

PERMITS AND INSPECTIONS SERVICES

HOUSING & ENFORCEMENT

FUNCTION

1150

APPROPRIATIONS	\$	4,488,284
FRINGES	\$	2,280,292
TOTAL APPROPRIATIONS	\$	<u>6,768,576</u>
REVENUE	\$	631,600
NET COST	\$	<u><u>(6,136,976)</u></u>

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement #65-1150

Licenses & Permits #65-1151

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.

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 2012-2013	Estimate 2013-2014	Estimate 2014-2015
Inspections Conducted	63,000	65,000	67,000
New Court Cases	2,000	1,790	2,000
Adjourned Court Cases Processed	3,000	2,800	3,300
Demolitions Completed – City Owned	270	300	325
Demolitions Completed – Privately Owned	217	40	150
Demolitions Completed – Privately Owned (by owner cost at no cost to City)	150	125	50
Certificates of Registration for MDs	161	315	400
Certificates of Occupancy issued for MDs	166	300	450
New Construction Certificates of Occupancy	150	150	175
Conditional Certificate of Occupancy	40	50	100
Certificate of Compliance	175	200	275
No. new liens placed against fire insurance proceeds of fire-damaged properties	50	30	45
No. settled cases for which funds have been collected	20	15	15
Funds recovered by MTF from settles cases (\$)	\$100,000	\$125,000	\$120,000
No. Properties brought into compliance	6,000	6800	7,500
Bingo Inspections	180	160	200
Regular Inspections	6,000	6200	6,500
Licenses issued	20,000	23,500	23,000
Plans Filed	635	620	750
Plans Examined	600	55	650
Plans Approved	500	570	700
Plans Revised	200	275	325
Plans Voided	3	3	5
Building Permits Issued	4,500	4,600	6,000
Electrical Permits Issued	3,000	2,800	3,100
Elevator Permits Issued	80	50	100
Plumbing Permits Issued	1,250	1,300	1,300
Heating Permits Issued	700	750	750

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
--	-------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

65 PERMIT & INSPECTION SERVICES

HOUSING AND ENFORCEMENT

16550001 INSPECTIONS PS

411001 ANNUAL SALARY	3,428,983.96	3,707,554.00	3,702,554.00	3,298,304.01	3,760,074.00
412002 HOURLY SALARY	20,830.00	10,000.00	10,000.00	22,024.76	.00
413001 OVERTIME	15,727.26	14,000.00	19,000.00	17,524.69	22,000.00
413003 ACTING TIME	3,594.15	3,500.00	3,500.00	4,033.91	4,000.00
414001 LONGEVITY	67,418.63	63,115.00	63,115.00	65,319.85	68,000.00
414004 IN LIEU OF SUMMER HOURS	771.61	465.00	465.00	.00	500.00
414007 PERFECT ATTENDANCE INCENTIVE	29,263.40	32,000.00	32,000.00	212.67	30,000.00
415001 AUTOMOBILE ALLOWANCE	225,456.00	226,800.00	226,800.00	207,987.00	226,800.00
415002 CLOTHING ALLOWANCE	300.00	300.00	300.00	300.00	300.00
415003 TOOL ALLOWANCE	.00	.00	.00	.00	.00

TOTAL 16550001 INSPECTIONS PS	3,792,345.01	4,057,734.00	4,057,734.00	3,615,706.89	4,111,674.00
-------------------------------	--------------	--------------	--------------	--------------	--------------

16550004 INSPECTIONS TR

458001 TRANSPORTATION	.00	.00	.00	.00	.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	16,285.00	16,000.00	16,000.00	15,125.00	16,000.00

TOTAL 16550004 INSPECTIONS TR	16,285.00	16,000.00	16,000.00	15,125.00	16,000.00
-------------------------------	-----------	-----------	-----------	-----------	-----------

16550005 INSPECTIONS SP

461002 CONTRACT VENDOR SUPPLIES	2,969.99	2,850.00	2,850.00	2,774.84	3,000.00
461003 PRINTING DUPLICATING SUPPLIE	1,990.50	2,000.00	2,000.00	1,669.20	2,000.00
461005 PHOTO & DRAFTING SUPPLIES	222.62	600.00	600.00	.00	1,000.00
461201 CLOTHING & UNIFORMS	345.68	500.00	1,568.00	1,527.50	2,000.00
464000 PERIODICALS	.00	400.00	.00	.00	800.00
467000 MISCELLANEOUS SUPPLIES	858.26	750.00	750.00	750.00	750.00

TOTAL 16550005 INSPECTIONS SP	6,387.05	7,100.00	7,768.00	6,721.54	9,550.00
-------------------------------	----------	----------	----------	----------	----------

16550006 INSPECTIONS SV

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
432003 LEGAL SERVICES	82,600.00	85,000.00	85,000.00	73,395.00	80,000.00
432004 ENGINEER & TECHNICAL SERVICE	3,611.50	10,000.00	10,000.00	4,620.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00
444101 RENTAL LAND & BUILDINGS	50,560.00	58,560.00	58,560.00	52,240.00	58,560.00
454000 ADVERTISING	889.06	2,500.00	1,832.00	.00	2,500.00
455000 PRINTING & BINDING	7,170.66	8,000.00	8,000.00	7,020.00	8,000.00
455100 INTERNAL PRINT SHOP	1,530.00	1,800.00	1,800.00	645.40	2,000.00
480000 OTHER SERVICES	2,600.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 16550006 INSPECTIONS SV	148,961.22	165,860.00	165,192.00	137,920.40	151,060.00
16550007 INSPECTIONS CO					
471000 LAND	.00	.00	.00	.00	.00
471010 LAND IMPROVEMENTS	686,661.00	500,000.00	2,000,019.00	1,995,684.00	200,000.00
474100 EQUIPMENT	.00	.00	.00	.00	.00
TOTAL 16550007 INSPECTIONS CO	686,661.00	500,000.00	2,000,019.00	1,995,684.00	200,000.00
TOTAL HOUSING AND ENFORCEMENT	4,650,639.28	4,746,694.00	6,246,713.00	5,771,157.83	4,488,284.00

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	3,702,554.00	.00	3,760,074.00	1.55
	1000-65-1150-0000-1-00-0-45-411001-					
		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	48,856.00	48,856.00	
		STEP 5 , E005				
		BUILDING INSPECTOR	1.00	36,080.00	36,080.00	
		GRADE F01 - STEP 3 of 7				
		BUILDING INSPECTOR	38.00	55,508.00	2,109,304.00	
		GRADE F01 - STEP 5				
		CHIEF BUILDING INSPECTOR	3.00	61,425.00	184,275.00	
		GRADE F03, STEP 5				
		CHIEF COMBUSTION INSPECTOR	1.00	56,142.00	56,142.00	
		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	4,371.00	4,371.00	
		GRADE I 01				
		CLERK	2.00	33,526.00	67,052.00	
		GRADE - A02 ,STEP 5				
		COMBUSTION INSPECTOR	2.00	48,856.00	97,712.00	
		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				
		CLERK	1.00	31,009.00	31,009.00	
		STEP 2 A002				
		TYPIST	1.00	33,526.00	33,526.00	
		GRADE A02 - STEP 5				
		DIRECTOR OF HOUSING AND INSPECTIONS	1.00	71,125.00	71,125.00	
		GRADE I134				

06/16/2014 11:28
jbartosik

CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

PG 2
bgdeprrq

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
		BUILDING INSPECTOR	1.00	36,080.00	36,080.00	
		Step 2 of 7				
		BUILDING INSPECTOR	1.00	41,631.00	41,631.00	
		Step 5 of 7				
		Clerk (A02)	1.00	30,507.00	30,507.00	
		Step 1				
		Laborer II	1.00	34,139.00	34,139.00	
		Attrition	1.00	55,508.00	-55,508.00	
16550001411001	11314	INSPECT EMER OP PS ANNUAL SAL	.00	.00	.00	.00
		1000-65-1150-0000-1-00-0-45-411001-11314				
		BUDGET CEILING:			3,702,554.00	
		TOTALS:	3,702,554.00	.00	3,760,074.00	1.55

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

PERMITS AND INSPECTION SERVICES

LICENSES & PERMITS

FUNCTION

1151

APPROPRIATIONS	\$	836,400
FRINGES	\$	449,403
TOTAL APPROPRIATIONS	\$	<u>1,285,803</u>
REVENUE	\$	4,634,035
NET COST	\$	<u><u>3,348,232</u></u>

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
--	-------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

LICENSES AND PERMITS

16551001 PERMITS PS

411001 ANNUAL SALARY	659,873.71	757,672.00	757,672.00	577,492.20	727,200.00
413001 OVERTIME	1,623.04	2,000.00	2,000.00	995.39	3,000.00
413003 ACTING TIME	.00	300.00	300.00	.00	300.00
413004 SHIFT DIFFERENTIAL	499.20	500.00	500.00	484.80	500.00
414001 LONGEVITY	11,875.00	11,625.00	11,625.00	12,525.00	13,500.00
414007 PERFECT ATTENDANCE INCENTIVE	6,731.30	5,500.00	5,500.00	.00	5,500.00
415001 AUTOMOBILE ALLOWANCE	20,517.00	25,200.00	25,200.00	19,581.00	20,200.00
415003 TOOL ALLOWANCE	.00	.00	.00	.00	.00

TOTAL 16551001 PERMITS PS	701,119.25	802,797.00	802,797.00	611,078.39	770,200.00
---------------------------	------------	------------	------------	------------	------------

16551004 PERMITS TR

458003 REGISTRATION & MEMBERSHIP FE	150.00	150.00	150.00	150.00	200.00
-------------------------------------	--------	--------	--------	--------	--------

TOTAL 16551004 PERMITS TR	150.00	150.00	150.00	150.00	200.00
---------------------------	--------	--------	--------	--------	--------

16551005 PERMITS SP

461002 CONTRACT VENDOR SUPPLIES	3,681.78	3,600.00	6,214.00	6,168.94	4,000.00
---------------------------------	----------	----------	----------	----------	----------

TOTAL 16551005 PERMITS SP	3,681.78	3,600.00	6,214.00	6,168.94	4,000.00
---------------------------	----------	----------	----------	----------	----------

16551006 PERMITS SV

432004 ENGINEER & TECHNICAL SERVICE	14,683.00	16,500.00	16,500.00	15,417.00	56,500.00
455000 PRINTING & BINDING	953.56	3,000.00	966.00	835.50	4,000.00
455100 INTERNAL PRINT SHOP	775.00	1,500.00	1,500.00	.00	1,500.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00

TOTAL 16551006 PERMITS SV	16,411.56	21,000.00	18,966.00	16,252.50	62,000.00
---------------------------	-----------	-----------	-----------	-----------	-----------

16551007 PERMITS CO

474100 EQUIPMENT	.00	.00	.00	.00	.00
------------------	-----	-----	-----	-----	-----

TOTAL 16551007 PERMITS CO	.00	.00	.00	.00	.00
---------------------------	-----	-----	-----	-----	-----

TOTAL LICENSES AND PERMITS	721,362.59	827,547.00	828,127.00	633,649.83	836,400.00
----------------------------	------------	------------	------------	------------	------------

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	757,672.00	.00	727,200.00	-4.02
	1000-65-1151-0000-1-00-0-45-411001-	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	1.00	33,526.00	33,526.00	
		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	35,258.00	35,258.00	
		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	34,712.00	34,712.00	
		GRADE A06 - STEP 4				
		TYPIST	1.00	33,526.00	33,526.00	
		GRADE A02 - STEP 3				
		Supervising Building Code Specialist	1.00	59,811.00	59,811.00	
		Step 5				
		Senior Account clerk Typist	1.00	34,207.00	34,207.00	
		Step 4 of 5				
16551001411001	11314	PERMITS EMER OP PS ANNUAL SAL	.00	.00	.00	.00
	1000-65-1151-0000-1-00-0-45-411001-11314					
		BUDGET CEILING:			.00	
		TOTALS:	757,672.00	.00	727,200.00	-4.02

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