

ECONOMIC DEVELOPMENT, PERMIT & INSPECTION SERVICES

LICENSES & PERMITS

FUNCTION

1151

APPROPRIATIONS

\$ 733,407

FRINGES

\$ 301,204

TOTAL APPROPRIATIONS

\$ 1,034,611

REVENUE

\$ 2,879,487

NET COST

\$ 1,844,876

DEPARTMENT OF ECONOMIC DEVELOPMENT PERMIT AND INSPECTION SERVICES

Division# 65-Function# 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 through comprehensive code enforcement, encouraging investment in properties by private owners.
5. To aggressively focus on code enforcement of deteriorated structures 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 of and 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 and 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.
13. 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.
14. 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.
15. 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.
16. To continue to refining a successful online permit program and using the Hansen program to fine tune the permit and inspections process.
17. To process and or issue approximately 13,000 licenses and applications for the fiscal year.
18. To conduct approximately 3,000 license inspections for the fiscal year.

19. Continue the program to conduct license inspections to maximize compliance and revenue for the City of Buffalo.
20. Work in conjunction with the Division of Collections to maximize the collection of delinquent accounts due to the City of Buffalo.

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. 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 contractors.
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.
18. Arrange and coordinate 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.
19. Investigate and bring to a satisfactory conclusion the many complaints referred to this Division.
20. Record, file and maintain the official records resulting from these operations.
21. Coordinate the collection of delinquent accounts for required licenses.

22. Generate court action in cases of gross violations of non-compliance.
23. Provide inspections of approximately 75 bingo organizations and audits financial reports for every game played to insure the organization and municipality receives revenues due them. Record, file and maintain these records.
24. Hold hearings that 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.
25. 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.
26. Confer with architects, engineers, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
27. Advise personnel from the Bureau of Fire Prevention, Divisions of Planning, Licenses and Housing and Enforcement in the applicability of license requirements.
28. Investigate and bring to a satisfactory conclusion the many complaints referred to the department regarding compliance with applicable codes.
29. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
30. Review applications, site plans and blueprints, makes field inspections for application and appearance before the New York State Variance Board.
31. Prepare formal responses to The New York State Department of State with respect to New York State Variance Applications.
32. Perform field investigations and inspections of building sites as requested by the Department.

33. Record, file and maintain the official records resulting from these operations.

WORK PROGRAM STATISTICS

	Actual 2006-2007	Estimate 2007-2008	Estimate 2008-2009
Inspections Conducted	46,446	50,000	50,000
New Court Cases	1,947	2,000	2,200
Adjourned Court Cases Processed	3,127	3,200	3,200
Demolition's Completed - City Owned	230	240	250
Demolition's Completed - Privately Owned	137	150	160
Demolition's - Privately Owned (by owner at no cost to City)	156	156	150
Certificates of Registration for MD's	134	150	140
Certificates of Occupancy issued for MD's	170	250	285
New Construction Certificates of Occupancy	170	180	180
Conditional Certificate of Occupancy	19	40	30
Certificate of Compliance	156	150	155
No. new liens placed against fire insurance proceeds of fire damaged properties	42	52	50
No. of settled cases for which funds have been collected	17	20	20
Recovery of CDBG funds used for demolition (\$)	\$ 70,297	\$ 70,000	\$ 70,000
Recovery of City demolition funds (\$)	\$141,319	\$ 125,000	\$ 125,000
Funds recovered by MTF from settled cases (\$)	\$ 172,831	\$ 152,000	\$ 150,000
No. Properties brought into compliance	5,092	6,000	6,000
Bingo Inspections	180	180	180
Regular Inspections	6,006	6,000	6,000
Licenses Issued	9,400	10,000	13,000
Plans Filed	466	500	535
Plans Examined	466	500	535
Plans Approved	407	440	500

Plans Revised	160	200	195
Plans Voided	16	3	3
Building Permits Issued	4,021	4,500	4,500
Electrical Permits Issued	2,903	3,200	3,200
Elevator Permits Issued	52	60	60
Plumbing Permits Issued	1,116	1,250	1,250

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2008-2009 RECOMMENDED BUDGET

	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 YTD 04/24/2008	2008-2009 MAYOR RECOMMENDED

1151 LICENSES AND PERMITS						

PERSONAL SERVICES						

411001 ANNUAL SALARY	634,033.67	600,235.53	588,611.01	652,107.00	454,670.55	667,978.00
413001 OVERTIME	447.06	2,709.97	2,433.27	2,500.00	2,752.71	2,500.00
413003 ACTING TIME	187.06	317.19	148.77	.00	334.15	300.00
413004 SHIFT DIFFERENTIAL	501.60	504.00	501.60	500.00	393.60	500.00
414001 LONGEVITY	14,125.00	12,954.74	10,975.00	11,375.00	11,160.69	13,975.00
414007 PERFECT ATTENDANCE INCENTIVE	4,865.18	4,097.98	2,871.25	5,750.00	.00	3,000.00
415001 AUTOMOBILE ALLOWANCE	14,750.70	15,259.80	15,566.43	15,000.00	10,734.00	15,000.00
415003 TOOL ALLOWANCE	100.00	100.00	100.00	100.00	.00	100.00
TOTAL PERSONAL SERVICES	669,010.27	636,179.21	621,207.33	687,332.00	480,045.70	703,353.00
TRAVEL						

458003 REGISTRATION & MEMBERSHIP FE	.00	.00	100.00	.00	100.00	100.00
TOTAL TRAVEL	.00	.00	100.00	.00	100.00	100.00
SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	5,842.68	8,375.12	6,191.55	6,500.00	3,358.80	6,500.00
TOTAL SUPPLIES	5,842.68	8,375.12	6,191.55	6,500.00	3,358.80	6,500.00
SERVICES						

432004 ENGINEER & TECHNICAL SERVICE	18,260.00	30,402.61	29,552.25	10,240.00	221,778.38	10,854.00
455000 PRINTING & BINDING	9,806.30	10,205.50	9,006.61	10,800.00	7,101.70	10,800.00
455100 INTERNAL PRINT SHOP	1,336.43	1,305.63	1,011.80	1,800.00	972.90	1,800.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL SERVICES	29,402.73	41,913.74	39,570.66	22,840.00	229,852.98	23,454.00
CAPITAL OUTLAY						

474100 EQUIPMENT	3,967.00	.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	3,967.00	.00	.00	.00	.00	.00
TOTAL 1151 LICENSES AND PERMITS	708,222.68	686,468.07	667,069.54	716,672.00	713,357.48	733,407.00

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2008-2009 RECOMMENDED BUDGET

	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 YTD 04/24/2008	2008-2009 MAYOR RECOMMENDED
----- TOTAL 65 PERMIT & INSPECTION SERVICES	3,794,229.55	4,748,746.04	6,381,016.80	5,589,947.72	8,564,614.79	6,233,578.00
TOTAL	3,794,229.55	4,748,746.04	6,381,016.80	5,589,947.72	8,564,614.79	6,233,578.00

04/26/2008
14:05:23

CITY OF BUFFALO
MAYOR RECBUDGET REQUESTS

PAGE 1
bgdeptrq

BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	.00	.00	667,978.00	.00
	1000-65-1151-0000-1-00-0-45-411-001-	ACCOUNT CLERK-TYPIST	1.00	29,269.00	29,269.00	
		GRADE A05 - STEP 5				
		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	25,830.00	25,830.00	
		GRADE F03 - STEP 2				
		CLERK step 3	1.00	26,499.00	26,499.00	
		A002				
		COORDINATOR DEVELOPMENT PLANS	1.00	50,968.00	50,968.00	
		GRADE A69 - STEP 5				
		LICENSE INSPECTOR	2.00	39,194.00	78,388.00	
		GRADE A29 - STEP 5				
		LICENSE INSPECTOR	1.00	37,926.00	37,926.00	
		GRADE A29 STEP 4				
		SUPERVISOR OF BUILDING CONST	1.00	48,216.00	48,216.00	
		GRADE F02 STEP 5				
		SUPERVISOR OF LICENSES	1.00	45,814.00	45,814.00	
		GRADE A63 - STEP 5				
		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				
16551001411001	11314	PERMITS EMER OP PS ANNUAL SAL	1.00	.00	.00	-100.00
	1000-65-1151-0000-1-00-0-45-411-001-11314					
		BUDGET CEILING:			1.00	
		TOTALS:	1.00	.00	667,978.00	.00