

PERMITS AND INSPECTIONS SERVICES

HOUSING & ENFORCEMENT

FUNCTION

1150

APPROPRIATIONS	\$	4,746,694
FRINGES	\$	2,197,507
TOTAL APPROPRIATIONS	\$	<u>6,944,201</u>
REVENUE	\$	626,000
NET COST	\$	<u><u>(6,318,201)</u></u>

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing & Enforcement; Licenses & Permits

Division #65 -1150 & 1151

Goals

1. Provide high quality, professional and courteous public services for citizens, residents, business owners and taxpayers of the City.
2. Services include permitting and licensing services, single-dwellings inspections, multiple dwellings inspections, building code review, slum and blight inspections, new construction inspections, plumbing inspections, electrical inspections, demolition inspections, fuel device services, plan review elevator inspections, rental registry services, and city court services.
3. Provide accessible information and resources related to these services via person, via telephone, via website (on- line services), or via any other technology that may be available.
3. Enforce compliance to city codes and laws with respect to permit, license and inspections services.
4. Ensure public safety and welfare pursuant to code enforcement.
5. Cooperate with block clubs and community based organizations with respect to permit, license and inspections services.
6. To aggressively focus on code enforcement of deteriorated structures throughout the City of Buffalo with emphasis on older, masonry buildings of historic significance.
7. Utilize the new Hansen 8 system so as to provide more efficiency and improve the quality of work.
8. To increase e-permit traffic and refine the permit fee system to make it less cumbersome and more accessible to citizens.
9. Facilitate the issuance of building, electrical and plumbing permits while assuring compliance with all codes, rules and regulations that may be applicable.

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing & Enforcement; Licenses & Permits

Division #65 -1150 & 1151

Activities

1. Inspect residential and commercial properties in City of Buffalo to ensure compliance with all applicable City Ordinances (zoning, maintenance, building construction, licensing, etc.), New York Title 19 of New York Codes, Rules and Regulations, and Federal regulations (handicap, energy, etc.).
2. Initiate court action when warranted, prepare related summonses, and process new and adjourned cases to be heard in City of Buffalo Housing Court.
3. Investigate, respond and close 311 calls which continue to expand on an annual basis.
4. Issue accurate letters of violation and notices to repair or demolish, to property owners or agents of record.
5. Conduct in-depth investigations of negligent home improvement contractors as well as investigation of property complaints.
6. Issue Certificates of Registration for multiple dwellings, Certificates of Occupancy for all structures when required, and Certificates of Compliance for all work performed in conjunction with all permits.
7. Provide testing for electrical, plumbing and fuel devices, and issue licenses to those individuals who fulfill the requirements.
8. Bid asbestos removal prior to demolition of various properties and adhere to the standards of the City of Buffalo, Department of Labor and the Department of Environmental Conservation.
9. Coordinate the collection of delinquent accounts for Licenses, Demolitions and Rental Registry.
10. Provide Inspections of approximately 75 Bingo organizations and audit financial reports for every game of chance played, to ensure that the organization and municipality receives the revenues due them. Record, file and maintain these records.
11. Hold hearings that could result in suspension or revocation of licenses and permits that have been issued, due to misconduct, inadequate performance, misrepresentation or blatant disregard of the ordinances.
12. Review blueprints and related documents submitted to the City's Permit Office. Blueprints are analyzed for compliance with applicable building codes and construction standards.
13. Confer with architects, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
14. Generate court action in cases of gross negligence and violations of compliance.
15. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
16. Review applications, site plans and blueprints, make field inspections for application and appearance before the New York State Variance Board.
17. Prepare formal responses to the New York Department of State with respect to State variance applications.
18. Perform field investigations and inspections of building sites as requested by the Department.
19. Record, file and maintain the official records resulting from these operations.

Work Program Statistics

	Actual 2011-2012	Estimate 2012-2013	Estimate 2013-2014
Inspections Conducted	63,000	65,000	65,000
New Court Cases	2,000	1,790	1,800
Adjourned Court Cases Processed	3,000	2,800	3,000
Demolitions Completed – City Owned	270	300	300
Demolitions Completed – Privately Owned	217	40	200
Demolitions Completed – Privately Owned (by owner cost at no cost to City)	150	125	100
Certificates of Registration for MDs	161	315	300
Certificates of Occupancy issued for MDs	166	300	300
New Construction Certificates of Occupancy	150	150	150
Conditional Certificate of Occupancy	40	50	40
Certificate of Compliance	175	200	200
No. new liens placed against fire insurance proceeds of fire-damaged properties	50	30	30
No. settled cases for which funds have been collected	20	15	15
Funds recovered by MTF from settles cases (\$)	\$100,000	\$125,000	125,000
No. Properties brought into compliance	6,000	6800	6,800
Bingo Inspections	180	160	160
Regular Inspections	6,000	6200	6,200
Licenses issued	20,000	23,500	24,000
Plans Filed	635	620	650
Plans Examined	600	55	60
Plans Approved	500	570	600
Plans Revised	200	275	300
Plans Voided	3	3	3
Building Permits Issued	4,500	4,600	5,000
Electrical Permits Issued	3,000	2,800	2,900
Elevator Permits Issued	80	50	40
Plumbing Permits Issued	1,250	1,300	1,300
Heating Permits Issued	700	750	750

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

65 PERMIT & INSPECTION SERVICES						

1150 HOUSING AND ENFORCEMENT						

16550001 INSPECTIONS PS						

411001 ANNUAL SALARY	3,674,224.20	3,623,042.11	3,582,113.58	3,888,807.00	2,961,470.82	3,707,554.00
412002 HOURLY SALARY	.00	.00	.00	.00	17,438.16	10,000.00
413001 OVERTIME	10,163.18	38,986.31	25,441.46	12,000.00	11,008.60	14,000.00
413003 ACTING TIME	7,363.97	3,507.70	3,619.97	3,200.00	3,434.84	3,500.00
414001 LONGEVITY	66,457.27	70,316.06	73,843.18	70,920.00	61,008.63	63,115.00
414004 IN LIEU OF SUMMER HOURS	392.00	448.39	463.64	465.00	771.61	465.00
414007 PERFECT ATTENDANCE INCENTIVE	31,262.41	30,026.15	30,404.60	30,000.00	321.51	32,000.00
415001 AUTOMOBILE ALLOWANCE	238,197.00	235,875.00	228,459.00	226,800.00	194,259.00	226,800.00
415002 CLOTHING ALLOWANCE	300.00	300.00	300.00	300.00	300.00	300.00
415003 TOOL ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 16550001 INSPECTIONS PS	4,028,360.03	4,002,501.72	3,944,645.43	4,232,492.00	3,250,013.17	4,057,734.00
16550004 INSPECTIONS TR						

458001 TRANSPORTATION	.00	.00	.00	.00	.00	.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	150.00	.00	300.00	16,285.00	16,000.00
TOTAL 16550004 INSPECTIONS TR	.00	150.00	.00	300.00	16,285.00	16,000.00
16550005 INSPECTIONS SP						

461002 CONTRACT VENDOR SUPPLIES	3,534.69	2,760.06	2,450.59	3,000.00	2,969.99	2,850.00
461003 PRINTING DUPLICATING SUPPLIE	2,286.15	1,130.85	1,442.51	2,000.00	1,750.50	2,000.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	600.00	222.62	600.00
461201 CLOTHING & UNIFORMS	.00	443.65	119.00	750.00	345.68	500.00
464000 PERIODICALS	.00	553.91	.00	800.00	.00	400.00
467000 MISCELLANEOUS SUPPLIES	572.73	.00	114.92	1,000.00	858.26	750.00
TOTAL 16550005 INSPECTIONS SP	6,393.57	4,888.47	4,127.02	8,150.00	6,147.05	7,100.00
16550006 INSPECTIONS SV						

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
432003 LEGAL SERVICES	13,065.00	80,320.00	90,370.00	90,000.00	80,860.00	85,000.00
432004 ENGINEER & TECHNICAL SERVICE	22,345.00	24,225.00	20,703.50	20,605.00	2,845.00	10,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
444101 RENTAL LAND & BUILDINGS	57,760.00	55,840.00	47,200.00	58,560.00	46,320.00	58,560.00
454000 ADVERTISING	954.31	2,888.11	.00	2,500.00	889.06	2,500.00
455000 PRINTING & BINDING	8,760.09	8,765.40	8,269.70	8,000.00	7,170.66	8,000.00
455100 INTERNAL PRINT SHOP	1,770.27	1,064.35	1,059.48	1,600.00	1,530.00	1,800.00
480000 OTHER SERVICES	26.88	23.40	23.40	.00	2,495.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 16550006 INSPECTIONS SV	104,681.55	173,126.26	167,626.08	181,265.00	142,109.72	165,860.00
16550007 INSPECTIONS CO						
471000 LAND	63,075.00	.00	.00	.00	.00	.00
471010 LAND IMPROVEMENTS	5,383,179.63	849,891.64	496,525.00	500,000.00	531,104.00	500,000.00
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 16550007 INSPECTIONS CO	5,446,254.63	849,891.64	496,525.00	500,000.00	531,104.00	500,000.00
TOTAL 1150 HOUSING AND ENFORCEMENT	9,585,689.78	5,030,558.09	4,612,923.53	4,922,207.00	3,945,658.94	4,746,694.00

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	3,888,807.00	.00	3,707,554.00	-4.66
	1000-65-1150-0000-1-00-0-45-411-001-					
		ACCOUNT CLERK TYPIST	1.00	35,127.00	35,127.00	
		GRADE A05 STEP 5				
		ASSOCIATE ACCOUNT CLERK	1.00	40,337.00	40,337.00	
		GRADE A22 STEP 5				
		ASST DIR HOUSE PROP INSPECTION	1.00	66,873.00	66,873.00	
		GRADE A86 STEP 5				
		BOILER INSPECTOR	1.00	43,558.00	43,558.00	
		STEP 5 , E005				
		BUILDING INSPECTOR	1.00	52,140.00	52,140.00	
		GRADE F01 - STEP 4				
		BUILDING INSPECTOR	39.00	55,508.00	2,164,812.00	
		GRADE F01 - STEP 5				
		CHIEF BUILDING INSPECTOR	3.00	61,425.00	184,275.00	
		GRADE F03, STEP 5				
		CHIEF COMBUSTION INSPECTOR	1.00	48,889.00	48,889.00	
		GRADE E07 - STEP 5				
		CHIEF ELECTRICAL INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE F03 - STEP 5				
		CHIEF PLUMBING INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE - F03 STEP 5				
		CLERK PART TIME	1.00	4,502.00	4,502.00	
		GRADE I 01				
		CLERK	2.00	33,526.00	67,052.00	
		GRADE - A02 ,STEP 5				
		COMBUSTION INSPECTOR	2.00	42,289.00	84,578.00	
		GRADE E05 - STEP 5				
		COMMISSIONER OF PERMIT & INSPECTION	1.00	85,000.00	85,000.00	
		SERV. GRADE I139				
		DIRECTOR MAYORS TASK FORCE	1.00	52,193.00	52,193.00	
		GRADE I39				
		ELECTRICAL INSPECTOR	3.00	55,508.00	166,524.00	
		GRADE F01 - STEP 5				
		EXAMINER (PLUMBERS)	3.00	1,688.00	5,064.00	
		GRADE I01				
		LEGAL AID MAYOR TASK FORCE HOUS	1.00	35,127.00	35,127.00	
		GRADE A05 - STEP 5				
		PLUMBING INSPECTOR	3.00	55,508.00	166,524.00	
		GRADE F01 - STEP 5				
		SUPERVISOR SLUM AND BLIGHT	1.00	61,147.00	61,147.00	
		GRADE F05 - STEP 5				
		SUPERVISOR ELEVATOR INSPECTION	1.00	61,425.00	61,425.00	
		GRADE F03 STEP 5				
		SENIOR TYPIST	1.00	35,582.00	35,582.00	
		GRADE A06 - STEP 5				
		Employee going from Clerk to Senior Typsist. clerk position eliminated, senior typist added.				
		CLERK	1.00	31,513.00	31,513.00	
		STEP 3 A002				
		TYPIST	1.00	33,526.00	33,526.00	
		GRADE A02 - STEP 5				

05/28/2013 11:59
jbartosik

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PG 2
bgdeptra

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
		DIRECTOR OF HOUSING AND INSPECTIONS	1.00	71,125.00	71,125.00	
		GRADE I041				
		Clerk (A02) - Step 1	1.00	30,507.00	30,507.00	
		replaces 1 vacant Electrical Inspector position				
		BUILDING INSPECTOR	1.00	33,304.00	33,304.00	
		STEP 1				
		Est5imated Attrition	2.00	38,000.00	-76,000.00	
16550001411001	11314	INSPECT EMER OP PS ANNUAL SAL	.00	.00	.00	.00
		1000-65-1150-0000-1-00-0-45-411-001-11314				
		BUDGET CEILING:			3,888,807.00	
		TOTALS:	3,888,807.00	.00	3,707,554.00	-4.66

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

PERMITS AND INSPECTION SERVICES

LICENSES & PERMITS

FUNCTION

1151

APPROPRIATIONS	\$	827,547
FRINGES	\$	431,870
TOTAL APPROPRIATIONS	\$	<u>1,259,417</u>
REVENUE	\$	3,383,650
NET COST	\$	<u><u>2,124,233</u></u>

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

1151 LICENSES AND PERMITS						

16551001 PERMITS PS						

411001 ANNUAL SALARY	750,571.02	719,482.96	736,989.03	696,762.00	574,168.74	757,672.00
413001 OVERTIME	11,530.02	2,439.73	1,310.14	3,000.00	1,121.04	2,000.00
413003 ACTING TIME	.00	.00	148.61	300.00	.00	300.00
413004 SHIFT DIFFERENTIAL	561.60	511.20	528.00	500.00	436.80	500.00
414001 LONGEVITY	13,436.40	13,590.08	13,788.38	16,975.00	10,175.00	11,625.00
414007 PERFECT ATTENDANCE INCENTIVE	4,641.33	5,465.03	5,151.74	4,000.00	.00	5,500.00
415001 AUTOMOBILE ALLOWANCE	22,425.00	21,915.00	23,067.00	25,200.00	18,123.00	25,200.00
415003 TOOL ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 16551001 PERMITS PS	803,165.37	763,404.00	780,982.90	746,737.00	604,024.58	802,797.00
16551004 PERMITS TR						

458003 REGISTRATION & MEMBERSHIP FE	.00	150.00	150.00	150.00	150.00	150.00
TOTAL 16551004 PERMITS TR	.00	150.00	150.00	150.00	150.00	150.00
16551005 PERMITS SP						

461002 CONTRACT VENDOR SUPPLIES	1,290.02	3,795.00	3,872.80	3,200.00	3,681.78	3,600.00
TOTAL 16551005 PERMITS SP	1,290.02	3,795.00	3,872.80	3,200.00	3,681.78	3,600.00
16551006 PERMITS SV						

432004 ENGINEER & TECHNICAL SERVICE	221,858.99	16,226.09	13,984.00	16,500.00	14,683.00	16,500.00
455000 PRINTING & BINDING	5,444.01	1,669.82	64.00	2,000.00	953.56	3,000.00
455100 INTERNAL PRINT SHOP	785.10	1,656.85	718.65	1,500.00	775.00	1,500.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 16551006 PERMITS SV	228,088.10	19,552.76	14,766.65	20,000.00	16,411.56	21,000.00
16551007 PERMITS CO						

474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 16551007 PERMITS CO	.00	.00	.00	.00	.00	.00
TOTAL 1151 LICENSES AND PERMITS	1,032,543.49	786,901.76	799,772.35	770,087.00	624,267.92	827,547.00

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						

TOTAL 65 PERMIT & INSPECTION SERVICES	10,618,233.27	5,817,459.85	5,412,695.88	5,692,294.00	4,569,926.86	5,574,241.00

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	696,762.00	.00	757,672.00	8.74
	1000-65-1151-0000-1-00-0-45-411-001-	ACCOUNT CLERK-TYPIST	2.00	35,127.00	70,254.00	
		GRADE A05 - STEP 5				
		BINGO INSPECTOR	1.00	40,337.00	40,337.00	
		GRADE A22 - STEP 5				
		BUILDING CODE SPECIALIST	2.00	56,785.00	113,570.00	
		GRADE A24 - STEP 5				
		CHIEF BUILDING INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE F03 - STEP 5				
		CLERK	2.00	33,526.00	67,052.00	
		GRADE A02 - STEP 5				
		COORDINATOR DEVELOPMENT PLANS	1.00	59,550.00	59,550.00	
		GRADE A69 - STEP 5				
		LICENSE INSPECTOR	2.00	46,298.00	92,596.00	
		GRADE A29 - STEP 5				
		DATA CONTROL CLERK	1.00	34,619.00	34,619.00	
		GRADE A13 - STEP 3				
		SUPERVISOR OF BUILDING CONST	1.00	58,427.00	58,427.00	
		GRADE F02 STEP 5				
		SUPERVISOR OF LICENSES	1.00	1.00	1.00	
		GRADE A63 - STEP 5				
		SENIOR TYPIST	1.00	32,978.00	32,978.00	
		GRADE A06 - STEP 1				
		Changed from Sr. Clerk - same salary grade as Senior Typist.				
		TYPIST	2.00	33,526.00	67,052.00	
		GRADE A02 - STEP 5				
		SUPERVISING BUILDING CODES SPECIALIST	1.00	59,811.00	59,811.00	
		A 073 STEP 5				
		Replaces Associate Architect that was budgeted last year in Inspect PS Annual Salary.				
16551001411001	11314	PERMITS EMER OP PS ANNUAL SAL	.00	.00	.00	.00
	1000-65-1151-0000-1-00-0-45-411-001-11314					
		BUDGET CEILING:			696,762.00	
		TOTALS:	696,762.00	.00	757,672.00	8.74

** END OF REPORT - Generated by destrich,donna **