550005 INSPECTIONS SP	2,620.50	2,338.39	18.00	4,182.13	3,170.00	5,810.00
16550006 INSPECTIONS SV						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 RECOMMENDED BUDGET 2006-2007

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ADOPTED BUDGET	2006-2007 MAYOR'S RECOMMENDED
432003 LEGAL SERVICES	17,280.00	17,270.00	21,825.00	24,590.00	34,000.00	37,500.00
432004 ENGINEER & TECHNICAL SERVICE	3,390.00	2,165.00	2,645.00	2,390.00	7,000.00	7,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	428.13	403.20	430.00
444101 RENTAL LAND & BUILDINGS	45,890.00	35,119.00	93,602.00	48,537.00	53,928.00	53,088.00
454000 ADVERTISING	480.52	192.27	201.03	249.20	1,250.00	1,200.00
455000 PRINTING & BINDING	.00	135.00	.00	500.00	500.00	500.00
455100 INTERNAL PRINT SHOP	691.82	1,238.24	695.40	900.00	1,250.00	1,500.00
480000 OTHER SERVICES	355.00	.00	.00	.00	.00	.00
TOTAL 16550006 INSPECTIONS SV	68,087.34	56,119.51	118,968.43	77,594.33	98,331.20	101,218.00
16550007 INSPECTIONS CO						
471000 LAND	380,654.00	39,111.00	3,405.00	8,700.00	.00	.00
471010 LAND IMPROVEMENTS	.00	.00	.00	.00	.00	1,300,000.00
474100 EQUIPMENT	.00	.00	-24,603.57	.00	25,000.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 16550007 INSPECTIONS CO	380,654.00	39,111.00	-21,198.57	8,700.00	25,000.00	1,300,000.00
TOTAL HOUSING AND ENFORCEMENT	4,185,342.26	3,849,572.02	3,392,506.49	3,086,006.87	3,299,942.20	4,705,932.00

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CITY OF BUFFALO
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	.00	2,409,896.00	3,041,106.00	.00
	1000-65-1150-0000-1-00-0-45-411-001-	ACCOUNT CLERK TYPIST	1.00	26,271.00	26,271.00	
		GRADE A05 STEP 1				
		ACCOUNT CLERK	1.00	29,269.00	29,269.00	
		GRADE A05 STEP 5				
		ASST DIR HOUSE PROP INSPECTION	1.00	57,474.00	57,474.00	
		GRADE A86 STEP 5				
		BUILDING INSPECTOR	1.00	42,597.00	42,597.00	
		GRADE F01 - STEP 3				
		BUILDING INSPECTOR	3.00	44,142.00	132,426.00	
		GRADE F01 - STEP 4				
		BUILDING INSPECTOR	36.00	45,696.00	1,645,056.00	
		GRADE F01 - STEP 5				
		CHIEF BUILDING INSPECTOR	2.00	50,802.00	101,604.00	
		GRADE F03 STEP 5				
		CHIEF COMBUSTION INSPECTOR	1.00	48,889.00	48,889.00	
		GRADE E07 - STEP 5				
		CHIEF ELECTRICAL INSPECTOR	1.00	50,802.00	50,802.00	
		GRADE F03 - STEP 5				
		CHIEF PLUMBING INSPECTOR	1.00	50,802.00	50,802.00	
		GRADE - F03 STEP 5				
		CLERK PART TIME	1.00	4,371.00	4,371.00	
		GRADE I 01				
		CLERK	1.00	26,499.00	26,499.00	
		GRADE - A02 STEP 3				
		COMBUSTION INSPECTOR	2.00	42,289.00	84,578.00	
		GRADE E05 - STEP 5				
		COMM ECONOMIC DEV, PERMIT & INSPECTION SERV. GRADE I112	1.00	81,484.00	81,484.00	
		DEPUTY COMM OF PERMITS & INSPC	.00	66,934.00	.00	
		DIRECTOR MAYORS TASK FORCE	1.00	44,431.00	44,431.00	
		GRADE I39				
		ELECTRICAL INSPECTOR	4.00	45,696.00	182,784.00	
		GRADE F01 - STEP 5				
		EXAMINER (PLUMBERS)	3.00	1,639.00	4,917.00	
		GRADE I01				
		LEGAL AID MAYOR TASK FORCE HOUS	1.00	29,269.00	29,269.00	
		GRADE A05 - STEP 5				
		PLUMBING INSPECTOR	3.00	45,696.00	137,088.00	
		GRADE F01 - STEP 5				
		SUPERVISOR SLUM AND BLIGHT	1.00	46,849.00	46,849.00	
		GRADE F05 - STEP 3				
		SUPERVISOR ELEVATOR INSPECTION	1.00	50,802.00	50,802.00	
		GRADE F03 STEP 5				
		SENIOR TYPIST	2.00	29,673.00	59,346.00	
		GRADE A06 - STEP 5				
		TYPIST	1.00	25,162.00	25,162.00	
		GRADE A02 - STEP 1				
		Senior Special Assistant to the Commissioner	2.00	39,168.00	78,336.00	
		I024				

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CITY OF BUFFALO
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
BUDGET CEILING:						.00	
TOTALS:				.00	2,409,896.00	3,041,106.00	.00

**DEPARTMENT OF ECONOMIC DEVELOPMENT,
PERMITS AND INSPECTION SERVICES**

LICENSES & PERMITS

FUNCTION

1151

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
RECOMMENDED BUDGET 2006-2007

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ADOPTED BUDGET	2006-2007 MAYOR'S RECOMMENDED

LICENSES AND PERMITS						

16551001 PERMITS PS						

411001 ANNUAL SALARY	788,168.28	751,326.67	663,707.90	634,033.67	656,676.00	654,792.00
413001 OVERTIME	.00	1,665.30	468.60	447.06	500.00	2,200.00
413003 ACTING TIME	.00	.00	.00	187.06	.00	.00
413004 SHIFT DIFFERENTIAL	2,186.41	1,768.80	888.00	501.60	450.00	500.00
414001 LONGEVITY	19,010.00	17,225.37	15,194.93	14,125.00	13,800.00	11,375.00
414007 PERFECT ATTENDANCE INCENTIVE	10,154.40	7,734.61	5,745.38	4,865.18	5,750.00	5,750.00
415001 AUTOMOBILE ALLOWANCE	20,946.00	18,924.00	16,861.50	14,750.70	14,200.00	14,750.00
415003 TOOL ALLOWANCE	150.00	150.00	150.00	100.00	100.00	100.00
TOTAL 16551001 PERMITS PS	840,615.09	798,794.75	703,016.31	669,010.27	691,476.00	689,467.00

16551005 PERMITS SP						

461002 CONTRACT VENDOR SUPPLIES	.00	.00	448.96	5,842.68	5,000.00	5,000.00
TOTAL 16551005 PERMITS SP	.00	.00	448.96	5,842.68	5,000.00	5,000.00

16551006 PERMITS SV						

432004 ENGINEER & TECHNICAL SERVICE	.00	.00	.00	18,260.00	258,710.00	9,660.00
455000 PRINTING & BINDING	335.35	.00	.00	9,806.30	11,778.00	10,800.00
455100 INTERNAL PRINT SHOP	988.10	1,819.50	1,080.89	1,336.43	2,000.00	1,600.00
TOTAL 16551006 PERMITS SV	1,323.45	1,819.50	1,080.89	29,402.73	272,488.00	22,060.00

16551007 PERMITS CO						

474100 EQUIPMENT	.00	.00	73,386.00	3,967.00	.00	.00
TOTAL 16551007 PERMITS CO	.00	.00	73,386.00	3,967.00	.00	.00
TOTAL LICENSES AND PERMITS	841,938.54	800,614.25	777,932.16	708,222.68	968,964.00	716,527.00
TOTAL 65 PERMIT & INSPECTION SERVICES	5,027,280.80	4,650,186.27	4,170,438.65	3,794,229.55	4,268,906.20	5,422,459.00
TOTAL	5,027,280.80	4,650,186.27	4,170,438.65	3,794,229.55	4,268,906.20	5,422,459.00

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CITY OF BUFFALO
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	.00	388,335.00	654,792.00	.00
	1000-65-1151-0000-1-00-0-45-411-001-					
		ACCOUNT CLERK-TYPIST	1.00	26,271.00	26,271.00	
		GRADE A05 - STEP 1				
		ACCOUNT CLERK-TYPIST	1.00	27,748.00	27,748.00	
		GRADE A05 - STEP 3				
		BINGO INSPECTOR	1.00	33,897.00	33,897.00	
		GRADE A22 - STEP 5				
		BUILDING CODE SPECIALIST	2.00	48,511.00	97,022.00	
		GRADE A24 - STEP 5				
		CHIEF BUILDING INSPECTOR	1.00	50,802.00	50,802.00	
		GRADE F03 - STEP 5				
		CLERK	1.00	25,162.00	25,162.00	
		GRADE F03 - STEP 1				
		CLERK	1.00	27,847.00	27,847.00	
		GRADE A02 STEP 5				
		COORDINATOR DEVELOPMENT PLANS	1.00	50,968.00	50,968.00	
		GRADE A69 - STEP 5				
		LICENSE INSPECTOR	1.00	39,194.00	39,194.00	
		GRADE A29 - STEP 5				
		LICENSE INSPECTOR	1.00	34,156.00	34,156.00	
		GRADE A29 STEP 1				
		LICENSE INPSECTOR	1.00	35,406.00	35,406.00	
		GRADE A29 STEP 2				
		SUPERVISOR OF BUILDING CONST	1.00	48,216.00	48,216.00	
		GRADE F02 STEP 5				
		SUPERVISOR OF LICENSES	1.00	42,504.00	42,504.00	
		GRADE A63 - STEP 3				
		SENIOR CLERK	1.00	29,673.00	29,673.00	
		GRADE A06 - STEP 5				
		TYPIST	2.00	27,847.00	55,694.00	
		GRADE A02 - STEP 5				
		Special Assistant to the Commissioner	1.00	30,232.00	30,232.00	
		I010				
		BUDGET CEILING:			.00	
		TOTALS:	.00	388,335.00	654,792.00	.00